

## **APPA IIJA Funding Preparation Checklist**

- Find, Register, or Renew Your Unique Entity ID (UEI) and Register with [Sam.gov](https://sam.gov)
  - The System for Award Management (SAM) is a government-wide portal for the systems used by the federal government in providing financial assistance, including grants and cooperative agreements.
  - An UEI is the official identifier of your organization for conducting business with the federal government. Entities registering in Sam.gov will be assigned a UEI, but your organization may already have one.
  - *Note: UEIs officially replaced DUN numbers as of April 4, 2022.*
  - *Registering in SAM and obtaining a UEI can take several weeks.*
  
- Register for [Grants.Gov](https://grants.gov)
  - Grants.gov can be used to locate, track, and apply for federal grants.
    - From the "Connect" tab you can add or manage subscriptions to newsletters, including signing up to receive email alerts for specific terms (i.e., "Smart Grid"), agencies (i.e., DOE), or all new federal grant opportunities.
    - You can also "Subscribe" to a specific funding opportunity to receive notifications if changes are made to a certain grant opportunity.
    - Anyone can register for an account at Grants.gov, however, to apply for a grant on behalf of your organization you'll need to have your UEI.
  - Familiarize yourself with the federal grants process in the [Grants Learning Center](#).
  
- Build Your Team
  - Once you know which grants you are most interested in, assess your internal resources. Do you have the technical expertise to put together a grant-worthy project? Who will write the grant application? Who will

calculate the estimated project costs? If you receive a grant, who will manage the project and ensure you are complying with all rules and regulations and providing any required status updates or reports on time?

- You may determine that you need external help with some or all aspects of the grant application or management process. Consider reaching out to your state or regional association, Joint Action Agency, or APPA for suggestions of vendors who may be able to help.
  - Resumes for internal staff who will work on a grant-funded project may be required as part of your application. Ask relevant staff to ensure their resumes are up to date and on file.
- **Connect with Decisionmakers**
    - Express your organization's interest in a specific IIJA program, provide an overview of your planned projects, or inquire about any available technical assistance. Connect with relevant decisionmakers early.
    - Even before a notice of funding opportunity (NOFO) is announced, implementing agencies may be able to answer some questions, ensure you are signed up for relevant agency newsletter or grant postings, or provide point of contact for a specific IIJA program.
    - Consider connecting with your [state energy office](#) and state department of transportation. Several Governors have also appointed a state infrastructure coordinator to manage IIJA funds that will flow directly to the states.
    - More details, including relevant websites and points of contact, for receiving technical assistance from federal agencies can be found [here](#).