

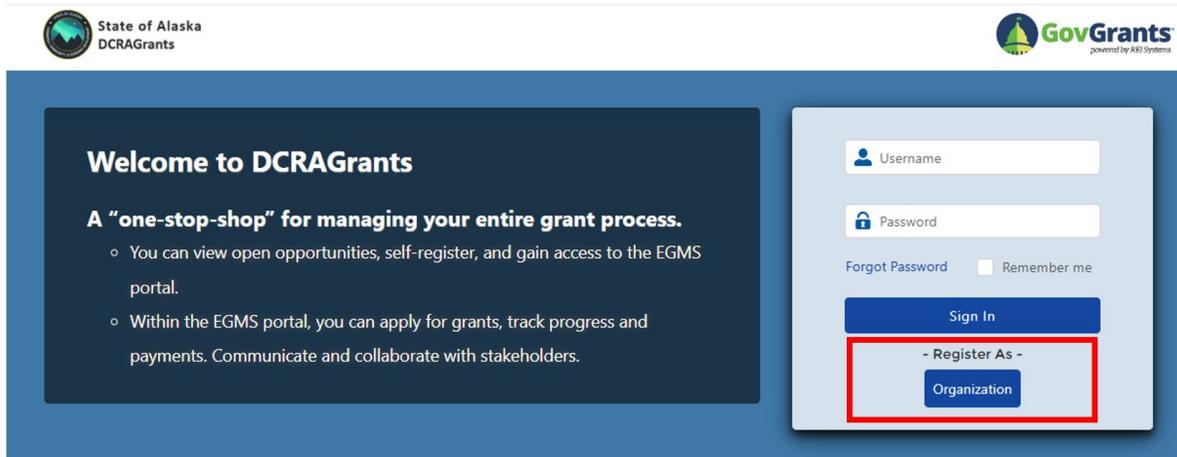
DCRAGRANTS MANAGEMENT SYSTEM GUIDANCE DOCUMENT

DCRAGRANTS GRANTEE REGISTRATION PROCESS

Intent and Purpose: This document is intended to provide guidance to organizations to complete their initial registration in the DCRA Grants Management System.

1. **DCRAGrants Portal Basics and How to Access.** Access the DCRA Grants Grantee Portal at [DCRAGrants Management System Portal](#).
 - a. DCRA Grants is a new grant management system being used by DCRA as of December 2024. Therefore all organizations seeking DCRA funding will be required to complete initial registration in the DCRA Grants Management System, regardless of whether they are a new applicant or a current recipient of DCRA funding.
 - b. The estimated time to complete registration is approximately 10-15 minutes. Registration requests must be made in one attempt. DCRA recommends organizations collect all required information before starting the registration process.
 - c. Organizations are encouraged to register early (up to 90 days/6 weeks in advance of submitting your grant application) to meet registration or program pre-requisites such as EIN, UEI & SAM.gov registration, FRN, active business license, and corporate entity number as each grant requires.
 - d. Only organizations may register. Individuals representing themselves are not eligible for DCRA-administered grant or funding programs, and thus are not permitted to register.

2. **How to register as a Primary Organization User in the Applicant/Recipient Portal.** Begin the process by clicking “Register as Organization”.



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3. A pop-up window will display information and guidance regarding general registration requirements.

Register as Organization on DCRA Grants ✕

An organization is an entity that submits grant applications. These include state governments, a nonprofit organizations, or private businesses.

All organizations must have an Employer Identification Number (EIN) in order to submit a registration. Also all organizations must be registered with SAM.gov.

Please note that it can take as long as 5 weeks to get an EIN number, UEI number, and register with SAM.gov.

If you have not registered, you will not be able to submit an application. Please discuss with the the Point of Contact listed in the grant opportunity if you have further questions.

Please find the necessary links below to complete these important and required steps.

