

# 2023 Annual Grant Workshop

Office of Congressman Adam Smith  
November 30, 2023



# Agenda

- Opening Remarks
- Constituent Services Presentation
- Federal Grants Overview
- Federal Agencies Panel
- Washington State Department of Commerce
- Nonprofit Resources
- Closing



# Opening Remarks

Congressman Adam Smith



# Constituent Services Presentation

Keelyn Bessmer, Constituent Services Representative



# Federal Grants Overview

Jena Yang, Grants Director



# Federal Grants 101

The Office of Congressman Adam Smith  
Jena Yang, Grants Director



# What is Grant?

A grant is one of the government's tools for funding ideas and projects to provide public services and stimulating the economy

# WA State Facts

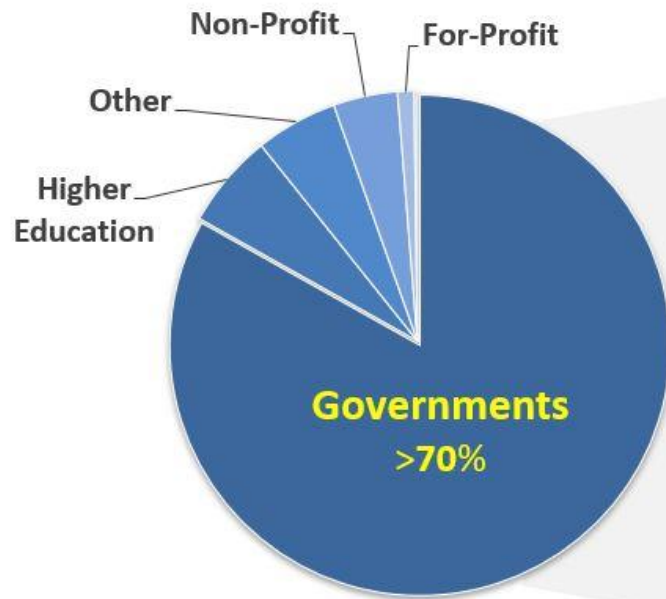
- For FY2023, Washington state obtained total \$83.4B
  - Direct Payments: \$42.6 B
  - Grants: \$29 B
- For WA-09
  - Grants: \$488.73M
- Top awarding agencies:
  - Department of Health and Human Services (HHS): \$21.03B
  - Department of Transportation (DOT): \$2.36B
  - Department of Homeland Security (DHS): \$1.23B
  - Department of Education (ED): \$1.06B





# Who is Eligible to Apply for Federal Grants?

- Govern
- Educat
- Public I
- Nonpro
- Busines
- Individu



Most federal grant \$\$\$ goes to **state or local governments** (as formula grants)

# Types of Grants: Formula Grants

- Funds allocated to states and territories by formula based on *quantifiable variables*
  - Ex: for education formula grants, x dollars per public school pupil
- States and territories administer funds, including **large block grants**, which can be **sub-awarded**



Federal Government Agency

**PRIMARY RECIPIENT**



States, local  
governments,  
some nonprofits

local governments, nonprofits

small business, other

Sub-Grant

Sub-Grant

Contract

Local agencies, nonprofits, small business

Contract

Grant

Contract

Sub-Grant

Sub

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# Type of Grants: Competitive Grants

- Grants for specific objectives and projects
- These grants are awarded **directly** from federal agencies.
- State, local governments, and nonprofits may be eligible.
- Very competitive

# Bipartisan Infrastructure Law (BIL)

- Also known as Infrastructure Investment and Jobs Act (IIJA)
- The BIL was signed into law on November 15, 2021 by President Biden.
- Largest ever federal investments in broadband, transportation, clean energy, environment, and infrastructure.
- Dispersed through several mechanisms including formula funds, competitive grants, and tax credits.



