



5 STEPS TO BECOMING SRSA APPLICATION-READY

Complete each of the steps below to prepare to complete the Small, Rural School Achievement (SRSA) grant application.

1

CHECK YOUR ELIGIBILITY STATUS

Your Local Education Agency (LEA) should apply for the SRSA grant ONLY if the **FY 2018 REAP Eligibility Spreadsheet** indicates that the LEA is SRSA- or Hold Harmless-eligible.

2

GET A DUNS NUMBER

LEAs must have a DUNS number to apply for federal grants. **Most LEAs already have a DUNS number and can skip to Step 3.** However, if your LEA does not have a DUNS number, you should register for a DUNS number at www.DandB.com.

3

REGISTER OR REACTIVATE YOUR DUNS IN SAM.GOV

Your LEA DUNS number must be registered and active in the System for Award Management. To check the status of your DUNS number, use the **SAM Status Tracker, Search Records Feature**, OR contact the SAM Help Desk: 1-866-606-8220.

4

REGISTER IN GRANTS.GOV

Register to obtain a Grants.gov username and password. For detailed instructions on how to register in Grants.gov refer to **the Grants.gov "Applicant Registration" webpage**.

5

CREATE A PROFILE

A profile in Grants.gov corresponds to a single applicant organization a user represents. For detailed instructions, refer to **the Grants.gov "Add Profile to a Grants.gov Account" webpage**.