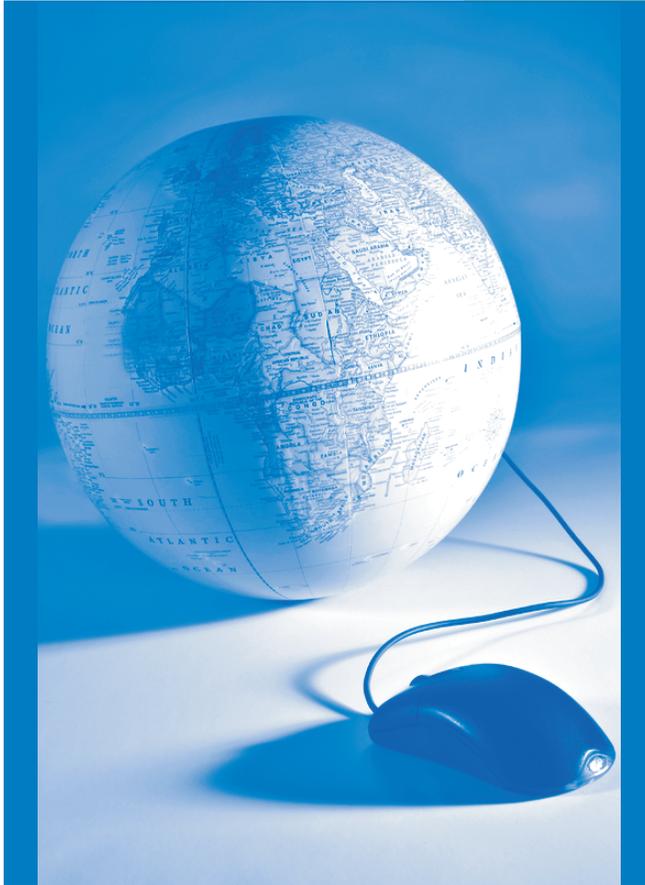




U.S. Department of Housing and Urban Development



Desktop User Guide for Submitting Electronic Grant Applications

Version 2

Information for Applicants and Grantees

This desktop guide will walk you through the process of finding, registering, and applying for grant opportunities. It includes step-by-step details of the process and screen shots from Grants.gov. HUD also has two brochures, "Step by Step: Your Guide to Registering for Grant Opportunities" and "Finding and Applying for Grant Opportunities", that will guide you through the application submission process. These documents are available at www.hud.gov/grants.

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



February 2007

**FIND,
REGISTER,
and
APPLY FOR
GRANT
OPPORTUNITIES**

HUD DISCLAIMER

This document reflects screenshots and information from Grants.gov and the Central Contractor Registration (CCR) as of February 2007. As these sites are updated, it is HUD's intent to issue replacement pages on a quarterly basis. If you are interested in receiving replacement pages contact us at: grantsoffice@hud.gov.

HOW TO USE THE ELECTRONIC VERSION OF THIS GUIDE1

INTRODUCTION..... 3

 Frequently Asked Questions3

 What Are The Basic Steps To Find, Register, And Apply For Grant Opportunities?.....5

 Who Are The Key Players Involved In The Process?8

 Other Key Terminology9

 Additional Resources9

CHAPTER 1 – FINDING GRANT OPPORTUNITIES 11

A. Finding Grant Opportunities..... 11

B. Searching For Grant Opportunities..... 13

 B1. Basic Search14

 B2. Browse By Category16

 B3. Browse By Agency.....18

 B4. Advanced Search.....20

 B5. What To Do When You Find An Opportunity For Which You Wish To Apply.....26

C. Receive Grant Opportunity Emails..... 30

D. Unsubscribing From Grant Notifications 35

CHAPTER 2 – STEPS TO REGISTER FOR ELECTRONIC APPLICATION SUBMISISON (FIVE STEPS) 37

A. Step One: Obtain A Data Universal Number System (DUNS) Number 38

 What is a DUNS Number?.....38

 Search the CCR Database for Your DUNS Number38

 DUNS +439

 Request DUNS Number by Phone.....39

 Request DUNS Number Online.....39

B. Step Two: Register Your Organization With The Central Contractor Registration... 41

 What is the Central Contractor Registration?41

 CCR Assistance Center41

 Central Contractor Registration Handbook41

 Trading Partner Profile (TPP).....42

 Information Needed to Register.....42

 CCR Frequently Asked Questions42

 B1. How To Register Your Organization With The CCR44

 Access the CCR On-Line Registration44

 How to Save Your CCR Registration and Complete It Later47

 How to Restart an Incomplete CCR Registration48

 CCR Registration Screenshots50

 Dun and Bradstreet Business Name and Address Screen51

Desktop User Guide For Submitting Electronic Grant Applications

CCR Use of Dun and Bradstreet Company Information	51
Dun and Bradstreet CCR Information Validation Screen.....	53
CCR Confirmation Number Screen	54
CCR Temporary Confirmation Number	54
CCR Instructions Screen.....	55
CCR General Information Screen.....	56
Completing All Required Information.....	57
CCR Create POC Template Screen	58
CCR Error/Incomplete Message Screen	59
CCR Corporate Information Screen - Part 1	60
CCR Corporate Information Screen - Part 2.....	61
CCR Corporate Information Screen - Part 3.....	62
CCR Goods/Services Screen.....	63
CCR Financial Information Screen.....	65
CCR Points of Contact Screen - Part 1	66
CCR Points of Contact Screen - Part 2	67
CCR Points of Contact Screen - Part 3	68
CCR Points of Contact Screen - Part 4	69
CCR IRS Consent Screen	70
CCR EIN/TIN IRS Validation.....	70
CCR Processing Registration Screen.....	73
CCR Successful Registration Finish Screen.....	74
CCR Processing Time.....	75
CCR EDI Information Screen.....	76
CCR DUNS +4 Information Screen	77
CCR D&B Monitoring Screen – D&B Name Address Lockdown	78
B2. How To Know Your CCR Registration Was Successful.....	79
CCR Confirmation Notices.....	79
1 st CCR Confirmation Notice:	79
2 nd CCR Confirmation Notice:.....	79
B3. How To Verify The Status Of Your CCR Registration	80
CCR Registration Statuses.....	82
B4. How To Maintain Your CCR Registration	83
B5. How To Renew/Update Your CCR Registration	85
B6. How To Cancel An Active CCR Registration	90
B7. Current Registrants Without A MPIN.....	93
B8. Don't Know Your MPIN?	97
B9. Don't Know Your TPIN?.....	100
B10. Don't Know Your E-Business Point of Contact (E-Business POC)?.....	103
Appendix 1 – Information/Data Needed To Register.....	105
Appendix 2 - Implementation of CCR to IRS TIN Validation - Frequently Asked Questions	116
Appendix 3 – Sample IRS Consent Form From CCR Update Website	118
Appendix 4 - Example Of A CCR Temporary Confirmation Number.....	119
Appendix 5 - Example Of A CCR Welcome Notice/Letter	120
Appendix 6 - Example Of A TPIN Letter.....	121
Appendix 7 - Example Of A 30 Day To Expiration Letter.....	122

Appendix 8 - Example Of An Expiration Letter..... 123

C. Step Three: Authorized Organization Representative (AOR) Registers With The Credential Provider 124

- What is a Credential Provider? 124
- C1. How To Register With The Credential Provider:..... 125
 - Create your Grants.gov User Name and Password..... 127
- C2. How To Verify Your Registration With The Credential Provider:..... 130
- C3. If You Forget Your Grants.gov Password..... 133
- C4. If You Forget Your Grants.gov Username..... 136

D. Step Four: Authorized Organization Representative (AOR) Registers With Grants.gov 137

E. Step Five: E-Business Point Of Contact (POC) Gives Authorization To AOR..... 143

- E1. Example Of An Email Received By The E-Business POC..... 143
- E2. How To Authorize An AOR To Submit Applications On Behalf Of The Organization 144
- E3. Example Of An Email Received By The AOR..... 150
- E4. How To Check Your AOR Status 151

CHAPTER 3 – APPLYING FOR A GRANT 155

- General Download Instructions 155

A. Apply Step 1: How To Download A Grant Application Package And Application Instructions..... 157

- A1. How To Download Grant Application Instructions..... 157
- A2. How To Receive Emails Of Changes To The Grant Opportunity 160
- A3. Continuation Of How To Download Grant Application Instructions..... 161
- A4. How To Download A Grant Application Package..... 164
- A5. How To Install The PureEdge Viewer..... 167

B. Apply Step 2: How To Complete The Selected Grant Application Package 168

- B1. NOFA General Section 168
- B2. NOFA Program Section 169
- B3. Components Of The Application 171
- B4. Sample Grants.gov Grant Application Package..... 174
- B5. How To Complete Mandatory Fields In The Application Package..... 175
 - Example 1 175
 - Example 2 176
- B6. How To Complete Documents/Forms In The Application Package..... 177
- B7. How To Complete The Standard Form - 424..... 178
- B8. How To Submit Narrative Statements 179
 - File Format for Narrative Statements 179
 - Graphic Images and Photos in the Narrative Statement 179
 - Responding to Rating Factor in the Narrative Statement 179
 - Attaching Additional Files to the Narrative Statement..... 179
 - Reducing File Sizes in the Narrative Statement 179

B9. How To Submit Third Party Letters, Certifications Requiring Signatures, And Other Documentation	180
How To Scan Documents To Create Electronic Files	180
How To Fax Required Documentation	180
When Should the Fax Method be Used?.....	181
Tips for Using the Fax Method.....	181
Complete Form SF-424 First	181
How to Use the Facsimile Transmission Form.....	181
Fax Contains Unique Imbedded ID Number	181
HUD Fax Number.....	181
Third Party Use of the Fax Form	181
Check Accuracy of Fax Transmission	182
Preview Your Fax Transmission.....	182
What To Do If You Are Not Faxing Any Documents.....	182
B10. Sample HUD Form 96011, Facsimile Transmittal.....	183
B11. How To Use The Attachments Forms.....	184
Attachments Form.....	184
Creating Attachments.....	184
Adding Attachment Forms.....	184
Other Attachments Form.....	186
Deleting An Attachment	189
Viewing An Attachment	192
B12. How to Request A Waiver From Electronic Application Submission.....	194
C. Apply Step 3: How To Submit A Completed Grant Application Package	195
C1. Steps To Take Before You Submit Your Application	195
C2. Tips To Follow When Checking For Errors.....	197
C3. Submitting The Completed Application	198
C4. Grants.gov Confirmation And Validation Messages	199
Grants.gov Confirmation Message	199
Application Submission Validation Check.....	200
Grants.gov Validation Message	201
C5. Sample Grants.gov Validation Messages.....	202
C6. Application Submission	205
Save and File Receipts	205
Proof of Application Submission.....	205
Confirmation Receipt.....	205
Validation Receipt Via eMail	206
C7. Changes To Your Application After Submission To Grants.gov	206
D. Apply Step 4: How To Track The Status Of A Completed Grant Application Package	207
CHAPTER 4 - REGISTRATION RENEWAL TIPS FOR ORGANIZATIONS THAT SUBMITTED AN APPLICATION LAST YEAR.....	210
A. How Do I Renew My Organization’s CCR Registration?.....	211
B. How Can I Find My Organization’s DUNS Number?.....	212
C. How Do I Check My AOR Status In Grants.gov?	212

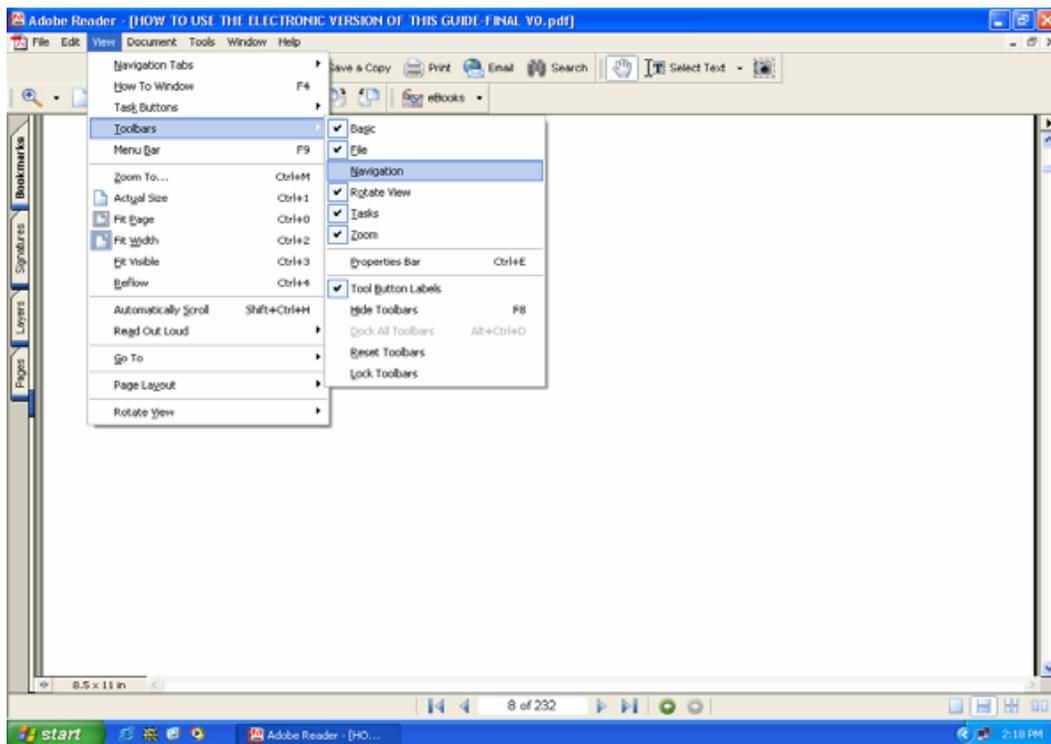
Desktop User Guide For Submitting Electronic Grant Applications

D. How Can I Find The Organization’s E-Business POC?	213
E. How Does The E-Business POC Authorize The AOR To Submit Applications?	213
F. Forgot Your AOR Grants.gov Password?	213
G. Forgot Your AOR Grants.gov Username?.....	214
H. E-Business POC – Don't Know Your MPIN?	214
I. CCR Point Of Contact – Don’t Know Your TPIN?	214
J. How Do I Register With The Credential Provider?	215
K. How Do I Register With Grants.gov?	215
CHAPTER 5 – TROUBLESHOOTING APPLICATION SUBMISSION ERRORS.....	216
A. Most Frequent Grants.gov Error Messages.....	216
B. Five Common Reasons An Application Is Rejected.....	217
C. Tips To Help Error-Proof Your Application.....	218
D. DO’S AND DON’TS To Follow Regarding Electronic Application Submission.....	223
What You Should Do.....	223
What You Should Not Do.....	224
CHAPTER 6 – GRANTS.GOV ACRONYMS AND GLOSSARY	225
CHAPTER 7 – GRANTS.GOV PUREEDGE SUPPORT FOR NON-WINDOWS USERS... 232	
CHAPTER 8 – CONVERTING DOCUMENTS TO PORTABLE DOCUMENT FORMAT (PDF)233	
CHAPTER 9 – ZIP (COMPRESSED) FILE ASSISTANCE.....	235
CHAPTER 10 – IMPORTANT NUMBERS FOR ADDITIONAL ASSISTANCE	236

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HOW TO USE THE ELECTRONIC VERSION OF THIS GUIDE

1. The electronic version of this document, found at: <http://www.hud.gov/grants/index.cfm>, contains hyperlinks that will take you from one section to another. To activate a hyperlink, place your cursor over any highlighted area and right click on the mouse. The Table of Contents also functions in this manner.
2. You will find it helpful if you customize your Toolbar so that you can go back and forth between the hyperlink and your previous page. To do this go to **View**, click on **Toolbars**, and then click on **Navigation**. After selecting **Navigation** a **Navigation** box will appear in the top left corner of page. Next, click on the **Navigation** box and drag the **Navigation** box to your Toolbar, then release. Now you will be able to click on the arrows to move back and forth between the hyperlink and the previous page.



3. **Arrows** are inserted on each screen shot to identify the item of discussion.
4. In addition, **Footers** are located at the bottom of each page to help you manage your location.
5. You can conduct a word search in the document by selecting **Edit** on the Toolbar, next click on **Search**, type in the word or phrase that you are looking for, then click the **Search** button.

LET'S GET STARTED!

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INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) is pleased to provide you with a *Desktop User Guide For Submitting Electronic Grant Applications*, created to assist grant applicants when submitting applications electronically through Grants.gov. Grants.gov is the official Federal Government website for applicants wishing to find and apply for funding opportunities from all 26 Federal grant-making agencies. It is the central location to find grant funding opportunities, register as an organization, and submit a grant application.

Each year, HUD consolidates the majority of its individual Notice of Funding Availability (NOFA) into one announcement called the Super Notice of Funding Availability (SuperNOFA).

An organization seeking HUD grant funds must apply for each funding opportunity by submitting an electronic grant application through Grants.gov. This Desktop User Guide provides an overview of key processes for finding, registering and applying for funding opportunities using Grants.gov. The charts below provide answers to Frequently Asked Questions about Grants.gov, outline the basic steps involved with finding, registering and applying for grant opportunities, including grants from HUD, and identify the Key Players in the process.

<u>Frequently Asked Questions</u>	Answers
What is Grants.gov?	Grants.gov is the official Federal Government website where applicants may Find and Apply for funding opportunities from all 26 Federal grant-making agencies. Additional information about Grants.gov can be found at: http://www.grants.gov/aboutgrants/about_grants_gov.jsp .
Why was Grants.gov developed?	There are over 1000 individual grant programs from 26 Federal grant-making agencies that issue over \$400 billion in annual awards. Many of these programs operate independent, paper-based processes, which makes finding and applying for Federal grants difficult. Grants.gov centralizes information on grant opportunities and provides the ability to apply for those grants in one convenient online location.
Why do grant applicants have to register with the Central Contractor Registration to use Grants.gov?	The Central Contractor Registration (CCR) is the central government repository for organizations working with the Federal government. CCR validates applicant information and allows for sharing secure and encrypted data with Federal agencies, including paperless payments through Electronic Funds Transfer. CCR stores an applicant's information, allowing Grants.gov to verify an applicant's identity and identify key business contacts for the organization. It also houses organizational information that Grants.gov uses to pre-fill repetitive information on grant applications. Grant applicant organizations must register with the CCR before they can submit a grant application through Grants.gov.

<u>Frequently Asked Questions</u>	Answers
Why do grant applicants have to register with a Credential Provider?	In order to safeguard the security of electronic information, Grants.gov utilizes E-Authentication, the Federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. Credential Providers are organizations that validate the electronic identity of an individual through electronic credentials, personal identification numbers, passwords or other identifying information, for Grants.gov. It is the process of determining, with certainty, that someone really is who they claim to be.
Why do grant applicants have to register with Grants.gov?	Grant applicants must register with Grants.gov as an Authorized Organization Representative, (AOR), in order to submit grant applications electronically through Grants.gov on behalf of their organization.

