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**Today Is The Day
Of...**

Preparation!

Grants.gov





EARLY REGISTRATION

Three Parts to Register with Grants.gov

***Part I:* Register your organization**

***Part II:* Register Yourself as an Authorized
Organization Representative**

***Part III:* Get Authorized as an AOR By
Your Organization**



EARLY REGISTRATION

Grants.gov (Find. Apply. Succeed)

Get Started (tab at top of page)



PART I:

REGISTER YOUR ORGANIZATION



Register Your Organization

B. Three steps:

- 1. Request A DUNS Number**
- 2. Register with Central Contractor Registry**
- 3. Authorize Your Agency's Representatives**

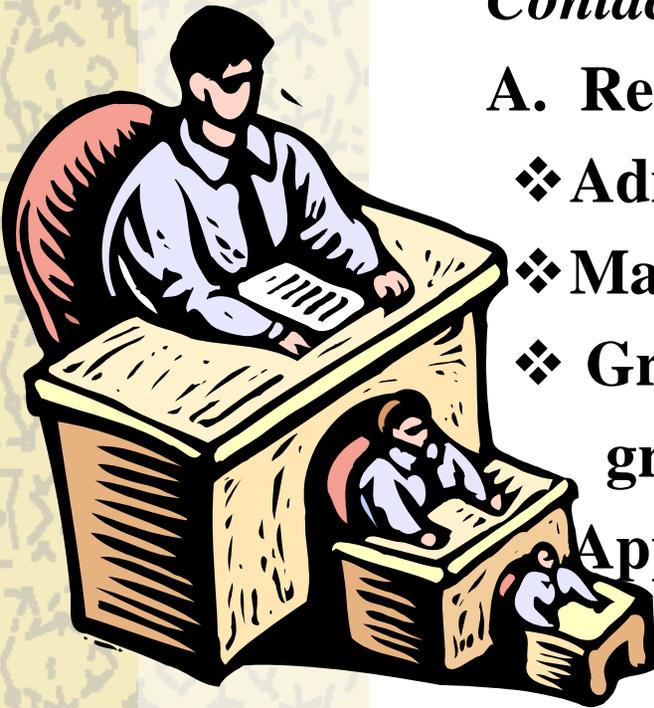
Electronic Business Point of Contact

Step 1: Identify agency *E-Business Point of Contact (Ebiz POC)*

A. Responsibilities include:

- ❖ Administration of agency grant activities
- ❖ Management of agency grant activities
- ❖ Grants permission to agency rep to submit grants apps via Grants.gov

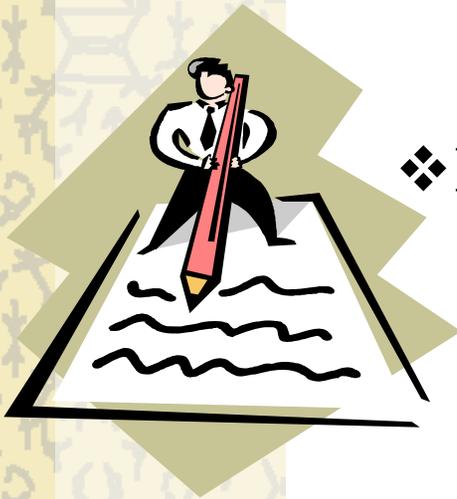
Applies for DUNS number



Step 1: Acquire an Agency *DUNS* Number

B. Data Universal Numbering System

- ❖ Acquired from Dun and Bradstreet
- ❖ Method of identifying businesses on *location-specific* basis.
- ❖ Business 'credit report'
 - Fed. Gov. requisite for grantees
 - Fed. Gov. tracks how grant money allocated



Step 1: Acquire Agency DUNS Number (Cont'd)

- ❖ **Register on-line (DUNS number assigned *up to 48 hours after registration*):**

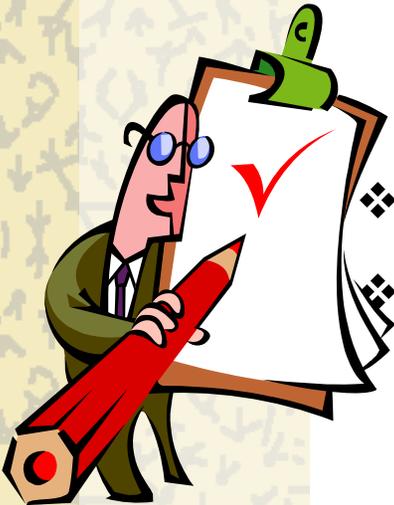
<https://eupdate.dnb.com/requestoptions/government/ccrreg/>

