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## **DEPARTMENT OF TRANSPORTATION**

### **Federal Transit Administration**

#### **FY 2016 Competitive Funding Opportunity: Public Transportation on Indian Reservations Program; Tribal Transit Program**

**AGENCY: Federal Transit Administration (FTA), DOT.**

**ACTION: Notice of Funding Opportunity (NOFO) and Request for Proposals (RFP)**

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**SUMMARY:** The Federal Transit Administration (FTA) announces the availability of approximately \$5 million in funding provided by the Public Transportation on Indian Reservations Program (Tribal Transit Program (TTP)), as authorized by 49 U.S.C. 5311(j), as amended by the Fixing America's Surface Transportation Act (FAST), Public Law 114-94 (December 4, 2015). This notice is a national solicitation for project proposals and includes the selection criteria and program eligibility information for Fiscal Year 2016 projects. FTA may choose to fund the program for more or less than the announcement amount, including applying other funding toward projects proposed in response to this Notice of Funding Opportunity (NOFO).

This announcement is available on the FTA website at:

[http://www.fta.dot.gov/grants/15926\\_3553.html](http://www.fta.dot.gov/grants/15926_3553.html). Additionally, a synopsis of the funding opportunity will be posted in the FIND module of the government-wide electronic grants website at <http://www.grants.gov>.

**DATES:** Complete proposals for the Tribal Transit Program announced in this Notice must be submitted by 11:59 pm EDT on [INSERT DATE 60 DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER]. All proposals must be submitted electronically through the

GRANTS.GOV APPLY function. Any tribe intending to apply should initiate the process of registering on the GRANTS.GOV site immediately to ensure completion of registration before the submission deadline. Instructions for applying can be found on FTA’s website at [http://www.fta.dot.gov/grants/15926\\_3553.html](http://www.fta.dot.gov/grants/15926_3553.html) and in the “FIND” module of GRANTS.GOV.

**FOR FURTHER INFORMATION CONTACT:** Contact the appropriate FTA Regional Office at <http://www.fta.dot.gov> for proposal-specific information and issues. For general program information, contact Élan Flippin, Office of Program Management, (202) 366-3800, email: [elan.flippin@dot.gov](mailto:elan.flippin@dot.gov). A TDD is available at 1-800-877-8339 (TDD/FIRS).

## **SUPPLEMENTARY INFORMATION**

### **TABLE OF CONTENTS**

- A. Program Description**
- B. Federal Award Information**
- C. Eligibility Information**
- D. Application and Submission Information**
- E. Application Review**
- F. Federal Award Administration**
- G. Federal Awarding Agency Contacts**

Appendix A: Registering in SAM and Grants.gov

#### **A. Program Description**

The Tribal Transit Program was established by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) as a competitive program from

FY 2006-FY2012. The Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act modified the program to include a \$25 million formula component and a \$5 million competitive program, totaling \$30 million. The FAST Act increased the Tribal Transit formula program to \$30 million and continued the \$5 million competitive program. The program authorizes direct grants “under such terms and conditions as may be established by the Secretary” to Indian tribes for any purpose eligible under FTA’s Formula Grants for Rural Areas Program, 49 U.S.C. 5311. The program can be located in the Catalog of Federal Domestic Assistance under 20.509

The primary purpose of these competitively selected grants is to support planning, capital, and, in limited circumstances, operating assistance for tribal public transit services. Funds distributed to Indian tribes under the TTP should NOT replace or reduce funds that Indian tribes receive from States through FTA’s Formula Grants for Rural Areas Program. Specific project eligibility under this competitive allocation is described in Section C below. Priority consideration will be given to eligible projects that support one or more of the following elements of the Secretary of Transportation’s Ladders of Opportunity initiative:

- **Enhancing access to work** for tribal members lacking ready access to transportation, especially in low-income communities;
- **Supporting economic opportunities** by offering transit access to employment centers, educational and training opportunities, and other basic needs; and
- **Supporting partnerships and coordinated planning** that link tribal communities to other governmental, health, medical, education, social, human service, and transportation providers to improve coordinated planning and delivery of workforce development,

training, and basic services that enhance employment outcomes.

## **B. Federal Award Information**

The FAST makes approximately \$5 million available for the Tribal Transit competitive allocation in FY 2016 to projects selected pursuant to the process described in the following sections.

