

# GRANTS.GOV PROPOSAL INSTRUCTIONS

This document contains instructions for registering for SAM.gov, Grants.gov, and responding to Federal Funding Opportunities (FFO) for the Office of Economic Adjustment (OEA). The Application Workflow below pertains to Grants.gov.

## Application Workflow for Organizations



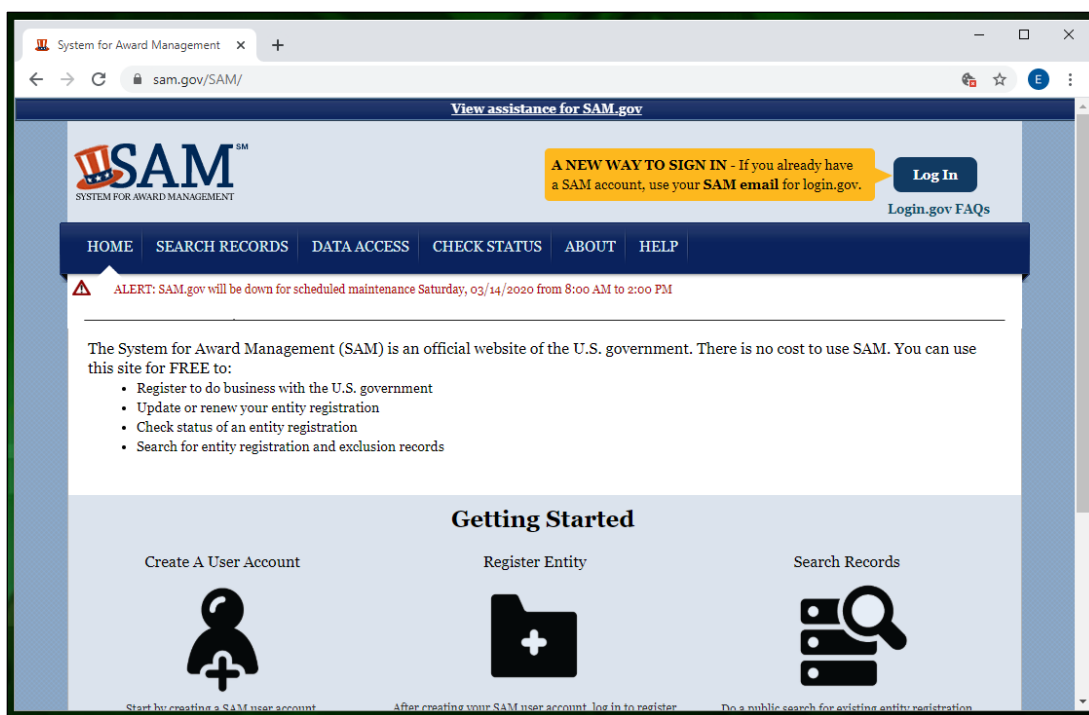
## Registering for SAM.gov and Grants.gov

Before responding to opportunities, users must have an account with both SAM.gov and Grants.gov.

### **SAM.gov**

SAM.gov registration can take anywhere from 4-8 weeks. SAM.gov accounts must have an “Active” status with current information the entire time an organization has an active Federal award OR application. Accounts must be renewed annually. If you already have an active account, verify the following information in SAM.gov before registering for Grants.gov:

