

CHECKLIST OF REQUIRED DOCUMENTS FOR CONSTRUCTION PROJECTS

Remove the Checklist from this package and check off (☑) each item as they are addressed. All forms/documents must be submitted in the order of the Checklist for ease of review. When complete, submit the checklist along with your application at www.fedconnect.net. Items not addressed will significantly delay the award process.

Instructions and Helpful Hints

1. SF-424, Application for Federal Assistance

See Attachment A for the SF-424 form and instructions for its completion. If additional forms are needed, you must go to:

<http://apply07.grants.gov/apply/FormLinks?family=15>. Click on the SF-424 Mandatory Family to complete and print the SF-424.

DUNS Number. The Office of Management and Budget requires that all businesses and non-profit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is an identifier used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling **1-866-705-5711** or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

Line 17: The starting date of your project must be prior to October 1, 2010. The project and budget period must be for a minimum of one year and a maximum of five years. You are eligible for a one-time, no-cost 12-month extension, bringing your total project to 5 years. However, in order to guarantee that funds remain available for payment, projects should not exceed May 31st of the 5th year of the grant.

2. SF-424C, Budget Information - Construction Programs

See Attachment A for the SF-424C form and instructions for its completion.

If additional forms are needed, you must go to:

<http://apply07.grants.gov/apply/FormLinks?family=15>. Click on the SF-424 Mandatory Family to complete and print the SF-424C.

Costs for "Contingencies" and "Miscellaneous" expenses are not allowed, therefore, no costs may be reflected on this form for expenses of this nature.

On lines 1 – 16 enter the total amount of this Federal” grant that you plan to spend during the length of this project. Do not enter any information in column b. “Costs Not Allowable for Participation.” The totals in column a. should be carried over to column c., and down to line 16. Do not enter any information on line 17.

Note: If you have costs associated with salaries, fringe benefits, travel, supplies, or other expenses, please include these expenses in the “Administrative and legal expenses” cost category and breakdown these expenses on the A-10 in the appropriate cost categories.

3. Budget Detail Worksheet For Twelve Month Budget Period and Narrative - Construction Programs

See Attachment A for the Budget Detail Worksheet for Twelve Month Budget Period. You must detail all costs shown on the SF-424C on the A-9 – A-12. If additional space is needed, a reasonable facsimile may be used or you may attach as many additional sheets necessary, however the format and details must be provided as requested by the worksheet.

The Budget Detail Worksheet for Twelve Month Budget Period and narrative must provide a clear correlation between the costs and activities to be performed under the grant. Narratives must support all costs shown on the A-9 – A-12 Budget Detail Worksheet for Twelve Month Budget Period. Costs for "Miscellaneous" and "Petty Cash" are not allowed, therefore, no costs may be reflected on this worksheet for expenses of this nature. You will be requested to remove all expenses in any category not applicable to your budget.

Note: If your budget period is longer than 12-18 months, please submit two sets of forms A-9 - A-12. The first set is for year 1 (or up to 18 months); the second set is cumulative for years 2+. The total of both sets of A-9 – A-12 will add up to the totals that you listed on your SF 424C. Please be sure to note the budget year on the top of each set of forms.

a. A-9 – Budget Detail Worksheet For Twelve Month Budget Period (Construction Programs)

Please complete this form providing budget information for year 1 (or up to 18 months).

b. A-10 – Budget Detail Worksheet For Twelve Month Budget Period (Construction Programs)

Personal Services – if you have expenses associated with salaries for key personnel please include that amount in this cost category. The total of all salaries listed on your A-12 must be listed in this cost category.

Fringe Benefits – if you have expenses associated with fringe benefits for key personnel please include that amount in this cost category.

c. **A-11 – Budget Detail Worksheet For Twelve Month Budget Period (Construction Programs)**

If you have Indirect Costs please enter that information on this form. The Total Allowable Budget will be the amount of this Federal grant.

d. **A-12 – Budget Detail Worksheet For Twelve Month Budget Period (Construction Programs)**

Key Personnel List - Key personnel is anyone in a management position (e.g., a director or supervisor) or any individual who's job is "vital" to the performance of the project (e.g., a researcher or trainer).

You must provide a resume and a job description for each key personnel listed on this A-12 form. You must also list the "Project Investigator//Project Manager" for the project whether or not he//she is being paid with these grant funds. If he//she is not being paid with grant funds, enter a zero in column (4) "Total Federal Amount Required."

Non-key personnel assisting with the project and being paid with these grant funds should also be listed on this form. Do not submit resumes and job descriptions for non-key personnel. Resumes and job descriptions of Board Members and contractors//consultants are not necessary unless they are key personnel. If a position is vacant, please list the title and make a notation that the position is vacant. List the expected salary, and if this position is vital to the project, please submit a job description.

