

SF-424 Guidance Sheet

Note: Please refer to this guidance sheet and the instructions on the SF-424 and the SF-424 A located at the end the forms.

SF-424

The SF-424 has been partially filled out by the NRCS. For the purposes of this form the term ‘applicant and entity are the same’ Please fill in the **blue bold** items below on the form:

Item 1: NRCS filled in this for you – the selection is “Application”.

Item 2: NRCS filled in this for you – the selection is “New”.

Item 3: Leave blank, to be filled out by NRCS.

Item 4: Leave blank.

Item 5a: Leave blank.

Item 5b: Leave blank.

Item 6: Leave blank, to be filled out by NRCS.

Item 7: Leave blank.

Item 8a: Enter the legal name of the entity.

Item 8b: Enter the EIN (Employee Identification Number).

Item 8c: Enter the DUNS number (Data Universal Numbering System).

Item 8d: Enter the full address of the entity.

Item 8e: Leave blank.

Item 8f: Enter the name, title, and contact information of the point of contact for the entity (leave Organization Affiliation blank).

Item 9: Select what category best fits the entity organization from the drop down menu.

Item 10: NRCS filled this in for you – the selection was “USDA-NRCS”.

Item 11: NRCS filled this in for you – the selections were “10 913” and “Farm and Ranch Lands Protection Program”.

Item 12: Leave blank.

Item 13: Leave blank.

Item 14: Identify the Town, County and State of the parcel.

Item 15: NRCS filled this in for you – the selection was “Preservation of Agricultural Lands”.

Item 16a: Congressional District of the entity (for this form the applicant is the entity).

Item 16b: Congressional District of the Program/Project (this should be the congressional district of the parcel location).

Item 17a: Proposed Project Start Date (estimation of when the cooperative agreement will be signed).

Item 17b: NRCS filled this in for you the selection was 9/30/2015 which is the expiration date of the 2011 cooperative agreement.

Item 18a: Estimated Federal Funding (\$) (the estimated NRCS share of easement).

Item 18b: Estimated Applicant Funding (\$) (for the purposes of this form “applicant” means entity therefore this would be the full entity share).

Item 18c -18f: leave blank.

Item 18g: Total the entity and NRCS estimated funding amounts.

Item 19: NRCS filled this in for you - the selection was “C. Program is not covered by E. O. 12372”.

Item 20: If the entity is delinquent on any federal debt select the ‘Yes’ button and then click the ‘explanation’ button and then describe the situation. If the entity is not delinquent on any federal debt select ‘No’.

Item 21: Check the box to certify the data/information entered on the SF-424 form. Below the check box section is where the authorized representative of the entity puts his/her information and signs and dates this form.

SF-424 A, Budget Information for Non-Construction Programs

The SF-424 A has been partially filled out by the NRCS. Please fill in the **bold** remaining items:

Line 1 cell (a): NRCS filled this in for you –the selection was “FRPP”.

Line 1 cell (b): NRCS filled this in for you – the selection was: “10.913”.

Line 1 cell (c): Put the estimated federal share of the easement.

Line 1 cell (d): Put the estimated entity share of the easement.

Line 2 – 4: Leave Blank.

Line 5: Will auto-calculate the sum of the numbers entered in cells above.

Line 6 cells (a)-(g) in column (1): Leave Blank.

Line 6 cell (h) in column (1): Put the sum of the federal share plus the entity share of the easement.

Line 6 cells (i) and (k) in column (1): These cells will auto-calculate the sum of the numbers entered in cells above.

Line 6 cell (j) in column (1) Leave blank.

Line 7: Leave blank.

Line 8 cell (a): NRCS filled in this for you – the selection was “FRPP”.

Line 8 cell (b): Put the estimated entity share of the easement.

Lines 9 – 11: Leave blank.

Line 12: Will auto-calculate the sum of the numbers entered in cell above.

Lines 13-15: Leave blank, FRPP does not disburse funds on a quarterly basis.

Lines 16 -23: Leave blank.

SF-424 B, Assurances Non-Construction Programs

Review the form and certify compliance with the statements listed by having the authorized representative sign and date the form.