



Grant Administration Workshop Part II

BUILDING A FOUNDATION FOR GRANT SUCCESS

AGENDA

Workshop Purpose

This workshop is designed to help nonprofit and community-based organizations understand the responsibilities that come before, during, and after receiving a grant award. Participants will learn practical steps for developing a sound budget, documenting expenditures and match, managing grant activities, completing reports, requesting reimbursement, and successfully closing out a grant.

Welcome & Workshop Overview

Are You Grant Ready?

Building a Grant Budget That Works

Match, Cost Share & In-Kind Contributions

Managing Your Grant After the Award

Documentation, Reimbursement & Reporting

Project Closeout & Avoiding Common Pitfalls

Grant Readiness Action Plan & Questions

Workshop Conclusion

MISSION STATEMENT

To identify and provide affordable housing solutions through

Thursday, September 17, 2026
10:00 AM — 12:00 NOON

SAM.gov Registration Checklist

Purpose: The Lead Applicant must be registered in SAM.gov and Grants.gov to be able to submit a grant application (NOFO Section IV.A). The System for Award Management (SAM) registers organizations to conduct business with the U.S. Government. Grants.gov is where organizations manage their grant application (see [Grants.gov Registration Checklist](#)). The lead applicant should complete this SAM.gov Registration Checklist first.



Start registration at least **two months** before you plan to submit your application.



Lead Applicant: Create an account at Login.gov

- ☐ Determine which email address you will use for your grant application.
- ☐ Go to https://secure.login.gov/sign_up/enter_email.
- ☐ Enter your email address and click "Submit".
- ☐ Check your email for a message from Login.gov and click "Confirm Your Email".
- ☐ Create your login password and click "Continue".
- ☐ Select at least two (2) authentication methods and click "Continue".
- ☐ Follow the additional steps as prompted for each of your authentication methods and click "Submit" until you see a screen that says "You've created an account with Login.gov".

Lead Applicant: Use your Login.gov account to register your organization in SAM.gov

If you need help with SAM.gov registration, call the Federal Service Desk at 866-606-8220, Monday-Friday, 8 a.m. to 8 p.m. Eastern Time.

1. Complete Lead Applicant profile in SAM.gov

- ☐ Go to <https://sam.gov/content/home>.
- ☐ Click on "Sign In" in the upper right corner and click "Accept" on the pop-up window to agree to the terms.
- ☐ Enter your login.gov account email address and password and click "Sign In".

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- ☐ Complete an additional authentication method as prompted.
- ☐ On the page titled "Complete Your Profile," check the box to agree to the terms and click "Next".
- ☐ Complete your profile by filling in all the required fields (first name, last name, email address) and click "Submit".
- ☐ On the page titled "Request Role (Optional)," click "Skip and Finish".

2. Obtain a Unique Entity ID (UEI) for the Lead Applicant from SAM.gov

- ☐ Go to <https://sam.gov/content/entity-registration>.
- ☐ At the bottom of the pop-up window, check the box for "Do not show this message again" and click "OK".
- ☐ Click "Get Started" in the box titled "Register your Entity or Get a Unique Entity ID".
- ☐ On the page titled "Get Started," click "Register Entity".
- ☐ On the page titled "Workspace," click "Get Started".
- ☐ At the bottom of the page titled "Overview," click "Start Registration".
- ☐ In the window titled "Before You Start," click "Continue".

On the page titled "Purpose of Registration"

- ☐ Select the Lead Applicant entity type.
- ☐ Select "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs".
- ☐ Click "Next".
- ☐ To confirm purpose of registration, click "Next" again.

To obtain a Unique Entity ID, enter the following Lead Applicant information

- ☐ Legal business name
- ☐ Physical address (not a post office box)
- ☐ Date of incorporation
- ☐ State of incorporation

Follow the prompts until you can

- ☐ Click "Receive Unique Entity ID" and,
- ☐ See the Lead Applicant's newly assigned 12-character Unique Entity ID.

NOTE: Statutory partners and other collaborating entities do not need to complete a registration on SAM.gov in order for the grant to be submitted. However, if these collaborating entities plan to receive subawards after the grant is funded, they will need a valid UEI. When planning your

SAM.gov Registration Checklist



application, encourage your collaborating entities to think ahead and obtain a UEI from SAM.gov if they do not already have one. They will need to create an account on Login.gov and complete Steps 1 and 2 of the above SAM.gov registration process to obtain a UEI.

