

SF-424 INSTRUCTIONS

The applicant must prepare the proposed application using Standard Form (SF) 424 (Attachment G or available in Adobe Acrobat format at <http://www.doleta.gov/sga/forms.cfm>).

The following instructions are intended to clarify the process of completing the SF-424 grant application for the SCSEP program. The current authorizing legislation and regulations should be reviewed as well as OWB No. 00-20, Allocation of Indirect Costs; OMB Circulars A-87 (Cost Principles for State, Local and Indian Tribal Governments) and A-122 (Cost Principles for Non-Profit Organizations). Sufficient funding for administrative costs must go to the local levels of program operation.

CLARIFYING INSTRUCTIONS FOR STANDARD FORM 424

If additional space is needed to complete an item, insert an asterisk and use an extra sheet of paper. For the most part, this form is self-explanatory. Grantees must complete all required items, which are identified with asterisks, as well as those items that are not required but are noted below.

Item 1. For type of submission, check "Application."

Item 2. For type of application, check "New."

Item 10. For name of federal agency, list "U.S. Department of Labor, Employment and Training Administration."

Item 12. This item does not need to be filled in because this is not a competitive grant.

Item 14. This item must be completed, however, it contains similar information to that requested in the Program Narrative (Attachment B), "Geographic Areas Served." Grantees should indicate in this box to "see attached excel spreadsheet" and then answer this item by thoroughly addressing the section of Attachment B titled "Geographic Areas Served."

Item 18. The Federal funding for Program Year 2009 for all applicants is listed in Attachment J.