

We have been mandated to make our applications available FIND AND APPLY for Grants.gov. Of course they do not want to put our applications as they currently are on grants.gov because they are trying to limit the number of forms available on the system. We have been told that we have to use the forms currently available on Grants.gov. Also, as part of this new e-gov initiative we have been told that we need to greatly streamline our application. As a result of all of this we have completely reworked our application to comply with the requirements and limitations of Grants.gov as well as make the application package smaller.

This is to clarify the differences between the old version of the PDO application and the new.

- We have streamlined the new application by removing some questions that were in the old application and combining other questions for a single more concise response.
- The application will be submitted in 2 parts:
 - First Submission (submitted through Grants.gov using existing forms on their site) and instructions uploaded to that site to tell prospective grantees how to submit the first-submission; provide a copy of the Notice of Fund Availability (NOFA); regulations; and contact information. *This document would change each time we offer a grant.*
 - Second Submission (only for those projects that are conditionally selected and this portion will not be submitted through Grants.gov). It a lot like what we use to call Section B. Essentially there is no more Section A, B, C, D, E like we have had in the past. Now we just have Instructions for the First Submission and the attached application for the Second Submission. The material is essentially the same as before, just streamlined. We have deleted some questions and combined other questions for a more concise response. If they pass the First Submission then they will be asked to submit a Second Submission which would be a smaller version of the application we used in the past (only about 22 pages long).
 1. 424, 424A, 424B, and Survey on Ensuring Equal Opportunity for Applicants form – these are templated forms already in the Grants.gov system
 2. Electronically sign the following Assurances: Drug-Free Workplace; Lobbying; and Debarment, Suspension, and other Responsibility Matters - these are templated forms already in the Grants.gov system
 3. IRS and CPA letter (grantee will need to scan and attach these documents) Program Narrative (this is a templated form on the grants.gov system and the provider will follow the attached instructions as to what needs to

This new process would save a significant amount of time for those applicants that are not selected after the First Submission. The Second Submission is the more time consuming part of this process. For consistency our office is going to make it mandatory to submit the First Submission through Grants.gov.