FUNDED

A GRANTS OFFICE PUBLICATION

JUNE 2013 VOLUME 3, ISSUE 5

SAM REGISTRATION PITFALLS

CAN THE USDA STAY RELEVANT?

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ON THE COVER

Dr. Stephen Knych talks about the innovations in the patient-care experience while leading a tour at the Florida Hospital Celebration Health's new patient tower. Doctors can monitor patients remotely to detect changes in their vital signs and send messages to patients through the interactive television sets.

This year, the Department of Health and Human Services' $1 billion Health Care Innovation Awards will encourage providers across the country to develop innovative approaches to patient care and treatment. Note that inpatient-only models will not be considered in this round. (Joe Burbank/Orlando Sentinel/MCT)

FROM THE EDITOR

Dear Readers,

This month's FUNDED takes on several of the current head-scratchers inherent in today's funding landscape. Matt Hawkes returns with this month's Funder Spotlight on the Department of Agriculture's programs and considers the many other agencies' programs that have remarkably similar purposes. In his Between the Lines column, Chris LaPage follows the starts and stops of the grant program formerly known as the Health Care Innovation Challenge (now the Health Care Innovation Awards).

Dan Casion shares his insights in the Grant Masters column on navigating the registration process for the government's new System for Award Management. We all have to do it if we want to apply to Uncle SAM in the future.

We also look back this month at the evolution of the public safety funding, beginning with a definition of public safety and continuing with a brief history of federal support for fire, police, emergency management, and most recently, terrorism preparedness.

Beginning in July's issue, we will be adding a monthly feature of stories from grant winners and some of the inspirational things they've been able to achieve through grants. If you have a story you'd like to share, or if you'd just like to enlighten us with your feedback and suggestions for future issues, feel free to e-mail me at mpaddock@grantsoffice.com.

I hope you enjoy this issue of FUNDED as much as we've enjoyed bringing it to you!

Sincerely,

Michael Paddock
Editor and Publisher, *FUNDED*

TRADE ADJUSTMENT ASSISTANCE COMMUNITY COLLEGE AND CAREER TRAINING GRANTS PROGRAM (TAACCCT)

SUMMARY: The TAACCCT program provides capacity-building grants to drive innovation and the development of model training programs at America's community colleges and universities. TAACCCT-funded programs will prepare participants for employment in high-wage, high-skill occupations by using innovative and sophisticated teaching and learning strategies that reach large numbers of unemployed or under-employed adults. Further, the program will work to increase the number of workers who attain certificates, degrees, and other industry-recognized credentials, helping meet President Obama's college graduation goal of increasing the percentage of adults with a post-secondary credential by 2020.

The overarching goals of the TAACCCT program are to:

- Increase attainment of degrees, certifications, certificates, diplomas, and other industry-recognized credentials that match the skills needed by employers to better prepare TAA-eligible workers and other adults for high-wage, high-skill employment or re-employment in growth industry sectors;
- Introduce or replicate innovative and effective methods for designing and delivering instruction that address specific industry needs and lead to improved learning, completion, and other outcomes for TAA-eligible workers and other adults; and
- Demonstrate improved employment outcomes.

DEADLINE: The deadline for Single Institution Applicants is June 18, 2013. The deadline for Consortium Applicants is July 3, 2013.

AWARD AMOUNTS: Awards for single institution applicants will range from $2,372,500 to $2.75 million, to a total of $150 million. Awards for single-state consortium and multi-state consortium applicants will be up to $25 million, to a total of approximately $324 million.

FOR MORE INFORMATION SEE: http://www.doleta.gov/grants/pdf/taaccct_sga_dfa_py_12_10.pdf

USDA: DOES A GRANT HAVE TO BE UNIQUE TO BE RELEVANT?

By Matt Hawkes

With the increasing demand for cuts from all corners of the U.S. Budget, it is not surprising that the United States Department of Agriculture (USDA) finds itself under the microscope. For years, the department has been criticized by columnists and politicians, as well as the Government Accountability Office (GAO), citing overlapping or even duplicative programs in more than a few areas. Program conflicts with other entities have been called out by GOA recently, as the table on the right indicates.

