



## GRANT PROCESSING CHECKLIST (RBEG and RBOG)

**Attach this cover page to the application (only one application is needed), and submit to the USDA Rural Development Area Office serving your area.**

\_\_\_\_\_ SF 424, Application for Federal Assistance with attachment:

\_\_\_\_\_ Non-Construction: Attachment A & B

\_\_\_\_\_ Construction projects: Attachment C & D

\_\_\_\_\_ DUNS Number

\_\_\_\_\_ AD 400-1, Equal Opportunity Agreement

\_\_\_\_\_ AD 400-4, Assurance Agreement

\_\_\_\_\_ AD 1047, Certification Regarding Debarment, Suspension

\_\_\_\_\_ AD 1048, Certification Regarding Debarment (Contractor)

\_\_\_\_\_ AD 1049, Certification Regarding Drug-Free Workplace Requirements

\_\_\_\_\_ Form RD 1940-20, Request for Environmental Information

\_\_\_\_\_ Form RD 1940-20 FMI

\_\_\_\_\_ EEO Survey, OMB No.1890-0014

\_\_\_\_\_ Form 1940-Q, Exhibit A-1

\_\_\_\_\_ Detailed Scope of Work to include:

Purpose / need

Intergovernmental Review (AOG)

Project time frame

Key personnel (Experience & Expertise)

methods and rationale

identify the selection criteria, methods and rationale

RBEG: RD Instruction 1942-G, Section 1942.305(b)(3)

RBOG: RD Instruction 4284-G, Section 4284.639

Measures to determine accomplishment of the grant purpose

Commitment of other funds

Letters of Support

\_\_\_\_\_ Project Budget and budget narrative

\_\_\_\_\_ Recent Audit, or balance sheet and income statement

\_\_\_\_\_ 3 Year historical financials, 2 year financial projections

\_\_\_\_\_ Project support/need

\_\_\_\_\_ Rural Area Certification/Citizenship Certification

\_\_\_\_\_ Organizational Documents and opinion letter from Attorney on proper organization letterhead

Recent Certificate of Standing

Certificate of Incorporation and Bylaws

Resolution from Board

Current Board of Directors list

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

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)