

FISCAL YEAR 2013 FULL APPLICATION PACKAGE CHECK LIST

**Important: Applications Missing Any of These Required Items Will Not Be Considered
ENHANCING PROGRAM DELIVERY IN GEORGIA**

- A. Proposal Cover Sheet:** Submit Standard Form 424 Application for Federal Assistance
- B. Project Description:** (12 pages maximum, single-spaced, single-sided, 12 point font)
 - 1. Project title
 - 2. Project dates
 - 3. Project objectives (overall statement and specifics)
 - 4. Project methods
 - 5. Location and size of project area (include a map if possible)
 - 6. Project deliverables/products
 - 7. Project milestone action plan and timeline
 - 8. Budget information:
 - a. Submit a completed Standard Form 424A (SF-424A) Budget Information-Non-Construction Programs.
 - b. Detailed budget summary (include federal, local match, and indirect allowances)
 - c. Budget narrative
 - 9. Plan for documenting expenditures
- C. Declaration of Beginning Farmer or Rancher, Limited Farmer or Rancher, or Federally Recognized Indian tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, or Federally recognized Indian tribe, or community-based organization representing these entities.
- D. Certifications:** Complete Standard Form 424B (SF-424B) Assurances-Non-Construction Programs.
- E. DUNS Number:** For information about how to obtain a DUNS number, go to <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
- F. Central Contractor Registry (CCR):** To register, visit www.sam.gov. Allow a minimum of 5 days to complete the CCR registration.

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