

Application Requirements: Applications should be concisely written, typed double spaced and reference the "NIC Opportunity Number" and Title provided in this announcement. Please limit the program narrative text to 20 double spaced, numbered pages. The application 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., September 1, 2011 through June 30, 2012), a program narrative responding to the requirements in this announcement, a description of the qualifications of the applicant(s), an outline explaining projected costs, and the following forms: 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 www.grants.gov) and DOJ/NIC Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (available at www.nicic.org/Downloads/general/certif-frm.pdf).

Applications may be submitted in hard copy, or electronically via www.grants.gov. If submitted in hard copy, there must be one, unbound original plus three copies of the full proposal (program and budget narratives, application forms and assurances). The original should have the applicant's signature in blue ink.