

Beginning Farmer and Rancher Development Program – Checklist for FY2017 Applications

This checklist is a tool to help applicants review that they have included all the forms and attachments. It is **not** a substitute for carefully following all of the instructions in the RFA and the NIFA Grants.gov Application Guide.

File Name for PDF Attachment (or application form/section)	Contents (see the FY2017 Request for Applications (RFA), the Application Package, and Instructions (NIFA Grants.gov Application Guide))	Check Off
<i>SF-424 R&R Cover Sheet</i> <i>Project/Perf. Site Location(s)</i> <i>Other Project Information</i>	Forms in the Application Package – see instructions in the NIFA Grants.gov Application Guide for all three forms	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
ProjectSummary (pdf)	Use the suggested template at: http://nifa.usda.gov/resource/application-support-templates or include all of the same information on one page:	<input type="checkbox"/>
	Title	<input type="checkbox"/>
	List of Project Directors/Co-PDs & Institutions	<input type="checkbox"/>
	Project description - 250 words or less	<input type="checkbox"/>
	List of other collaborating organizations not on PD/co-PD list	<input type="checkbox"/>
	Percent of total federal funds allocated to NGO/CBO/SAEOs	<input type="checkbox"/>
	Percent of budget allocated to serving military veterans	<input type="checkbox"/>
	Percent of budget allocated to serving socially-disadvantaged	<input type="checkbox"/>
	List of previous BFRDP projects that PD/co-PDs have led	<input type="checkbox"/>
ProjectNarrative (pdf)	No more than 16 pages, include the following Sections:	<input type="checkbox"/>
	• Introduction	<input type="checkbox"/>
	• Objectives and Outcomes	<input type="checkbox"/>
	• Approach	<input type="checkbox"/>
	• Personnel and Resources	<input type="checkbox"/>
	• Plan for Outcome Based Reporting (w/summary table)	<input type="checkbox"/>
	• Management and Collaboration Plan	<input type="checkbox"/>
	Additional section(s) beyond 16-page limit if applicable:	
	• Response to Previous Review (if Resubmission) – limit one (1)	<input type="checkbox"/>
	• Prior BFRDP Accomplishments – limit one (1) page	<input type="checkbox"/>
Bibliography (pdf)	Bibliography and References (no page limit)	<input type="checkbox"/>
LetterofCommitment_OrgName (pdf attachment(s))	Signed letter(s) that Partners have agreed to their role in the project and to abide by management plan; often multiple attachments, no page limit	<input type="checkbox"/>
<i>R&R Senior/Key Person Profile (form)</i>	Information and Biographical Sketch form for each person (but Current and Pending Support <u>not</u> required at the time of application)	<input type="checkbox"/>
<i>R&R Personal Data (form)</i>	Providing this information is voluntary	<input type="checkbox"/>
<i>R&R Budget Federal and Non-Federal (form)</i>	Complete one R&R budget form for the cumulative budget for the entire project (one budget period; annual budgets are <u>not</u> required at the time of application)	<input type="checkbox"/>
BudgetJustification (pdf)	Explain each item; no page limit; include summary of matching items in justification or in a separate pdf attachment (but pledge letters documenting match are <u>not</u> required at the time of application)	<input type="checkbox"/>
<i>R&R Subaward Budget (form)</i>	Required if any sub-awards (but Subcontract Statement of Work and Letter of Intent are <u>not</u> required at the time of application)	<input type="checkbox"/>
<i>Supplemental Information Form (form)</i>	Program Code = BFRDA for Standard Grants Program Code = BFRDB for Educational Enhancement	<input type="checkbox"/>
ConflictofInterest (pdf)	Complete a Conflict of Interest form for each key /senior person http://www.nifa.usda.gov/funding/templates/conflict_of_interest.doc then combine them into one pdf document to attach	<input type="checkbox"/>