3. Register the Lead Applicant with SAM.gov

To continue Lead Applicant registration, follow the “Core Data” entry prompts to provide the following information:

Business Information

- ☐ Organization start date
- ☐ Date on which your company's fiscal year ends
- ☐ Organization's division name and number (optional)
- ☐ Organization's website URL (optional)
- ☐ Marketing Partner Identification Number (MPIN) (you will create this when you register)
- ☐ Physical address
- ☐ Mailing address
- ☐ Taxpayer Identification Number (TIN)

IRS Consent

- ☐ Taxpayer name
- ☐ Taxpayer address

Commercial and Government Entity (CAGE) Code

- ☐ If Lead Applicant has a CAGE code, enter it, otherwise select “No,” and one will be assigned after you submit your registration.

General Information

- ☐ Country of incorporation
- ☐ State of incorporation
- ☐ Company security clearance (optional)
- ☐ Highest employee security clearance level (optional)
- ☐ Institution type (such as foundation, hospital, educational)
- ☐ Disadvantaged business enterprise (must be certified)
- ☐ Native American entity type (if applicable)
- ☐ Organization factors (such as S corporation, LLC, foreign-owned)

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- ☐ Entity structure (such as Corporate Entity-Not Tax Exempt, Corporate Entity-Tax Exempt, Sole Proprietorship)
- ☐ Profit structure (such as for-profit, non-profit)
- ☐ Socio-economic categories (such as veteran-owned, minority-owned)

Financial Information

- ☐ Accept credit cards as a method of payment (yes or no)
- ☐ Electronic funds transfer (account type, routing number, and account number)
- ☐ Automated clearing house (U.S. phone number)
- ☐ Remittance address (name and address)

Executive Compensation

- ☐ Indicate if in the last fiscal year:
 - ☐ 80% or more of your organization's revenue comes from federal sources (such as contracts, grants, loans), or,
 - ☐ Your total revenue from federal sources exceeded \$25 million.
- ☐ Indicate whether the public has access to information about the compensation of the top executives (for example, if you file an annual IRS Form 990).
- ☐ If prompted, provide names, titles, and total compensation values of your top five executive compensated employees.

Proceedings

This section is unlikely to be applicable to Community Change Grant applicants.

To continue Lead Applicant registration, follow the "Representations and Certifications" entry prompts to provide the following information:

Financial Assistance Response

- ☐ Indicate that the Lead Applicant wishes to apply for federal financial assistance.
- ☐ Indicate that the Lead Applicant has legal authority to apply and will comply with all requirements of federal financial assistance.

To continue Lead Applicant registration, follow the "Points of Contact (POCs)" entry prompts to provide the following information:

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Mandatory POCs contact information

For each person: First and last name, email, phone number, and address (if applicable)

- ☐ Accounts Receivable POC
- ☐ Electronic Business POC (EBiz POC)
- ☐ Government Business POC

NOTE: The eBiz POC is the only person who can manage the SAM.gov account, create the Grants.gov profile, and designate the Grants.gov authorized organization representative (AOR). The Grants.gov AOR is the only person who can apply for the grant in Grants.gov.

Optional POCs contact information

For each person: First and last name, email, phone number, and address (if applicable)

- ☐ Past Performance POC (optional)
- ☐ Past Performance Alternate POC (optional)
- ☐ Electronic Business Alternate POC (optional)
- ☐ Government Business Alternate POC (optional)
- ☐ Additional Optional POCs as needed

To finish your registration, go to the bottom of the page titled "Entity Review" and click "Submit."

Tips to Consider

- Start your SAM.gov registration at least two months before you plan to submit your application.
- Statutory partners and other collaborating entities do not need to complete a full registration on SAM.gov in order for the grant to be submitted. However, if these collaborating entities plan to receive subawards after the grant is funded, they will need a valid Unique Entity Identifier (UEI).
- When planning your application, encourage your collaborating entities to think ahead and obtain a UEI from SAM.gov if they do not already have one. They will need to create an account on Login.gov and complete Steps 1 and 2 of the above SAM.gov registration process to obtain a UEI.

