

**Applications
for
DLA-20130412 (June 2015)**

A. Application Components

The entire application will be submitted at grants.gov. Note that information previously submitted at <https://www2.dla.mil/scaa2/login.asp> has been replaced with the SF 424A and one updated attachment (i.e., new Attachment 15 below). The DLA website will no longer be used for the application.

We have posted additional information at www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx to help you prepare your application.

1. SF 424, Application for Federal Assistance.

Complete the SF 424 and attach your proposed service area listing in block 14. You may use the template for the “Proposed Service Area Listing” available [here](#), which provides an example of the information that we need in this attachment.

It is important that the amount you enter in block 18.a. of the SF 424 accurately reflects the amount of DoD funding that you are requesting with your application.

2. SF 424A, Budget Information - Non-Construction Programs.

Complete the SF 424A using the instructions available [here](#). The SF 424A includes your proposed budget and should be completed carefully to be consistent with other components of your application, especially Attachment 15.

3. Attachments.

Use the “Attachments” form, which is part of the application package at grants.gov. Refer to the following table and notice that for options, certain attachments are only required if they have changed from the previous year. Because our award process is competitive, all attachments are required if this is a base period application, regardless of whether or not you are an existing PTAC.

Attach files in the sequence below (i.e., 1-15). If a particular attachment is not applicable, include an attachment with an affirmative statement that the attachment is not applicable and explain why. This means that all of the 15 available slots within the attachments form will be occupied. This is important for the proper processing of your application.

Ensure that you follow grants.gov rules in naming and attaching files because attachments that do not follow the rules may cause the entire application to be rejected or cause issues during processing. Limit file names to 50 or fewer characters and use only the following characters when naming attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space and period. Do not attach multiple documents with the same file name. A user guide and contact information for grants.gov support is provided on that website.

	Always Required for an Option	Only Required if Changed from the Prior Period
Attachment 1	X	
Attachment 2	X	
Attachment 3		X
Attachment 4		X
Attachment 5	X	
Attachment 6	X	
Attachment 7		X
Attachment 8		X
Attachment 9		X
Attachment 10		X
Attachment 11	X	
Attachment 12	X	
Attachment 13		X
Attachment 14	X	
Attachment 15	X	

Attachment 1. Attach information that attests to the commitment of matching funds to your program. You may use the templates for Certification of Cost Matching Funds Letter and Third-Party Letter(s) of Commitment available [here](#), which provide examples of the information that we need in this attachment.

Attachment 2. Provide information to support any proposed third-party in-kind contributions. The information that we need is described in the paragraph below titled *Supporting Documentation for In-kind Contributions*.

Attachment 3. Provide information to describe and provide a basis for fringe benefit amounts included in your budget. Simply stating what the rate is (e.g., 30%) does not adequately fulfill this requirement. Where fringe benefit rates have been approved in conjunction with an indirect cost rate, the negotiated rate memorandum should be provided and no further explanation is necessary. Do not include personal information such as employee's names.

Attachment 4. If indirect costs are included in the budget, attach a current copy of a negotiated rate memorandum from the cognizant federal agency. A memorandum must be included for each site, including subrecipients and other third-party contributors if they use an indirect cost rate.

Attachment 5. If the proposed federal cost share exceeds 50% -

- a. Submit an analysis verifying that your proposed service area meets the definition of a “distressed area” in SCAA Section II. Refer to the guidance provided [here](#) for additional assistance conducting your analysis. This attachment is not applicable for PTACs serving Bureau of Indian Affairs (BIA) regions because these are automatically considered distressed areas.
 - (1) Using per capita income. US Department of Commerce, Bureau of Economic Analysis (BEA) data must be used. In conducting your analysis, compare state and local area “per capita personal income” for the most recent year available; or
 - (2) Using unemployment rates. US Department of Labor, Bureau of Labor Statistics (BLS) data must be used. In comparing national and local area unemployment rates, use the average taken over the most recent 24-month period for which both national and local area statistics are available (use “not seasonally adjusted” data). Use the latest final data available, i.e., do not use “preliminary” data published by BLS.
- b. If you are proposing two separate budgets for providing services in both distressed and non-distressed areas, explain and justify the methodology that you used to separate the distressed and non-distressed portions of the budget. When preparing this information, ensure that your methodology is sufficiently explained so that it is clear that costs have been allocated in proportions that reasonably approximate the costs necessary to serve the distressed and non-distressed portions of the service area. Refer to the paragraph below titled *Budget Development* for additional information.

Attachment 6. If you propose a statewide program but will cover less than the entire state, attach documentation to verify that your service area meets the definition of “statewide coverage” in SCAA Section II. Refer to the guidance provided [here](#) for assistance in conducting your analysis. Use the most recent, annual labor force statistics available from the US Department of Labor, Bureau of Labor Statistics.

Attachment 7. Attach information to describe how you will comply with the Program Requirements in Part 2 of Amendment No. 006 and include all information necessary for us to conduct an evaluation of your application using the evaluation factors in SCAA Section VI. Limit this attachment to no more than fifteen (15) pages and use at least 12 point font.

