FY25 DCIP GRANTS.GOV PROPOSAL INSTRUCTIONS

This document contains instructions for registering for SAM.gov, Grants.gov, and responding to the FY25 Defense Community Infrastructure Program (DCIP) Notice of Funding Opportunities (NOFO) for the Office of Local Defense Community Cooperation (OLDCC). The Application Workflow below can be found by clicking here on 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

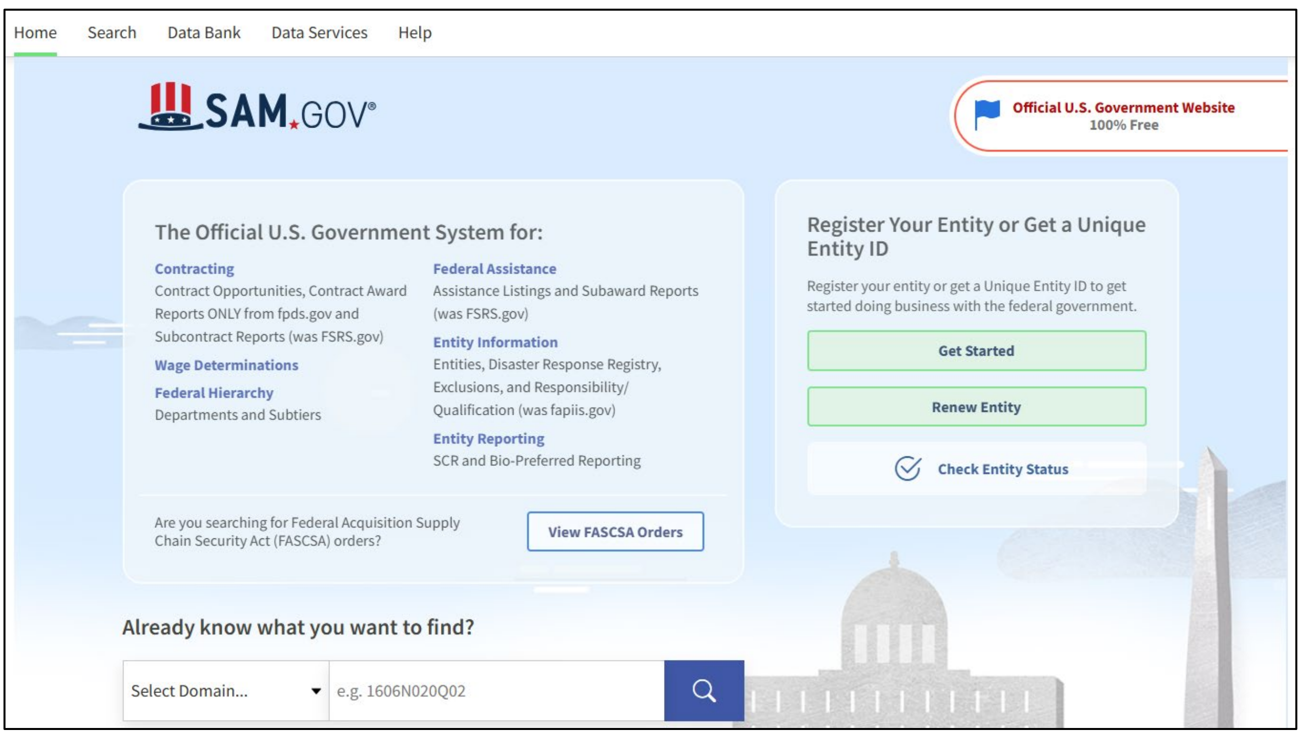
SAM.gov registration can take anywhere from 4-8 weeks. SAM.gov accounts must have an "Active" status with current information the entire time an organization has an active Federal award OR application. Accounts must be renewed annually.

Note: On April 4, 2022, the Federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the Federal government use the Unique Entity ID created in SAM.gov. Entities no longer go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the Federal government.

