



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 OR confirm Unique Entity Identifier (UEI) in SAM.gov.
- Obtain an employer identification number (EIN).
- Create a login.gov account.
- Register, renew, OR confirm your System for Award Management (SAM) account 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 a **UEI** number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form. For detailed instructions on obtaining a UEI number, visit [SAM.gov](https://sam.gov).
2. Obtain or verify a valid **EIN** from the Internal Revenue Service (IRS). Please consult CP3's "[How to Get an EIN](#)" fact sheet for additional guidance.
3. Set up an account in **login.gov**. Applicants must have a login.gov account to register with SAM or update their SAM registration. Visit secure.login.gov to create or sign in to a Login.gov account.

4. Register at **SAM.gov**. This is necessary to submit an application with **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 also are not permitted to require subrecipients to register in SAM.

5. Register in **FEMA GO**, add the Organization to the System, and establish an Authorized Organization Representative (AOR). The organization's electronic business point of contact (EBiz POC) from the SAM registration may need to be involved in this step. See [step-by-step instructions](#). Applicants are encouraged to consult the following FEMA GO resources as well:

- a. [Application Guide](#)
- b. [Tips for Submitting an Application](#)
- c. [Training Videos](#)

6. Submit the final application in **FEMA GO**. The AOR must submit the final application materials in FEMA GO. This includes:

- a. Standard Forms, found in [this repository](#):
 - i. SF-424, Application for Federal Assistance
 - ii. Grants.gov Lobbying Form, Certification Regarding Lobbying
 - iii. SF-424A, Budget Information (Non-Construction)
 - iv. SF-424B, Standard Assurances (Non-Construction)
 - v. SF-LLL, Disclosure of Lobbying Activities
- b. Indirect Cost Agreement or Proposal
 - i. 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.
 - ii. Not all applicants are required to have a current negotiated indirect cost (IDC) rate agreement. Applicants that are not required to have a negotiated IDC rate agreement but are required to develop an IDC rate proposal must provide a copy of their proposal with their applications. Applicants that do not have a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate of 10% must reach out to the FEMA Point of Contact and CP3 Grants Team at TerrorismPrevention@hq.dhs.gov **before the application deadline** for further instructions.
- c. 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 pdf attachment in FEMA GO and includes a cover page, body, and appendices.

The page limit for the **body** of the project narrative is 15 pages. Applicants should consult Appendix C "Contents and Format of Project Narrative" of the Targeted Violence and Terrorism Prevention (TVTP) NOFO for detailed guidance on the structure and formatting of the Project Narrative.

The Appendices of the Project Narrative include the following:

- i. **Implementation and Measurement Plan**
- ii. Resumes/CVs of Key Personnel: Please remove sensitive personally identifying information (PII), such as the personal phone number, personal email address, and personal home address.
- iii. Documentation of support
- iv. Letters of recommendation (optional - 3 letter limit)

Applicants should consult Appendix C of the TVTP NOFO for guidance on the distinction between “documentation of support” and “letters of recommendation.”

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.