

Federally Required Forms Help Document

Updated 11/26/18

In addition to the FY 2019 IPC Request for Proposal, the following Federal forms and documents must be submitted at the time of application unless otherwise noted. The proposal itself must be completed using the Iowa 2019 IPC Request for Proposal Template. Forms must be signed and dated. Please note that some forms may require multiple signatures within the form.

NOTE: The PDF forms on Grants.gov and the Iowa website are for sample purposes only and cannot be submitted with your application package. If you are applying for FY19 IPC funding, please complete and submit using the forms available at the Grants.gov Workspace to complete your application.

1. **Application Form:** (Standard Form 424 Application for Federal Assistance) Applicants must use this document as the cover sheet for each proposal.
2. **Standard Form (SF) 424A, Budget Information - Non-Construction Programs:** Fill in all spaces as appropriate. Funding documentation should also include match and in-kind.
 - a. Page 1, Section A: You must type in your organization name and partner "match" in column "a" of page 1 for them to auto-populate in subsequent pages. It is suggested that you use the IPC Opportunity Number in Line 1 to indicate the federal share requested. Your organization and match would then be entered in lines 2 and 3.
 - b. Page 2, Section B: Column 1 should reflect the NRCS funds, Column 2 should reflect the applicant's funds, column 3 is matching funds, etc. if you entered as suggested above. This section of the form is the summary budget for the project.
 - c. Page 3, Section C: This section is for non-federal resources only including match and in-kind. Column "a" auto populate if you completed page one as directed.
 - d. Page 3, Section D: This section is for federal funds only and requires input of funds you anticipate requesting in the first fiscal year. The NRCS fiscal year runs from October 1 to September 30. You will, most likely, not be requesting funds until the 3rd quarter (ends June 30th) and 4th quarter (ends September 30th.)
 - e. Page 3, Section E: This section is for federal funds only. Although column "b" says "First," you should enter the funding you anticipate requesting in the SECOND fiscal year of the agreement. Column "c" says "Second," but you should enter the funding you anticipate requesting in the THIRD fiscal year of the agreement - and so forth to Column "e" which is the FIFTH year of the agreement.
 - f. You must complete the entire form and the dollar amounts must match the SF424, the budget narrative, and the Iowa IPC Request for Proposal Form.
3. **Standard Form (SF) 424B, Assurances - Non-Construction Programs.** Applicants, by signing and submitting an application, assure and certify that they are in compliance with the following Federal regulations:
 - a. 2 CFR Part 417, [Government wide Debarment and Suspension \(Non-procurement\)](#)
 - b. 7 CFR Part 3018, [New Restrictions on Lobbying](#)
 - c. 2 CFR Part 421, [Government wide Requirements for Drug Free Workplace \(Financial Assistance\)](#)

4. **AD-3031, Assurances Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants:** The authority for requesting the following information for USDA agencies and offices is in sections 745 and 746 of the Consolidated Appropriations Act, 2016, Pub. L. 114-113, as amended and/or subsequently GASB 061416 Certification Regarding Lobbying: The applicant certifies no Federal appropriated funds have been used for influencing or attempting to influence an officer or employee in connection with awarding of any Federal contract or grant.
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6. **Budget Narrative (NEW):** In a separate narrative titled "Budget Narrative", explain and justify all requested budget items/costs. Detail how the totals on the SF-424A were determined and demonstrate a clear connection between costs and the proposed project activities. Within the narrative, use the same budget categories found in the SF-424A. i.e.: Personnel, Fringe, Contractual, Supplies, Other, etc. Describe any item that under the applicable Federal cost principles requires the agency's approval and estimate its cost.
 - a. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project.
 - b. Keep in mind that the Federal Government defines equipment as an item of non-expendable, tangible personal property, having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the recipient organization for financial statement purposes, or \$5,000.
 - c. Also bear in mind that Personnel costs do not include fringe benefits.
 - d. Itemize expenses you plan to incur in "Other," "Supplies," and "Equipment" categories.

The following items must be provided in the proposal.

A. DUNS Number: A Dun and Bradstreet (D&B) DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. CIG applicants must obtain a DUNS Number. Information can be found at: <http://fedgov.dnb.com/webform> or by calling 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.

B. SAM: Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. To register, go to: <https://www.sam.gov/portal/public/SAM/>. Please allow a minimum of 5 days to complete the SAM registration. Applicants must continue to maintain an active SAM registration with current information at all times during which they have an active Federal award or an application or plan under consideration by a Federal awarding agency. NRCS will not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time NRCS is ready to make the award, NRCS may determine that the applicant is not qualified to receive an award and use that determination as the basis for making a Federal award to another applicant.

NOTE1: For your SAM.gov registration, you must submit a notarized letter appointing the authorized Entity Administrator. The review process changed for the Federal Assistance community on June 11, 2018. Read the updated FAQs to learn more at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update-updated-july-11-2018>.

NOTE2: The first time you log in to SAM.gov after June 29, 2018, you'll be asked to create a login.gov user account (if you don't already have one). Going forward, you will use your login.gov username and password every time you log in to SAM.gov. Your current SAM.gov username and password will no longer work.

NOTE3: Effective June 2017, you can no longer access the System for Award Management (SAM) using Internet Explorer (IE) Versions older than IE11. You either need to upgrade to an Internet Explorer version of IE11 or higher, or access SAM with another supported browser type (Chrome, Firefox, Safari, etc.)