## **C. Eligibility Information**

### **1. Eligible Applicants**

Eligible applicants include federally recognized Indian tribes or Alaska Native villages, groups, or communities as identified by the U.S. Department of Interior (DOI) Bureau of Indian Affairs (BIA). As evidence of Federal recognition, an Indian tribe may submit a copy of the most up-to-date **Federal Register** Notice published by BIA: Entities Recognized and Eligible to Receive Service from the United States Bureau of Indian Affairs (81 FR 5019, January 29, 2016). To be an eligible recipient, an Indian tribe must have the requisite legal, financial and technical capabilities to receive and administer Federal funds under this program. Applicants must be registered in the System for Award Management (SAM) database and maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by FTA.

### **2. Eligible Projects**

Eligible projects include public transportation planning, capital and operating projects, in limited circumstances. Public transportation includes regular, continuing shared-ride surface transportation services open to the public or open to a segment of the public defined by age, disability, or low income. FTA will award grants to eligible Indian tribes located in rural areas.

Specific types of projects include: capital projects for start-ups, replacement or expansion needs; operating assistance for start-ups; and planning projects up to \$25,000. Indian tribes applying for capital replacement or expansion needs must demonstrate a sustainable source of operating funds for existing or expanded services. In FY 2016, FTA will only consider operating assistance requests from tribes without existing transit service, or those tribes who received a TTP formula allocation of less than \$20,000.

### ***3. Cost Sharing or Matching***

There is a 90 percent federal share for projects selected under the TTP competitive program, unless the Indian tribe can demonstrate a financial hardship in its application. FTA is interested in the Indian tribe's financial commitment to the proposed project, thus the proposal should include a description of the Indian tribe's financial commitment.

## **D. Application and Submission Information**

### **1. Address to Request Application Package**

A complete proposal submission will consist of at least two files: (1) the SF 424 Mandatory form (downloaded from GRANTS.GOV) and (2) the Tribal Transit supplemental form found on the FTA website at [http://www.fta.dot.gov/grants/15926\\_3553.html](http://www.fta.dot.gov/grants/15926_3553.html). The Tribal Transit supplemental form provides guidance and a consistent format for applicants to respond to the criteria outlined in this NOFO.

### **2. Content and Form of Application Submission**

#### **(i) Proposal Submission**

A complete proposal submission will consist of at least two files: (1) the SF 424 Mandatory form (downloaded from GRANTS.GOV) and (2) the Tribal Transit supplemental form. The applicant must place the supplemental form in the attachments section of the SF-424 Mandatory

form. Applicants must use the supplemental form designated for TTP and attach the form to their submission in GRANTS.GOV to complete the application process. A proposal submission may contain additional supporting documentation as attachments.

Within 24–48 hours after submitting an electronic application, the applicant should receive three email messages from GRANTS.GOV: (1) Confirmation of successful transmission to GRANTS.GOV; (2) confirmation of successful validation by GRANTS.GOV; and (3) confirmation of successful validation by FTA. If the applicant does not receive confirmations of successful validation and instead receives a notice of failed validation or incomplete materials, the applicant must address the reason for the failed validation or incomplete materials, as described in the notice, and resubmit the proposal before the submission deadline. If making a resubmission for any reason, the applicant must include all original attachments regardless of which attachments are updated and check the box on the supplemental form indicating this is a resubmission. Complete instructions on the application process can be found at [http://www.fta.dot.gov/grants/15926\\_3553.html](http://www.fta.dot.gov/grants/15926_3553.html).

Important: FTA urges applicants to submit their project proposals at least 72 hours prior to the due date to allow time to receive the validation message and to correct any problems that may have caused a rejection notification. FTA will not accept submissions after the stated submission deadline. GRANTS.GOV scheduled maintenance and outage times are announced on the GRANTS.GOV Web site <http://www.GRANTS.GOV>. The deadline will not be extended due to scheduled maintenance or outages.

Applicants may submit one proposal for each project or one proposal containing multiple projects. Applicants submitting multiple projects in one proposal must be sure to clearly define each project by completing a supplemental form for each project. Additional supplemental forms

must be added within the proposal by clicking the “add project” button in Section II of the supplemental form.

