

Pre-Submission Checklist

Use the checklist below to ensure that the application meets all submission requirements. Please place an “X” beside each item that has been completed. Include the completed checklist as the last page of the application.

PRE-SUBMISSION CHECKLIST

| Items to Complete | “X” if Completed |
|--|------------------|
| Do you have a DUNS number? | |
| Are you registered with the Central Contractor Registration? | |
| Has the entire proposed project period been identifier in item #17 on the SF-424 form? | |
| Did you complete item #18 on the SF-424 form? | |
| Did you check “c” in item #19 on the SF-424 form? MEPI applicants are not covered by E.O. 12372 | |
| Did your Authorized Organization Representative (AOR) read and sign item #21 on the SF-424 form? | |
| Did you complete the Budget Information—Non-Construction Programs (SF-424a)? | |
| Did your AOR read and sign the Assurances—Non-Construction Programs (SF-424b)? | |
| Is your Project Narrative not more than 20 pages? | |
| Has your Project Narrative addressed all the RFA goals and priorities? | |
| Does your Project Narrative include a sustainability plan, describe partnerships, and provide details on cost sharing or matching? | |
| Did you include a Budget Narrative as outlined in Appendix 2 using the Budget Narrative Sample Template? | |
| | |
| Did you complete and attach the MEPI Cover Sheet (Attachment 1)? | |
| Did you include a completed the Applicant Organization Information Document (Attachment 2)? | |
| Did you include the Disclosure of Lobbying Activities Form (SF-LLL), if applicable? | |
| Did you include Attachments no longer than 20 pages? | |
| Do your Attachments include an Results-Oriented Monitoring and Assessment Plan? | |