

Registering for Federal Grants



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Kimberly Hays de Muga, GPC Amanda Day, GPC

- Co-Owners of HayDay Services – speaking, coaching, and training
- Co-Creators & Co-hosts of Fundraising HayDay, a podcast about grants & such
- Combined 50+ years of grant & fundraising experience
- Grant Professional Certified (GPC)
- International Grant Trainers – more than 20,000 students
- Leadership at board levels: Grant Professionals Association (GPA), Grant Professionals Certification Institute (GPCI), Grant Professionals Foundation (GPF), and Georgia GPA chapter



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HOUSE RULES

- Use chat for connecting with your fellow attendees
- Use Q & A for questions you'd like Kimberly and Amanda to answer
- GMA will make all slides and handouts available to attendees
- This is being recording, and you will receive access to the recording via GMA

PORTALS, AND PORTALS, AND PORTALS, OH MY!

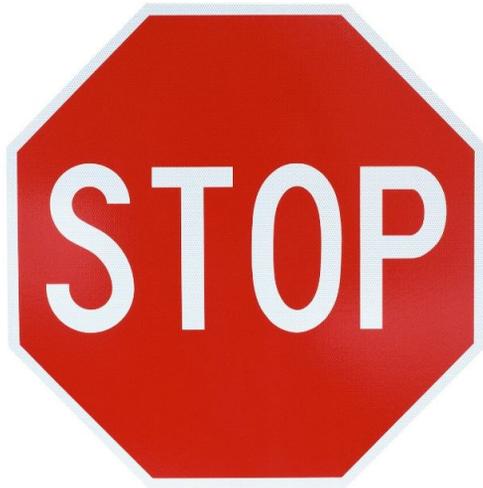
- SAM.gov (System for Award Management)
- login.gov
- Grants.gov
- Agency portals (DOJ, HHS, NIH, FEMA, NEA, etc.)



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Is your municipality already registered?

- Finance/administration
- Individual departments, offices, volunteers
- Track down all registrations/passwords – even if it makes sense to have more than one SAM registration due to size – coordination for annual updates and changes in personnel with access is a lot– getting ahead of the headache
- This entire process is FREE

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Step 1: SAM.gov

- The System for Award Management (SAM.gov) is a government-wide registry for organizations doing business with the Federal government.
- Grants.gov uses SAM.gov to establish organizational authority for organizations doing business with the Federal government.
- SAM registrations must be renewed annually.



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Entity Registration

Core Data

Business Information

Entity Types

Financial Information

Points of Contact

Assertions

Reps and Certs

Exclusions

Responsibility / Qualification

CITY OF ALPHARETTA

Unique Entity ID GKW5HJAHNJ2	Registration Status Active Registration	Expiration Date Apr 17, 2024
CAGE/NCAGE 4C9R7	Purpose of Registration Federal Assistance Awards Only	
Physical Address 2 S Main ST Alpharetta, Georgia 30009-1936, United States	Mailing Address 2 Park Plaza Alpharetta, Georgia 30009-3680, United States	

Version: Current Record

BUSINESS INFORMATION

Doing Business As (blank)	Division Name (blank)
URL (blank)	Division Number (blank)

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State of Incorporation
(blank)

Congressional District
Georgia 06

Registration Dates

Activation Date Apr 20, 2023	Initial Registration Date Mar 17, 2006
Submission Date Apr 18, 2023	

Entity Dates

Entity Start Date Dec 11, 1858	Fiscal Year End Close Date Jun 30
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
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Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Account Details

EFT Indicator 0000	CAGE Code 4C9R7
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POINTS OF CONTACT

Electronic Business

James M Moncus, Accounting Coordinator	Two Park Plaza Alpharetta, Georgia 30009-3680 United States
Adam Montgomery	Two South Main Street Alpharetta, Georgia 30009-1936 United States

Government Business

Robert Regus, City Administrator	Two Park Plaza Alpharetta, Georgia 30009-3680 United States
James Drinkard	Two South Main Street Alpharetta, Georgia 30009-1936 United States

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If your municipality IS NOT registered with SAM, do this:

- Go to [SAM.gov](https://sam.gov) | [Entity Registrations](#) to obtain a Unique Entity Identified (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.
- Designate an E-Business Point of Contact (EBiz POC)
- **START EARLY!** The SAM.gov registration process can take up to 10 days (or longer)
- It must be complete, and you must have a UEI before moving to grants.gov registration.
- **NOTE:** Registration is for your municipality, not you as the individual grant professional.



