

(REQUIRED BY STATE AGENCIES ONLY)

STATE CLEARINGHOUSE
APPLICATION SUPPLEMENT INSTRUCTIONS
(Form CH 2)

1. Self Explanatory
2. Self Explanatory
3. Self Explanatory

Note: Grant I. D.'s are assigned by the agency submitting the application. Care should be taken to ensure that only one (1) Grant I. D. is assigned to any project. All Notifications of Intent, Preapplications, Revisions and Supplemental applications for one grant project for the fiscal year should have the same Grant I. D. Up to eight digits may be used.

4. Grant Year: This two-digit field is considered to be part of the grant identifier and is used to help keep the Grant I. D. unique. The federal fiscal year in which the grant starts is usually entered here.
5. Grant Start Date: Month, day and calendar year in which the grant or project will begin. Grant End Date: Month, day and calendar year in which the grant or project will end.
6. Applicant Code: Use your agency's three-digit agency code as listed in the applicant code list. If you are not a state agency, use the appropriate applicant code from the applicant code list.
7. Grantor Code: List the code of the state or federal agency from which you will directly receive the grant funds.
8. Organization Unit: If you are receiving the grant directly from a federal agency, list the local, regional or programmatic unit making the award. For example, OHD is an organizational unit of DHEW.
9. Funding Percentage Requirements: Percent of total funds that are federal, state or other.
10. Type of Assistance: (A) Formula Grants; (B) Project Grants; (C) Direct Payments for Special Use; (D) Direct Payment with Unrestricted Use; (E) Direct Loans; (F) Guaranteed/Insured Loans; (G) Insurance; (H) Sale, Exchange or Donation of Property and Goods; (I) Use of Property, Facilities of Equipment; (J) Provision of Specialized Services; (K) Advisory Services and Counseling; (L) Dissemination of Technical Information; (M) Training; (N) Investigation of Complaints; (O) Federal Employment and (P) Research Contracts.
11. Self Explanatory
12. Self Explanatory
13. Self Explanatory
14. Self Explanatory
15.
 - A. What is the dollar base your Indirect Cost Ratio is determined from?
Either Total Direct Costs or Direct Salaries and Wages.
 - B. What is your Indirect Cost Rate Percentage?
 - C. How much (dollars) are you claiming as indirect costs on this project?
 - D. If costs claimed in item (C) are less or greater than A x B, explain.