

OKLAHOMA 9-1-1 MANAGEMENT AUTHORITY

STEPS TO APPLY FOR THE GRANT PROGRAM

STEP 1: CONNECT THE AGENCY'S ACCOUNT AND THE TREASURY ACCOUNT

Ensure that your jurisdiction has a Vendor number and Vendor Location set up with the State Treasury, you must have the vendor number and location on file before our office can process any payments.

The JURISDICTION will fill out the 'VENDOR/PAYEE SECTION', the 'W-9 SUPPLEMENTAL INFORMATION SECTION' and the 'SIGNATURE and SUBSTITUTE IRS FORM W-9 CERTIFICATION SECTION'.

Once these three sections are completed, the form will be returned to the PSAP/Agency, to complete the AGENCY SECTION at the top of the form. When the Agency Section completed you will send the Agency Section to vendor.form@omes.ok.gov.

EFT (direct deposit) is the preferred method for payment; it is faster, safer and easily tracked if there is a problem. To set up the EFT payment, an email will be sent to the initial email provided and will link the Treasury to add the agency's banking information. Verification by the agency through several penny deposits will be required before the EFT set up is finalized.

It is strongly suggested to make sure this is set up and correct as soon as possible, because even if your agency has been awarded, and have submitted accurate request for reimbursements in the system, we will be unable to process payments until this step is complete.

STEP 2: OBTAIN A DUNS NUMBER

The Agency 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 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 3: REGISTER WITH SAM

The Agency must register with SAM, this is the award management system for the government. SAM Registration is **FREE** at www.sam.gov. Organizations must return to SAM yearly to register to continue receiving grant funding. The finalized SAMS registration can **take up to two (2) weeks**; if your organization **DOES NOT** have an Employer Identification Number (EIN), it can add **an additional five (5) weeks** to have a finalized SAM registration. The Agency **must have an EIN** in order to request a SAM record.

After the Agency's SAM registration is submitted and validated, SAM.gov will send an email verifying the Agency's registration is active.

An **EIN** number can be requested by going to www.ein-forms-gov.com/.

****Please note:** there **may be a cost to request and EIN number**, and it can take up to two (2) business days to process.

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STEPS TO APPLY FOR THE GRANT PROGRAM

STEP 4: REGISTER WITH OEM GRANTS

The Agency must register their agency in the online grants management system, OEM Grants by going to www.ok.emgrants.com/ and clicking on "Register". Complete all sections of the registration, ensuring all red fields are complete. Once your registration is approved you will receive an email confirmation that you have been successfully registered.

Congratulations!

Now that each Step is complete you are ready to 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.