SF-424 INSTRUCTIONS

Applicant must prepare their application using Standard Form (SF) 424 (*Attachment F*).

The following instructions are intended to clarify the process of completing the SF-424 grant application for SCSEP. The applicant should review the current authorizing legislation and regulations, as well as Older Worker Bulletin (OWB) No. 00-20, Allocation of Indirect Costs; 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."