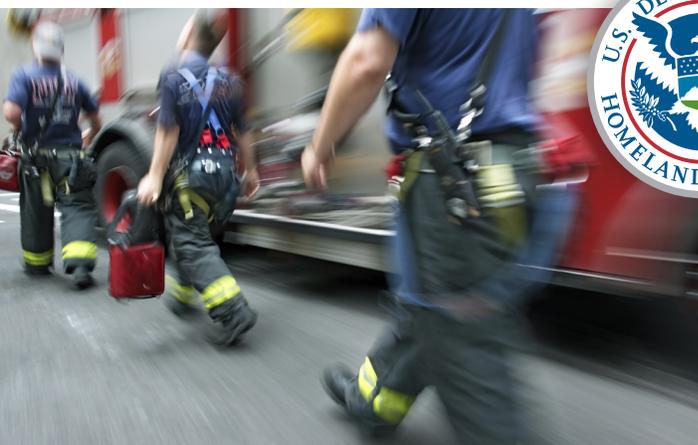


Assistance to Firefighters Grant Program (AFG)



FEMA

SAM.gov Get Ready Guide

As you prepare your FY 2014 applications for the AFG, SAFER and FP&S grant programs, keep in mind that your organization **must** be registered and active in SAM.gov before you can submit an application. This guide will help you prepare now and have all of the information ready prior to the application period.

The System for Award Management (SAM) is a Federal Government owned and operated free Web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. SAM is required per 2 C.F.R. § 25.205. It says, quite simply, that FEMA may not make an award to an entity until that entity has complied with the requirements to provide a valid DUNS number and maintain an active SAM registration with current information.

Please ensure the following items are current in SAM and the DUNS number used in SAM is the same one you use for all FEMA applications:

- Organization's name
- Address
- DUNS number
- EIN
- Banking information (type of account (checking or saving), routing number, and account number)

For existing AFG, SAFER and Fire Prevention awards, FEMA will not process any payment request or consider any amendments until the grantee has complied with the requirements to provide a valid DUNS number and has an active SAM registration. Your registration information in SAM **must** match all of the application information you provide in your grant applications.

What do I need to do?

In order to prepare for the upcoming application periods, find the Duns number your organization plans to use for the application period. Visit www.sam.gov and do a search using the Duns number. If no results are found,

ensure you register your entity **prior** to the start of the application periods. This process may take several weeks, so start now!

If your entity does come up when you search with your Duns number, take that information and enter it into the worksheet on the next page. Please make sure the information matches exactly. This should include all of the items listed above: organization name, address, DUNS number, EIN, and banking information.

Having Trouble with SAM?

There are several ways to get help with SAM:

- Submit a Question to the Federal Service Help Desk managed by the General Services Administration (GSA). Tell them the issues you have and how they can contact you.
- Use self-service by searching the Answer Center.
- Call (866) 606-8220 (toll-free) to speak with a representative.
- SAM Quick Start Guide For New Grantee Registration and SAM Video Tutorial for New Applicants are tools created by the GSA to assist those registering with the SAM. If you have questions or concerns about your SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov>.

NOTE:

AFG will accept the organization's name registered with SAM.Gov as the legal name of the organization for AFG application and award purposes.



SAM.GOV (SYSTEM FOR AWARD MANAGEMENT) *All information entered below must match the information contained in your current SAM.gov registration.

What is the legal name of your entity as it appears in SAM.GOV?

Note: This information must match your SAM.GOV profile if your organization is using the DUNS number of your entity.

What is the legal business address of your entity as it appears in SAM.GOV?

Note: This information must match your SAM.GOV profile if your organization is using the DUNS number of your entity.

Mailing Address 1

Mailing Address 2

City

State

Zip (e.g. 12345-6789) Need help for ZIP+4?

Employer Identification Number (e.g. 12-3456789)

Note: This information must match your SAM.GOV profile.

What is your 9 digit DUNS number?

Call 1-866-705-5711 to get a DUNS

If you were issued a 4 digit number (DUNS plus 4) by your entity in addition to your 9 digit number please enter it here.

Note: This is only required if you are using your Entity's DUNS number and have a separate bank account from your entity.

Is your DUNS Number registered in SAM.GOV

- Yes
 No

BANK ACCOUNT INFORMATION | NOTE: The following banking information must match your SAM.GOV profile.

The bank account being used is: (Please select one below)

- Maintained by my organization separately from my entity**
Note: If this is selected, a 4 digit DUNS plus 4 is required if you answered "Yes" to using the DUNS number of your entity.
 Maintained by my entity

Type of bank account

- Checking** **Savings**

Bank routing number - 9 digit number on the bottom left hand corner of your check (numbers only, no dashes)

Your account number (numbers only, no dashes)