The Integrated Award Environment (IAE) manages several systems including SAM.gov, FPDS, eSRS, FSRS, CPARS and FAPIIS. Current SAM.gov registrants have been assigned their Unique Entity IDs and can view them within SAM.gov. For more information, please click here.

If you already have an active account, verify the following information in SAM.gov before registering for Grants.gov:

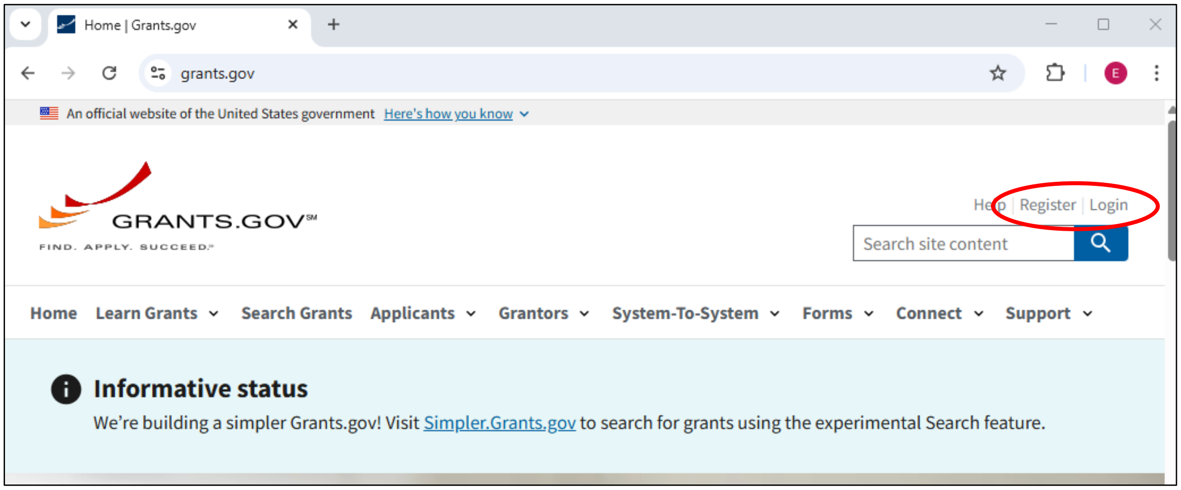
- EIN (Employer Identification Number)
- Unique Entity ID
- Current contractor registration
- Correct bank account information
- CAGE Code
  - U.S. based organizations receive a Cage Code at the end of the registration process
  - Organizations outside of the U.S. and territories must request an NCAGE Code, then a DUNS number, then complete the SAM.gov registration



