

CFDA No. 45.024
NEAPS0708

Universal Design Leadership Project

Proposal Receipt Deadline: December 20, 2007

The Arts Endowment requires organizations to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your proposal no later than 11:59 p.m. on the deadline date above.

Description of Funding Opportunity

The National Endowment for the Arts is committed to maintaining a leadership role in the area of universal design. Universal design is a design process that goes beyond minimum codes and standards to make spaces comfortably usable by people from childhood into their oldest years. It is not, as many mistakenly view it, the practice of meeting minimum access requirements. The Arts Endowment recognizes design's ever present role in everyday life and is committed to encouraging and disseminating the best in universal design for the benefit of the American public. The NEA, with its national perspective and commitment to artistic excellence, is in a unique position to exercise a leadership role in this area.

This project builds on the NEA's past leadership efforts with universal design. In 2003, the Arts Endowment convened a meeting where leaders in universal design recommended the development of strategies to broaden the appeal of universal design, to extend awareness and acceptance of this concept into the mainstream of society, and to create communities that are both well designed and inclusive. In June, 2006, these earlier recommendations were reviewed and reaffirmed. Among the leadership projects that respond to these recommendations funded by the NEA to date are:

- PLAE, Inc. in California researched and documented the process of developing the universally designed spaces of the 80,000 square foot, transit-oriented Ed Roberts Campus. This included collaboration with eight partner organizations on a space that includes offices, a technology center, arts exhibition space, a fitness center, café, and child care facility. *The Inclusive City*, a 377-page publication covering 13 universally designed projects as well as design guidelines for the Ed Roberts Campus, was published in the fall of 2006, as part of this project. (<http://www.inclusivecity.com/>)

- Ohio State University's School of Design formed an interdisciplinary team of professionals in architecture, city planning, public policy, and disability services, who worked together to implement courses in universal design education and to disseminate information on best practices in this area. This included the July, 2006, international conference on "Universal Design and Visitability" at OSU's Knowlton School of Architecture.
(<http://knowlton.osu.edu/ped/universaldesign.htm>)

Further, this effort produced a free e-book on universal design, *Universal Design and Visitability: From Accessibility to Zoning* by Jack L. Nasar & Jennifer Evans-Cowley (2007).

- The Center for Inclusive Design and Environmental Access (IDEA) at the State University of New York at Buffalo began development of a Universal Design Identity Program, a media program designed to create greater public awareness of and demand for universally designed environments among designers and the public including consumers, educators, developers, city planners and other government officials. The NEA and the IDEA Center hosted a June, 2006, symposium to present findings and to solicit feedback and guidance from key experts in universal design.
(<http://www.ap.buffalo.edu/idea/udidweb/home.html>)

For more information on universal design resources, see the [Universal Design section on the Arts Endowment's Web site](#).

Scope of Work

The Arts Endowment seeks to enter into a Cooperative Agreement with an organization that will carry out a project to increase understanding, acceptance, and practice of universal design within the design profession and by the American public. Proposed projects should focus on extending the appeal of universal design from the disability community into the mainstream of American design and American society. The project should educate designers and others including developers, city planners, and consumers on this important issue.

For this round, the Arts Endowment has identified the design of spaces and/or landscapes as the focus. In addition, the proposed project should:

- Involve collaboration with targeted populations.
- Be of a scope comparable to, but not limited to, the leadership project examples cited above.

- Implement one or more of the recommendations in the NEA's report on the October 2-3, 2003, meeting, "[Envisioning Universal Design: Creating an Inclusive Society.](#)" This might entail, as part of the project:
 - Establishing alliances and developing projects with strategic partners, such as governmental or non-governmental entities whose existing infrastructure could benefit the goals of this initiative.
 - Conducting a universal design marketing campaign.
 - Working with entities that award professional degrees and accreditation agencies to establish performance criteria that incorporate universal design.

The Arts Endowment encourages innovative ideas from the field. The proposal selected will form the basis for the Cooperative Agreement to be awarded.

