Check Off List for Preparing Grants

Prior to Submitting Application

1. Know your agency's Data Universal Numbering System number (DUNS Number)
   A nine digit number which specifically identifies your agency

   Instructions for obtaining a DUNS number can be found at the following website:
   http://www.grants.gov//web/grants/applicants/organization-registration/step-1-obtain-duns-number.html. Applicants can receive a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711.

2. Make sure your agency is registered in the System for Award Management (SAM).

   Applicants applying for grant funds electronically through Grants.gov must register with the SAM. Step-by-step instructions for registering with SAM can be found here: http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with- sam.html.

3. Know your agency Employer Identification Number (EIN) a 9 digit number also sometimes referred to as Tax Exempt Number.

   Organizations applying for an EIN should plan on a minimum of two full weeks to obtain an EIN. For assistance registering an EIN, please contact the IRS helpline.

   An additional site for assistance on Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at:
   http://www.grants.gov/web/grants/register.html.

Submission of Grants

Each Federal Grant will have a Notice of Funding Opportunity (NOFO) which will be available when a grant is available for application. The NOFO will contain the title of the grant program such as Port Security Grant Program. The NOFO will also contain the Grant Number specifically for the grant you are applying for such as (example.DHS-16-GDP-056-00-01). This document is also where you can find the Catalog of Federal

Domestic Assistance (CDFA) Number. The number assigned to port security grants is always 97.056. (Attached please find the NOFO for 2016 for familiarization)

Application forms and instructions are available at **Grants.gov** by selecting Apply for Grants. Enter the CFDA number or the Opportunity ID Number noted in this NOFO, select Download Application Package, and follow the prompts to download the application package. The information submitted in Grants.gov will be retrieved by ND Grants, which will allow FEMA to determine if an applicant is eligible.

For assistance applying through **Grants.gov,** please go to the Grant Application page, contact **support@grants.gov**, or call 800-518-4726.

Submission of **SF 424** is the first step in the actual application process. (Example attached). An applicant may submit up to five (5) Investment Justifications but the total costs of all five projects must be included in the initial submission of the **SF 424.**

Once the SF 424 has been submitted and reviewed to verify that the projects requested are eligible projects for the grant program, the grantee will receive an email telling them to complete the grant application.

This is when the Investment Justification and Budget for their project may be completed and submitted to ND Grants .gov.

For assistance registering for the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

Additional Tips

Make sure you review the **Eligible Costs Section** of the NOFO. This is where you may be able to save your agency funding, such as reimbursement for the costs of **Management and Administration of the Grant.** An applicant may request up to five (5) per cent of the total project cost for the management of the grant. You may be reimbursed for the **use of a facility**, such as a training room used to conduct NASBLA Classes. **Fuel costs** are allowable for training but not operational costs, but again an allowable cost for NASBLA Training. **Personnel costs and fringe benefit costs** are allowable for training as part of the project. These are just examples of ways to save funds for your agency, make sure you review the NOFO.