



# Grants Online

## Principal Place of Performance

When performing Conduct Negotiations (Non-Competitive or Universal RFA) or Start Award Processing (Competitive RFA), the Federal Program Officer (FPO) must identify the Principal Place of Performance (PPoP). This Grants Online data field stores information about where work/research associated with an award will be performed.

The PPoP is a mandatory data element; failure to make a selection results in an error message. The FPO will not be able to navigate away from the screen without making a selection for the PPoP data element.

If the Recipient's location and the PPoP are the same, select the **Applicant's Legal Address** radio button – this is the first option on the list.

### A. Applicant's Legal Address:

Principal Place Of Performance : \*  Applicant's Legal Address  
[Guidance](#)

- Foreign
- Multi-state
- Statewide
- Countywide
- Citywide
- Zipcode

Native American Options:

- Reservation
- Tribal Subdivision
- Off-Reservation Land Trust / Native Hawaiian Land Trust

If the Recipient's location is some place other than the United States, select the Foreign radio button for the PPoP. In addition to selecting Foreign, the Recipient must identify the Country.

### B. Foreign: Make a selection from the **Country** dropdown menu.

Principal Place Of Performance : \*  Applicant's Legal Address  
[Guidance](#)

- Foreign
- Multi-state
- Statewide
- Countywide
- Citywide
- Zipcode

Native American Options:

- Reservation
- Tribal Subdivision
- Off-Reservation Land Trust / Native Hawaiian Land Trust

Country:



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### C. Multi-state: No additional selection required.

Principal Place Of Performance : \* [Guidance](#)

- Applicant's Legal Address
- Foreign
- Multi-state
- Statewide
- Countywide
- Citywide
- Zipcode

Native American Options:

- Reservation
- Tribal Subdivision
- Off-Reservation Land Trust / Native Hawaiian Land Trust

### D. State-wide: Make a selection from the **State** dropdown menu.

Principal Place Of Performance : \* [Guidance](#)

- Applicant's Legal Address
- Foreign
- Multi-state
- Statewide
- Countywide
- Citywide
- Zipcode

Native American Options:

- Reservation
- Tribal Subdivision
- Off-Reservation Land Trust / Native Hawaiian Land Trust

State:



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**E. County-wide:** Make a selection from the **State** dropdown menu. After identifying the State, make a selection from the **County** dropdown menu and the **Congressional District** dropdown menu.

Principal Place Of Performance : \*  Applicant's Legal Address  
[Guidance](#)  Foreign  
 Multi-state  
 Statewide  
 Countywide  
 Citywide  
 Zipcode

Native American Options:  
 Reservation  
 Tribal Subdivision  
 Off-Reservation Land Trust / Native Hawaiian Land Trust

State:

County:

Congressional District:   
 (90 = multiple districts)

Guidance for selecting the Congressional District is shown in the table below:

Congressional District	2 digit Congressional District derived from the state or user selection.		
	Category	States	Code
	States with one congressional district	AK, DE, MT, ND, SD, VT, WY	00
	States with more than one congressional district	The other 43 states not listed	90
	States without representation	AS, DC, GU, MP, PR, VI	98
	US Territories and freely-associated states	FM, MH, PW, UM	99



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**F. City-wide:** Make a selection from the **State** dropdown menu. After identifying the State, make a selection from the **City** dropdown menu and the **Congressional District** dropdown menu.

Principal Place Of Performance : \*  Applicant's Legal Address  
[Guidance](#)  
 Foreign  
 Multi-state  
 Statewide  
 Countywide  
 Citywide  
 Zipcode

Native American Options:  
 Reservation  
 Tribal Subdivision  
 Off-Reservation Land Trust / Native Hawaiian Land Trust

State:

City/Place:

Congressional District:   
(90 = multiple districts)

**G. Zip Code:** Enter Zip+4 using the #####-#### format. If Zip+4 is not entered using the prescribed format, an error message displays. You will not be able to proceed until the issue is resolved. If the "+4" portion of Zip+4 is unknown, enter 0001.

Principal Place Of Performance : \*  Applicant's Legal Address  
[Guidance](#)  
 Foreign  
 Multi-state  
 Statewide  
 Countywide  
 Citywide  
 Zipcode

Native American Options:  
 Reservation  
 Tribal Subdivision  
 Off-Reservation Land Trust / Native Hawaiian Land Trust

Zip+4 (#####-####):



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## Principal Place of Performance

With Release 5.09, an additional section was added to the Principal Place of Performance data element on the SF-424. The additional section accommodates the following **Native American Options**: Reservation, Tribal Subdivision, and Off-Reservation Land Trust / Native Hawaiian Land Trust. Please see the examples below each Native American option to understand the rules governing each item.

