



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 the 2023 Request for Proposals and all guidelines and performance measures for the 2023 Specialty Crop Block Grant Program.
- I have completed the 2023 Project Profile Template Application for grant consideration. When completing the expected measurable outcome section please refer to the 2023 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, 2023 – September 29, 2024) and every subsequent year until the expiration of the grant period on September 29, 2026.
- I understand that a Final Performance Report is due by November 15, 2026, following the end of the grant agreement.
- 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 a Unique Entity Identifier through SAM.gov. The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. I understand to receive an award under the SCBG, applicants are required to obtain a UEI.
 - You may register with the System for Award Management (SAM) (which is required for any entity that wants to bid on federal award opportunities) or simply

follow the steps to obtain the UEI for federal financial award management purposes, which is sufficient for subrecipients. Obtaining a full SAM.gov registration is preferred but some entities may elect to simply obtain the UEI, which is a quicker process.

- For more information see this article: "[What's the difference between only getting a Unique Entity ID and registering your entity?](#)". 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) number prior to applying and My SAM.gov information is public so DANR can view the necessary information.
 - Entities already registered in SAM.gov have already been automatically 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.
 - To receive a SAM.gov UEI, visit <https://sam.gov/content/entity-registration>.

- In addition to the project proposal, I have included the following to complete my application package:
 - Completed and Signed Application Cover sheet
 - Completed and signed W-9 Form
 - (Optional) Any supporting documents including letters or other evidence of commitment to my project by partners.

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 **fillable PDF format to be accepted. This is a new format requested by USDA.**