

REGISTERING FOR ELECTRONIC APPLICATION SUBMISSION

Use of Adobe Forms Application Packages. In FY2009, HUD is again using Adobe Forms in the application packages available from Grants.gov. For more information, see the Grants.gov website at http://www.grants.gov/assets/Vista_and_office_07_Compatibility.pdf.

Instructions on How to Register for Electronic Application Submission. To register and to be able to successfully submit an application via Grants.gov, applicants must complete five sequential steps:

Step One: Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS)

Step Two: Register with CCR

Step Three: Username & Password

Step Four: AOR Authorization

Step Five: Track AOR Status

Detailed explanations of each of the five steps and important information related to each step in the process is available in HUD's Early Registration notice, published December 5, 2008 (73 FR 74179). Detailed information is also described below.

STEP ONE: OBTAIN A DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

- Go to the Dun & Bradstreet (D&B) website at <http://fedgov.dnb.com/webform> or call: U.S or U.S Virgin Islands call 866-705-5711, Alaska or Puerto Rico call 800-234-3867 to request a DUNS number.
- Organization name must match exactly the name as it appears on IRS tax forms.

STEP TWO: REGISTER WITH THE CENTRAL CONTRACTOR REGISTRATION (CCR)

Registering with CCR. Organizations must register or annually renew its registration with CCR. For assistance with the registration process, contact the CCR Assistance Center, Monday through Friday, 8 a.m. to 4 p.m., Eastern Time at 888-227-2423 or 269-961-5757 or online at www.ccr.gov. In addition, the CCR User's Guide and CCR Registration screenshots are available at <http://www.ccr.gov/handbook.aspx>.

Starting the CCR Registration Process for new users.

1. Go to www.ccr.gov
2. Select "Start New Registration"
3. Select the appropriate entity and Click "Continue"
4. Review the four key items you will need before beginning registration and Click "Continue with Registration"
Please note that if you select #3, you will be directed to Federal Agency Registration (FedReg).
5. Complete and submit the online registration

Adding an Administrator or Maintenance User to a Registration.

1. Once you receive the email for CCR letting you know you can now invite users, login to CCR and start at your User Account Page.
2. Under the “CCR Registrations linked to your account” section, click on “Users”
3. Under the “Add User” section, select the “Access Level” drop-down menu list.
4. Select the type of user you would like to add (e.g., Administrator or Maintenance).
***Note: Administrators have the ability to update and renew the registration with no restrictions. Maintenance Users have the ability to update and renew the registration but cannot change the CCR Primary or Alternate POCs.*
5. Enter the valid email address of the person you wish to invite.
6. Confirm the email address and click “Add User”.

Removing an Administrator or Maintenance User from a Registration.

Administrator may remove any user from a registration.

1. On your User Account page and click on “User” for the appropriate registration.
2. Select “Remove” next to the user’s name in the Users assigned to this registration section. The user account is immediately removed from the registration.

Accessing your application at a later date.

7. Go to www.ccr.gov
8. Select “Update or Renew Registration”
9. Select the appropriate entity and Click “Continue”
10. Enter your user ID and password, and then Click “Log In.” If you enter your password incorrectly three times within 30 minutes, your account will be locked for 30 minutes

Trading Partner Profile (TPP). The CCR registration process consists of completing a TPP. The final step of the TPP requires you to create a Marketing Partner ID Number (MPIN). This is a self-defined nine character password that the E-Business POC will need to access Grants.gov to authorize the AOR to submit a grant application.

CCR Registration Confirmation. Once the CCR user completes the registration, it will take 24 to 48 business hours to process. When the registration becomes active, the CCR user will receive a notice by email stating that other users will now be invited to register. The CCR Primary and Alternate users will receive a welcome email letting them know their registration is now active.

Renewing Your CCR Registration, for users who currently have a TPIN or Confirmation Number. To renew your registration you must create a User Account.

1. Go to www.ccr.gov
2. Select “Update or Renew Registration”
3. Select the appropriate entity and Click “Continue”
4. Enter your DUNS and TPIN or Confirmation Number, and click “Log In”. You will be prompted to create your user ID, password and user account.
5. Click on “Create New User Account”.
6. Follow the instructions available at CCR, <http://www.ccr.gov/doc/UserAccount.pdf>

Verify Status of Your CCR Registration. You can verify the status of your registration online:

1. Go to www.ccr.gov
2. Click on “Search CCR”
3. When prompted, enter your DUNS number and Click “Search”

STEP THREE: USERNAME & PASSWORD

The AOR who will officially submit applications on behalf of your organization must complete their profile with Grants.gov to create a username and password.

Create User Name and password:

1. Go to www.grants.gov
2. In the left hand column, select “Get Registered”
3. At the next screen scroll down and select “I want to Register on behalf of an Organization”
4. On the Organization Registration page, click link under Step 3, “Username and Password”
5. Enter the DUNS of the Applicant Organization and Click on “Register”
6. Complete and submit all information on the eAuthentication User Information screen
7. Confirm your information, create your own “User Name” and “Password”, and Click on “Submit.” If all information has been entered correctly, you will receive a notice of Registration Success.