- 1. Register for your Employer Identification Number (EIN):**
 - a. <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- 2. Register for your Unique Entity Identifier (UEI) number:**
 - a. <https://sam.gov/content/entity-registration>
- 3. Register with SAM.gov:**
 - a. <https://www.sam.gov/SAM/>
- 4. Register with DCRA Grants:**

DCRA Grants must validate your UEI number in order to complete your registration. This data is used to retrieve information from SAM.gov. Registration can only be completed if the organization has a valid UEI and valid SAM.gov account. Once complete, the Organization's Authorized Representative can submit the registration for a DCRA Grants account.
- 5. Additional Information**
 - a. First Organizational Registration
 1. The first registration for any organization is known as a Signing Authority.
 2. The Signing Authority is an authorized representative of the registered organization.
 3. Additional Users for the organization are created by either the Signing Authority, or another user with these delegated permissions.
 4. If you are NOT the Signing Authority for this organization, please stop and identify the proper individual to complete this initial registration, OR, have the signing authority or primary user send you an invitation.
- 6. Corporate Entity, Business License, and Vendor ID:**
 - a. <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>
 - b. <https://doa.alaska.gov/dof/vendor.html>

Register As Organization

- a. An Employer Identification Number (***EIN***) ***is required for every organization to register with DCRA Grants. Registration cannot be completed without the EIN.***
- b. A System for Award Management (SAM.gov) Unique Entity Identifier (UEI) will be mandatory for certain federal grant or revenue sharing programs upon registration.
 - i. Examples include the Alaska Broadband Grant Program, Alaska Digital Equity Capacity Grant Program, etc.
- c. If a UEI is required and it is not validated during registration, it will need to be validated before the application can be submitted. Organizations may register without entering a UEI to begin the application process, however, they will not be able to submit an application for which a UEI is required until all required information has been provided.

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- i. It is strongly encouraged that organizations with an active UEI enter it upon registration so DCRAGrants can electronically validate and record the SAM.gov status in the organization profile.
4. The pop-up window also provides links to access Corporate Entity, Business License, and Vendor ID (IRIS Vendor Self Service). These external links are provided to registrants for convenience.
 - a. DCRAGrants is integrated with the State of Alaska Corporate Entity and Business License system.
 - i. If the Corporate Entity Number and/or Business License Number is entered during registration, a validation check will run, and the status will display in the Organization Profile.
 - ii. If a business license number and corporate entity ID are not entered upon registration, the validation will be conducted with the State of Alaska Corporate Entity and Business License system prior to award and the applicant will be notified of an invalid license response.
5. Once you have collected the information necessary to register, click on the “Register As Organization” button at the bottom right of the pop-up window shown above.
6. **Legal Disclaimers.** There are two legal disclaimers that require an affirmative response to proceed. Selecting “Agree” will advance to the next step. Selecting “Disagree” will route the applicant back to the Applicant/Recipient Portal landing page.

The screenshot displays the DCRAGrants registration interface. At the top left is the State of Alaska DCRAGrants logo. At the top right is the GovGrants logo, powered by REI Systems. The main header area shows "Registration" and "Legal Disclaimer 1 of 2". On the right side of the header, there are two buttons: "Agree" (highlighted with a red box) and "Disagree". Below the header, there is a navigation bar with "Registration" and a "Required to Save" indicator. The main content area is titled "Information Disclosure" and contains a "Description" section with the following text: "Grant Applicants acknowledge that all information submitted to DCRAGrants may be subject to public disclosure. DCRAGrants will not publicly disclose or post any personally identifiable information (PII) or proprietary information unless required to do so by law or court order. DCRAGrants will treat Grant Applicant's information that is designated as proprietary and confidential consistent with applicable federal and state law. If any Grant Application contains information or data that the Grant Applicant deems to be confidential or proprietary and it requests the information be exempt from disclosure under state open records laws or is protected under applicable state or federal privacy laws, the Grant Applicant shall specifically designate the information as privileged or confidential. Otherwise, the information may be made publicly available. In addition to applicable federal law, DCRAGrants will comply with all Alaska laws regarding disclosure, privacy and confidentiality, including but not limited to relevant provisions in the following: the Alaska Public Records Act, AS 40.25.100 - 40.25.295 and applicable regulations at 2 AAC 96.100 - 2 AAC 96.900; the Alaska Personal Information and Protection Act, AS 45.48.010 - AS 45.48.995; and any other applicable state laws."

