

The 2016 State Damage Prevention (SDP) Grant Application is available starting today and is due January 20, 2016 at 2pm your local time. (note: due date time on FedSTAR will show noon however your timezone has been adjusted for 2pm deadline)

These items are required for your application to be considered successfully submitted:

- 1) FedSTAR: electronically submitted with required attachments (Governor's Letter and signed Title VI Assurance document);
- 2) Grants.gov: electronically submitting your grants.gov forms package; and
- 3) Hard copy document with signature.

SDP Grant Application Support Conference Call:

We will host a live support conference call on December 16, 2015 at 3pm Eastern time. Please email Carrie.Winslow@dot.gov if you plan to participate so she can send you the connection information.

Support: For technical help or guidance with FedSTAR please contact Carrie at 757-689-3168 or 757-619-8351 or carrie.winslow@dot.gov.

I. Fill out the required Title VI Assurances document:

1. Open the word document from the email you received, fill in the highlighted sections.
2. Print the document and obtain the necessary signature on page 3.
3. Scan the document in to your computer.

You will upload this document in FedSTAR on step 17.

II. FedSTAR Instructions:

Log into FedSTAR <https://fedstar.phmsa.dot.gov>

Click on an Item in the "To-Do" List. To the upper right of the main menu will be your "To-Do" List. You will see that the *2016 State Damage Prevention Application* has been listed in the box for you with the due date.

Start the Wizard. Upon clicking on the SDP Application item in the "To-Do" list you will see the starting summary page of the SDP Grant Wizard. Here it will show you what the status

PHMSA State Damage Prevention (SDP) Grant Application

FedSTAR and Grants.gov Forms Package Instructions

of your data entry is at any time. **Click on the START icon** in the upper left of this page to start the wizard.

The SDP Application wizard has a total of 24 steps. To update information on a step click the “click here to edit” link and update the information or enter the required information into the text box(es), then click the “Save” button. Once the information has been verified as correct use the “Save and Next” button to continue. The data questions on the bottom will need to all be “yes” and “complete” before you can electronically submit the application to FedSTAR.

1. General Information. This step ensures that your office information is up-to-date. (It may be helpful to you in filling out the grants.gov forms package if you print this page now).

2. Application Contact Person Information. This step is used to ensure that the application contact person’s information is up-to-date. This should be the State Damage Prevention Program Manager’s information. If the application contact user is not selected when you get to the step then first check to see if they are in the drop down list. If they are in the list select their name and click on ‘Load’. This will bring in that person’s contact information. If the person is not in the drop down list please contact Carrie to get them added to your office list.

3. Other Applicant Information. This step allows you to indicate if the application is subject to review by State Executive Order 12372 Process (it is NOT so you will select “NO” and then select “Program is not covered by E.O. 12372”). If the applicant is delinquent on any Federal debt select “yes” and provide an explanation, otherwise select “no”.

4. Authorized User Information. This step allows you to indicate who the authorized representative is and make sure their contact information is up-to-date. If the authorized user is not selected when you get to the step then first check to see if they are in the drop down list. If they are in the list select their name and click on ‘Load’. This will bring in that person’s contact information. If the person is not in the drop down list please contact Carrie to get them added to your office list.

5. Project Abstract /Statement of Objectives. Enter a clear and concise description of the work this grant will fund for fiscal year 2016.

6 through 14, Elements 1-9. There are 5 sections to address for each element:

- Indicate whether the proposed project addresses the particular element.
- Describe any existing initiatives supporting the element.
- Describe how your proposed project will enhance or continue implementation of the element.

PHMSA State Damage Prevention (SDP) Grant Application

FedSTAR and Grants.gov Forms Package Instructions

- Enter the estimated budget for the element (9 categories)
- Describe the estimate for the budget in narrative form.

15. Description of Legislature. Provide a description of any legislative or regulatory actions (including legislative/regulatory studies) taken by the State within the past five (5) years pertaining to damage prevention program improvement, even if those actions were not completely successful.

