

***FY 2006 Housing
Counseling
NOFA***

Access HC NOFA

Grants.gov

***GRANTS.GOV* WEBCAST**

- **3/14/06 webcast is archived**
- **<http://www.hud.gov/webcasts/index.cfm>**

Important Terms

- AOR -person authorized to submit the application
- DUNS Number: data universal numbering system
- E- Business Point of Contact (POC)- person that assigns and authorizes AORs to submit an application

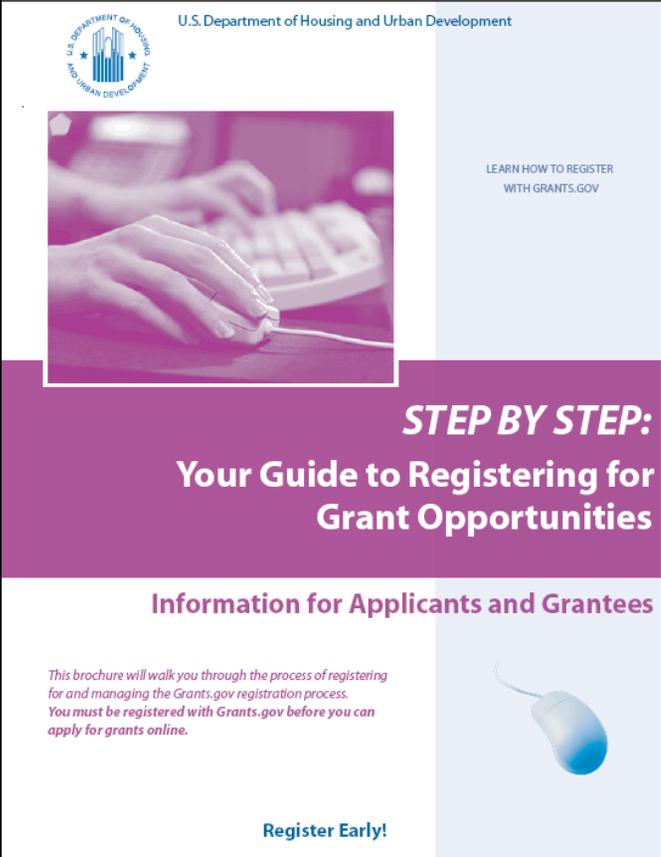
Important Terms (cont.)

- TPIN – Trading Partner ID assigned by CCR. Used for logging into CCR data base
- CCR -Central Contractor Registration
- MPIN – password registrant creates and records in CCR. Used for logging into grants.gov

E-Grants Registration Guide

Link to Registration Brochure at

<http://www.hud.gov/offices/adm/grants/fundsavail.cfm>



U.S. Department of Housing and Urban Development

LEARN HOW TO REGISTER
WITH GRANTS.GOV

STEP BY STEP:
**Your Guide to Registering for
Grant Opportunities**

Information for Applicants and Grantees

This brochure will walk you through the process of registering for and managing the Grants.gov registration process. You must be registered with Grants.gov before you can apply for grants online.

Register Early!

STEP 1 - DUNS

- To register you will need a DUNS #
- 1-866-705-5711
- <http://www.dnb.gov>.

STEP 2 - CCR

- Register with the Central Contractor Registry
- Establish roles and Ids for representatives that will use Grants.gov to submit electronic applications

Register, or Renew/Update at www.ccr.gov

Central Contractor Registration (CCR) - Microsoft Internet Explorer

Address <http://www.ccr.gov/>

File Edit View Favorites Tools Help

www.ccr.gov There are 41364

Vendor Corner Government Arena Small Business CCR Handbook Access CCR Data Help

Start New Registration

Finish Saved Registration Using Confirmation #

Update or Renew Registrations Using TPIN

Search CCR
Find my DUNS
Find my CAGE

Federal Agency Registration

Dynamic Small Business Search

NOTICE:
CCR Release Notes are now available on-line for the recently implemented CCR Release 3.06.1. . . .[Read more](#)

IMPORTANT ANNOUNCEMENT From the Federal Government Regarding Validation of Taxpayer Identification Number (TIN) in CCR
On October 30, 2005, the Central Contractor Registration (CCR) began validating the Taxpayer Identification Number and Taxpayer Name of each new and updating CCR registrant with the Internal Revenue Service (IRS) records.
For more information, please see [News item](#).

