

Application Checklist for Risk Management Education RFA:

1. Commodity Partnerships Program

2. Commodity Partnerships Small Sessions Program

3. Targeted States Program

This application checklist does not address all relevant requirements of the RFA and should only be used as supplemental guidance. The application checklists' sole purpose is to help the applicant include all of the documentation requested by the Request for Applications. Incomplete applications packages will not be considered for award.

- _____ **1. OMB Standard Form 424** – Application for Federal Assistance
- _____ **2. OMB Standard Form 424A** – Budget Information – Non-Construction Programs
- _____ **3. OMB Standard Form 424B** – Assurances, Non-Construction Programs
- _____ **4. RME 1 Form** – Risk Management Education (RME) Program Narrative, including Parts I, II, III, and IV (for the Commodity Partnerships and the Commodity Partnerships Small Sessions programs only)
- _____ **5. RME 2 Form - Statement of Work** – (separate form for each task)
- _____ **6. Appendix Containing Other Supportive Information** (Optional)
- _____ **7. OMB Standard Form LLL** – Disclosure of Lobbying Activities
- _____ **8. AD 1047** – Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions
- _____ **9. AD 1049** – Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals
- _____ **10. One Original Unbound Paper Copy** of the Application (Please sign in **BLUE** ink)
- _____ **11. Two Unbound Paper Copies** of the Application. RMA would appreciate receiving nine additional copies to facilitate the panel review process (twelve applications in all).
- _____ **12. One Electronic Copy** of Completed RME 1 Form and RME Form 2 on diskette or compact disk.