

**Supporting Statement**  
**Data Collection Form for Application for Federal Assistance**  
**SF-424 Project/Performance Site Location(s) Form**

The SF-424 Research and Related (R&R) form collection is an OMB approved collection (4040-0001). We propose removing one of the forms within the collection, the "Research and Related Project/Performance Site Location(s)" in order to implement it as a required form within the following SF-424 4040 collections that have applications for federal assistance (4040-0001; 4040-0002; 4040-0003; 4040-0004). The form will be optional for the 4040-0005 (Individual) collection. The new form will be renamed the "Project /Performance Site Location(s)" (Site Location) form. The form and the instructions will be revised and issued a new OMB collection number.

Revision of this form is necessary to comply with the requirements of the Federal Funding Accountability and Transparency Act (FFATA). FFATA was signed into law on September 26, 2006 (P.L. 109-282). The legislation requires the Office of Management and Budget (OMB) to establish a publicly available, online database containing information about entities that are awarded federal grants, loans, and contracts. The revised form in the proposed collection will assist agencies in collecting the required data elements for the database through the SF-424 applications.

This new form will be utilized by 26 Federal grant making agencies. The 4040-0001 collection expires on April 30, 2008 (February 2, 2005, Volume 70, Number 21, pages 5449-5450). We are requesting a three-year clearance of this form.

The revisions for the new collection include modification of the form title, addition of a mandatory DUNS number field in the primary location section, and revision of the instructions. Attachment A shows the proposed form and instructions. Comments were received from the public and have been incorporated into section 8.

**A. Justification**

**1. Need and Legal Basis**

On an annual basis, the Federal government commits nearly twenty percent of the Federal budget, or approximately \$400 billion, to State and Local governments, Tribal organizations, education and research institutions, non-profit organizations, public housing authorities, commercial organizations, and individuals through the awarding of grants and cooperative agreements. There are 26 Federal grant-making agencies and organizations sponsoring and administering over 900 programs. More than half of these Federal agencies and grant-making organizations have discretionary programs authorized by legislation covering a broad range of subject matter. To obtain Federal grant and cooperative

agreement awards, applicant organizations must apply to the Federal agency or organization responsible for administering the program.

The Federal Grant and Cooperative Agreement Act of 1977 (31 USC 6301-6308) gives agencies the authority to select the appropriate award instrument within the limits of their program legislation to support or stimulate recipient activity. Public Law (P.L.) 106-107, the Federal Financial Assistance Management Improvement Act of 1999, was enacted to improve the effectiveness and performance of Federal financial assistance programs, simplify and streamline Federal financial assistance application process and reporting requirements, and improve the delivery of services to the public. The issuance of the President's Management Agenda in 2002 called for "agencies to allow applicants for Federal grants to apply for, and ultimately manage, grant funds online through a common web site, simplifying grants management and eliminating redundancies..."

In its memorandum to agencies, (<http://www.whitehouse.gov/omb/memoranda/fy04/m04-05.html>); OMB established Grants.gov as the Federal government's single, online portal for any person, business, or State, Local and Tribal government to find and apply for Federal grants, regardless of type.

The Federal Funding Accountability and transparency Act (FFATA) was signed into law on September 26, 2006 (P.L. 109-282). The legislation requires the Office of Management and Budget (OMB) to establish a publicly available, online database containing information about entities that are awarded federal grants, loans, and contracts. The changes in the SF-424 (Site Location) form will enable agencies in collecting the FFATA required data elements for the database through the SF-424 applications. Required data elements include the primary location of performance and the DUNS number associated with the organization where the project will be performed.

## **2. Information Users**

The SF-424 (Site Location) form will enable Federal grant-making agencies to collect FFATA required data elements that have not previously been collected within the majority of the SF-424 form collections (4040-0002; 4040-0003; 4040-0004; and 4040-0005). This form will be mandatory for all of the 4040 collections except for 4040-0005 (Individual). The form will include the fields for the following FFATA required data elements: the primary location of performance and the unique identifier (DUNS number) of the organization performing the project. The SF-424 Individual (4040-0005) will not require a DUNS number as individual applicants are not required to have DUNS numbers.