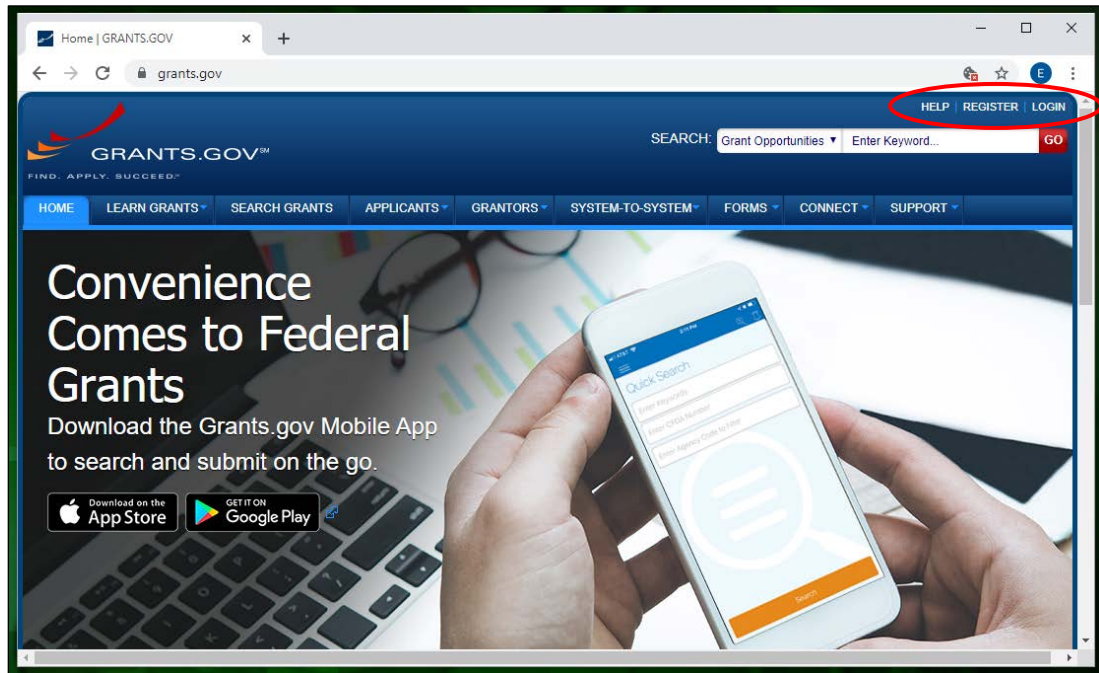
- EIN (Employer Identification Number)
- DUNS (Dun and Bradstreet Number)
- Current contractor registration
- Correct bank account information
- CAGE Code
  - U.S. based organizations receive a Cage Code at the end of the registration process
  - Organizations outside of the U.S. and territories must request an NCAGE Code, then a DUNS number, then complete the SAM.gov registration



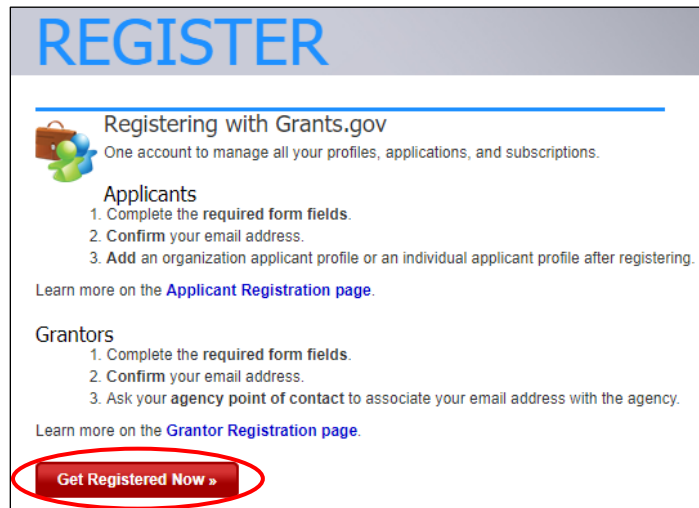
### **Grants.gov**

Follow the instructions below to create an account with grants.gov. Note that account creation can take up to 10 days.

1. Once your organization has an EIN and SAM.gov account, navigate to **Grants.gov**.
  - a. Click **Login** in the upper right-hand corner if an account already exists and sign in with your username and password.



2. Click **Register** in the upper right-hand corner to create an account.
  - a. This link has further details on what organizations can expect when registering:
    - i. <http://www.grants.gov/web/grants/applicants/organization-registration.html>



3. Click the red **Get Registered Now** button.
4. Complete the required information under the **Register** page.

GRANTS.GOV > Register

## REGISTER

Please enter your information below to create an 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:

- An email will arrive from Grants.gov. Open the email and follow the instructions for completing registration.

### Beginning an Application on Grants.gov

Follow the steps below to begin an application for a Federal Funding Opportunity (FFO). The SF 424 is required for the application.

- Log into Grants.gov once the registration steps above are completed.

GRANTS.GOV > Applicant Center

## APPLICANT CENTER

WELCOME:  
Emilee Hone

**GRANT APPLICATIONS**

- » How to Apply for Grants
- » Apply Now
- » Manage Workspaces
- » Check Application Status

**APPLICANT RESOURCES**

- » Workspace Overview
- » Applicant Eligibility
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

**APPLY USING WORKSPACE**

Are you new to Grants.gov Workspace? Grants.gov Workspace allows applicants and organizations to tailor their application workflow to provide the best fit for your team. Each of the approaches contains links to help articles and video tutorials.

