What Documents Must Be Submitted to Receive PY 2016 Funding

- SF-424
- SF-424A
- Budget Narrative
- Copy of your organization’s Indirect Cost Rate Agreement (If Applicable)

**Important:** Grantees that receive youth and adult funding will have to submit a separate SF-424, SF-424A and Budget Narrative for the youth and adult Program

Where Do I Submit My Documents

Important!
You must be registered with the System for Award Management (SAM) in order to submit documents through Grants.Gov. SAM accounts expire every year and must be renewed. Please make sure your organization’s Sam Registration is currently active by going to www.sam.gov.

After searching by agency, click on the link to the Funding Opportunity Number (Note: using the NFJP grant as an example here as the INA grant has not been posted yet).

You can also search by Agency.
Note: The NFJP grant is being used as an example here as the INA grant has not been posted yet

Click on the Package tab and then click on the Select Package tab below.

Click on Download Package

Click on the links below to complete the forms
Example

Leave blank. New Grant # will be assigned for PY 2016

Application for Federal Assistance SF-424

1. Type of Application
   0 Preapplication
   O Application
   0 Changed Status (Amendment)
   O Nominal

2. Date Received
   [Date]

3. Applicant Identifier
   [Identifier]

4. Name of Activity
   [Name]

5. Name of Principal Investigator
   [Name]

6. Name of Federal Agency
   [Agency]

7. Notice
   [Notice]

8. Type of Organization
   [Type]

9. Address
   [Address]

10. Email
    [Email]

11. Phone
    [Phone]

12. Note: Grants.gov may require the 4 digits after the dash.

Select organization type from the drop-down menu.
Attach geographic service areas. Geographic service areas can be found at:
http://www.doleta.gov/dinap/cfml/CensusData.cfm

These amounts must match your PY 2016 funding amounts

SF-424A

These amounts must match your PY 2016 funding amounts
Section B: Budget Categories

1. Personnel: List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position's time devoted to the project, the amount of each position's salary funded by the grant, and the total personnel cost for the period of performance.

2. Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefits such as health insurance, FICA, retirement, etc.

3. Travel: Specify the purpose, mileage, per diem, estimated number of in-state and out-of-state trips and other costs for each type of travel.

4. Equipment: Identify each item of equipment to be purchased which has an estimated acquisition cost of $5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than $5,000 are supplies.

Budget Narrative

Provide a description of costs associated with each line item in Section B on the SF-424A. In preparing the Budget Information Form, the applicant must provide a concise narrative explanation to support the budget request, explained in detail.

Note: the budget items below describe lines 6.a - 6.j on the SF-424A.
Budget Narrative Continued

6.e Supplies - Supplies include all tangible personal property other than “equipment.” The detailed budget should identify categories of supplies (e.g. office supplies, new computers etc.).

6.f Contractual - Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any sub-recipient agreements, including purpose and estimated costs.

6.g Construction - Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. The Department does not consider this as construction and the costs must be shown on other appropriate lines such as Contractual.

6.h Other - List each item in sufficient detail for the Department to determine whether the costs are reasonable or allowable. List any item, such as stipends or incentives, not covered elsewhere here. (Note: this is where you would put work experience, CRT, Support Services etc.)

6.i Indirect Charges - If indirect charges are included in the budget, include the approved indirect cost rate with a copy of the Indirect Cost Rate Agreement, a description of the base used to calculate indirect costs and total cost of the base, and the total indirect charges requested.

● Important: Except for lines 6.a and 6.b the budget narrative does not require dollar amounts in the narrative. However, if you do provide dollar amounts in the budget narrative, those amounts MUST match the amounts on line 6.a through 6.j.

QUESTIONS AND ANSWERS