ANNOUNCEMENT FROM THE FEDERAL GOVERNMENT RE BUSINESS SIZE STATUS AND CCR TRADING PARTNER PROFILE
On April 18, 2005, the U.S. Small Business Administration began using its Small Business Logic to determine

CCR Daily

Upcoming Events

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

Integrated Acquisition Environment

E-GOV

UPDATE / RENEW at CCR

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Address <https://www.bpn.gov/ccr/scripts/indexTPIN.asp>

Registration Tools	
Instructions	View TPP
Show Errors	Delete Profile
CCR Help	Renew Profile
Handbook	Quit CCR

Registration Menu	
Required Information	Status
General Information	✓
Corporate Info	✓
Goods / Services	✓
Financial	✓
Points of Contact	✓
IRS Consent	✓
Optional Information	Status
EDI	NR
DUNS +4	NR
D&B Monitoring	✓

Registration Status	
Active Registration	

CCR Update v3.06.1

* City: WASHINGTON

* State: DC (U.S. State Code / Canadian Province list)

* Zip+4/Postal Code: 20410-0001 (U.S. Zip+4 Code Look-up)

* Country: USA

* Business Start Date: 01/01/2000 (MM/DD/YYYY)

* Number of Employees: 6 (One year average including all affiliates.)

* Fiscal Year End Date: 09/30 (MM/DD)

* Annual Revenue \$: 500000 (Three year average.)

Company Security Level: 90

Employee Security Level: 90 (Select the highest employee security level.)

Important: If you are unable to receive mail at your street address, you MUST also provide a valid mailing address where correspondence can be sent.
Note: Authority 31 U.S.C. 7701 (c) (3)
Principal Purpose(s): The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government.
Disclosure: Voluntary; however, failure to furnish will disallow registration as a Federal contractor.

Validate/Save Data

CCR (cont.)

- complete “Trading Partner Profile” on left side
- Click on “Start New Registration”
- For help - 888-227-2423

CCR (cont.)

- Applicant identifies an E-Business Point of Contact (E-Business POC)
- E Biz POC will be responsible for identifying and naming individuals who will use Grants.gov to submit electronic applications.

CCR (cont.)

- CCR will assign TPIN
- E Business POC will name AOR

STEP 3 – Credential Provider

Assigned AOR must register with the Grants.gov Credential Provider to receive a username and password, which are needed to submit applications through Grants.gov.

AOR

- An assigned AOR must register with Grants.gov credential provider to receive a username and password
- To register:

<http://apply.grants.gov/OrcRegister>

STEP 3 – Credential Provider

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for Grantors, Applicants, EBiz, About Us, Resources, P.L. 106-107, Privacy, FAQs, Tech Library, and Site Map. The main header features the Grants.gov logo and a navigation menu with buttons for 'Get Started', 'Find Grant Opportunities', and 'Apply For Grants'. The page is titled 'For Applicants' and contains several sections of information.

WHAT'S NEW

- [Read our Winter 2006 "Succeed" Newsletter.](#)
- [Check out our Get Started with Grants.gov Webcast!](#)
- [Find out about the Grants.gov Updates!](#)
- [Citrix Server Available for Non-Windows Users beginning 12/20!](#)
- Review the latest [Stakeholder Meeting Minutes!](#)
- Download the [Registration Brochure](#) to get started today!
- Learn more about [P.L. 106-107](#).
- [Grant Opportunities](#) posted in the last 7 days.

QUICK LINKS

Access the most requested

For Applicants

This section of the site provides the grant applicants with information to use Grants.gov and to support grant application finding and applying for grants through Grants.gov.

Learn more about the Grants.gov website, [getting started](#) on your first grant application, and [tips and tools](#) to help you navigate Grants.gov.