<p><u>What Are The Basic Steps To Find, Register, And Apply For Grant Opportunities?</u></p>	<p>What's Involved?</p>
<p><u>Find a Grant Opportunity</u></p>	<p>Start your search for HUD and other Federal government-wide grant opportunities and register to receive automatic email notifications of new grant opportunities as they are posted at http://www.grants.gov/. See Chapter 1 - Finding Grant Opportunities for additional information.</p>
<p><u>Get Registered</u></p>	<p>Organizations that submit a grant application using Grants.gov are required to request a Data Universal Number System (DUNS) number, register with the Central Contractor Registration (CCR), register with the Credential Provider, and register with Grants.gov. See Chapter 2 – Steps to Register for Electronic Application Submission for additional information.</p>
<p><u>Request A DUNS Number</u></p>	<p>In order to register with the Central Contractor Registration, your organization will need a DUNS number. A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Many organizations already have a DUNS number. To find out if your organization already has a DUNS number or to obtain a DUNS number, contact D&B at 866-705-5711. If your organization does not have a DUNS number, you should ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS number. It is possible to request a DUNS number online via web registration; however, the process can take up to 48 hours to complete. Therefore, we suggest that you do this by phone, which will take about 10 minutes. There is no charge. See Chapter 2, A – Step One: Obtain a Data Universal Number System (DUNS) Number for additional information.</p>
<p><u>Register with Central Contractor Registration (CCR)</u></p>	<p>The CCR registration process consists of completing a Trading Partner Profile (TPP), which contains general, corporate, and financial information about your organization. While completing the TPP, you will need to identify a CCR Point of Contact (POC) who will be responsible for maintaining the information in the TPP and giving authorization to individuals to serve as Authorized Organization Representatives (AOR) and an E-Business Point of Contact (E-Business POC). The AOR will submit applications through Grants.gov for your organization. The person that completes the TPP can be the CCR POC, E-Business POC, and the AOR or they can be different people. You must have a DUNS number from Dun & Bradstreet before you register with CCR.</p> <p>If you need assistance with the registration process, you can contact the CCR Assistance Center, Monday through Friday, 8:00 a.m. to 8:00 p.m. at 888-227-2423 or 269-961-5757 or</p>

<p><u>What Are The Basic Steps To Find, Register, And Apply For Grant Opportunities?</u></p>	<p>What's Involved?</p>
	<p>online at http://www.ccr.gov/. <u>See Chapter 2, B – Step Two: Register Your Organization with the Central Contractor Registration.</u></p>
<p><u>Register with Credential Provider</u></p>	<p>The Credential Provider for Grants.gov is Operational Research Consultants (ORC). When a grant applicant registers with ORC, they receive a username and password, which is then used to Register with Grants.gov as an Authorized Organization Representative (AOR). AORs are individuals designated as authorized to submit grant applications for their organization via Grants.gov. Once an individual has registered with Grants.gov as an AOR, their E-Business POC is asked to validate the registration. Once the E-Business POC validates the request, the individual requesting AOR status for their organization will receive notification via email confirming they are able to submit grant applications through Grants.gov. The Authorized Organization Representative (AOR) must register with the Grants.gov Credential Provider to receive a Username and Password, which will be used to register with Grants.gov. This will be required to securely submit your grant application. <u>See Chapter 2, C – Step Three: Authorized Organization Representative (AOR) Register with the Credential Provider.</u></p>
<p><u>Register with Grants.gov</u></p>	<p>The AOR must also register with Grants.gov in order to submit grant applications on behalf of an organization. In order to access Grants.gov, the AOR will enter their Username and Password that they created when they registered with the Credential Provider. After the AOR completes the registration process the organization's E-Business POC listed on an organization's CCR registration will receive an email notification stating that an AOR has registered to submit grants. The E-Business POC will then need to log onto Grants.gov and assign the Authorized Applicant role to the AOR. Once the E-Business POC does this, the AOR will receive an email notification stating that they have been designated as an AOR and will be able to submit applications through Grants.gov. <u>See Chapter 2, D – Step Four: Authorized Representative Registers with Grants.gov.</u></p>
<p><u>Register with your Organization - E-Business Point Of Contact (POC) Gives Authorization To AOR</u></p>	<p>The E-Business POC performs the final step in the Grants.gov registration process, actually authorizing someone to submit a grant application on behalf of their organization. This safeguards an organization from individuals who may attempt to submit grant application packages without permission. After the E-Business POC completes the registration process, the AOR will receive an email notification confirming that he or she</p>

<p><u>What Are The Basic Steps To Find, Register, And Apply For Grant Opportunities?</u></p>	<p>What's Involved?</p>
	<p>is able to submit applications through Grants.gov. See Chapter 2, E – Step 5: E-Business Point of Contact (POC) gives Authorization to AOR.</p>
<p><u>Download an Application Package</u></p>	<p>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 <u>OR</u> Funding Opportunity Competition ID <u>OR</u> CFDA number to access the application package and instructions. In order to view application packages and instructions, you 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. See Chapter 3, A – Apply Step 1: How to Download a Grant Application Package and Application Instructions.</p>
<p><u>Complete an Application</u></p>	<p>You will submit the application online. When you have completed all of the registration steps and are ready to submit the completed application, log into Grants.gov using the Username and Password you created when you registered with the Grants.gov Credential Provider to submit the application. See Chapter 3, B – Apply Step 2: How to Complete the Selected Grant Application Package.</p>
<p><u>Submit an Application</u></p>	<p>Once you have submitted an application you can check the status of your application submission. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. See Chapter 3, C – Apply Step 3: How to Submit a Completed Grant Application.</p>

<p><u>Who Are The Key Players Involved In The Process?</u></p>	<p>Acronym</p>	<p>Responsibilities</p> <div data-bbox="1117 233 1435 422" style="border: 1px solid black; padding: 5px; margin-left: 10px;"> <p>The CCR Point of Contact, the E-Business Point of Contact, and the AOR can be the same person or different people.</p> </div>
<p><u>CCR Point of Contact</u></p>	<p>CCR POC</p>	<p>The CCR Point of Contact is the person who completes the CCR registration and acknowledges that the information provided in the CCR registration is current, accurate, and complete. The person named here will be the ONLY person within the registering company to receive the Trading Partner Identification Number (TPIN) via email or U.S. Postal mail. The CCR POC at the time of the CCR registration identifies the E-Business Point of Contact.</p> <p>Note: The CCR Point of Contact, E-Business POC, and the AOR can be the same person or different people.</p>
<p><u>E-Business Point of Contact</u></p>	<p>E-Business POC is also listed as E-Biz POC in this document.</p>	<p>An E-Business Point of Contact (POC) is responsible for the administration and management of grant activities in his/her organization. The E-Business POC grants the Authorized Organization Representative (AOR) the privilege to submit grant applications through Grants.gov. When your organization registers with the CCR, you will be required to designate an E-Business Point of Contact (E-Business POC) <i>and an alternate, who will be responsible for identifying and naming individuals as AORs.</i> The AOR will submit applications through Grants.gov for your organization. The E-Business POC will become the sole authority of the organization with the capability of designating, or revoking, an individual's ability to submit grant applications on behalf of their organization through Grants.gov.</p> <p>Note: The CCR Point of Contact, E-Business POC, and the AOR can be the same person or different people.</p>
<p><u>Authorized Organization Representative</u></p>	<p>AOR</p>	<p>An AOR submits a grant on behalf of a company, organization, institution, or government. AORs have the authority to sign grant applications and the required certifications and/or assurances that are necessary to fulfill the requirements of the application process.</p> <p>Note: The CCR Point of Contact, E-Business POC, and the AOR can be the same person or different people.</p>

<u>Other Key Terminology</u>	Acronym	Definition
<u>Marketing Partner ID Number (MPIN)</u>	MPIN	The MPIN is a password that the E-Business POC will need to access Grants.gov to authorize the AOR to submit a grant application. The E-Business POC creates the MPIN in CCR.
<u>Trading Partner Identification Number (TPIN)</u>	TPIN	The TPIN, assigned by CCR, is your confidential number that confirms that you have successfully registered in CCR; it also allows the E-Business POC to change the CCR information.
<u>Trading Partner Profile</u>	TPP	The TPP is the document that you complete during the CCR registration process. The TPP contains general, corporate, and financial information about your organization.

Additional Resources

Beyond this User Guide, there are many detailed resources available to assist grant applicants with the electronic grant application process. Some of the documents that may assist you are as follows:

HUD’s brochure – “STEP BY STEP: Your Guide to Registering for Grant Opportunities” provides information for applicants and grantees and walks you through the process of registering for and managing the Grants.gov registration process. The brochure is located at <http://www.hud.gov/grants>.

HUD’s brochure – “Finding and Applying for Grant Opportunities and Registration Renewal Tips for Applicants that Successfully Submitted an Application Last Year” walks you through the process of finding and applying for grant opportunities. The brochure is located at <http://www.hud.gov/grants>.

On HUD’s website at <http://www.hud.gov/grants> you can find background information on HUD’s grant programs. Select “Training” to find SuperNOFA broadcast material, which provides information on each grant program.

To find out more about the SuperNOFA program, contact the NOFA Information Center at 800-HUD-8929 (800-483-8929) or at 800-HUD-2209 (800-483-2209) (TTY) for the hearing impaired. The hours of operation are 10:00 a.m. to 6:30 p.m. eastern standard time, Monday through Friday, excluding Federal holidays.

Grants.gov registration checklists that guide you through the registration process are available at: http://www.grants.gov/applicants/register_your_organization.jsp.

On the Grants.gov website at http://www.grants.gov/applicants/applicant_help.jsp, you will find Frequently Asked Questions, Glossary, and an Applicant’s User Guide.

Desktop User Guide For Submitting Electronic Grant Applications

The Grants.gov Contact Center at 800-518-GRANTS (4726) is also available to answer questions about using Grants.gov and is open 7 a.m. to 9 p.m. eastern standard time, Monday through Friday, excluding Federal holidays.

CHAPTER 1 – FINDING GRANT OPPORTUNITIES

A. Finding Grant Opportunities

Grants.gov provides you with the ability to search for Federal government-wide grant opportunities and to sign up to receive grant opportunity email notifications.

To begin your search:

- Click [FIND GRANT OPPORTUNITIES](#) from any screen on Grants.gov.



- Click [SEARCH GRANT OPPORTUNITIES](#)



B. Searching For Grant Opportunities

On Grants.gov you can search for Federal Government-wide grant opportunities by topic, agency, or business area. You can search for these opportunities through a Basic Search, Browse by Category, Browse by Agency, and Advanced Search.

Once you find an opportunity of interest, write down the CFDA Number, Funding Opportunity Number or Funding Category ID number. You will use this number to download a grant application package from Grants.gov.



B1. Basic Search

Search by Keyword, Funding Opportunity Number, or CFDA Number.

To use the **Basic Search** option, follow the instructions below:

1. Click the **Basic Search** button on the **Search Grant Opportunities** screen.
2. Enter your search criteria into one of the fields below and click **Search**.

Note: If more than one field is completed, only those opportunities meeting all the criteria will be returned.



3. To use the **Keyword Search** field, enter part or all of the text for the title of the grant you are searching for.
4. If you know the funding opportunity number, enter it in the **Search by Funding Opportunity Number** field. If you are not sure of the entire Funding Opportunity Number:

- Use an asterisk “ * ” to replace one or more characters.
 - Use a question mark “?” to replace one character.
5. If you know the offering agency’s Catalog of Federal Domestic Assistance (CFDA) number, enter it in the **Search by CFDA Number** field. If you are not sure of the entire CFDA number:
- Use an asterisk “ * ” to replace one or more characters.
 - Use a question mark “?” to replace one character.
6. To clear the **Basic Search** form, click the **Clear Form** button.

Once you have entered the necessary search criteria, click the **Search** button to begin the search. Your results will display on the **Search Results** screen.

B2. Browse By Category

Conduct a search by category such as housing, arts, environment, transportation, or social services.

Start by selecting a grant category that interests you.

To use the **Browse by Category** option, follow the instructions below:

1. At the **Search Grant Opportunities** screen, click the **Browse by Category** button.
2. Access a listing of grants by category by **clicking the title** that best describes the type of grant you are looking for. For this example **Housing** is selected.



- Your results will display a listing of grants within the category you selected on a **Search Results** screen. The following results are from the Housing Category.

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results

Search Results

Sort: Close Date, Ascending [Sort by Open Date](#) [New Search](#)

Results 1-8 of 8

Close Date	Opportunity Title	Agency	Funding Number
05/13/2005	Farm Labor Housing Loans and Farm Labor Housing Grants	Rural Development	USDA-RD-RHS-05-003
12/01/2005	Children, Youth, and Families at Risk Sustainable Community Projects	CSREES	USDA-GRANTS-093005-001
04/14/2006	NGO Projects for Afghan Refugees and Returnees	Bureau of Population, Refugees and Migration	PRMANE-06-CA-004-ANE-022706
07/13/2006	ROSS Elderly Persons with Disabilities	US Department of Housing and Urban Development	FR-5030-N-30
07/21/2006	Public Housing Neighborhood Networks	US Department of Housing and Urban Development	FR-5030-N-33
08/08/2006	ROSS-Family Homeownership	US Department of Housing and Urban Development	FR-5030-N-31
09/30/2006	Multi-family and single family housing programs	Rural Housing Service	USDA-RD-HCFP-03
	HUD's FY 2006 NOFA Policy Requirements and General Section	US Department of Housing and Urban	FR-5030-C-01B

B3. Browse By Agency

Access a list of grant opportunities by **Agency** by clicking on a **Federal Agency**.

To use the [Browse by Agency](#) option, follow the instructions below:

1. Click the **Browse by Agency** button on the **Search Grant Opportunities** screen.
2. Access a listing of grants by **Agency** by clicking the name of the **Agency** that is offering the grant you are looking for. For this example the **U.S. Department of Housing and Urban Development** is selected.



Print screen continued:



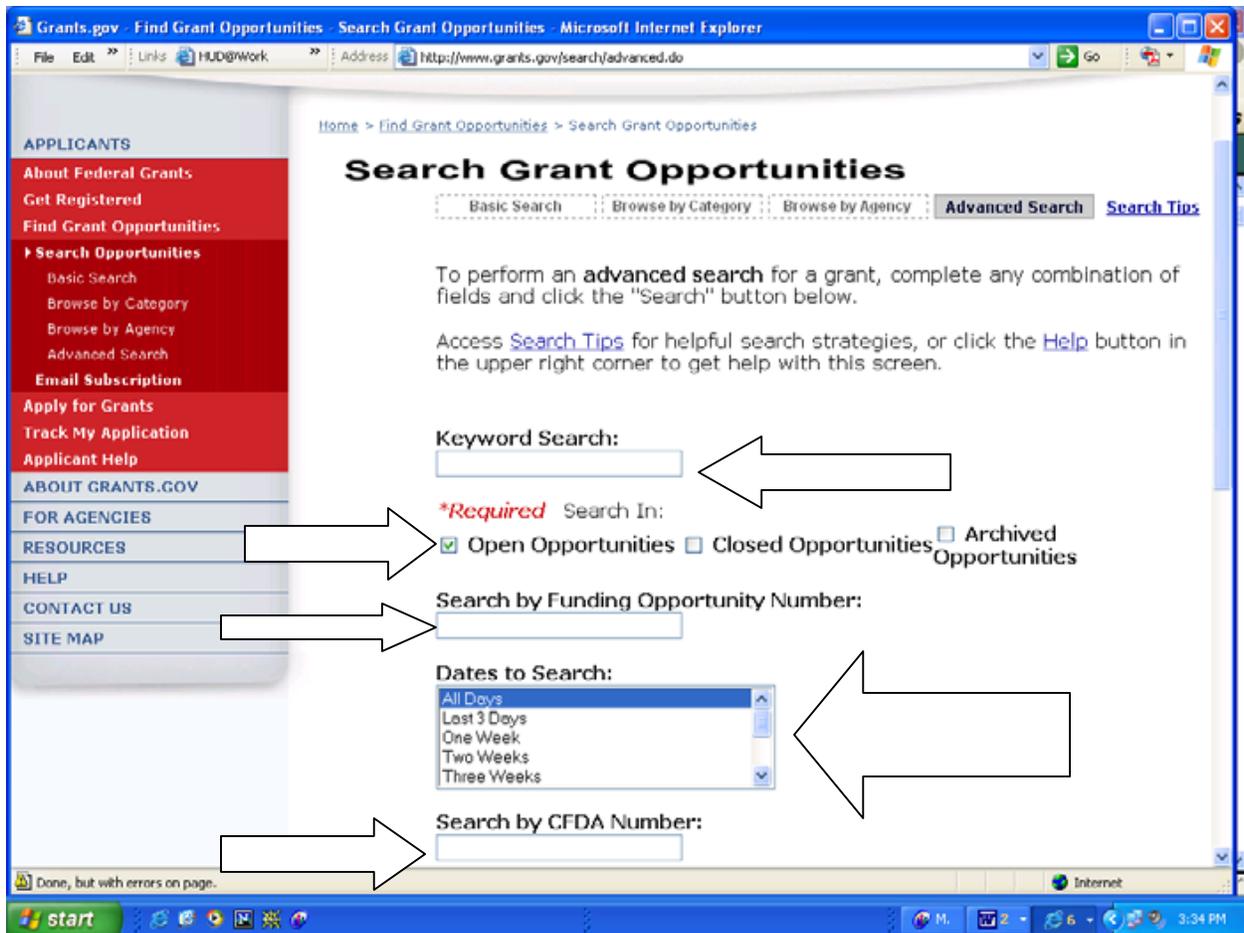
3. Your search results will display a listing of grants offered by the **Agency** you selected on a **Search Results** screen. The following results are from the **U.S. Department of Housing and Urban Development**.



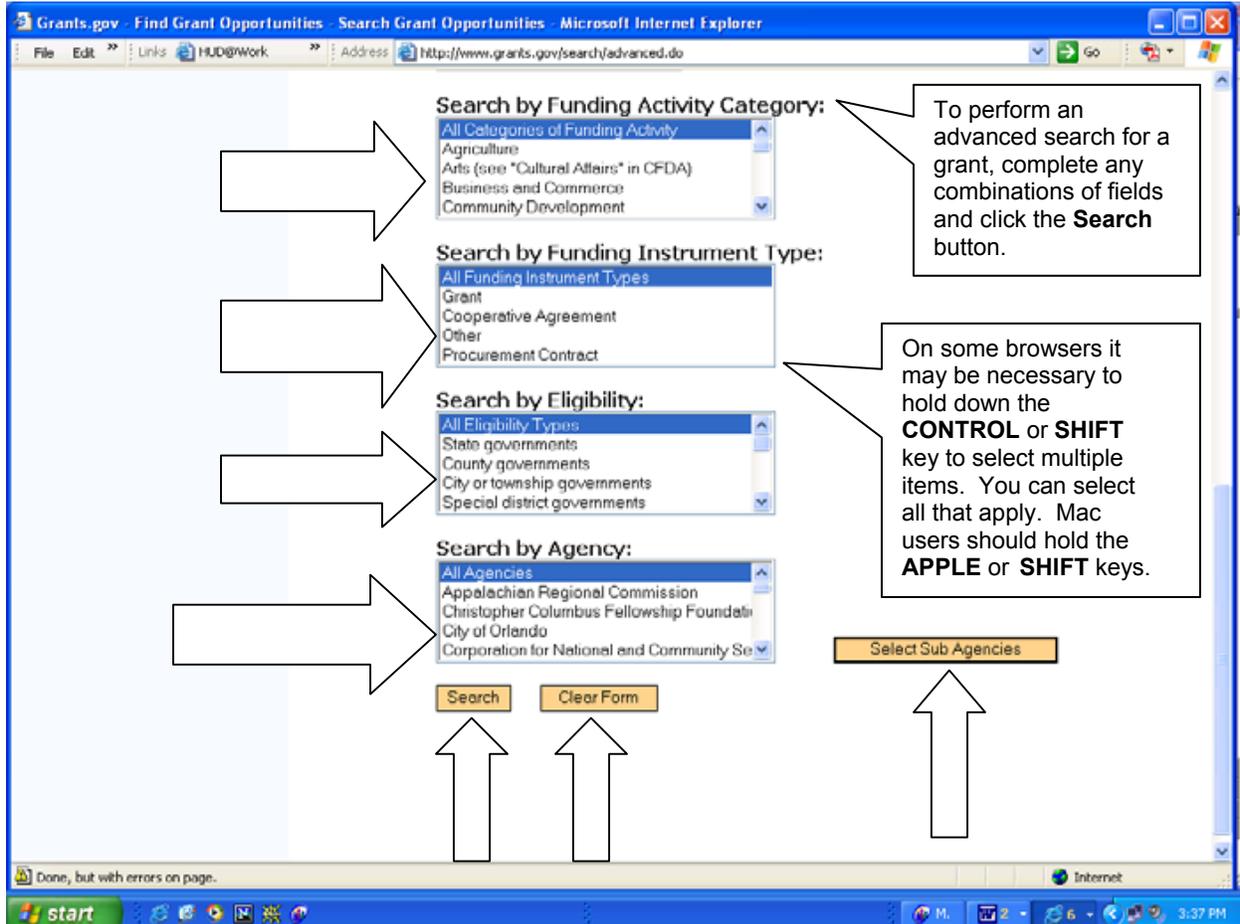
B4. Advanced Search

If you still have not found what you are looking for by completing the basic search or browsing, select the **Advanced Search** option. This allows you to search by the following categories:

- Keyword
- Open Opportunities, Closed Opportunities, Archived Opportunities
- Funding Opportunity Number
- Dates
- CFDA Number
- Funding Activity Category
- Funding Instrument Type
- Eligibility (e.g., nonprofit, State, etc.)
- Agency and SubAgency



Print Screen Continued:



To use the [Advanced Search](#) option, click the **Advanced Search** button on the **Search Grant Opportunities** screen and follow the instructions below.