Georgia E-Verify Compliance & Enrollment Guide

A comprehensive step-by-step framework for corporate onboarding, legal adherence, and system deployment in the State of Georgia.

1. Legal Mandate & Background

Under the **Georgia Illegal Immigration Reform and Enforcement Act**, virtually all public and private entities operating business footprints within the state are legally bound to verify the work authorization status of newly hired workforce personnel using the federal E-Verify system framework.

Employee Headcount	Compliance Mandate & Action Items
10 or More Employees	Strictly Mandatory. Companies must register, sign the Memorandum of Understanding (MOU), and verify every single new standard hire.
Fewer than 10 Employees	Exempt from mandatory electronic E-Verify system verification. However, the business must file an official Exempt Affidavit annually to renew their local city/county business license or occupation tax certificate.

2. Official Pre-Enrollment Checklist

Before executing your registration on the federal portal, assemble the following operational components:

- **Corporate Federal Employer Identification Number (FEIN):** Standard IRS-assigned tax identifier.
- **Physical Operating Addresses:** Complete structural addresses for all branches or hiring sites located within Georgia.
- **Designated Program Administrators:** Names, working corporate email addresses, and phone configurations for the primary internal system managers.
- **Total Headcount Figures:** Actual current count of active corporate personnel across all domestic installations.

3. Core Verification Steps (The 3-Day Rule)

Compliance requires adherence to a strict timeline for every newly hired employee:

Step 1: Execute Form I-9 Execution

The employee must completely fill out Section 1 of the Form I-9 no later than their primary first day of employment. The employer must carefully examine physical identification documents and fill out Section 2 within 3 business days of the initial start date.

Step 2: Submit to E-Verify

Create and log a matching electronic case directly within the web-based E-Verify tool no later than the third operational business day after the employee starts working for pay.

Step 3: Process the Electronic Status Determination

- *Employment Authorized*: The case is clean and match-verified. Close out the file safely for retention records.
- *Tentative Nonconfirmation (Mismatch)*: Promptly print the matching notice document. Hand-deliver it privately to the employee. They have 8 federal government working days to contact the Department of Homeland Security (DHS) or Social Security Administration (SSA) to resolve discrepancies.

4. Key Operational Violations to Avoid

- **Prescreening Candidates**: It is strictly illegal to use E-Verify to check applicants before an official offer of employment is extended and accepted.
- **Selective Verification**: You must run every new employee through the system. Selecting specific candidates based on foreign-sounding names, accents, or background characteristics violates civil rights law.
- **Adverse Actions During a Mismatch**: You cannot fire, suspend, delay training, or cut the pay of an employee who is actively contesting a Tentative Nonconfirmation status while their verification is pending.

This document serves as an informational operational guide. For strict legal counsel, statutory analysis, or custom localized validation, consult qualified labor counsel or cross-reference official administrative parameters on the official website of the U.S. Department of Homeland Security.

REQUEST FOR ADVANCE OR REIMBURSEMENT	1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes ☐ ADVANCE ☐ REIMBURSEMENT	2. BASIS OF REQUEST ☐ CASH ☐ ACCRUAL
		b. "X" the applicable box ☐ FINAL ☐ PARTIAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED 		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 	
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST 	6. EMPLOYER IDENTIFICATION NUMBER 	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER 	
8. PERIOD COVERED BY THIS REQUEST From: To:			

9. RECIPIENT ORGANIZATION

Name:

Street1:

Street2:

City:

County:

State:

Province:

Country:

ZIP / Postal Code:

10. PAYEE (Where check is to be sent if different than item 9)

Name:

Street1:

Street2:

City:

County:

State:

Province:

Country:

ZIP / Postal Code:

Federal Financial Report
(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 06/30/2028

