



Following are specific instructions for the submission of Port Security Grant Program applications to the South Texas Area Maritime Security Committee, Sector Corpus Christi. Please read carefully.

## **I. General Instructions**

1. Download and save all forms, instructions, and supporting guidance documents from:

**<http://www.portofcorpuschristi.com/grants/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. NEPA\_Checklist.pdf: Environmental Assessment Checklist (See Job Aid provided with other informational materials on web site)
- f. Investment\_Justification.pdf: Formal Investment Justification that addresses each initiative proposed for funding
- g. 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 STAMSC 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:  
**[arch@pocca.com](mailto:arch@pocca.com)**

### **IV. Questions**

For questions on the FY07 PSGP Supplemental and FY08 Grant Programs, grant guidance, federal forms:

Duane Davis, FEMA, Acting Section Chief  
[Duane.Davis@dhs.gov](mailto:Duane.Davis@dhs.gov)

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

For questions on the STAMSC or review process:

John Zarbock  
[john.e.zarbock@uscg.mil](mailto:john.e.zarbock@uscg.mil)  
(361) 888-3162 ext 501

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

Arch Archambo  
[arch@pocca.com](mailto:arch@pocca.com)  
(361) 885-6180