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If your municipality IS registered with SAM, do this:

- Sign in to your individual SAM account, or create one if you have not already done so here: [Create your account | Login.gov](#)
- Look for your municipality here: [SAM.gov | Search](#)
- Find your organization and note the Unique Entity Identifier (UEI) to create a profile at grants.gov
- Associate your individual account with the existing municipality account (you will need permission from the EBiz POC for the municipality) – they will receive notice of your request through SAM.gov



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Step 2: login.gov

- login.gov is a service that offers secure and private online access to government programs, such as federal benefits, services, and applications. With a login.gov account, you can sign into multiple government websites with the same email address and password.
- You will create a username and password and link your SAM.gov account with your login.gov account.



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https://secure.login.gov/sign_up/enter_email

Sign in Create an account

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

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Step 3: grants.gov

- Create a grants.gov account with the same email address as used in SAM.gov for EBiz POC
- Create username and password and link with login.gov account.
- Use same email address for SAM.gov and login.gov so the organization email address, phone number, and organization all match
- Add a profile with grants.gov using the UEI obtained with SAM.gov
- Then the EBiz POC can delegate administrative roles to other users by establishing a user's profile with your municipality.



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grants.gov roles that EBiz POC can designate

- Standard Assigned Operational Role (AOR) – authorized to submit applications on behalf of the organization when they are a participant of that workspace
- Expanded AOR – additional abilities to change organization/municipality settings
- Workspace Manager – a user who is authorized to create new workspaces and manage users' access to workspaces within the organization
- **Note:** Workspaces = separate grant applications.
- We recommend that the grant professional/writer/administrator be designated a Workspace Manager.



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REGISTER

Registering with Grants.gov
One account to manage all your profiles, applications, and subscriptions.

Applicants

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. **Add** an organization applicant profile or an individual applicant profile after registering.

Learn more on the [Applicant Registration page](#).

Grantors

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. Ask your **agency point of contact** to associate your email address with the agency.

Learn more on the [Grantor Registration page](#).

[Get Registered Now](#)

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HEALTH & HUMAN SERVICES: [HHS.gov](#) | [EEOC / No Fear Act](#) | [Accessibility](#) | [Privacy](#) | [Disclaimers](#) | [Site Map](#)

COMMUNITY: [USA.gov](#) | [WhiteHouse.gov](#) | [USAspending.gov](#) | [SBA.gov](#) | [SAM.gov](#) | [Report Fraud](#)

Frequently Asked Questions... [CHAT NOW \(BETA\)](#)

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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):

Confirm Mobile Phone Number: (Can be used to reset forgotten password)

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:

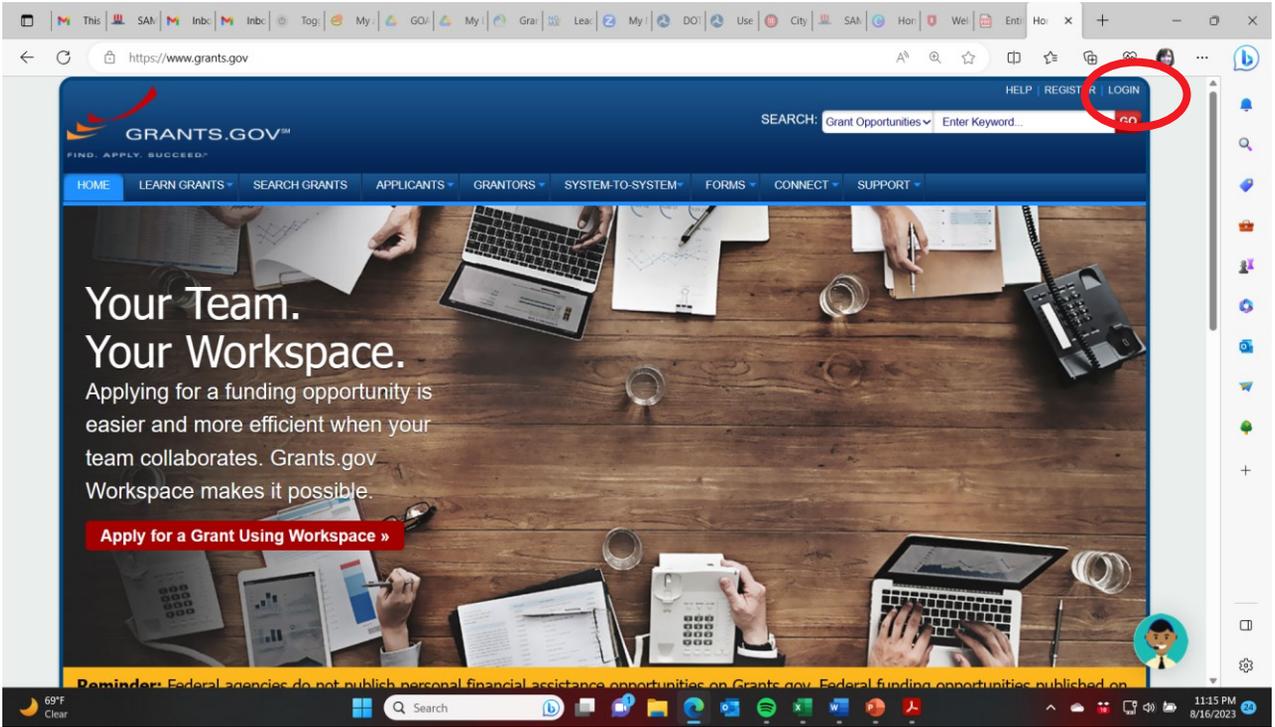
GRANTS.GOV ALERTS
Yes, I want to receive email messages containing time-sensitive information about Grants.gov changes that potentially impact users.

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

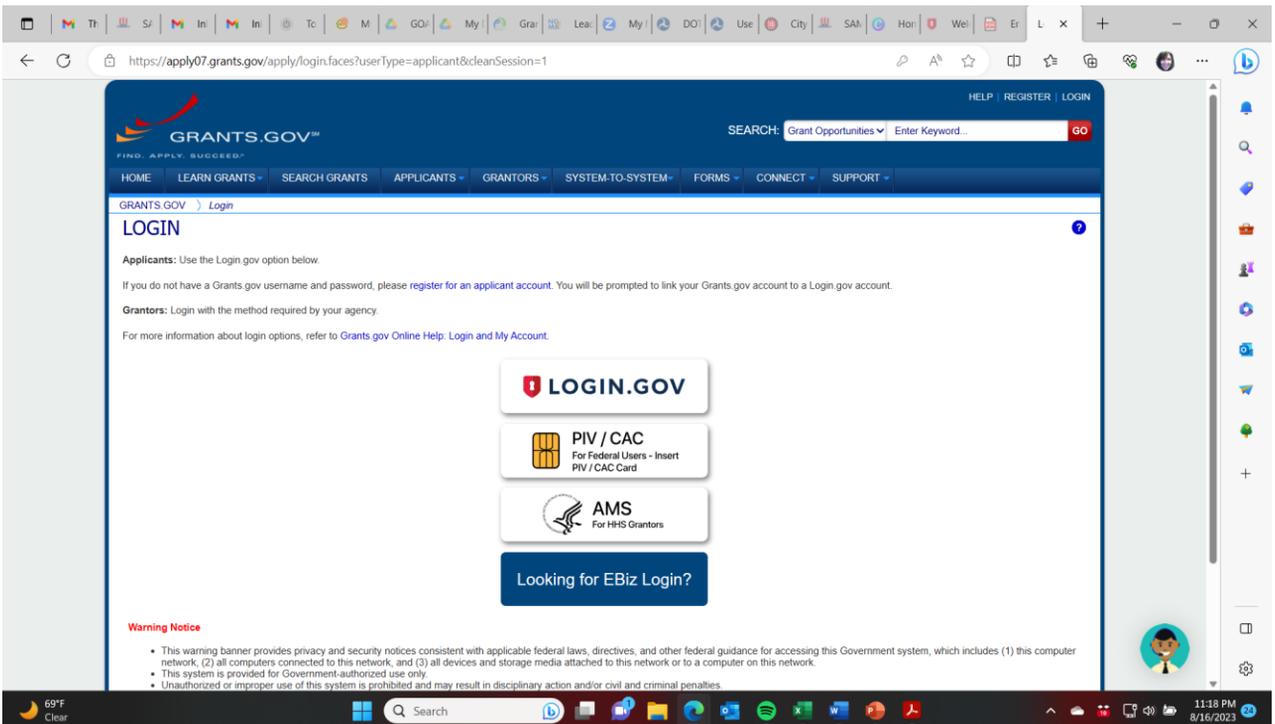
[Continue](#) [Cancel](#)