If you intend to earn program income, e.g., charge clients a fee for any services rendered, this attachment must include a discussion concerning why it is necessary to charge fees, the amount of fees to be charged, details as to the basis for determining the fees to be charged, and how this income will be used to further program objectives.

For new programs, include an implementation plan including targets for significant implementation milestones such as the hiring of personnel, the execution of subawards and the opening of PTAC facilities. Identify targets for milestones as the number of calendar days elapsed following the start date of the proposed period of performance. You are encouraged to propose and adhere to the most expeditious implementation plan possible, which may be regarded more favorably when we evaluate your application.

Attachment 8. Attach information about each of the personnel positions included in your budget. You may use the template available [here](#), which provides an example of the information that we need in this attachment. Describe the position, rather than the individual occupying it. Do not include any personal information, such as employee names.

Attachment 9. Attach a resume for the proposed Program Manager. The resume should describe the Program Manager's qualifications, but not include personal information such as home address, personal telephone number, or ID numbers such as an Employee ID or social security number.

Attachment 10. Attach information that attests to your status as an "eligible entity", which is defined in SCAA Section II. You may use the template for Certificate of Eligibility available [here](#). Include documentation so that we can verify that you are the type of entity you represent to be.

Attachment 11. Attach a worksheet that captures the proposed budget and cost share arrangement. You may use the template for the Cost Share Budget Information Worksheet (CSBIW) available [here](#), which provides an example of the information that we need in this attachment.

Provide a summary worksheet which captures the total proposed budget for the entire program. Additionally, attach separate worksheets for each site including the main location, satellite offices and subrecipients. When the main location uses the same indirect rate as satellite office(s) the worksheets for those locations may be combined. A worksheet must also be included for any third-party contributor if the contributor's indirect costs are included as part of the budget.

This attachment should clearly show the calculation of any indirect costs included in the budget, which must be consistent with your negotiated rate memorandum. Include information to describe how the indirect costs were calculated, which may be included in the remarks section of the CSBIW.

Attachment 12. Attach your proposed performance goals and explain how you developed them. Include goals for 1) number of new clients; 2) hours of counseling time; and 3) number of participated events.

Attachment 13. Attach an organizational chart showing the PTAC’s placement within the host organization and lines of reporting for the Program Manager to the head of the host organization, including all positions within that line of authority. Identify positions, as opposed to individuals. Do not include personal information such as employee’s names. For those PTACs utilizing subrecipient and/or satellite offices, show the organizational placement and relationship of these entities to the PTAC.

Attachment 14. Attach a copy of your latest audit in accordance with Subpart F of 2 CFR Part 200 (formerly OMB Circular A-133). If you are a for-profit entity, attach a copy of your audit pursuant to 32 CFR §34.16. If available, you may provide the URL (i.e., web address) of an audit that is available on the internet in lieu of attaching a copy. If you did not expend Federal awards exceeding the thresholds that evoke these audit requirements, describe the amounts and sources of Federal awards that you did expend during your last fiscal year.

Attachment 15. Attach a budget breakdown that shows the individual line items of cost that makeup the higher-level budget that you included in the SF 424A. You may use the template available [here](#), which provides an example of the information that we need in this attachment. Refer to the paragraph below titled *Program Budget and Selected Items of Cost* for examples and guidance on how to describe budgeted costs. For existing programs, this attachment is meant to replace the information that you previously submitted by logging into the SCAA website.

4. Additional attachments are usually not required, however, an “Other Attachments Form” is included as part of the grants.gov application package in the event that you need to attach other documents to your application.
5. SF LLL, Disclosure Form to Report Lobbying.
Appendix A in 32 CFR Part 28 requires you to complete and submit the SF LLL if you engage in certain types of lobbying. Include the SF LLL if it is applicable.

B. Certifications and Assurances

By signing the SF 424 (refer to its block 21) you are providing:

1. The assurance that you will comply with Part 3, National Policy Requirements, in Amendment No. 006 of Solicitation Number DLA-20130412; and
2. The certification regarding lobbying at Appendix A to 32 CFR Part 28.

C. Program Budget and Selected Items of Cost

Use Attachment 15 to show the separate items of cost included in your proposal so that we can make a determination concerning the reasonableness of your overall budget. Provide detailed descriptions of costs to show how amounts were arrived at and the basis of your estimates. Ensure that there is no ambiguity as to whether a particular cost is necessary for

the efficient operation of a PTAC. Guidance is provided below on describing costs and including them in the appropriate cost category. Similar to how you describe costs, if your proposal includes third-party in-kind contributions, they should be described and their values included in the appropriate cost category.

1. Personnel

List all of your personnel positions included in the budget. Subrecipient personnel costs should usually not be included here, but instead as contractual costs.

Describe each position's percent of time working on the program in terms of the time employed by you. For example, show a staff member who dedicates all of his or her time to the PTAC while employed as a 100% contributor, regardless of whether that person is a full or part-time employee. Less than 100% contributors are those personnel that share time between the PTAC and other programs in the course of their employment with you. Describe the position, not the individual occupying it. Do not include personal information such as employee's names.

