



GRANTS PROGRAM

Preparing your Standard Forms

Updated July 1, 2024

The previous version of this job aid incorrectly showed a cost share requirement. SMART does not require cost-sharing. The document has been updated to reflect this change.

Purpose of this Job Aid

The Strengthening Mobility and Revolutionizing Transportation (SMART) grant program requires applicants to submit Standard Form (SF) 424 family forms to detail proposed funding, project, and lobbying information. See Section D. Application and Submission Information in the FY24 Stage 1 SMART Grants Notice of Funding Opportunity (NOFO) for complete application submission instructions. SF instructions accompany each form on [Grants.gov](https://www.grants.gov). To assist in completing the SFs required for SMART, please consider these questions:

Requirements

- What Standard Forms (SF) are applicants required to submit?
 - Applications for Planning and Demonstration grants, including ones with supplemental planning and demonstration activities, must submit:
 - **SF-424** Application for Federal Assistance
 - **SF-424A** Budget Information for Non-Construction Programs
 - **SF-LLL** Disclosure of Lobbying Activities
- Anything else I should keep in mind?
 - It is important to keep the information in these forms consistent with one another and with the information provided in the Valid Evaluation application. For example, the Lead Applicant Entity Name should match what is entered in the SF-424, SF-424A or SF-LLL, and Valid Eval.

SF-424

- **Questions 4-7** asks for applicant identifier, federal entity identifier, federal award identifier, date received by State, and State application identifier. What should I put?
 - You may leave these blank.
- **Question 8.c** asks for a UEI; what should I put?

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- You will receive a Unique Entity Identifier (UEI) when you register in SAM.gov. You must register in advance of submitting your application in order to prepare your budget. You should put your UEI in Question 7.c.
- **Question 12** asks for Funding Opportunity Number and Title; what should I put?
 - The funding opportunity number for Stage 1 is DOT-SMART-FY24-01
 - The funding opportunity number for Stage 2 is DOT-SMART-FY24-02
 - The Title is SMART Grants Notice of Funding Opportunity
- **Question 15** asks for a “Descriptive Title of Applicant’s Project.” Should I include my project narrative or other supporting information here?
 - **No.** This is only asking for the title of the application (e.g., “SMART grant for the Market Street Corridor in X Community in Y State.”)
- **Question 19** asks if application is “subject to review by State under Executive Order 12372 process?” Is it?
 - **No.** Select “c. Program is not covered by E.O. 12372.”
- **Attachments:** Only attach things that are applicable to this form (e.g., explanation of debt delinquency). **Do not attach other required application materials here.**

SF-424A

Section A Page 1 – Budget Summary

- Is only one line sufficient for the application? Do we need to fill in the other three lines?
 - **Only one line is needed.** Do not complete 2, 3, or 4 on page 1. Section B provides an opportunity to break out the information.
- What do I put in line 1a and 1b.?
 - For 1.a Grant Program Function or Activity, insert SMART for All Discretionary Grant Opportunity.
 - For 1.b Catalog of Federal Domestic Assistance Number, insert 20.941
- In Section A, row 1, columns e and f, should the Federal amount be no more than 80 percent of the total amount listed, and the non-federal amount at least 20 percent?

No, Cost sharing or matching is not required for Stage 1: Planning and Prototyping. The federal amount can be up to 100%.

Section B Page 2 – Budget Category

- Can you provide a definition for what is included in each object class category?
 - Personnel [2 CFR 200.430](#)
 - Fringe Benefits [2 CFR 200.431](#)
 - Equipment [2 CFR 200.313](#)
 - Supplies [2 CFR 200.314](#)
 - Contractual [2 CFR 200.320](#), [200.321](#), [200.324](#), [200.327](#), [200.331](#), [200.451](#)
 - Construction [2 CFR 200.439](#)
 - Other

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- For a supplemental planning grant to support an existing Action Plan, do the budget items for Object Class Categories need to be broken down?
 - **Yes.** Object Class Categories need to be broken down for all Federal awards.

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Section C – Page 3 Non-Federal Resources

- What if we have more than four non-Federal resources contributing? The form includes only four rows (8- 11).
 - Attach another page and provide any additional information on non-Federal resources contribution in the application’s Budget narrative section separate from SF-424A.
- Is there a need to distinguish cash and in-kind contributions for non-Federal sources? What documentation is needed for the matching funds?
 - **No.** You do not need to distinguish the non-Federal sources on the SF-424A.
 - You may provide such supplemental information in the application’s Budget section separate from the SF-424A.

Section D Page 3 – Forecasted Cash Needs

- Should Line 14 be all non-Federal resources (i.e., the 20 percent) or something else?
 - **Yes.** This would be the total amount of the non-Federal sources.

Sections E and F Page 3 – Budget Estimates of Federal Funds Needed for Balance of the Project and Other Budget Information

- Do these fields only have to be completed if applicable?
 - **Yes.** If not applicable, you may leave blank.

SF-LLL

- What is the definition of a lobbying registrant and what needs to be filled out on Form SF-LLL, Line 10.a?
 - Include any efforts to influence Federal actions through lobbying.
- Do we need to fill this out if we **do not have a Federal lobbyist**?
 - **Yes.** Submit SF-LLL and note that there are no lobbyist efforts. Applications with a missing SF-LLL are considered incomplete.
- Do we need to fill this out if we are applying **for an award less than \$100K**?
 - **Yes.** Submit SF-LLL regardless of award amount.
- Do we need to fill this out if we **do have a Federal lobbyist**, but they are not advocating for a SMART grant specifically?
 - **Yes.** Any Federal lobbying efforts should be included, whether they are specifically for SMART or not.
- Section 10 – Name and Address of Lobbying Registrant – what do we put if we do not have a lobbyist?
 - Put “N/A” or “No lobbyists to report.”

Signatures

- Authorized representatives should either:
 - Print the appropriate documents, physically sign the documents in ink, and re-upload the documents to Valid Eval OR
 - Download the appropriate documents, provide a digital signature/digital certificate, and re-upload the documents to Valid Eval.

Check Your Work