**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**](mailto:grants@onestarfoundation.org)**:**

Email submitted to [grants@onestarfoundation.org](mailto:grants@onestarfoundation.org) has the following subject line:

[Legal Applicant Name]-[Application ID number]

Email submitted to [grants@onestarfoundation.org](mailto: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**](mailto: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