Warning Notice

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Step 4: agency portals

- Some federal funders have their own portals for submitting grant applications and reporting.
- These can be in lieu of grants.gov or in addition to it.
- You will follow their individual instructions on how to register for their sites – typically not nearly as completed as the SAM.gov / login.gov / grants.gov process.
- Most likely you will create one login for the individual responsible for completing and submitting the grant.
- Mileage will vary on the process based on each funder's requirements.



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The Justice Grants System (JustGrants)

The Justice Grants System (JustGrants) is the Department of Justice's grants management system for the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP) and the Office on Violence Against Women (OVW).

The JustGrants Resources website is an entryway into information about JustGrants and the system itself. Through this portal both award recipients and applicants can access [training resources](#) and [user support options](#), find answers to [frequently asked questions](#) and [sign up for the JusticeGrants Update e-newsletter](#).

[Log in to JustGrants](#)

Resources

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Patrick Leahy Bulletproof Vest Partnership

BVP HELP DESK
Toll-Free 1-877-758-3787

PATRICK LEAHY BULLETPROOF VEST PARTNERSHIP

Please login or select registration option.

All BVP users are required to have an account and be authenticated by DIAMD authentication system. If you already have an active account in DIAMD, please click on Login to be authenticated and gain access to BVP. You may also login to your [DIAMD account](#) first and then click on BVP app tile in the dashboard to gain access to BVP.

If you have received an email to activate your existing BVP user account, please follow the instruction in the email to complete registration of your account. **Your existing BVP password will not be migrated to DIAMD and needs to be reset.** If you have multiple existing accounts sharing the same contact email address, only one account will be migrated with jurisdiction (JUR) associated account having priority. Non-migrated accounts will be deactivated where you would need to register new or contact BVP Helpdesk for assistance with updating your email address to be unique before attempting to register.

If you do not have an account in DIAMD, please click Create New Account where you will be redirected to register with DIAMD. If your registration email address does not match the login id or the contact email address, a new account will be created once registration is completed.

Please contact BVP Helpdesk at 877-758-3787 if you need help with login or to create a new account.

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Finding the grant opportunities

- Subscribe to a daily email from grants.gov listing all new grant opportunities
- GMA – BIL Updates, Grants for All Seasons
- Individual federal agencies e-newsletters/updates (EPA, DOE, DOT, etc.)



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QUESTIONS & RESOURCE GUIDE



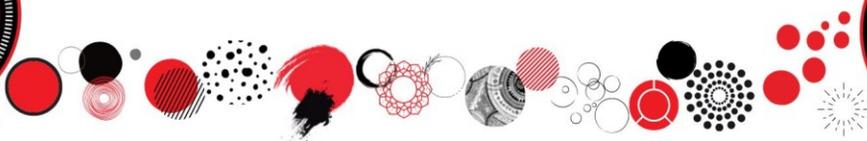
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Where to find us!

HAYDAY SERVICES

www.haydayservices.com

hello@haydayservices.com



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