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Federal Emergency Management Agency
Other Needs Assistance (ONA) Supplemental Payments for Lost Wages
Grants.gov User Guidance

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How to Register to Apply through Grants.gov

Registering in Grants.gov is a multi-step process. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process to minimize the need for last-minute searches to gather required information. Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on the Grants.gov Organization Registration page.

- *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

  For more detailed instructions for obtaining a DUNS number, refer to Step 1: Obtain a DUNS Number.

- *Register with SAM*: All organizations applying online through Grants.gov must register with the SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

  For more detailed instructions for registering with SAM, refer to Step 2: Register with SAM

- *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions on the Applicant Registration page.

- *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS number for the organization in the DUNS field while adding a profile.

  For more detailed instructions about creating a profile on Grants.gov, refer to the Add Profile page.

- *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access are sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR) role, giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

  For more detailed instructions about creating a profile on Grants.gov, refer to the EBiz POC Authorizes Profile Roles page.

- *Track Role Status*: To track your role request, refer to the Track Profile Role Status page.

- *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

How to Submit an Application to FEMA via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each application, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to the Workspace Overview page.

- *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

- *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

- *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

  o NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at the Adobe Software Compatibility page.

- *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

- *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

- *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package <u>at least 24 – 48 hours prior to the close date</u> to provide you with time to correct any potential technical issues that may disrupt the application submission.

- *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to the [Applicant Training](#) page.

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 or send an email to support@grants.gov. For questions related to this specific grant opportunity, contact FEMA-IHPHelpdesk@fema.dhs.gov.