USDA PROGRAM	GAO-IDENTIFIED OVERLAP
Foreign Agriculture Service	Department of Interior (DOI) Fish and Wildlife Service AND Bureau of Land Management
Foreign Agriculture Service	Department of Commerce (DOC) International Trade Administration AND Trade Development Agency
Rural Business Cooperative Service	DOC Economic Development Administration
Rural Business Cooperative Service	Department of Housing and Urban Development (HUD)
Rural Housing Service	Department of Veteran's Affairs (VA)
National Agriculture Statistics Service	Similar statistical services of 11 other agencies
Food and Nutrition Service	Health and Human Services (HHS) Maternal and Child Health Bureau

The USDA's broad mission is to "provide leadership in food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management." The advancement of this mission takes USDA into the fields of agriculture, food and nutrition education and outreach, laws and regulations, marketing and trade, environmental issues concerning food, and research, making overlap with other programs all but inevitable. This is not to single out the USDA, but while other departments may have individual agencies which overlap with other agencies, the USDA has received special attention for a seemingly department-wide overlap, with almost all of its agencies having some kind of similar function with agencies in other departments.

The Obama administration in 2012 called for the power to consolidate a number of Federal agency activities. Setting the stage in his January 2011 State of the Union, the president joked, "The Interior Department is in charge of salmon while they're in fresh water, but the Commerce Department handles them when they're in saltwater." Amid peals of laughter in the House chamber, he continued, "I hear it gets even more complicated once they're smoked." In much the same way, though it may seem ridiculous, a lot of the justification for overlapping program objectives from agencies comes down to similar semantics.

The USDA may take care of energy, housing, or technology development in place of the departments of Energy or HUD if the targeted demographic is rural. The USDA regulates meat processed egg and animal vaccinations while the FDA regulates all other foods and vaccinations. What may come from this are problems of inefficiency, fragmented oversight, and room for special interest clout.

As recently as 2012 the GAO blew

Health and Human Services Secretary Kathleen Sebelius and Agriculture Secretary Tom Vilsack answer questions from Facebook and the White House website about the key findings of the Food Safety Working Group.

The Department of Agriculture has been under Congressional scrutiny recently as a result of apparent overlap in its program with those of other federal agencies, including Health and Human Services.

the whistle on moving catfish (and only catfish) from the FDA to USDA jurisdiction for regulation, in order to give domestic catfish produced in the South a leg up on imports by taking advantage of differing regulation costs and policies. Indeed, consolidating food inspection services is a hotly debated topic, and there have been many official recommendations to merge USDA's Food Safety Inspection Service (FSIS) with the food safety unit of the FDA. Though this may sound reasonable on the surface to increase efficiency, there are entrenched cultures and conflicts of interest in each department which have to be accounted for when merging, since the way in which either department regulates can have a profound effect on product prices, supply, and myriad other facets that may be much worse for the consumer than the status quo if regulation responsibility were consolidated.

> "THOUGH (CONSOLIDATION) MAY SOUND REASONABLE ON THE SURFACE TO INCREASE EFFICIENCY, THERE ARE ENTRENCHED CULTURES AND CONFLICTS OF INTEREST IN EACH DEPARTMENT WHICH HAVE TO BE ACCOUNTED FOR WHEN MERGING."

It has yet to be seen if the talk of creating a single and separate food safety agency will come to fruition. However, in light of the recent reallocation of $55 million to the USDA meat inspection programs, even in the face of sequestration, an overhaul of the USDA food inspection services and other programs does not seem to be on the horizon. Members of the administration, led by Secretary of Agriculture Tom Vilsack, have acknowledged that programs should be more focused in order to avoid overlap. In a 2009 speech launching the National Institute of Food and Agriculture, Vilsack stated the USDA needs to do "more work but in fewer areas." Changes will come but they will probably come in the form of USDA agencies developing a narrower focus, reflecting the more focused scope of the department in the future.

KEEPING UP WITH THE EVOLUTION OF PUBLIC SAFETY FUNDING

By Michael Paddock

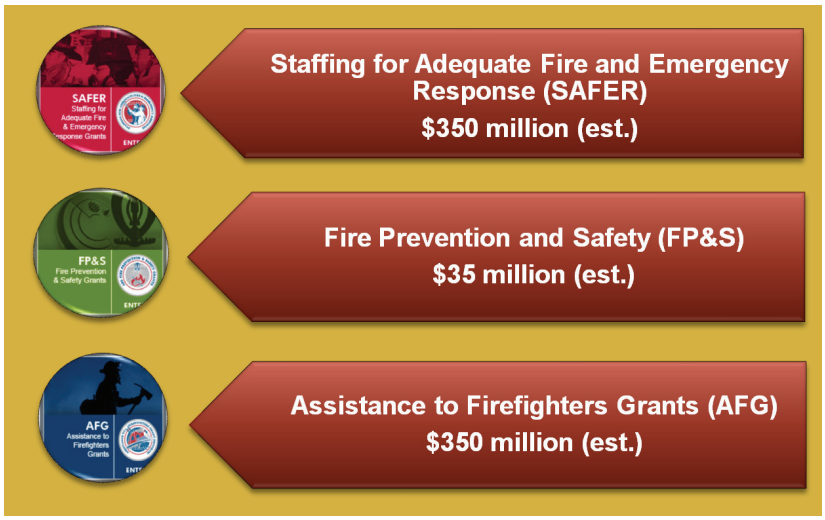
Because it is understood in so many different ways by so many different constituencies, no discussion of *public safety* can proceed meaningfully without a provisional definition of the term. For the purposes of this article, we will define public safety as a range of services provided to a defined community to prevent, deter, and respond to man-made and non-manmade threats facing its citizens and their property. Public safety agencies include a wide range of institutions from municipal agencies to independent non-profit organizations and even for-profit companies that provide policing, fire suppression, and emergency management services.

