



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
 Foreign
[Guidance](#)

- 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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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:

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.

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

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

Principal Place Of Performance : * 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: **----- 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: *

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**