Ohio | The Ohio Grants Partnership

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.

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).

3) View the opportunity details and save any attachments. Since <u>Registrations must be completed in one sitting it may be helpful to gather the information ahead of time and download any required documents.</u> 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.

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

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)

[Choose Files] 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 — reCAPTCHA 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.