

**2008**

## **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:
  - 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. One Original Unbound Paper Copy** of the Application (Please sign in **BLUE** ink)
- \_\_\_\_\_ **7. Two Unbound Paper Copies** of the Completed and Signed Application.
- \_\_\_\_\_ **8. One Electronic Copy** of Completed RME 1 Form and RME Form 2 on compact disk (CD) (Microsoft Word format preferred).
- \_\_\_\_\_ **9. OMB Standard Form LLL**, “Disclosure of Lobbying Activities”
- \_\_\_\_\_ **10. AD-1047**, “Certification Regarding Debarment, Suspension and Other Responsibility Matters – Primary Covered Transactions”
- \_\_\_\_\_ **11. AD-1049**, “Certification Regarding Drug-Free Workplace”