

**Application Requirements:** An application package must include OMB Standard Form 424, Application for Federal Assistance; a cover letter that identifies the audit agency responsible for the applicant's financial accounts as well as the audit period or fiscal year under which the applicant operates (e.g. July 1 through June 30); an outline of projected costs with the budget and strategy narratives described in the announcement. 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](http://www.grants.gov)); DOJ/FBOP/NIC Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and the Drug-Free Workplace Requirements (available at [www.nicic.gov/Downloads/PDF/certif-frm.pdf](http://www.nicic.gov/Downloads/PDF/certif-frm.pdf)).

Applications should be concisely written, typed double spaced, and reference the NIC opportunity number and title referenced in this announcement. If you are hand delivering or submitting via Fed-Ex, please include an original and three copies of your full proposal (program and budget narrative, application forms, assurances, and other descriptions). The original should have the applicant's signature in blue ink. Electronic submissions will be accepted only via [www.grants.gov](http://www.grants.gov).

The project summary/abstract portion of the application should be brief and include: A summary of the application's project description. The summary must be clear, accurate, and concise without reference to other parts of the application; A brief description of the critical elements of the proposed project, including the goals and objectives for the project and how strategies proposed meet those goals and objectives.

Please place the following at the top of the abstract: Project title, applicant name (legal name of applicant organization), mailing address, email address, website address and contact phone numbers, including voice and fax, where applicable.

The narrative portion of the application should include at a minimum: A statement indicating the applicant's understanding of the project's purpose, goals and objectives. The applicant should state this in language other than that used in the solicitation (i.e., do not simply repeat the wording from the solicitation); Project design and implementation: This section should describe key design points, implementation issues, and opportunities; Project evaluation: This section will describe the design of the proposed process evaluation; Project

Management: Charts of measurable milestones and timelines for the completion of each milestone; Capabilities and competencies: This section should describe the qualifications of the applicant organization and any partner organizations to do the work proposed and the expertise of key staff to be involved in the project. Attach resumes that document relevant knowledge, skills, and abilities to complete the project for the principals and staff members assigned to the project; Budget: The budget should detail all costs for the project, show consideration for all contingencies for the project, a commitment to work within the proposed amount, and demonstrate the ability to provide deliverables reasonably according to schedule.