

IV. Application and Submission Information

A. Proposal and Submission Information

Applicants may download individual grant proposal forms from www.Grants.gov.

For assistance with www.Grants.gov, please consult the Applicant User Guide

(<http://grants.gov/assets/ApplicantUserGuide.pdf>).

B. Form of Proposal Submission

Applicants are required to submit proposals through www.Grants.gov. Applicants will be required to register through www.Grants.gov in order to begin the proposal submission process. Any applicant who experiences significant technical difficulty with www.Grants.gov should contact OAO as soon as possible to obtain an alternate method of electronic submission (i.e., e-mail).

Proposals must be submitted via www.Grants.gov by 5:00pm EST on Tuesday, November 15, 2011. Proposals received after this deadline will not be considered for funding.

C. Content of Proposal Package Submission

All proposal submissions must contain completed and signed original application forms, as well as the Project Narrative and other required attachments, as described below.

1. Forms. The forms listed below can be found in the proposal package on www.Grants.gov.

- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information – Non-Construction Programs

- Standard Form 424B, Non-Construction Programs

2. Attachments. The elements listed below are included in the proposal package on www.Grants.gov as fillable PDF templates. Applicants must download and complete these attachments and save the completed PDF files to the application submission portal on www.Grants.gov. NOTE: Please number each page of each attachment and indicate the total number of pages per attachment (i.e., 1 of 10, 2 of 10, etc).

- Attachment 1: Project Summary. In 500 words or less, indicate the organizations or entities that will conduct the project, their eligibility, the geographical area served by the project, and the priority areas that will be addressed by the project. Please be concise.
- Attachment 2: Project Narrative. In 10 double-spaced pages or less (one-inch margins, 12-point font), discuss the merits of your proposed project. Specifically, it is critical that the proposal: (1) explain how the project will assist employers and farmworkers by improving the supply, stability, safety and training of the agricultural labor force; (2) describe the way in which the services to be provided will assist farmworkers in securing, retaining, upgrading, or returning from an agricultural job); (3) identify the experience of the organization(s) taking part in the project; and (4) identify project performance measures, including an estimated number of farmworkers served, as described in Section I.C.;

- Attachment 3: Personnel. In 2 double-spaced pages or less per individual (one-inch margins, 12-point font), identify the qualifications, relevant experience, and knowledge of each Project Director or collaborator. Also, specifically discuss the roles and responsibilities of each person within the scope of work to be completed by the proposed project.
- Attachment 4: Budget Narrative. In an organized format identify and describe the costs associated with the proposed project, including subawards or contracts and indirect costs. Each cost indicated must be fully allowable under the Federal Cost Principles in order to be funded by the award.
- Attachment 5: Program of Work. In an organized format, map out the timeline for each task to be accomplished during the proposed project period. Identify the relationship of each task to a priority area. Examples of priority areas are listed under Section I.B.

D. Subawards and Partnerships

OAO awards funds to one eligible applicant as the awardee even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The awardee is accountable to OAO for the proper expenditure of funds, consistent with the OAO approved proposal.

E. Submission Dates and Times

The closing date and time for receipt of proposal submissions via www.Grants.gov is by 5:00 pm, EST on Tuesday, November 15, 2011. Proposals received after the closing date and time will not be considered for funding.

F. Confidential Information

The names of entities submitting proposals, as well as proposal contents and evaluations, except to those involved in the review process, will be kept confidential to the extent permissible by law. If an applicant chooses to include confidential or proprietary information in the proposal, it will be treated in confidence to the extent permitted by law, provided that the information is clearly marked by the applicant with the term “confidential and proprietary information.”

G. Pre-Submission Proposal Assistance

OAO may not assist individual applicants by reviewing draft proposals or providing advice on how to respond to evaluation criteria. However, OAO will respond to questions from individual applicants regarding eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Any questions should be submitted to christine.chavez@osec.usda.gov