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Registration
Legal Disclaimer 2 of 2

Agree Disagree

* Required to Save | ▲ Required to Submit

Registration

▲ Confidentiality Acknowledgement

Description

The State of Alaska, Department of Commerce, Community, and Economic Development (State) requires all DCRAGrants Subject Matter Experts (SME) to adhere to the highest standards of confidentiality and security when reviewing and handling information submitted to the DCRAGrants System. SMEs are those individuals, state employees, independent contractors or other third parties that are required to review, process, store or otherwise handle any information submitted to the DCRAGrants System. Each SME acknowledges that he/she will not disclose any information they received as part of the DCRAGrants System to any other person or entity without the express permission of the State. Information submitted to the DCRAGrants System includes any and all information and documents submitted by Grant Applicants and any information and documentation generated as a result of the review and processing of Grant Applications, including but not limited to written technical reviews, scoring sheets or related information, identification of review panelists and any other information pertaining to the DCRAGrants System ("Protected Information"). Third party and independent contractor SMEs warrant that they will take all necessary safety and security safeguards to secure the Protected Information, in both electronic and physical form, and protect it from access by unauthorized parties.

Confidentiality Pledge:

By clicking the Agree button, I accept the confidentiality terms and standards outlined above. I agree to abide by these standards and terms and that I will not use, disclose, or disseminate Protected Information, except as permitted in the performance of my duties as assigned as part of the DCRAGrants System. I agree to maintain confidentiality of Protected Information. I also represent and warrant that I have no interest, financial or otherwise, in any Grant Application I review or administer in the DCRAGrants System and if I become aware of any conflict of interest, I will disclose the conflict immediately. I agree to adhere to the State's conflict of interest policy. I understand that any breach of the confidentiality terms and standards and conflict of interest policy may result in discharge or dismissal as well as any other remedies available to the State by law.

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7. Step 1 of 3. Organization Information

8. The next step is to enter Organization Information. A ‘*’ indicates that this information is required in order to save the application. A ‘⚠️’ indicates that this information is required in order to submit the application. An orange circle next to a tab header indicates missing required information.

The screenshot shows the 'Organization Information' registration form. At the top left is the 'State of Alaska DCRAGrants' logo, and at the top right is the 'GovGrants powered by REI Systems' logo. Below the logos is a header bar with 'Organization' on the left and 'Save' and 'Cancel' buttons on the right. A legend indicates that a red asterisk (*) means 'Required to Save' and a yellow triangle with an exclamation mark (⚠️) means 'Required to Submit'. The main content area has a tab labeled 'Organization' with a red arrow pointing to an orange circle next to it, indicating missing required information. Below the tab is a section titled 'Organization Information' with a blue instruction bar: 'To start the registration and verification process, provide the information and click on Save button.' The form contains five input fields, each with a red asterisk indicating it is required for saving: 'Employer Identification Number (EIN)', 'Unique Entity Identifier (UEI)', 'Vendor ID', 'FCC Registration Number (FRN)', and 'Universal Service Administrative Company (USAC)'. Each field has a small information icon (i) to its right. Below each field is a text prompt: 'Please enter a valid 9-digit EIN. Do not enter commas, hyphens, dashes or blank spaces' for EIN; 'Please enter a valid 12-character UEI. Do not enter commas or blank spaces.' for UEI; and no specific prompts are shown for Vendor ID, FRN, or USAC.

9. **All registrants must enter a valid EIN.** A UEI should be entered if required for the particular grant program your organization intends to apply for. Your Vendor ID should be entered if known.
10. The FCC Registration Number (FRN) and Universal Service Administrative Company (USAC) fields are specific to the Alaska Broadband Grant Program. Guidance for other programs should provide information regarding whether these fields are optional and may remain blank.