Information such as applicant name, Federal amount requested, description of areas served, and other information may be requested in varying degrees of detail on both the SF 424 form and supplemental form. Applicants must fill in all fields unless stated otherwise on the forms.

Applicants should use both the “Check Package for Errors” and the “Validate Form” validation buttons on both forms to check all required fields on the forms, and ensure that the Federal and local amounts specified are consistent.

**(ii). Application Content**

**The SF424 Mandatory Form and the Supplemental Form will prompt applicants for the required information, including:**

- a.** Name of federally recognized tribe and, if appropriate, the specific tribal agency submitting the application.
- b.** Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number if available. (Note: If selected, applicant will be required to provide DUNS number prior to grant award).
- c.** Contact information including: Contact name, title, address, fax and phone number, email address if available.
- d.** Description of public transportation services including areas currently served by the tribe, if any.
- e.** Name of person(s) authorized to apply on behalf of the tribe (attach a signed transmittal letter) must accompany the proposal.

**f. Project Description**

Indicate the category for which funding is requested; i.e., project type: capital, operating or planning, and then indicate the project purpose; i.e., start-up, expansion or replacement. Describe the proposed project and what it will accomplish (e.g., number and type of vehicles, routes, service area, schedules, type of services, fixed route or demand responsive, safety aspects), route miles (if fixed route), ridership numbers expected (actual if an existing system, estimated if a new system), major origins and destinations, population served, and whether the tribe provides the service directly, contracts for services, and note vehicle maintenance plans.

**g. Project Timeline**

Include significant milestones such as date of contract for purchase of vehicle(s), actual or expected delivery date of vehicles; facility project phases (e.g. NEPA compliance, design, construction); or dates for completion of planning studies. If applying for operational funding for new services, indicate the period of time funds are used to operate the system (e.g. one year). This section should also include any needed timelines for tribal council project approvals, if applicable.

**h. Budget**

Provide a detailed budget for each proposed purpose noting the federal amount requested and any additional funds that will be used. An Indian tribe may use up to fifteen percent of a grant award for capital projects for specific project-related planning and administration, and the indirect costs rate may not exceed ten percent (if necessary add as an attachment) of the total amount requested/awarded. Indian tribes should also provide their annual operating budget as an attachment or under the *Financial Commitment and Operating Capacity* of the supplemental form.

### **i. Technical, Legal, Financial Capacity**

Indian tribes must be able to demonstrate adequate technical, legal and financial capacity to be considered for funding. Every proposal MUST describe this capacity to implement the proposed project.

1. Technical Capacity: Provide examples of the Indian tribe's management of other Federal projects, including previously funded FTA projects and/or similar types of projects for which funding is being requested. Describe the resources the Indian tribe has to implement the proposed transit project.

2. Legal Capacity: Provide documentation or other evidence to show that the applicant is a federally recognized Indian tribe and has an authorized representative to execute legal agreements with FTA on behalf of the Indian tribe. If applying for capital or operating funds, identify whether the Indian tribe has appropriate Federal or State operating authority.

3. Financial Capacity: Provide documentation or other evidence to show that the Indian tribe has adequate financial systems in place to receive and manage a Federal grant. Describe the Indian tribe's financial systems and controls. Describe other sources of funds the Indian tribe manages and describe the long-term financial capacity to maintain the proposed or existing transit services.

### **3. Unique Entity Identifier and System for Award Management (SAM)**

Registration takes approximately 3-5 business days, please allow 4 weeks for completion of all steps. FTA recommends allowing ample time, up to several weeks, for completion of all steps.

STEP 1: Obtain DUNS Number

Same day. If requested by phone (1-866-705-5711) DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> to obtain the number.

#### STEP 2: Register with SAM

Three to five business days or up to two weeks. If you already have a TIN, your SAM registration will take 3-5 business days to process. If you are applying for an EIN please allow up to 2 weeks. Ensure that your organization is registered with the System for Award Management (SAM) at System for Award Management (SAM). If your organization is not, an authorizing official of your organization must register.

#### STEP 3: Establish an Account in Grants.gov - Username & Password

Same day. Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <https://apply07.grants.gov/apply/OrcRegister>.

#### STEP 4: Grants.gov - AOR Authorization

\*Same day. The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. \*Time depends on responsiveness of your E-Biz POC.