16. Upload the signed Governor's letter designating the State authority eligible to receive this grant.

17. Upload additional attachments. You **MUST** attach the signed/scanned Title VI Assurance document on this step. Additional attachments can be detailed budget breakdowns or other supportive documents.

18. Summary. Review the summary and make sure all your entered information is correct.

19. Certify this Application. At this step you will check a box to agree to the written terms.

20. Preview. This step lets you preview the draft SDP Application document. Print this document for review. If any changes need to be made, simply click "save and leave steps", go into the step where edits need to be made, save that new information. And then return to the preview step.

21. Preview GrantsGov. This step is not applicable, mark the step "yes" and "complete" then click "save and go to next step".

22. Submit. This step shows who is listed as authorized to submit and allows you to submit the document. If you are not authorized to submit, you will not be able to submit the document. Submitting the SDP Grant sends an email to PHMSA notifying them of your submission status. You are still required to complete this step and go to the next step to Print the final document for signature. If you have found information which needs to be corrected, you can cancel a previous submission at this step.

23. Print. This step displays the final document which should be printed for signature and submission. Use the Printer icon in the pdf window to print the document, you can also save a copy by clicking the disk icon.

24. GrantsGov. This step is not applicable, mark the step "yes" and "complete" then click "save and leave steps". You will now move on to filling out and submitting the grants.gov forms package electronically.

III. Grants.gov Forms Package Instructions:

A. Check Your Adobe Version

Click here to determine if you have the proper version of Adobe to fill out the application package:
<http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

If you DO have the compatible version, you will see an application package displayed.

If you DO NOT have a compatible version, an error message will be displayed with instructions on obtaining the compatible version.

B. Open the application package pdf (either from Grants.gov or from the email you received from PHMSA)

The opportunity number is DTPH5616SN000001. If you are familiar with Grants.gov you can use the FIND functionality to find this Opportunity.

1. Enter “**Your Organization Name** 2016 SDP” as the “Application Filing Name” in the yellow box. Then click the SAVE button.
2. From the drop down box, Select the desired location for this file to be saved and then Click in the “file name” box.
3. Enter “**Your Organization Name** 2016 SDP formspkg”. Click save

C. Fill out the required form SF-424A (Budget Sheet)

From the “Mandatory” Forms listing under “Select Forms to Complete” section of the Grant Application Package, click on “Budget Information for Non-Construction Programs (SF424A)”.

1. Block 1a: Enter “2016 SDP”.
2. Block 1b: Enter “20.720”.
3. Tab to Section B, block 6 *For all categories, enter the appropriate costs associated with the SDP Grant Program in column (1).

6a: Enter estimated personnel costs.

PHMSA State Damage Prevention (SDP) Grant Application

FedSTAR and Grants.gov Forms Package Instructions

6b: Enter estimated fringe benefit costs for those personnel included in block 6a.

6c: Enter estimated travel costs associated with the program.

6d: Enter estimated equipment costs.

6e: Enter estimated supplies costs.

6f: Enter costs for estimated contractual.

6g: Enter 0 (construction costs are unauthorized for this grant).

6h: Enter the amount of other direct costs.

6i: is an automated total of what has been entered in 6a through 6h.

6j: Enter estimated indirect charges.

6k: is an automated total of what has been entered in 6a-6j.

4. Take the total given in block 6k under the first column, and enter this number in block 1e.
5. Ensure the total in block 1g matches the total in block 6k under Column 1.
6. Record the total in block 5g here _____
7. Go back to the first page and click the save button to save the application package. Keep the same file location and file name. When asked if you want to overwrite the existing file, click Yes.

D. Fill out the required form SF-424

At any time during this process if you need to discontinue entering information, click the save button to save your work.