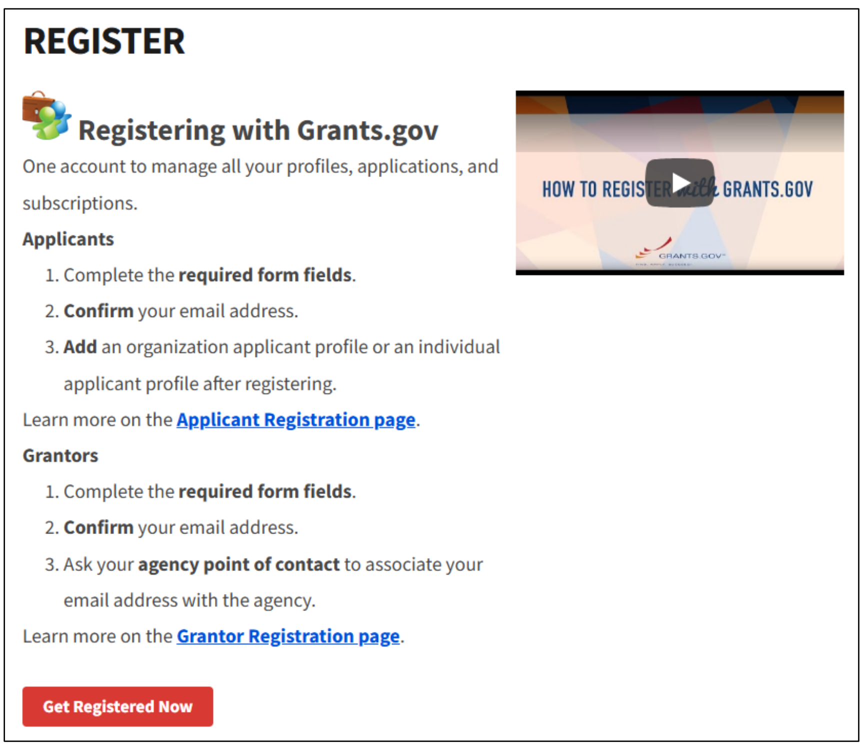
Grants.gov

Follow the instructions below to create an account with grants.gov. Note that account creation can take up to 10 days.

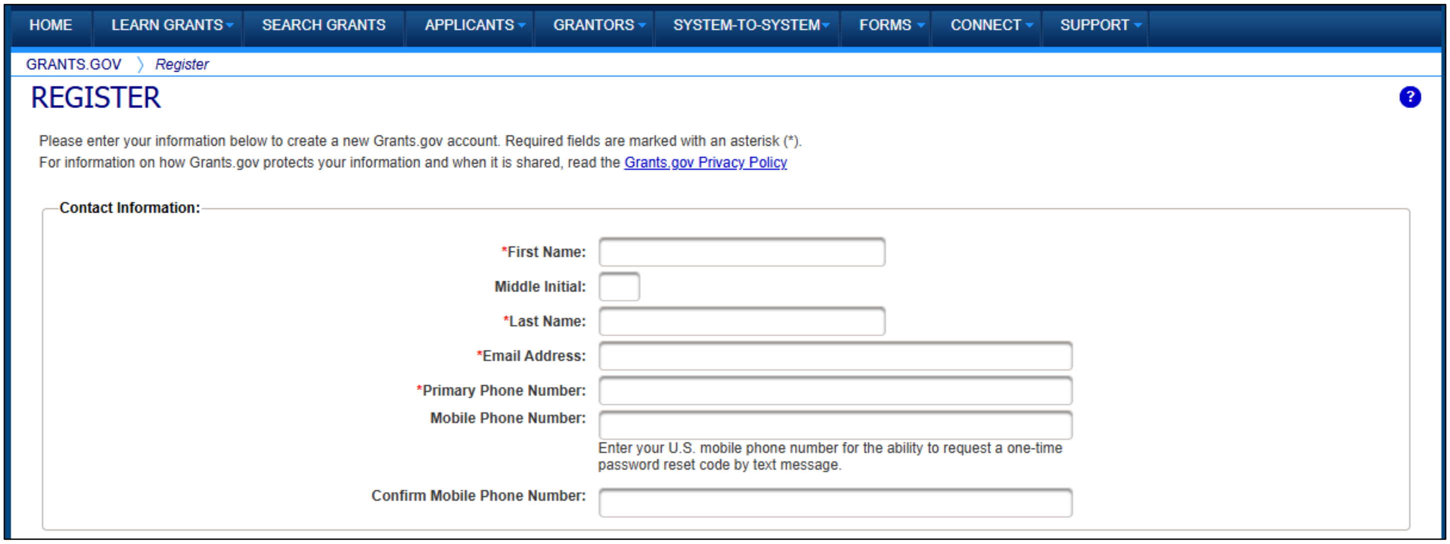
1. Once your organization has an EIN and SAM.gov account, navigate to **Grants.gov**.
2. Click **Login** in the upper right-hand corner if an account already exists and sign in with your username and password.



3. Click **Register** in the upper right-hand corner to create an account, then scroll down to click the red **Get Registered Now** button.
   a. [Click this link] for further details on what organizations can expect when registering.



