

D. Checklist for a Complete Application

The checklist below is for your use to ensure that your application package has been properly prepared.

- One original application, signed and dated, plus two copies.
- Complete application length should not exceed 125 pages.
- A complete application consists of the following items in this order:
 - Application for Federal Assistance (SF 424);
 - A completed SPOC certification with the date of SPOC contact entered in line 16, page 1 of the SF 424 if applicable;
 - Budget Information—Non-construction programs (SF 424A);

- Budget Justification for SF 424A Section B—Budget Categories;

- Letter from the Internal Revenue Service to prove nonprofit status, if necessary;

- Copy of the applicant's approved indirect cost rate agreement, if appropriate;

- Program Narrative Statement (See Part III, Section C);

- Assurances—Non-construction programs (SF 424B); and

- Certification Regarding Lobbying.

E. Submitting the Application

Each application package must include an original and two copies of the complete application. Each copy

should be stapled securely. All pages of the narrative (including charts, tables, maps, exhibits, etc.) must be sequentially numbered. In order to facilitate handling, please do not use covers, binders, or tabs.

Applicant should include a self-addressed, stamped acknowledgment card. All applicants will be notified automatically about the receipt of their application.

Catalog of Federal Domestic Assistance 93.647.

Dated: May 22, 1995.

Lavinia Limon,

Director, Office of Family Assistance.

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