

## Grants Portal Job Aid: Opportunity Registration/Application

This job aid is to assist Ohio Non-Entitlement Units (NEU) of Local Government in applying for American Rescue Plan Act - Coronavirus Local Fiscal Recovery Funds. Even if you have applied for other opportunities in the past, these steps are required (do not use any existing Portal login information for this process).

1) After visiting <https://grants.ohio.gov/fundingopportunities.aspx>, select the button to access active Funding Opportunities.

The screenshot shows the top navigation bar with 'OHIO GRANTS PARTNERSHIP', 'FUNDING OPPORTUNITIES', 'HELPFUL RESOURCES', and 'FOR STATE AGENCIES'. Below the navigation is a breadcrumb trail: 'Home > Funding Opportunities'. The main content area is titled 'Funding Opportunity Resources' and includes a 'WELCOME' section with a button 'Click here to access active Funding Opportunities' highlighted by a red box. Other sections include 'FUNDING OPPORTUNITIES', 'CORONAVIRUS RELIEF FUND LOCAL GOVERNMENT INFORMATION', and 'ARCHIVED FUNDING OPPORTUNITIES'. There are also sections for 'Federal Program Opportunities' and 'Agency Programs'.

2) After visiting <https://grants.ohio.gov/fundingopportunities.aspx> locate the funding opportunity American Rescue Plan Act - Coronavirus Local Fiscal Recovery Funds for Ohio Non-Entitlement Units of Local Government and click the hyperlink (as highlighted in the picture below).

The screenshot shows the 'Funding Opportunities' page with search filters: 'All Categories', 'All State Agencies', 'City', and 'Search by Name or CFDA#'. A 'Reset' button is also present. Below the filters is a table with the following columns: 'Grant Name', 'Funding Category', 'State Agency', 'Application Due Date', and 'Grant Description'. The first row of the table is highlighted, and the 'Grant Name' cell contains the text 'American Rescue Plan Act - Coronavirus Local Fiscal Recovery Funds for Ohio Non-Entitlement Units of Local Government', which is highlighted by a red box. The 'Funding Category' is 'COVID-19', the 'State Agency' is 'Office of Budget & Management (OBM)', and the 'Grant Description' is 'The American Rescue Plan Act of 2021 (ARPA) appropriates \$19.53 billion to States for distribution to tens of thousands of "non-entitlement units of local government" (NEUs). ARPA directs the Department of the Treasury (Treasury) to make payments to each State for distribution to NEUs within the State. NEUs, defined in section 603(g)(5) Read More...'. The 'Grant Name' cell also contains a small external link icon.

3) View the opportunity details and save any attachments. Since Registrations must be completed in one sitting it may be helpful to gather the information ahead of time and download any required documents. When you are ready, select the Register button:

## Attachments

### Funding Opportunity Documentation (3)

- NEU\_Award\_Terms\_and\_Conditions (pdf) .....06/07/2021
- NEU\_Checklist\_for\_Requesting\_Initial\_Payment (pdf) 06/08/2021
- Title\_VI\_Assurances (pdf) .....06/07/2021

Register for this Funding Opportunity

4) Proceed through the registration process, completing all required fields (marked in red and with an asterisk). The following are some helpful tips.

5) You are required to include the DUNS for your entity at the time of the Registration.

**DUNS**  
Please fill out this field. If you do not have a DUNS number, please enter a zero

\*

If you are unsure if you have a DUNS or need to request one, a helpful resource can be found here:  
<https://grants.ohio.gov/helpfulresources.aspx#helpful-resources-DUNS-SAM-registration>

6) Select your supplier ID by first clicking Lookup.

### Payment Information

*If you have a State of Ohio Supplier ID and have established banking with that Supplier ID, you can associate this application with your State of Ohio Supplier account to receive grant payments via electronic funds transfer. If you have a State of Ohio Supplier ID, please use the lookup tool to select your ID. If you submit a lookup and the results are excessive, add part of your address to the search criteria and try again. Applications without a Supplier ID or applications where the Supplier ID does not have banking associated in the State of Ohio system will be processed via check and mailed. If you wish to register as a supplier or update your banking information, you may do so at <https://supplier.ohio.gov>. Note that this process may take several days and will delay your ability to complete this application until the process is complete.*

Lookup

Search by supplier ID and/or name.

The image shows a 'Supplier Search' form with several fields: 'Supplier ID' (with a red 'X' and error message '3 characters required to search'), 'Supplier Name' (with error message '3 characters required to search'), 'Address', 'City', 'State' (set to 'Ohio'), and 'Zip Code'. A red banner at the bottom of the form reads '- Form Incomplete -'. A 'Close' button is in the bottom right corner.

Please review the records closely before selecting, at times there are multiple addresses associated with the supplier ID.

The image shows the 'Supplier Search' results page. A red 'Search' button is visible. A yellow banner indicates '380 Supplier Records Found'. Three supplier records are listed:

Supplier ID	Supplier Name	Address 1	Address 2	City	State	Zip Code
	OHIO ACTE-SPECIAL NEEDS DIV	1806 PHEASANT HILLS DR		LOVELAND	OH	45140
	OHIO AD VALOREM SCHOOL	7692 PARK AVE		ALLIANCE	OH	44601
	OHIO AIDS COALITION	48 W WHITTIER ST		COLUMBUS	OH	43206

Each record has a 'Select Supplier' button. The button for the second record, 'OHIO AD VALOREM SCHOOL', is highlighted with a red box.

7) Ensure the Required Documents are printed and signed, then scan these onto your computer so you can upload them. For this Opportunity you must include:

- NEU\_Award\_Terms\_and\_Conditions (signed by Authorized Representative)
- Title\_VI\_Assurances (signed by Authorized Official)


### Required Documents

The following documents must be provided when you register. When applicable, instructions or templates will be provided in the Attachments section. Only PDF, Microsoft Word, PowerPoint or Excel formats will be accepted.

Upload File(s)

 No file chosen

8) Once all required fields have been completed you will be able to Submit your application. If the button below appears, there is a required field you still need to complete. Required fields will remain in red until they contain adequate information.

I'm not a robot  [Privacy](#) [Terms](#)

**- Form Incomplete -**

**Q: Where is the Submit button?**  
*A: If you do not have a Submit button, you should see a Form Incomplete button instead. Review your application. Any field that contains a red highlight is a required field that has not been completed. In addition, the "I agree" field must be checked on this page. You cannot submit until your application is complete and you agree to the terms.*