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Step 2 of 3. Organization Profile

Registration
Step 2 of 3

Back Save Cancel

Organization Profile Files

Required to Save Required to Submit

Organization Information

Please fill in the following fields in order to create your organization profile in the system

EIN 911921375 Unique Entity Identifier (UEI) Organization DBA

* External Organization * Type --None-- If Other, Please Specify

* Phone Number Fax Website

SAM Expiration Date (MM/DD/YYYY) Organization FY End Date (MM/DD) Cage Code

Business License Number Corporate Entity Number

Organization Address

This is the address associated with the above UEI number as listed in SAM.gov.

* Address Line 1 Address Line 2 * City

* State --None-- Congressional District * Country USA

* Zip Code 4-Digit Zip Code Extension County

11. Registrant must fill in all required fields.

a. Organization Profile Tab.

- i. Organization Information. (**Note: To prevent a “not qualified” error from occurring during the application phase, municipalities and boroughs should change the “Type” field from the SAM.gov default of “US Local Government” to their classification under AS 29 (1st Class City, 2nd Class City, Borough, etc.). This way the organization type in the Organization Profile will match the eligibility drop down list in the program setup and published opportunity announcements.*)
- ii. Organization Address. This is the organization’s main address, not the address of a specific project or projects.
- iii. Community Population. This section does not apply to the Alaska Broadband Grant Program or the Alaska Digital Equity Capacity Grant Program, thus disregard.

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- iv. The registrant can use the “Back”, “Save”, or “Cancel” buttons at the top right of the page to navigate.

b. **Files Tab.**

- i. It is recommended the registrant attach a copy of a Signatory Authority Form for the entity if available. This will inform the DCRA of who has signature authority and who will have other roles providing grant management approvals. Please provide who, if not the signing authority, has delegated permissions to set up DCRA Grants user profiles.
- ii. It is recommended that the registrant attach PDF copies of SAM.gov active registration status, Business and Corporate Licenses, or other documents here.

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12. Step 3 of 3. Profile Information Tab.

Registration
Step 3 of 3

Save Cancel

* Required to Save | * Required to Submit

Profile Information

▲ Organization Representatives:

To continue this registration, the following user/profile information is required. Upon approval of this request, your account information will be sent through email to the Authorized Representative.

• Authorized Representative (Required) - This profile/person is the authorized representative with signing authority for the organization and will be responsible for creating other users and/or forms in DCRAGrants. In addition, this role will be responsible for submitting documents like applications, amendment requests, etc. and committing the organization to funding opportunities and formal grant agreements.

▲ Authorized Representative Information

Prefix: --None--

* First Name

* Last Name

Title

* Address Line 1 123 Main St

Address Line 2

* City Anchorage

State AK

Congressional District

* Zip Code 99504

4-Digit Zip Code Extension

* Country USA

* Primary Email

* Phone Number

County

a. Profile Information Tab.

- i. Registrant should read the note to Organization Representatives. If the Authorized Representative, proceed.
- ii. Authorized Representative Information. Fill in all required fields. Use the “Save” or “Cancel” buttons at the top right of the screen to navigate.
- iii. At this point the registrant may navigate “Back” or “Save”. Upon saving, the applicant will be directed to a CAPTCHA screen.

13. CAPTCHA. Registrant should follow instructions on screen and click “Submit”. Please note this process may repeat several times, depending on the user’s input.

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a. A successful response will look like this:



b. The Confirmation message will look like this:



c. Clicking “Complete Registration” will send the request to DCRA for review and approval.

14. Registrants will receive a system-generated email indicating whether their registration has been approved or denied. This can take 24 to 72 hours to process.

