DCIP PROPOSAL INSTRUCTIONS

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

3. Click the red **Get Registered Now** button.
4. Complete the required information under the **Register** page.
5. 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.

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

2. 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-0003**, 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
   ii. **Type of Application**: New
   iii. **Date Received**: Leave blank. This will automatically be assigned.
   iv. **Applicant Identifier**: Leave blank
   v. **Federal Identifiers**
      1. **Federal Entity Identifier**: Leave blank
      2. **Federal Award Identifier**: Leave blank
   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 Proposal, Installation Endorsement Letter, Attachments (in compliance with the overall application page limit) and finally the Independent Cost Estimate.

2. A proposal may not exceed 18 pages single-sided, single-spaced with 1-inch margins, 11 point Times New Roman font, and including all maps, drawings and attachments.

3. Note: Standard Form 424 and the independent cost estimate to validate the proposed project budget do not count towards this 18 page total.

4. Click Add Attachments.

**Congressional Districts of:**
1. **Applicant:** Please enter congressional district.
2. **Program/Project:** Please enter congressional district.

**Proposed Project:**
1. **Start Date:** Please refer to the NOFO for the estimated start date.
2. **End Date:** Enter your projected end date.

**Estimated Funding ($):**
1. **Federal:** Enter the amount requested for the program described in the proposal.
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.

**E.O. 12372:** Select “a. Program is covered by E.O. 12372.”

**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.

**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.

iii. A proposal may not exceed eighteen (18) pages.

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.