The National Flood Insurance Act of 1968, the Fire Prevention and Control Act of 1974, and the Omnibus Fiscal Year 1996 Appropriations Act created some of the first public safety programs, which were precursors to the Emergency Management Performance Grants (EMPG), Assistance to Firefighters Grants (AFG), and the Justice Assistance Grants (JAG). As a result of the rationale for which they were created, these programs were focused on specific agencies and supported specific objectives.

Later, the federal government responded to the terrorist attacks of September 11, 2001, by creating a new agency, the Department of Homeland Security (DHS). This agency was constituted from 22 agencies that had been operating within other departments, and today DHS is the third largest department (by number of employees) in the country. Moreover, most public safety programs that existed at that time were given to DHS to administer.

The unclear role of this new agency and the fuzziness of the working definition of terrorism, combined with a lack of any cohesive plan, led in policy and funding to what could best be described as a multi-pronged approach to dealing with the terrorist threat. While the pre-911 programs (EMPG, AFG, and JAG) have continued with only minor tweaks, the biggest homeland security programs, distributed under the umbrella of the Homeland Security Grant Program, focus almost exclusively on preparing for, deterring, and responding to a terrorist attack. This early focus on terrorism to the exclusion of other threats to the nation is largely to blame for the lackluster response to Hurricane Katrina in 2005 and the underfunding of day to day emergency management and law enforcement activities.

Another consequence of the dramatic expansion of funding for homeland security has been a change in the language of grant seeking for public safety, from a focus on community needs in the context of the agen-



cy's mission to a discussion of how equipment and training could also be applied to respond to a terrorist threat. This in spite of the fact that the day-to-day demands on most of these agencies, and the issues they face, are decidedly local and are almost entirely unrelated to foreign terrorism.

As DHS has matured, its orientation has become broader – encompassing manmade and non-manmade (i.e., natural) disasters. That too has developed over time, from the sector-specific National Infrastructure Protection Plan to the current, and most inclusive, National Preparedness Goal. But there remains a significant gap between funding for state and local law enforcement from the Department of Justice (not a component of DHS) and that from DHS's Homeland Security Grant Program.

Rather than unifying funding, DHS's involvement has added complexity to the landscape. As it stands, funding for public safety may come from the Departments of Homeland Security, Justice, Transportation, Agriculture, Health and Human Services, and State, through different programs that may change, appear, or disappear from year to year. Of course, sifting through the shifting sands of funding prospects is a grants development professional's core competency and is an especially important qualification in today's environment!

Today, cities, counties, schools, colleges, and hospitals that are seeking funding for a security or preparedness project will want to consider as many sources as they can in order to develop a comprehensive pool of prospects, and flexibility in their project designs will enable them to keep pace with the next stage in the evolution of funding.

ASSISTANCE TO FIREFIGHTERS GRANTS – SUPPORTING FIRE PROTECTION SINCE 1974!

The US Fire Administration administers three major funding programs each year. The Assistance to Firefighters Grant (AFG) Program is the most well known, followed by the Staffing for Adequate Fire and Emergency Response (SAFER) and the Fire Prevention and Safety Programs. All three were reauthorized in the recent *National Defense Authorization Act for Fiscal Year 2013* (*P.L. 112-239*), and we're expecting to see a fairly significant amount of funding coming out for each of them for 2013 and beyond. Learn more about these programs at www.firegrants.info.

The first and only Director of the Office of Homeland Security, former Pennsylvania Governor Tom Ridge holds a press conference in the Dwight D. Eisenhower Office Building. Ridge went on to an appointment as the first Secretary of Homeland Security just prior to the official launch of the Department on March 1, 2003.

With the formation of the Department of Homeland Security, funding for public safety projects was dramatically increased and dramatically shifted toward terrorism protection. (White House photo by Tina Hager)

HOW TO ASK A FUNDER A QUESTION

By Michael Paddock

HAS THIS EVER HAPPENED TO YOU?