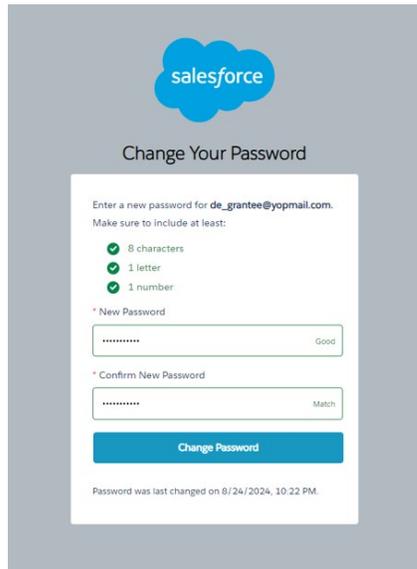
15. A second email from support@salesforce.com will provide instruction and a link to set up your username and password to be used to login to the DCRAGrants system. Please check spam or junk folders. In the invite email, click the Salesforce link to set up a username and password.

a. Please note*: This will be the username and password of the Primary User who set up the Organization Profile. It is *not* the generic username for the Organization (not permitted). **Every DCRAGrants portal user must have a unique username and password.**

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- b. The Primary User can later invite Secondary Users within the organization to register as users of the DCRA Grants portal. This will be covered in a separate guidance document.
- c. The applicant should safeguard their username and password.



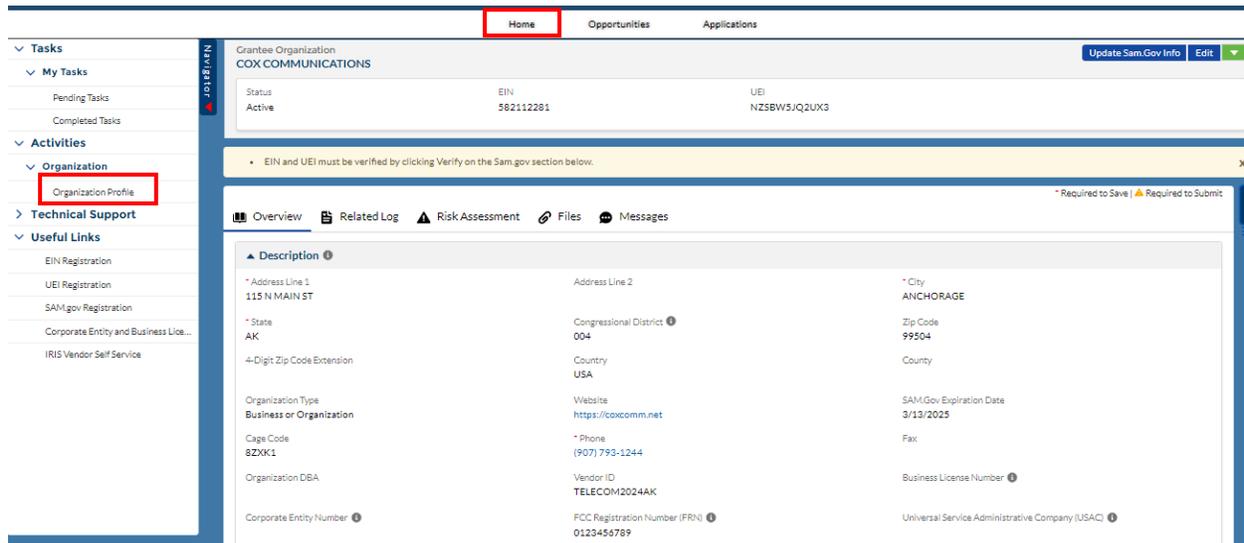
16. Log into the DCRA Grants Grantee portal at <https://reigrants-akdccd.my.site.com/recipient>.



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17. Once logged in, you will be directed to the 'Home' page where the 'Organizational Profile' can be accessed.



- a. From here the Grantee can manage organization information using the following tabs: Overview, Related Log, Risk Assessment, Files, and Messages.
 - i. The Overview Tab provides read-only access to the Organization Description. Authorized users can make edits/updates as needed to the Community Population, Business License, Additional Information, Corporate Entity, Additional Address, Contacts, and SAM.gov Verification sections.
 - ii. The Risk Assessment tab allows the Organization to complete the Organization Risk Assessment.
 - iii. The Files Tab provides access to update the Supporting Documents Checklist, Add Organization Files, and Notes (that will be visible to both the applicant/grantee and DCRA).