Federal agencies will identify the form as a required form in their grant application instructions. Agencies will incorporate the revised form into their processes for reviewing the applications and awarding grant funds. These processes are reflected in agencies' policies and procedures documents. Agencies will also maintain and store application forms and data in accordance with their policies and

practices. The public that will use the form includes: Federal, State, local, or tribal governments, business or other for profit, not for profit institutions, and individuals or households (if required by the grantor agency).

### **3. Improved Information Technology**

The Grants.gov Apply mechanism (<http://www.grants.gov/Apply>), which was deployed in October 2003, allows applicants to electronically find and apply for Federal grants. In its January 7, 2004 memorandum, OMB directed Federal grant-making agencies to use the Grants.gov Apply mechanism (<http://www.whitehouse.gov/omb/memoranda/fy04/m04-05.html>). Information on the SF-424 (Site Location) form will be entered into fillable forms and submitted electronically through the Grants.gov portal. Applicants can complete application forms that they download from Grants.gov and submit them in accordance with agency policies and instructions. Agency policies and instructions include detailed submission guidance such as due dates, eligibility, information requirements, supporting documentation, etc. Upon receipt of the application, Grants.gov will send an electronic acknowledgement to the applicant that the submission was received with the date and time of receipt. In addition, Grants.gov will deliver the application to the agency.

### **4. Duplication of Similar Information**

SF-424 collections currently in use do not collect all of the FFATA required data elements from applicants. Revision of the SF-424 (Site Location) form is a part of Grants.gov's mission to reduce duplication of similar or identical forms and data sets, establish consistency in data collection processes across Federal agencies, and comply with the requirements of FFATA. This information collection also implements streamlining and simplification provisions of PL 106-107 and provides support for the President's Management Agenda to allow applicants for Federal grants to apply for grant funds online. A cross-agency work group developed the proposed SF-424 (Site Location) form and data set that will serve as a common form for various grant programs.

### **5. Small Businesses**

The form is designed to collect the minimum amount of information necessary to comply with the FFATA requirements and is based on a previously OMB approved form.

### **6. Less Frequent Collection**

The SF-424 (Site Location) form will provide information required by FFATA. Collection frequency will vary each period based on grant applications and proposals each institution submits. If the collection is not conducted or conducted less frequently, Federal grant-making agencies will not be able to collect all of the data elements required for FFATA compliance and make information about entities that receive Federal grants, loans, and contracts available through the publicly available, online database. Additionally, a significant PL 106-107 grants streamlining and simplification opportunity will be missed and progress towards

fully achieving the President's Management Agenda to allow applicants for Federal grants to apply for grant funds online would be impeded if the SF-424 (Site Location) were not used.

## **7. Special Circumstances**

The proposed collection of information will be conducted in a manner that complies with relevant legislation authorizing Federal grants programs, OMB policies related to the administration of Federal grants including OMB Circulars A-102, A-110 (relocated to Relocated to 2 CFR 215), A-21 (relocated to 2 CFR 220), A-87 (relocated to 2 CFR 225), and A-122 (relocated to 2 CFR 230), and guidelines of 5 CFR 1320.5(d)(2).

## **8. Federal Register Notice/Outside Consultation**

On August 27, 2004, the Grants.gov Program Management Office, one of the 26 E-Government initiatives, managed by HHS, published the proposed the SF-424 R&R and supplemental collection for public comment in the *Federal Register* (September 3, 2004 Volume 69, Number 171, page 53923). Interested individuals were invited to send comments regarding any aspect of this collection of information. Public comments were incorporated.

On January 26, 2005, the Grants.gov Program Management Office, published the proposed the SF-424 R&R and supplemental collection for second public comment in the *Federal Register* (February 2, 2005 Volume 70, Number 21, pages 5449-54450). Public comments were incorporated.

Comments were received in response to the 60-day Federal Register Notice (November 14, 2007 Volume 72, Number 219, pp. 64080-64081). The comments and responses are as follows:

### **DUNS Number**

Will the DUNS number be a required field?

**Response:** No. (In consideration of this comment, the FFATA SF 424 Forms Working Group recommends that this field be converted to an optional field.)

Does the form require that each entity anticipating to serve as a performance site under a proposed grant project application obtain a DUNS number?

Is a separate DUNS number necessary for each site, even if it is a branch of the parent grantee?

