Instructions for SF-424

Application For Federal Assistance

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.   Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs.   Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency).   Required items are identified with an asterisk on the form and are specified in the instructions below.   In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Fld Name / Item No.	Instruction
1) Type of Submission	**(Required):** Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2) Type of Application	**(Required)** Select one type of application in accordance with agency instructions. • New An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
3) Date Received	Leave this field blank. This date will be assigned by the Federal agency.
4) Applicant Identifier:	Enter the entity identifier assigned buy the Federal agency, if any, or the applicant s control number if applicable.
5a) Federal Entity Identifier	Enter the number assigned to your organization by the Federal Agency, if any.
5b) Federal Award Identifier	For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.
6) Date Received by State:	Leave this field blank. This date will be assigned by the State, if applicable.
7) State Application Identifier:	Leave this field blank. This identifier will be assigned by the State, if applicable.
8) Applicant Information	Enter the following in accordance with agency instructions: **a. Legal Name**: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. **b. Employer/Taxpayer Number (EIN/TIN):** (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as

	assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. **c. Organizational DUNS**: (Required) Enter the organization s DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. **d. Address**: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). **e. Organizational Unit:** Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable. **f. Name and contact information of person to be contacted on matters involving this applicant** required), organizational affiliation (if affiliated with an organization other **on**: Enter the name (First and last name than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.

9) Type of Applicant	**(Required)** Select up to three applicant type(s) in accordance with agency instructions.
	A. State Government
	     M. Nonprofit
	B. County Government N. Private Institution of
	C. City or
	Township
	     Higher Education
	Government
	     O. Individual
	D. Special District Government P. For-Profit
	Organization
	E. Regional Organization
	               (Other than Small
	F. U.S. Territory or Possession
	     Business)
	G. Independent School District Q. Small
	Business
	H. Public/State Controlled R. Hispanic-serving
	Institution of Higher
	                           Institution
	Education
	                                        S. Historically Black
	I. Indian/Native American
	               Colleges and
	Tribal
	Government
	   Universities (HBCUs)
	(Federally Recognized)
	                          T. Tribally Controlled
	J. Indian/Native American
	               Colleges and
	Tribal Government
	(Other Universities
	(TCCUs)
	than Federally Recognized) U. Alaska Native and
	K. Indian/Native American
	                Native Hawaiian
	Tribally
	Designated
	       Serving Institutions
	Organization
	                                                       V. Non-domestic
	L. Public/Indian Housing
	               (non-US) Entity
	     Authority
	                                                       W.

	Other (specify)
10) Name Of Federal Agency	**(Required)** Enter the name of the Federal agency from which assistance is being requested with this application.
11) Catalog Of Federal Domestic Assistance Number/Title	Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12) Funding Opportunity Number/Title	**(Required)** Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13) Competition Identification Number/Title	Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
14) Areas Affected By Project	List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15) Descriptive Title of Applicant s Project	**(Required)** Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
16) Congressional Districts Of	**(Required)** 16a. Enter the applicant s Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina s 103rd district. If all congressional districts in a state are affected, enter all for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000.
17) Proposed Project Start and End Dates	**(Required)** Enter the proposed start date and end date of the project.
18) Estimated Funding	**(Required)** Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19) Is Application Subject to Review by State Under Executive Order 12372 Process?	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If a. is selected, enter the date the application was submitted to the State.
20) Is the Applicant Delinquent on any Federal Debt?	**(Required)** Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
21) Authorized Representative	**(Required)** To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body s authorization for you to sign this application as the official representative must be on file in the applicant s office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)