

GRANTS.GOV ATTACHMENT & FIELD LEVEL INSTRUCTIONS

Important Information:

- Applications are due April 28, 2023 at 11:59PM EDT
- You must download the Grants.Gov application package and submit the “Application for Federal Assistance (SF-424)” with the “Attachments” form with your application. The instructions for those forms are detailed below.
- The following attachments should also be included with your package: a project narrative (with cover page), your benefit-cost analysis package (consisting of an unprotected Excel file and BCA narrative), and any other relevant supporting information. (Note: the BCA requirement does not apply to small projects at small ports). See Footnote 11 of the NOFO for additional information on supporting documentation.
- Applicants are encouraged to submit a SF-424C form with their application (instructions can be found below).
- Grants.gov technical support is available:
 - Online: <http://www.grants.gov/web/grants/support.html>
 - By phone (M-F, 7am-9pm ET: 1-800-518-4726, excluding Federal holidays)
 - By email: support@grants.gov

Attachments Form and Application for Federal Assistance (SF-424) Instructions

<i>Item</i>	<i>Entry</i>
1-15	<p>1. Attachments: (Required) This is where you will attach your full application narrative, etc., as indicated in the Notice of Funding Opportunity (NOFO) for the Port Infrastructure Development Grant Program (PIDP). The PIDP 2023 NOFO is located at: https://www.maritime.dot.gov/PIDPgrants</p> <p>Please attach your application files as indicated in the “D. Application and Submission Information” section of the NOFO.</p> <p>File names for your attachments must be clear and descriptive. For example, “narrative” for the full application narrative file and “BCA” for cost benefit. Please limit file names to 50 or fewer characters.</p> <p>Please upload attachments in the following order: narrative (PDF), benefit-cost analysis/economic vitality (PDF), supporting documents for benefit-cost analysis/economic vitality criterion (Word or Excel versions of the PDF and all elaborating details or documentation), all other supporting documents.</p> <p>Please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.</p> <p>Attachments can be either Word files (.doc or .docx), portable documents (.pdf), Excel files (.xls or .xlsx), or maps/pictures (.jpg/.jpeg/.gif, etc). <u>Do not submit scanned copies of printed files</u> unless they are supporting documentation (e.g., Federal Wage Certificates and Letters of Support).</p> <p>YOUR APPLICATION IS NOT COMPLETE UNLESS ALL APPLICATION FILES (as per the NOFO and Grants.Gov) ARE ATTACHED.</p>

Application for Federal Assistance (SF-424) 4040-0004 Instructions

Item	Entry
1.	<p>Type of Submission: (Required) Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> ▪ Application ▪ Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application (unless requested by the agency, applicants may not use this form to submit changes after the closing date)
2.	<p>Type of Application: (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> ▪ New – <u>All applicants for this round of PIDP Grant funds are considered “New” and should select “New”</u>
3.	<p>Date Received: Leave this field blank. This date is completed by Grants.Gov upon submission.</p>
4.	<p>Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant’s control number if applicable.</p>
5a.	<p>Federal Entity Identifier: Enter the number assigned to your organization by the federal agency, if any.</p>
5b.	<p>Federal Award Identifier: NO PIDP ID IS REQUIRED FOR 2023 For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.</p>
6.	<p>Date Received by State: Leave this field blank. This is not applicable to PDIP Grant applications.</p>
7.	<p>State Application Identifier: Leave this field blank. This is not applicable to PIDP Grant applications.</p>
8.	<p>Applicant Information: Enter the following in accordance with agency instructions:</p> <ol style="list-style-type: none"> a. Legal Name: (Required) Enter the legal name of the applicant that will undertake the assistance activity. The lead applicant needs to be registered with the System for Award Management (SAM). Information on registering with SAM may be obtained by visiting SAM.gov. b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. c. UEI: (Required) Enter the organization’s UEI received from SAM. The UEI is a unique 12 character organization identifier. Information on registering with System for Award Management (SAM.gov) may be obtained by visiting the Grants.gov website. d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required), Country (Required), 9-digit zip/postal code (Required). e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity. f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last names (Required), prefix, middle name, suffix, and title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Enter the contact’s telephone number and email address (Required) and fax number.