You finally have buy-in from your agency to apply for a grant. You've selected the best program, waited for it to open, and assembled an internal team to plan and direct the effort. You've read the guidance document and other helpful materials provided by the funder. You've even made a checklist of all the elements you'll need to submit for a complete, compliant (even competitive) application. You've got this!

Then in your first meeting with the planning team, your finance manager suggests using equipment from another initiative to support your project and wants to use that as an in-kind contribution toward the grant program's matching requirement.

You coolly insist that you'll check to see if that type of match is allowable, but when you return to the guidance, there is no answer to be found. There's only one thing you can do now: *ask the funder*.

Contact information for one or more program managers is almost always listed in the official guidance. Those individuals are close to the program and should be prepared to take calls, especially since they know their e-mail addresses and phone numbers were just published in an advertisement for free money.

DON'T BE INTIMIDATED

Chances are, your program contact is not a powerbroker of the sort F. Scott Fitzgerald might describe as "different from you and me." In fact, most grant administrators are public servants, working for a living and trying to do a good job and make a difference along the way, exactly like you and me. If they don't seem approachable or aren't responsive to your calls and e-mails, it's probably because they are either swamped with work (particularly common during the application period of a grant program) or tired of getting calls from people who could've easily found their answers in the published guidance. Every grant manager I know earnestly wants to ensure that everyone who applies to their program is clear on the requirements and has all the tools to present their project for consideration. More compliant applications means more projects in the pool and potentially better projects receiving awards at the end of the process.

DOUBLE CHECK THE MATERIALS

Answering a question that is already addressed in the official guidance or other easily accessible materials is a deflating drudgery for funders. However, there are many nuances to grant programs that are often not addressed in the guidance. In the late 1990s (when grant guidance was produced in printed form), the guidance document for the National Telecommunication and Information Administration's Technology Opportunities Program was a glossy 16-page brochure. Cool – definitely! Comprehensive – not really!

WRITE IT OUT

In order to ensure that your requests for information are consistent across various media, write your question in your favorite word processing program and save it. Be sure to include:

- ❑ Your name and affiliation
- ❑ The person to whom you're sending the question
- ❑ The grant program the question pertains to
- ❑ Your question
- ❑ The place in the guidance you expected to find the answer

You can use this information in e-mails, phone calls, letters, and elsewhere if needed, until you get your answer.

HAVE AN ESCALATION PLAN

Start by using the communication methods that make it easiest for you to ask the question and for the funding contact to answer. A good escalation plan might include:

- 2 e-mails, separated by 2 days

Wait two days, then…

- 2 phone calls, separated by 2 days

Wait two days, then…

- a faxed letter

If you still don't get a response from the funder within two days after your faxed letter, contact your local Congressional Representative's office. Congressional staff will be more likely to have their calls returned and should be able to get you the information you need. Don't bother trying to escalate the issue to a manager in the agency. The manager will not have the program–specific information you need and is probably at least as busy as the person you're trying to reach.

KEEP IT FRIENDLY

There's no need to be terribly formal or adversarial in asking questions of grant managers, even if they seem to be ignoring you or responding in a curt or dismissive way. Moreover, the more formal context you add to your request, the more they will have to sift through to get at what you're asking. Remember that you're both trying to ensure your proposal is compliant with the program's requirements and gets added to the pool of applications competing for an award.

You may even find, once you've demonstrated that you are a serious grantseeker who asks relevant questions and uses the funder's time sparingly, that it gets progressively easier to get your questions answered and that the grant manager makes time to talk with you when you call, which makes everyone's lives easier.

Approaching a funder can be daunting, but a missing piece of information need not be the end of the road.

BACK FROM THE DEAD:
CMS ANNOUNCES $1 BILLION SECOND ROUND OF HEALTH CARE INNOVATION AWARDS

November 14, 2011: The Center for Medicare and Medicaid Services (CMS) announces $1 billion in funding for Health Care Innovation Challenge (HCIC), with a second round to take place in Spring 2012

June 2012: CMS cancels second round of Health Care Innovation Challenge

May 15, 2013: CMS announces $1 billion in funding available to be distributed through a second round of Health Care Innovation Awards (HCIA)

Author's Note: The reader is encouraged to read *"That's a Billion with 'B': The Health Care Innovation Challenge" (FUNDED,* December 2011) for background and contextual information on this funding opportunity. The article is available at http://www.grantsoffice.com/eFUNDED/tabid/867/EntryId/76/Thats-a-Billion-with-a-B-The-Health-Care-Innovation-Challenge.aspx

Henry A. Wallace once said, "The only certainty in this life is change," and while he was commenting on liberals, the axiom is probably the best descriptor available to characterize the grants landscape generally and the HCIC/HCIA program specifically. At this time in 2012, it was pretty clear that CMS was not thrilled with the process of, or response to, the Health Care Innovation Challenge, and it would ultimately be a one-and-done funding opportunity. However, if you were paying close attention during the first round, the messaging from CMS has been anything but consistent.

