

Updated Instructions for Completing the SF-424

I. Application for Federal Assistance (SF-424)

Refer to Attachment III to UIPL No. 02-22 for Instructions for Completing the UI Tiger Team Project Synopsis.

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). https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf

Section # 8, APPLICANT INFORMATION:

- Legal Name: The legal name must match the name submitted with the System for Award Management (SAM). Please refer to instructions at <https://sam.gov/content/home>.
- Employer/Tax Identification Number (EIN/TIN): Input your correct 9-digit EIN and ensure that it is recorded within SAM.
- Unique Entity Identifier (UEI): Starting on April 4, 2022, the DUNS Number was replaced by a new, non-proprietary identifier requested in and assigned by the System for Award Management (SAM) at SAM.gov. This new identifier is being 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 Service Administration (GSA), Unique Entity Identifier Update webpage. Before submitting, states must also ensure its registration with SAM.gov is current. (SAM replaced the Central Contractor Registry.) States can find instructions for registering with SAM at <https://sam.gov/content/entity-registration>. An awardee 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, states must review and update the registration at least every 12 months from the date of initial registration. Failure to register with SAM and maintain an active account will result in a rejection of your submission.
- Address: Input your complete address including Zipcode+4; Example: 20110-831. For lookup, use link at <https://tools.usps.com/go/ZipLookupAction!input.action>.
- Organizational Unit: Input appropriate Department Name and Division Name, if applicable.
- 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: Input “17.225”; **CFDA Title:** Input “Unemployment Insurance”

Section # 12, Funding Opportunity Number and Title: Input “UI Tiger Team Grant 2021”.

Section # 13, Competition Identification Number: Leave Blank.

Section # 14, Areas Affected by Project: Input the place of performance for the project implementation; Example “NY” for New York.

Section # 15, Descriptive Title of Applicant’s Project: Input “UI Tiger Team Grant 2021”.

Section # 16, Congressional Districts of:

- a. Applicant: Input the Congressional District of your home office. For lookup, use link at <https://www.house.gov/> with Zipcode + 4.
- b. Program/Project: Input the Congressional District where the project work is performed. If it is the same place as your home office, input the congressional district for your home office. For lookup, use link at <https://www.house.gov/> with Zipcode+4.

Section # 17, Proposed Project Dates

- a. Start Date: Input a valid start date for the project.
- b. End Date: Input a valid end date for the project (initially two years from the start date; this can be amended upon formal request as needed).

Section # 18, Estimated Funding (\$):

Input the applicable funding allotment as listed for your state in Attachment I to UIPL 02-22.

Section #s 19 – 20: Complete as per instructions for Form SF-424.

Section # 21, Authorized Representative: Please select the “I AGREE” check box and provide complete information for your authorized signatory including contact information such as telephone number and email address. If your Authorized Representative has changed from your previous application submission for this program, please include a letter from higher-level leadership authorizing the new signatory for the application submission.

Remember to have the SF-424 and SF-424a

<https://apply07.grants.gov/apply/forms/instructions/SF424A-V1.0-Instructions.pdf>
signed and dated by the Authorized Representative.