Application for Federal Assistance (SF-424) 4040-0004

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9.	<p>Type of Applicant: (Required) Select up to three applicant types in accordance with agency instructions.</p> <ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)
10.	<p>Name Of Federal Agency: (Required) Enter the name of the federal agency, or agencies, from which assistance is being requested with this application.</p>
11.	<p>Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.</p>
12.	<p>Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.</p>
13.	<p>Competition Identification Number/Title: Enter the competition identification number and title of the competition under which assistance is requested, if applicable.</p>
14.	<p>Areas Affected By Project: Use this field to list project locations (town, city, etc.). Note if the applicant is located in a rural or Urban Area (UA) as designated by the U.S. Census. Note if the project is located in a qualified Community Development Zone or Historically Disadvantaged Community.</p>
15.	<p>Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. Using the same title as provided in the narrative is recommended. If appropriate, attach a map showing project location.</p>

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16.	<p>Congressional Districts:</p> <p>16a. (Required) Enter the applicant's congressional district.</p> <p>16b. Enter all district(s) affected by the project. Enter in the following format: two-character state abbreviation – three-character district number, e.g., CA-05 for California 5th district, CA-12 for California 12 district, NC-03 for North Carolina's 03 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If effects are nationwide, i.e., all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts if needed.</p>
17.	<p>Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.</p>
18.	<p>Estimated Funding: (Required) Enter the 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.</p>
19.	<p>Is Application Subject to Review by State Under Executive Order 12372 Process? (Not Required) 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. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.</p>
20.	<p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include, but may not be limited to, delinquent audit disallowances, loans, and taxes. If yes, include an explanation in an attachment.</p>
21.	<p>Authorized Representative: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last names (Required), prefix, middle name, and suffix. Enter title, telephone number, and email (Required), and fax number. A copy of the governing body's authorization for you to sign this application as the 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.)</p>

Grants.gov Form Instructions

Form Identifiers	Information
Agency Owner	Grants.gov
Form Name	Budget Information for Construction Programs (SF-424C) V2.0
OMB Number	4040-0008
OMB Expiration Date	02/28/2025

Form Field Instructions

Field Item	Field Name	Required or Optional	Information
1.	Administration and legal expenses	Optional	<p>a. Total Cost of Administrative and legal expenses. This may include administrative expenses, attorney's fees, court costs, and/or other related expenses, directly associated with the allowable activity. Costs incurred related, but not limited to, criminal and civil proceedings, claims, appeals, and other infringements are unallowable. For more information regarding allowability, please see grantor agency regulations (e.g., 2 CFR 200.435; 45 CFR 75.435).</p> <p>b. Costs Not Allowable for Participation in Administration and Legal Expenses.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</p>
2.	Land, structures, rights-of-way, appraisals, etc.	Optional	<p>a. Total Cost of Land, structures, rights- of-way, appraisals, etc.</p> <p>b. Costs Not Allowable for Participation in Land, structures, rights-of-way, appraisals, etc.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov</p>
3.	Relocation expenses and payments	Optional	<p>a. Total Cost of Relocation expenses and payments</p> <p>b. Costs Not Allowable for Participation in Relocation expenses and payments</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov</p>

4.	Architectural and engineering fees	Optional	<p>a. Total Cost of Architectural and engineering fees. Architect-engineer services includes professional services of an architectural or engineering nature, as defined by State law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide those services; and, professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property." For more information, please see grantor agency regulations (e.g., 48 CFR 2.101).</p> <p>b. Costs Not Allowable for Participation in Architectural and engineering fees.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</p>
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Field Item	Field Name	Required or Optional	Information
5	Other architectural and engineering fees	Optional	<p>a. Total Costs of Other Architectural and engineering fees. This means those other professional services of an architectural or engineering nature, or incidental services, that members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services. For more information, please see grantor agency regulations (e.g., 48 CFR 2.101).</p> <p>b. Costs Not Allowable for Participation in Other Architectural and engineering fees.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</p>
6	Project inspection fees	Optional	<p>a. Total Cost of Project inspection fees, including municipal inspection fees, and other required professional or inspection fees.</p> <p>b. Costs Not Allowable for Participation in Project Inspection fees.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</p>
7	Site work	Optional	<p>a. Total Cost of Site work</p> <p>b. Costs Not Allowable for Participation in Site work</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov</p>