STEP FOUR: AOR AUTHORIZATION

The AOR must register the newly created credential (username / password) with Grants.gov in order to submit an application for an organization.

Authorize an AOR to submit applications on behalf of the organization:

1. Go to <https://apply07.grants.gov/apply/AorMgrGetID>
2. Enter your DUNS and MPIN and Click on “Login”
3. In the “E-Business Points of Contact” section you will be able to add and revoke AOR privileges. On the left side of the screen, select “Manage Applicants”
4. Click on the box(es) next to the name of the AOR(s) that you are assigning rights
5. Click on “Reassign Roles”
6. At the next screen, use the arrows to move the roles from one box to the other. To provide authorization, the “Current Roles” should indicate “Authorized Applicant”.
7. Click on “Continue.” You will receive a notice that the role has been successfully reassigned.
8. Click on “Continue.” Repeat the steps if you are assigning rights to multiple AORs

The AOR will receive an email advising that the E-Business POC has provided them authorization to submit applications on behalf of their organization.

STEP FIVE: TRACK AOR STATUS

Check your AOR Status. An AOR can check his or her status:

1. Go to http://www07.grants.gov/applicants/org_step6.jsp
2. Click link below the “**Check Your AOR Status**” statement
3. Enter your Username and Password supplied by the Credential Provider, Click on “Login.” On the left side of the screen, select “Manage Applicant Profile.” Your status will be either “Approved” or “AOR Request Sent”

If the status is “Approved” you are authorized to submit grant applications on behalf of your organization. If the status is “AOR Request Sent” you have not been approved and you should contact your E-Business POC and have them authorize you as an AOR with Grants.gov.

For Additional Assistance

If you have questions or need additional information, call the Grants.gov Contact Center at 800-518-GRANTS (4726) or email support@grants.gov. The Contact Center hours of operation are Monday-Friday 7 a.m. to 9 p.m. eastern standard time.

If you are a hearing or speech-impaired person, you may reach any of the telephone numbers in this guide by calling the toll-free Federal Information Relay Service at 800-877-8339.

FINDING A GRANT OPPORTUNITY

SEARCH FOR GRANT OPPORTUNITIES

The following instructions are not applicable to Continuum of Care applicants. A complete explanation on how to find and apply for Continuum of Care grants in 2009 will be provided in the Continuum of Care Program NOFA.

Applicants that have not signed up for the RSS Feed notification service can search for a funding opportunity on Grants.gov by going to http://www07.grants.gov/applicants/find_grant_opportunities.jsp.

The RSS Feed Service. Applicants are advised to sign up for one of the RSS feed services offered by Grants.gov. RSS feed services notifies applicants of new funding opportunities or modifications to an existing funding opportunity. Information on RSS Feed options can be found at <http://www07.grants.gov/help/rss.jsp>. To assist applicants who use *eMail with Microsoft Outlook, a Windows environment, or a MAC, please* refer to the General Section of the NOFA.

APPLYING FOR A GRANT

Before you can view and complete a HUD FY2009 application package, **you MUST have Adobe Reader 8.1.3 installed** as this particular version solves the broken-pipe error message.

STEP 1. DOWNLOAD APPLICATION INSTRUCTIONS

1. Go to https://apply07.grants.gov/apply/forms_apps_idx.html

2. Enter the CFDA Number, Funding Opportunity Number OR Funding Opportunity Competition ID for the application you want to download. (*Enter Only One*)
3. Click on the Download Application Instructions link

STEP 2. DOWNLOAD APPLICATION PACKAGE

1. Click on the Download Application Package link
2. Select “download application package.” The application will open on your screen
3. Save it on your computer or local network drive

DO NOT use a USB flash drive (also called a “key drive,” “thumb,” or “jump drive”) to download or upload the application.

STEP 3. COMPLETE THE SELECTED GRANT APPLICATION PACKAGE

Ensure You Have the Correct Application Downloaded. Check the downloaded application to ensure that it matches the CFDA number, Funding Opportunity Number and Competition ID for the funding opportunity under which the applicant is requesting funds.

Complete SF-424 Fields First. The forms in the application package are designed to automatically populate common data such as the applicant name, address, and DUNS number. In order to trigger this function, the SF-424 **must be completed first**.

Complete Mandatory Fields on Application Download Forms. Yellow data fields are mandatory and must be completed.

Submit Any Narrative Statements, Graphic Images, and Photographs Required.

- Narrative information **must** be submitted as an electronic file as a Microsoft document, using either Microsoft Word Office 2007 or earlier (.doc) or Microsoft Excel 2007 or earlier (.xls). The file must be compatible with Adobe Reader 8.1.3.
- Files may be attached using the “Attachments” form included in the application package downloaded from Grants.gov. For further details, please refer to the General Section of the NOFA.

