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:

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.
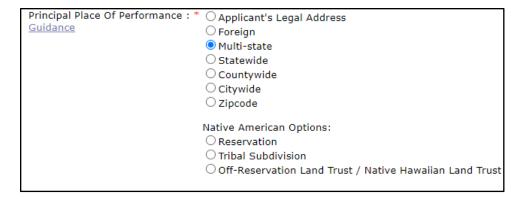
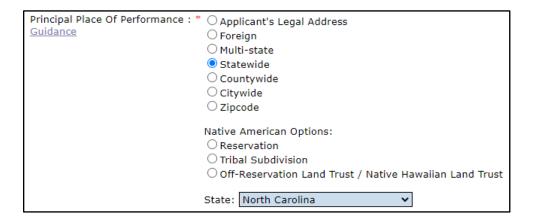### B. Foreign: Make a selection from the **Country** dropdown menu.
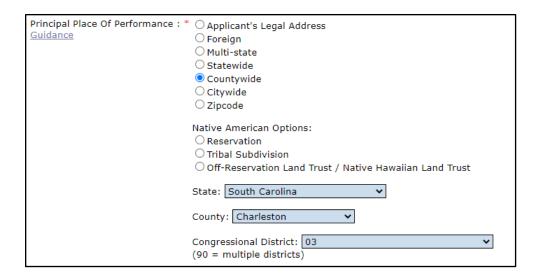
C. Multi-state: No additional selection required.

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

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.
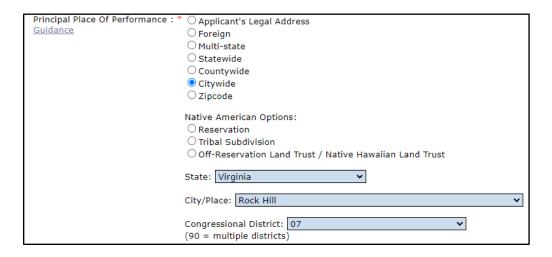

Guidance for selecting the Congressional District is shown in the table below:

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

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.

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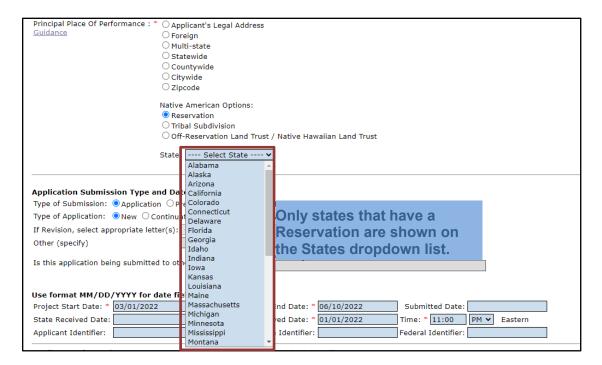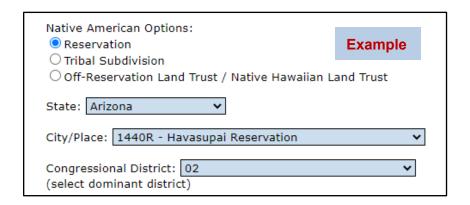
With Release 5.09, an additional section was added to the Principal Place of Performance data element on the SF-424. The additional section accommodates the following **Native American Options:** Reservation, Tribal Subdivision, and Off-Reservation Land Trust / Native Hawaiian Land Trust. Please see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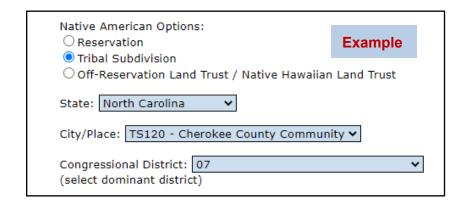
H. Native American Options – Reservation
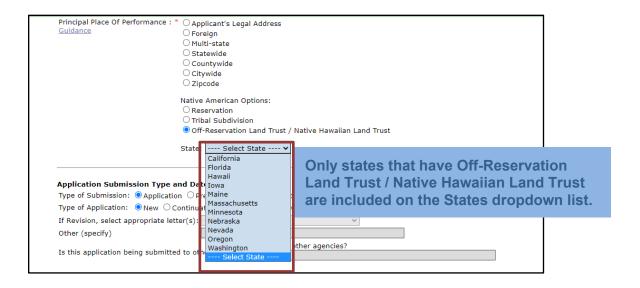
I. Native American Options – Tribal Subdivision

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

Example

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

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

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.