4. Complete the required information under the **Register** page.

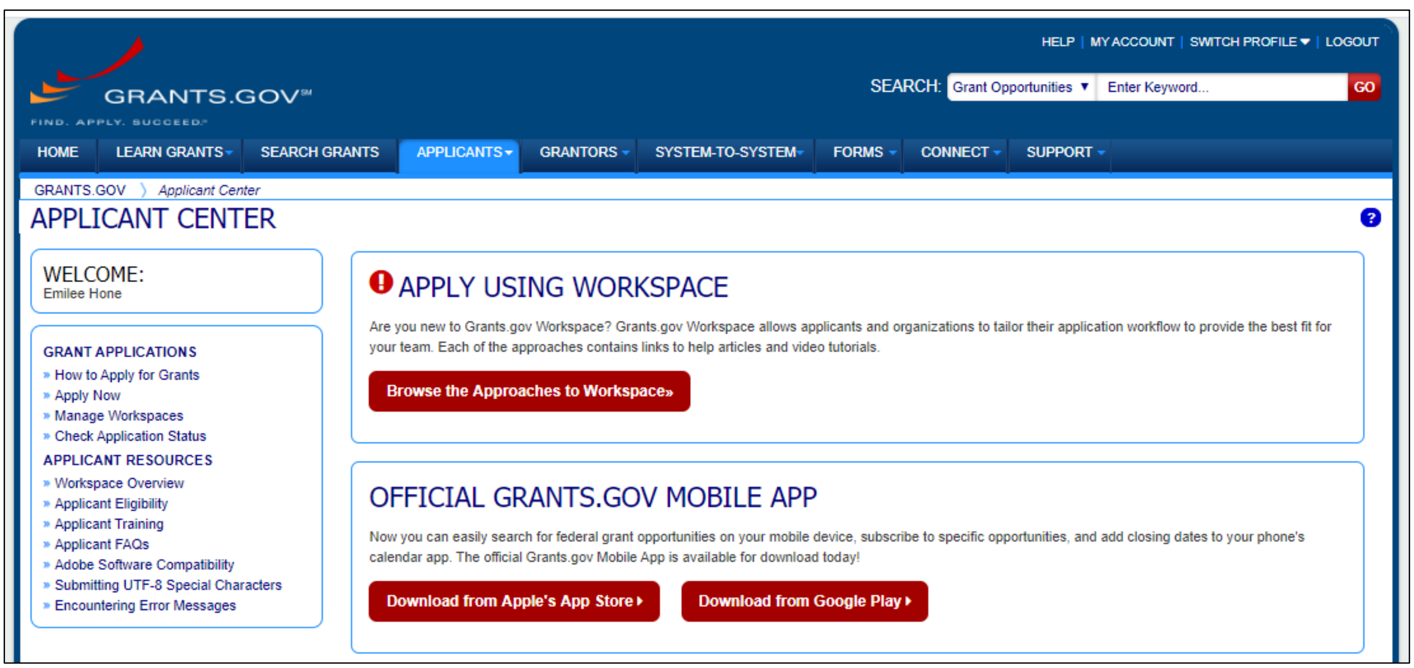


5. An email will arrive from Grants.gov. Open the email and follow the instructions for completing registration.

Beginning an Application on Grants.gov

Follow the steps below to begin an application for a Notice of Funding Opportunity (NOFO). The SF 424 is required for the application.

