

# APPLICATION FOR FEDERAL ASSISTANCE

E-grants Pilot Version 3/03

		2. DATE SUBMITTED		*Applicant Identifier	
1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	
				State Application Identifier	
		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
*Legal Name:			Organizational Unit:		
			Department:		
*Organizational DUNS:			Division:		
Address:			Name and telephone number of person to be contacted on matters involving this application (give area code)		
*Street:			Prefix:		*First Name:
*City:			Middle Name		
*County:			*Last Name		
*State:		*Zip Code	Suffix:		
Country:			Email:		
6. *EMPLOYER IDENTIFICATION NUMBER (EIN): -			*Phone Number(give area code)		Fax Number (give area code)
8. *TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es)  Other (specify)			7. *TYPE OF APPLICANT:		
			Other (specify)		
10. *CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: -			9. *NAME OF FEDERAL AGENCY:		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):			11. *DESCRIPTIVE TITLE OF APPLICANTS PROJECT:		
13. PROPOSED PROJECT			14. CONGRESSIONAL DISTRICTS OF:		
*Start Date:		*Ending Date:	a. *Applicant		b. *Project
15. ESTIMATED FUNDING:			16. *IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. * Federal	\$	.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON  DATE:  b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
b. Applicant	\$	.00			
c. State	\$	.00			
d. Local	\$	.00			
e. Other	\$	.00			
f. Program Income	\$	.00	17. *IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
g. *TOTAL	\$	.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, AND THE GOVERNING BODY OF THE APPLICANT HAS DULY AUTHORIZED THE DOCUMENT.					
I HAVE REVIEWED THE REQUIREMENTS THAT APPLY TO RECIPENTS OF AWARDS UNDER THIS PROGRAM AND ASSURE, AS THE DULY AUTHORIZED REPRESENTATIVE OF THE APPLICANT, THAT THE APPLICANT WILL COMPLY WITH THOSE REQUIREMENTS AND OTHER TERMS AND CONDITIONS IF IT RECEIVES AN AWARD <input type="checkbox"/> Yes <input type="checkbox"/> No					
a. Type Name of Authorized Representative			b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative			e. *Date Signed		

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 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 used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Self-explanatory.	12.	List only the largest political entities affected (e.g., State, counties, cities).
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	13.	Self-explanatory.
3.	State use only (if applicable).	14a.	List the applicant's Congressional District.
4.	If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.	14b.	List any Congressional District(s) affected by the program or project.
5.	Legal name of applicant, name of primary organizational unit, which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.	15.	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. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	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.
7.	Select the appropriate letter in the space provided.	17.	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.
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>"New" means a new assistance award.</li> <li>Continuation means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>Revision means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.</li> </ul>	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as 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.)  If you are submitting this application in response to a Federal agency announcement of funding opportunity, consult the announcement or any associated application instructions for the Internet site or other location where you may view the generally applicable requirements. Otherwise, if you do not know where to view them, contact the office to which you are submitting this application to ask about the location.
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		
11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.		