

MANDATORY FILES:

1. SF 424 - Application for Federal Assistance

Applicants must complete an SF 424 application form. This form may be completed while on the Grants.gov Web site or it can be completed offline in its entirety. **NOTE: Applications submitted through Grants.gov must use the SF 424 provided by Grants.gov.** The SF 424 application form can only be viewed and downloaded once PureEdge Viewer has been installed. The SF 424 application form on Grants.gov is formatted so applicants are only required to complete fields which are indicated with an asterisk (*) and color coded. Once the application is complete, close the document (you will then be prompted to save changes or not).

2. SF 424A – Budget Information – Non-Construction

SF 424A - Applicants must complete a budget for each budget year and, if applicable, a cumulative budget for the total project period. Funds may be requested as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions (See Part IV.C.).

3. Attachments

The following files must be completed and attached to the “Attachments” form under the Mandatory Documents in section IV of this announcement.

ATTACHMENT NAME	FILENAME
Attachment 1 - Investment Justification	COTP Zone Abbreviation_Port Area_Name of Applicant_IJ Number (Example: Hous_Galveston_XYZ Oil_IJ#1)
Attachment 2 - Detailed Budget	COTP Zone Abbreviation_Port Area_Name of Applicant_IJ Number_Budget
Attachment 3 - MOU/ MOA Requirement for State or Local Agencies and for Consortia or Associations	COTP Zone Abbreviation_Port Area_Name of Applicant_MOU
Attachment 4 – Non-Supplanting Certificate	Name of Applicant_Nonsupplanting.doc
Attachment 5 – Certification/Assurances	Certifications.doc
Attachment 6 – Canine Start-up Cost Certification (if applicable)	{COTP_ Port Area_ Name of Applicant}_CanineCert.doc

Attachment 1 - Investment Justification

As part of the application process, eligible applicants must develop a formal Investment Justification that addresses each initiative proposed for funding. These Investment Justifications must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities. ***The Investment Justification will be the method by which applicants formally request authority to obligate, expend and draw down FY 2007 PSGP funding for projects.***

Through the Investment Justification, applicants will describe specific funding and implementation approaches that will address vulnerabilities identified in the applicant's USCG approved security plan and/or priorities outlined in the applicable AMSP that are consistent with the purpose of the program and guidance provided by DHS. The applicant must provide a complete Investment Justification for the entire project period.

Eligible applicants may propose up to up to three (3) investments (projects) within their Investment Justification. Funding may be awarded for all, some or none of the projects submitted based on the outcome of the evaluation process described in Subsection B.2 below. Partial funding will be based on the ability of the project to address the priorities identified in the FY 2007 PSGP Guidelines and Application Kit. The individual investments comprising a single application must take place within the same port area. Private companies that operate in more than one eligible port area must submit separate applications for investments in each port area.

Additional details and templates for the Investment Justification may be found in Appendix 4 of the PSGP Guidance and Application Kit located at:

http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm and http://www.ojp.usdoj.gov/odp/grants_programs.htm.

Attachment 2 - Detailed Budget

Applicants must also provide a detailed budget for use of the funds requested. The budget must be complete, reasonable and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, including any appropriate narrative. The budget should also demonstrate any match. ***Applications must include a separate budget for each proposed investment (project).***

Additional details and templates for the Detailed Budget may be found in Appendix 5 of the FY 2007 PSGP Guidance and Application Kit located at:

http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm and http://www.ojp.usdoj.gov/odp/grants_programs.htm

Attachment 3 - MOU/ MOA Requirement for State or Local Agencies and for Consortia or Associations

State and local agencies, as well as consortia or associations which provide layered security to MTSA regulated facilities are eligible applicants. However, the layered protection provided must be addressed in the regulated entities' security plans. A copy of an MOU/MOA with the identified regulated entities will be required prior to funding, and must include an acknowledgement of the layered security and roles and responsibility of all entities involved. ***Eligible public port authorities, or other state or local agencies and consortia or associations must provide this information. This information may be provided using one of the attachment fields within Grants.gov.***

Additional details and a suggested MOU/MOA template may be found in the Appendix 6 of the FY 2007 PSGP Guidance and Application Kit located at: http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm and http://www.ojp.usdoj.gov/odp/grants_programs.htm

Attachment 4 - Non-Supplanting Certification.

This certification affirms that these grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review, as well as in the pre-award review, post-award monitoring, and any potential audits. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. **This certification should be in the form of a memorandum from the applicant stating that Federal grant funds will be used to supplement existing funds, and will not replace (supplant) state funds that have been appropriated for the same purpose.**

Attachment 5 – Certification/Assurances.

Applicants must complete: SF-424B (Assurances – Nonconstruction Programs), SF-LLL (Disclosure of Lobbying Activities – as revised in 1996), Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions, and, Certification Regarding Drug-Free Workplace Requirements.

Attachments 6 – Other Required Program Documents. See the PSGP Program Guidelines and Application Kit for further information.