The Cooperator will work closely with the NEA Project Director on all phases of this project.

Detailed Requirements

Responsibilities of the Cooperator

In carrying out this project, the Cooperator will:

- Review project plans and the schedule of activities with the NEA Project Director.
- If any consultant(s) are to be hired, seek NEA approval of the individuals proposed.
- Promote the program to assure broad participation from the design and planning fields and other targeted audiences.
- Carry out the project as agreed to by the NEA Project Director. This may include the development and dissemination of educational, marketing, or other materials designed to educate and engage the design fields as well as the American public more broadly. All materials developed are to be submitted to the Project Director for approval. All dissemination plans also are to be submitted to and approved by the NEA Project Director.
- Ensure the proper crediting of the Arts Endowment on all project materials including Web sites.

- Discuss evaluation plans with the NEA Project Director. Evaluate each project component as well as the overall project. Develop recommendations on ways in which the project goals can be continued and enhanced once the period of support ends. Disseminate information on the project and on future recommendations in a manner approved by the NEA Project Director. Provide a written evaluation report to the NEA Project Director.
- Provide the NEA Project Director with project updates, in a mutually agreed upon format, as noted in the Schedule.
- No later than 90 days after the completion or termination of the Cooperative Agreement, submit to the NEA's Grants & Contracts Office/Cooperative Agreement Section and to the NEA Project Director, a Final Descriptive Report (FDR) and a Financial Status Report, Standard Form 269.

Responsibilities of the NEA Project Director

The NEA Project Director for this Cooperative Agreement will be the Director of AccessAbility. She/he will:

- Review project plans and the schedule of activities with the Cooperator.
- Approve any project consultant(s) proposed by the Cooperator.
- Review and approve promotional plans.
- Review and approve all project materials to be made available to the design fields or to the public.
- Monitor project activities and participate in activities as appropriate.
- Review and approve evaluation and dissemination plans.
- Act as liaison between the Cooperator and other NEA staff (e.g., Design, Communications Office) that might be involved in the project.

Estimated Schedule

The schedule below is very general. The Arts Endowment will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized and, in more detail, as part of the review of the project details noted below. The Period of Support for this Cooperative Agreement is May 1, 2008, to April 30, 2009.

May 1, 2008	Period of support starts.
June 2008	Cooperator submits any remaining project details and scheduling items to the NEA Project Director.
November 1, 2008	Cooperator submits an interim report to NEA Project Director.
May 1, 2009	Cooperator submits an interim report to NEA Project Director.
July 31, 2009	Cooperator submits Final Report to NEA.

Cooperative Agreement Amount

The Arts Endowment expects to award one Cooperative Agreement of up to \$60,000. Funding is contingent on the agency's FY 2008 appropriation. There is a one-to-one nonfederal matching requirement. Total project costs should be at least \$120,000.

Period of Support

This Cooperative Agreement will begin on May 1, 2008, and end on April 30, 2009.

Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. To be eligible, **the applicant organization must:**

- Meet the Arts Endowment's "[Legal Requirements](#)" including nonprofit, tax-exempt status at the time of application.
- Have at least three years of experience with universal design.
- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.

How to Prepare and Submit an Application

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system.

The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on December 20, 2007.

Before you apply through Grants.gov for the first time, you must be registered. Registration with Grants.gov:

- Is a multi-step process.
- Takes time; allow two weeks.
- Must be completed before you can submit your application.

The Arts Endowment has created an [easy-to-follow checklist for registering](#). Step-by-step instructions for registering also are available at [Get Registered](#). If you have problems registering, call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at [Applicant Help](#). The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

If you have already registered with Grants.gov, verify your registration with Grant.gov and make sure that all of your information is up to date before you apply.

Go to "Apply Electronically Through Grants.gov" on pages 9-17 for further instructions.