"For a small municipality such as ours with limited grants staffing, Grants.gov has been a wonderful time-saving tool. The ability to review, on a daily basis, postings from a variety of Federal agencies is efficient and effective. I am able to review all offerings and seek further information, on only those where we have an interest, within a period of less than 15 minutes each day. Thank you for this valuable resource!"

- Mary Louise Resch, MEd, CPCM, Grants Administration/Media Relations, Town of Lexington

Read more about the [Town of Lexington, South Carolina's Success Story](#).

Getting Started with Grants.gov

- [Find Grant Opportunity for Which You Would Like to Apply](#)
- [Download an Application Package](#)
- [Register with Central Contractor Registry \(CCR\)](#)
- [Register with the Credential Provider](#)
- [Register with Grants.gov](#)
- [Login to Grants.gov](#)

Applicant Login

Login Here

STEP 3 – Credential Provider



Success

Instructions
Policies
General Info
Agency Applications
User Administration
Help Desk
Privacy Policy
Home

You Have successfully verified your Registration

If you can see this page then your eAuthentication User ID and Password are correct. They should also work on the Grants.gov website. If you still experience problems while registering with Grants.gov, please contact their Customer Support at 1-800-518-GRANTS -or- support@grants.gov

STEP 4 – Grants.gov

- Register at grants.gov using user name and password created by Credential Provider

STEP 5 – Authorize AOR

- *The E-Business POC will need to authorize the AOR as the Authorized Applicant that is approved to submit applications on behalf of the organization*

STEP 5 – Authorize AOR

Note: If an AOR has not been authorized by their E-Business POC, the submitted application will be rejected.

Authorize AOR (cont.)

Click the Ebiz link at the top
of any screen at
www.grants.gov

At the next screen, click on
"Login Here".

Registered Applicants

- CCR registration has to be renewed/updated annually.
- To renew/update your CCR Registration the CCR Point of Contact must:
 - Go to www.ccr.gov
 - Click update/renew registration using TPIN
 - Enter DUNS number and TPIN
 - Click submit

Registered continued...

If there are no changes to the registration, click the Validate/Save button for the information to register in the system, then click the Submit button.

Registered continued...

- If there are changes, enter the changes, and then click the Submit button.
- Your registration renewal/update will take approximately **48 hours** to update.
- Or you can call the CCR at 888-227-2423 for assistance.
- Note: You must click on the Validate/Save or the Renew Profile button in Registration Tools.

Registered continued...

- It is highly recommended that you print your TPP.
- It contains the DUNS number, CCR and E-Business Point of Contact names, and the MPIN.
- Click on View TPP and then print.

FIND & APPLY BROCHURE

<http://www.hud.gov/offices/adm/grants/findapplybrochure.pdf>

 U.S. Department of Housing and Urban Development

Finding and applying for grants is easy!
Go to www.grants.gov

Finding and Applying for Grant Opportunities

Information for Applicants and Grantees

This brochure will walk you through the process of finding and applying for grant opportunities. HUD also has a brochure, "Step by Step: Your Guide to Registering for Grant Opportunities," that will take you step by step through the Grants.gov registration process. It can be obtained at www.hud.gov/grants.

You must be registered with Grants.gov before you can apply for grants online.


EQUAL HOUSING OPPORTUNITY
March 2006

Register Early!



Download Opportunity Instructions and Application

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 14.250: Rural Housing and Economic Development

Opportunity Number: FR-4950-N-33: Rural Housing Economic Development

Competition ID: RHED-33

Agency: U.S. Department of Housing and Urban Development

Opening Date: 12/29/2005

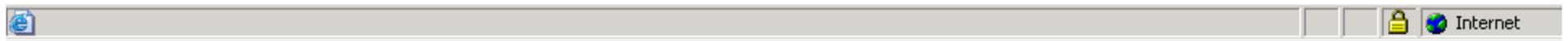
Closing Date: 01/11/2006

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)

2. [Download Application Package](#)



Attach Narratives & Forms, e.g. the Logic Model to the Attachments Form

The screenshot shows a web browser window titled "Attachments". The address bar contains "Close Form" and "Print Pa". The main content area is titled "ATTACHMENTS FORM". It includes instructions and an important note, followed by a list of 14 attachment slots. Each slot consists of a text input field, an "Add Attachment" button, a "Delete Attachment" button, and a "View Attachment" button.

