

AGENDA #X.C.

Checklist

Required Forms

- [Form SF-424](#), "Application for Federal Assistance"
- [Form SF-424A](#), "Budget Information - Non-Construction Programs"
- [Form RD 400-4](#), "Assurance Agreement"
- [RD Instruction 1940-Q, Exhibit A-1](#), "Certification for Contracts, Grants & Loans"
- [Form AD-3030](#), "Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants" (only required for non-profit corporations)

Non-Profits: Included in Appendix A:

- Articles of Incorporation (including any amendments)
- Bylaws (including any amendments)
- Current (within 12 months) Certificate of Good Standing issued by the appropriate Secretary of State
- Board Resolution authorizing entity to apply and administer the RBEG/RBOG including the name and title of the person authorized to sign grant documents.

Public Bodies: Included in Appendix A:

- Documentation of organization (date established if other than city, county, or state government).
- Resolution passed by the governing board authorizing entity to apply and administer the RBDG/RBOG, including the name and title of the person authorized to sign grant documents.

From Applicant

- UEI and SAM Registration Cage Code with Expiration Date
- Employer/Taxpayer Identification Number (EIN/TIN)
- In-kind / Cash Match Funds Detail and Supporting Letter
- Key Personnel Resumes
- 3 Years Financial Data
- Letters of Support from 5 local businesses