



Amtrak CIP Community Grants Application – QuickStart Guide

Welcome Applicant!

We are excited to receive your application for the B&P Replacement Program (Program) Community Investment Program! Prior to starting your application, please follow these essential steps to ensure your application is submitted successfully.

Step 1: Complete User Registration on the Amtrak Grants Portal

- Link: <https://www.amtrak.com/grants>
- Submit User Registration as soon as possible (Registration processing takes approximately 3-5 business days). Please visit https://www.amtrak.com/content/dam/grant-portal/business/GrantsPortal_UserRegistration.pdf for detailed step-by-step instructions on how to submit your User Registration request.
- Please note that timely User Registration is critical. **It is recommended that you complete this step as soon as possible and no later than two weeks prior to the application deadline.** If an applicant is not registered by the due date of an application, submission of an application will not be possible.

Step 2: Complete Registration on SAM.gov

- Link: <https://sam.gov/>
- All Applicants must maintain current registrations in the SAM.gov database. An applicant must be registered in SAM in order to be able to submit an application. **It is critical for SAM registration to be submitted as soon as possible to ensure that your organization is registered prior to application submission, as it can take several weeks for registration to be processed.**
- If additional assistance for registering is needed, please reference this site to contact the Federal Service Desk (FSD): <https://sam.gov/about/contact>

Step 3: Review the CIP Notice of Funding Opportunity

- **Link:** <https://www.amtrak.com/grants>
- The Notice will include a summary of the funding opportunity, eligibility criteria, expectations of awardees, and all instructions for filling out the application in the Amtrak Grants Portal. You can also use it as a checklist to ensure you submit a complete application.

Step 4: Attend Workshops and Ask Questions!

- Leading up to and throughout the application window, Amtrak will offer webinars and workshops to help guide you through the application process.
- Please refer to the [CIP webpage](#) of the Program website for more information.
- Please email cip.bptunnel@amtrak.com with any questions concerning your application.