

Section VI. Contents of Application and Receipt Process

A. Contents of Application

Each grant application should include one signed original application and two additional copies of the same application. The font size must not be smaller than a 12 pitch and the margins must be at least 1” on all sides. The application package including the sections for the table of contents, project abstract, project and budget narratives and business plan must not exceed the page limitation stated in each OCS grant program description as found in Section II of this program announcement.

The page limitation does not include the following attachments and appendices: Standard Forms for Assurances, Certifications, Disclosures and appendices listed below. The page limitation also does not apply to other required documents indicated in the program description for each specific OCS program. All application pages should be numbered sequentially throughout the package, beginning with an abstract of the proposed project as page number one.

Each application must include all of the following, in the order listed below:

1. Table of Contents

2. An abstract of the Proposed Project – very brief, not to exceed 250 words, that would be suitable for use in an announcement that the application has been selected for a grant award and which identifies the type of project, the target population and the major elements of the work plan.

3. Completed Standard Form 424 - (Attachment B) that has been signed by an Official of the organization applying for the grant who has authority to obligate the organization legally.

4. A Standard Form 424A -(Attachment C) - Budget Information-Non-Construction Programs.

5. A narrative budget justification for each object class category required under Section B, SF-424A (Attachment C).

6. A Project Narrative. A Project Narrative of no more than the required pages specified in the OCS grant program description as found in Section II consisting of the Elements described in Section III of this announcement set forth in the order therein presented. The project narrative must address the specific concerns stated in each OCS grant program description.

7. A Standard Form 424B Assurances – Non-Construction Programs (Attachment D) – All applicants, whether or not their project involves construction, must sign and submit the SF-424B with their applications.

8. Certification Regarding Lobbying - (Attachment H). All applicants shall furnish an executed copy of the lobbying certification.

9. Certification Regarding Drug-Free Workplace Act of 1988 - (Attachment E). By signing and submitting the applications, applicants are certifying that it will comply with this regulation.

10. Certification Regarding Debarment, Suspension, and Other Responsibility Matters – (Attachment F). Applicants must make the appropriate certification that they are not presently debarred, suspended or otherwise ineligible for award.

11. Certification Regarding Environmental Tobacco Smoke – (Attachment I)

By signing and submitting the applications, applicants are certifying that it will comply with this regulation.

12. Certification of Compliance with all Federal Statues Relating to Nondiscrimination. By signing and submitting the applications, applicants are providing this certification.

13. Proof of Nonprofit Status. Please refer to the OCS grant program descriptions as outlined in Section II to determine the type of nonprofit status required. All applicants must submit proof of non-profit status in its application at the time of submission. Applications that do not include proof of this status with their application will be disqualified.

14. Single Point of Contact (SPOC) Comments. If available, applicants must submit all comments received from the single point of contact. And, if applicable, all resumes and position descriptions.

15. Other Requirements. Some OCS grant programs have additional requirements other than those listed above. Please refer to the specific OCS grant program description as found in Section II.

B. Application Format

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. Applicants must not include colored, oversized or folded materials. Applicants should not include organizational brochures or other promotional

materials, slides, films, clips, etc. Such material will be discarded if included.

Applications must be bound or enclosed in loose-leaf binder notebooks. Preferably, applications should be two-holed punched at the top center and fastened separately with a compressor slide paper fastener or a binder clip.

C. Acknowledgement of Receipt

All applicants will receive an acknowledgment with an OCS assigned identification number. Applicants are requested to supply a self-addressed mailing label with their Application, or a FAX number or e-mail address that can be used for acknowledgment. The assigned identification number, along with any other identifying codes, must be referenced in all subsequent communications concerning the Application. If an acknowledgment is not received within three weeks after the deadline date, please notify the OCS Operations Center at 1-800-281-9519.