

Instructions for Filling Out the Grants.gov Forms

Introduction

This section provides detailed instructions for filling out the forms in the National Scenic Byways Program 2009 Grant Application Package. You can download this application package from Grants.gov, at <http://www07.grants.gov/search/basic.do>, by entering one of the following:

- CFDA Number: 20.205
- Funding Opportunity Number: FHWA-2009-BYWAYS

You will be using Adobe Acrobat Reader to fill out and submit your SF-424 through Grants.gov. You will not use PureEdge to fill out and submit this form. If you do not have Adobe Acrobat Reader installed on your computer, or if you have a version that does not support the SF-424 form, you can download the latest version at <http://www.adobe.com/products/acrobat/readstep2.html>. Adobe Acrobat Reader works on Windows, Macintosh, Linux and Solaris operating systems, so all applicants should be able to use this program. Please refer to Grants.gov's Apply for Grants section, http://grants.gov/applicants/apply_for_grants.jsp, for help in downloading, submitting and tracking your SF-424. If you are not sure if your current version of Adobe Acrobat Reader is compatible, instructions for how to test compatibility are included in this section.

Grants.gov often uses the language "Grant Application Package." The correct Grants.gov grant application package for the NSBP grant application will contain the SF-424 required form only. All other information for your project must be provided on the www.bywaysonline.org grant application.

Once you have downloaded and opened the application package, you will see the "Grant Application Package" start page. The top part of this page indicates both the opportunity and agency contact information. Please note that you must click on the name of the form to move it from the "Mandatory Documents" box on the left side to the "Mandatory Documents for Submission" box on the right side using the "Move Form to Complete" arrow between the two boxes. Once the form name appears in the right side box, click on the form name again, and then click "Open Form" to open it and fill it out. If you encounter a problem with opening or submitting the form, please consult the 3-step instructions at the bottom of the "Grant Application Package" start page.

Note: You must fill out all of the fields highlighted in yellow before you can submit your application. Some fields that are not highlighted initially may become mandatory based on the answers you provide.

Completing the SF-424 Form

Question 1

Select either "Application" or "Changed/Corrected Application". Choose "Application" unless you have previously submitted this application this year. If you have selected "Changed/Corrected Application," be sure to fill out Question 5b with the federal identifier that you received for this application on your first submission.

Question 2

Select "New" if you are submitting this application for the first time this year. Do not select "New" if you selected "Changed/Corrected Application" in Question 1.

If you select "Revision", enter one or more of the following codes to indicate the type of revision. If you specify type "E", then you must enter its explanation in "Other". A. Increase Award (budget) B. Decrease Award (budget) C. Increase Duration (work plan schedule) D. Decrease Duration (work plan schedule) E. Other (specify)

Question 3

Leave this field blank. Grants.gov will put the current date in this field when you submit the application.

Question 4

Leave this field blank.

Question 5a

Leave this field blank.

Question 5b

If you selected "New" for Question 2, leave this field blank. Otherwise, enter the federal identifier that you received when you submitted this application the first time.

Question 6

Leave this field blank.

Question 7

Leave this field blank.

Question 8a

Enter the legal name of the organization applying for the grant.

Question 8b

Enter the Employer/Taxpayer Identification Number (EIN/TIN) for the organization identified in 8a.

Question 8c

Enter the DUNS number for the organization identified in 8a. If you don't have this number, contact your organization's Point of Contact (POC).

Question 8d

Fill out your organization's complete mailing address.

Question 8e

If you have a department and/or division in your organization, fill them in here.

Question 8f

Provide a contact person for the organization identified in 8a. This can be the applicant, but should be the organization's POC.

Question 9

Select the Type of Applicant Organization that best represents the organization in 8a. If this is a joint Application then you may select multiple Types. If you select "Other", enter the Type in the "Other" field.

Question 10

No response necessary. It should already contain "DOT Federal Highway Administration". If it does not, then you may have the wrong Grants.gov application package.

Question 11

No response necessary. It should already contain 20.205 and the CFDA Title: "Highway Planning and Construction". If it does not, then you may have the wrong Grants.gov application package.

Question 12

No response necessary. It should already contain FHWA-2007-BYWAYS and the Title: "National Scenic Byways Program Discretionary Grants". If it does not, then you may have the wrong Grants.gov application package.

Question 13

Leave these fields blank.

Question 14

List the counties affected by the proposed project, for example, "Cache, Box Elder, and Wasatch Counties". If the project involves multiple states, include the state code in parentheses after each county name, for example, "Kane (UT), Coconino (AZ)."

Question 15

Enter a title that reflects the nature and goals of your project, e.g., "Phase 2 Enhancements to AK Marine Highway Forest Service Interpretive Programs."

Attachments

There are no required attachments.

Question 16a

Enter your Congressional District as a code in the following format: State abbreviation (2 characters) followed by your Congressional District number (2 digits). For example, CA02 represents California's Congressional District #2. If your State only has one Congressional District, use "01."

Question 16b

Enter the Congressional District of the project as a code using the same formatting as question 16a.

Tips: If the project is in a different Congressional District than the Applicant, this will be a different code than 16a. Please include the district most associated with your project. You do not need to attach any additional documents.

Question 17a

Provide the expected start date of the Proposed Project. Grants.gov does not allow you to enter relative dates, i.e., "Funding date + 1 week" is not allowed.

Funds will likely be available in summer 2009. It may be possible to complete a project agreement and obligate funds by September 30, 2009. For many projects, it will take longer to complete a project agreement; funds will be carried over and made available in fiscal year 2010. Costs incurred prior to a project agreement and authorization-to-proceed are not eligible for reimbursement.

Question 17b

Provide the expected end date of the entire Proposed Project. As with the start date, when you estimate your end date, consider the anticipated funding date and that it may be delayed.

Question 18

The Federal amount in 18a is the amount you are requesting. All other funds will be considered matched funds.

Question 19

In most cases, you should select 'C'. For more information about Executive Order 12372, see: <http://www.archives.gov/federal-register/codification/executive-order/12372.html>.

Question 20

Answer the question Yes or No. If you answer 'Yes', then you will have to supply an explanation in the text area on the last page of the SF-424 form. You can jump to that text area by clicking the "Explanation" button.

Question 21

You must read the statement provided here and click "I AGREE" for this application to be considered "signed". This legally holds you accountable to the provided terms. The application cannot be submitted until you agree to these terms and check the box.

Authorized Representative

As the Authorization Organization Representative (AOR), you should enter your name and contact here. The program will fill in the last two fields automatically upon completion as stated inside the box.

After Completing the Form

After you have completed the form, click "Close form" at the top of the screen. This will return you to the "Grant Application Package" start page. Following the instructions at the bottom of the start page will instruct you on how to check your SF-424 for any errors it may contain, save a copy to your computer for your records, and submit the SF-424 form to Grants.gov. If your SF-424 form contains any errors, you must correct them to be able to submit your form.

After you have saved a copy of the completed SF-424 form to your computer, the "Save & Submit" button will become clickable. Clicking the "Save & Submit" button will bring up a login screen. Use the Username and Password you created when you registered with Grants.gov. You must be an Authorized Organization Representative to submit grant applications on your organization's behalf. If your login is rejected, please consult your organization's Point of Contact (also referred to as the E-Biz POC) to make sure you have the necessary permissions to submit applications. The E-Biz POC is the only person who can grant this permission.