Justification: Describe third-party, inkind contributions, if included.

Grant Program—Line 8

Column (a): Enter the project title. Column (b): Enter the amount of contributions to be made by the applicant to the project.

Column (c): Enter the State contribution. If the applicant is a State agency, enter the non-Federal funds to be contributed by the State other than

the applicant.

Column (d): Enter the amount of cash and third-party in-kind contributions to be made from all other sources.

Column (e): Enter the total of columns (b), (c), and (d).

Grant Program—Lines 9, 10, and 11 should be left blank.

Grant Program—Line 12.

Carry the total of each column of Line 8, (b) through (e). The amount in Column (e) should be equal to the amount on Section A, Line 5, column (f).

Section D—Forecasted Cash Needs

Federal—Line 13. Enter the amount of Federal (OCS) cash needed for this grant, by quarter, during the first 12 month budget period.

Non Federal—Line 14. Enter the amount of cash from all other sources needed by quarter during the first 12-month budget period.

Totals—Line 15. Enter the total of Lines 13 and 14.

Section E—Budget Estimates of Federal Funds Needed for Balance of Project(s)

For new applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years).

Section F—Other Budget Information

Direct Charges—Line 21. Use this space and continuation sheets as necessary to fully explain and justify the major items included in the budget categories shown in Section B. Include sufficient detail to facilitate determination of allowability, relevance to the project, and cost benefits. Particular attention must be given to the explanation of any requested direct cost budget item which requires explicit approval by the Federal agency. Budget items which require identification and justification shall include, but not be limited to, the following:

A. Salary amounts and percentage of time worked for those key individuals who are identified in the project narrative:

B. Any foreign travel;

C. A list of all equipment and estimated cost of each item to be purchased wholly or in part with grant funds which meet the definition of nonexpendable personal property provided on Line 6d, Section B. Need for equipment must be supported in program narrative;

D. Contractual: major items or groups

of smaller items; and

E. Other: group into major categories all costs for consultants, local transportation, space, rental, training allowances, staff training, computer equipment, etc. Provide a complete breakdown of all costs that make up this category.

Indirect Charges—Line 22. Enter the type of HHS or other cognizant Federal agency approved indirect cost rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied and the total indirect expense. Also, enter the date the rate was approved and attach a copy of the rate agreement.

Remarks—Line 23. Provide any other explanations and continuation sheets required or deemed necessary to justify or explain the budget information.

C. SF-424B Assurances—Non-Construction

All applicants must fill out, sign, date and return the *Assurances* with the application.

Part VII—Contents of Application and Receipt Process

A. Contents and Order of Application

Each application submission should include a signed original and four additional copies of the application. Each application should include the following in the order presented:

1. Table of Contents;

2. Completed Standard Form 424 which has been signed by an Official of the organization applying for the grant who has authority to obligate the organization legally. (Note: The original SF–424 must bear the original signature of the authorizing representative of the applicant organization.)

3. Budget Information—Non-Construction Programs (SF-424A);

4. A narrative budget justification for each object class category required under Section B, SF–424A;

5. Filled out, signed, and dated Assurances—Non-Construction Programs (SF-424B);

6. By signing and submitting this application, the applicant is certifying that it will comply with the Federal requirements concerning debarment regulations set forth in attachments E and F.

7. Restrictions on Lobbying, Certification for Contracts, Grants, Loans, and Cooperative Agreements: fill out, sign and date form found at Attachment H.

8. Disclosure of Lobbying Activities, SF–LLL: Filled out, signed, and dated form found at Attachment H, if

appropriate.

9. Certification Regarding Environmental Tobacco Smoke— Signature on the application attests to the applicants intent to comply with the requirements of the Pro-Children Act of 1994. A signed form does not have to be returned with application.

10. An Executive Summary—not to

exceed 300 words;

11. A Project Narrative consisting of the following elements preceded by a consecutively numbered Table of Contents that will describe the project in the following order:

(i) Eligibility Confirmation

(ii) Organizational Experience and Staff Responsibilities

(iii) Analysis of Need

- (iv) Project Design/Work Program
- (v) Business Plan (If appropriate)
- (vi) Third-Party Evaluation
- (vii) Cooperative Partnership Agreement

(viii) Budget Appropriateness and Reasonableness

12. Appendices—proof of non-profit status as outlined in Part I, Section B; proof that the organization is a community development corporation, if applying under the CDC Set-aside; commitments from officials of businesses that will be expanded or from franchises, where applicable; partnership agreement with State IV–A (JOBS Program) agency; Single Point of Contact comments, if applicable; Maintenance of Effort Certification and resumes.

The total number of pages for the narrative portion of the application package must not exceed 50 pages, excluding Appendices. Pages should be numbered sequentially throughout, excluding Appendices, beginning with the SF-424 as Page 1. The application may also contain letters that show collaboration or substantive commitments to the project by organizations other than the JOBS agency. Such letters are not part of the narrative and should be included in the Appendices. These letters are, therefore, not counted against the fifty page limit.

Applications must be uniform in composition since OCS may find it necessary to duplicate them for review purposes. Therefore, applications must be submitted on white 8½ x 11 inch paper only. They must not include colored, oversized or folded materials.