

Checklist of Required Submissions for Option Year Work Plan & Budget

| M. Checklist of Required Submissions for Option Year Work Plan & Budget | |
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| Mission Alignment & Experience | Cost Proposal |
| <p>Address and submit each of the following as instructed and outlined in the Option Year Work Plan & Budget Request. Program Information Narrative</p> <p><input type="checkbox"/> Active CCR Registration</p> <p><input type="checkbox"/> Table of Contents</p> <p><input type="checkbox"/> Mission Alignment and Experience</p> <p><input type="checkbox"/> Plans for Marketing and Collaboration with SBA & Other Community & Small Business Organizations</p> <p><input type="checkbox"/> Sources and Leverages of Funds</p> <p><input type="checkbox"/> Organization and Structure</p> <p>Include the following:</p> <ul style="list-style-type: none"> - Organization Chart (include names and positions for all proposed full- and part-time program staff employees working on the WBC Project) - Resumes for all key personnel - Position Description for ALL personnel (key & non-key) - List of Board of Directors (include phone number and e-mail address) - WBC Hours & Planned Closures <p><input type="checkbox"/> Project Objectives & Milestones Narrative</p> <p><input type="checkbox"/> Market Assessment for Services Provided</p> <p><input type="checkbox"/> Financial Management Capability & Certification of Match</p> <ul style="list-style-type: none"> - Include a certification that the financial system to be used for the Recipient's WBC project meets 2 C.F.R. Parts 215.21 – 215.28. (Note: Letter may be from the applicant's auditor, CPA, treasurer, comptroller, CFO or similarly qualified individual.) <p><input type="checkbox"/> Program Evaluation and Economic Impact</p> <p><input type="checkbox"/> Technology Capability</p> <p>Supporting Documents</p> <p><input type="checkbox"/> WBC Self-Assessment of WEB-Based Activities</p> <p><input type="checkbox"/> Copy of All Subcontracts and Agreements (may not exceed 49% of total budget)</p> <p><input type="checkbox"/> SBA Form 1224 (Cost Sharing Proposal)</p> <p><input type="checkbox"/> Approved Indirect Cost Rate (if applicable)</p> <p><input type="checkbox"/> Most recent audit (or financial statement)</p> <p><input type="checkbox"/> SF-LLL (Disclosure of Lobbying Activities)</p> <p><input type="checkbox"/> SBA Form 1623 (Debarment & Suspension)</p> <p><input type="checkbox"/> SBA Form 1711 (Certification Regarding Lobbying)</p> | <p>Must include an SF-424 Package for this 2012 – 2013 Option Year SF 424 Packages and Budget Details</p> <p>Option Year Budget</p> <p><input type="checkbox"/> SF-424</p> <p><input type="checkbox"/> SF-424A</p> <p><input type="checkbox"/> SF-424B</p> <p><input type="checkbox"/> Annual Budget Summary Worksheet (B10 – B16)</p> <p><input type="checkbox"/> Certification of Cash Match and Program Income</p> <ul style="list-style-type: none"> - Include a list of sources for cash match and detail the activity which will generate program income. Note: In-kind should not be included on this worksheet. <p style="text-align: center;">MAKE SURE OF THE FOLLOWING</p> <ol style="list-style-type: none"> 1. The SF-424 reflects the correct federal amount and non-federal match of which 50% is in the form of cash. Note: Cash match is all non-federal cash and program income; 2. The SF-424A, block 6. a. – k., breaks out the federal share (in column 1); the non-federal cash (in column 2); in-kind (in column 3) & program income (in column 4); and 3. The budget does not include non-expendable equipment. Non-expendable equipment is <u>unallowable</u> under the grant. Only expendable equipment, (valued below \$5,000 per piece) is allowable and must be shown under the "Supplies" cost category. |