2. Fringe Benefits

Show fringe benefit costs for each position you included in the budget. Subrecipient fringe benefits costs should usually not be included here, but instead as contractual costs.

3. Travel

Separate and describe the purpose of each travel item. Provide an estimate that includes, as applicable, the number of travelers, number of days lodging, airfare, meal allowance, rental car, conference registration fees, mileage and mileage rate, etc. Provide the basis for any estimated amounts.

- a. Local travel. Provide the purpose, mileage and mileage rate for any local travel. A summary entry may be made for recurring routine trips. Describe the basis for estimated amounts such as an estimated number of miles per year.
- b. Training. Identify the course to include name, source and duration. If it is available, consider training through the Defense Acquisition University (DAU).
- c. Registration fees. Registration fees related to travel should be listed with the related travel expense. Include conference, seminar, workshop and event fees.

4. Equipment

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by you for financial statement purposes, or \$5,000. Individual items costing less (e.g., most computers and printers) are supplies rather than equipment.

Describe the purpose of any equipment and the basis for your estimated amounts. Where equipment is being replaced, provide the age of the equipment needing replacement and justify the need for its replacement.

5. Supplies

General office supplies may be summarized on a monthly basis, showing the monthly amount x 12 and the estimated total. Individual supply items in excess of \$1,000 per month or \$12,000 per year should be shown separately. Items such as computers costing less than \$5,000 each should normally be shown as supplies.

6. Contractual

Itemize consultant and contractor costs. Include a description of the purchase and an explanation as to why it is necessary. Explain how costs were derived and include the basis for estimates (e.g., number of hours and the cost per hour). Show the cost of subawards under contractual, which can usually be summarized in a single line item,

7. Other

Items may include, but are not limited to, computer software, copying, postage, printing, publications, subscriptions and telephone. Itemize disparate items separately and describe the basis for their cost. Do not include generic, all-inclusive, items such as “event costs” or “utilities” without providing details.

- a. Rental expenses. Show costs for rental of office space and other facilities. Include the address of the property and describe how it is priced such as an annual cost per square foot or a monthly or daily rental rate.
- b. Facilities and utilities. If it is not part of indirect cost, include cost related to facilities and itemize different components such as electrical, telephone and internet access.
- c. Publications and subscriptions. Itemize costs for each individual publication or subscription.
- d. Memberships. Itemize membership costs for business, technical and professional organizations. Note that the costs of individual memberships are not allowable costs (e.g., personal memberships for your staff).

8. Indirect Costs

Show your indirect cost base, rate and amount of indirect charges. Do not include applicable subrecipient or subcontractor indirect costs, which should instead be included with the corresponding line item under contractual.

D. Supporting Documentation for In-Kind Contributions

Third-party in-kind contributions are non-cash contributions (i.e., property or services) that a third party furnishes to you or your subrecipients that are to be counted towards meeting the award's cost sharing requirements. Refer to Sections D and E of FMS Article VI in Amendment No. 006 for more information on the valuation of cost sharing or matching contributions. Use Attachment 2 to provide the information below to support each third-party in-kind contribution that you propose to use.

1. Describe your need for the contribution so that there is no ambiguity as to whether it is necessary for the efficient operation of the PTAC.
2. Show the value that you derived based on the principles in 2 CFR 200.306 (or in 32 CFR 34.13 if you are a for-profit entity).
3. Cite the paragraph in 2 CFR 200.306 or 32 CFR 34.13 that applies.
4. Describe how you determined that the value that you propose to use is fair and reasonable. Examples of price analysis techniques include, but are not limited to:
 - a. Comparison of the value with proposed prices received in response to a solicitation for the purchase of the same or similar items;
 - b. Comparison with previous contract prices for the same or similar items, if both the validity of the comparison and the reasonableness of the previous price(s) can be established;
 - c. Comparison with published price lists or published market prices;
 - d. Comparison with rates you paid for similar work; and
 - e. Comparison to an independent appraisal or estimate (see the specific requirement below for donated space).
5. The value of donated space must not exceed the fair rental value of comparable space as established by an independent appraisal (refer to 2 CFR 200.306(i)(3) or 32 CFR 34.13(b)(4)). Provide a copy of an independent appraisal to support your valuation if the third-party in-kind contribution is donated space.

E. Budget Development

When part, but not all, of your service area meets the definition of a "distressed area" you may, but are not required to, propose a separate budget for your service to the distressed portion of your total service area so that you can utilize the higher federal cost share that we are authorized to provide for service to distressed areas. If you decide to do this, you must include both a distressed area budget and a non-distressed area budget in your application. In preparing your application, you must reasonably estimate the cost of serving the distressed and non-distressed portions of the service area and describe how you did this in Attachment 5. Refer to Section J of Part 2 in Amendment No. 006 for additional requirements that will apply if you structure your program this way.