Additional Guidance for Completing the SF-424

I.   Application for Federal Assistance (SF-424)

- Use the current version of the form for submission. Expired forms will not be accepted. SF-424, Office of Management and Budget (OMB) Control No. 4040-0004 (Grants.gov), Expiration Date 11/30/2025. https://www.grants.gov/forms/forms-repository/sf-424-family

- Section # 8, APPLICANT INFORMATION:

  o   Legal Name: The legal name must match the name submitted with the System for Award Management (SAM). Please refer to instructions at https://www.sam.gov

  o   Employer/Tax Identification Number (EIN/TIN): Input your correct 9-digit EIN and ensure that it is recorded within SAM.

  o   Unique Entity Identifier Requirements

  o   Effective on April 4, 2022, the DUNS Number was replaced by a new, non-proprietary identifier requested in and assigned by SAM.gov. This new identifier is called the Unique Entity Identifier (UEI), or the Entity ID. To learn more about SAM's rollout of the UEI, please visit the U.S. General Services Administration (GSA), Unique Entity Identifier Update webpage.

  o   If the grant award or cooperative agreement recipient is authorized to make subawards under this award, then the recipient:
      1. Must notify potential subrecipients that no entity (see definitions below) may receive a subaward from the grant award recipient until the entity has provided its UEI to the recipient.
      2. May not make a subaward to an entity unless the entity has provided its UEI to the grant or cooperative agreement recipient. Subrecipients are not required to obtain an active SAM registration but must obtain a UEI.

  o   Please ensure that your state is registered with the SAM. Instructions for registering with SAM can be found at https://www.sam.gov. Additionally, the state must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, there is a requirement to review and update the registration at least every 12 months from the date of initial registration or subsequently update the information in the SAM database to ensure it is current, accurate, and complete. Failure to register with SAM and maintain an active account will result in a rejection of your submission.

- o Address: Input the complete address including Zipcode+4; Example: 20110-8310. For look-up, use link at https://tools.usps.com/go/ZipLookupAction!input.action

- o Organizational Unit: Input appropriate Department Name and Division Name, if applicable

- o Name and contact information of person to be contacted on matters involving this application. Provide complete and accurate contact information including telephone number and email address for the point of contact

- Section # 9, Type of Applicant 1: Select Applicant Type: Input "State Government"

- Section # 10, Name of the Federal Agency: Input "Employment and Training Administration"

- Section # 11, Catalog of Federal Domestic Assistance Number: include the accurate Catalog of Federal Domestic Assistance Number for the applicable Funding Opportunity; Example: 17.225 for Unemployment Insurance

- Section # 12, Funding Opportunity Number and Title: Input the appropriate funding opportunity number and the relevant Title as outlined in Sections 4.a.v., 4.b.v., 4.c.v., and 4.d.v. of this UIPL; Example: UIPL No. 1-17 – Health Coverage Tax Credit; TEGL 17-15 – WIOA Adult, Dislocated Worker and Youth Activities Program Allotment