



Session2: What you Need to Know Before you Apply

2024 Hub Summit

April 24, 2024



Agenda

- ✓ Pre-application checklist
- ✓ SAM.gov registration
- ✓ Grants.gov registration

Pre-Application Check List



Are you Grant Ready?

The Bipartisan Infrastructure Law (BIL) represents a major investment in local infrastructure projects. The checklist below allows organizations to evaluate their grant readiness in preparing to apply for BIL funding. Please provide a fair assessment of your current status so that the Kansas Infrastructure Hub can provide the most effective guidance for your organization to move forward to grant submission.

FEDERAL GRANT BASICS	Grant Ready	Need to Develop	Requesting HUB Assistance	Gaps Identified/Notes
Our organization has experience with administering and managing federal grant funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
If so, this includes administering a federal grant in the past 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Our organization has a...				

It is important to evaluate your organization's grant readiness in preparing to apply for BIL funding.



Pre-Application Considerations

- Organizational experience in administering grants
- Organizational policies and procedures for grant administration
- Familiarity with 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)

BIL-Specific Considerations

- Identified infrastructure projects align with federal priorities
- Understanding of organization's available matching funds

Pre-Application Preparation



- System for Award Management (SAM.gov) is an official website of the U.S. Government
- Entities pursuing federal grant funds are required to obtain a Unique Entity Identifier through SAM.gov.



- Centralized portal for identifying and applying to funding opportunities across 26 federal grant-making agencies
- Entities pursuing federal grant funds through Grants.gov are required to register within the Grants.gov system

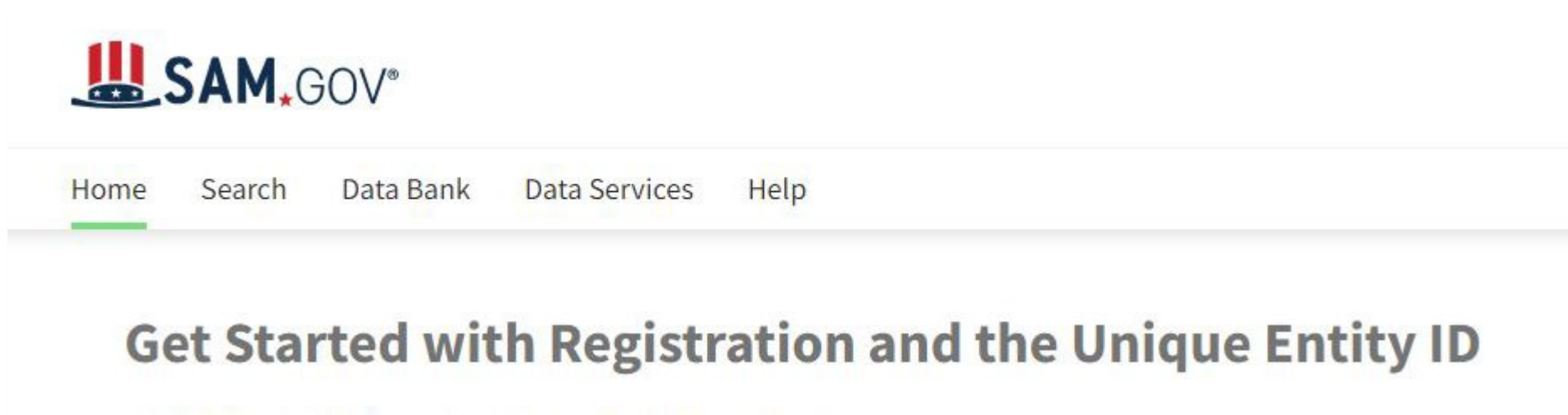
System for Award Management (SAM.gov) Registration

- All entities must register at SAM.gov to obtain a **Unique Entity Identifier (EUI)**
- Organizations will need to designate an E-Business Point of Contact (EBiz POC)
- It can take 7-10 business days to fully complete the registration process
- Registration must be updated every 12 months to remain active



SAM.gov Registration: Unique Entity Identifier (UEI)

- The UEI is a 12-character alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) to do business with the Federal Government
- On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov)
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID



Grants.gov Registration

- After obtaining a UEI from SAM.gov, the entity must go to Grants.gov to continue the registration process
- The entity's EBiz POC is required to:
 - Create a Grants.gov account with the same email address as used in SAM.gov for EBiz POC; and
 - Add a profile within Grants.gov by using the UEI obtained from SAM.gov.



[Help](#) | [Register](#) | [Login](#)

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Your Team. Your Workspace.

Grants.gov Registration

- Once a Grants.gov account has been created, the system prompts the applicant to add an individual or an organization profile
- After the profile type is selected, the user enters the entity/organization/individual's name, and the UEI obtained from SAM.gov registration

GRANTS.GOV > Register

REGISTER

Please enter your information below to create a new Grants.gov account.

- Required fields are denoted with an asterisk (*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password is not subject to these restrictions).
- Username cannot resemble UEI. 12 character usernames must contain a special character.
- **Password requirements:** Your password must contain at least eight characters including: at least one uppercase letter (A-Z); at least one lowercase letter (a-z); at least one number (0-9); and at least one special character (e.g. ! @ # \$ % ^ & *). Your password must not contain dictionary words, names, or your Username.
- If Mobile Phone Number is provided, it must be a US number and it can be used to reset forgotten password.

Contact Information:

*First Name:

Middle Initial:

*Last Name:

*Email Address:

*Primary Phone Number:

Mobile Phone Number (US Only):

(Can be used to reset forgotten password)

Confirm Mobile Phone Number:

Grants.gov Account Details:

(Create a new username and password for your Grants.gov account.)

*Username:

*Password: (Case Sensitive)

*Confirm Password: (Case Sensitive)

Communications:

Subscribe: GRANTS.GOV ALERTS
Yes, I want to receive email messages containing time-sensitive information about Grants.gov changes that potentially impact users.

GRANTS.GOV NEWSLETTER
Yes, I want to receive occasional emails highlighting system enhancements, training resources, and other topics relevant to the federal grant community.

An entity only needs to register with Grants.gov once to apply for federal funding opportunities through the system.

Priorities vs. Funding Opportunities

- Successful grant research and pursuance is aligning right projects with the right opportunities
- Grant writing is only one component of project development, grant research and pursuance
- Go Big or Go Home
- Collaboration and partnerships are critical
- Marathon not a sprint
- Do your due diligence and homework

Questions?





Thank you