Submit Any Third-Party Letters, Certifications Requiring Signatures, and Other Documentation, if Required. Applicants required to submit third-party documentation (e.g., 501(c)(3) status or incorporation papers, documents that support the need for the program, memorandums of understanding (MOUs), or program-required documentation that supports your claims) can choose from the following two options as a way to provide HUD with the documentation:

1. **Scan Documents to Create Electronic Files.**

File names must contain 50 characters or less and must NOT include spaces or special characters. Failing to follow these rules may result in Grants.gov system treating files as though they had a virus and your application may be rejected with a “Virus Detect” error message.

OR

2. **Fax Required Documentation.** Applicants should use this method only when documents cannot be attached to the electronic application package as a .pdf, .doc, .xls, .jpeg, or .jpg, or when the size of the submission is too large to upload from the applicant's computer. HUD will not accept entire applications by fax and will disqualify applications submitted entirely in that manner. *If you are not faxing any documents, you must still complete the facsimile transmittal form. In the section of the form titled "Name of Document Transmitting," enter the words "Nothing Faxed with this Application." Complete the remaining highlighted fields and enter the number "0" in the section of the form titled "How many pages (including cover) are being faxed?"*
 - Facsimiles submitted in response to a NOFA must use Fax Form HUD-96011, found in the downloaded application, as the Fax Cover Page. This form contains a unique identifier; each time the application package is downloaded. Do not download the same application package from Grants.gov more than once.
 - For further details, please refer to the General Section.

STEP 4. SUBMIT YOUR COMPLETED GRANT APPLICATION PACKAGE

1. Contact any persons or entities that were to submit third-party faxes to make sure that the faxes have been submitted using Fax Form HUD-96011 as the fax cover page.
2. Check your email system to ensure that it allows receipt of messages from Support@grants.gov.
3. Check your Trust Manager to ensure that it will allow files to go to all sites.
4. Review the application package and all the attachments to make sure the application contains all the documents the applicant wants to submit. If it does, save it to your computer desktop and remove all previously saved versions.
5. Ensure file names contain 50 characters or less and contain no spaces or special characters.
6. Run the Check Package for Errors feature on the application package and correct any problems identified. Save to your computer desktop and remove all other copies.
7. Close all applications and turn on your browser. HUD recommends using Internet Explorer.
8. Drag the icon for the application package from your desktop into your web browser. The file will open.
9. Click the "Submit" button. If the Submit button is not active then it means that your package still has errors. Go through the error check again until all errors have been corrected.
10. When prompted, sign and submit your application. The upload process may take up to fifteen minutes. When your application has been received by Grants.gov, you will see a Confirmation message on your screen including an application tracking number and the time and date Grants.gov received your submission. Print a copy of this screen for your records and save a copy to your computer.

TIMELY RECEIPT OF APPLICATIONS

The application deadline for HUD programs applying via Grants.gov is 11:59:59 p.m. on the date identified in the published program NOFA. As a result, applications must be received by Grants.gov prior to the deadline in order to meet the program NOFA deadline. Received means that the application has been successfully uploaded to the Grants.gov server and the applicant has received confirmation of successful submission to Grants.gov. As in the past, HUD encourages applicants to submit their applications early and with sufficient time to address any issues that might affect the applicant's ability to have an application successfully uploaded and received by Grants.gov.

WHAT HAPPENS AFTER SUBMISSION?

Confirmation of Submission to Grants.gov. When an application is successfully uploaded to Grants.gov, the AOR submitting the application will receive a confirmation, which will include a tracking number. Print this confirmation out and save it for your records. If you do not receive this confirmation, it usually means that your application has not been successfully uploaded.

Application Validation and Rejection Notification. If the application fails during the validation check, Grants.gov will send a rejection email from Support@Grants.gov within 24 to 48 hours after submission. Applicants receiving a rejection notice have the opportunity to cure the rejection under the terms and provisions listed in the NOFA before 11:59:59 p.m. on the date identified in the published program NOFA.

Save and File Receipts. Applicants should save all receipts from Grants.gov, as well as facsimile receipts, for proof of timely submission.

Check the Status of Your Application On-Line. To check your application status, log on to www.grants.gov and Click on "Applicant Login," and then enter your user name and password. Next, Click on "Check Application Status."

DISCREPANCIES BETWEEN THE FEDERAL REGISTER AND OTHER DOCUMENTS.

The Federal Register documents published by HUD are the **official** documents that HUD uses to solicit applications. Therefore, if there is a discrepancy between any materials published by HUD in its Federal Register publications and other information provided in paper copy, electronic copy, at www.grants.gov, or its Help Desk, or at HUD's website, the Federal Register publication prevails. Please review your application submission against the requirements in the Federal Register for the program NOFA or NOFAs to which you are applying. If you note discrepancies, please notify HUD immediately by calling the program contact listed in the NOFA, or the Office of Departmental Grants Management at (202) 708-0667 (this is not a toll-free number).