

Application Checklist for Non-Insurance Risk Management Program Partnership Proposals

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 application packages will not be considered for award. NOTE: If filing electronically, follow instructions found at <http://www.grants.gov>.

Requirements – May take up to 14 business days to complete.

- _____ **1. Obtain Data Universal Number System (DUNS) Number** – required to complete the SF-424
- _____ **2. Register in the Central Contract Registry (CCR)** – required of all applicants

Please assemble proposals in the following order (Numbers 1-11).

- _____ **1. RD-1** – Title Page and Proposal Summary
- _____ **2. OMB Standard Form 424** – Application for Federal Assistance
- _____ **3. OMB Standard Form 424-A** – Budget Information – Non-Construction Programs (Including a Budget Narrative)
- _____ **4. OMB Standard Form 424-B** – Assurances, Non-Construction Programs
- _____ **5. Written Proposal Narrative** (10 page maximum)
- _____ **6. Appendix Containing Attachments** (Optional)
- _____ **7. RD-2** – Statement of Work
- _____ **8. One original unbound paper copy** of the complete proposal (**Please sign in BLUE ink**)
- _____ **9. Twelve unbound paper copies** of the complete proposal (#'s 1 thru 7 above) are requested; 3 copies are required.
- _____ **10. One Electronic Copy** of the complete proposal including all forms (#'s 1 thru 11 above) on Diskette or Compact Disk (Microsoft Word or PDF format preferred)