



## AREA MARITIME SECURITY COMMITTEE Sector Delaware Bay

### FY 07 Supplemental Port Security Grant Program Application Instructions

July 30, 2008

Following are specific instructions for the submission of Port Security grant applications to the Area Maritime Security Committee, Sector Delaware Bay. Please read carefully.

#### **I. General Instructions**

1. Download and save all forms, instructions, and supporting guidance documents from <http://www.maritimedelriv.com/psgp.htm>
2. All required forms have been formatted as Adobe PDF documents. In order to complete the forms, use Adobe Acrobat Reader. If Acrobat Reader is not already installed on your PC:
  - a. Acrobat Reader is available as a free download at <http://www.adobe.com/>
  - b. Follow the link to "Get Adobe Reader"

#### **II. Application Instructions**

1. Open and complete the following forms:
  - a. [SF-424.pdf](#): Application for Federal Assistance
  - b. [SF-424A.pdf](#): Budget Information for Non-Construction Programs
  - c. [SF-424B.pdf](#): Assurance for Non-Construction Programs
  - d. [Certifications.pdf](#): Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements
  - e. [Financial\\_Capability.pdf](#): Accounting System and Financial Capability Questionnaire
  - f. [NEPA\\_Checklist.pdf](#): Environmental Assessment Checklist (See Job Aid provided with other informational materials on web site)
  - g. [Investment\\_Justification.pdf](#): Formal Investment Justification that addresses each initiative proposed for funding
  - h. [Budget\\_Detail\\_Worksheet.pdf](#): Detailed budget for the funds requested
2. Additional documentation to be provided:
  - a. Non-Supplanting Certification: A letter, written on letterhead by an officer of the company, confirming that the grant funds will not supplant existing funds.
  - b. MOA/LOI: If you are applying in partnership with one or more other maritime stakeholders, you will need to provide a copy of the signed Memorandum of Agreement between the partners. If you do not have a signed MOA by the application deadline date, the AMSC will accept a signed Letter of Intent. However, the MOA must be signed and submitted before any funds will be disbursed.

### 3. Signatures:

- a. Some of the forms contain digital signature fields that must be completed - **All applications are being accepted electronically only.**
- b. To complete an electronic signature, click on the signature field.
- c. If you have previously used the Adobe digital signature functionality, you will be prompted to use an existing digital certificate. Verify that is still current and valid.
- d. If you have not previously used the Adobe digital signature functionality, you will be prompted to browse for an existing digital ID or create a new one. The prompts to create a self signing digital ID in each version of Adobe Acrobat (the latest is version 9) may look slightly different, but the basic functionality is the same.
- e. Quick tips for the beginner:
  - i. When creating a new digital ID, look for the option to create a self signing ID
  - ii. You will be prompted to save your digital ID.
  - iii. You will be prompted to enter the personal information related to your signature (name, company, email address) – make sure you verify that the information you enter is accurate
  - iv. You will be prompted for a password. Make sure that you remember the password because you will need it to sign the form
- f. Please refer to your Adobe Acrobat user manual, Adobe Acrobat help, or visit [www.adobe.com](http://www.adobe.com) for more information.

### **III. Submitting the Application**

1. Make sure that all required information on all forms is complete and accurate
2. Email all of the completed forms as attachments in a single email to:  
[psgp@maritimedelriv.com](mailto:psgp@maritimedelriv.com)

### **IV. Questions**

For questions on the FY07 PSGP Supplemental Grant Program, grant guidance, federal forms:

**Department of Homeland Security:** [portsecuritygrants@dhs.gov](mailto:portsecuritygrants@dhs.gov)

For questions on the AMSC Grant Sub-Committee, security or review process:

**Tom Warwick, USCG:** (215) 271-4991  
[Thomas.E.Warwick@uscg.mil](mailto:Thomas.E.Warwick@uscg.mil)

**Kurt Ferry, Committee Chair** (215) 551-2664  
[kferry@holtoversight.com](mailto:kferry@holtoversight.com)

For questions on the grant web page or the required forms:

**Maritime Exchange** (215) 925-2615  
**Lisa Himler** [formhelp@maritimedelriv.com](mailto:formhelp@maritimedelriv.com)