For applicants with numerous proposed performance sites, requiring DUNS number for each their sites prior to the submission of their applications could be burdensome and might deter participation by small unstructured potential performance sites.

**Response:** The Working Group, however, does not want to lose sight of the fact that this will still be a required data reporting element for FFATA subaward reporting requirements.

### **Instruction Clarity**

The instructions lack clarity in regard to whether the additional project/performance site locations are optional or mandatory. Under the Project/Performance Site Primary Location, the instructions state: “If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided.” This clearly indicates such information is mandatory for applicants proposing multiple performance sites. However, Project/Performance Site Location 1 (Optional) indicates this is an “[o]ptional” field. As stated above, we believe the form should be limited to the Project/Performance Site Primary Location.

The instructions should provide a clear statement when a performance site requires a DUNs number.

As indicated below, clear instructions are needed for applicants proposing numerous or atypical performance sites.

Keeping in mind comments and questions provided below regarding numerous and atypical performance sites; clear definitions should be developed and provided for what constitutes a “project/performance site.” Clarifying what is meant by a “portion of the project” would also be helpful. This “portion” clarification/definition could include a qualitative or quantitative threshold (e.g., dollar/percent value or measure of quantity/activity) to assist applicants in making determinations whether their proposed performance sites should be included on the form.

**Response:** The additional “Project/Performance Site Locations” are not mandatory. As the form currently is designed, Project/Performance Site Location 1 (and beyond) is optional. This form is designed to provide agencies with maximum flexibility on requesting this type of site information from applicants and the need for multiple site data will vary with program requirements, as will definitions. If additional clarification is necessary, agencies may clarify use of the form in agency-specific instructions. For purposes of clarity, however, minor changes have been made to the instructions to clarify that completion of the primary performance site location is required, while completion of “Project/Performance Site Location 1” and beyond is optional.

### **Applicant/Grantee Designation**

If the location of the entity applying for the grant would not be the primary performance site, how should the entity’s site be designated? As the Primary Site or as an additional location? If the applicant/grantee location is purely administrative, should it not enter its site data at all? As stated above, because the agency relationship exists with the prime grantee and because we hold the prime grantee responsible for all activities conducted under the grant, we view the grantee institution as the primary site of performance.

**Response:** The form is currently designed using the “assumption” that the primary site is that of the Applicant Organization, as specified on the Cover Sheet. The applicant location, however, may or may not be the same as the “Project/Performance Site Primary Location.”

### **Changes to Performance Sites**

Because this collection will only reflect initial application data, the performance site information could be inaccurate even at the time of award. It is not clear how agencies would collect performance site data should the application not be approved as originally submitted. For example, an applicant after receipt of an award, might add sites, or might need to reduce the number of sites as a result of fewer dollars awarded than proposed in the application budget. It is possible that the arrangements that were originally anticipated in the application will not come to fruition. On the other hand, not all eventual performance sites may be known at the time of application. During the course of the project, there could be scope changes adding, reducing or changing the number of sites. How will data on changes to performance sites be collected in regard to post-award changes and subsequent non-competing continuation awards?

Guidance and/or instructions should address whether the grantee (or agency) must update the collected site data and how this will be accomplished post-award and in subsequent non-competing continuation awards.

**Response:** The Project/Performance Site Location form is a pre-award form. Any changes that occur after application submission is beyond the scope of this data collection. Agencies will need to develop appropriate business processes and systems to collect this data in a post-submission setting. For those agencies that use this form in the post-award setting as well (for perhaps Continuation applications), agency-specific instructions can be provided to grantees on the use of these fields to document post-award changes. For purposes of clarity, however, minor changes have been made to the instructions to clarify that completion of the primary performance site location is required, while completion of “Project/Performance Site Location 1” and beyond is optional.

### **Electronic/Systems**

When an applicant has greater than eight performance sites and completes the proposed file attachment, how will Grants.gov accept this information and transmit to awarding agencies given that the attachment may be in a text document rather than in a prescribed data form?

**Response:** Agencies may provide agency specific instructions if they want to designate a specific method or type of file through which to submit information on more than eight locations. Grants.gov has the capability to accept attachments throughout the application package.