[Browse the Approaches to Workspace»](#)

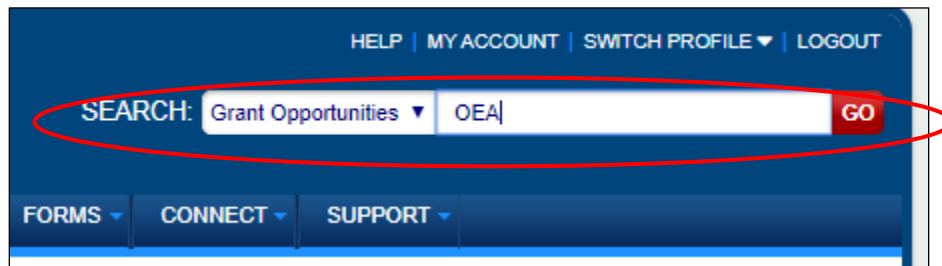
**OFFICIAL GRANTS.GOV MOBILE APP**

Now you can easily search for federal grant opportunities on your mobile device, subscribe to specific opportunities, and add closing dates to your phone's calendar app. The official Grants.gov Mobile App is available for download today!

[Download from Apple's App Store ▶](#) [Download from Google Play ▶](#)

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

- Search for the FFO using the search bar at the top of the screen. Enter the text to search and click **Go**.



3. Search results will appear in the list below.
4. Click the link under the **Opportunity Number, OEA-20-F-0004**, column.
5. The Grant Opportunity will appear on the screen with the following four tabs: **Synopsis, Version History, Related Documents, and Package**. See below for more details on each tab.
  - a. Click the red **Subscribe** button on the right to be notified of any change OEA makes to the FFO.
  - b. The **Synopsis** tab contains all the main details for the Grant Opportunity. Clicking
  - c. See **Related Documents** under Additional Information in the Synopsis tab will route applicants to the Related Documents tab where the FFO is attached.
  - d. The **Version History** tab contains a link to each version of the Grant Opportunity and the date it was updated.
  - e. The **Related Documents** tab contains a link to all relevant documents that have been uploaded, such as the full FFO. This section will also contain the SF424.

### Submitting an Application on Grants.gov

Follow the steps below for completing required documents and the SF 424.

### **Grants.gov Submissions**

Please note the following about Grants.gov submissions:

- Don't change the Funding Opportunity Number (if it's not pre-populated)
- There is no Package ID Number
- Funding Application Name can be whatever the user prefers
- A workspace must be created in Grants.gov before an application can be completed

### **Grants.gov Application Workflow**

1. Create Your Workspace
  - a. Workspaces are created for specific funding opportunities.
  - b. Workspaces can only be created by users with Workspace Manager Role, Standard AOR Role, Expanded AOR Role, or a Custom Role (with Create Workspace Privileges).
    - i. Workspace Manager, Standard AOR, and Expanded AOR are all COR Roles.
  - c. Log into Grants.gov applicant account.
  - d. Search and locate the correct **Grant Opportunity**.
  - e. Click the red **Apply** button.
  - f. Enter the **Application Filing Name** on the **Apply Now Using Workspace** page.
  - g. Select the correct **Profile**, if there are more than one.
  - h. Select a user with Workspace Privileges if needed.
  - i. Click **Create Workspace**.
  - j. The screen will move to the newly created workspace.
2. Add Your Team Members
  - a. Workspace team members must have an account on grants.gov, but don't have to be a member of the applicant organization. The workspace owner will add the users to any necessary forms.

- b. Users with the Workspace Manager Role, Standard AOR Role, Expanded AOR Role, or Custom Role (with Own Workspace Privilege) can add users to the workspace.
  - c. Go to **Manage Workspace** page and click **Participants** tab.
  - d. Click these buttons to add users:
    - i. **Add from Workspace Organization** to search among organization's registered users.
    - ii. **Add by Username** to search by name, including those outside your organization. A popup screen will allow you to choose the form access.
  - e. Click the **Add** box in the **Actions** column to add users.
  - f. Note: *To add a single user to multiple workspaces, click Manage Applicants on the Applicant Center page. Search for the desired user then Click Manage Workspace Access link in the Actions column. Click Add Workspaces and select the workspaces to add the user to. Click Save.*
3. Complete Your Forms
- a. Complete the SF424 (required – Step B) and the Attachments Form (optional – Step C).
  - b. SF424 (required) Instructions:
    - i. **Type of Submission:** Application
    - i. **Type of Application:** New
    - ii. **Date Received:** Leave blank. This will automatically be assigned.
    - iii. **Applicant Identifier:** Leave blank
    - iv. **Federal Identifiers**
      - 1. **Federal Entity Identifier:** Leave blank
      - 2. **Federal Award Identifier:** Leave blank
    - v. **Date Received by State:** Leave blank. This will automatically be assigned
    - vi. **State Application Identifier:** Leave blank. This will automatically be assigned
    - vii. **Applicant Information:**
      - 1. **Legal Name:** Enter the legal name of the applicant organization. Do NOT list abbreviations or acronyms unless they are part of the organization's legal name.
      - 2. **Employer/Taxpayer ID Number (EIN/TIN):** Entities should enter their EIN provided by the IRS.
    - viii. **Organizational DUNS:** Enter the organization's UEI (Unique Entity Identifier) number. If a UEI/DUNS number is not required at time of submission, please enter 4444-44444 (without the dash).
    - ix. **Address:** Enter the address of the applicant.
    - x. **Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.
    - xi. **Point of Contact:** Enter the name, title, and all contact information of the person to be contacted on matters involving this application.
    - xii. **Type of Applicant:** Select an applicant type (type of organization).
    - xiii. **Name of Federal Agency:** Enter "Department of Defense"
    - xiv. **Catalog of Federal Domestic Assistance Number:** 12.600.
    - xv. **Funding Opportunity Number:** Enter the Funding Opportunity Number and title. This number will be automatically completed on electronic applications. Otherwise, it can be found in the NOFO.
    - xvi. **Competition Identification Number:** Enter the Competition Identification Number and title. This number will be automatically completed on electronic applications.
    - xvii. **Areas Affected by Project:** List the regions or states expected to be affected by the project.
    - xviii. **Descriptive Title of Applicant's Project:** Enter the title of your proposed program (if necessary, delete pre-printed wording).



