

**VIRGINIA DEPARTMENT OF FORESTRY**  
**APPLICATION FOR FEDERAL ASSISTANCE**

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED	Applicant Identifier																				
1. TYPE OF SUBMISSION: Application                      Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier																				
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier																				
5. APPLICANT INFORMATION																							
Legal Name:		Organizational Unit:																					
Address (give city, county, state, and zip code)		Name and telephone number of the person to be contacted on matters involving this application (give area code)																					
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <table border="1" style="width:100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																						7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision  If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award                      B. Decrease Award C. Increase Duration                      D. Decrease Duration Other (specify): _____		A. State																					
		H. Independent School Dist.																					
		I. State Controlled Inst. of Higher Learning																					
		J. Private University																					
		K. Indian Tribe																					
		L. Individual																					
		M. Profit Organization																					
		N. Other (Specify): _____																					
		9. NAME OF FEDERAL AGENCY:																					
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO. <table border="1" style="width:100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> TITLE:										11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:													
12. AREAS AFFECTED BY PROJECT (cities, counties, states,																							
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:																					
Start Date	Ending Date	a. Applicant	b. Project:																				
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?																					
a. Federal	\$ .00	a. YES. This preapplication/application was made available to the State Executive Order 12372 process for review on: DATE _____																					
b. Applicant	\$ .00	b. NO. <input type="checkbox"/> Program is not covered by E.O. 12372																					
c. State	\$ .00	OR																					
d. Local	\$ .00	<input type="checkbox"/> Program has not been selected by state for review																					
e. Other	\$ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?																					
f. Program Income	\$ .00	<input type="checkbox"/> Yes (If "Yes," attach an explanation) <input type="checkbox"/> No																					
g. TOTAL	\$ .00																						
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																							
a. Typed Name of Authorized Representative		b. Title	c. Telephone Number																				
d. Signature of Authorized Representative			e. Date Signed																				

**VIRGINIA DEPARTMENT OF FORESTRY**  
**APPLICATION FOR FEDERAL ASSISTANCE**

**INSTRUCTIONS FOR THE SF 424**

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item: Entry:

1. Self-explanatory.
2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.
8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:  
--"New" means a new assistance award.  
--"Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.  
--"Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9. Name of Federal agency from which assistance is being requested with this application.
10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
11. Enter a brief description title of the project. If more than program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
12. List only the largest political entities affected (e.g., State, counties, cities).
13. Self-explanatory.
14. List the applicant's Congressional District and District(s) affected by the program or project.
15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)