1. Federal Agency and Organizational Element to Which Report is Submitted 		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 					
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: Street1: Street2: City: County: State: Province: Country: USA: UNITED STATES ZIP / Postal Code:							
4a. UEI 		4b. EIN 		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 			
6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final		7. Basis of Accounting ☐ Cash ☐ Accrual		8. Project/Grant Period From: To:		9. Reporting Period End Date 	
10. Transactions						Cumulative	
<i>(Use lines a-c for single or multiple grant reporting)</i>							
Federal Cash (To report multiple grants, also use FFR attachment):							
a. Cash Receipts						0.00	
b. Cash Disbursements						0.00	
c. Cash on Hand (line a minus b)						0.00	
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized						0.00	
e. Federal share of expenditures						0.00	
f. Federal share of unliquidated obligations						0.00	
g. Total Federal share (sum of lines e and f)						0.00	
h. Unobligated balance of Federal Funds (line d minus g)						0.00	
Recipient Share:							
i. Total recipient share required						0.00	
j. Recipient share of expenditures						0.00	
k. Remaining recipient share to be provided (line i minus j)						0.00	
Program Income:							
l. Total Federal program income earned						0.00	
m. Program Income expended in accordance with the deduction alternative						0.00	
n. Program Income expended in accordance with the addition alternative						0.00	
o. Unexpended program income (line l minus line m and line n)						0.00	

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:						
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
Add Attachment Delete Attachment View Attachment						
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
a. Name and Title of Authorized Certifying Official Prefix: First Name: Middle Name: Last Name: Suffix: Title:						
b. Signature of Authorized Certifying Official 				c. Telephone (Area code, number and extension) 		
d. Email Address 				e. Date Report Submitted 		14. Agency use only:



Grant Administration Workshop Part II

BUILDING A FOUNDATION FOR GRANT SUCCESS

AGENDA

NONPROFIT GRANT READINESS & ADMINISTRATION CHECKLIST

BEFORE APPLYING FOR A GRANT

- ☐ Organization has identified a person responsible for grant administration.
- ☐ Required registrations and grant portals are active and accessible.
- ☐ Organization has established appropriate internal roles and responsibilities.
- ☐ Organization has a current organizational budget.
- ☐ Organization can develop a separate project budget.
- ☐ Organization understands the funder's eligible and ineligible costs.
- ☐ Organization has identified all necessary project costs.
- ☐ Required match/cost share has been identified and is available.
- ☐ In-kind contributions have been identified and can be documented.

AFTER RECEIVING A GRANT AWARD

- ☐ Award agreement has been reviewed and signed by the appropriate person.
- ☐ Grant deadlines and reporting dates have been placed on a calendar.
- ☐ Approved grant budget has been reviewed.
- ☐ Project scope and approved activities have been reviewed.
- ☐ Grant bank/accounting procedures have been established.
- ☐ Grant files have been established.
- ☐ Staff responsibilities have been assigned.
- ☐ Organization understands the funder's reimbursement/payment process.

DURING GRANT IMPLEMENTATION

- ☐ All grant expenditures are documented.
- ☐ Receipts and invoices are maintained.
- ☐ Quotes, bids and procurement documentation are maintained when required.
- ☐ Staff and volunteer time is documented when applicable.
- ☐ Match and in-kind contributions are documented.
- ☐ Program participants and services are tracked.
- ☐ Project activities and milestones are monitored.
- ☐ Progress toward goals and objectives is documented.
- ☐ Problems, delays and changes are documented.
- ☐ Required reports are submitted by the deadline.

MISSION STATEMENT

To identify and provide affordable housing solutions through community partnership for all resident in Southwest Georgia.

Thursday, September 17, 2026
10:00 AM — 12:00 NOON
181 East Broad Street, Camilla, GA



2026-2027 SPEAKER SCHEDULE

Month on Tuesday	Assigned to	City/County In-Person Location or Virtual	Topic	Speaker(s) Organization
August 11	Sheena Stephens Barbara Reddick	Camilla	Grant Writing (Housing) Part 1	TBD
September 17	Sheena Stephens Barbara Reddick	Camilla	Grant Administration (Housing) Part 2	TBD
October 4-6	Patricia Fletcher-Edwards Dr. Debra Wiley	Albany- ASU West Campus	Homelessness	TBD
November 19	Sheena Stephens Barbara Reddick	Camilla	Annual RPN Meeting	TBD
December				
January 12	Earl Williams Katie Chastain	Virtual	Heir Property Prevention & Resolution	TBD
February 9	Tiffany Vicks Hillary Dunbar	Virtual	Landlord & Tenants	TBD
March 9	Patricia Fletcher-Edwards Annette Higdon	Cairo	Homeownership	TBD
April 13	Dr. Debra Wiley	Virtual	Zoning/Code Enforcement	TBD
May 11				
Annual Housing Conference – Thomasville				

Each assigned member is responsible for organizing the event for the corresponding month.