For applicants with a single performance site, that is the same as the mailing address of the applicant, there should be a functionality that allows the applicant to indicate this (e.g., check box) so that redundant data previously provided within the SF-424 automatically populates the Primary Project/Performance Site location elements.

**Response:** The original concept for design of this form included pre-population of the Primary Site location data with the applicant information from the SF 424 Cover Component. Grants.gov is assessing the feasibility of pre-population for this form across the various SF-424 families.

It is our understanding that the FFATA database will be regularly updated with all FFATA elements, including this performance site data. How will the agencies be able to ensure the accuracy of the transmitted site data given the proposed collection will only reflect initial application data and not any subsequent changes which might occur post-award or in subsequent non-competing awards.

**Response:** The Project/Performance Site Location form is a pre-award form. Changes that occur after application submission is beyond the scope of the data collection.

The Office of Management and Budget (OMB) memorandum M-08-04 contains a list of the required data elements for compliance with FFATA (attachment C of the memo). This list includes as an element, the “Principal Place of Performance Code” and four geographical data elements related to the “principal place of performance.” We note that the memo does not require additional project/performance site information. The memo does not specifically require project site information beyond the primary location of the performance under awards unless the entity receiving the award is owned by another entity, in which case the parent entity of the recipient must be identified. Will the data collected under the additional performance site elements be transmitted to the FFATA database for inclusion in the publicly available website?

**Response:** The additional “Project/Performance Site Locations” are not mandatory. As the form currently is designed, Project/Performance Site Location 1 and beyond are optional. This form is designed to provide agencies with maximum flexibility on requesting this type of site information from applicants and the need for multiple site data will vary with program requirements, as will definitions. If additional clarification is necessary, agencies may clarify use of the form in agency/specific instructions. Transmission and use of data for FFATA requirements is beyond the scope of this pre-award form.

### **Burden; Additional Reporting**

While the stated burden estimates may be accurate for entities applying under most grant programs, the estimates may grossly underestimate the burden for those programs where applicants propose numerous performance sites, and possibly for those that propose complex performance models.

**Response:** Agencies individually reported burden estimates for completion of this form. This estimate should have included any supplemental time necessary for completion of the form for multiple locations – if the agency believed their submissions would include such data. Agencies will have the opportunity to revise their estimate when the collection is renewed.

One HHS awarding agency notes several of its program bureaus have identified specific problems with the proposed form as a result of existing legislative requirements, which mandate identification of performance sites that include considerably more detailed information than is required under FFATA or collected under this form. If this form is adopted, applicants likely will be required to provide redundant information in order to satisfy both programmatic legislative requirements and FFATA, which would be burdensome to the applicants.

**Response:** This is an agency-specific issue that would need to be addressed within the agency and is beyond the scope of this government-wide form.

### **Projects with Numerous or Atypical Performance Sites**

The implementation of this form would be problematic for many HHS programs funding grant projects with numerous, complex or atypical performance sites. It is unclear if these types of performance models were taken into account when drafting the proposed form and its instructions. As stated above, we recommend the collection be limited to elements regarding the principal place of performance as FFATA does not require additional reporting and such reporting could be overly burdensome on applicants.

The following list provides examples, descriptions and questions regarding HHS funded grant projects that have numerous or atypical performance sites (e.g., cross-functional, infrequent, temporary, and/or non-fixed location or mobile sites). While most of the examples provided are programs administered by the Health Resource and Services Administration (HRSA), OGPOE believes other HHS awarding agencies' applicants will encounter similar issues given the diversity of HHS-funded grantee project models and the level of subaward activity present in many HHS programs.

Clear SF-424 Project/Performance Site Location(s) instructions to applicants and agency implementation guidance are needed before the form could be successfully employed for agency programs funding these types of performance models.

**Response:** The additional project/performance site locations are not mandatory. As the form currently is designed, Project/Performance Site Location 1 and beyond are optional. This form is designed to provide agencies with maximum flexibility on requesting this type of site information from applicants and the need for multiple site data will vary with program requirements, as will definitions. If additional clarification is necessary, agencies may clarify use of the form in agency/specific instructions.



Note: A data field and instruction labeled “Project/Performance Site Congressional District” was not included on the mock-up of the form included with the Supporting Statement in the 60-day FRN published on November 14, 2007. This is not a new data field; it is already required on the SF-424, SF-424 R&R, SF-424 Mandatory and SF-424 Short.

