

**U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration (PHMSA)**

**Funding Opportunity Number# DTPH56-09-SN-0003
“Technical Assistance Grants to Communities”
Application Instructions**

ELIGIBILITY:

Cities, towns, villages, counties, parishes, townships, and similar governmental subdivisions, or consortiums of such subdivisions. A nongovernmental group of individuals is eligible for a grant under the Technical Assistance Grant program whose members are affected or potentially affected individuals who are, or are willing to become, incorporated as a non-profit organization in the state where they are located.

GRANT PROPOSAL REQUIREMENTS:

Grants.gov Required Application Forms:

1. Application for Federal Assistance (SF 424)

- Detailed guidance on filling out the SF 424 is provided on page 3 of this document.

2. Budget Information for Non-Construction Programs (SF-424A)

- The Applicant must provide a cost estimate that includes details on the personnel, fringe benefits, indirect costs, travel, equipment, supplies, consultants/contracts, and other costs.

3. Budget Narrative Attachment Form

- The Applicant will upload any supporting documentation for the budget estimate.

4. Grants.gov Lobbying Form

- Read the “Certification Regarding Lobbying” statement and complete the information for the Authorized Representative.

5. Attachments

Applicant must include the following attachment as part of the application package:

- **Proposal Content** – The Proposal should describe how the Program Areas identified in the Solicitation (Attachment 1) will be addressed. The Plan must include the proposal content requirements of Section 5.02 of the Solicitation.

Grants.gov Optional Application Documents:

1. Disclosure of Lobbying Activities (SF-LLL)

- If SF-LLL is required (per the Certification Regarding Lobbying), fill out the form in its entirety.

SUBMISSION OF APPLICATION:

After completion of forms, move all forms to the submission list using the “Move Form to Submission List” button. Applicant will then be required to “Save” the application before being allowed to use the “Submit” function.

NOTE: “Application Filing Name” is a required field and should be filled in with Applicant’s name.

Completed applications must be submitted on or before the announcement close date of Friday, May 29, 2009.

TERMS AND CONDITIONS OF AWARD:

Prior to award, the Recipient must comply with the certification requirements of 49 CFR Part 20, Department of Transportation New Restrictions on Lobbying, and 49 CFR Part 29, Department of Transportation Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).

If award is made, the Recipient will be subject to the General Terms and Conditions (Attachment 3). The Recipient will also be subject to any additional terms and conditions of the resulting Grant document.

SF 424 Instructions:

Block 1: Check “Application”

Block 2: Check “New”

Blocks 3, 4, 5, 6, and 7: Leave Blank

Blocks 8: Complete sections a–f

Block 9: Select appropriate “Applicant Type” from drop-down menu.

Block 10: If not already pre-filled, type “DOT/PHMSA”

Block 11: Leave Blank

Block 12: If not already pre-filled, type “DTPH56-09-SN-0003” for the Funding Opportunity Number and “Technical Assistance Grants to Communities” for the Title.

Block 13: Leave Blank

Block 14: Enter “US-all.”

Block 15: Enter a brief descriptive title of the proposed project.

Block 16a: Enter appropriate district.

Block 16b: Enter “US-all.”

Block 17a: Enter proposed project start date.

Block 17b: Proposed project end date should be 12 months from start date.

Block 18: Enter estimated funding for the period of performance of the project only. All boxes must be completed. Enter “0” if not applicable.

Block 19: Check “c. Program is not covered by E.O. 12372.”

Block 20: Check appropriate box.

Block 21: Read the certification statement. You must check the “I agree” box if you wish to continue with the application process. Complete the information for the Authorized Representative. Fields marked with an “*” are required except for the last two fields which will be completed by Grants.gov upon submission.