

## ATTACHMENT E

### STANDARD FORM (SF)-424 INSTRUCTIONS

Applicant must prepare their application using SF-424 (Attachment F).

The following instructions are intended to clarify the process of completing the SF-424 grant application for Senior Community Service Employment Program. The applicant should review the current authorizing legislation and regulations, as well as Older Worker Bulletin No. 00-20, "Allocation of Indirect Costs"; Office of Management and Budget (OMB) Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments"; and OMB Circular A-122, "Cost Principles for Non-Profit Organizations." Sufficient administrative funding must go to local levels of program operation.

**Clarifying Instructions for SF-424.** Grantees must complete all required items, which are identified with asterisks, as well as items that are noted below. If additional space is needed to complete an item, use an additional electronic document page.

**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 as 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) under "Geographic Areas Served." Grantees should indicate in this box to "See attached Excel spreadsheet" and thoroughly address this item in "Geographic Areas Served."

**ATTACHMENT F**

**SF-424**

**APPLICATION FOR FEDERAL ASSISTANCE**

## ATTACHMENT G

### SF-424A

The Employment and Training Administration's Region Offices 2 and 6 developed a helpful budget tool that consisted of an interactive SF-242A with tabs and instructions, "How to Develop a Budget." We have included with this planning Training and Employment Guidance Letter the interactive form. The instructions are available upon request to [grants.scsep2012@dol.gov](mailto:grants.scsep2012@dol.gov). Grantees are encouraged to use this tool in developing their budget narratives. **NOTE:** The narrative tabs in this budget tool will hold a maximum of 251 characters without spaces. When the user exceeds 251 characters, the form will display "#####." Please use additional electronic pages if you exceed the 251 character maximum.