

Application Requirements: Applications should be concisely written, typed double-spaced and reference the project by the “NIC Application Number 09K112”, and Title: “Transition From Prison to Community (TPC)”. The package must include: a cover letter that identifies 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); a budget narrative explaining projected costs; and a program narrative in response to the statement of work. The program narrative must be fewer than 15 pages in length, but there is no limit placed on the length of proposed staff resumes, or listings of organizational experience. The following forms must also be included: OMB Standard Form 424, Application for Federal Assistance; OMB Standard Form 424A, Budget information – Non-Construction Programs; OMB Standard Form 424B, Assurances – Non-Construction Programs (these forms are available at <http://www.grants.gov>) and DOJ/NIC Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and the Drug-Free Workplace Requirements (available at <http://www.nicic.gov/Downloads/PDF/certif-frm.pdf>.)

Applications may be submitted in hard copy, or electronically via <http://www.grants.gov>. If submitted in hard copy, there needs to be an original and six copies of the full proposal (program and budget narratives, application forms and assurances). The original should have the applicant’s signature in blue ink. All potential applicants are reminded that the only opportunity to receive clarifying information about this solicitation is described earlier under the heading “FOR FURTHER INFORMATION”.