**DEPARTMENT of AGRICULTURE
and NATURAL RESOURCES**
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Specialty Crop Block Grant Program Application Checklist

**Use this checklist as a tool to ensure that all the required documents
are in your application package.**

☐ I have read and reviewed all guidelines and performance measures for the 2022 Specialty Crop Block Grant Program.

☐ I have completed the 2022 Project Profile Template Application for grant consideration. When completing the expected measurable outcome section please refer to the 2022 Specialty Crop Block Grant Program Outcomes and Indicators for guidance: https://www.ams.usda.gov/sites/default/files/media/SCBGPPerformanceMeasures.pdf.

☐ I understand that if selected, I may be requested to present on or provide additional information about my proposal to the expert review panel in writing or via a virtual or in person meeting.

☐ I understand that the annual report is due by November 15 after the end of the first year of the signed grant agreement (September 30, 2022 – September 29, 2023) and every subsequent year until the expiration of the grant period.

☐ I understand that a Final Performance Report is due by November 15, 2025, following the end of the grant agreement on September 29, 2025.

☐ I understand that project costs approved in my project budget will be paid by the South Dakota Department of Agriculture and Natural Resources on a reimbursement basis only, and that I am responsible for quarterly submission of reimbursement reports and requests that describe the project work performed and include full expenditure documentation, using the reimbursement form on the DANR website: https://danr.sd.gov/Conservation/SpecialtyCropBlockGrant/default.aspx. I further understand that quarterly reimbursement reports and requests should be submitted at the following schedule: October 31 for July 1-September 30, January 31 for October 1 – December 31, April 30 for January 1 – March 31, and July 31 for April 1 – June 30.

☐ My organization has an active SAM.gov registration. I understand to receive an award under the SCBG, applicants are required to register with the System for Award Management (SAM) and, in doing so, need to designate an e-Business Point of Contact (e-Business POC). SAM.gov registration must be updated annually and be active and maintained with current information at all times during which there is an active award or an application under consideration.

The e-Business POC authorizes individuals to submit grant and cooperative agreement applications on behalf of the organization and creates a special password called a Marketing Partner ID Number (M-PIN) to verify individuals authorized to submit grant applications for the organization. Organizations that need to register in SAM for the first time or need to update their SAM registration will visit https://www.sam.gov.

☐ I have a SAM.gov Unique Entity Identifier (UEI) and DUNS number prior to applying.

- o Entities already registered in SAM.gov have already been assigned a UEI, whether their registration is active or inactive. For a guide on how to view your Unique Entity ID (SAM) see: https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a05adbae1b59f8982fe5ed7ae54bcbba.

- o A DUNS number is the entity identifier required for every application until the federal government transitions from doing business using the DUNS number to the SAM.gov Unique Entity Identifier on April 4, 2022. A DUNS number is a unique number established and assigned by third party Dun and Bradstreet, Inc. (D&B) to identify organizations. Potential applicants and sub-applicants may acquire a DUNS number at no cost online at http://fedgov.dnb.com/webform. This process should take 1-2 business days. To acquire a DUNS number by phone, contact the D&B Government Customer Support Center: 1-800-518-GRANTS(4726)

- o Entities registering in SAM.gov on or after April 4, 2022, are no longer required to obtain a DUNS number from D&B as part of the registration process. Instead, you will be automatically assigned a UEI within SAM.gov. Entities registering prior to April 4, 2022 will need to obtain a DUNS number.

In addition to the project proposal, I have included the following to complete my application package:

- o Supporting documents including letters or other evidence of commitment by partners, resource providers.

- o Completed and Signed Application Cover sheet

- o Completed and signed W-9 Form

- o Completed and signed Federal Form SF 424B

You may access these documents on the SD DANR website here:
https://danr.sd.gov/Conservation/SpecialtyCropBlockGrant/default.aspx

Completed application packages are to be emailed to timothy.schoonhoven@state.sd.us in WORD format to accepted. Any other format will not be accepted.