

## USDOT/PHMSA FY 2026 NGDISM Grant Application 2-Pager Checklist

This is not an exhaustive list. Please follow all requirements included in the NOFO.

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- Cover Letter.** Does the letter include the natural gas system's name and sufficient contact information for the project representative and the authorized representative?
- Project Summary.** Does the application include a project summary that provides a high-level overview of project(s)? Note, applicants should bundle projects to the greatest extent possible. It is unnecessary to breakdown projects by street names if located in the same general area.
- Project Prioritization Table. (Strongly recommended and pictured below)**
  - Is the table fully complete?
  - Do all projects equal the total amount of federal funds requested on the SF-424
- Detailed Project Description:**
  - Does the description include the project location, milestones to completion, and a thorough explanation describing why funding is needed?
  - Does the description include the condition of the existing infrastructure? (Leak-prone, actively leaking, or another condition)
  - Does the description include whether there is an immediate safety risk that poses danger to the community and/or environment?
  - Does the need for the project align with the most recent DIMP?
- Projected Outputs and Objectives.** Does the application provide quantifiable and measurable outputs planned for the grant's period of performance?
- Project Implementation and Management.** Does the application provide a description of the monitoring and quality assurance plan to ensure successful project completion within the period of performance? Does the application describe how the applicant will ensure the applicable Federal pipeline safety regulations will be followed and grant funds will be used appropriately?
- Budget Narrative:**
  - Is the budget narrative consistent with costs fully explained?
  - Does it align with the SF-424A (Equipment only) or SF-424C (Construction projects) line items?
  - Do costs total the amount of federal funding requested on the SF-424?
  - Are the contingency costs at or below 10 percent?
  - Does the budget include quotes or invoices (Current or Past) to justify costs?
  - Does the applicant consider NEPA support and Grants Administration costs in the budget?
- Key Documents for the Technical Evaluation Panel:**
  - Most recent Gas Distribution Annual Report (GDAR) (PHMSA 7100.1-1

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form)

- Most recent Distribution Integrity Management Plan (entire document)
- Any pictures that may support the need for funding.
  
- Standard Forms (Must be signed by the Authorized Representative):**
  - SF-424 Application for Federal Assistance
  - SF-424A (Equipment Only) OR SF-424C (Construction Projects)
  - SF-424B Assurances for Non-Construction Programs OR SF-424D Assurances for Construction Programs
  - DOT/Title VI Non-Discrimination Assurances
  - Grants.gov Lobbying Form - Certification Regarding Lobbying
  
- Statements:**
  - Statement of Authority and Pipeline Infrastructure Safety and Modernization Capabilities.
  - Statement certifying compliance with Domestic Preference/Buy America

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<b>Sample Project Prioritization Table</b>					
<b>Priority Number</b>	<b>Project Name</b>	<b>Pipe Material</b>	<b>Miles</b>	<b>Infrastructure Age</b>	<b>Total Project Cost (all project costs must equal the Federal funding requested in the SF-424)</b>
1	Southeast Cast-Iron Replacement Project	Cast-iron	9.0	1920s	\$9,500,000
2	Northwest PVC Replacement Project	PVC	2.5	1940s	\$2,300,000
3	Regulator Replacement Project	N/A	0.0	1970s	\$850,000
				<b><u>Total:</u></b>	<b>\$12,650,000.00</b>