1. Attach the proposal document(s). The suggested order for adding attachments is PART I Regional Manufacturing Community Description and Strategy Proposal, PART II Execution Plan Slide Presentation, PART III Supporting Documentation Attachments (in compliance with the overall application page limit).
2. A Regional Manufacturing Community Description and Strategy proposal may not exceed 15 pages single-sided, single-spaced with 1-inch margins, 11 point Times New Roman font, and including all maps, drawings, diagrams excepting any signed Memorandums of Understanding which do not count toward the 15-page total.
3. The Execution Plan Side Presentation may not exceed 10 single-sided pages PowerPoint presentation, including all relevant maps, drawing and diagrams.
4. Supporting Documentation Attachments may not exceed 25 single sided pages (in Word or PDF format). Letters of support/ matching fund commitment will count toward the application page limit.
5. Note: Standard Form 424 does not count towards the application page limit.

\* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

6. Click Add Attachments.

**Form Attachments:**

<div style="border: 1px solid black; padding: 2px; background-color: #e0e0ff;">2020-06-11 DM CSP FFO</div>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> <input type="button" value="Done"/>
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- xix. **Congressional Districts of:**
  1. **Applicant:** Please enter congressional district.
  2. **Program/Project:** Please enter congressional district.
- xx. **Proposed Project:**
  1. **Start Date:** Please refer to the NOFO for the estimated start date.
  2. **End Date:** Enter your projected end date.
- xxi. **Estimated Funding (\$):**
  1. **Federal:** Enter the estimated budget for the program described in the Execution Plan Slide Presentation.
  2. **Applicant:** Enter any proposed cost-share. If none, enter "0."
  3. **State:** Enter "0."
  4. **Local:** Enter "0."
  5. **Other:** Enter "0."
  6. **Program Income:** Enter "0."
  7. **TOTAL:** This field will auto-populate based on the numbers in fields a-f.

- xxii. **E.O. 12372:** Select “a. Program is covered by E.O. 12372.”
  - xxiii. **Applicant Delinquent on Any Federal Debt?** Select the appropriate box. If you answer “yes” to this question you will be required to provide an explanation.
  - xxiv. **Certification and Signature of Authorized Representative:** Enter the name, title, and all contact information of the individual authorized to sign for the application on behalf of the applicant organization.
- c. The Attachments Form is used to add attachments.
- i. Accepted file types are Microsoft Word, Excel, PowerPoint, and Adobe PDF.
  - ii. Attach any supporting documents.

**ATTACHMENTS FORM**

**Instructions:** On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

**Important:** Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
2) Please attach Attachment 2	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>

4. Submit Your Application
- a. Users with Standard AOR Role, Expanded AOR Role, or Custom Role (with Submit Privileges) can submit the application.
  - b. Click **Sign and Submit** button on the **Manage Workspace Page** under the **Forms** tab.
    - i. This button will be available if no errors have been made.
    - ii. All required and optional forms must be in the “Passed” status.
    - iii. The workspace must have an active SAM registration.
    - iv. The application package’s Open Date should be today or in the past.
    - v. The application package’s Closing Date should be today or in the future.
  - c. Once an application is submitted, go to the **Applicants** dropdown menu and select **Track My Application** for status updates. Enter the tracking number then click **Track**.
5. Track Your Application
- a. Online Submission. All applications must be received by 5:00 pm PDT on July 12, 2020 PDT. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.
  - b. When OEA successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by OEA.