

# USDA Rural Cooperative Development Grant

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## FY 2018 APPLICATION CHECKLIST

*Before you submit your application, please be sure you have addressed all of the following elements.*

### **Required forms (see links below for fillable forms)**

- Form SF-424, "Application for Federal Assistance" (DUNS number/SAM CAGE code)
- Form SF-424A, "Budget Information-Non-Construction Programs"
- Form SF-424B, "Assurances - Non-Construction Programs"
- Form AD-3030, "Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants" (required only for corporate applicants)
- Certification regarding Federal judgements

### **Title Page**

### **Table of Contents**

- Page numbers included for each part of the application

### **Executive Summary**

- One page description of your proposed project

### **Eligibility Discussion (4 page limit)**

- Applicant Eligibility
  - Meet Applicant Type Requirements
  - Meet Board of Directors/ Governing Board Requirement
- Use of Funds
- Project Area
- Grant Period
- Satisfactory Performance

### **Scoring Criteria**

- Technical Assistance (2 page limit recommended)
- Experience (2 page limit recommended)
- Commitment (2 page limit recommended)
- Work Plan/Budget (4 page limit recommended)
- Local Support (2 page limit recommended)
- Infrastructure, Partnership & Innovation (2 page limit recommended)

### **Performance Evaluation Measures**

- Estimates provided for performance evaluation measures

### **Appendices**

*USDA is an equal opportunity provider, employer and lender.*

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- Appendix A – Verification Documents for Applicant Organization
- Appendix B – Resumes
- Appendix C – Local Support Letters

## REQUIRED STANDARD FORMS

**Form SF-424, “Application for Federal Assistance”**

<https://www.rd.usda.gov/files/SF-424-ApplicationforFederalAssistance.pdf>

**Form SF-424 Instructions**

<https://www.rd.usda.gov/files/SF-424-Instructions.pdf>

**Form SF-424A, “Budget Information-Non-Construction Programs”**

<https://www.rd.usda.gov/files/SF-424A-BudgetInformation.pdf>

**Form SF-424B, “Assurances - Non-Construction Programs”**

<http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

**Form AD-3030, “Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants”**

<http://www.ocio.usda.gov/document/ad3030>