

Application Checklist

	Description of Document	Form or Instruction Number	Tab Position	Date Received/ Comments
1	Application for Federal Assistance (For Non-Construction Programs) (Form SF424) Including Intergovernmental Review Response <i>Executive Order 12372-enclose the response from appropriate agency.</i> Link: http://www.rd.usda.gov/files/UTP_SF424_2016.pdf	SF - 424 1944.410(e)	1	
2	Waiting List of Participants Give the names, addresses, household size, and total annual income of interested families.	1944.410(e)(1)	1	
3	Proof that the participants in the first group have qualified for assistance Include letter/certificate of eligibility.	1944.410(e)(2)	1	
4	Lot options for first group Include evidence that lots have been optioned for first group. Link: http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD440-34.PDF	1944.410(e)(3)	1	
5	Evidence of lot availability for remaining group(s)	1944.410(e)(3)	1	
6	House plans, specifications and detailed cost estimates Provide house plans, cost estimates, blueprints and specifications for houses you propose to build.	1944.410(e)(4)	2	
7	Staffing needs and hiring schedule List the proposed staff positions needed, also give: (1) specific qualifications, skills and experience needed to staff the program, (job descriptions) (2) staff hiring schedule, and (3) availability of prospective employees (resumes).	1944.410(e)(5)	3	
8	Authorized representative of applicant Give the name, address and official position of the person authorized to work with RD. Can be the same representative(s) named in your resolution.	1944.410(e)(6)	3	
9	Budget Information - Non-Construction Programs Include a 2-year budget worksheet and a budget narrative. Link: http://www.rd.usda.gov/files/sf424a.pdf	SF - 424A & 1944.410(e)(7)	3	
10	Indirect or direct cost policy and proposed indirect cost rate Include your Indirect Cost Agreement or approved Cost Allocation Plan.	1944.410(e)(8)	3	

11	Monthly activities schedule Insert your Housing Development Plan and Implementation Schedule	1944.410(e)(10)	4	
12	Personnel practices and procedures Include your agency's Personnel Policies and procedures and samples of forms to be used.	1944.410(e)(9)	4	
13	Authorizing Resolution Provide a copy of the resolution adopted by (The Board of Directors or other Governing Body if public body) and authorizing the appropriate official(s) to execute Exhibit A, "Self-Help Technical Assistance Grant Agreement" and Form RD 400-4, "Assurance Agreement".	1944.411(d)	5	
14	Assurance Agreement Link: http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD400-4.PDF	FormRD400-4 1944.411(d)	5	
15	Fidelity Bond Coverage Provide evidence of adequate coverage to protect the maximum amount of money a grantee will have on hand at any one time. The policy will cover all employees that have access to funds.	1944.411(e)	5	
16	Evidence of interest bearing checking account and a statement of interest repayment By grant closing, you must establish an interest bearing checking account on which two or more bonded employees will sign checks. Include a signed statement that any interest earned in excess of \$250 annually will be submitted to Rural Development quarterly.	1944.411(g)	5	
17	Group Agreement including Exhibit B-2 of 1944-I Provide a copy of the agreement incorporating Exhibit B-2 of 4 CFR Part 1944, Subpart I, clearly showing what labor tasks are required by the participating families. The agreement must be signed by an agency representative and each participating family	1944.411(h)	6	
18	Request for Obligation of Funds Link: http://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD1940-1.PDF	Form RD 1940-1 1944.412	7	
19	Self-Help Technical Assistance Grant Agreement Leave date and amount blank. Link: http://fnph.org/images/1944-I Exhibit A Self-Help TA Grant Agreement.doc	Exhibit A of 1944-I 1944.412	7	

20	Certification Regarding Drug-Free Workplace Authorized representative should sign. Link: http://www.fnph.org/images/Form_AD-1049_REV_5_90_.pdf OR for a fillable form, go to https://www.pdfFiller.com/en/project/36273682.htm?form_id=100010780	FormAD-1049 RD Ins.1940-M and1940.606(b) (1)	7	
21	Certification Regarding Debarment, Suspension, and other Responsibility Matters Authorized representative should sign. Link: http://www.ocio.usda.gov/sites/default/files/docs/2012/AD1047-F-01-92.PDF	Form AD-1047 RD Instruction 1940-M and 1940.606(b)(1)	7	
22	Certification Regarding Lobbying Authorized representative should sign. Link: http://www.rd.usda.gov/files/PR_1940Q-A1.pdf	Exhibit A-1 of RD Instruction 1940-Q and 1940.810	7	
23	Statement of Compliance with 7 CFR Part 3015 & 3019, if a nonprofit organization or, Part 3015 & 3016, if a State or Local Government. Authorized representative should sign.	1944.411(c)	7	
24	Assurances - Non Construction Programs Authorized representative should sign. Link: http://www.acf.hhs.gov/sites/default/files/assets/sf424b.pdf	Form SF 424B 1944.411(f)	7	
25	Rural Development Manager's Recommendation	1944.410(b)	RD	
26	T&MA Contractor's Review and Recommendation	Required under National Office	RD	
27	National Office Review (if over \$300,000 or if amount of new grant plus unexpended funds from previous grant total \$400,000)	1944.415(a)	RD	
In addition to the above information, existing grantees submitting an application for a new grant should also provide the following information as part of a complete application. Since this information was already provided in the pre-application of a new grantee, they will not be required to duplicate this information.				
28	Narrative Statement (h) Amount of request (I) Areas served (j) Number of houses proposed (k) Housing conditions of low-income families (l) Need for self-help housing (m) Evidence of community support	1944.410(a)(4)	8	
29	Current Financial Statements for Applicant and any sponsor No more than 12 months old, date & signed. Must be certified by a Board Officer. Usually the treasurer.	1944.410(a)(3)	8	

30	Outreach Plan for very low-income families Outline a plan of how the organization proposes to reach very low-income families.	1944.410(a)(5)	8	
31	HUD Fair Housing Marketing Plan See attached Exhibit. Link: http://www.rd.usda.gov/files/IL_935-2a-HUD.pdf	HUD Form 935.2B 1944.410(a)(10)	8	
32	Determination of TA Grant Amount Include a letter from your Rural Development Local Office giving the current (less than 12 months old) equivalent value of a comparable contractor-built 502 home. Include total square feet and total living area. The letter should include the actual or projected cost of an acceptable site and site development. Show the formula your organization used to calculate the TA cost.	1944.407	8	
33	Intergovernmental Review Submittal	1944.409	8	
34	Civil Rights Impact Analysis Certification	Form RD 2006-38, 2006-P	RD	
35	OGC Review (if necessary)	1944.410(b)(2)	RD	

Applicants and existing Self-Help grantees applying for a new grant should submit their applications in an original and one copy containing the above applicable items to the Rural Development Office designated to receive the grant application as determined by the State. Within thirty (30) days of receipt of the application, the designated official will review the application for completeness, accuracy and conformance to program policy and regulations. The designated official should then make their recommendation and forward along with a copy of the grantee's package to the Technical and Management Assistance (T&MA) Contractor for review. The T&MA contractor will make their recommendations and return the package to the State Office within 15 calendar days. The State Office will issue a Letter of Conditions to the Grantee subject to: (1) review of the application package by the National Office, if applicable and (2) subject to submission of any additional items not included with the application.