CMS has historically favored running their own demonstration projects rather than distributing funding through the mechanism of a grant. Of course, that is really where the problem begins. The opportunity is labeled a cooperative agreement, indicating that there will be integral involvement on the part of the funder in the development and implementation of various project components. CMS went out of its way to convince folks that since these projects were meant to demonstrate savings (budget neutral), it should not be considered grant funding. If it were a grant program, and CMS is relatively new to that distribution mechanism, then one would expect many bumps in the road and a difficult first round. If you are convinced it is budget neutral and more in the mold of a demonstration project, then it should fall into an area where CMS has built expertise over decades.

CMS went on to make over 100 awards in the first round, and noted that many of the funded projects were preventive in nature and would not generate savings during the initial grant period. This was true even though the guidance document attached to round one clearly indicated that projects unable to demonstrate savings in the 3-year project period would not be funded. At this point last year, CMS seemed to be pointing the finger at the applicants after reviewing over 2,000 applications and not seeing as much innovation as they had evidently anticipated. This historical account is critical to understanding the underlying reason we have seen the program return.

When you look at the changes CMS has made to the program for this second round (see chart below), it becomes clear that perhaps CMS did some self-reflection (pointed the finger at themselves) over the past year and learned some important lessons. Regardless of whether you want to use the term "grant" for the program or not, CMS seems to have realized that the distribution mechanism they are using for HCIA doesn't allow as much post-application control and direction as their traditional demonstration programs. In the first round, they erred on the side of being vague and open-ended, a well-intentioned approach considering they did not want to deter potential breakthrough innovations. Instead, they received a high volume of applications, many of which were seeking funds for relatively established models and routine projects.

In the first go around, they invited applications from everyone except states and state agencies. While they later provided clarification, CMS unintentionally discouraged health care providers tied to public univer-

sities and other state agencies from pursuing funding. This time, states and local governments are eligible, a change that may indeed lead to some truly innovative proposals.

While the objective is still to achieve the three-part aim of better health (status), better health care (delivery mechanisms) and reduced costs, CMS provides many more details for this round of funding. CMS defines four areas accompanied by priority populations, provider specialties and disease categories that will receive a preference in the review process. Furthermore, applicant must propose a design for new payment structures for every innovation in service delivery proposed in the application. Just as important as giving applicants some specifics as to the types of projects they are seeking, is the insight CMS provides as to what they will not consider under the program. For instance, they are not interested in projects that focus exclusively on acute inpatient hospital stays, regardless of whether the project is in line with the overall goals of the funding program.

In the end, CMS appears to have learned some lessons from the first round of HCIC and incorporated them into the second round. Given the apparent reflection and conscious improvement that has been devoted to this second round, potential applicants would be wise to heed the guidance CMS provides this time around. Less than 5% of the applications reviewed in the first round were funded. It goes without saying that CMS will only be funding the most innovative projects (particularly on the payment modeling side). While CMS may indicate "other models will be considered" following a discussion of their preferences for the second round, anyone that doesn't address their priority areas might as well be playing the lottery.

See Chart , Health Care Innovation Awards - Highlighting Changes/Insight CMS has Offered for Round 2