# Inflation Reduction Act (IRA)

- The IRA was signed into law on August 16, 2022 by President Biden.
- The IRA provides federal funding for investments in clean energy, climate, supply chain, and more.
- Commits to equity, environmental justice, and working families in clean energy and climate programs

# CHIPS and Science Act of 2022

- On August 9, 2022, President Biden signed the CHIPS and Science Act.
- Invests \$53 billion in America's semiconductor industry, strengthens supply chains, enhances domestic research and development (R&D) capabilities, and bolsters national security.
- Department of Commerce is responsible for carrying out key programs.





- FA** • Monitor project activities
- Review reporting requirements

- GR** • Submit quarterly and annual performance and financial reports for primary and sub recipients to federal agency

*Subgrants and subcontracts awarded*

- FA** • Issue award notices
- Enter into grant agreements with primary grant recipient
- GR** • Receive notice of award and complete required environmental and historic preservation reviews
- Sign grant agreement

*Grant award period expires*

GRANT PROGRAM  
ADMINISTRATION

POST-AWARD AUDIT

Perspectives

- FA** Federal Agency
- GR** Grant Recipient

GRANT AWARD

PRE-AWARD

- FA** • Reconcile closeout documentation

- GR** • Submit program performance and financial reports

**END** *Grant closeout*

**START** *Congress appropriates funds to grant program  
Grant seekers find funding on grants.gov or cfda.gov*

- FA** • Calculate formulas and/or establish review panels
- Publish notice of funds available

- GR** • Review notice of funds available
- Develop and submit grant application



# HOW TO APPLY FOR GRANTS

## How to Apply for Grants: Getting Started



### Learn

Go to the Grants Learning Center for an overview of grants.



### Check

Make sure you are eligible before applying.



### Search

Find federal grants that align with your work.



### Register

Sign up with Grants.gov to apply using Workspace.



### Apply

Complete and submit your application using Workspace.



### Track

Enter your Grants.gov tracking number(s) for submission status.



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# How Do I Register?

- Organizations must register with SAM.gov and Grants.gov.
- Get your Unique Entity Identifier (UEI) at the System for Award Management (SAM.gov).
  - A Unique Entity Identifier (UEI) is a unique number assigned to all entities who register to do business with the federal government.
- Designate Ebiz POC
- After Ebiz POC receive the UEI, create Grants.gov account.
- You can use one Grants.gov Account to apply for several organizations.

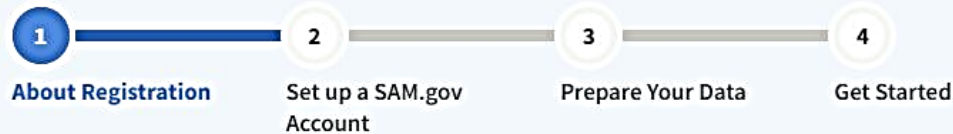
## Get Started with Registration and the Unique Entity ID

Submitting a registration and getting a Unique Entity ID are FREE.

[Entity Information Home](#)

### Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



#### 1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#).

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique Entity ID**.

### Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)
[Renew Entity](#)
[✓ Check Entity Status](#)

### Already Registered?

You must renew your registration every 365 days to keep it active. You can make updates to your registration anytime or during renewal. If you're already registered, you already have a Unique Entity ID.

## REGISTER



Please enter your information below to create a new Grants.gov account.

- Required fields are denoted with an asterisk (\*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password is not subject to these restrictions).
- Username cannot resemble UEI. 12 character usernames must contain a special character.
- **Password requirements:** Your password must contain at least eight characters including: at least one uppercase letter (A-Z); at least one lowercase letter (a-z); at least one number (0-9); and at least one special character (e.g. ! @ # \$ % ^ & \*). Your password must not contain dictionary words, names, or your Username.
- If Mobile Phone Number is provided, it must be a US number and it can be used to reset forgotten password.