Application Review

Applications will be reviewed on the basis of the following criteria:

The **artistic excellence** of the project, which includes the:

- Quality of the artists, arts organizations, and services that the project will involve.
- Artistic quality of similar or related programs administered by the applicant organization.
- Creativity of the proposed approach to the project.

The **artistic merit** of the project, which includes the:

- Degree to which the proposal demonstrates a sound understanding of Universal Design.
- Applicant's experience in administering similar or related programs.
- Degree to which the project correlates to the applicant's mission and programs.
- Degree to which the project meets the NEA's identified focus on the design of spaces and/or landscapes.
- Potential of the proposed project to implement one or more of the recommendations from the report, "*Envisioning Universal Design: Creating an Inclusive Society.*"
- Ability to carry out the project on time and within budget including the quality and clarity of the project design, and the qualifications of the project personnel.
- Proposed strategy for promoting and providing broad visibility for the program, and for engaging a wide variety of intended audiences including mainstream audiences.
- Proposed plans for evaluating the project.
- Proposed plans for disseminating the project results to targeted audiences including mainstream audiences.
- The reasonableness of the budget.
- Ability to bring additional resources, including financial resources, to this project.

Award Administration

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts in its programs and related promotional material including publications and Web sites. The Arts Endowment may provide the Cooperator with specific requirements for this acknowledgment.

General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#).

Agency Contacts

If you have questions about programmatic requirements, contact:

Director of AccessAbility
Room 523
National Endowment for the Arts
1100 Pennsylvania Ave, N. W.
Washington, D.C. 20506
Phone: (202) 682-5532; (202) 682-5496 Voice/T.T.Y.
FAX: (202) 682-5715
Email: terryp@arts.gov

If you have questions about administrative or technical requirements, contact:

Grants & Contracts Office
Room 618
National Endowment for the Arts
1100 Pennsylvania Ave, N. W.
Washington, D.C. 20506
Phone: (202) 682-5403
FAX: (202) 682-5626
Email: jacobsn@arts.gov

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 20 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving its Program Solicitations and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Grants & Contracts Office, Room 618, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

Apply Electronically Through Grants.gov

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system.

The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on December 20, 2007. The Arts Endowment will not accept late applications.

Step 1: Register with Grants.gov

All applicants must be registered with Grants.gov in order to submit their application. Applicants that are not already registered should allow at least two weeks to complete this multi-step process.

The Arts Endowment has created an [easy-to-follow checklist for registering](#). Step-by-step instructions for registering also are available at [Get Registered](#). If you have problems registering, call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at [Applicant Help](#). The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

NOTE: You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain during the final step of the registration process to **submit** your application.

If you have already registered with Grants.gov, verify your registration with Grants.gov and make sure that all of your information is up to date before you apply.

Step 2: Prepare your application material

Applicants should access Grants.gov by following the instructions below. You will find customized instructions and links to everything that you need right here on the Arts Endowment's Web site. If you go to Grants.gov, you will merely be directed back to these instructions.

To access the application package:

1. Access the application package on Grants.gov by clicking on the link below:

DOWNLOAD

NEAPS0708 (Funding Opportunity No.)

2. This will bring you to the "Selected Grant Applications for Download" screen.

Download the application package and follow the instructions below. **It is not necessary to download the instructions from Grants.gov as you will merely be directed back to the instructions in this document.** You may find it helpful to print out these instructions so that you will have them available for easy reference as you complete the forms. You also may want to keep these instructions open in a window in your computer as they contain helpful links to information that you will need as you complete your application.

You must have Adobe Reader version 7.0.9, a small, free software program, installed on your computer in order to access, complete, and submit applications. Other versions of Adobe Reader may lead to errors and prevent you from submitting your application to Grants.gov.

To determine which version of Adobe Reader you have, when in Reader, select Help>About Adobe Reader.

If you do not already have Adobe Reader version 7.0.9 installed on your computer, please [download and follow these installation instructions](#).

