

2010

Application Checklist for Risk Management Education RFA:

1. Commodity Partnerships Small Sessions Program

2. 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:
 - Part I, Title Page
 - Part II, Written Narrative (No more than 10 single-sided pages for the Commodity Partnerships Program and the Targeted States Program; No more than 5 single-sided pages for the Commodity Partnerships Small Sessions Program)
 - Part III, Budget Narrative
 - Part IV, Statement of Non-financial Benefits (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. OMB Standard Form LLL**, “Disclosure of Lobbying Activities”
- _____ **7. AD-1047**, “Certification Regarding Debarment, Suspension and Other Responsibility Matters – Primary Covered Transactions”
- _____ **8. AD-1049**, “Certification Regarding Drug-Free Workplace”