### Contact Information:

\*First Name:

Middle Initial:

\*Last Name:

\*Email Address:

\*Primary Phone Number:

Mobile Phone Number (US Only):

*(Can be used to reset forgotten password)*

Confirm Mobile Phone Number:

### Grants.gov Account Details:

*(Create a new username and password for your Grants.gov account.)*

\*Username:

\*Password:

*(Case Sensitive)*

\*Confirm Password:

*(Case Sensitive)*

### Communications:

Subscribe:




GRANTS.GOV ALERTS

Yes I want to receive email messages containing time-sensitive information about Grants.gov changes



# Where Do I Search for Grants?



Help | Register | Login

Home | Learn Grants | **Search Grants** | Applicants | Grantors | System-To-System | Forms | Connect | Support

## SEARCH GRANTS

[?](#)[Search Tips](#)

**BASIC SEARCH CRITERIA:**

Keyword(s):

Opportunity Number:

CFDA:

Search

**OPPORTUNITY STATUS:**

☒ Forecasted (564)

☒ Posted (1,983)

☐ Closed (6,503)

☐ Archived (66,116)

**FUNDING INSTRUMENT TYPE:**

☒ All Funding Instruments

SORT BY:

Posted Date (Descending)

Update Sort


DATE RANGE:

All Available

Update Date Range

12 | 2 | 3 | 4 | ... | 128 | Next

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
<a href="#">RFI-621-24-HO-00002</a>	USAID Usalama wa Afya Duniani Activity	USAID-TAN	Forecasted	11/20/2023	
<a href="#">BKK-2024-NOFO-01</a>	U.S. Embassy Bangkok FY24 Notice of Funding Opportunity	DOS-THA	Posted	11/20/2023	07/03/2024
<a href="#">72027824RFI00001</a>	Syria RFI/SSN: Economic Enabling Environment in Non-Regime Areas in Syria	USAID-JOR	Forecasted	11/20/2023	
<a href="#">PAS-MOROCCO-FY24-01</a>	2024 U.S. Ambassadors Fund for Cultural Preservation (AFCP)	DOS-MAR	Posted	11/20/2023	12/20/2023
<a href="#">P24AS00505</a>	FY2024 NAGPRA Consultation/Documentation Grants	DOI-NPS	Posted	11/20/2023	03/08/2024
<a href="#">NNH23ZDA001N-NISAR</a>	ROSES 2023: A.27 NASA-ISRO Synthetic Aperture Radar (NISAR) Mission Operations Science Team	NASA-HQ	Posted	11/20/2023	02/21/2024
<a href="#">PAR-24-065</a>	NHLBI Program Project Applications (P01 Clinical Trials Optional)	HHS-NIH11	Posted	11/20/2023	09/25/2026



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## VIEW GRANT OPPORTUNITY

USDA-NIFA-HSI-010310

Hispanic-Serving Institutions Education Grants Program

Department of Agriculture

National Institute of Food and Agriculture

[Apply](#)

[SYNOPSIS](#)

[VERSION HISTORY](#)

[RELATED DOCUMENTS](#)

[PACKAGE](#)

### General Information

<b>Document Type:</b>	Grants Notice	<b>Version:</b>	Synopsis 1
<b>Funding Opportunity Number:</b>	USDA-NIFA-HSI-010310	<b>Posted Date:</b>	Nov 20, 2023
<b>Funding Opportunity Title:</b>	Hispanic-Serving Institutions Education Grants Program	<b>Last Updated Date:</b>	Nov 20, 2023
<b>Opportunity Category:</b>	Discretionary	<b>Original Closing Date for Applications:</b>	Feb 08, 2024
<b>Opportunity Category:</b>		<b>Current Closing Date for Applications:</b>	Feb 08, 2024
		<b>Archive Date:</b>	Mar 09, 2024

# What is Workspace?

- Grants.gov Workspace is the standard way for organizations or individuals to apply for federal grants in Grants.gov.
- The forms can be filled out online or offline but changes to form data will only be captured once the PDF form is uploaded.
- Anyone with the Workspace Manager role can create a workspace.
- Only users with the Standard Authorized Organization Representative (AOR) role who are added as a Workspace Participant may submit the application.



## WORKSPACE OVERVIEW

### Get Started on Your Workspace Application

Workspace is the standard way for organizations or individuals to apply for federal grants in Grants.gov. Workspace allows a grant team to simultaneously access and edit different forms within an application. Plus, the forms can be filled out online or offline — your choice.