Application packages can become quite large with Reader version 7.0.9 if saved repeatedly from within a Web browser. Although this does not affect the application, it may take longer than expected to submit, and those with dial-up Internet connections may experience time-outs waiting for applications to upload. If possible, please use a high-speed Internet connection.

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form and **save the application package to a location on your computer or network where you can find it readily. Close the saved application package before you start to work on it for the first time. Always open and work on your application from this location.** Save your changes each time you work on your application. You do not need to be connected to Grants.gov or the Internet until you are ready to submit your completed application.

To work on your application:

1. Open the application package that you have saved to your computer and the Grants.gov "Grant Application Package" screen will appear. In the "Application Filing Name" field, enter your legal name.
2. In the Mandatory Documents box, you will see that there are two forms that you must fill out before you can submit your application. They are:
 - **Application for Federal Domestic Assistance/Short Organizational Form (SF-424):** This form asks for basic information about your organization and project. Instructions for completing this form begin on page 13.
 - **Attachments Form:** This is not a form in the conventional sense, but rather a place to attach everything that is required for your proposal. Instructions for completing this form begin on page 16.

You must move these two forms from the "Mandatory Documents" box to the "Mandatory Documents for Submission" box before you can open and complete them. Once moved, the two forms merge into a single document. You can access each form by clicking on it to highlight it and then clicking on the "**Open Form**" box OR you can scroll down your screen and you will come to each form in succession.

3. Within a given form, you can move around either by scrolling or by clicking on the "Next" or "Previous" button at the top of the form itself. You can move throughout the full multi-form document either by scrolling or by using the small arrows at the bottom of your screen. Do **not** use the Back Button arrow at the top of your screen as this will take you out of the Grants Application Package altogether.
4. Clicking on the "**Close Form**" button at the top of a screen will capture your information and return you to the "Grant Application Package" screen. Before closing the "Grant Application Package" screen, click on the "Save" button to make sure that your most recent information is saved.
5. When you click the "Save" button you will get the message "The File already exists. Replace existing file?" Click "Yes" to ensure that the most recent version of your application is saved to the same location on your computer.

Step 3: Submit your Proposal



1. In the top left corner of the Grants.gov menu screen you will see buttons for **Save & Submit**, **Save**, **Print**, **Cancel**, and **Check Package for Errors**.
2. When you have completed your application (i.e., the two Mandatory Documents have been completed and saved), click the **Check Package for Errors** button to double check that you have provided all required information. This will alert you if you have left any required fields on the forms incomplete. This will not check the accuracy of your information or whether you have attached all required documents. Correct any errors and click **Save** to save your application package again. When your required fields are complete, you will receive the message, "Validation Passed."
3. If you want a hard copy of your completed application for your files, clicking the **Print** button will print out the two forms in the Mandatory Completed Documents for Submission box. For a hard copy of the items that you are attaching to the Attachments Form, you will have to print each of these out separately from your computer.
4. Click the **Save & Submit** button. [This button will not become active (and turn from dark to light gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration.** (REMINDER: You must have successfully completed all steps of the [registration process](#), in sequence, in order to receive your Grants.gov Username and Password.)
5. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. If everything looks accurate, click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**

If you do not want to submit the application at this time, click the "Exit" button. You will be returned to the previous page where you can make changes in your material or exit the process.

Grants.gov will put a date/time stamp on your application when you click the "Sign and Submit Application" button. **Your application must be stamped no later than 11:59 p.m., Eastern Time, on your deadline date.**

6. After you hit the "Sign and Submit Application" button, you will receive two notifications from Grants.gov:
 - a. First, you will receive confirmation that your application was **received by** the Grants.gov system. This confirmation will include the **Grants.gov Tracking Number** assigned to your application.
 - b. Soon thereafter (generally within 24-48 hours), you will receive notification as to whether your application was **successfully validated** by Grants.gov. If there are any errors in your application (e.g., the DUNS number on your application doesn't match exactly the DUNS number in your registration), it will be rejected by Grants.gov and not delivered to the NEA.