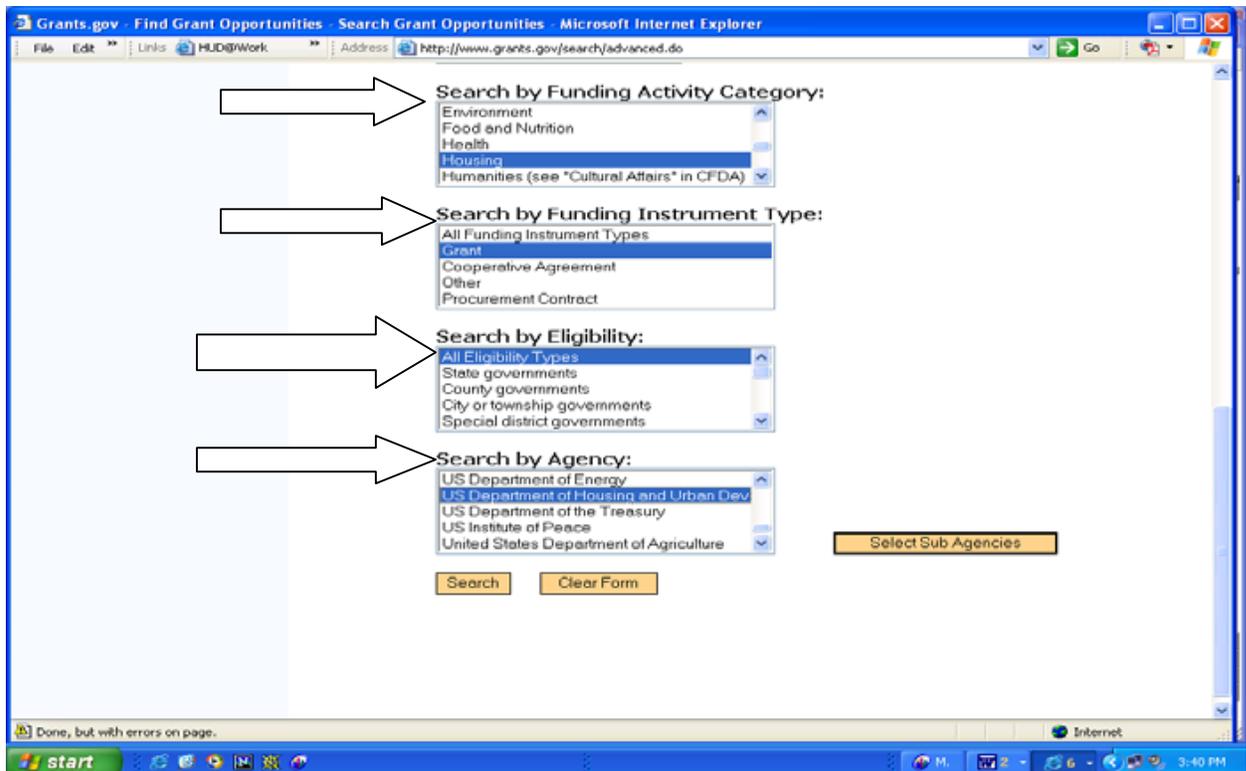
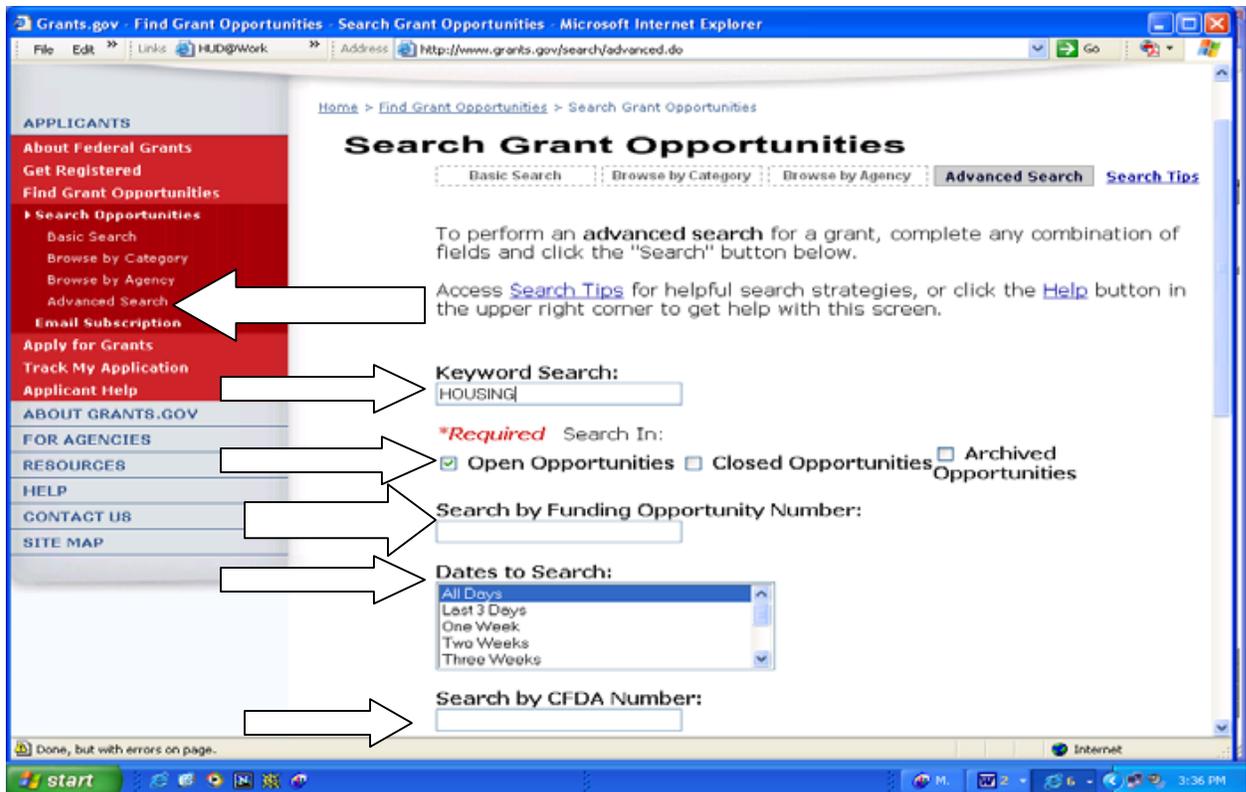
1. Enter information in one or more of the fields listed and then click the **Search** button. You are not required to enter information in all fields before clicking the **Search** button.
2. Select whether you want to search **Open Opportunities**, **Closed Opportunities**, or **Archived Opportunities** in the **Search** section by clicking the radio button next to the corresponding field. **Open Opportunities** are grant opportunities that are still available for applicants to submit applications. **Closed Opportunities** are opportunities that are no longer active for applicants to submit applications but are still visible within the database. **Archived Opportunities** are opportunities that are no longer active for applicants to submit applications.

3. If you know the funding opportunity number, enter it in the **Search by Funding Opportunity Number** field. If you are not sure of the entire Funding Opportunity Number:
 - Use an asterisk “ * ” to replace one or more characters.
 - Use a question mark “?” to replace one character.
4. Select the time period for which you want to search in the **Dates to Search** field.
5. If you know the offering agency’s Catalog of Federal Domestic Assistance (CFDA) number, enter it in the Search by CFDA Number field. If you are not sure of the entire CFDA number:
 - Use an asterisk “ * ” to replace one or more characters.
 - Use a question mark “?” to replace one character.
6. Select the funding activity category from the **Search by Funding Activity Category** field. If you want to select multiple items in this list, hold down the CONTROL or SHIFT key. Mac users should hold the **APPLE** or **SHIFT** key.
7. Select the funding instrument type from the **Search by Funding Instrument Type** field. If you want to select multiple items in this list, hold down the CONTROL or SHIFT key. Mac users should hold the **APPLE** or **SHIFT** key.
8. Select the opportunity eligibility from the **Search by Eligibility** field. If you want to select multiple items in this list, hold down the CONTROL or SHIFT key. Mac users should hold the **APPLE** or **SHIFT** key.
9. Select the offering agency from the **Search by Agency** field. If you want to select multiple items in this list, hold down the CONTROL or SHIFT key.
10. If you would like to include a sub agency in your search, click the **Select Sub Agencies** button to display a **Search by Sub Agency** field. Select the desired **Sub Agency** from the list. If you want to select multiple items in this list, hold down the CONTROL or SHIFT key. Mac users should hold the **APPLE** or **SHIFT** key.
11. To clear the **Advanced Search** form, click the **Clear Form** button.

The results on the next page are from a search using:

- Keyword – Housing
- Open Opportunities
- All Days
- Housing Category
- Grant Funding Instrument Type
- All Eligibility Types
- Agency - U.S. Department of Housing and Urban Development

Desktop User Guide For Submitting Electronic Grant Applications

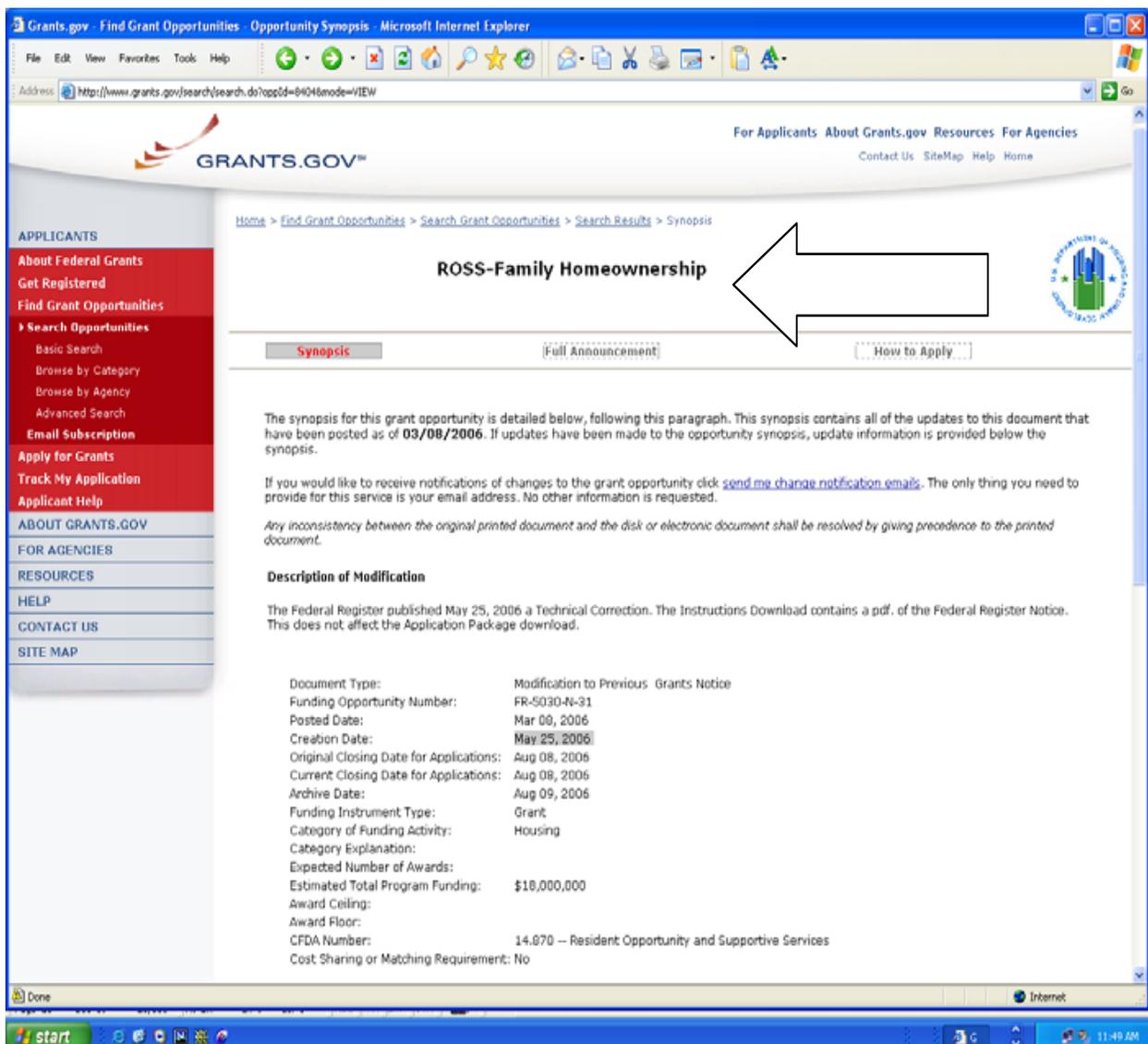


12. Once you have entered in the necessary search criteria, click the **Search** button to begin the search. Below are the search results.

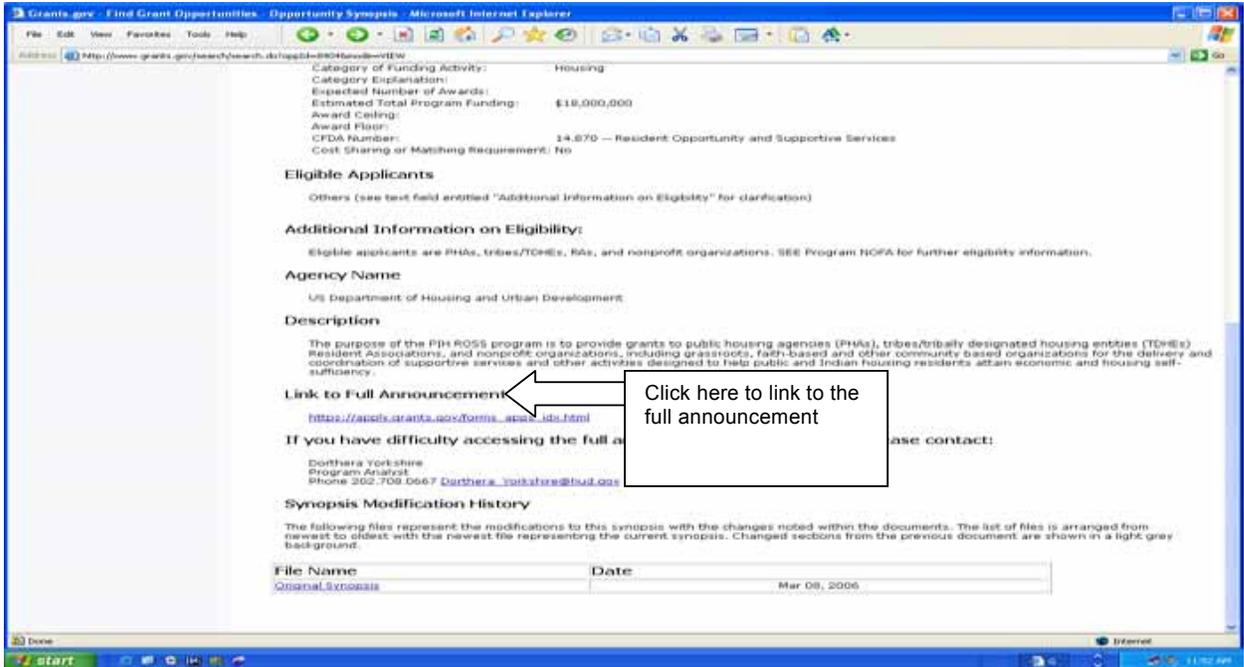


B5. What To Do When You Find An Opportunity For Which You Wish To Apply

Once you find an opportunity for which you wish to apply, click on the highlighted Opportunity Title. For this example (see Item 12 in B4. Advanced Search) Ross-Family Homeownership has been selected. Selecting the opportunity from this screen will take you to the synopsis, which contains all of the updates to the opportunity and provides the date of the most recent update. If updates have been made to the opportunity synopsis, updated information is provided in the synopsis.

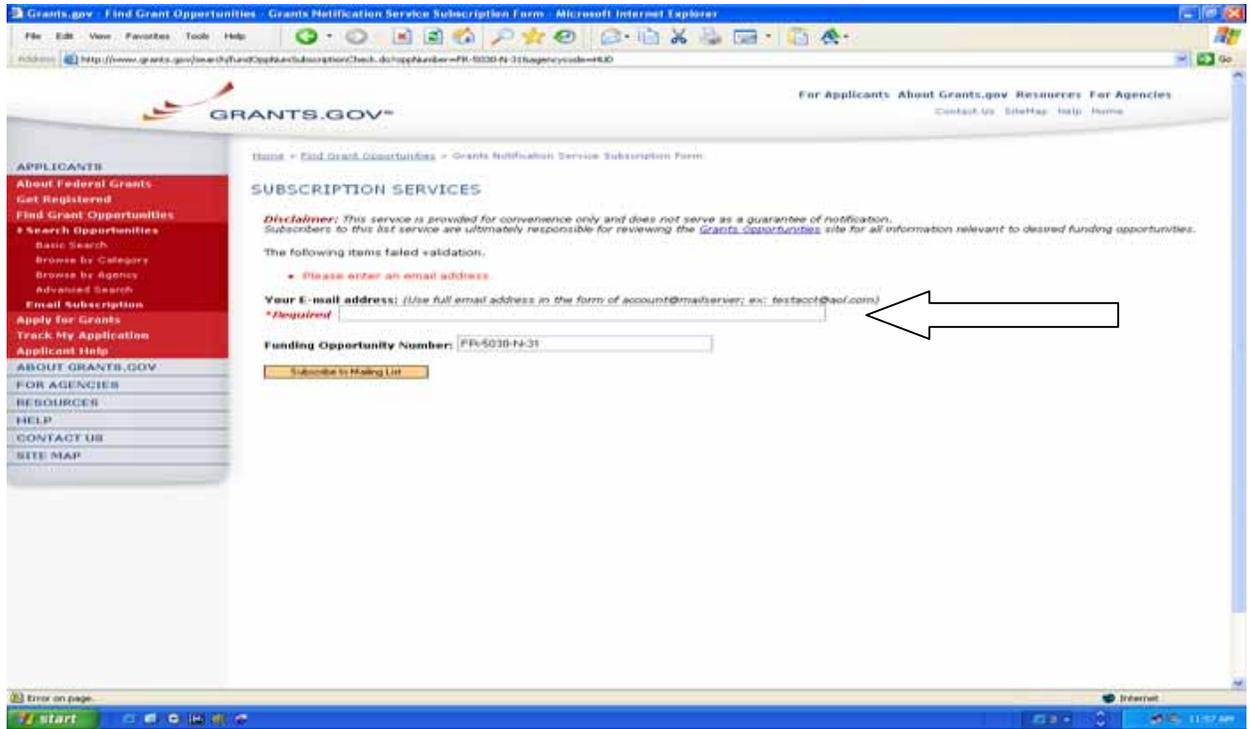


Print Screen Continued:

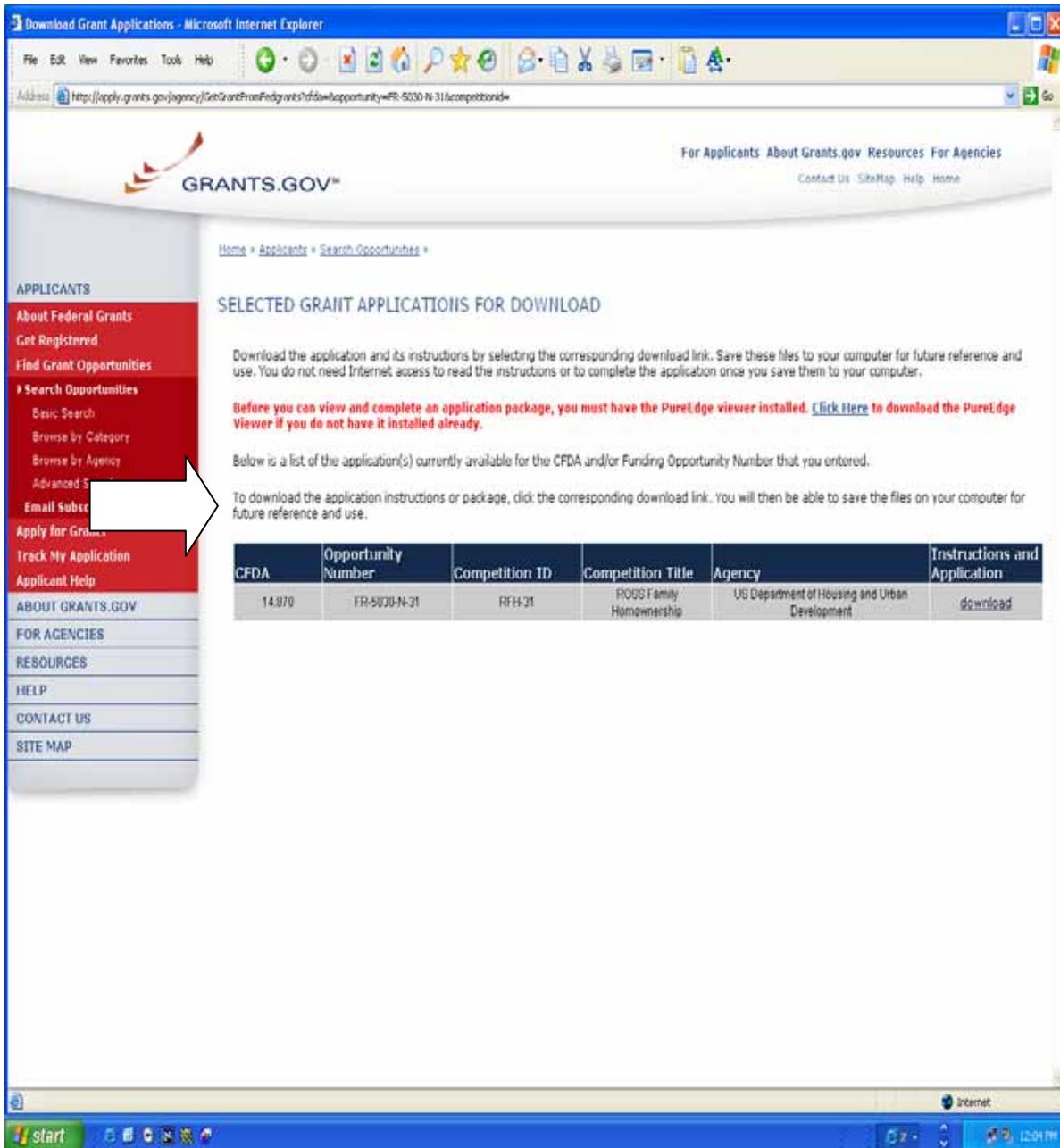


1. From the Synopsis screen you can also receive notifications of changes to the grant opportunity by clicking on the link **Send me change notification emails**. The only thing you need to provide for this service is your email address. [See also Chapter 1, C. Receive Grant Opportunity Emails.](#)

Desktop User Guide For Submitting Electronic Grant Applications



2. From this screen you can also link to receive the full announcement and download the Instructions and Application. [See also Chapter 3, A. Apply Step 1: How To Download A Grant Application Package And Application Instructions.](#)



C. Receive Grant Opportunity Emails

Sign up to receive email notifications of new grant postings.