Grants.gov Workspace also allows applicants and organizations to choose which approach to use for their application workflow. Here are three approaches that applicants can take when completing a Workspace application:

#### Basic

- + Best for organizations with 1-2 registered Grants.gov users
- + Application forms are downloaded and emailed to collaborators before being uploaded back to the workspace

[Learn more](#)

#### Intermediate

- + Best for organizations with 3-5 registered Grants.gov users
- + Applicant teams are typically comprised of an AOR who submits, as well as a Workspace Owner who oversees form completion

[Learn more](#)

#### Advanced

- + Best for organizations with external Grants.gov users, such as consultants
- + Workspace Owner manages form access
- + Workspace Owner adds subforms

[Learn more](#)

### Using Custom Roles in Workspace

Organizations are also able to create custom roles and assign these roles to the users affiliated with their organization.

#### • GRANT APPLICATIONS

- [How to Apply for Grants](#)
- [Track My Application](#)

#### • APPLICANT RESOURCES

- **[Workspace Overview](#)**
  - [Workspace Basic](#)
  - [Workspace Intermediate](#)
  - [Workspace Advanced](#)
  - [Workspace Process](#)
  - [Workspace Roles](#)
  - [Custom Roles](#)
- [Applicant Eligibility](#)
- [Applicant Registration](#)
- [Applicant Training](#)
- [Applicant FAQs](#)
- [Adobe Software Compatibility](#)
- [Submitting UTF-8 Special Characters](#)
- [Encountering Error Messages](#)



# After Submission

- Make sure you receive an on-screen confirmation receipt (screen shot if you must)
- Document the name and CFDA# of grant program
- Your Date/time stamp = official time of submission
- You will also receive email confirmation
- Submission confirmation messages:
  - *Application received*
  - *Verifying receipts of your email and submission*
  - *Rejection due to errors*
  - *Agency received your application*
  - Other follow-up messages from agencies



**Grants Learning Center**

[Grants 101](#)

[Grant Policies](#)

[Grant Eligibility](#)

[Grant Terminology](#)

[Grant-Making Agencies](#)

[Grant Systems](#)

[Grant Programs](#)

[Grant Careers](#)

[Grant Reporting](#)

[Grant Fraud](#)



## GRANTS 101

- **[Grants 101](#)**

- [The Grant Lifecycle](#)

### A Short Summary of Federal Grants

What is a grant? A grant is a way the government funds your ideas and projects to provide public services and stimulate the economy. Grants support critical recovery initiatives, innovative research, and many other programs listed in the Catalog of Federal Domestic Assistance (CFDA).

A grant is one of many different forms of federal financial assistance. [Federal financial assistance](#) is a broad term

### Grant Lifecycle

[Pre-Award Phase](#)

Funding Opportunity Announcement & Application

Review



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# Connect with Grants.gov

Applicant Support Center available 24/7 (closed on Federal holidays)

[support@grants.gov](mailto:support@grants.gov) | 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)



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Email Newsletter & Alerts:  
[Community@grants.gov](mailto:Community@grants.gov)



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# JustGrants



JustGrants is the new grants management system for COPS, OJP, and OVW.



Improved access to  
and accuracy of data



Reduced need for  
manual data entry



Efficient and  
automated workflows



Enterprise-wide  
access to data



Access to online forms  
with built-in data  
validation



Streamlined end-to-  
end processes

# Entity Management

Two Systems



1

DIAMD ensures that only authorized users designated by the Entity Administrator can access entity information in JustGrants.

Each entity can have only one Entity Administrator.

Only the Entity Administrator can make changes in DIAMD.

The Entity Administrator uses DIAMD to invite new entity users and add and remove roles as needed.

Once the Entity Administrator invites new entity users, DIAMD sends an e-mail to users with instructions to register and log in to JustGrants.

# Entity Management

Two DOJ Systems



2

JustGrants is where entity users complete DOJ grant-related activities.

Entity Administrators will assign entity users to specific applications and awards within JustGrants.