### H. Native American Options – Reservation

Principal Place Of Performance : \*  Applicant's Legal Address [Guidance](#)

Foreign

Multi-state

Statewide

Countywide

Citywide

Zipcode

Native American Options:

Reservation

Tribal Subdivision

Off-Reservation Land Trust / Native Hawaiian Land Trust

State: **---- Select State ----**

- Alabama
- Alaska
- Arizona
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Idaho
- Indiana
- Iowa
- Kansas
- Louisiana
- Maine
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Montana

**Application Submission Type and Date**

Type of Submission:  Application  Pre-application

Type of Application:  New  Continuation

If Revision, select appropriate letter(s):

Other (specify)

Is this application being submitted to other agencies?

**Use format MM/DD/YYYY for date fields**

Project Start Date: \* 03/01/2022

State Received Date:

Applicant Identifier:

End Date: \* 06/10/2022 Submitted Date:

Received Date: \* 01/01/2022 Time: \* 11:00 PM Eastern

Identifier: Federal Identifier:

Only states that have a Reservation are shown on the States dropdown list.

Native American Options:

Reservation **Example**

Tribal Subdivision

Off-Reservation Land Trust / Native Hawaiian Land Trust

State:

City/Place:

Congressional District:   
(select dominant district)



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### I. Native American Options – Tribal Subdivision

Principal Place Of Performance : \*  Applicant's Legal Address  
[Guidance](#)  
 Foreign  
 Multi-state  
 Statewide  
 Countywide  
 Citywide  
 Zipcode

Native American Options:  
 Reservation  
 Tribal Subdivision  
 Off-Reservation Land Trust / Native Hawaiian Land Trust

State:

Arizona  
 Michigan  
 Minnesota  
 Montana  
 New Mexico  
 North Carolina  
 North Dakota  
 Oklahoma  
 South Dakota  
 Utah  
 Washington  
 Wisconsin  
 ---- Select State ----

**Application Submission Type and Date**  
 Type of Submission:  Application  Project  
 Type of Application:  New  Continuation  
 If Revision, select appropriate letter(s):  
 Other (specify):  
 Is this application being submitted to other agencies?

Only states that have a Tribal Subdivision are shown on the States dropdown list.

Native American Options:  
 Reservation  
 Tribal Subdivision  
 Off-Reservation Land Trust / Native Hawaiian Land Trust

State:

City/Place:

Congressional District:   
 (select dominant district)

**Example**



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## Principal Place of Performance

### J. Native American Options – Off-Reservation Land Trust / Native Hawaiian Land Trust

Principal Place Of Performance : \*  Applicant's Legal Address  
[Guidance](#)  
 Foreign  
 Multi-state  
 Statewide  
 Countywide  
 Citywide  
 Zipcode

Native American Options:  
 Reservation  
 Tribal Subdivision  
 Off-Reservation Land Trust / Native Hawaiian Land Trust

State: 
 ----- Select State -----  
 California  
 Florida  
 Hawaii  
 Iowa  
 Maine  
 Massachusetts  
 Minnesota  
 Nebraska  
 Nevada  
 Oregon  
 Washington  
 ----- Select State -----

**Application Submission Type and Date**  
 Type of Submission:  Application  Project  
 Type of Application:  New  Continuation

If Revision, select appropriate letter(s): \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

Is this application being submitted to other agencies? \_\_\_\_\_

Only states that have Off-Reservation Land Trust / Native Hawaiian Land Trust are included on the States dropdown list.

Native American Options:  
 Reservation  
 Tribal Subdivision  
 Off-Reservation Land Trust / Native Hawaiian Land Trust

State: Hawaii

City/Place: 5069T - Kaohelaa Hawaiian Home Land

Congressional District: 01  
 (select dominant district)

**Example**

To retain data as entered, scroll to the bottom and click the **Save as Draft** button. Prior to clicking the **Save and Start Workflow** button you must enter data for the remainder of the mandatory data elements.

**Application Funding Details: \***  
 Total Funding: \* 1,200.00  
 Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2022	03/01/2022	06/10/2022	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	Edit	Delete

[Add New](#)

Save as Draft Save and Start Workflow Cancel