From the “Mandatory” Forms listing under “Select Forms to Complete” section of the Grant Application Package, Click on “Application for Federal Assistance (SF424)”

1. Block 1: Check the box for Application.
2. Block 2: Check the box for New.
3. Block 3: will be filled in by Grants.gov upon submission.
4. Block 4: leave blank.
5. Block 5a: leave blank.
6. Block 5b: leave blank.
7. Block 6: leave blank.
8. Block 7: leave blank.
9. Block 8a: Enter your Agency or Organization legal name.
10. Block 8b: Enter your TIN (Tax Identification Number) (you may need to contact your financial group for this information or consult your print-out from FedSTAR step 1).
11. Block 8c: Enter your DUNS (you may need to contact your financial group for this information or consult your print-out from FedSTAR step 1).
12. Block 8d: Enter your Agency or Organization mailing address.
13. Block 8e: enter your Department and Division or leave blank (optional fields).
14. Block 8f: please enter the information about the person responsible for the Grant Application. This is the principal point of contact for the grant projects.
15. Block 9: Using the drop-down list select the appropriate item.
16. Blocks 10, 11, 12: these fields will be filled in already.
17. Block 13: leave blank.

PHMSA State Damage Prevention (SDP) Grant Application

FedSTAR and Grants.gov Forms Package Instructions

18. Block 14: leave blank.
19. Block 15: Enter ***“Agency/Organization SDP Grant”***
20. Block 16a: Enter your Congressional District where your Agency/Organization is located. (consult your print-out from FedSTAR Step 1).
21. Block 16b: Enter your Congressional District where this project will be conducted. (consult your print-out from FedSTAR Step 1, if this project will be state-wide enter your state initials and “-all” (ie. WI-all).
22. Block 17a: since we will not know the exact dates of the period of performance until the awards are made, use 1/1/2016.
23. Block 17b: since we will not know the exact dates of the period of performance until the awards are made, use 12/31/2016.
24. Block 18a: enter the amount from item 6 on page 5. This is your total amount you are requesting. Enter a “0” for each of the rest of the items in block 18.
25. Block 19: EO 12372 does not apply to this grant opportunity, so click the box under 19c.
26. Block 20: Select the appropriate check box.
27. Block 21: Read the text and then check the box for “I Agree”.
28. You must fill in the Authorized Representative information in the boxes below the “I Agree” check box. This will be the person normally authorized to sign your Grant applications.
29. Scroll back to the first page and click the save button to save the application package. Keep the same file location and file name. When asked if you want to overwrite the existing file, click yes.

E. Fill out the required form Grants.gov Lobbying Form

At any time during this process if you need to discontinue entering information click the SAVE button on the top of the Grant package.

1. From the “Mandatory” Forms listing under “Select Forms to Complete” section of the Grant Application Package, Click “Grants.gov Lobbying Form”.
2. Read the information.
3. The information from the SF-424 will auto-populate the fields, ensure the information is correct.
4. Scroll back to the first page and click the save button to save the application package. Keep the same file location and file name. When asked if you want to overwrite the existing file, click yes.

F. Preview your Application Package

Once all your work is complete on the required forms and documents, you are ready to preview your application package. Print the Grants.gov forms package using the “print” button on the top of the first page. If you need to make any edits, use the steps above to do so.

G. Submit your Application Package electronically

If you do not have a login to Grants.gov, your EPOC for your DUNS will need to be contacted to identify who will do the electronic submission of your grant package.

1. Click the Save & Submit button in the middle of the first page. You will be prompted to save the file again, use the same filename and location, choose Yes when asked if you want to overwrite the existing file.
2. You will then be asked to login to Grants.gov.
3. The Application Submission and Verification and Submission page will be displayed. Review the information, read the agreement and then click “Sign and Submit Application”.

The application package will be uploaded to Grants.gov and a confirmation page will be displayed. It is very important that you print this page, it will contain the submission date and time and a confirmation number that verifies you have submitted the application. We will be monitoring the submissions, but please feel free to call or email once you have submitted the application package and we can check on the status.