If Grants.gov rejects your application and the deadline has not yet passed, you can correct the error(s) in your application and resubmit. If the deadline has passed, you will not have this opportunity.

7. You also can track the progress of your application by using your Username and Password to log in to the Grants.gov system and clicking on "Application Status."
8. After the deadline for this category, Grants.gov will notify you via e-mail when the Arts Endowment retrieves your application from Grants.gov, and again soon thereafter, when your application has been assigned an Agency Tracking Number (this will be the Arts Endowment-assigned application number). This process will serve to acknowledge the receipt of your application by the Arts Endowment.

Instructions for the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

Do not type in all capital letters when completing this form.

You will find instructions by positioning the cursor over each item. More detailed instructions are provided below.

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form.

1. Name of Federal Agency: Pre-populated.

2. Catalog of Federal Domestic Assistance Number: Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe.

b. Address:

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address.

In the Zip/Postal Code box, enter your **full 9-digit zip code**. (You may look it up at www.usps.com/zip4/.)

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the CCR (Central Contractor Registry) as part of the Grants.gov registration or your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If you need help visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter "Universal Design Leadership Project."

b. Project Description: Provide a two or three sentence summary of your proposed project.

c. Proposed Project Start Date/End Date: Enter a start date of May 1, 2008, and an end date of April 30, 2009.

7. Project Director:

Provide the requested information for the Project Director. Please leave the Social Security Number box blank. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any Cooperative Agreement that may be awarded. Please leave the Social Security Number box blank. Select a Prefix even though this is not a required field.

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the [Assurance of Compliance](#) section.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

How to Use the Attachments Form

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer. Several important points:

1. Most of these attachments are documents (e.g., narratives) that you will develop in accordance with the instructions provided. Attachment 3 is a fillable form; you will find a link to it. This form is available in both Microsoft Word and PDF formats.
2. For documents that you develop, label pages clearly with the name of the item (e.g., Narrative) and your organization's legal name. Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially.
3. We recommend that you attach your documents as PDF (portable document format) files. Using PDFs allows you to preserve the formatting of your documents so they can be presented to reviewers exactly as you intend. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to [PDF Conversion Programs](#).
4. Name your files as indicated below and attach them in the proper order.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

ATTACHMENT 1: To this button attach a **narrative** that addresses the points below. The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information that you provide will be reviewed in accordance with the "Review Criteria" for this initiative. Please organize your response a), b), c), etc., and use the boldfaced language below as a heading for each item.

- a) Your organization's **mission**.
- b) Your organizations **experience** in administering programs related to Universal Design.
- c) **Proposed project activities**. Be as specific as possible. Note how the project will focus on the design of spaces and/or landscapes, and how it will implement one or more of the recommendations in the report, "[Envisioning Universal Design: Creating an Inclusive Society](#)." Describe proposed locations and special resources that might be used. If relevant, discuss any proposed partners.

- d) **Schedule** of key project planning and implementation dates.
- e) Your strategies for **promoting** and providing broad visibility for the program.
- f) The various **audiences**, including mainstream ones, that you intend to engage and how you plan to reach them. Describe how your project will broaden the appeal and practice of universal design for both the design field and audiences more generally.
- g) Your **evaluation** plans.
- h) Your plans for **disseminating** the project results and your recommendations for future action including to mainstream audiences.
- i) Your plans for attracting **additional resources**, financial and other, to this project.

ATTACHMENT 2: To this button, attach **brief bios** (at least two per page) for the key personnel to be involved in the project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

ATTACHMENT 3: To this button, attach the completed **Project Budget Form**, Parts 1 and 2 [[Word](#) | [PDF](#) | [Instructions](#)]. The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to \$60,000. You must match the NEA funds at least dollar for dollar with nonfederal funds. The total project costs should be at least \$120,000.

ATTACHMENT 4: To this button, attach any additional supporting information that you think necessary. (Optional) The file name should indicate the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.

If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.