

Appendix K: Application Checklist – *Am I Ready to Apply?*

Step 1: Review the RFP and confirm your organization's eligibility.

Before beginning an application:

- ☐ Confirm that your organization meets the eligibility requirements described in Section IV. Eligibility.
- ☐ Confirm that your organization functions as a community care hub (CCH) and has the capacity to serve a large geographic area in partnership with healthcare entities.
- ☐ Confirm that your organization is prepared to implement and scale Stepping On in partnership with healthcare entities using STEADI.
- ☐ Confirm that your organization has, or can obtain before award, a Unique Entity Identifier (UEI) through SAM.gov and can meet applicable federal registration and compliance requirements.
- ☐ Review the required project activities and grantee expectations described in Section V, including requirements related to data collection and reporting, rapid-cycle evaluation, the ACL-funded external evaluation, technical assistance, performance monitoring, and federal compliance
- ☐ Submit LOI by November 20, 2026 through NCOA's [Zengine application portal](#) (encouraged, not required)

Step 2: Gather information from partners and complete required partner documentation.

- ☐ Identify your current and proposed key healthcare screening and referral partners.
- ☐ Complete Appendix A. Healthcare Screening and Referral Partners for all key healthcare partners.
- ☐ Complete Appendix B. Projected STEADI Screening and Referral Volume, including cumulative projections at Months 6, 12, 18, 24, and 30 and totals across all healthcare partners.
- ☐ Obtain Letters of Commitment from major healthcare screening and referral partners that are central to your proposed STEADI screening and referral strategy.
- ☐ Obtain Letters of Commitment, as appropriate, from other key partners whose participation is essential to implementation, regional scaling, data/evaluation, or sustainability.

☐ Ensure Letters of Commitment address the applicable requirements and suggested content described in Appendix C. Partner Letters of Commitment: Requirements and Suggested Content.

Step 3: Prepare your application narrative.

Complete all required sections of the online application:

- ☐ A. Applicant Information and Eligibility
- ☐ B. Applicant Capacity and Reach
- ☐ C. Healthcare Partnerships and Clinical-Community Integration
- ☐ D. Capacity To Deliver and Scale Stepping On
- ☐ E. Regional Need, Infrastructure, and Alignment
- ☐ F. Data, IT, and Evaluation Capacity
- ☐ G. Proposed Intervention
- ☐ H. Key Implementation Partners and Resources
- ☐ I. Project Management, Staffing and Readiness
- ☐ Confirm that responses comply with applicable maximum word counts.
- ☐ Include links in works cited section to relevant publicly available data to substantiate key claims about need and market opportunity, as required by the RFP.

Step 4: Complete your Work Plan, Budget, and Budget Narrative.

- ☐ Complete the 30-month Work Plan using the template provided in Appendix E, covering:
 - Year 1: Months 1–6
 - Year 2: Months 7–24
 - Year 3: Months 25–30
- ☐ Ensure the Work Plan clearly identifies activities, deliverables, and milestones to be completed during the first 90 days of the award.
- ☐ Complete the Budget using the template provided in Appendix F, including separate budgets for:
 - Budget Period 1: Months 1–6
 - Budget Period 2: Months 7–18
 - Budget Period 3: Months 19–30
 - Combined 30-month project period

- ☐ Confirm that the combined budget does not exceed \$717,000 and that each budget period complies with the applicable limits specified in the RFP.
- ☐ Complete a separate Budget Narrative for each budget period using the template and instructions provided in Appendix G.
- ☐ Confirm that the Work Plan, Budget, Budget Narrative, and application narrative are consistent with one another.

Step 5: Gather required attachments.

Before submitting, confirm that you have the following attachments ready for upload:

- ☐ Healthcare screening and referral partners
- ☐ Projected STEADI screening and referral partners
- ☐ Work Plan
- ☐ Budget
- ☐ Budget Narrative
- ☐ Letters of Commitment from key partners
- ☐ Resumes/CVs or statements of experience for key personnel
- ☐ Most recent audited financial statements or other financial documentation required by NCOA, including Single Audit documentation when applicable
- ☐ W-9
- ☐ SAM.gov/UEI documentation
- ☐ Proof of eligible/nonprofit status, as applicable
- ☐ Current federally negotiated indirect cost rate agreement, if applicable
- ☐ Stepping On licensing documentation or plan to obtain required licensing
- ☐ Upload works cited and references for data included in application responses.
- ☐ Tribal resolution/authorization, if applicable and required. Applicants should review Appendix H. Information for Tribal Organizations for additional information.

Step 6: Conduct a final application review.

Before submitting your application:

- ☐ Confirm that all required application questions have been completed.

- ☐ Confirm that all required attachments have been uploaded.
- ☐ Confirm that partner names, roles, commitments, and projected volumes are consistent across the narrative, Appendices A and B, and Letters of Commitment.
- ☐ Confirm that proposed activities, milestones, staffing, and costs are consistent across the application, Work Plan, Budget, and Budget Narrative.
- ☐ Confirm that the application meets the Screening Criteria in Section IX.
- ☐ Complete all required certifications and assurances.

Step 7: Submit your application.

- ☐ Submit the complete application and all required attachments through NCOA's [Zengine application portal](#).
- ☐ **Submit by December 10, 2026, 11:59 p.m. Eastern Time.**
- ☐ Retain a copy of the completed application and confirmation of submission for your records.