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Date: 06/15/2022

FREQUENTLY ASKED QUESTIONS (FAQs)

**Cooperative Agreement to Facilitate Coordination Between DOE-NE and
Energy Communities, Vital Constituencies, and Educational Groups**

Funding Opportunity Announcement (FOA) Number DE-FOA-0002719

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1. What's the first thing I should do prior to starting my application?

Determine if you are eligible for an award. This step is relatively stress-free, inexpensive, and fast. Before beginning the application process, you should make sure you or your organization is eligible to apply for the grant. The key to eligibility is understanding legal eligibility per the funding opportunity announcement (FOA).

For the full legal eligibility requirements, you need to carefully read the FOA, particularly Section III. If you don't double check that you are eligible in the FOA's Application Instructions, you could waste a lot of time and money completing the application process for a grant you cannot legally receive, regardless of how well you write your application.

2. The FOA indicates I need to be registered in several systems; how do I go about getting registered?

The instructions below are for new organizations or organizations that have never applied for a federal grant before. Most applicants work for organizations that already completed these steps to do business with the federal government.

Before your organization can apply for a federal grant, there are several steps an organization must complete outside of Grants.gov prior to submitting an application through Grants.gov. An organization is an entity that submits grant applications on behalf of the group, such as a state government, [nonprofit organization](#), or [a private business](#). Once you form a legal entity with an [Employer Identification Number \(EIN\)](#), you are ready to complete the steps below.

Below are the main steps and links to more information to complete this process. The process below can take between three business days and five weeks, so please make sure to begin early. If you do not complete these steps by the submission deadline, you are unlikely to be allowed to submit an application.

A. [Register with SAM](#)

You must be registered in SAM to be awarded a contract from any federal civilian or military agency. You can complete this process in www.sam.gov. This is a free service.

How do I register with the System Award Management (SAM)?

Access <https://www.sam.gov> and complete the online registration process. You also need the authorizing official of the organization to send a [notarized letter](#) to SAM and an EIN.

→ How long does this step usually take?

After SAM receives the notarized letter, [up to 2 weeks \(up to 5 more weeks to acquire EIN\)](#)

B. [Register with Grants.gov](#)

How do I register a Grants.gov account?

Click [here](#) and complete the on-screen instructions.

→ How long does this step usually take?

Same day

NOTE: Passwords expire every 60 days. Accounts inactive for 1 year or more result in removal of all account roles.

C. Register with FedConnect.

FedConnect is a web portal that bridges the gap between DOE and grants applicant communities to streamline the process of doing business with government. Through this portal you will be able to review opportunities and receive awards. Applicants must register with FedConnect to submit questions. FedConnect website: www.fedconnect.net.

Click [here](#) to see FedConnect frequently asked questions.

D. Registration Help

Help: Online User Guide

Find registration, search, and application instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

Help: Support Center

Contact the Grants.gov Support Center to get help from a representative.

Email us at support@grants.gov or [visit our Support page](#).

3. What rules does DOE go by when processing financial assistance awards?

DOE follows the uniform administrative guidance at [2 CFR 200](#), as well as [2 CFR 910](#). 2 CFR 910 includes special rules for for-profit applicants. DOE has implementing guidance in the [DOE Guide to Financial Assistance](#), as well as in the [DOE Merit Review Guide](#). You should familiarize yourself with Federal and DOE financial assistance procedures - the more familiar you are with these procedures, the better you will understand how DOE does business for financial assistance actions, apply for DOE financial assistance awards, and perform the requirements of those awards.

In addition, the Government offers free [training resources](#) and Frequently Asked Questions by Applicants ([FAQs](#)) which you are encouraged to use.

4. What's an FOA and why is it important?

For competitive grants and cooperative agreements, DOE announces specific funding opportunities by providing specific information in a public notice known as a Funding Opportunity Announcement (FOA).

The FOA will tell you all about the opportunity, including its objectives, award information, eligibility information, application and submission information including submittal due dates, application review information, award administration information, and agency contact information, etc. Essentially, everything you need to know about this financial assistance opportunity is in the FOA; accordingly, it is imperative that you read the FOA.