On Grants.gov you can subscribe to receive email notifications of new grant postings by selecting **Grant Opportunity Subscription Services**. When you sign up for this service, Grants.gov will automatically notify you via email when a new grant has been posted.

To subscribe:

- Click [Find Grant Opportunities](#) on any screen on Grants.gov.



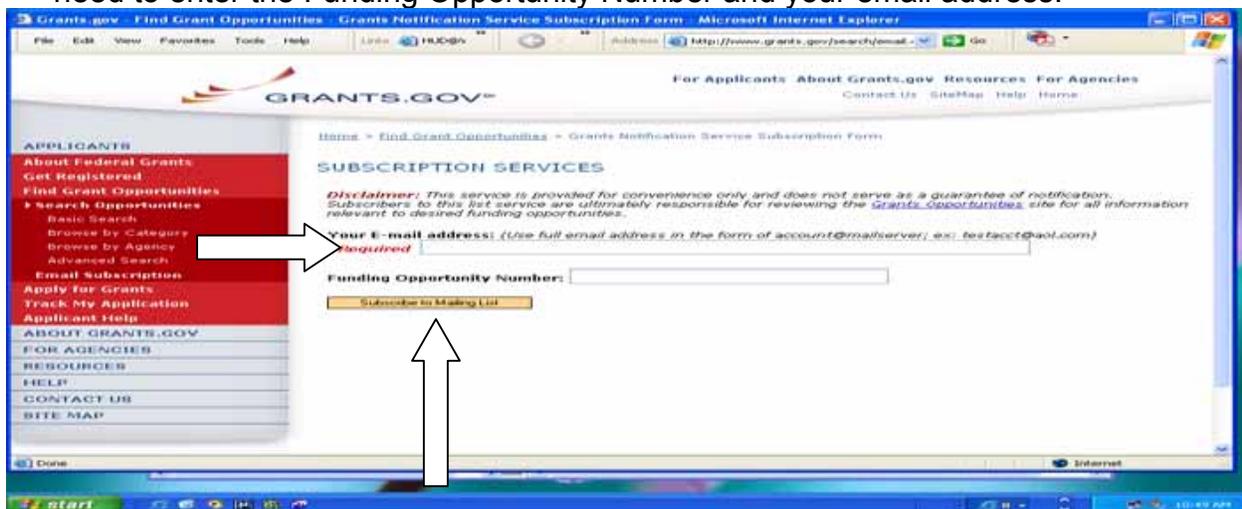
- Next click [Receive Grant Opportunity Email Alerts](#).

You can receive email notifications of grant opportunities grouped in the following ways:

- Register to receive **Selected Notices based on Funding Opportunity Number**.
- Register to receive **Selected Notices based on Advanced Criteria**.
- Register to receive **All Grant Notices** (You can choose to receive all grant notices or limit your selection).

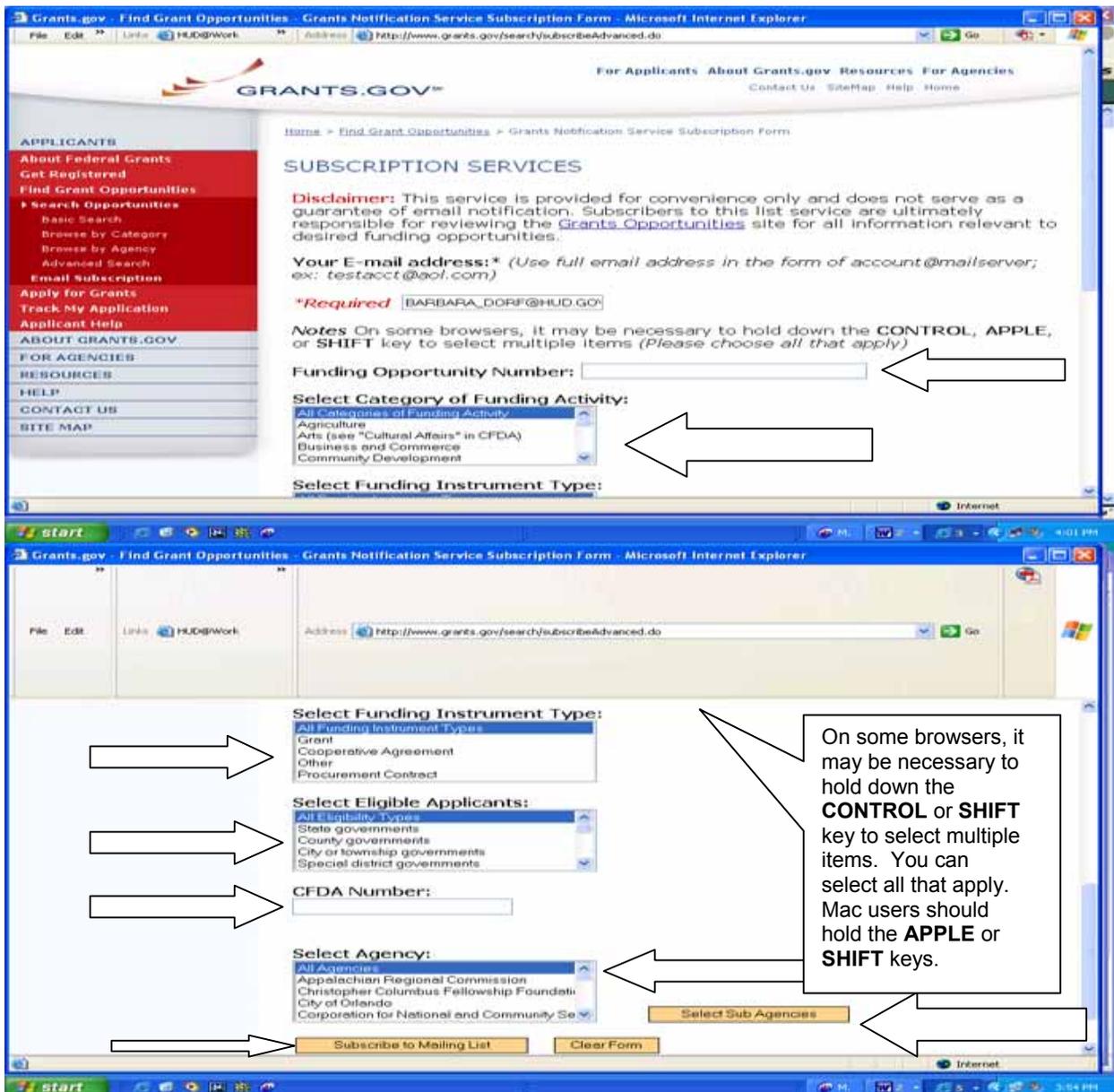


- If you click on [Selected Notices based on Funding Opportunity Number](#), you will need to enter the Funding Opportunity Number and your email address.

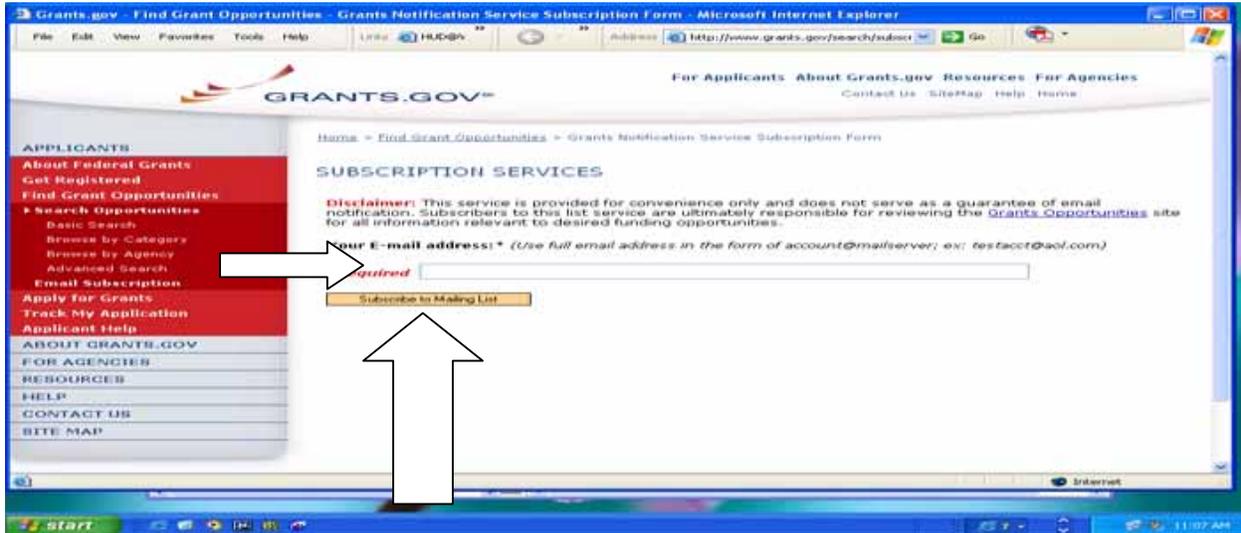


- After you enter the Funding Opportunity Number, click on **Subscribe to Mailing List**.

- If you click on [Select Notices based on Advanced Criteria](#) you can receive notices based on the following criteria:
 - By Funding Opportunity Number
 - By Category of Funding Activity
 - By Funding Instrument Type
 - By Eligible Applicant Types (e.g., Nonprofit, State, etc.)
 - By CFDA Number
 - By Agency and Sub Agencies.



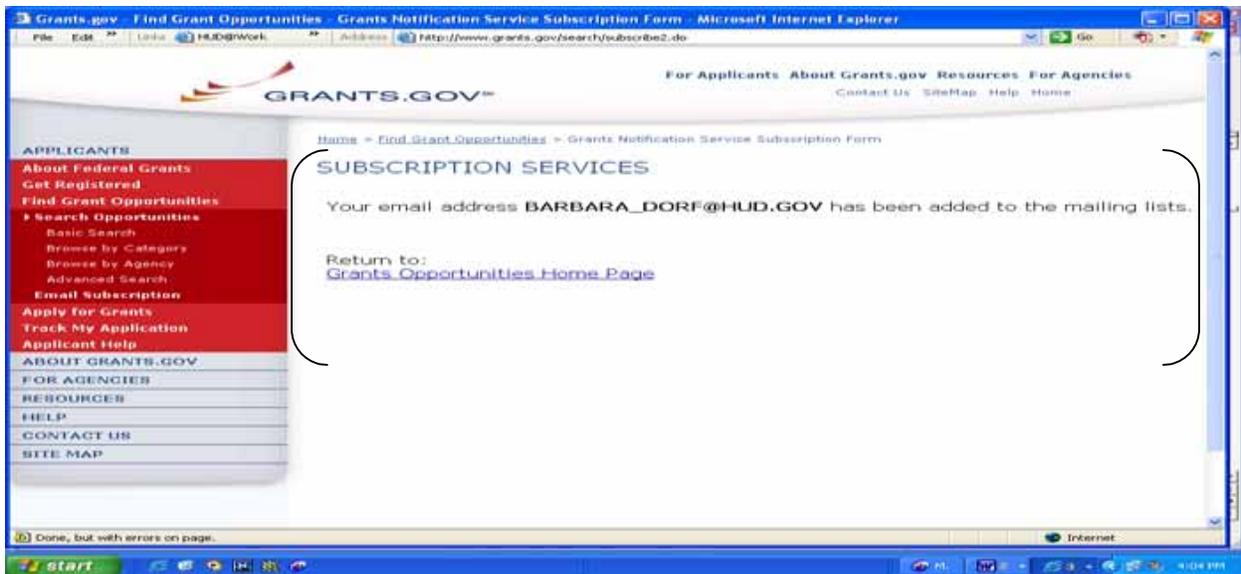
- After you select the criteria, click on **Subscribe to Mailing List**.
- If you click on [All Grant Notices](#) you can choose to receive all grant notices.



- Enter your email address and click on **Subscribe to Mailing List**.

After you make your selections, you will receive a confirmation that your email address has been added to the mailing lists.

Desktop User Guide For Submitting Electronic Grant Applications



D. Unsubscribing From Grant Notifications

To unsubscribe from email notifications:

- Click [Find Grant Opportunities](#) at any screen on Grants.gov.
- Click on [Receive Grant Opportunity Email Alerts](#).



- Next click [Unsubscribe from Grant Notices](#).



- This will take you to the Federal Grant Service Unsubscription Form.
- Enter your complete email address and click on [Unsubscribe from Mailing List](#).



CHAPTER 2 – STEPS TO REGISTER FOR ELECTRONIC APPLICATION SUBMISISION (FIVE STEPS)

Before you can submit your grant application electronically through Grants.gov, you must complete several important steps to register as a submitter. The registration process can take **approximately two to four weeks to be completed**. Therefore, registration should be done in sufficient time before you submit your application.

The Grants.gov web site offers access to checklists to help applicants complete the registration process at <http://www.grants.gov/section3/OrganizationRegCheck.pdf>. Registration steps include:

- STEP 1 - Obtain a Data Universal Number System (DUNS) Number for your organization.
- STEP 2 - Register your organization with the Central Contractor Registration.
- STEP 3 - Register with the Credential Provider as an Authorized Organization
- STEP 4 - Register with Grants.gov as an AOR to submit applications through Grants.gov.
- STEP 5 - Electronic Business Point of Contact (E-Biz POC) gives authorization to AOR to submit applications for the organization.

A. Step One: Obtain A Data Universal Number System (DUNS) Number

What is a DUNS Number?

DUNS Number assignment is **FREE** for all businesses required to register with the U.S. Federal government for contracts or grants.

A DUNS number is a unique nine-character identification number for each physical location of your business provided by the commercial company Dun & Bradstreet (D&B). **In order to register and submit an electronic application via Grants.gov, your organization will need a DUNS number.**

You will use the same DUNS number throughout the registration and application submission.

In 2003, the federal government adopted a policy that applicants must obtain a Data Universal Numbering System (DUNS) number in order to receive funding. Dun and Bradstreet (D&B), a company that provides business information credit, marketing and purchasing decisions for more than 70 million businesses worldwide, issues DUNS numbers. Its data universal numbering system issues unique 9-digit numbers that are used by businesses and the federal government to track funding and business-related information and relationships. The information provided in the D&B registration will be used by the Central Contactor Registration system in the registration process, so you should carefully review your Dun and Bradstreet information for accuracy.

Note: You must have a different 9 digit DUNS for each physical location/different address in your organization.

Prior to requesting a DUNS number, investigate if your organization already has a DUNS number by contacting your chief financial officer, grant administrator, or authorizing official within your organization.

Search the CCR Database for Your DUNS Number

You can also search the CCR Database to find a DUNS number:

1. Go to <http://www.ccr.gov>.
2. Click on **Search CCR Database**.
3. To find a specific vendor, enter the company name or a combination of criteria, for example: Name and State or State and Zip Code.
4. When the record(s) appear, click on the DUNS number to view the rest of the registration.
5. The status and expiration date of the registration is listed in green at the top of the screen.

If your organization does not have a DUNS number you can immediately receive one by calling 866-705-5711. The approximate time to get a DUNS number by phone is 10 – 15 minutes, and there is no charge.

Note: You should wait approximately 24 to 48 hours to register with the Central Contractor Registration so that your DUNS number can become active in D&B's records.

DUNS +4

The registration process allows for use of the DUNS +4 as part of the registration process. The use of the DUNS +4 allows large organizations to register as a single parent organization, as well as register sub-units or organizations. Each sub-organization will use the main 9-digit Data Universal Numbering System (DUNS) number plus 4 additional unique DUNS numbers. Registrants in CCR create the +4 extension to a DUNS number when there is a need for more than one bank/Electronic Funds Transfer (EFT) account for a location. D&B does not create or maintain the +4 number.

Request DUNS Number by Phone

If you decide to call Dun & Bradstreet (D&B), have the following information ready when you call:

- Name of your organization
- Organization address
- Local phone number
- Name of the CEO/Organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)

As a result of obtaining a DUNS number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed when you are speaking with a D&B representative during your DUNS number telephone application.

Request DUNS Number Online

You can also obtain a DUNS number via [online registration](#) by following these instructions:

- Go to <http://www.ccr.gov/>.
- Click **Start new registration**.
- Click the link to the D&B website.
- Under #1, click the link to the web form and continue.

Once the web form is submitted, an automated response will be sent to the email address provided. You will receive a tracking ID number, which will assist D&B in tracking the status of the request.

A response from the appropriate fulfillment center regarding the DUNS request will be sent within one business day and it will contain the DUNS number. If additional information is needed by D&B, the request will be marked **Pending** and the reason will be provided in the email. All pending requests are kept by D&B for three business days before being denied.

Note: Your registration is not finished until Steps Two through Five are completed.

B. Step Two: Register Your Organization With The Central Contractor Registration

What is the Central Contractor Registration?

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. The term “assistance awards” includes grants, cooperative agreements and other forms of federal assistance. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered “registrants”.

Vendors must update or renew their registration annually to maintain an active status.

Both current and potential federal government registrants are required to register in CCR in order to be awarded contracts by the federal government. **Registrants are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status.** In addition, entities (private non-profits, educational organizations, state and regional agencies, etc.) that apply for assistance awards from the Federal Government through Grants.gov must now register with CCR as well. However, registration in no way guarantees that a contract or assistance award will be awarded.

CCR validates the registrant information and electronically shares the secure and encrypted data with the federal agencies’ finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with federal government procurement and electronic business systems.

Grants.gov uses the CCR to establish roles and IDs for the representatives of organizations that will use Grants.gov to submit electronic applications. Information for registering with the CCR and on-line documents can be found at <http://www.ccr.gov/>.