#### **9. Payment/Gift to Respondents**

Not applicable since there is no payment to respondents, other than remuneration of grantees.

#### **10. Confidentiality**

The grant-making agencies will maintain the authoritative copy of all application materials and data. Collection of information will be consistent with OMB policies related to the administration of Federal grants as well as agency policies and practices for access to electronic and paper records. If application forms are submitted through the Grants.gov Apply mechanism, Grants.gov will maintain only transmission records pertaining to the files. Grants.gov will not maintain application materials and data.

#### **11. Sensitive Questions**

Not applicable since there are no sensitive questions.

#### **12. Burden Estimate**

##### **Section A. Estimated Annualized Burden Hours to Respondents**

By aggregating agency’s estimates documented in a standardized format to the Department of Health and Human Services, an estimate of the total burden of the information collection was developed. All agencies with grant programs that award grants to organizations are eligible to use this form. Information gathered from the National Science Foundation, Department of Veterans Affairs, US Agency for International Development, Institute of Museum and Library Services, Department of Defense, Department of Health and Human Services, Department of the Interior, Social Security Administration, National Endowment for the Arts, Department of Justice, Department of Agriculture, Environmental Protection Agency, Department of Housing and Urban Development, National Aeronautics and Space Administration, National Archives and Records Administration, National Endowment for the Humanities, Department of Transportation and the Department of Education generated an estimate of the total burden.

Collectively, these agencies receive 302,507 applications annually and estimate that it takes applicants 13.5 minutes on average to complete this form. Cumulatively, these organizations report the total burden to applicants to be 68,186 hours.

**SF-424 (Site Location) Form Estimated Annualized  
Burden to Respondents**

| <b>Agency</b> | <b>Number of Respondents</b> | <b>Number of Responses per Respondent</b> | <b>Total Responses</b> | <b>Average Burden per Response in Hours</b> | <b>Total Burden Hours</b> |
|---------------|------------------------------|---|------------------------|---|---------------------------|
| NSF           | 34,000                       | 1   | 34,000                 | 10/60                                       | 5,667                     |
| VA            | 750                          | 1   | 750                    | 20/60                                       | 250                       |
| USAID         | 150                          | 2   | 300                    | 5/60  | 25                        |
| IMLS          | 140                          | 3   | 420                    | 5/60  | 35                        |
| DOD           | 2,502                        | 4.88                                      | 12,210                 | 4/60  | 814                       |
| HHS           | 76,949                       | 1.2                                       | 92,339                 | 11/60                                       | 16,929                    |
| DOI           | 10,876                       | 7   | 76,132                 | 19/60                                       | 24,108                    |
| SSA           | 1,000                        | 2   | 2,000                  | 2/60  | 67                        |
| NEA           | 5,345                        | 1   | 5,345                  | 5/60  | 445                       |
| DOJ           | 16,571                       | 1   | 16,571                 | 15/60                                       | 4,143                     |
| USDA          | 7,150                        | 1   | 7,150                  | 10/60                                       | 1,192                     |
| EPA           | 3,816                        | 4   | 15,264                 | 5/60  | 1,272                     |
| HUD           | 9,100                        | 1   | 9,100                  | 30/60                                       | 4,550                     |
| NASA          | 1,887                        | 5   | 9,435                  | 15/60                                       | 2,359                     |
| NARA          | 125                          | 1.2                                       | 150                    | 10/60                                       | 25                        |
| NEH           | 2,500                        | 1.5                                       | 3,750                  | 15/60                                       | 938                       |
| DOT           | 3,400                        | 1   | 3,400                  | 53/60                                       | 3,003                     |
| DoED          | 14,191                       | 1   | 14,191                 | 10/60                                       | 2,365                     |
| <b>TOTAL</b>  | <b>190,452</b>               |   | <b>302,507</b>         |   | <b>68,186</b>             |

The assignment of 13.5 minutes of burden per response was calculated as follows: 68,186 total hrs. x 60 minutes = 4,091,160 total minutes.  
4,091,160 / 302,507 total responses = 13.52 minutes per response. 13.52 minutes was rounded to 13 minutes for use in the table.

