

Steps to Applying for the Oklahoma 9-1-1 Management Authority Grant

Step 1: Obtain a DUNS Number

The first step before applying for the Oklahoma 9-1-1 Management Authority Grant, **you must** obtain a Data Universal Number System (DUNS) number. A **DUNS** number is a unique nine-character number used to identify your organization. The Federal Government uses the DUNS number to track how federal money is allocated. You may register for a DUNS number for **FREE** at the Dun & Bradstreet (D&B) website: <https://www.dnb.com/> or by calling 1-866-705-5711. Please allow up to two (2) business days for the office to process your request and email your DUNS number to you.

Step 2: Register with SAM

The second step before applying for the Oklahoma 9-1-1 Management Authority Grant, **you must** register with the System for Award Management (SAM). **SAM** is a web-based, government-wide application that collects, validates, stores, and distributes business information regarding the Federal Government contract awards, grants, and electronic payment processes. When you register with SAM you will be assigned a Commercial and Government Entity (CAGE) Code. This Code is a five-character ID number that is required for entities to do business with the government. SAM Registration is **FREE** at <https://www.sam.gov>. Organizations must return yearly to register on www.sam.gov to be eligible to receive grant funding.

Generally, it can **take up to two (2) weeks** for your finalized SAM registration; however, if your organization **DOES NOT** have an Employer Identification Number (EIN), you should allow an **additional five (5) weeks** to request and obtain an EIN from the IRS.

Step 3: Register with OEM Grants

The third step before applying for the **Oklahoma 9-1-1 Management Authority Grant**, **you must** register in OEM Grants online by going to <https://ok.emgrants.com/> and clicking on "Register". Complete all sections of the online Registration Form ensuring all red fields are complete and submit. Then fill out the 'Applicant Verification' and 'Grants Access Authorization' forms, both forms found on the 911 Management Authority website, and email them to okemgrantssupport@oem.ok.gov. [**Please Note**: these two forms must be signed by the Authorizing Agent with the authority to approve obligating grant matching funds such as the chair of the County Commissioners, Mayor, City Manager, Tribal or Trust Authority chairperson.] Once your registration is approved you will receive an email confirmation that you have been successfully registered.

Congratulations! **You may now apply for the Oklahoma 9-1-1 Management Authority Grant.**

If you have any questions or need help through the any of the steps, please contact Karen Douglas, Grants and Compliance Officer at karen.douglas@oem.ok.gov or 405.521.3110.