**FY 2024 Socially-Disadvantaged Groups Grant Program Application Checklist**

***Before you submit your application, please be sure that your System for Award Management (SAM) Registration is complete and up to date and that you have addressed all the following elements.***

# Required forms (see links below for fillable forms)

[ ] Form SF-424, “Application for Federal Assistance” (UEI number/SAM CAGE code)

[ ] Form SF-424A, “Budget Information-Non-Construction Programs”

[ ] Certification regarding Federal judgements – no Federal Form, certify by a

statement per the instructions in the Notice.

#  Title Page

# Table of Contents

[ ] Page numbers included for each part of the application

# Executive Summary

[ ] One page description of your proposed project

# Eligibility Discussion (4 page limit)

[ ] Applicant Eligibility

 [ ] Meet Applicant Type Requirements

 [ ] Meet Board of Directors/ Governing Board Requirement

 ☐Has the Applicant received a previous SDGG Grant?

[ ] Use of Funds

[ ] Project Area Eligibility

[ ] Grant Period Eligibility

☐Satisfactory Performance (if applicable)

☐Completeness

☐Duplication of current services (if applicable)

☐Multiple Grant Eligibility

# Proposal Narrative

☐Goals of the Project

☐Estimates provided for Performance Evaluation Measures

# Scoring Criteria

[ ] Technical Assistance (3 page limit)

[ ] Work Plan/Budget (6 page limit)

[ ] Experience (3 page limit)

[ ] Commitment (3 page limit)

[ ] Local Support (3 page limit)

[ ] Administrator Discretionary Points: The Administrator may choose to award points to an eligible application that has never previously been awarded an SDGG grant or whose application seeks to advance identified key priorities addressed in the Supplemental Section of this notice.  The applicant must specifically discuss how their work plan addresses one or more of the key priorities of the administration.

Points will be assigned as follows:

I. Applicant has never received a SDGG award – 5 points;

II. Applicant seeks to advance one or more key priorities addressed in the Supplemental

 Section of the notice – 5 points

# Appendices

[ ]  Appendix A – Verification Documents for Applicant Organization

[ ]  Appendix B – Resumes

[ ]  Appendix C – Local Support Letters

**Required Standard Form Links on Grants.gov**

Click on the grants.gov link below to find the required forms for SDGG. Once you access the list of forms under grants.gov, click on the pdf opposite the form you wish to complete. The form will open in a fillable pdf format so that you can complete it online. You may save and print the completed forms.

<https://www.grants.gov/web/grants/forms/sf-424-family.html>

Form SF-424 Instructions

Form SF-424, “Application for Federal Assistance”

Form SF-424A, “Budget Information-Non-Construction Programs”

**Important Application Resources**

[**SDGG Notice of Solicitation of Applications (NOSA)**](https://www.govinfo.gov/content/pkg/FR-2024-04-03/pdf/2024-07005.pdf)

[**UEI Unique Entity ID**](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=a05adbae1b59f8982fe5ed7ae54bcbba&spa=1)

Effective April 4, 2022, USDA staff will look for the UEI instead of the DUNS from an applicant as the DUNS will no longer be required for recipients of federal financial assistance. The UEI (SAM) is assigned automatically to all active SAM.gov registered entities. To see your UEI please refer to the [UEI link](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=a05adbae1b59f8982fe5ed7ae54bcbba&spa=1) to locate your UEI. More information about UEI can be found on [SAMS.Gov](https://sam.gov/content/duns-uei)

[[[[**SAM (System for Award Management**](https://www.sam.gov/portal/public/SAM/)**)**](https://www.sam.gov/SAM/)](https://www.sam.gov/SAM/) **Cage Code**](http://fedgov.dnb.com/webform)**,** then click in the left navigation bar: D&B, SAM, Grants Contacts

*You may register at SAM at no cost, and provide your SAM CAGE code and expiration date or evidence of having begun registration process*