CCR Assistance Center

You can also contact the [CCR Assistance Center](#), Monday through Friday, 8:00 a.m. to 8:00 p.m. at 888-227-2423 or 269-961-5757 for assistance.

Central Contractor Registration Handbook

Before registering, you should review the Central Contractor Registration Handbook, which can be found by clicking on the [CCR Handbook](#) tab at the top of the page at <http://www.ccr.gov/>. The handbook is a tool that will guide you to collect information about your organization before you register. You will need to know general, corporate, and financial information about your organization, as well as information on goods/services provided, Point of Contact, and Electronic Data Interchange (EDI) for the registration process. If you already have the necessary information on hand, the on-line registration takes approximately one hour to complete, depending upon the size and complexity of your company. Also see [Chapter 2, Appendix 1 – Information/Data Needed to Register](#).

Trading Partner Profile (TPP)

The CCR registration process consists of completing a Trading Partner Profile (TPP). The TPP identifies the CCR Point of Contact, the E-Business POC, and provides the organization's MPIN. To view the TPP, see screen shots at [Chapter 2 – Steps to Register for Electronic Application Submission](#) and [Chapter 2, B8. Don't Know Your MPIN?](#)

While completing the TPP, you will need to identify a CCR Point of Contact (POC) who will be responsible for maintaining the information in the TPP and giving authorization to individuals to serve as Authorized Organization Representatives (AOR) and an E-Business Point of Contact (E-Business POC). The AOR will submit applications through Grants.gov for your organization. The person that completes the TPP can be the CCR POC, E-Business POC, and the AOR or they can be different people.

To change information in the TPP, see screen shots at [Chapter 2 – Steps to Register for Electronic Application Submission](#) and [Chapter 2, B4. How to Renew/Update Your CCR Registration.](#)

Information Needed to Register

For details on the information to gather before you register. [See Chapter 2, Appendix 1- Information/Data Needed to Register.](#)

CCR Frequently Asked Questions

Click on the links below for information on **Frequently Asked Questions** regarding the CCR Registration Process or go to: <http://www.ccr.gov/FAQ.aspx> - DnBLockDown.

- [D&B FAQs for Name and Address Validation](#)
- [What is an MPIN? Where can I locate or assign my MPIN?](#)
- [What are PSC and FSC codes, and where can I find them?](#)
- [I am having problems accessing the page for "Start New Registration" or "Finish Saved Registration Using Confirmation #" or "Update or Renew Registrations Using TPIN." What do I do?](#)
- [How can I search for 8\(a\), HUBZone, minority owned, etc. firms in my area?](#)
- [Since registering in CCR, I have noticed an increase in SPAM emails or phone calls. How can I fix this?](#)
- [How can I search for contracting opportunities now that I am registered in CCR?](#)
- [How can I see the status of a vendor's registration?](#)
- [What does it cost to register in CCR?](#)
- [Does CCR coordinate payments?](#)

- [What is a TPIN and how do I get it?](#)
- [I have lost my TPIN. How can I recover it?](#)
- [How do I verify my company is registered or view my registration status?](#)
- [How do I update my PRO-Net profile in CCR?](#)
- [Where do I find my PRO-Net identification number?](#)
- [Are international companies required to register in CCR?](#)
- [How can I have my business included in the Dynamic Small Business Search?](#)
- [Who is required to register in CCR?](#)
- [I am an employee of the federal government and need to receive the CCR data in order to award contracts or process payments. How can I gain access to this information?](#)
- [I am an international vendor and need an NCAGE code before beginning my registration in CCR. How do I find my NCAGE code?](#)
- [How do I register in CCR?](#)
- [I am concerned about including my company's banking information for security reasons. Can I still register if I don't enter this information?](#)
- [I am having problems with my access to CCR Tools. Where can I find help?](#)
- [I want to assign my claims to another source. How do I do that?](#)

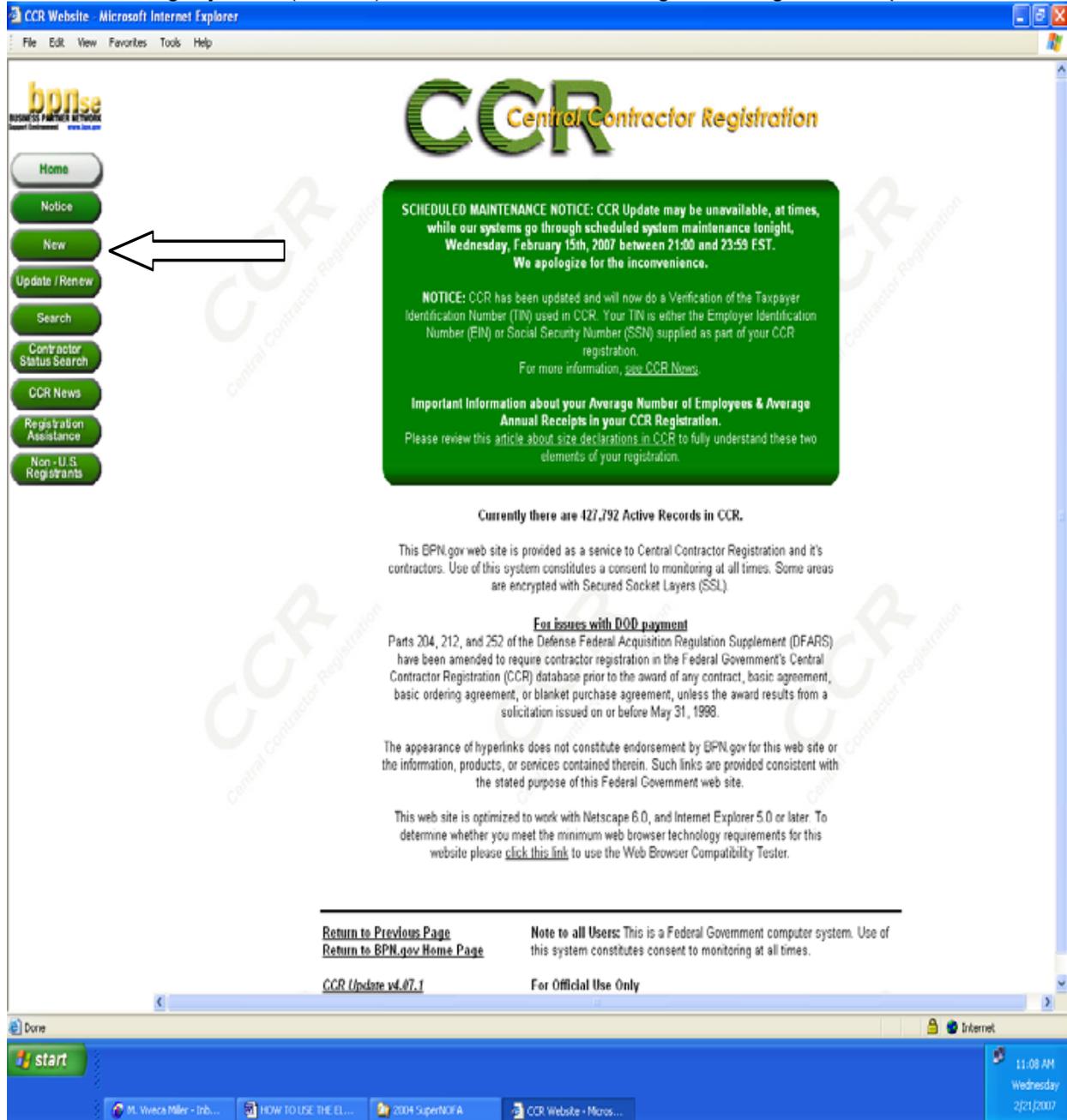
B1. How To Register Your Organization With The CCR

Access the CCR On-Line Registration

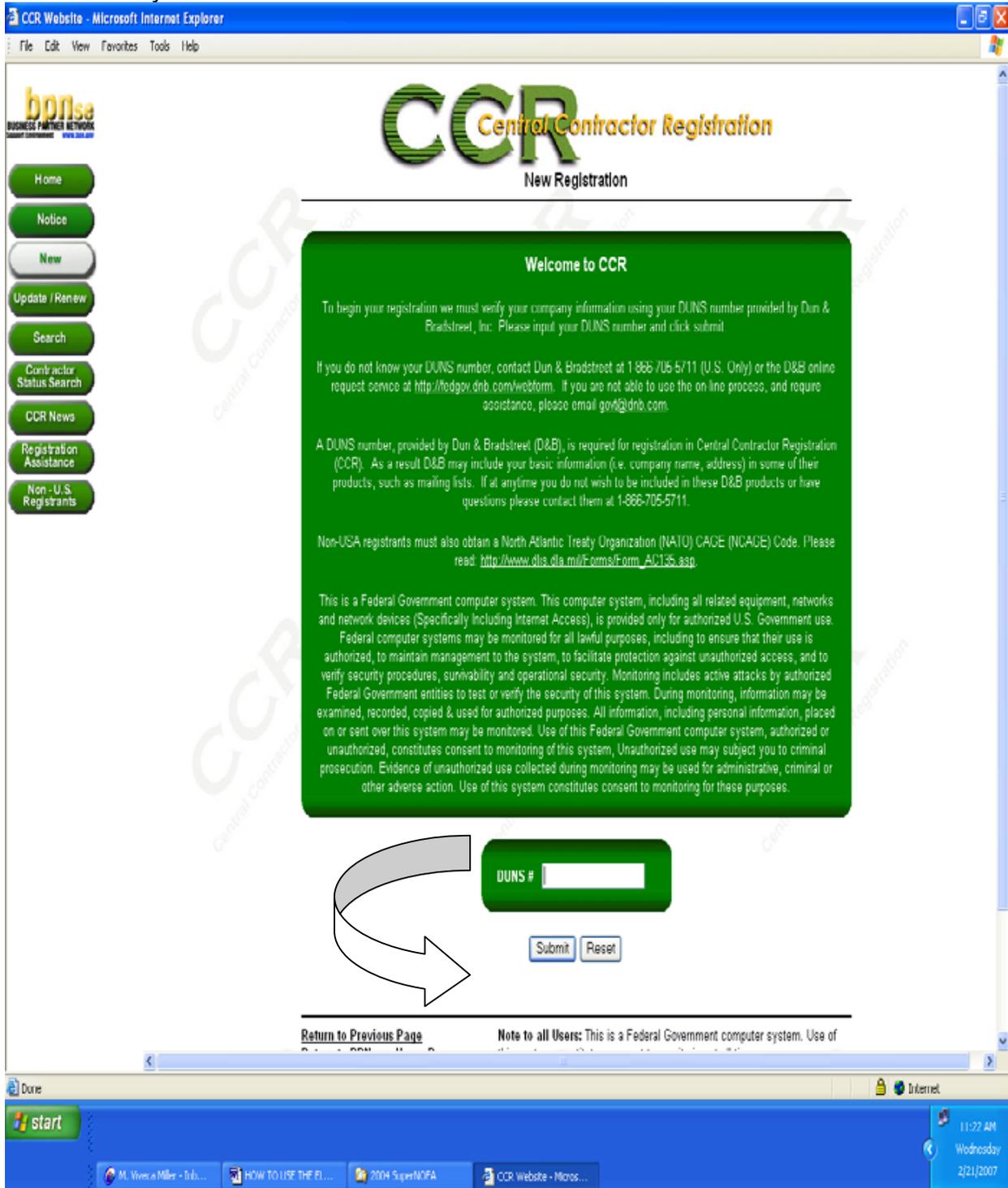
- Go to <http://www.ccr.gov/> and click on **Register in CCR**.



- Click on **New** to start the registration process. You must have a Data Universal Numbering System (DUNS) Number in order to begin the registration process.



- Enter your DUNS number and click on **Submit**.



How to Save Your CCR Registration and Complete It Later

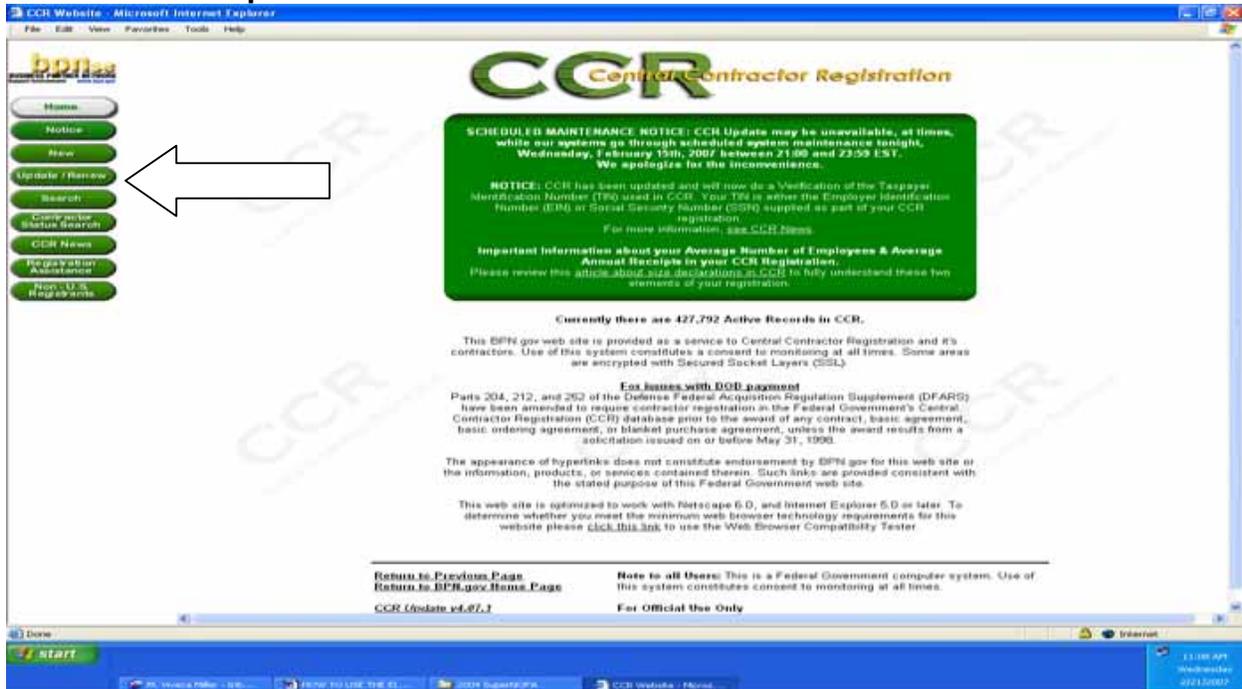
- You can stop at any time before you've entered all of the mandatory information. Mandatory fields are marked in green with an asterisk “*” next to them.
- Click **Quit** at the top of any page.
- A list of errors will appear notifying you which mandatory fields were left blank - that's OK.
- A temporary confirmation number will be assigned to you so that your application can be saved in the event you are unable to complete it during your initial online session. It is important that you write down your temporary confirmation number, as you must have it, along with your DUNS Number, to resume your application.
- Clicking **Validate/Save** will save the incomplete registration. A list of information you are missing will appear on the **Show Errors list**.
- Registrations in process are saved for up to 120 days for your convenience. Once your complete registration is submitted, the confirmation number becomes invalid. A Trading Partner Identification Number (TPIN) will replace it when the registration is active.
- See also [Chapter 2, B1. Completing All Required Information.](#)
- If you weren't able to finish this registration, write down and save this **Confirmation Number** to re-enter your registration at a later date. If you forget to write it down you can contact the [CCR Assistance Center](#) at 888-227-2423 or 269-961-5757 to obtain your confirmation number.

How to Restart an Incomplete CCR Registration

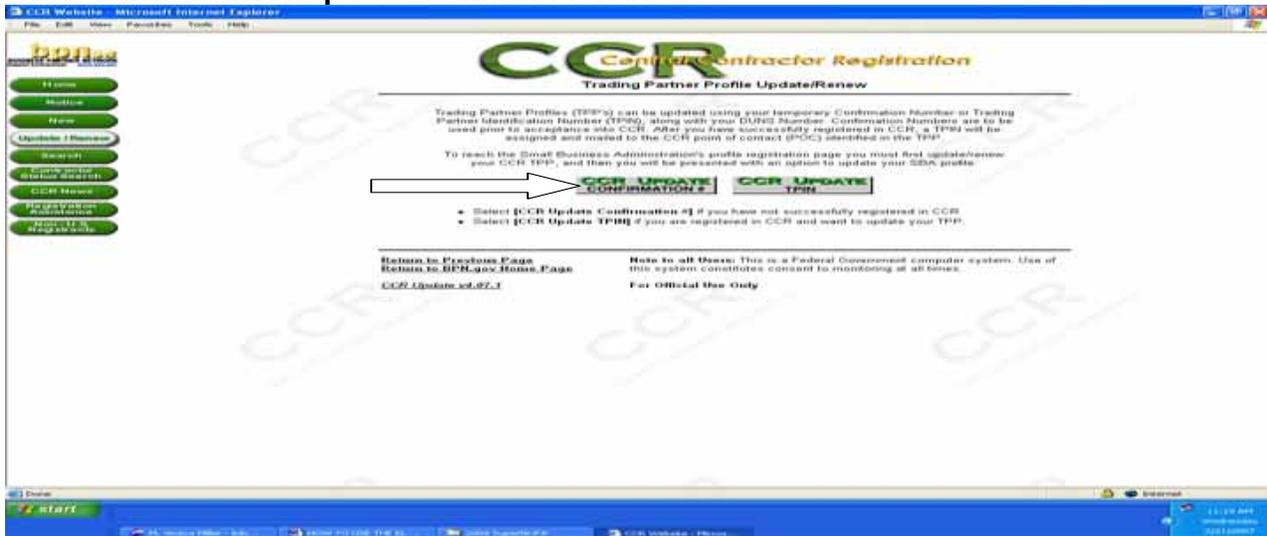
- To resume your registration go to www.ccr.gov and click on **Register in CCR**.



- Click on **Update/Renew**.



- Click on **CCR Update Confirmation #**.



- Enter your **DUNS number, Confirmation number,** and click on **Submit**.



- At the remaining screens, provide all mandatory information and any applicable optional information: General Information, Create POC Template, Corporate Information, Goods/Services, Financial Information, Points of Contact, IRS Consent, and EDI Information, if applicable.
- Click **Validate/Save** when finished entering all of your information.

If you have questions regarding the CCR registration process, you can contact the Central Contract Registration (CCR) from 8:00 a.m. to 8:00 p.m. Eastern Standard Time, Monday through Friday at 888-227-2423 or 269-961-5757.

CCR Registration Screenshots

The following pages contain screen shots of the CCR Registration process. Also see ([Chapter 2, B1. How to Save Your CCR Registration and Complete It Later](#)) for additional instructions.

Dun and Bradstreet Business Name and Address Screen

Dun and Bradstreet CCR Information Validation Screen

CCR Confirmation Number Screen

CCR Instructions Screen

CCR General Information Screen

CCR Create POC Template Screen

CCR Error/Incomplete Message Screen

CCR Corporate Information Screen

CCR Goods/Services Screen

CCR Financial Information Screen

CCR Points of Contact Screen

CCR IRS Consent Screen

CCR Processing Registration Screen

CCR Successful Registration Finish Screen

CCR EDI Information Screen

CCR DUNS +4 Information Screen

CCR D&B Monitoring Screen

Note: These screenshots are up-to-date as of February 2007. HUD recommends that you also check the CCR website for changes.

Link to the CCR Registration Screenshots:

http://www.ccr.gov/pdfs/CCR_Screens_new_only.pdf

Link to the CCR TPIN Update Screenshots:

http://www.ccr.gov/pdfs/CCR_TPIN_Update_Screenshots.pdf

Link to the CCR Handbook:

http://www.ccr.gov/doc/ccr_Handbook.pdf

Dun and Bradstreet Business Name and Address Screen

- To begin your registration, CCR must verify your company information using the DUNS number provided by Dun & Bradstreet. If you do not know your DUNS number, contact D&B at 866-705-5711.
- At this screen enter your **Business Name and Address**. Click on **Submit**.

CCR Central Contractor Registration

DUNS Number 023858298 is correctly formatted and is new to CCR. Please fill in the information below and click on submit to complete the validation of your business.