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



2. Search for the NOFO using the search bar at the top of the screen. Enter the text **OLDCC** to search and click **Go**.
3. Search results will appear in the list below.
4. Click the link under the **Opportunity Number, OLDCC-25-F-0001,** 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 OLDCC makes to the NOFO.
    b. The **Synopsis** tab contains all the main details for the Grant Opportunity.
    c. See **Related Documents** under Additional Information in the Synopsis tab will route applicants to the Related Documents tab where the NOFO 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 NOFO. 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:

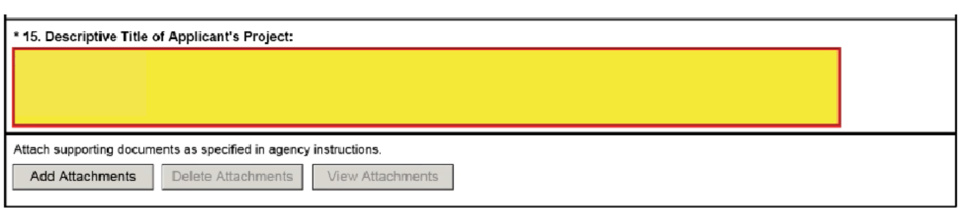
- Don't change the Funding Opportunity Number (if it's pre-populated).
- There is no Package ID Number.
- Funding Application Name can be whatever the user prefers.
- A workspace must be created in Grants.gov before an application can be completed.
- Grants.gov uses the term "application" to refer to DCIP proposals.

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 they 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**: Pre-Application
      i. **Type of Application**: New
      ii. **Date Received**: Leave blank. This will automatically be assigned.
      iii. **Applicant Identifier**: Leave blank.
      iv. **Federal Identifiers**
         1. **Federal Entity Identifier**: Leave blank.
         2. **Federal Award Identifier**: Leave blank.
      v. **Date Received by State**: Leave blank. This will automatically be assigned.
      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 Unique Entity ID (UEI)**: Enter the organization's UEI number.
      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 project (if necessary, delete pre-printed wording).
         1. Attach the proposal documents as required in the NOFO.
         2. See the NOFO for page limits and description of which documents do not count toward the page limit.



         3. Click Add Attachments.

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

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

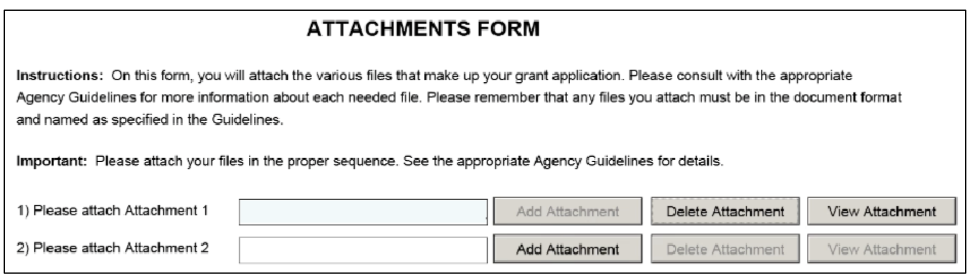
xxi. **Estimated Funding ($)**:
1. **Federal**: Enter the amount requested for the program described in the proposal.
2. **Applicant**: Enter any proposed local cost-share. If none, enter “0.”
3. **State**: Enter the amount of state funding secured for the project.
4. **Local**: Enter “0.”
5. **Other**: Enter the amount of any other funding (e.g. Other Federal funding).
6. **Program Income**: Enter “0.”
7. **TOTAL**: This field will auto-populate based on the numbers in fields A-F.

xxii. **E.O. 12372**: Select “a. Program is covered by E.O.12372.”
1. If the state does not appear on the list, enter “N/A.”

xxiii. **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.

xxiv. **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.


ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1 — Add Attachment | Delete Attachment | View Attachment

2) Please attach Attachment 2 — Add Attachment | Delete Attachment | View Attachment

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.

Note: The NOFO says to submit an unsigned SF 424, but the SF 424 must be signed electronically in Grants.gov in order to be submitted.

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   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**.

5. Track Your Application
    a. Online Submission. All applications must be received by 5:00 pm PDT on July 3, 2025. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov tracking number in an email serving as proof of their timely submission.
    b. When OLDCC successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by OLDCC.