**Section B. Burden Cost**

**SF-424 (Site Location) Form Estimated Annualized**

### Cost to Respondents

| Agency       | Type of Respondent | Total Burden Hours | Hourly Wage Rate | Total Respondent Costs |
|--------------|--------------------|--------------------|------------------|------------------------|
| NSF          | Grant Writer       | 5,667              | \$30             | \$170,000              |
| VA           | Grant Writer       | 250                | \$30             | 7,500                  |
| USAID        | Grant Writer       | 25                 | \$30             | 750                    |
| IMLS         | Grant Writer       | 35                 | \$30             | 1,050                  |
| DOD          | Grant Writer       | 814                | \$30             | 24,420                 |
| HHS          | Grant Writer       | 16,929             | \$30             | 507,863                |
| DOI          | Grant Writer       | 24,108             | \$30             | 723,254                |
| SSA          | Grant Writer       | 67                 | \$30             | 2,000                  |
| NEA          | Grant Writer       | 445                | \$30             | 13,363                 |
| DOJ          | Grant Writer       | 4,143              | \$30             | 124,283                |
| USDA         | Grant Writer       | 1,192              | \$30             | 35,750                 |
| EPA          | Grant Writer       | 1,272              | \$30             | 38,160                 |
| HUD          | Grant Writer       | 4,550              | \$30             | 136,500                |
| NASA         | Grant Writer       | 2,359              | \$30             | 70,763                 |
| NARA         | Grant Writer       | 25                 | \$30             | 750                    |
| NEH          | Grant Writer       | 938                | \$30             | 28,125                 |
| DOT          | Grant Writer       | 3,003              | \$30             | 90,100                 |
| ED           | Grant Writer       | 2,365              | \$30             | 70,955                 |
| <b>TOTAL</b> |                    | <b>\$68,186</b>    |                  | <b>\$2,045,584</b>     |

#### 13. Capital Costs

The proposed collection is based on revisions to an SF-424 form currently in use. There is no projected incremental increase in the cost burden to respondents and record keepers associated with the use of the revised SF-424 (Site Location) form. The only addition to the SF-424 (Site Location) form currently in use is the DUNS number. It should be noted that many applicant organizations already have systems in place to respond to OMB's guidance to Federal grant-making agencies to use Grants.gov's Apply mechanism, which encourages the electronic submission of grants applications.

#### 14. Cost to the Federal Government

The proposed collection is based on revisions to an SF-424 form currently in use. There is a total projected cost of \$3,028,095 to the Federal Government with the implementation of the SF-424 (Site Location) form. The only addition to the SF-424 (Site Location) form currently in use is the DUNS number. Each agency currently has existing personnel, systems and processes (or other resources) in place to receive and review their agency-specific grant applications. Any additional cost for agency system development, maintenance and enhancements

should not be attributed to use of the revised SF-424 (Site Location) form, and therefore its use is not expected to alter annualized Federal costs.

Agency personnel time to review the form is estimated at 14.04 minutes per form. Based on 302,507 responses per year ( $302,507 \times 14.04$  minutes = 4,247,198 minutes;  $4,247,198$  minutes = 70,786 hours estimated personnel time.

Grants administrative personnel generally are in the GS-9, 11, 12, 13, 14, and 15 range. Based on a step five average of these grades, an average hourly salary is \$42.76 per hour. ( $\$42.76/60$  minutes = .713 per minute and  $.713 \times 14.04$  minutes = \$10.01 per application.

Therefore,  $302,507$  annual applications  $\times$  \$10.01 = \$3,028,095 of estimated annual cost to the federal government to review the form.

#### **15. Program or Burden Changes**

The proposed collection is a new collection. The burden hours on the proposed collection were based on agency estimates.

#### **16. Publication and Tabulation Dates**

There are no publication plans for collected data including summarizing or tabulating by Grants.gov. The federal agencies that use the form may use the data collected to provide information as required to OMB in accordance with the Federal Funding Accountability and Transparency Act.

#### **17. Expiration Date**

Three years from OMB approval.

#### **18. Certification Statement**

Not applicable since there are no exceptions to the certification.

#### **B. Collections of Information Employing Statistical Methods**

No statistical methods are employed in this information collection.