#### STEP 5: TRACK AOR STATUS

At any time, you can track your AOR status by logging in with your username and password. Login as an Applicant (enter your username & password you obtained in Step 3) using the following link: [applicant\\_profile.jsp](#).

### **4. Submission Dates and Times**

Project proposals must be submitted electronically through GRANTS.GOV by [INSERT 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]. Mail and fax submissions will not be accepted.

#### **5. Funding Restrictions**

Funds must be used only for the specific purposes requested in the Indian tribe's application. Funds under this NOFO cannot be used to reimburse projects for otherwise eligible expenses incurred prior to FTA award.

#### **6. Other Submission Requirements**

FTA requires that all project proposals be submitted electronically through <http://www.GRANTS.GOV> by 11:59 p.m. EDT on [INSERT DATE 60 DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER]. Mail and fax submissions will not be accepted.

### **E. Application Review**

#### **1. Selection Criteria**

The FTA will use the following primary selection criteria when evaluating competing capital and operating assistance projects eligible under this program:

##### ***i. Planning and Local/Regional Prioritization***

In this section, the applicant should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that the applicant is ready to implement the project if funded. Information may vary

depending upon how the planning process for the project was conducted and what is being requested. Planning and local/regional prioritization should consider and address the following areas:

- a.** Describe the planning document and/or the planning process conducted to identify the proposed project.
- b.** Provide a detailed project description including the proposed service, vehicle and facility needs, and other pertinent characteristics of the proposed or existing service implementation.
- c.** Identify existing transportation services in and near the proposed service area and document in detail, whether the proposed project will provide opportunities to coordinate service with existing transit services, including human service agencies, intercity bus services, or other public transit providers.
- d.** Discuss the level of support by the community and/or tribal government for the proposed project.
- e.** Describe how the mobility and client-access needs of tribal human service agencies were considered in the planning process.
- f.** Describe what opportunities for public participation were provided in the planning process and how the proposed transit service or existing service has been coordinated with transportation provided for the clients of human service agencies, with intercity bus transportation in the area, or with any other rural public transit providers.
- g.** Describe how the proposed service complements rather than duplicates any currently available services.

- h.** Describe the implementation schedule for the proposed project, including time period, staffing, and procurement.
- i.** Describe any other planning or coordination efforts not mentioned above.

**ii. Project Readiness:** In this section, the applicant should describe readiness to implement the project. This involves assessing whether:

- a.** Project is a Categorical Exclusion (CE) or the required environmental work has been initiated or completed for construction projects requiring an Environmental Assessment (EA) or Environmental Impact Statement (EIS) under, among others, the National Environmental Policy Act of 1969, as amended.
- b.** Project implementation plans are complete, including initial design of facilities projects.
- c.** Project funds can be obligated and the project can be implemented quickly, if selected.
- d.** Applicant demonstrates the ability to carry out the proposed project successfully.

**iii. Demonstration of Need:**

FTA will evaluate each project to determine the need for resources. In addition to the project-specific criteria, this will include evaluating the project's impact on service delivery and whether the project represents a one-time or periodic need that cannot reasonably be funded from the FTA program formula allocations or State and/or local resources. In this section, the proposal should demonstrate the transit needs of the Indian tribe and discuss how the proposed transit improvements or the new service will address the identified transit needs. Proposals

should include information such as destinations and services not currently accessible by transit, needs for access to jobs or health care, safety enhancements or special needs of elders, individuals with disabilities, behavioral health care needs of youth, income-based community needs, or other mobility needs. If an applicant received a planning grant in previous fiscal years, it should indicate the status of the planning study and how the proposed project relates to that study.

Capital expansion or replacement projects should also address the following in the proposal. If the proposal is for capital funding associated with an expansion or expanded service, the applicant should describe how current or growing demand for the service necessitates the expansion (and therefore, more capital) and/or the degree to how the project is addressing a current capacity constraint. Capital replacement projects should include information about the age, condition, and performance of the asset to be replaced by the proposed project and/or how the replacement may be necessary to maintain the transit system in a state of good repair.