8 .	Demolition and removal	Optional	<ul style="list-style-type: none"> a. Total Cost of Demolition and removal b. Costs Not Allowable for Participation in Demolition and removal c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov
9 .	Construction	Required	<ul style="list-style-type: none"> a. Total Cost of Construction and Major Renovation. Construction means the creation of a building, structure, or facility, including the installation of equipment, site preparation, landscaping, associated roads parking, environmental mitigation, and utilities, which provides space not previously available. It includes freestanding structures, additional wings or floors, enclosed courtyards or entryways, and any other means to provide usable space that did not previously exist (excluding temporary facilities). Major Renovation (A&R) is considered a structural change (e.g., to the foundation, roof, floor, or exterior or load-bearing walls of a facility, or an extension to an existing facility) to achieve the following: increase the floor area; and/or change function and purpose of an existing building, structure, or facility. Some grantor agencies use a dollar amount to distinguish between minor and major A&R, i.e., a major renovation threshold, for the entire project period per parcel. Please seek grantor agency guidance if you need more information. b. Costs Not Allowable for Participation in Construction and Major Renovation. c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.

10.	Equipment	Optional	<p>a. Total Cost of Equipment. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the non-Federal entity's regular written accounting practices.) For more information, please see grantor agency regulations (e.g., 2 CFR §§200.2, 200.313, and 200.439; 45 CFR §§75.2, 75.320, and 75.439).</p> <p>b. Costs Not Allowable for Participation in Equipment.</p> <p>c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.</p>
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Field Item	Field Name	Required or Optional	Information
11.	Miscellaneous	Optional	<ul style="list-style-type: none"> a. Total Cost of Miscellaneous b. Costs Not Allowable for Participation in Miscellaneous c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov
12.	SUBTOTAL (sum of lines 1-11)	Required	<ul style="list-style-type: none"> a. Sum of lines 1-11 for Total Costs b. Sum of lines 1-11 for Costs Not Allowable for Participation c. Sum of lines 1-11 for Total Allowable Costs (Columns a-b) Calculated automatically if submitted via Grants.gov
13.	Contingencies	Optional	<ul style="list-style-type: none"> a. Total Cost of Contingencies. Contingency is that part of a budget estimate of future costs (typically of large construction projects or other items as approved by the grantor agency) which is associated with possible events or conditions arising from causes the precise outcome of which is indeterminable at the time of estimate, and that experience shows will likely result, in aggregate, in additional costs for the approved activity or project. Some grantor agencies may limit contingencies to a specific percentage of the construction costs before bids are received and must be reduced after the contract has been awarded. For more information, please see the grantor agency requirements (e.g., 2 CFR §§200.403 - 200.405, and 200.433; 45 CFR §§75.403 - 75.405, and 75.433) and/or seek guidance from the grantor agency. b. Costs Not Allowable for Participation in Contingencies. c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.

14.	SUBTOTAL	Required	<ul style="list-style-type: none"> a. Sum of lines 12-13 for Total Cost b. Sum of lines 12-13 for Costs Not Allowable for Participation c. Sum of lines 12-13. Calculated automatically if submitted via Grants.gov
15.	Project program income	Optional	<ul style="list-style-type: none"> a. Total Cost of Project (program) income. Program income includes but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. For more information, please see the grantor agency requirements (e.g., 2 CFR §§200.2 and 200.307; 45 CFR §§ 75.2 and 75.307). b. Costs Not Allowable for Participation in Project (program) income. c. Total Allowable Costs (Columns a-b). Calculated automatically if submitted via Grants.gov.
16.	TOTAL PROJECT COSTS (subtract #15 from #14)	Required	<ul style="list-style-type: none"> a. Total Cost of Total Project Costs b. Total of Costs Not Allowable for Participation c. Total Allowable Costs Calculated automatically if submitted via Grants.gov

Field Item	Field Name	Required or Optional	Information
17.	Federal assistance requested, calculate as follows: (Consult Federal agency for Percentage share.)	Required	Enter eligible costs from line 16c. Multiply x Federal percentage share %.