NON-PUBLIC ENTITIES: For Nonprofit Organizations, Institutions of Higher Education That Are Not 100% Publicly Controlled, Public-Private Partnerships, Science or Research Parks, Federal Laboratories, Venture Development Organizations, Economic Development or Similar Organizations

The following checklist table is meant to assist applicants that are nonprofit organizations, institutions of higher education that are not 100% publicly controlled, public-private partnerships, science or research parks, Federal laboratories, venture development organizations, or economic development or similar organizations (as well as consortia that include one or more of these types of entities). As set forth in section D.2 (p.11) of this NOFO, all documents are required for a complete application.

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| Document Checklist for Nonprofit Organization, Institution of Higher Education, Public-Private Partnership, Science or Research Park, Federal Laboratory, Venture Development Organization, and Economic Development or Similar Organization Applicants/Co-Applicants |
| Document | **Title/Description/Requirements** | **Checklist** |
| Project Narrative | *See* section D.2.i.a (p.12) | *One per Application* |
| Budget Narrative and Staffing Plan | *See* section D.2.i.b (p.14) | *One per Application* |
| Matching Share Commitment Letters | *See* section D.2.i.c (p.15) | *One per match source* |
| State/Local Government Support | *See* section D.2.i.d (p.16) | *One per Application* |
| Form SF-424 | Application for Federal Assistance | *One per Applicant or Co-applicant (not needed for subrecipients)* |
| Form SF-424A | Budget Information-Non-Construction Programs | *One per Application* |
| Form CD-511 | Certification Regarding Lobbying (if applicable) | *One per Applicant or Co-applicant (not needed for subrecipients)* |
| Form SF-LLL | Disclosure of Lobbying Activities | *If applicable, one per Applicant or Co-applicant (not needed for subrecipients)*  |
| SPOC/EO 12372 Compliance Documentation | *See* section D.2.ii.b.1) (p.18) and <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf> (if applicable) | *If applicable, one per State in the project’s service area* |
| Organizational Documentation | E.g., certificates of good standing, articles of incorporation, bylaws, establishing authorities; *see* section D.2.ii.b.2) (p.17) (if applicable) | *If applicable, per Applicant or Co-applicant (not needed for subrecipients)* |
| Public Private Partnership Documentation | If applicable, documentation defining the public private partnership which contains details of the agreement, including roles and responsibilities, and is signed by all parties. See 13. C.F.R. § 312.5 and the discussion of documentation for public-private partnerships in footnote 8 to section C.1 (p. 9). Please note, Public Private Partnerships must also provide all documentation required for Co-applicants. | *One per Application* |
| Indirect Cost Rate (ICR) Agreement | *See* section D.2.ii.b.3) (p.18) | *One per Applicant* |
| Project Area and FIPS Codes | See section D.2.ii.b.4) (p.18) Add as an attachment to the SF-424. | *One per Application* |