- ❖ **Most efficient (*5-10 minutes*) is by phone:
866.705.5711**

Step 1: Acquire Agency DUNS Number (Cont'd)

C. Must have accessible following agency info:

- ❖ **Legal Name**
- ❖ **Trade style, Doing Business As (DBA), or other name by which your organization is commonly recognized**
- ❖ **Physical Address, City, State and Zip Code**



Step 1: Acquire Agency DUNS Number (Cont'd)

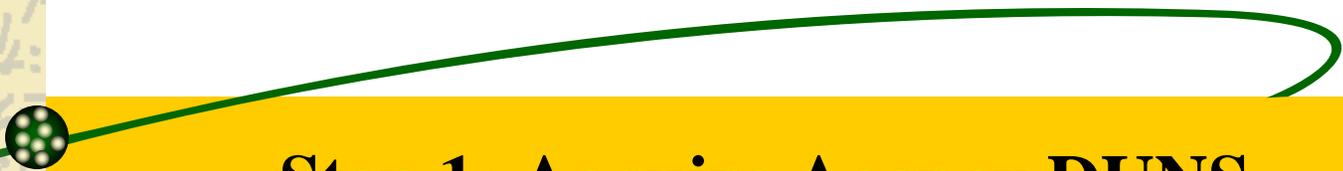
- ❖ **Mailing Address (if separate from physical)**
- ❖ **Telephone Number**
- ❖ **Contact Name**
- ❖ **SIC Code (Line of Business)**

8399-98 Non-Profit Organizations

8661-22 Christian Ministries

8661-04 Church Organizations

<http://www.4leads.org/sic-n.htm>



Step 1: Acquire Agency DUNS Number (Cont'd)

- ❖ **Number of employees at your location**
- ❖ **Headquarters name and address (*if there is a reporting relationship to a parent corporate entity*)**

Step 2: Register with Central Contractor Registry (CCR)

A. Critical function of CCR

- Validates applicant information**
- Electronically shares data with Federal agencies' finance offices**
- Prepares agency to receive *payments* through Electronic Funds Transfer (EFT).**

The CCR will store your organizational information, allowing Grants.gov to use that information to verify your identity.

Step 2: Register with Central Contractor Registry (Cont'd)

❖ B. Prior to Registration

-Download *CCR Registration Worksheet*

link on website:

<http://grants.gov/CCRRegister>

❖ C. CCR Registration

<http://www.ccr.gov>

-*CCR Handbook*

-*CCR Registration Screenshots (35 pages)*

Step 2a: CCR Pre-registration

- ❖ **Identify prior to registration *Points of Contact***

CCR POC: Person who acknowledges information provided in the registration is current, accurate, and complete.

- ONLY person in company to receive the *Trading Partner Identification Number (TPIN)* via email or U.S. Postal mail.**
- CCR POC and Alternate POC are the only people authorized to share information with CCR Assistance Center personnel.**

MUST have knowledge about the CCR Registration.



Step 2a: CCR Pre-registration

***Government Business POC:* Responsible for marketing and sales with the federal government.**

***Past Performance POC:* Responsible for administering the company's federal government past performance reports and response efforts.**

Step 2a: CCR Pre-registration

Electronic Business POC: Responsible for authorizing individual company personnel access into federal government electronic business systems.



Step 2a: CCR Pre-registration

Accounts Receivable POC: Person who handles agency's money when it arrives.

- Contact info provided to Defense Finance and Accounting Service regarding EFT payments on your federal government contracts.

This contact is not authorized to receive or release information regarding the CCR registration to any Registration Assistance Center personnel.

It may be beneficial to have the accounts receivable contact also act as alternate CCR POC.



Step 2a: CCR Pre-registration

Marketing Partner ID (MPIN): Self-defined *access code* that will be shared with authorized partner applications [e.g., Past Performance Information Retrieval System (PPIRS), Federal Technical Data Solutions (FedTeDS) etc.].

Must contain nine characters, at least one alpha and one numeric character each.

Should not contain spaces

Step 2a: CCR Pre-registration

- ❖ **Acquire financial institution info prior to registration:**

ABA Routing Number: American Banking Association *nine-digit* routing transit number of your financial institution.