#### ***iv. Demonstration of Benefits***

In this section, proposals should identify expected or, in the case of existing service, achieved, project benefits. FTA is particularly interested in how these investments will improve the quality of life for the tribe and surrounding communities in which it is located. Applicants should describe how the transportation service or capital investment will provide greater access to employment opportunities, educational centers, healthcare, or other needs that profoundly impact the quality of life for the community, as described in the program purpose above. Possible examples include increased or sustained ridership and daily trips, improved service, elimination of gaps in service, improved operations and coordination, increased reliability, health

care, education, and economic benefits to the community. Benefits can be demonstrated by identifying the population of tribal members and non-tribal members in the proposed project service area and estimating the number of daily one-way trips the proposed transit service will provide or the actual number of individual riders served. Applicants are encouraged to consider qualitative and quantitative benefits to the Indian tribe and to the surrounding communities that are meaningful to them.

Based on the information provided under the demonstration of benefits, proposals will be rated based on four factors:

- a. Will the project improve transit efficiency or increase ridership?
- b. Will the project improve or maintain mobility, or eliminate gaps in service for the Indian tribe?
- c. Will the project improve or maintain access to important destinations and services?
- d. Are there other qualitative benefits, such as greater access to jobs, education and health care?

**v. Financial Commitment and Operating Capacity**

In this section, the proposal should identify the source of local match (10 percent is required for all operating and capital projects), and any other funding sources used by the Indian tribe to support proposed transit services, including human service transportation funding, FHWA's Tribal Transportation Program funding, or other FTA programs. If requesting that FTA waive the local match based on financial hardship, the applicant must submit budgets and sources of other revenue to demonstrate hardship. FTA will review this information and notify tribes at the time of award if the waiver is approved. If applicable, the applicant also should describe how prior year TTP funds were spent to date to support the service. Additionally, Indian

tribes applying for operating of new services should provide a sustainable funding plan that demonstrates how it intends to maintain operations.

The proposal should describe any other resources the Indian tribe will contribute to the project, including in-kind contributions, commitments of support from local businesses, donations of land or equipment, and human resources, and describe to what extent the new project or funding for existing service leverages other funding. Based upon the information provided, the proposals will be rated on the extent to which the proposal demonstrates that:

- a. TTP Funding does not replace existing funding;
- b. The Indian tribe will provide non-financial support to the project;
- c. The Indian tribe is able to demonstrate a sustainable funding plan; and
- d. Project funds are used in coordination with other services for efficient utilization of funds.

#### **vi. Evaluation Criteria for Planning Proposals**

For planning grants, the proposal should describe, in no more than three pages, the need for and a general scope of the proposed study. The proposal should also address the following:

1. What is the tribes' long-term commitment to transit?
2. How will the proposed study be implemented and/or further tribal transit.

## **2. Review and Selection Process**

A technical evaluation committee will review proposals under the project evaluation criteria. Members of the technical evaluation committee and other involved FTA staff reserve the right to screen, rate the applications, and seek clarification about any statement in an application. After consideration of the findings of the technical evaluation committee, the FTA Acting Administrator will determine the final selection and amount of funding for each project.

Geographic diversity and the applicant's receipt and management of other federal transit funds may be considered in FTA's award decisions. FTA expects to announce the selected projects and notify successful applicants in the early summer of 2016.

## **F. Federal Award Administration**

### 1. Federal Award Notice

Subsequent to an announcement by the FTA Administrator of the final project selections posted on the FTA website, FTA will publish a list of the selected projects, including Federal dollar amounts and recipients in the *Federal Register*. Project recipients should contact their FTA Regional Offices and tribal liaison for information about setting up grants in FTA's Transit Award Management System (TrAMS).

### 2. Award Administration

Successful proposals will be awarded through TrAMS as Grant Agreements. The appropriate FTA Regional Office and tribal liaison will manage project agreements.

### 3. Administrative and National Policy Requirements

Except as otherwise provided in this NOFO, TTP grants are subject to the requirements of 49 U.S.C. 5311(j) as described in the latest FTA Circular 9040.1G for the Formula Grants for Rural Areas Program.

### 4. Reporting

The post award reporting requirements include submission of the Federal Financial Report (FFR) and Milestone Progress Report in TrAMs, and National Transit Database (NTD) reporting as appropriate (see FTA Circular 9040.1G).