Legal Business Name: Long Island Building Inc

Doing Business As (if any):

Address: 133 Maple Street S

City: Lake Grove

State Code: NY

Zip+4/Postal Code: 755-2906

Country Code: UNITED STATES

Submit Reset

[Return to Previous Page](#)
[Return to BPN.gov Home Page](#)

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

You may contact D&B Customer Service at 1-866-705-5711 (U.S. only) or the [D&B website](#) to verify your company name, address, city and state in their system.

For Official Use Only

CCR Use of Dun and Bradstreet Company Information

On July 28, 2006, a policy change to CCR name and address information took affect. As part of an ongoing effort to ensure that all registration information is standardized, easily shared across many government systems, and to reduce data entry by registrants, CCR pre-populates the following data fields from D&B: Legal Business Name, Doing Business Name (DBA), Physical Address, and Postal Code/ Zip+4. Registrants will not be able to enter/modify these fields in CCR; they will be pre-populated using D&B DUNS record data.

During new registration or when updating a record, the registrant has a choice to accept or reject the information provided from D&B.

If the registrant:

- Agrees with the D&B name, DBA, address, postal code/zip+4 data.
 - The D&B data will be accepted into the CCR registrant record.
- Disagrees with the D&B name, DBA, address, postal code/zip+4 data.
 - The registrant will need to go to the D&B website at <http://fedgov.dnb.com/webform> to modify the information currently contained in the D&B record before proceeding with the CCR registration.
 - Once D&B confirms the modification, the registrant must revisit the CCR website and **accept** D&B's changes. Only at this point will the D&B data be accepted into the CCR record.

Note: It may take up to two (2) to five (5) business days for D&B to send the modified data to CCR. This timeframe may be longer in some countries.

Dun and Bradstreet CCR Information Validation Screen

At this screen you will validate the Dun & Bradstreet information.

If you click **YES**, the D&B information will appear in your CCR registration.

If changes to your company name or physical address are needed, click **NO** and contact D&B to make corrections before proceeding with your CCR registration at 866-705-5711 or at <http://fedgov.dnb.com/webform>.

bpnse
BUSINESS PARTNER NETWORK
Request Information www.bpnse.gov

Home
Notice
New
Update / Renew
Search
Contractor Status Search
CCR News
Registration Assistance
Non - U.S. Registrants

CCR

Central Contractor Registration

Data You Input	Dun and Bradstreet Data
LONG ISLAND BUILDING INC	LONG ISLAND BUILDING INC
133 MAPLE STREET S LAKE GROVE NY 11755-2936 USA	133 MAPLE ST S LAKE GROVE NY 11755-2936 USA

Is the information displayed from Dun & Bradstreet correct?

If you click "YES", the information from Dun and Bradstreet will appear in your CCR registration. If changes to your company name or physical address are needed, please click "NO" and contact Dun and Bradstreet to make corrections before proceeding with your CCR registration. Contact D&B at 1-866-705-5711 (US Only) or ccrhelp@dnb.com (International).

YES **NO**

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

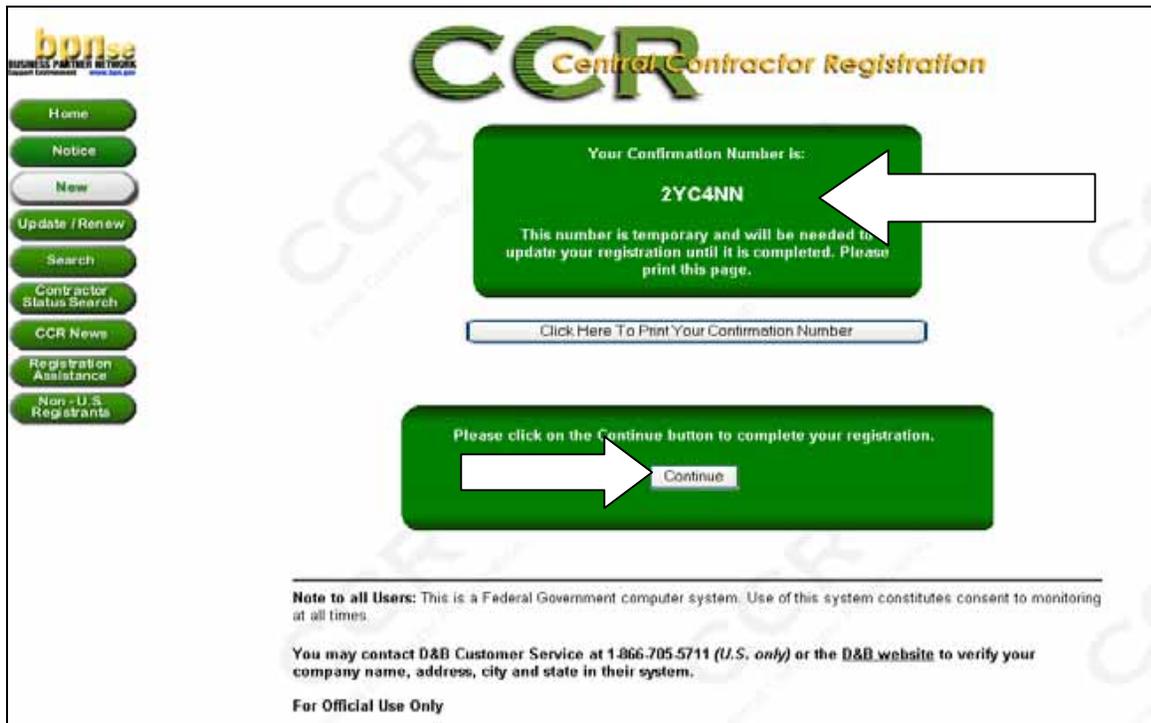
You may contact D&B Customer Service at 1-866-705-5711 (U.S. only) or the [D&B website](#) to verify your company name, address, city and state in their system.

For Official Use Only

CCR Confirmation Number Screen
CCR Temporary Confirmation Number

When you register via the Web, a temporary confirmation number will be assigned to you so that your application can be saved in the event you are unable to complete it during your initial on-line session.

An example of a temporary confirmation number is available at Appendix 4 at the end of the Chapter.



It is important that you write down your temporary confirmation number, as you must have it, along with your DUNS Number, to resume your application.

An example of a temporary confirmation number is available at [Chapter 2, Appendix 4](#) at the end of the chapter.

CCR Instructions Screen

The **Registration Menu** located on the left side of the screen is a checklist of Required and Optional Information that you must complete. After you complete each section, without errors, you will see a checkmark in the status section (**green box** with white checkmark).

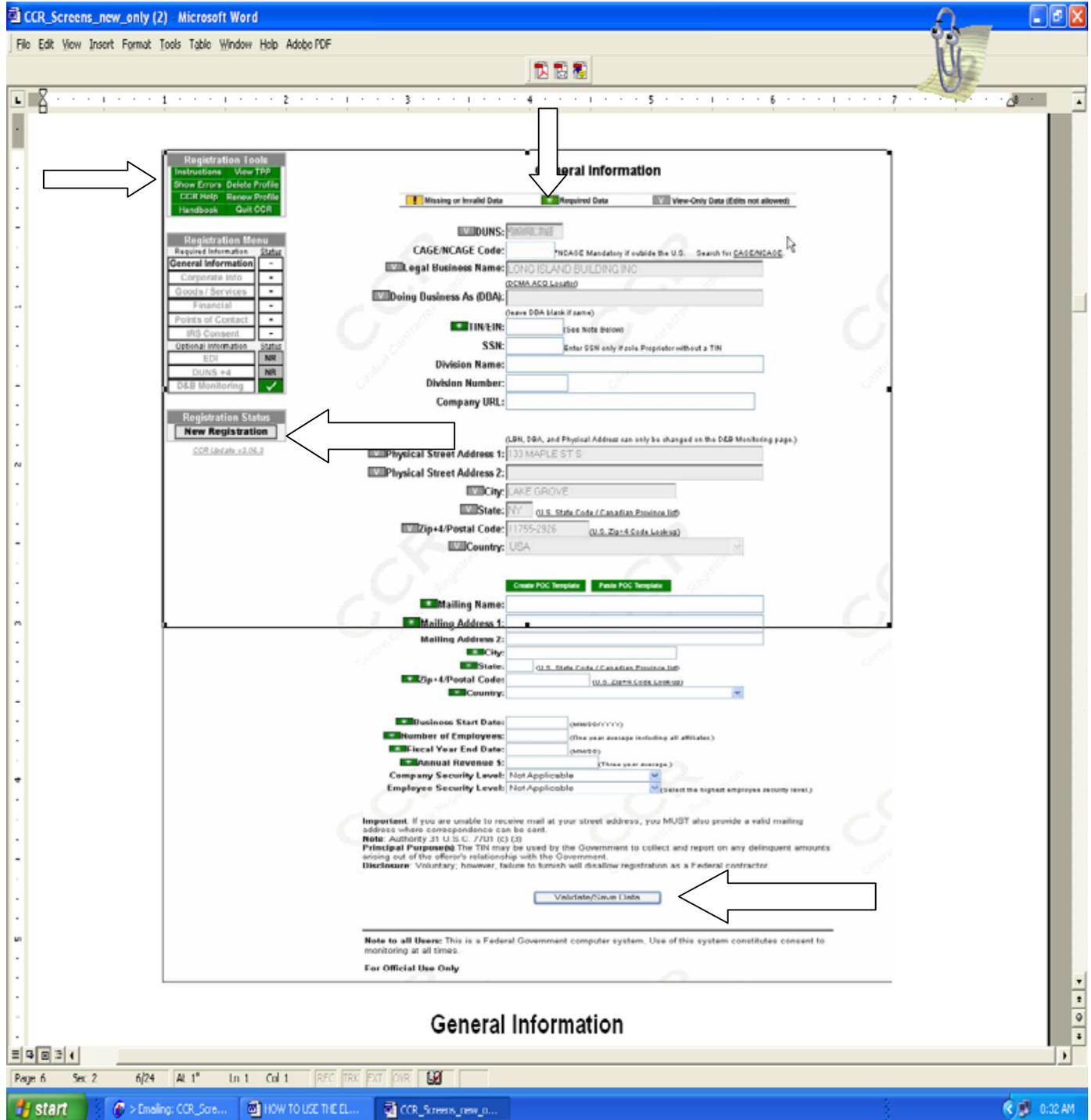
In addition, this screen also provides a **CCR Warning Message**. **Do not use Back, Forward, or Refresh buttons** on your Internet browser. This will cause problems with your CCR Registration.

The screenshot shows a Microsoft Word document titled "CCR Screens_new_0107" containing an "Instructions Page". On the left side, there is a "Registration Menu" with a "Registration Status" section showing "New Registration" with a green checkmark. A "CCR Warning Message" box is displayed, advising users not to use Back, Forward, or Refresh buttons. A "Continue" button is located at the bottom of the page. The page is titled "Instructions Page".

Click on **Continue** to complete your registration.

CCR General Information Screen

Complete all **Required Data** (highlighted in green) and click on **Validate/Save Data**.



Completing All Required Information

In order to complete your registration, you must enter a valid value for all of the required data fields; press the **Validate/Save** Data button located at the bottom of each page to save your data. Clicking **Validate/Save** will save the incomplete registration. A list of information you are missing will appear on the **Show Errors** list.

Once you have completed all of the Required Information pages with **0 errors**, the **Registration Status box** (located at the bottom left of your screen) will say **CCR Update Accepted**. At this time you will have completed your registration and may quit or add additional information.

If you quit without completing all required fields with 0 errors, you can return at any time and finish your registration by using your confirmation number.

Note: The registration will not process until all errors have been corrected and all mandatory fields have been entered.

Upon successful registration of your Trading Partner Profile (TPP) into CCR, **validation will take place**. If approved you will receive, via email or US Postal Service, one letter containing your **Trading Partner Profile (TPP)** and another containing your Trading Partner Identification Number (TPIN). At that time your Temporary Confirmation Number will no longer be valid. [See Chapter 2, B3. How to Verify the Status of Your CCR Registration.](#)

The maintenance and accuracy of your TPP is your responsibility. To maintain an Active status in CCR and to ensure continued payments on existing contracts, you must renew your registration annually. See [Chapter 2, B5. How to Maintain Your CCR Registration.](#)

CCR Create POC Template Screen

The information you enter can be automatically copied to any Point of Contact in CCR by clicking the **Click Here** link on the Create POC Template.

Create POC Template

The information you enter in below can be automatically copied to any Point of Contact in CCR by clicking the [Paste POC Template] button next to the desired Point of Contact.

[Click here](#) to pre-populate this template with the [Remittance Information] POC information.

Name:

E-mail Address:

Address Line 1:

Address Line 2:

City:

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

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

Country: ▼

U.S. Phone Number: **Ext.:**

Non-U.S. Phone Number:

Fax Number:

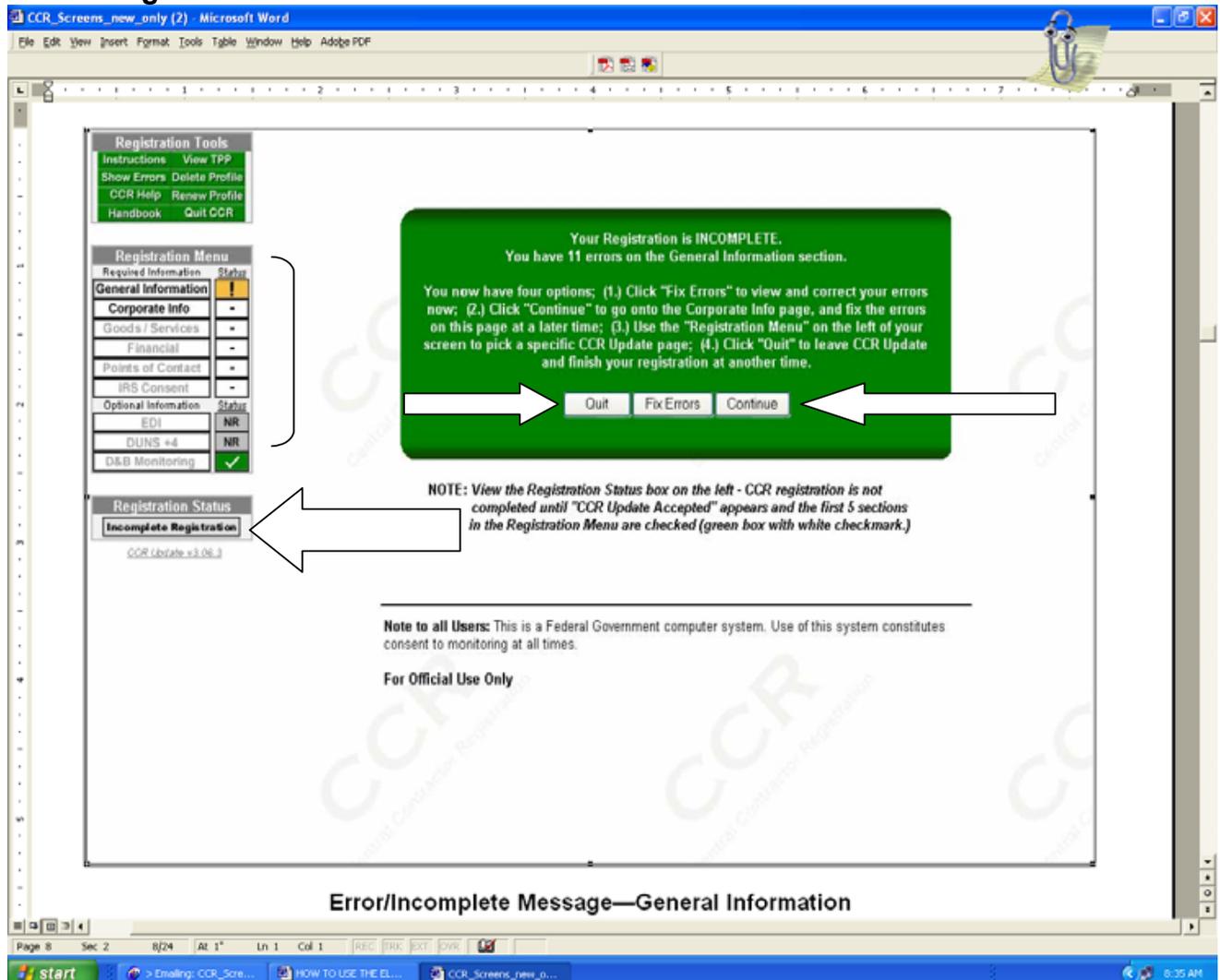
Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

For Official Use Only

Create POC Template

CCR Error/Incomplete Message Screen

If you have errors after completing the General, Corporate, Goods/Services, Financial, and Points of Contact screens, you will get an **Error/Incomplete Message**.



You have three options: (1) Click **Fix Errors** to view and correct your errors; (2) Click **Continue** to go on to the next screen and fix the errors at a later time; (3) Use the registration menu on the left of the screen to **pick a specific page**; and (4) Click **Quit** to leave CCR Update and finish your registration at another time.

Also note that the **Registration Status Box** located at the bottom of the left screen provides the **Registration Status**. This status on this screen indicates **Incomplete Registration**. **Note: CCR registration is not completed until CCR Update Accepted appears and the first 5 sections in the Registration Menu are checked (green box with white checkmark).**

CCR Corporate Information Screen - Part 1

Complete all Required Data (highlighted in green) and click on Validate/Save Data.

CCR Corporate Information Screen - Part 2

Complete all Required Data highlighted in green and click on Validate/Save Data.

Screen Print Continued. Duplicative data fields from previous screen.

Other Governmental Entities (Optional information, check all that apply)

- Airport Authority
- Council of Governments
- Housing Authorities Public/Tribal
- Interstate Entity
- Planning Commission
- Port Authority
- Transit Authority

Other Business/Organization Factors (Optional information, check all that apply)

- Foreign Owned and Located
- Limited Liability Company
- S Corporation

CCR Corporate Information Screen - Part 3

Complete all Required Data highlighted in green and click on Validate/Save Data.

Types of Business (Optional information, check all that apply)

- Architecture and Engineering (A&E)
- Community Development Corporation
- Construction Firm
- Domestic Shelter
- Educational Institution
- For-Profit Organization
- Foundation
- Hispanic Servicing Institution
- Hospital
- Manufacturer of Goods
- Nonprofit Organization
- Other Not for Profit Organization
- Research and Development
- Service Provider
- Veterinary Hospital

Education Entities (Optional information, check all that apply)

- 1862 Land Grant College
- 1890 Land Grant College
- 1994 Land Grant College
- Historically Black College or University (HBCU)
- Minority Institutions
- Private University or College
- School of Forestry
- State Controlled Institution of Higher Learning
- Tribal College (other than 1994)
- Veterinary College

Socio-Economic Factors (Optional information, check all that apply.)

- Large Business
- Self-Certified Small Disadvantaged Business
- Veteran Owned Business
- Service Disabled Veteran Owned Business
- Woman Owned Business
- Minority Owned Business (If selected then one sub-type is required.)
 - Subcontinent Asian (Asian-Indian) American Owned
 - Asian-Pacific American Owned
 - Black American Owned
 - Hispanic American Owned
 - Native American Owned
 - No Representation/None of the Above

Socio-Economic Certifications (Check only if firm has been certified.)

