

Checklist for Continuation Applications

- SF-424 Application for Federal Assistance
 - Make sure the grant award number is listed in the "Federal Identifier" block.
 - Make sure "Applicant Information" is current and accurate, including the DUNS number. The project contact should be the person responsible for the day-to-day operations and overall success of the project.
 - Check "continuation" in Block 2.
 - Indicate in Block 19 whether your continuation application was reviewed in accordance with the intergovernmental review process.
 - Block 18 must include your federal and non-federal sources of funding.
 - Make sure the entire form is completed, signed, and dated.
- SF-424A Budget Information – Non-Construction Programs
 - In Section A, column (e), indicate the federal costs in each applicable object class category. In column (f), indicate non-federal costs in each applicable object class category. In column (g), indicate the total.
 - In Section F, Line 22, state the type of indirect cost rate (e.g., provisional, fixed) and provide computation (i.e., base X rate = total indirect expense).
- SF-424B Assurances – Non-Construction Programs
 - Make sure the form is signed and dated.
- Lobbying Certifications
 - If applicable, make sure the form is signed.
 - If not applicable, indicate not applicable on the form and return it with the submission.
- Program Narrative
 - Provide your goals and objectives for the next year (12 months) of your project.
 - Describe major activities and accomplishments to date. This may include a project task chart/timeline or project work plan indicating completed tasks.
 - Describe any deviations or departures from the project plan, including major staff changes and any corrective action plans. Project changes may be necessary, but it is important that these changes do not deviate substantially from the scope of the original project proposed.
- Budget and Budget Narrative
 - Details are required for all line items. This includes calculations that show how costs were derived and federal and non-federal cost items.
 - The narrative should explain how these costs are directly related to the overall success of the project.
 - Under travel budget, local (in-state) travel should be placed under budget line Item h (Other).
 - Under travel narrative, out-of-state travel should be separated from in-state travel. The out-of-state travel narrative should include, by person, costs per ticket and hotel stay and the per diem.
 - A copy of the indirect cost agreement should be included with the returned package.
 - If any budget line item changes are being proposed in the continuation application, please contact your Federal Project Officer and discuss the changes before submitting the package.



U.S. Department of Health and Human Services
Administration for Children and Families
Administration on Children, Youth and Families
Children's Bureau

