

Florida League of Cities
Grants Assistance
Program



Toolkit Summary

The **Florida League of Cities** (FLC) has developed this comprehensive toolkit to serve as a valuable resource for member cities seeking to apply for and manage grants. This toolkit compiles a selection of materials published by Federal and State agencies, catering specifically to the needs of grant writers and grant managers. Whenever possible, direct links to these resources will be included; however, due to occasional changes in Federal administration, some links may become inactive and are therefore omitted. FLC is committed to updating this document regularly as new resources and links are made available. To ensure you are referencing the most current information, please review the date located at the bottom right corner of the document.

Toolkit Organization

The toolkit is divided into three main sections, each designed to support cities throughout the grant process:



Grant Readiness

This section focuses on gathering and organizing the essential data frequently required for grant applications. By maintaining these details in a centralized location or file, cities can streamline the application process. Additionally, cities are encouraged to compile strategic plans, assessments, and studies, keeping them readily accessible for quick reference and inclusion in future grant applications.



Identifying and Documenting the Grant Application Process for Your City

This portion outlines the steps involved in the grant application workflow, detailing responsibilities, timelines, procedures, and rationales. It features examples from other local governments, illustrating methods for tracking and documenting internal approvals, which are vital for auditing purposes.



Introduction to Grant Management

An overview designed to familiarize city staff with the basic principles and practices of managing grants effectively.



SECTION 1: **Grant Readiness**

Achieving grant readiness involves several critical steps. Cities must ensure that all relevant information specific to their operations is easily accessible and can be retrieved promptly. In addition, establishing an internal process for management review and approval of grant applications is essential. A well-defined project scope and a clearly documented need further strengthen a city's ability to successfully apply for grants.

Gathering Key Information

The first thing to do is to set up a reference file that includes a spreadsheet to record the numbers you'll need to obtain, i.e., FEIN, DUNS, UEI, etc. This file will be your "go-to" resource when filling out application forms and accessing important documents at your fingertips.

Let's get started with the numbers you'll need.

1 The Federal Employer Identification Number (FEIN)

The Federal Employer Identification Number (**FEIN**) is a nine-digit number that has the following format xx-xxxxxxx and is assigned by the Internal Revenue Service. You should be able to get this number from your City Clerk.

2 The DUNS Number

The **DUNS** number is assigned by Dun & Bradstreet. You can search for your city's DUNS number and have it emailed to you through the following link: dnb.com/duns-number/lookup.html. If your city doesn't have a DUNS number, your City Clerk can obtain one through the same link above.

3 Unique Entity Identified (UEI)

If your city has administered a federal grant in the past, it probably has a Unique Entity Identified (**UEI**) and is registered in the Federal government's System for Award Management (SAM). The person who may be most knowledgeable about this would be your City/Town Manager or City Clerk. The UEI is issued by the SAM. Their website is sam.gov. If you have an existing UEI, you need to check on SAM to see if the entity registration is "active." If it isn't, the Point of Contact would need to reactivate the registration. Once you've been able to pull up your UEI on the SAM website, take a screen print and save it in your resource file.

YOU MUST HAVE A UEI TO APPLY FOR FEDERAL GRANT FUNDING.

If your city does not have a UEI, start the process now. The validation and entity registration process can take several days to complete. The link below will take you to the U.S. General Services Administration (GSA) Guide for State and Local Governments Applying for Federal Financial Assistance. This document provides additional guidance on obtaining the UEI.

https://www.gsa.gov/system/files/State_and_Local_Help_Guide.pdf

Gathering Key Information, *continued*

The following is a list of additional numbers you may want to include in your spreadsheet for quick reference. These will need to be updated, so it is a good idea to reference the date each number has been obtained.

- *Congressional District(s) and Representatives*
- *Legislative District(s) and Representatives*
- *My Florida Market Place (MFMP) Vendor Sequence Number (SEQ)*
- *Population*
- *Poverty Level – Income Limits*

Grants.gov

Grants.gov is a government website and "go-to" place to find and apply for federal grants. It is also an excellent resource for learning about grants, what to include in grant applications, guides on grants management, and much more. You can access the resources in **grants.gov** without registering; however, if you will be submitting a grant application through **grants.gov**, you must go through the registration process. **Grants.gov Online Help** can guide you through the registration process.

Not all grant applications are submitted through **grants.gov**, so read the Notice of Funding Opportunity (NOFO) carefully to see if you will need to register on a different site to submit an application.

Defining Your Project

Grants primarily fund projects. Identifying the different components needed to complete your project provides you with a list of potential grant-eligible activities, such as recreational features within a park, ADA compliance, special accommodations, or public outreach/education. A Foundation or small grantor may be a good resource for funding smaller components of an overall project.

Here is just a small list of other project-related items that could be funded through smaller grants.

1 Planning Documents

Feasibility studies, needs assessments, strategic plans, quality assurance plans (QAP), process management plans (PMP), etc., are types of planning documents that may be eligible for grant funding to help the city become competitive in the bid for future funding. These planning documents can document the need for larger implementation grants.

2 Architectural and Design

Preliminary engineering studies, design plans, and conceptual drawings are usually needed for construction-related projects.

3 Capacity Building

Professional development of internal staff could include costs for specialized training, technical assistance, or certifications.

Grant Administration Policy And Procedures

A Grant Administrative Policy and Procedures handbook standardizes your city's grant process, covering everything from finding to closing grants. This policy demonstrates compliance with Federal, State, and Local regulations to grantors and auditors.

The policy should describe the roles and responsibilities of those who evaluate potential funding sources and review and approve grant applications for submission.

Some local governments use grant assessment forms to check alignment with strategic plans, staffing needs, and matching fund requirements. Questions on these assessments usually include, but are not limited to, the following:

1 Statement on how the grant would further the vision of the city

Does the grant achieve objectives in an adopted City Plan, i.e., Comprehensive Plan, Strategic Plan, Stormwater Management Plan, Continuum of Care Plan, etc.?

2 Matching Funds

How much is required, and where will the funds come from to match the grant?

3 Staff

How will the grant be managed? Will additional staff be required?

4 Sustainability and Continuation

Will there be a loss of grant-funded positions or program components?

There are several good examples of Grant Administration Policies and Procedures/Handbooks to which you can refer to help your city design its own. Every city is different, and it will need to be tailored to fit the city's management structure. The Florida League of Cities is available to assist in developing these on a city-by-city basis.

Common Acronyms

The following table lists a few of the frequently used acronyms in the context of grant writing and management:

ALN	Assistance Listing Number
AOR	Authorized Organizational Representative
DUNS	Data Universal Numbering System
EIN	Employer Identification Number
FAIN	Federal Award Information Number
FEIN	Same as EIN
FFR	Federal Financial Report or SF425
FOA	Funding Opportunity Announcement
FON	Funding Opportunity Number
FSR	Financial Status Report
NOFA	Notice of Funding Availability
NOFO	Notice of Funding Opportunity
PII	Personally Identifiable Information
POC	Point of Contact
RAIN	Recipient/Applicant Information Notice
SAM	System for Award Management
SF-424	Standard Form Application for Financial Assistance
SF-424A	Budget Information Non-Construction Programs
SF-424B	Assurances for Non-Construction Programs
SF-424C	Budget Information Construction Programs
SF-424D	Assurances – Construction
SF-425	Federal Financial Report
SFLLL	Disclosure of Lobbying Activities
SO	Signing Official
UEI	Unique Entity Identifier