

U. S. Department of Housing
and Urban Development

Getting Ready for Electronic Application Submission

Information
for
Applicants and Grantees



*Getting started with Grants.gov
is easy!*

*There are two key features on the www.Grants.gov site: Find Grant Opportunities and Apply for Grants. Everything else on the site is designed to support these two features and your use of them. While you can begin searching for grant opportunities for which you would like to apply immediately, it is recommended that you complete the **Get Started** steps sooner rather than later, so that when you find an opportunity for which you would like to apply, you are ready to go.*

Get Started Step 1



Find Grant Opportunity for Which You Would Like to Apply

Start your search for Federal government-wide grant opportunities and register to receive automatic email notifications of new grant opportunities as they are posted to the site by visiting www.Grants.gov.

Get Started Step 2



Download an Application Package

Once you have located a grant opportunity for which you wish to apply, check to see if it is available to apply online through Grants.gov. You will need to enter the Funding Opportunity and/or CFDA number to access the application package and instructions. In order to view application packages and instructions, you will also need to download and install the PureEdge Viewer. This small, free program will allow you to access, complete, and submit applications electronically and securely.

Get Started Step 3



Register with Central Contractor Registry (CCR)

Your organization will also need to be registered with the Central Contractor Registry. You can register with them online. This will take about 30 minutes. You should receive your CCR registration within 3 business days. Important: You must have a DUNS number from Dun & Bradstreet before you register with CCR. Many organizations already have a DUNS number. To investigate if your organization already has a DUNS number or to obtain a DUNS number, contact Dun & Bradstreet at 866-705-5711. For the hearing impaired the TTY number is 866-814-7818. This will take about 10 minutes and is free of charge. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

Get Started Step 4



Register with the Credential Provider

You must register with the Credential Provider to receive a username and password. This will be required to securely submit your grant application. See the Grants.gov site for further information (www.Grants.gov). It will take approximately two weeks for you to receive your user name and password.

Get Started Step 5



Register with Grants.gov

The final step in the Get Started process is to register with Grants.gov. This will be required to submit grant applications on behalf of your organization. After you have completed the registration process, you will receive email notification confirming that you are able to submit applications through Grants.gov.

Get Started Step 6



Log on to Grants.gov

After you have registered with Grants.gov, you can log on to Grants.gov to verify if you have registered successfully, to check application status, and to update information in your applicant profile, such as your name, telephone number, email address, and title. In the future, you will have the ability to determine if you are authorized to submit applications through Grants.gov on behalf of your organization.

If you have questions or need additional information, call the Grants.gov Help Desk at 800-518-GRANTS.

Also, visit www.hud.gov/grants for grant opportunities at HUD.