Attachments

Close Form Print Pa

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

Save Your Application in the PureEdge™ Application Window

Submission

75%

PureEdge POWERED

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title:

Offering Agency:

CFDA Number:

CFDA Description:

Opportunity Number:

Competition ID:

Opportunity Open Date:

Opportunity Close Date:

Agency Contact:

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents

Application for Federal Assistance (SF-424)

HUD Facsimile Transmittal

HUD Fiscal Year Activity Report

Budget Information for Non-Construction Programs (SF-424A)

Mandatory Completed Documents for Submission

Attachments

Optional Documents

Assurances for Construction Programs (SF-424D)

Dept of Education Supplemental Information for SF-424

Disclosure of Lobbying Activities (SF-LLL)

HUD Community Initiative Form

Other Attachments Form

Instructions

- 1 Enter a name for the application in the Application Filing Name field.
 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Submit" button will not be functional until the application is complete and saved.
- 2 Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate fields in other mandatory and optional forms and the user cannot enter data in these fields.

Download Application Viewer

The PureEdge Viewer is a small, free program which will allow you to access, complete and submit applications electronically and securely on Grants.gov. Grants.gov is currently working with PureEdge to develop a unified download solution. However, temporarily:

[New users](#) (i.e., users who have never accessed, completed or submitted applications on Grants.gov) MUST [download and install both the PureEdge Viewer and PureEdge Viewer Upgrade](#).

[Existing users](#) (i.e., users who have previously accessed, completed, and submitted applications on Grants.gov) MUST [download and install the PureEdge Viewer Upgrade](#). Guidance on this process is available by accessing the "Help" button at the top of the screen or the [Downloading and Installation Tips](#) below.

System Requirements

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

Windows 98, ME, NT 4.0, 2000, XP
500 Mhz processor
128 MB of RAM
40 MB disk space
Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

If you do not have a Windows operating system, you will need to use a Windows Emulation program. Access [Customer Support](#) for more information.

Non-Windows Users: For additional information, please review the [PureEdge Support for Non-Windows Users page](#).

Downloading and Installation

For New Users who plan to access, complete, and submit applications on Grants.gov for the first time:

1) To download and install the PureEdge Viewer, access the [PureEdge Viewer](#) link below:
http://www.grants.gov/PEViewer/ICSViewer602_grants.exe

APPLY

[Download Application Package](#)

[Complete Application Package](#)

[Submit Application Package](#)

[Track Application Package Status](#)

LETTERS

[Important Information about the Central Contractor Registry \(CCR\)](#)

[Important Information Regarding Grants.gov and Fedgrants.gov](#)

QUICK LINKS

Access the most requested information and features.

Select A Topic

TIPS AND TOOLS

[Complete Application Package Training Demo](#)

[Submit Application Tips](#)

[Application Error Tips](#)

[Convert Documents to PDF](#)

Fax

- (800) HUD-1010
- (215) 825-8798

HELP – *Grants.gov*

- Grants.gov Contact Center at 800-518-GRANTS (4726)
- 800-877-8339 for hearing impaired
- Or email *support@Grants.gov*.
- Open – Mon - Friday 7 a.m. to 9 p.m. est.

APPLICATION DUE DATE

May 23, 2006

WHO MAY APPLY

HUD-approved Local Housing Counseling Agencies (LHCAs)

HUD-approved National & Regional Intermediaries

State Housing Finance Agencies (SHFAs)

HUD Approval

For information on how to become a HUD-approved counseling agency ...

- **<http://www.hud.gov/offices/hsg/sfh/hcc/hccprof13.cfm>**

TOTAL AVAILABLE

\$39.08 Million

MAXIMUM AWARDS

• LHCAs	\$200,000
• SHFAs	\$450,000
• Intermediaries	\$2.5 mil
– With HECM \$\$	\$5.5 mil

Neighborhood Watch

<https://entp.hud.gov/sfnw/public/>

LOGIC MODEL WEBCAST

4/16/06 webcast is archived

<http://www.hud.gov/webcasts/index.cfm>