

Application Requirements: An application package must include OMB Standard Form 424, Application for Federal Assistance; a cover letter identifying the audit agency responsible for the applicant's financial accounts as well as the audit period or fiscal year that the applicant operates under (e.g., July 1 through June 30); and an outline of projected costs. The following additional forms must also be included: OMB Standard Form 424A, Budget Information - Non-Construction Programs; OMB Standard Form 424B, Assurances - Non-Construction Programs (both available at www.grants.gov) and DOJ/NIC Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and the Drug-Free Workplace Requirements (available at www.nicic.gov/Downloads/PDF/certif-frms.pdf.)

The application should be written concisely, typed double-spaced, and reference the NIC application number and title provided in this announcement.

If you are hand delivering or submitting an application via Fed-Ex, please include an original and three copies of your full proposal (program and budget narrative, application forms, and assurances). The original should have the applicant's signature in blue ink. As previously stated, electronic submissions will only be accepted via www.grants.gov.

The narrative portion of the application should include, at a minimum, a brief paragraph indicating the applicant's understanding of the purpose of the document and the issues to be addressed; a brief paragraph summarizing the project's goals and objectives; a clear description of the methodology that will be used to complete the project and achieve its goals; a statement or chart of measurable project milestones and time-lines for completing each milestone; a description of the qualifications of the applicant organization and a resume for the principle and each staff member assigned to the project that documents relevant knowledge, skills, and ability to carry out the project; a minimum of three references for which the applicant has provided similar service; a budget that details all costs for the project, showing consideration for all contingencies for this project, and notes a commitment to work within the proposed budget; and a sample of at least one document completed by the applicant.

Applicants must specify their role in the production of the sample document(s).