Be sure to indicate on this form whether they are key or non-key personnel. If you plan to hire part-time employees, provide the number of hours and the hourly rate that you are proposing for this project. **Contractors and Consultants that will be working on the project should not be listed on this form. They must be listed under "Contractual" and you can provide further details in your contractual narrative.**

Written Budget Narratives - You must submit written budget narratives for each cost category. Fringe Benefits – provide detailed information as to what your fringe benefits package includes. Consultants//Contractors – provide details

concerning your consultants and contractors. How many consultants//contractors will you need? What is the expected cost for each contract? What services will they provide? Travel - who will travel, how many trips will be taken, where, and the purpose of the travel. Equipment – provide us with a list of equipment that you plan to purchase over \$5,000. If the purchase price of your equipment is less than \$5,000, it is considered a supply. Supplies – provide us with a list of the supplies that you plan to purchase. Other – provide us with a list of “Other” items that you will need to perform your project. Overhead – provide details as to how your indirect costs are broken down.

4. **SF-424D, Assurances - Construction Programs**

See Attachment A for the SF-424D form and instructions for its completion. Applicants must return the signed form to certify compliance with all provisions.

If additional forms are needed, you must go to:

<http://apply07.grants.gov/apply/FormLinks?family=15>. Click on the SF-424 Mandatory Family to complete and print the SF-424D.

5. **Technical Proposal**

Applicants must submit a Technical Proposal (program narrative) that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program.* The Technical Proposal should be prepared in double spaced format and, when read separately from the rest of the application, serve as a succinct and accurate description of the proposed work. Applicants should concisely describe the goals and objectives, and method for achieving the goals and objectives and provide a clear measurable "end result" to be achieved.

Summaries of past accomplishments should be avoided, and proprietary/confidential information is not to be included.

***Assistance with the preparation of your Technical Proposal may not be provided by the contacts listed in this information package.**

6. **Chart of Project Milestones**

Applicants must provide a chart of monthly projections for all activities to be performed under this grant project. **Your chart of project milestones must be begin and end with the dates that you provided to us on your SF 424 in block 17.**

Monthly projections for activities must be measurable. Your quarterly performance reports must provide detailed information as to the status of your project milestones.

7. **Resume and Position Description for all Key Personnel Providing Services**

You must provide a resume and job description for all key employees listed on your A-12. If a key position is vacant, list the position and indicate that the position is vacant, and you must provide a position description for that position. All salaries proposed must be reasonable and in line with salaries of similar positions in other organizations in the area. **Do not submit resumes and position descriptions for Board Members or Contractors//Consultants unless they are Key Personnel and are being paid with these grant funds.**

8. **Organizational Chart and List of Board of Directors**

9. **CPA Certification (or person of comparable expertise)**

All applications must include certification (e.g., a written statement from a certified public accountant or person of comparable expertise) to verify that it has an established organizational infrastructure with an internal financial management system that meets the standards prescribed in 2 CFR Part 215, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. **A copy of the letter that accompanied your most recent financial statement audit is not acceptable. Please submit a current original signed and dated certification on letterhead.**

10. **Tax Identification Documentation issued by the Internal Revenue Service**

Please submit a copy of your EIN//taxpayer ID information. If you do not have this information, please request a copy from the Department of the Treasury – Internal Revenue Service.

11. **SF-LLL, Disclosure of Lobbying Activities**

See Attachment C for the SF-LLL form and instructions for its completion. If nothing to disclose in block 10 a.-b., complete only blocks 1-9. Sign and date form. You must submit a signed and dated form for your application to move forward. **Federal funds under this award may not be used for lobbying activities.**

If additional copies of the SF-LLL form are needed, they may be obtained at: <http://apply07.grants.gov/apply/FormLinks?family=15>

12. **Copy of Contractual/Consultant Agreement(s)**

Provide a copy of all contractual/consultant agreements. If not available at time of submission of application, please provide us with a statement as such. All agreements must be provided to SBA prior to receiving services under award.

13. **SF-3881, ACH Vendor/ Miscellaneous Payment Enrollment Form**

See Attachment C for the SF-3881 form and instructions for its completion. All applicants must submit the SF-3881 as all grant funds are disbursed electronically.

Complete the "Payee/Company Information" and the "Financial Institution Information" sections of this form only. **Leave the "Agency Information" section blank as it will be completed by SBA upon receipt of your application.**

If additional copies of the SF-3881 are needed, they may be obtained at:
<http://fms.treas.gov/pdf/3881.pdf>

14. **Approved Indirect Cost Rating from Cognizant Agency (new one if expired).**

15. **Cost Policy Statement**

A cost policy statement must describe all accounting policies and narrating in detail your proposed cost allocation plan. This plan must identify the procedures used to identify, measure, and allocate all costs to each benefiting activity. This policy should be signed by an authorized official. **See Attachment E.**

16. **Copy of Previous Year's Financial Audit**

Provide a copy of your organization's previous year financial audit. If any instance involving non-compliance with the types of compliance requirements referred to in the OMB Circular A-133 were cited applicant must include a statement describing how it addressed the discrepancy. You may provide SBA with website information or a link to your financial audit, as long as you also provide the appropriate page number where your financial audit may be found.

17. **Survey for Ensuring Equal Opportunity for Applicants**

See Attachment C for the Survey for Ensuring Equal Opportunity for Applicants. Place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package.

If additional copies of the survey are needed, they may be obtained at:
http://apply07.grants.gov/apply/forms/sample/FaithBased_SurveyOnEEO-V1.2.pdf