### Project / Performance Site Location(s)

**Project/Performance Site Primary Location**

Organization Name:

DUNS Number:

\* Street 1:  Street 2:

\* City:  County:  \* State:

\* Province:  \* Country:  \* ZIP Code:

\* Project/Performance Site Congressional Districts:

**Project/Performance Site Location 1**

Organization Name:

DUNS Number:

\* Street 1:  Street 2:

\* City:  County:  \* State:

\* Province:  \* Country:  \* ZIP Code:

\* Project/Performance Site Congressional Districts:

Additional Location(s)

OMB Number:  
Expiration Date:

### Project/Performance Site Location Instructions

**Enter Project/Performance Site Primary Location**

Indicate the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided. If more than 8 performance site locations are proposed, provide the requested information in a separate file and attach.

| Field Name        | Input  |
|-------------------|--|
| Organization Name | Indicate the organization name of the primary site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided. (This field is not applicable for applicants using the SF 424 Individual Form Set.) |
| DUNS              | Enter the DUNS number associated with the organization where the project will be performed. (Note this field is not required for applicants using the SF424 Individual Form set.)  |
| *Street 1         | Enter first line of the street address in "Street 1" field of the primary performance site location.   |
| Street 2          | Enter second line of the street address in "Street 2" field for the primary performance site location.   |
| *City             | Enter the City for address of the primary performance site location.   |
| County            | Select the County for the performance site location.   |
| *State            | Enter the State where the primary performance site location is located. This field is required if the Project Performance Site is located in the United States.  |

|                                   |   |
|-----------------------------------|---|
| Province                          | Enter the Province where the primary performance site location is located.  |
| Country                           | Select the name of the country for the primary project performance site   |
| *Zip Code                         | Enter the nine-digit Postal Code (e.g., ZIP code) of the primary performance site location. This field is required if the Project Performance Site is located in the United States.   |
| *Project's Congressional District | Enter the Congressional District of the Primary Project/Performance location in the format: 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. If all districts in a state are affected, enter "all" for the district number. Example: MD-all for all congressional districts in Maryland. If nationwide (all districts in all states), enter US-all. If the program/project is outside the US, enter 00-000. To locate your congressional district, visit the Grants.gov web site. Note it is likely that this field will be identical to the "Congressional Districts of Applicant" field provided elsewhere in this application. |

**Project/Performance Site Location 1 (Optional):**

| Field Name                        | Input  |
|-----------------------------------|--|
| Organization Name                 | Indicate the organization name of the site where the work will be performed. If a portion of the project will be performed at any other site(s), identify the site location(s) in the block(s) provided. (This field is not applicable for applicants using the SF 424 Individual Form Set.)   |
| DUNS                              | Enter the DUNS number associated with the organization where the project will be performed. (Note this field is not required for applicants using the SF424 Individual Form set.)  |
| *Street 1                         | Enter first line of the street address in "Street 1" field of the primary performance site location. This field is required.   |
| Street 2                          | Enter second line of the street address in "Street 2" field for the primary performance site location. This field is optional.   |
| *City                             | Enter the City for address of the primary performance site location. This field is required.   |
| County                            | Select the County for the performance site location.   |
| *State                            | Enter the State where the primary performance site location is located. This field is required if the Project Performance Site is located in the United States.  |
| Province                          | Enter the Province where the primary performance site location is located.   |
| Country                           | Select the name of the country for the primary project performance site  |
| *Zip Code                         | Enter the nine-digit Postal Code (e.g., ZIP code) of the primary performance site location. This field is required if the Project Performance Site is located in the United States.  |
| *Project's Congressional District | Enter the Congressional District of this Project/Performance site in the format: 2 character State Abbreviation - 3 character District Number. Examples: CA-005 for California's 5th district, CA-012 for California's 12th district. If all districts in a state are affected, enter "all" for the district number. Example: MD-all for all congressional districts in Maryland. If nationwide (all districts in all states), enter US-all. If the program/project is outside the US, enter 00-000. To locate your congressional district, visit the Grants.gov web site. Note it is likely that this field will be identical to the "Congressional Districts of Applicant" field provided elsewhere in this application. |

Add additional sites as necessary using the "Next Site" button.