

## **Housing Counseling Funding Notice and grants.gov registration**

### **TO ALL HOUSING COUNSELING AGENCIES:**

HUD recently published the following notice regarding a possible upcoming HUD Housing Counseling grant funding opportunity. This notice only announces HUD's intent to post its MMMSA NOFA, it is not a request for grant applications: <http://www.hud.gov/offices/adm/grants/nofa10/mmmsaancmt.pdf>

In anticipation of publication of a Notice of Funding Availability (NOFA), potential applicants should immediately take steps to ensure that they are properly registered to submit an application electronically through grants.gov.

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. The registration process can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register early!

**NOTE:** Applicants will not be eligible to apply for grant funds if not properly registered.

### **NEW APPLICANTS**

New users will be required to complete a five-step Grants.gov registration process as outlined below.

#### **STEP 1: OBTAIN DUNS NUMBER**

The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization. It takes only one day to obtain a DUNS number. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at <http://fedgov.dnb.com/webform/displayHomePage.do>.

During the registration process, the Dun and Bradstreet number (DUNS number) assigned to the applicant organization should match information previously provided by your organization which is also contained in Internal Revenue Service (IRS) records.

#### **STEP 2: REGISTER WITH CCR (Central Contractor Registration)**

Registering with the CCR is required for organizations to use Grants.gov. If your organization is not registered, you can apply online by going to <http://www.ccr.gov>. CCR has developed a handbook (<https://www.bpn.gov/ccr/doc/UserAccount.pdf>) to help you with the process. If AFTER having registered in CCR, you experience any registration problems, you can get help by going to the Federal Service Desk <https://www.fsd.gov>.

When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will identify a special password called an "M-PIN."

This M-PIN gives the E-Biz POC authority to designate which staff member(s) from your organization are allowed to submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications are called Authorized Organization Representatives (AORs).

If your organization already has an Employment Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow one – three business days to complete the entire CCR registration. If your organization does not have an EIN or TIN, then you should allow two weeks for obtaining the information from the IRS when requesting the EIN or TIN via phone or Internet.

#### **STEP 3: USERNAME & PASSWORD**

An AOR username and password serves as an "electronic signature" when submitting a Grants.gov application.

To create a username and password, AORs must complete their profile on Grants.gov. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete the process.

After your organization registers with the CCR, AORs must wait one business day before they can complete a profile and create their usernames and passwords on Grants.gov.

#### **STEP 4: AOR AUTHORIZATION**

Only the E-Biz POC can approve AORs. This allows the organization to authorize specific staff members or consultants/grant writers to submit grants. Only those who have been authorized by the E-Biz POC can submit applications on behalf of the organization.

#### **STEP 5: TRACK AOR STATUS**

AORs can login to track their AOR status using their username and password (obtained in Step 3) to check if they have been approved by the E-Biz POC. This step is important to verify that the organization's E-Biz POC has approved the AOR.

Applicants may click on this link to view the checklist in completing the registration process.

[http://www.grants.gov/assets/Organization\\_Steps\\_Complete\\_Registration.pdf](http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf)

#### **PREVIOUS APPLICANTS**

Applicants that have previously completed the CCR registration process have to renew or update their registration in the CCR. When updating/renewing information, applicants should complete the following steps:

Go to the CCR Homepage: [www.ccr.gov](http://www.ccr.gov).

1. Enter your user ID and password, and then click the "Log In" button.
2. Select "Update/Renew" across from the DUNS number you are looking for.
3. Click on D&B Monitoring on the registration menu on the left side of the screen.
4. If the information is correct from D&B, click "yes".
5. A warning box will appear. Select "yes" to transfer the information to the General Information page of your CCR.
6. Review the General Information page. Click on "Validate/Save Data" at the bottom of the page. If every mandatory field has been completed, you will receive a "Registration Complete" message.

After you receive the "Registration Complete" message, it will take 24 to 48 business hours to process the CCR update.

If an organization is expired in CCR, it may need to contact the [Federal Service Desk](#) for help because CCR changed its login procedure last December. Organizations can no longer access their CCR profile by entering a DUNS + TPIN. They must create a user account, which is another user id/password combination attached to some personal information.

For additional information, applicants may contact the CCR at 1-866-606-8220. The hours of operation are Monday through Friday, 9:00AM-5:00PM EST. Applicants may also contact HUD's NOFA Information Center at 1-800-483-8929. The HUD NOFA Information Center accepts calls Monday through Friday 10:00 AM to 6:30 PM EST. For further guidance on electronic grant submission and the registration process, see HUD's 2011 General Section for Discretionary Grant Programs:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/nofa11/2011gensecannmt](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/nofa11/2011gensecannmt)

*This message has gone out to the email addresses provided by all active Counseling agencies in HUD's Housing Counseling Program. All Parent Agencies should make sure their sub-agencies have received this information. Please direct questions or comments to your respective HUD point of contact or email [Housing.Counseling@hud.gov](mailto:Housing.Counseling@hud.gov) by directly responding to this email.*

Sincerely,

Ruth Román  
Director, Program Support Division  
Office of Single Family Housing  
Department of Housing and Urban Development