Agency check: First nine digits in the lower left-hand corner.

Must enter at the EFT ABA Routing number, not the Wire Transfer ABA number.

Step 2a: CCR Pre-registration

Automated Clearing House (ACH): ACH is the Automated Clearing House department of your bank.

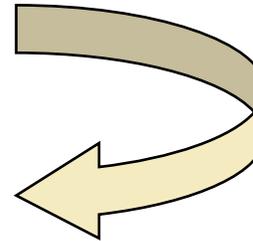
Enter contact information for the ACH coordinator at your bank. (*Call your bank*)

This information is necessary should problems occur with your EFT transfer.

Step 2: Register with Central Contractor Registry (Cont'd)

I. *http://www.ccr.gov*

Start New Registration



II. Info requested:

CAGE Code: Commercial and Government Entity (*CAGE*) Code is a five-character ID number used in federal government.

Do not have one? Submit app and one will be assigned.

FORGOT it? Check:

http://www.dlis.dla.mil/cage_welcome.asp

Step 2: Register with Central Contractor Registry (Cont'd)

Annual Revenue: Three-year average annual revenue

- Importance:** SBA has established *business size classifications* using
 - a. annual revenue and
 - b. North American Industry Classification System (NAICS) industries

Must include revenue of all affiliates, not just your individual branch.

NOTE: cannot enter zero, must be a number



Step 2: Register with Central Contractor Registry (Cont'd)

***NOTE:* Not included in CCR
screenshots, but required in actual
application process:**

IRS validation consent form.

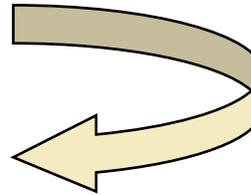
VERIFYING STATUS OF CCR REGISTRATION

WWW.CCR.GOV

"Search CCR"

Enter D-U-N-S Number

"Search"



❖ **Statuses are:**

Active: Registration is Active.

Registered/Active Pending: Registration is in process of being validated.

Inactive: Registration has been cancelled or has expired.

Invalid: D-U-N-S Number is incorrect.

Contact D&B to verify the D-U-N-S Number.

MAINTAINING YOUR CCR REGISTRATION

I. Must renew annually

www.ccc.gov



Update or Renew Registrations using TPIN

❖ **Will need: DUNS number and TPIN**

Trading Partner Information Number was sent via postal mail or email after CCR registration completed





PART II

Register Yourself As An Authorized Organization Representative

Registering Yourself: AOR

A. Two steps to complete:

1. Register with *credential provider*
an organization who validates your
electronic identity
(Operational Research Consultants)
2. Register with *Grants.gov*

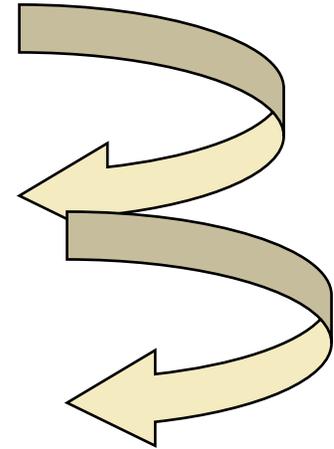
Step 1: Register with *Credential Provider*

Get started (tab at top of page)

Register Yourself as an AOR

Register with Credential Provider

- 1. Need DUNS number**
- 2. Will set your own *password* and *user ID***
- 3. Retain both for registration with grants.gov**



Step 2: Register with Grants.gov

Get started (tab at top of page)

Register with Grants.gov

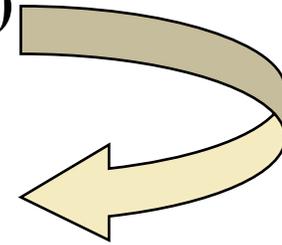
1. Must enter:

password

user ID

registered with the *Credential Provider*

2. Complete required fields





PART III

***Get Authorized As an AOR By Your
Organization***

Step 1: Authorize AOR

*AOR must be authorized by
Ebiz POC*

- 1. After AOR registration with Grants.gov, Ebiz POC receives email notification to certify you.**
- 2. EBIZ POC provides final authorization to AOR
(must use MPIN created in CCR)**
- 3. Receive AOR confirmation e-mail.**
- 4. Ebiz POC then logs into grants.gov**

Grants.gov registration COMPLETE!