- DoT Certified Disadvantaged Business Enterprise

Federally Recognized Native American Entities (Optional information, check all that apply)

- Alaskan Native Corporation Owned Firm
- American Indian Owned
- Indian Tribe (Federally Recognized)
- Native Hawaiian Organization Owned Firm
- Tribal Government
- Tribally Owned Firm

Other Socio-Economic Categories (Optional information, check all that apply)

- Community Developed Corporation Owned Firm
- Labor Surplus Area Firm
- Small Agricultural Cooperative

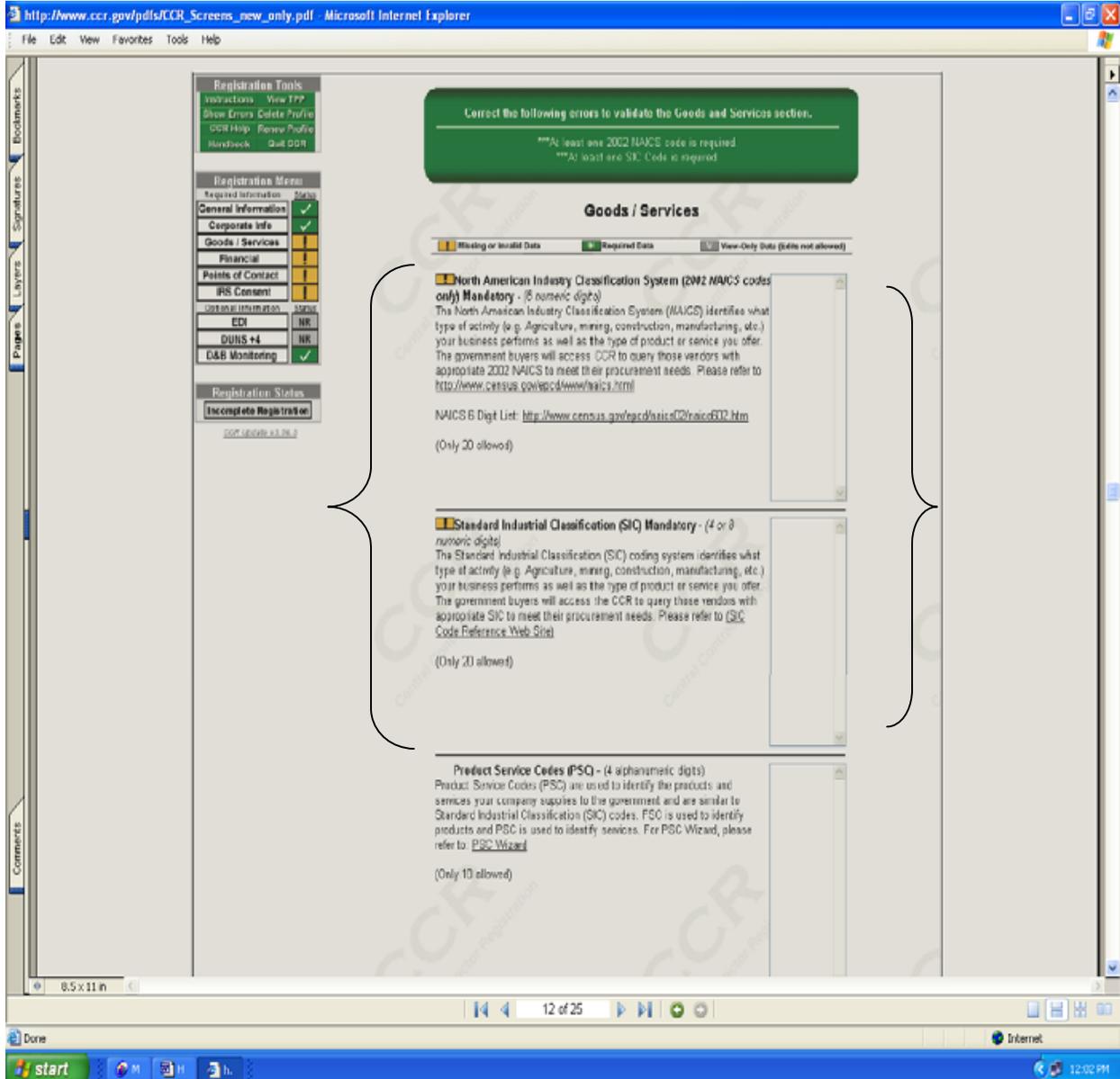
←

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

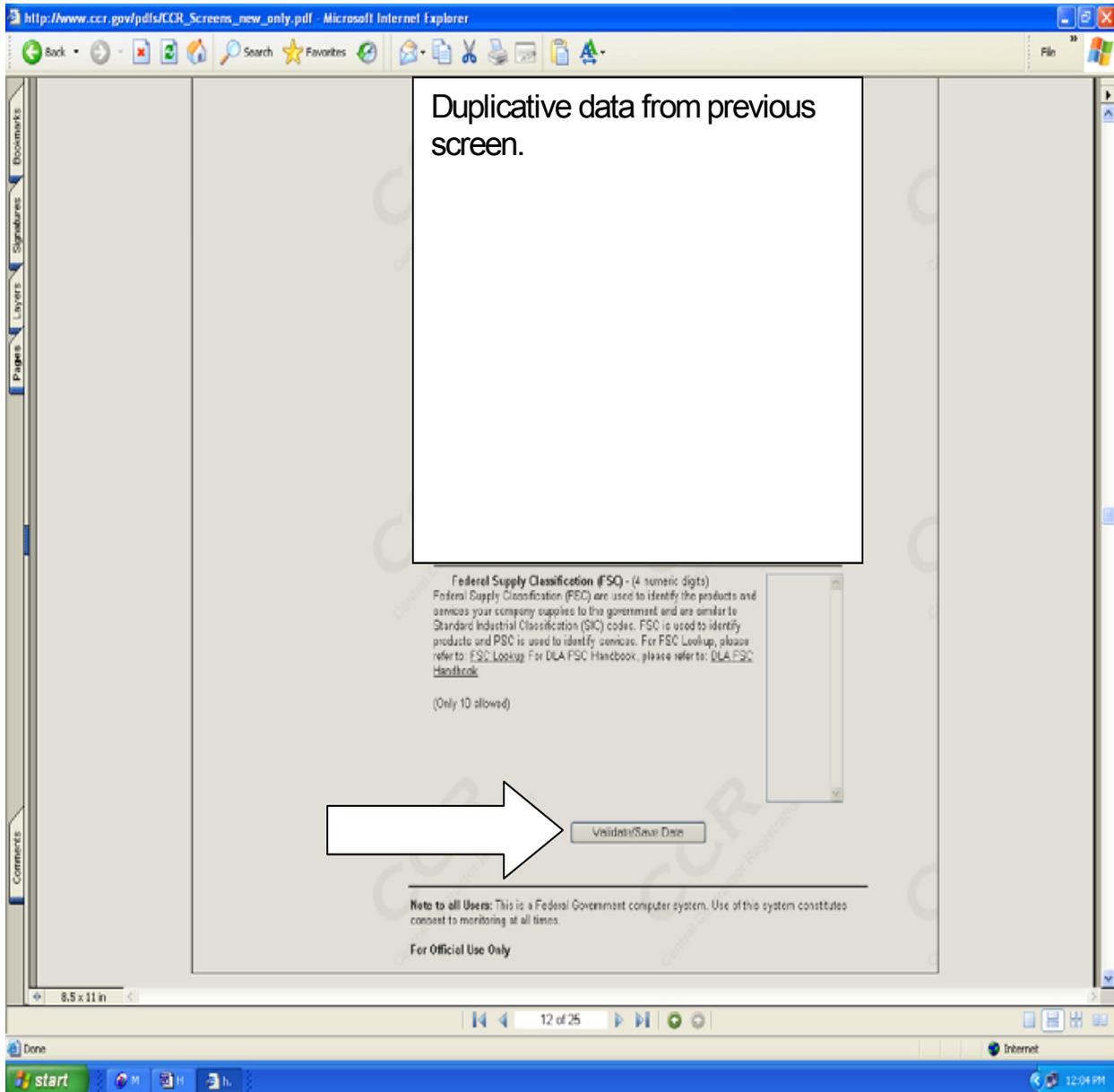
For Official Use Only

CCR Goods/Services Screen

Complete all Mandatory Data (**North American Industry Classification System and Standard Industrial Classification**) and click on **Validate/Save Data**.



Goods/Services Page



Goods/Services Page (continued)

CCR Financial Information Screen

Complete all Required Data highlighted in green and click on **Validate/Save Data**.

The screenshot displays the 'Financial Information' section of the CCR registration process. It includes several sub-sections with data entry fields:

- Electronic Funds Transfer (EFT):** Fields for ABA Routing Number, Account Number, Re-enter Account Number, Account Type (Checking/Savings), and Lockbox Number.
- Automated Clearing House (ACH):** Fields for ACH US Phone Number, ACH Non-US Phone Number, ACH FAX (US Only), and ACH E-mail Address.
- Remittance Information:** Fields for Name (CFO ACCOUNTING CENTER), Address Line 1 (P.O. BOX 801013), Address Line 2, City (FORT WORTH), State (TX), Zip Postal Code (76101-2013), and Country (USA).
- Accounts Receivable Point of Contact:** Fields for Name, E-mail Address, U.S. Phone Number, Non-U.S. Phone Number, and Fax Number.

A text box in the center of the screen states: "Screen shot continued. Duplicative data from previous screen." A large white arrow points from the bottom left towards the "Validate/Save Data" button at the bottom center of the form.

CCR Points of Contact Screen - Part 1

Complete all Required Data **highlighted in green** and click on **Validate/Save Data**.

Points of Contact

NOTE: "You are encouraged to provide e-mail addresses on all Points of Contact (POC)"

Missing or Invalid Data **Required Data** View-Only Data (Edits not allowed)

CCR POC (Registrant Name) Primary
 (Note: The Registrant acknowledges that the information provided is current, accurate, and complete.)
 Create POC Template Paste POC Template

Name: _____
 E-mail Address: _____
 U.S. Phone Number: _____ Ext: _____
 Non-U.S. Phone Number: _____
 Fax Number: _____

CCR POC Alternate
 Create POC Template Paste POC Template

Name: _____
 E-mail Address: _____
 U.S. Phone Number: _____ Ext: _____
 Non-U.S. Phone Number: _____
 Fax Number: _____

Government Business Point of Contact - Primary
 (Note: The person in the company responsible for marketing and sales with the government. This information will be publicly displayed on the CCR Inquiry Web Site. All methods of contact are required if the Government Business Point of Contact is entered.)
 Create POC Template Paste POC Template

Name: _____
 E-mail Address: _____
 Address Line 1: _____
 Address Line 2: _____
 City: _____
 State: (U.S. State Code / Canadian Province list)
 Zip/Postal Code: (U.S. Zip+4 Code Lookup)
 Country: UNITED STATES
 U.S. Phone Number: _____ Ext: _____
 Non-U.S. Phone Number: _____
 Fax Number: _____

CCR Points of Contact Screen - Part 2

Complete all Required Data **highlighted in green** and click on **Validate/Save Data**.

Past Performance Point Of Contact - Primary
 (Note: This information will be publicly displayed on the CCR Inquiry Web Site.)
 For more information visit the PPSIS web site.
 Create POC Template Paste POC Template
 Name: _____
 E-mail Address: _____
 Address Line 1: _____
 Address Line 2: _____
 City: _____
 State: (U.S. State Code / Canadian Province (id))
 Zip/Postal Code: (U.S. Zip+4 Code Lookup)
 Country: _____
 U.S. Phone Number: _____ Ext: _____
 Non-U.S. Phone Number: _____
 Fax Number: _____

Past Performance Point Of Contact - Alternate
 (Note: This information will be publicly displayed on the CCR Inquiry Web Site.)
 For more information visit the PPSIS web site.
 Create POC Template Paste POC Template
 Name: _____
 E-mail Address: _____
 Address Line 1: _____
 Address Line 2: _____
 City: _____
 State: (U.S. State Code / Canadian Province (id))
 Zip/Postal Code: (U.S. Zip+4 Code Lookup)
 Country: _____
 U.S. Phone Number: _____ Ext: _____
 Non-U.S. Phone Number: _____
 Fax Number: _____

Electronic Business Point of Contact - Primary
 (Note: The person in the company responsible for authorizing individual company personnel access into government electronic business systems (e.g. Electronic Document Access (EDA), Wide Area Work Flow (WAWF), etc.) This information will be publicly displayed on the CCR Inquiry Web Site.)
 Create POC Template Paste POC Template
 Name: _____
 E-mail Address: _____
 Address Line 1: _____
 Address Line 2: _____
 City: _____
 State: (U.S. State Code / Canadian Province (id))
 Zip/Postal Code: (U.S. Zip+4 Code Lookup)
 Country: _____
 U.S. Phone Number: _____ Ext: _____
 Non-U.S. Phone Number: _____

CCR Points of Contact Screen - Part 3

Complete all Required Data **highlighted in green** and click on **Validate/Save Data**.

Registration Tools
 Instructions View TFP
 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
 Additional Information Status
 EDI NR
 DUNS +4 NR
 D&B Monitoring

Registration Status
 Active Registration
 CCR Control v1.06.3

Electronic Business Point of Contact - Alternate
 (Note: This information will be publicly displayed on the CCR Inquiry Web Site.)
 Create POC Template Paste POC Template
 Name:
 E-mail Address:
 Address Line 1:
 Address Line 2:
 City:
 State: (U.S. State Code / Canadian Province list)
 Zip/Postal Code: (U.S. Zip+4 Code Lookup)
 Country: USA
 U.S. Phone Number: Ext:
 Non-U.S. Phone Number:
 Fax Number:

Previous Business Name
 Create POC Template Paste POC Template
 Name:
 Address Line 1:
 Address Line 2:
 City:
 State: (U.S. State Code / Canadian Province list)
 Zip/Postal Code: (U.S. Zip+4 Code Lookup)
 Country:

Government Parent
 (Note: Used by registering government agencies. If this CCR registration is a division of the government, provide the parent (HIC), e.g. DIA)
 Create POC Template Paste POC Template
 Name:
 Address Line 1:
 Address Line 2:
 City:
 State: (U.S. State Code / Canadian Province list)
 Zip/Postal Code: (U.S. Zip+4 Code Lookup)
 Country:

CCR Points of Contact Screen - Part 4

Complete all Required Data highlighted in green and click on **Validate/Save Data**.
At this screen you will create your MPIN.

The screenshot displays the CCR registration interface. On the left, there are navigation menus for 'Registration Tools' and 'Registration Menu'. The 'Registration Menu' shows progress for various sections, with 'Points of Contact' and 'IRS Consent' highlighted in green. The main area contains a 'Corporate Point of Contact' form with fields for Name, E-mail Address, U.S. Phone Number, Non-U.S. Phone Number, and Fax Number. Below this is the 'Marketing Personal Identification Number (MPIN)' field, which is highlighted in green. A large white arrow points to the MPIN field, and another large white arrow points to the 'Validate/Save Data' button. A text box at the top of the form area contains the text 'Duplicative data from previous screen.'.

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 ✓
 Additional Information Status
 EDI NR
 DUNS +4 NR
 D&B Monitoring ✓

Registration Status
 Active Registration

CCR Version: 2.06.7

Corporate Point of Contact
 Create POC Template Paste POC Template
 Name: _____
 E-mail Address: _____
 U.S. Phone Number: _____ Ext: _____
 Non-U.S. Phone Number: _____
 Fax Number: _____

Marketing Personal Identification Number (MPIN)
 *MPIN: _____
 *Marketing Partner ID (MPIN): This is a self-defined access code that will be shared with authorized partner applications (e.g., Past Performance Automated Information System (PPAIS), Technical Data Solutions (TeDS), etc.). The MPIN acts as your password in these other systems, and you should guard it as such. The MPIN must be nine positions and contain at least one alpha character, one number, and no spaces or special characters.

Validate/Save Data

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.
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CCR IRS Consent Screen

Because you entered a SSN/TIN/EIN, the IRS Consent Information is required. Complete the Required Information and click the **Validate/Save Data** button.

CCR EIN/TIN IRS Validation

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.

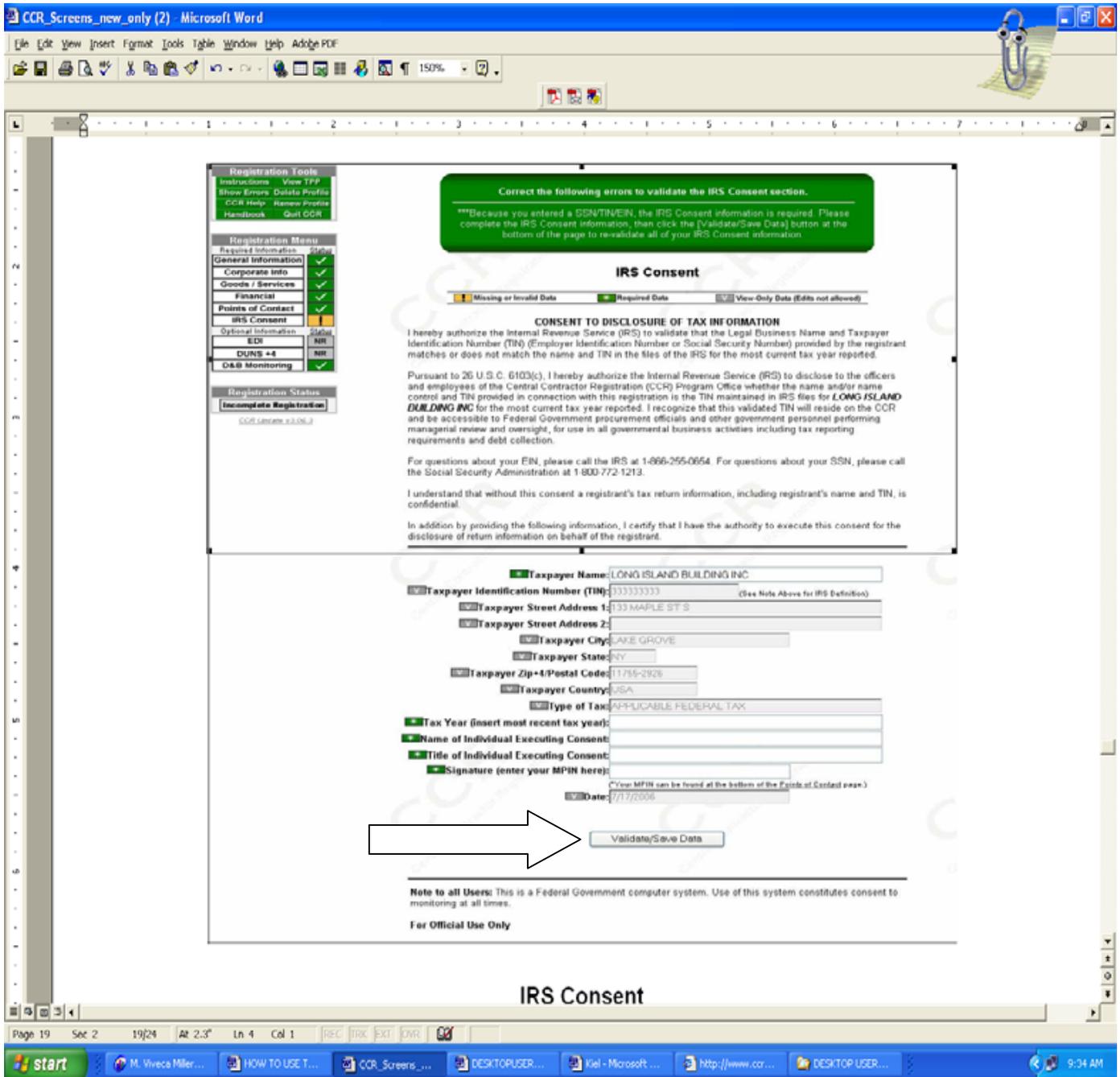
A Taxpayer Identification Number (TIN) is a nine-digit number, which is either an Employer Identification Number (EIN) assigned by the [Internal Revenue Service \(IRS\)](#) or a Social Security Number (SSN) assigned by the [Social Security Administration \(SSA\)](#).

The TIN matching process is a joint effort between the General Services Administration (GSA), Department of Defense (DoD), and the IRS to improve the quality of data in government acquisition systems.

A notice has gone out to CCR registrants informing them of the IRS validation in CCR registration. In order to complete your CCR registration and qualify as a vendor eligible to bid for federal government contracts or apply for federal grants, the EIN/TIN and Employer/Taxpayer Name combination you provide in the IRS Consent Form at CCR must match exactly to the EIN/TIN and Employer/Taxpayer Name in the IRS database. It will take at least one to two business days to validate new and updated records prior to becoming active in CCR.

You should be sure that the data items provided to D&B match information that you have provided to the IRS. Otherwise, when the validation check with IRS is done, the registration in D&B, and the CCR will not match the IRS information and will result in an error message being generated. This will prevent you from completing your registration until the discrepancies have been resolved. For more information, please see the Implementation of CCR to IRS TIN Validation/[Frequently Asked Questions \(FAQ\)](#) in [Chapter 2, Appendix 2](#).

For a view of the new IRS Consent Form from CCR Update, please see [IRS Consent Form](#) or see [Chapter 2, Appendix 3](#).



Note: You will NOT be able to complete your CCR registration until CCR has confirmed your Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) with the IRS. If you currently have an EIN or TIN it will take 24-48 hours for IRS to validate your EIN/TIN.

Your CCR registration will become active within 24 to 48 hours after completing your registration if you currently have an EIN or TIN.