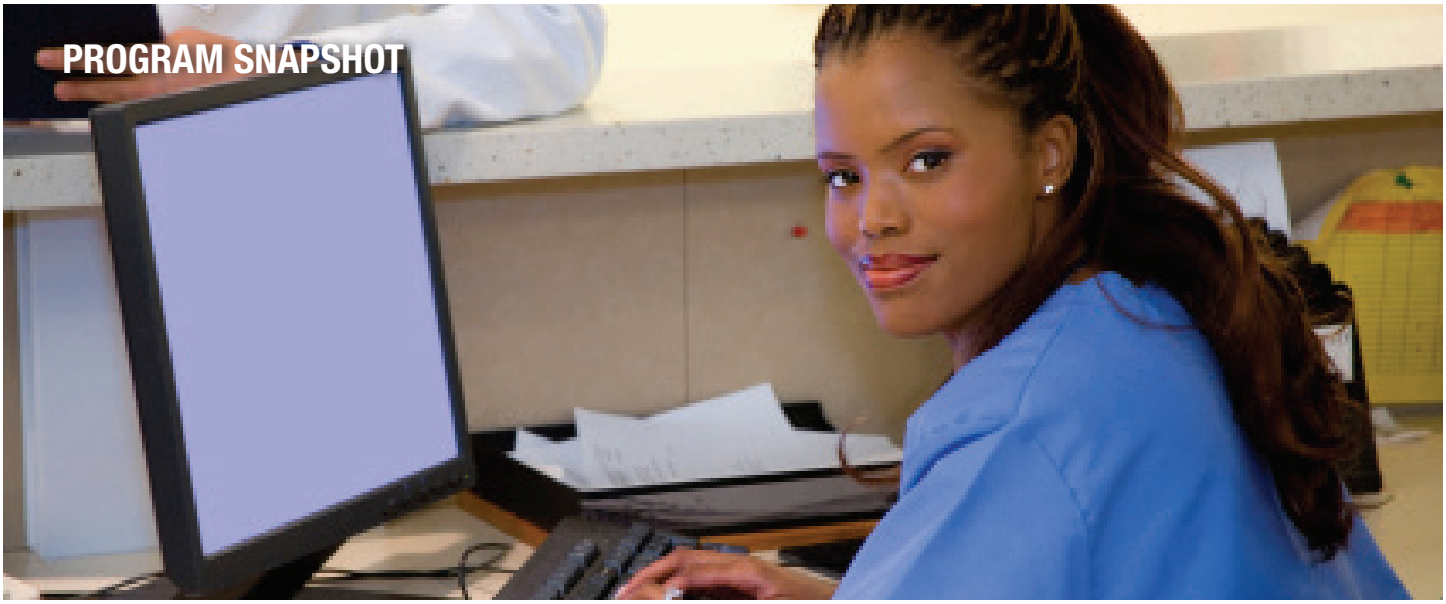
*Within each "Innovation Category", CMS indicates a set of target priority populations, providers, or disease categories that will receive a preference in the application process.

Health and Human Services Secretary Kathleen Sebelius announces the Health Care Innovation Challenge, a Challenge to collect new ideas to deliver better health, improved care and lower costs. The program has been reintroduced for 2013 as the Health Care Innovation Awards.

CHART 1: Health Care Innovation Awards - Highlighting Changes/Insight CMS has Offered for Round 2

FIRST ROUND	SECOND ROUND
Must address innovations for publicly-insured populations, including Medicare, Medicaid and Child Health Insurance Program (CHIP), but applicants could address other types of insured individuals as well.	• Projects must focus on Medicare, Medicaid and CHIP populations exclusively (collectively referred to as MMCHIP). A particular focus this time around on Medicaid and CHIP
States/State Agencies were ineligible	• Eligibility is wide-open
Consider any projects that meet the three-part aim of better health, better health care and reduced costs	• Models that focus exclusively on acute hospital inpatient care will not be considered • Projects must fit into one of four "Innovation Categories"* 1. Models that reduce costs for MMCHIP populations in outpatient and/or post-acute settings 2. Models that improve care for populations with specialized needs 3. Models that test approaches for specific types of providers to transform their financial/clinical models 4. Models that improve the health of populations - which can be defined geographically, clinically, or by socioeconomic class - through activities focused on engaging beneficiaries, prevention, wellness, and comprehensive care that extends beyond clinical service delivery setting
Applicants must propose innovations in service delivery and/or payment models	• CMS specifically seeks new payment models to support the service delivery models funded by the initiative. Applicants are required to submit the payment model design with the application • Preference for payment models that include other payers (public/private) besides MMCHIP • They are not interested in exploring models they currently are exploring through other programs or extensions of fee-for-service payment models
Models must demonstrate savings to CMS by the end of the 3-year project period	• Applicants required to submit financial plan documenting return on investment to MMCHIP payers • Applicants requesting $10 million or more in funding must obtain and submit an external actuarial certification of their financial plan with the applications.

*Within each "Innovation Category", CMS indicates a set of target priority populations, providers, or disease categories that will receive a preference in the application process.



HEALTH CARE INNOVATION AWARDS

SUMMARY: This is the second round of an initiative that will fund applicants who propose new payment and service delivery models that will provide better health, better health care, and lower costs through improved quality for Medicare, Medicaid, and Children's Health Insurance Program (CHIP) enrollees. Successful applicants will demonstrate that they can implement a model that improves quality of care and reduces cost within the first six months of the award and delivers net savings to CMS within three years.