Once an entity user is assigned to an application or award, they will receive assignments and take actions associated with their role.



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# Automated Standard Application for Payments (ASAP)



ASAP is an electronic system provided by the Department of the Treasury that federal agencies use to quickly and securely transfer money to recipient organizations.



Used by many federal agencies



Able to request and receive funds online



Self-service grantee banking



Able to return funds online



Payments on same or next business day



Access to live customer support



# JustGrants FAQ

1. What do I do if my SAM.gov registration status is expired or newly activated?
2. My E-Biz POC did not receive a DOJ/DIAMD e-mail invitation.
3. My E-Biz POC already associated with an existing entity in JustGrants.
4. Could I assign an alternate E-Biz POC for onboarding?





# Training Overview

The Department of Justice (DOJ) has made a collection of training resources available for JustGrants users. Training materials include self-guided eLearning videos, which are supplemented by job aid reference guides, checklists, and infographics. These resources will help users learn to navigate the system effectively and complete various essential grants management tasks.

As a supplement to the self-guided training materials, the JustGrants team offers additional opportunities through Virtual Q&A sessions for award recipients to receive real-time technical assistance and support on JustGrants system functionality.

- Visit the [Virtual Q&A Sessions](#) page for more information.

Please contact the [JustGrants Training team](#) with any questions about the training content.

**If you have trouble accessing the trainings or you need technical assistance with your JustGrants account, please contact [JustGrants User Support](#).**



Email  
[askjusticegrants@usdoj.gov](mailto:askjusticegrants@usdoj.gov)  
with questions or feedback



Check out the website  
[www.justicegrants.usdoj.gov](http://www.justicegrants.usdoj.gov)



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# Tips

- Register and submit early
- Thoroughly read and follow all the instructions provided by the agency
- Include sufficient program and budget details
- Recommend completing the optional forms in the application
- Make sure your computer is compatible with Grants.gov programs
- Use correct UEI



# Office's Grant Services

- Help finding grants for specific projects
- Questions during the application process
- Contact Federal Agencies on organization's behalf
- Grant Workshops
- Annual Procurement Workshop
- Quarterly Grant Newsletter

# Letter of Support Request

- Encourage federal agency to give full and fair consideration to the grant application
- Materials Required:
  - Completed online “Letter of Support” application
  - Letter draft
  - Name of the Grants Officer within the granting agency

# Grant Resources

- [Office of Congressman Adam Smith's Grant Services](#)
- [Office of Congressman Adam Smith's BIL Resources](#)
- [Grants.Gov](#)
- [Technical Assistance from the White House](#)
- [IRA Guidebook from the White House](#)
- [Resources for Rural](#)
- [Resources for Tribal](#)
- [Additional Resources from the White House](#)
- [Updated List of Funding Opportunities](#)
- [CHIPS and Science Act Information](#)



# Contact Information:

Jena.yang@mail.house.gov

<https://adamsmith.house.gov/grant-information>

425-793-5180



# Q&A





# Federal Agencies Panel



# U.S. Department of Justice

Erica Lacy, Outreach Specialist, Office on Violence Against Women



# U.S. Environmental Protection Agency

Derrick Terada, Environmental Justice Senior Advisor

Kat Compton, Region 10 Climate Coordinator



# U.S. Department of Health & Human Services

Priya Helweg, Deputy Regional Director

Mackenzie Komeshak, Public Affairs Specialist

Louise Ryan, Regional Administrator, Administration for Community Living

Gloria Laryea, Public Health Analyst, Health Resources and Services Administration

Lois Gillmore, Deputy Regional Director, Substance Abuse Mental Health Services Administration



# Q&A



# Washington State Department of Commerce

Louis Harris, Community Engagement Specialist



# Q&A





# Nonprofit Resources

Bonnie Hilory, Co-President of Puget Sound Grant Writers Association and Managing Principal of Nonprofit Accelerator LLC.

Laura Pierce, Executive Director of Nonprofit Association of Washington



# Q&A



# Thank You

