



## Federal Grant Preparation Checklist

# National Association of Home Builders (NAHB)

2024

## Grant Preparation Checklist (Federal Grants)

	Item/Document
	<p><b>Required Federal Grant Registrations (To apply for and submit a federal grant)</b> In order to apply for a federal grant, an organization must first register online using the organization's DUNS &amp; EIN identifications. If those are known, the next step is to register for SAMS, which is the system used to manage a federal grant award. <i>*Note: It may take up to 3 weeks to receive a SAMS ID, so early registration is important.</i> Below are links to the websites to register.</p>
	<p><b>Registration Steps (See also Grants Registration Resource Document)</b></p> <ol style="list-style-type: none"> <li>1. Have your <a href="#">DUNS</a> &amp; <a href="#">EIN</a> numbers at hand as a reference</li> <li>2. Register for <a href="#">SAMS</a></li> <li>3. Register on <a href="#">Grants.gov</a> (<i>*Note, an AOR--Authorized Organization Representative--will need to be designated. This person has the authority to submit a federal grant on behalf of the organization. More than one person can be registered as an AOR.</i>)</li> <li>4. <a href="#">eRA Commons</a> (<i>*Note: This registration is required for all Substance Abuse and Mental Health Services Administration grants</i>)</li> </ol>
	<p><b>Organization Documents</b> Below is a checklist of common documents that are often required as attachments to a federal grant application.</p>
	<ul style="list-style-type: none"> <li>▪ Organizational Chart-organization</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Organizational Chart (program/project specific)</li> </ul>
	<ul style="list-style-type: none"> <li>▪ 501c3 IRS letter (<i>if applicable</i>)</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Indirect Cost Rate letter from federal agency (<i>if applicable</i>)</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Annual operating budget (Current and previous year)</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Biosketches/CVs/Resumes for organization and program personnel</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Organization historical data/background</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Financial/accounting capability (software or accounting practice that allows clear separation of operating expenditures vs. federal grant) and ability to track programmatic outcomes.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Copy of recent financial audit</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Organization recognition (awards, industry, or national recognition) <i>*Note: Not required but very helpful in noting organization's expertise, history in specified area of work that can be used in the narrative section of a federal grant proposal.</i></li> </ul>
	<p><b>Data (National, State and Local) (See also Data Resources Document)</b> All federal grant applications require data to support the project's need (Why should this project be funded?). Data can be collected on a local, regional or national level. Data can be found on several federal websites, a few of which are listed below. (See also Data Resources Document).</p>



	<p><b>U.S Department of Labor:</b> <a href="#">Bureau of Labor Statistics</a> The Data Tools tab at the top of the page provides economic, job growth by sector, local, regional and state workforce information.</p> <p><b>U.S. Census Bureau:</b> <a href="https://www.census.gov/data.html">https://www.census.gov/data.html</a> This website has extensive data on local, county, regional, and state demographics including employment, education status, workforce industry statistics and growth. This includes specific population demographics such as youth employment, justice-involved, Veterans, minority populations, etc.</p>
	<p><b>Partnerships (Higher Education, Nonprofit, Corporations/Industry)</b> All federal grants require partnerships. Each grant application requires different types of partnerships including with higher-education institutions, nonprofit organizations, or corporations/industry. The types of information typically requested in a federal grant application regarding partnerships include:</p> <ul style="list-style-type: none"> <li>▪ History/evidence and nature of partnership</li> <li>▪ MOU (<i>if applicable</i>)</li> <li>▪ Services provided by partner organizations (wraparound/behavioral health/certifications/associate degrees/internships, training, etc.)</li> </ul>
	<p><b>Budget/Financial: Federal Budget Categories (See also Budget Resources Document)</b> All federal grants will require a comprehensive budget and budget justification (a written explanation of the budget and how the costs for each category were calculated). A standard federal grant breaks down the costs of a project into the following categories. (However, some grant applications may include other categories based on the specific grant program.)</p> <p><b>Personnel</b> This is the person(s) who is/are responsible for leading the project. Their time is calculated as a percentage of time dedicated to project activities.</p> <p><b>Fringe Benefits</b> An organization's fringe benefit rate can be applied here to full-time or part-time personnel salaries dedicated to the project. (Fringe benefits include disability insurance, health insurance, unemployment, etc.)</p> <p><b>Equipment</b> The federal government considers equipment to be any one item costing \$5,000 or more (For example, one piece of lab equipment).</p> <p><b>Travel</b> This includes any travel required to conduct the project including airfare, mileage, hotel, meals, transportation (rental cars or public transportation).</p> <p><b>Supplies</b> This includes any office supplies, software programs, laptops, etc. needed to support the project.</p> <p><b>Consultant Services</b> This category is for any external consultants, like an evaluator or advisor required during the project.</p> <p><b>Contracts</b> This category is for any for project-related services such as IT or any external services that need to be included to ensure the success of the project.</p> <p><b>Subawards</b></p>



This category is to compensate any project partners like other industry, nonprofit or higher education partners for the activities and time they will dedicate to the project.

**Other Direct Costs**

This category is for any other costs that do not fall into the other categories above, including education resources, stipends for students or guest speakers.

**Indirect Costs**

This category is sometimes referred to as administration or 'overhead' costs of an organization for doing business (rent, electricity, operating). The federal government typically allows for 10% of the total cost of the project to be charged. However, organizations that have a federally-negotiated indirect cost rate with a federal agency are allowed to use their rate unless noted in the grant application.