The second round of the Health Care Innovation Awards will support public and private organizations in four defined areas that have a high likelihood of driving health care system transformation and delivering better outcomes. Specifically, in this second round, CMS is seeking proposals in the following categories:

- Models that are designed to rapidly reduce Medicare, Medicaid, and/or CHIP costs in outpatient and/or post-acute settings.
- Models that improve care for populations with specialized needs.
- Models that test approaches for specific types of providers to transform their financial and clinical models.
- Models that improve the health of populations – defined geographically (health of a community), clinically (health of those with specific diseases), or by socioeconomic class – through activities focused on engaging beneficiaries, prevention (for example, a diabetes prevention program or a hypertension prevention program), wellness, and comprehensive care that extend beyond the clinical service delivery setting.

In this round, CMS specifically seeks new payment models to support the service delivery models funded by this initiative. All applicants must submit, as part of their application, the design of a payment model that is consistent with the new service delivery model that they propose.

DEADLINE: Mandatory, non-binding letters of intent may be submitted by June 28, 2013 by 3:00 PM EDT. The application deadline is August 15, 2013 3:00 PM EDT.

AWARD AMOUNTS: CMS estimates that there will be approximately 100 awards, with a range of approximately $1 million to $30 million per award.

FOR MORE INFORMATION: http://innovation.cms.gov/initiatives/Health-Care-Innovation-Awards/Round-2.html

SAM REGISTRATION- EASIER SAID THAN DONE

By Dan Casion

The US Government's System for Award Management (SAM) is a system that combines the functions of the Central Contractor Registry (CCR), Federal Agency Registration (FedReg) Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS). There's little doubt that the merging of these systems will streamline functionality, combat overlap, and ultimately save money. While these efficiencies are welcome outcomes of the implementation of SAM, the process of getting registered in SAM can be confusing and highly frustrating. The confounding aspects of SAM registration may lead one may posit the question: "Why would my organization even need to be registered in SAM?" Simply put, if your organization is looking to apply for Federal grants and/or other Federal assistance, you have to be registered in SAM.

Let's take a closer look at the process and some of the potential pitfalls. The first step in the process is to create your SAM account. Here are the steps:

1. Go to https://sam.gov
2. Click on Create an Account
3. Choose Individual account
4. Provide the requested information and submit
5. Receive the email from "notifications" and click through the sam.gov link to validate your account
6. Log in at https://sam.gov with the username and
   password you created

Seems easy enough, but this is just the first part. Many folks believe that once they've logged in with their SAM username and password per the instructions in step 6 they are all set, but they've only created the account, they haven't fully registered with SAM. Failure to see SAM registration through in its entirety will result in your organization not being able to submit federal grants.

So what else do you need to do?

Here's a step by step process to follow, once you've completed the account creation steps noted above:

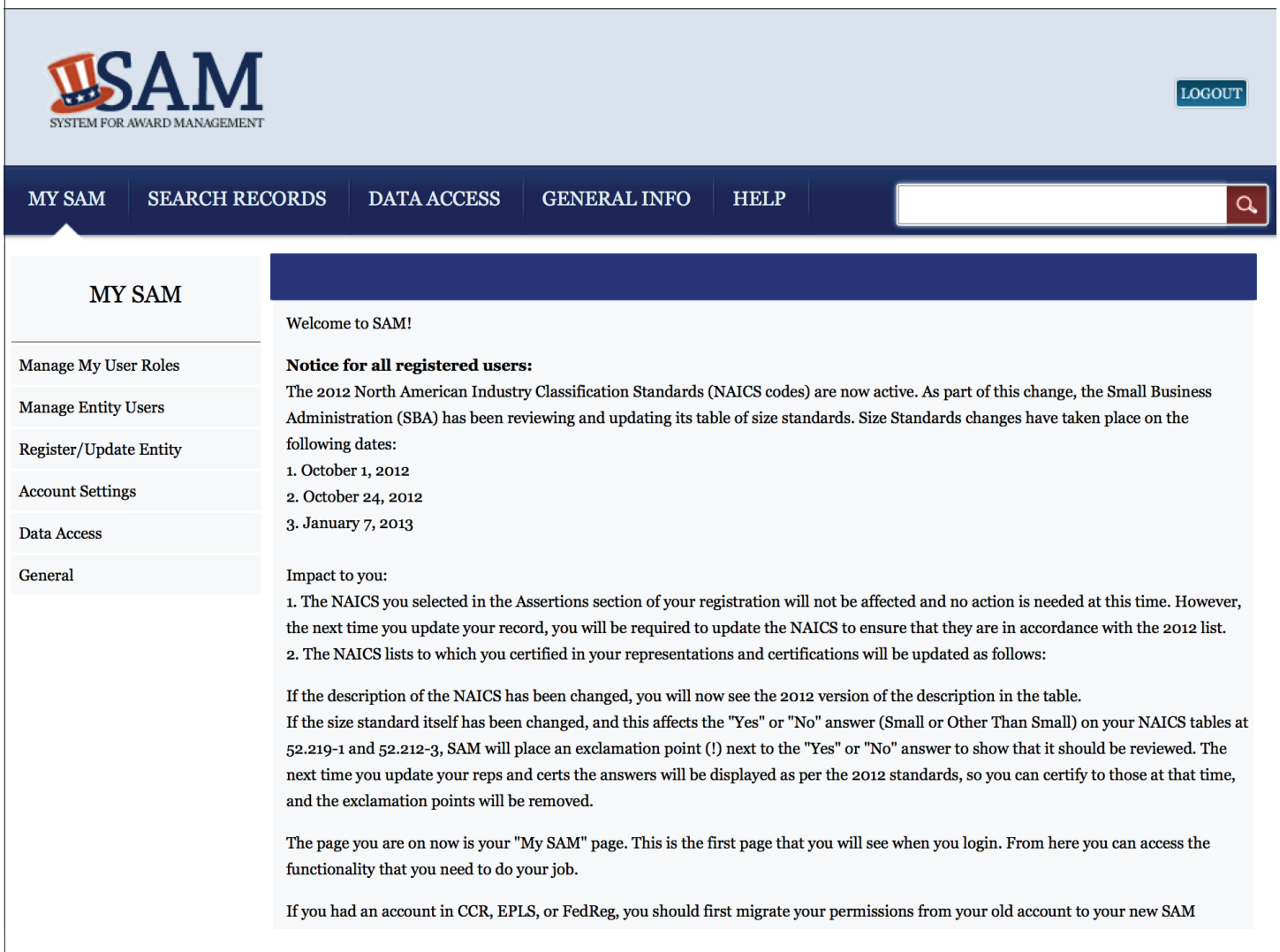
1. Click "Register New Entity" under "Register/ Update Entity" on your "My SAM" page
2. Select your type of Entity
3. Select "No" to "Do you wish to bid on contracts?" Unless you also plan to bid on contracts, of course!
4. Select "Yes" to "Do you want to be eligible for grants
   and other federal assistance?"
5. Complete "Core Data," which consists of:
   a. Validating your DUNS information
   b. Entering your Business Information (TIN, etc.)
   c. Entering your CAGE code if you have one. If not, one will be assigned to you after your registration is completed.
   d. Entering your General Information (business types, organization structure, etc)
   e. Financial Information (Electronic Funds Transfer
      (EFT) Information)
   f. Executive Compensation
   g. Proceedings Details

6. Complete "Points of Contact"

7. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

I would strongly recommend that you give your organization at least two weeks to accomplish account creation and registration to ensure that you'll have enough time to address any issues that could arise during the process. If for any reason you feel that you are not fully registered or are having problems at any point the SAM you can contact the SAM Help Desk at www.fsd.org or by phone at 866-606-8220. The SAM website (www.sam.gov) is full of FAQs, video tutorials, and other useful documents. One quick pointer: some operators at the Help Desk are more in-tune and helpful than others. If you're connected to an operator who's "less than helpful," I would suggest politely excusing yourself from the call and calling back in a few moments. Hopefully then you'll be put in touch with a more responsive representative.

If you take your time, carefully follow the instructions provided on the SAM website, leave nothing to chance, and most importantly follow the process through to the end you and your organization will be in good shape to move forward with your federal grant submissions.



The new System for Award Management replaces three formerly separate systems, but SAM registration can be tricky. Creating an account is only the first step of many you must complete before you can apply for a federal grant.

Dan Casion, Grants Office's Manager of Grants Development and Administration, recommends giving your organization at least two weeks for account creation and registration.

EVENTS

GRANTS OFFICE

UPCOMING WEBCAST EVENTS

- Keeping up with the 2013 Distance Learning and Telemedicine Grants - Sponsored by Cisco
  June 11, 2013 at 2:00PM ET
  Register at www.schoolitgrants.info/Webcasts.aspx

- Taking Law Enforcement and Corrections to the Next Level – Sponsored by IBM
  June 20, 2013 at 2:00 PM ET
  Register at www.homelandsecuritygrants.info/Webcasts.aspx

- Funding School Based Health Centers—Sponsored by Cisco
  July 23, 2013 at 2:00PM ET
  Register at www.healthitgrants.info/Webcasts.aspx

RECENT WEBCAST RECORDINGS

- Funding Public Health and Prevention Efforts—Sponsored by Cisco
  Recorded May 21, 2013

- Funding for Healthcare Preparedness Initiatives—Sponsored by Cisco
  Recorded April 9, 2013

- Getting the Most out of Your 2013 AFG Application—Sponsored by Cisco
  Recorded March 12, 2013

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