

# APPLICATION INSTRUCTIONS for 2012-BCTEP-01

## Content and Form of Application/Proposal Submission

### Required Forms and Documents

(1) **SF-424**, Application for Federal Assistance. The SF-424 must be signed by an authorized representative of the proposer organization. The FFO number 2012-BCTEP-01 must be identified in item 12 of the SF-424. The list of certifications and assurances referenced in item 21 of the SF-424 is contained in the SF-424B.

(2) **SF-424A**, Budget Information - Non-Construction Programs (The budget should reflect anticipated expenses for no more than five (5) years, considering all potential cost increases, including cost of living adjustments.)

(3) **SF-424B**, Assurances - Non-Construction Programs

(4) **CD-511**, Certification Regarding Lobbying

(5) **SF-LLL**, Disclosure of Lobbying Activities (if applicable)

(6) **Technical Proposal**. The Technical Proposal is a word-processed document of no more than twenty-five (25) pages responsive to the program description (see Section I. of this FFO) and the evaluation criteria (see Section V.1. of the FFO/Full Announcement). It should contain the following information:

(a) Executive Summary. Briefly describe the proposed project in no more than two (2) page(s), consistent with the evaluation criteria (see Section V.1 of the FFO/Full Announcement).

(b) Project Narrative/Statement of Work. Describe the proposed project, sufficient to permit evaluation of the proposal in accordance with each of the evaluation criteria in section V.1.a. through V.1.h. of the FFO/Full Announcement.

(c) Qualifications. Identify the key personnel and their qualifications, who will be assigned to work on the proposed project.

(7) **Budget Narrative**. There is no set format for the Budget Narrative; however, it should provide a detailed breakdown of each of the object class categories as reflected on the SF-424A

(8) **Indirect Cost Rate Agreement**. If indirect costs are included in the proposed budget, provide a copy of the approved negotiated agreement if this rate was negotiated with a cognizant Federal audit agency. If the rate was not established by a cognizant Federal audit agency, provide a statement to this effect. Successful proposers will be required to obtain such a rate.

If submitting the proposal electronically via Grants.gov, items IV.2.a.(1) through IV.2.a.(5) above are part of the standard application package in Grants.gov and can be completed through the download application process.

**Items IV.2.a.(6) through IV.2.a.(8) must be completed and attached by clicking on “Add Attachments” found in item 15 of the SF-424, Application for Federal Assistance. This will create a zip file that allows for transmittal of the documents electronically via Grants.gov.** Proposers should carefully follow specific Grants.gov instructions at [www.Grants.gov](http://www.Grants.gov) to ensure the attachments will be accepted by the Grants.gov system. A receipt from Grants.gov indicating a proposal is received does not provide information about whether attachments have been received.