## **G. Federal Awarding Agency Contacts**

For further information concerning this notice, please contact Élan Flippin, Office of Program Management, (202) 366-3800, email: elan.flippin@dot.gov. A TDD is available at 1-800-877-8339 (TDD/FIRS). This program is not subject to Executive Order 12372,

## **H. Other Information**

This program is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.” FTA will consider applications for funding only from eligible recipients for eligible projects listed in Section C-2. Due to funding limitations, applicants that are selected for funding may receive less than the amount requested.

Additionally, to assist tribes with understanding requirements under the TTP, FTA has conducted approximately nine Tribal Transit Technical Assistance Workshops, and expects to offer a workshop in FY2016. FTA also has expanded its technical assistance to tribes receiving funds under this program. In FY15, FTA implemented the Tribal Transit Technical Assistance Assessments initiative. Through these assessments, FTA collaborates with tribal transit leaders to review processes and identify areas in need of improvement and then assist with solutions to address these needs – all in a supportive and mutually beneficial and technical assistance manner. FTA completed fifteen assessments in FY15, and expects to do a similar number in FY16. These assessments include discussions of compliance areas pursuant to the Master Agreement, a site visit, promising practices reviews, and technical assistance from FTA and its contractors. These workshops and assessments received exemplary feedback from Tribal Transit Leaders, and provided FTA with invaluable opportunities to learn more about tribal transit leaders’ perspectives, and honor the sovereignty of tribal nations.

FTA will post information about upcoming workshops to its website and will disseminate information about the assessments through its Regional offices. Contact information for FTA's regional offices can be found on FTA's website at [www.fta.dot.gov](http://www.fta.dot.gov). Applicants may also receive technical assistance by contacting their FTA regional tribal liaison. A list of Tribal Liaisons is available on FTA's website at [http://www.fta.dot.gov/grants/15926\\_3553.html](http://www.fta.dot.gov/grants/15926_3553.html). Contact information for FTA's regional offices can be found on FTA's website at [www.fta.dot.gov](http://www.fta.dot.gov)

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Therese W. McMillan  
Acting Administrator

## APPENDIX A

### REGISTERING IN SAM AND GRANTS.GOV

Registration in Brief:

Registration takes approximately 3-5 business days, please allow 4 weeks for completion of all steps.

In order to apply for a grant, you and/or your organization must first complete the registration process in Grants.gov. The registration process for an Organization or an Individual can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register in Grants.gov early.

The Grants.gov registration process ensures that applicants for Federal Funds have the basic prerequisites to apply for and to receive federal funds. Applicants for FTA competitive funds must:

- Have a valid DUNS number
- Have a current registration in SAM (formerly CCR)
- Register and apply in Grants.gov

The required registration steps are described in greater detail on Grants.gov website. The following is a link to a helpful checklist and explanations published by Grants.gov to assist applicants: Organization Registration Checklist. If you have not recently applied for federal funds, we recommend that you initiate your search, registration, and application process with Grants.gov. Visiting the Grants.gov site will inform you of how to apply for grant opportunities, as well as assist you in linking to the other required registrations, i.e., Dun & Bradstreet to obtain a DUNS Number, and System for Award Management (SAM).

Summary of steps (these steps are available in Grants.gov during registration):

#### STEP 1: Obtain DUNS Number

Same day. If requested by phone (1-866-705-5711) DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> to obtain the number.

#### STEP 2: Register with SAM

Three to five business days or up to two weeks. If you already have a TIN, your SAM registration will take 3-5 business days to process. If you are applying for an EIN please allow up to 2 weeks. Ensure that your organization is registered with the System for Award Management

(SAM) at System for Award Management (SAM). If your organization is not, an authorizing official of your organization must register.

#### STEP 3: Establish an Account in Grants.gov - Username & Password

Same day. Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <https://apply07.grants.gov/apply/OrcRegister>.

#### STEP 4: Grants.gov - AOR Authorization

\*Same day. The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. \*Time depends on responsiveness of your E-Biz POC.

\*Please Note: Grants.gov gives you the option of registering as an "individual" or as an "organization." If you register in Grants.gov as an "Individual," your "Organization" will not be allowed to use the Grants.gov username and password. To apply for grants as an Organization you must register as an Organization and use that specific username and password issued during the "organization" registration process.