

FSMIP Application Components

The checklist below provides the required, conditionally required, and optional documents for an application package.

REQUIRED

Submit the following required forms, available as part of the FSMIP application package at [grants.gov](https://www.grants.gov), as separate attachments:

- SF-424 – Application for Federal Assistance
- SF-424A – Budget Information – Non-Construction Programs
- SF-424B – Assurances - Non-Construction Program
- Areas Affected by Project (Block 14 of the SF-424)

Combine the following required application components into **one .pdf document in the order listed below**:

- Project Narrative
- Budget Narrative and Budget Spreadsheet
- Personnel Qualifications
- Verification of Matching Funds letter for each entity that will provide a cash and/or in-kind match (PDF or MS Word) See [Letter Template](#).
- Accounting System and Financial Capability Questionnaire (PDF) See [Form](#).
- At least 1, and no more than 3, Letters of Support from Stakeholders or Beneficiaries (PDF)

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MAY BE REQUIRED

Application packages may be required to include the following documents:

- AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants
- AD-3031, Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants
- Negotiated Indirect Cost Rate Agreement (.pdf)
- [Housing and Urban Development \(HUD\) Promise Zone Certification Form](#)

The SF-424, SF-424A, SF-424B, AD-3030, AD-3031 and Areas Affected by Project are available through [grants.gov](https://www.grants.gov). All other documents must be prepared outside of [grants.gov](https://www.grants.gov), then uploaded under SF-424 item #15. Click on "Add Attachments" (**do NOT use the "paperclip" icon in Adobe**) and follow the instructions on the form.