**This checklist is being provided as a resource only. Do not submit this document.**

**Application has been submitted in eGrants and includes the following:**

[ ] Narrative

* *Fully addresses each item from the Notice Criteria section.*
* *Does not exceed 10 pages (or 12 pages for Rural Intermediary applicants) as the pages print out from eGrants (this includes the Executive Summary and Face Sheet)*

[ ] Logic Model

* *Does not exceed 3 pages as the pages print from eGrants*

[ ] Performance Measures

* [*Performance Measure checklist*](https://www.nationalservice.gov/sites/default/files/documents/2020%20Performance%20Measures%20Instructions%20FINAL.508.pdf) *has been used (page 27)*

[ ] Budget

* *See the* [*Budget Checklist located in Appendix D of the Application Instructions*](http://onestarfoundation.org/americorpstexas/available-funding/) *to ensure your budget includes all required components.*

[ ] Funding Demographics

|  |  |  |
| --- | --- | --- |
|  | **Checks to Do (*this is not an exhaustive list*)** | **Status** |
| 1 | Does the Face Sheet list a program start and end date that is exactly one year (ex: 9/1/2020 - 8/31/2021) | □ Yes□ No |
| 2 | Did you use the Executive Summary template from page 11 of the Notice.  | □ Yes□ No |
| 3 | Does the CNCS Share and Grantee Share from the budget equal, to the dollar, the amount listed in the executive summary and on the Face Sheet. | □ Yes□ No |
| 4 | Is the CNCS Share of the budget at or below the Maximum cost per MSY? | □ Yes□ No |
| 5 | Have you checked for any "¿" that have been copied into the narrative? | □ Yes□ No |
| 6 | Have you completed the "Source of Matching Funds" portion of Section 3 in the eGrants budget. * Does each item include either "Proposed" or "Secured".
* Does the total included in the Source of Matching Funds section equal, to the dollar, the total amount of Grantee Share listed in the budget and executive summary.
 | □ Yes□ No |
| **Additional Required Documents***For more information on each of these items, see pages 10-12 of the Notice.* |
|  | **Item** | **Status** |
| 1 | Indirect Cost Rate Agreement*(Only for applicants who have a state or federal indirect cost rate agreement)* | □ Yes □ No□ N/A |
| 2 | Evaluation Briefs, reports, studies (O*nly for applicants at the Strong and Moderate evidence tier level*) | □ Yes □ No□ N/A |
| 3 | Member Placement Chart | □ Yes □ No |
| 4 | Organizational Chart*(Only for New and Recompete applicants)* | □ Yes □ No |
| 5 | Federal and State Award Schedule(*Not applicable for Colleges, Universities, School Districts, or if you are already submitting a Single Audit*) | □ Yes □ No□ N/A |
| 6 | Independent Financial Statement Audit(*Only for New applicants;* *Not for Colleges, Universities, School Districts*) | □ Yes □ No□ N/A |
| 7 | Single Audit(*Only for New applicants;* *Not for Colleges, Universities, School Districts)* | □ Yes □ No□ N/A |
| 8 | Financial Management Survey and applicable attachments*(Only for New and Recompete applicants)* | □ Yes □ No□ N/A |

**Additional Required Documents have been submitted to** **grants@onestarfoundation.org****:**

Email submitted to grants@onestarfoundation.org has the following subject line:

[ ] [Legal Applicant Name]-[Application ID number]

Email submitted to grants@onestarfoundation.org includes the following information:

[ ] The legal applicant name and its point of contact information

[ ]  The application ID number

[ ] A list of documents that should be attached to the email

[ ]  Individually saved files that are clearly labeled

[ ] Files that include the legal applicant name and application ID number within the body of each document.

**Materials that have not been specifically requested should not be submitted and will not be reviewed or returned.**

**All of the above items have been submitted in eGrants and/or via email to** **grants@onestarfoundation.org** **by:**

[ ] 10:59:59 PM Central on **Thursday, November 7, 2019** for Competitive Consideration

[ ] 10:59:59 PM Central on **Monday, March 9, 2020** for Formula Consideration