



# Applying for the Targeted Violence and Terrorism Prevention Grant Program

## Overview

The Targeted Violence and Terrorism Prevention (TVTP) Grant Program provides funding for state, local, tribal, and territorial governments; nonprofits; and institutions of higher education to establish or enhance capabilities to prevent targeted violence and terrorism. This guide outlines the major milestones for applying for the TVTP Grant Program.

At least **four weeks** before the  
application submission deadline:

### 4 Weeks

- Obtain an employer identification number (EIN).
- Register, renew OR confirm your System for Award Management (SAM) account in SAM.gov.
- Obtain OR Confirm Unique Entity Identifier (UEI) in SAM.gov.
- Register a new FEMA GO account in go.fema.gov

At least **one week** before the  
application submission deadline:

### 1 Week

- Complete the grant application.

### Submission

- Submit the application.

## Application Process Outline

1. Obtain or verify a valid [EIN](#) from the Internal Revenue Service (IRS).
2. Set up an account in [login.gov](#).
3. Register at [SAM.gov](#) and obtain a Unique Entity ID (UEI). This is necessary to submit an application with Grants.gov and FEMA GO. Grant applicants who have previously registered with SAM will need to have an active registration to receive funding. Registration must be renewed annually. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before the federal award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Note: Per 2 C.F.R. § 25.300, subrecipients are NOT required to go through the full SAM registration process. First-tier subrecipients (meaning entities receiving funds directly from the recipient) are only required to obtain a UEI through SAM, but they are not required to complete the full SAM registration to obtain a UEI. Recipients may not make subawards unless the subrecipient has obtained and provided the UEI. Lower-tier subrecipients (meaning entities receiving funds passed through by a higher-tier subrecipient) are not required to have a UEI and are not required to register in SAM. Applicants are also not permitted to require subrecipients to register in SAM.

4. Create a profile and organization in [FEMA GO](#).
5. Start the application in [Grants.gov](#).
  - a. Establish an authorized organizational representative (AOR), who will submit the grant application on behalf of the prospective grantee. During the application process, the applicant will identify an E-Business Point of Contact. This is an individual who will be responsible for the administration of grant activities. The E-Business Point of Contact will be responsible for allowing the authorized organizational representative to submit the grant application.
  - b. Submit the [SF-424: Application for Federal Assistance form](#).
  - c. Submit the [SF-LLL: Disclosure of Lobbying Activities form](#).
  - d. Create and complete a workspace. Workspaces allow individuals from the organization to work on the grant application together. The [How to Create a Grants.gov Workspace](#) video from Grants.gov details the steps for creating a workspace.
  - e. Submit your workspace.
6. Watch for an email notification from a FEMA email address about FEMA GO, and then complete the application in [FEMA GO](#).
  - a. The TVTP Grant Program Grants Manager will associate the application from Grants.gov with the organization in FEMA GO.
  - b. Submit the following documents in FEMA GO:
    - i. [Implementation & Measurement Plan](#) form and supporting documents
    - ii. [Budget Information for Non-Construction Programs \(SF-424A\)](#)
    - iii. [Assurances for Non-Construction Programs \(SF-424B\)](#)
    - iv. [Disclosure of Lobbying Activities \(SF-LLL\)](#)
    - v. Indirect Cost Agreement or Proposal
      1. Section D.12 of the Notice of Funding Opportunity (NOFO), “Funding Restrictions and Allowable Costs,” includes information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal may be available.
      2. If the applicant does not have, or is not required to have, an indirect cost rate agreement or proposal the applicant may also contact the relevant FEMA staff identified in Section G of the NOFO, “DHS Awarding Agency Contact Information,” for further instructions.
  - vi. The Project Narrative is a program-specific component of the required application forms and information for this grant opportunity. The project narrative is submitted as a single attachment in FEMA GO and includes a cover page, body, and appendices.

#### **Important Note**

Organizations must maintain an active and up-to-date SAM registration throughout all periods that they have active federal awards, applications, or plans under consideration by federal awarding agencies. Applicants must also provide information pertaining to their immediate- and highest-level owner and subsidiaries, as well as all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.