

Instructions
Notice of Application for Federal Assistance
Addendum to STAR Proposal Data

1. **Project Description/Scope of Work:** Enter a brief description of the grant application. Your description should include how the grant proposal meets gubernatorial program goals.
2. **Funding and Position Data:**
 - Numeric Appropriation: Separately list each appropriation number that will receive funding for the grant. Do not duplicate appropriation numbers; instead, combine totals.
 - Source: Use drop-down menu to provide the funding source – PRF, SEGF, Local, etc.
 - Revenue Type: Use drop-down menu to provide the funding type – Federal, State, Local, Other.
 - Amount: Indicate the amount of funds to be applied to this numeric appropriation.
 - New or existing positions: Provide all position information including type – LTE, Project or Permanent. New positions listed in the 16.54 Grant Review process require approval via a separate 16.54 Position Review process conducted by the State Budget Office.
 - For part "State Match," provide the same data as for part "a" federal funds (except revenue type) that relates to a state match. Also, indicate if the match is in-kind (using existing resources) or cash (requiring an additional state commitment).
3. **Indirect Cost:** Indicate if indirect costs are incorporated in the request for funds. If yes, specify the rate, base and amount.
4. **Additional Information:**
 - A. Future State Commitment beyond the Original Grant: Provide information relating to any commitment the State is responsible for maintaining beyond the end of the federal grant, such as positions, program funding, services provided, etc.
 - B. Does this federal grant or state matching funds fund facilities related costs (lease, renovation, new construction, etc.): Provide information and estimated totals of federal or state funding that will be used for facility costs. Make sure to complete parts a and b.
 - C. Other Oversight Required: Please provide information on oversight required by the state or federal government as it relates to the receipt and expenditure of these funds (i.e., legislative audits).
5. **Budget Information:** This section is a detailed breakdown of the funding from item 2 and should include both federal and state dollars in the total.
 - 5Ai should be the subtotal of 5Aa through 5Ah.
 - 5Ak and 5Bk should be the same total. This should also match funding shown in section 2.
 - Use item C to provide any additional information regarding position funding that you were not able to include in section 2.