Note: According to the IRS, if you do not currently have an EIN/TIN and need to apply for one over the phone or Internet, you will be given a tentative EIN/TIN, but your EIN/TIN may not become active for up to two (2) weeks. If you have questions about your EIN/TIN, please call 1-800-829-4933. If you apply for an EIN/TIN by mail, confirmation from the IRS can take up to 5 weeks.

If you do not have an EIN or TIN it may take 2 weeks before it becomes active.

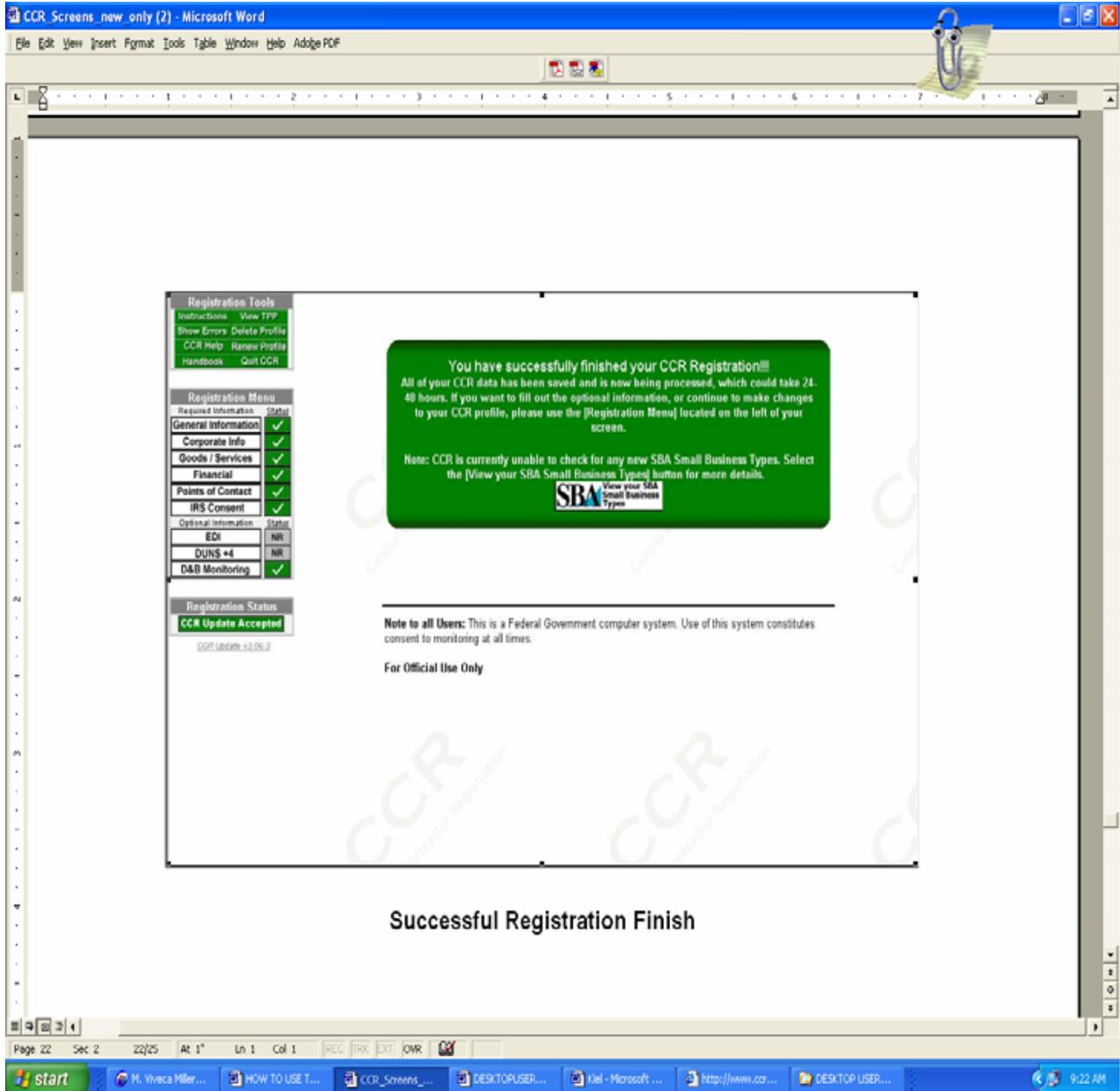
CCR Processing Registration Screen

If you entered all Required Data and fixed all errors, you will get this screen.



CCR Successful Registration Finish Screen

At this point in the process all of your CCR data has been saved and is being processed.



CCR Processing Time

Your CCR registration should become active within 24 –48 hours of completion. However, may be longer in some cases, as noted below.

- CCR pre-populates the following data fields from D&B: Legal Business Name, Doing Business Name (DBA), Physical Address, and Postal Code/ Zip+4. Registrants will not be able to enter/modify these fields in CCR; they will be pre-populated using D&B DUNS record data. If this information is incorrect, changes can only be made at D&B. **Note: It may take up to two (2) to five (5) business days for D&B to send the modified data to CCR. This timeframe may be longer in some countries.** See [Chapter 2, B.1 CCR Use of Dun and Bradstreet Company Information](#).
- You will NOT be able to complete your CCR registration until CCR has confirmed your Employer Identification Number (EIN) or Taxpayer Identification Number ([TIN](#)) with the IRS. **If you currently have an EIN or TIN it will take 24-48 hours for IRS to validate your EIN/TIN.** See [Chapter 2, B.1 CCR EIN/TIN IRS Validation](#). Also see [Chapter 2, B.1 CCR D&B Monitoring Screen – D&B Name Address Lockdown](#).

According to the IRS, if you do not currently have an EIN/TIN and need to apply for one over the phone or Internet, you will be given a tentative EIN/TIN, but your EIN/TIN may not become active for up to two (2) weeks. If you have questions about your EIN/TIN, please call 1-800-829-4933. If you apply for an EIN/TIN by mail, confirmation from the IRS can take up to 5 weeks.

CCR EDI Information Screen

EDI Information is Optional. If you are NOT currently using a Value Added Network (VAN), DO NOT fill out this page. A **Value Added Network (VAN)** is a specialized application service provider (ASP) that acts as an intermediary between trading partners sharing data or business processes.

The screenshot shows a Microsoft Word document titled "CCR Screens_new_only (2) - Microsoft Word". The document content is as follows:

Registration Tools

- Instructions
- View PDF
- Show Errors
- Disable Printing
- CCR Help
- Review Profile
- Hardcopy
- Quit CCR

Registration Menu

- Required Information
- General Information
- Corporate Info
- Goods / Services
- Financial
- Points of Contact
- IRS Contact
- Subsidiary Information
- EDI
- DUINS #4
- DAB Monitoring

Registration Status

CCR Update Accepted

CCR Update: 03/20/12

EDI Information

The EDI Information is OPTIONAL. Information. If you are NOT currently using a Value Added Network (VAN) do not fill out this page.

If you came here by mistake, you can select a different page from the "Registration Menu" located on the left of your screen, or click here to quit CCR Updates.

EDI Information

Missing or Invalid Data Required Data View-Only Data (Data not allowed)

Completing this EDI section of the CCR application DOES NOT make you EDI compliant. In order to successfully complete the Electronic Commerce Interoperability Process (ECIP), you must utilize an authorized Value-Added-Network (VAN) connected to the DoD Electronic Commerce Infrastructure (ECI).

You can obtain a list of authorized Value-Added-Networks (VANs) connected to the DoD Electronic Commerce Infrastructure (ECI): <http://ecr.sbr.spcdn.dod.mil/ecr/eci.htm>

1. Please select your Value Added Network (VAN) Provider

2. Interchange ID (ISA) Qualifier

Interchange ID (ISA) Qualifier - designates the code structure used to identify the company's sender/receiver information in EDI transactions.

3. Interchange Sender ID (ISA) Identifier

Interchange Sender ID (ISA) Identifier - value corresponding to company's qualifier selected for EDI transactions. No dashes, spaces or special characters.

4. Functional Group (ISG) Identifier

Functional Group (ISG) Identifier - this further defines the company's identifiers for the addressing of EDI transactions. No dashes, spaces, or special characters.

5. Do you want to receive Remittance Advice Notices (RAN) through your Value Added Network provider?

Yes No

6. EDI Point of Contact Information - This is the individual within the company that should be contacted if there are any specific EDI concerns. Please provide an individual's name and at least one method of contact. For Phone and Fax Numbers, no dashes, spaces, or special characters. Digits only. (It must use one method of contact as required)

Name:

E-mail Address:

U.S. Phone Number: Ext:

Non U.S. Phone Number:

Fax Number:

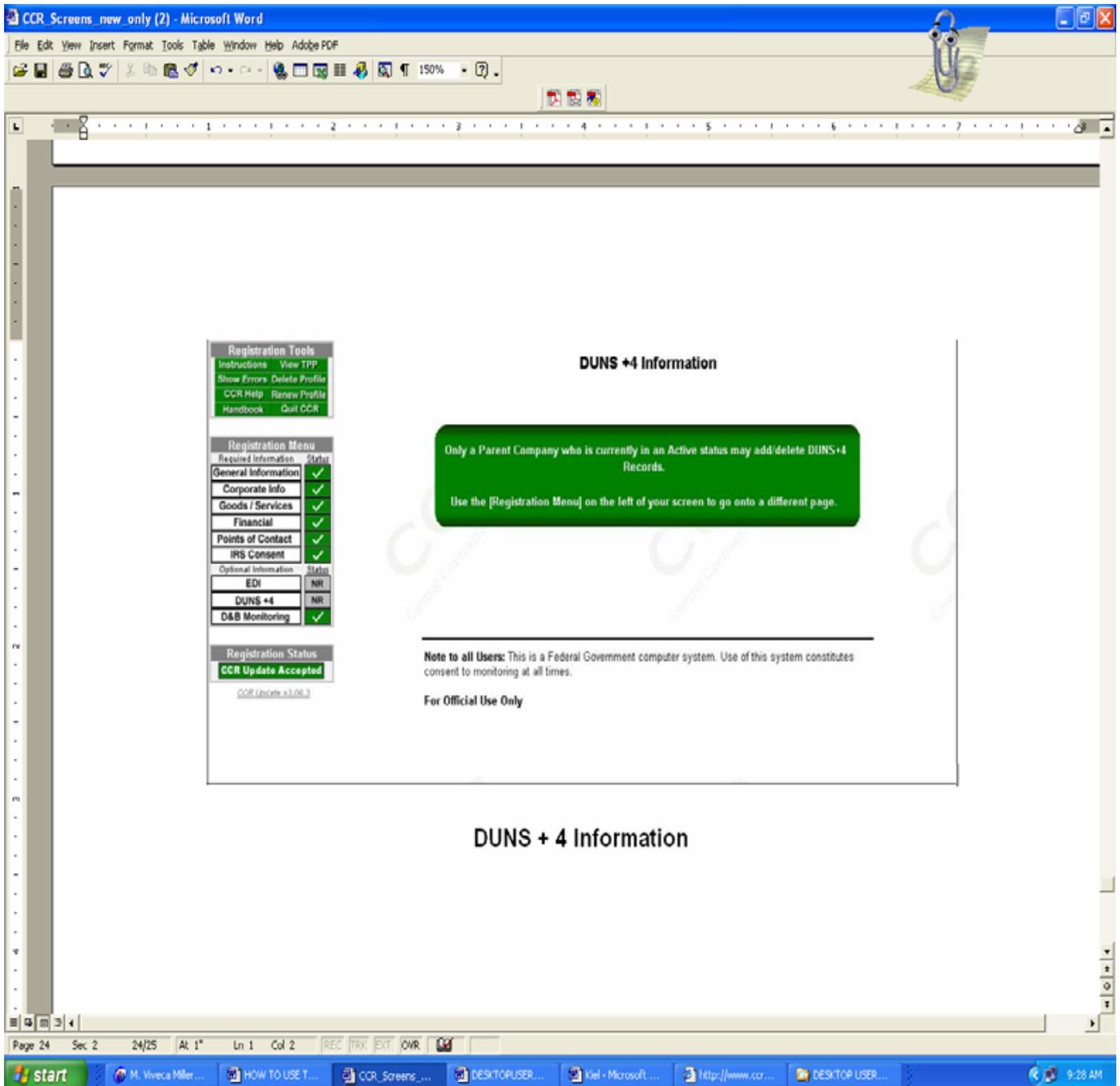
Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

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EDI Information

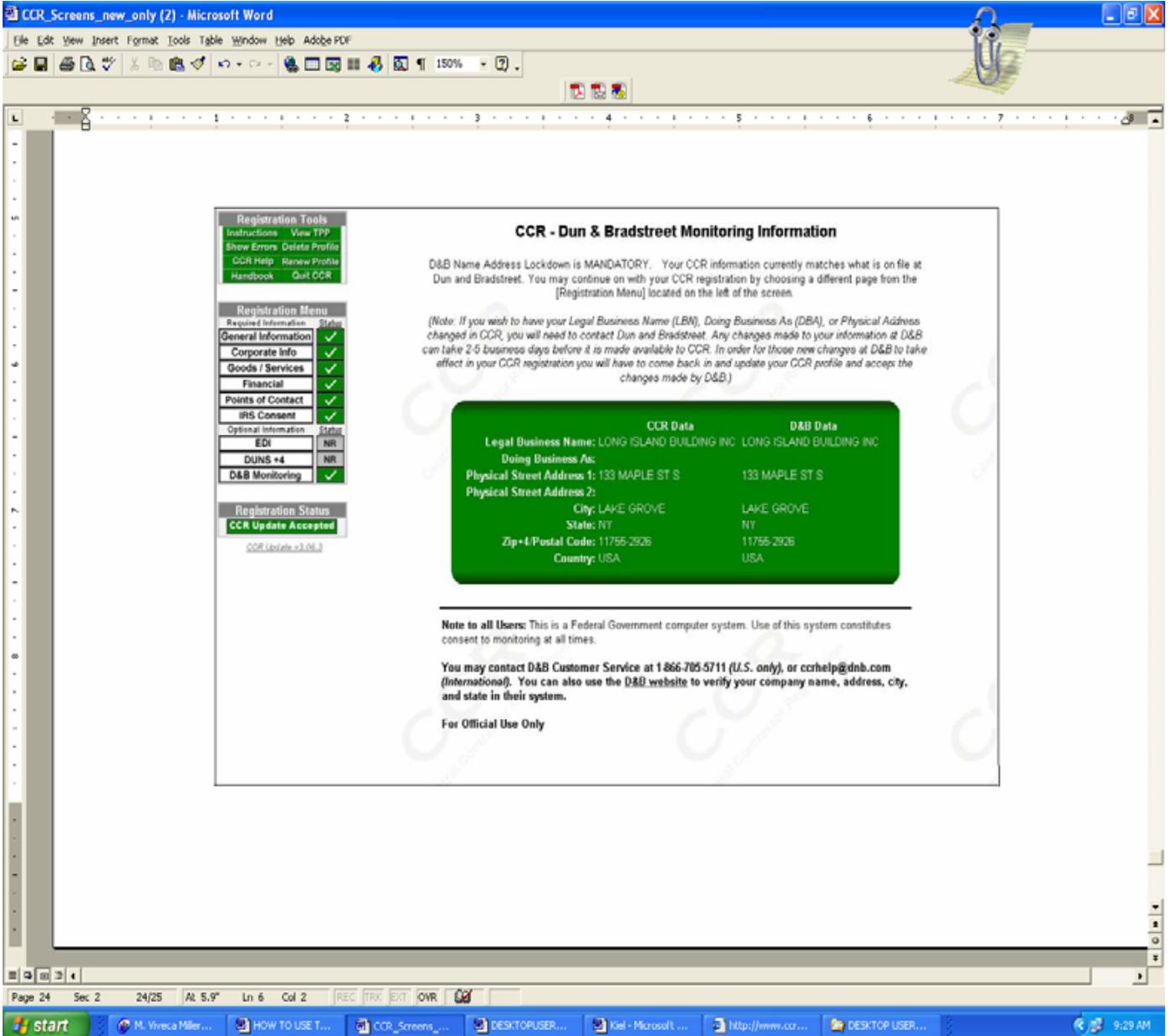
CCR DUNS +4 Information Screen

This is also an optional screen and should only be used by a Parent Company that is currently in an Active status and wants to add/delete DUNS +4 records.



CCR D&B Monitoring Screen – D&B Name Address Lockdown

D&B Name Address Lockdown is Mandatory. Your CCR information currently matches what is on file at D&B. **If you wish to have your Legal Business Name (LBN), Doing Business As (DBA), or Physical Address changed in CCR, you will need to contact Dun & Bradstreet.** Any changes made to your information at D&B can take **2- 5 business days** before it is made available in CCR. **Note: In order for those new changes at D&B to take effect in your CCR registration, you will have to update your CCR Trading Partner Profile and accept the changes made by D&B.**



B2. How To Know Your CCR Registration Was Successful

You will be **unable** to submit your registration on-line unless all of the mandatory information is provided. You will be notified of missing information by a list of **errors** on each page when you click **Validate/Save**. Once you have provided the information, click **Validate/Save** again to verify that all necessary fields are filled.

CCR Confirmation Notices

You will receive two notices if your registration was submitted successfully.

1st CCR Confirmation Notice:

The first notice welcomes you to CCR and will include a copy of your registration. [An example of a Welcome Notice is provided at Chapter 2, Appendix 5 at the end of this chapter.](#)

An example of a Welcome Letter is provided at Appendix 5 at the end of this Chapter.

2nd CCR Confirmation Notice:

Trading Partner Identification Number (TPIN) Letter (Second Confirmation Notice). The second notice provides you with a Web link/address where you can enter your DUNS number and temporary confirmation number to obtain your confidential TPIN.

A Trading Partner Identification Number, which is assigned by CCR, will replace the temporary confirmation number when your registration is active. The TPIN is also your confidential number that confirms that you have successfully registered in CCR and allows you to change your CCR information. [An example of a TPIN letter is provided in Chapter 2, Appendix 6 at the end of this chapter.](#)

An example of a TPIN letter is provided at Appendix 6 at the end of this Chapter.

If your registration was submitted successfully, you will receive notice either by U.S. Postal Service mail or email. The email notice contains a method to access your confidential TPIN. The TPIN access information is sent separately for security reasons. Receipt of your TPIN is your confirmation that you are successfully registered in CCR. The confidential TPIN allows access to your CCR data and is required to make, or request, any changes or updates to your active registration.

B3. How To Verify The Status Of Your CCR Registration

To verify the status of your registration online:

- Go to <http://www.ccr.gov/> and click on **Search CCR**.

Central Contractor Registration (CCR) - Microsoft Internet Explorer

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

CCR Home Search CCR Register in CCR

Vendor Corner Government Corner Small Business Access CCR Data Handbook FAQ Contact

CCR Upgrade Notice: On Sunday, February 11, 2007 the Central Contractor Registration (CCR) was upgraded to the newest release v4.07.1. Release Notes are on-line to fill you in on the upgrade at [Release Notes](#)

CCR's Size Validation will now include SBA's segmented Small Business Size Standard Exceptions for certain NAICS codes. For detailed information see CCR News, [Small Business Size Standard Exceptions](#).

CCR Extract Changes implemented with this CCR release. For detailed information, please see [CCR News Extracts](#).

CCR Support Call Center Hours have changed. Please see [news item](#)...

Warning of New Fraudulent or misleading notices
- A new version of the fraudulent Department of Transportation (DoT) letter that requests a CCR Registrant to fax their TPIN has resurfaced.
- A misleading phone solicitation offering to update a Registrants record for a fee has been reported. Please see the [CCR/DoT Security Note](#) for more information.

CCR using D&B data for Registrant identification in CCR. . . [Read more](#)

CCR Release Notes are now available on-line for upcoming and recently implemented CCR modifications. . . [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 10, 2005, the CCR, through the U.S. Small Business Administration (SBA) implemented a Small Business Size Logic software program.
[Information about your Average Number of Employees & Average Annual Receipts in your CCR Registration](#)

Security Alert

If you receive a letter from the Department of Transportation requesting your TPIN number, do not respond. DO NOT give your TPIN number to anybody. Your TPIN number is a confidential password into your CCR information. If you feel your TPIN number has been compromised please have your CCR Point of Contact refer to the [Help](#) page for assistance. A new TPIN can be assigned to your company. NEVER give your TPIN number to anyone.

Registration Assistance

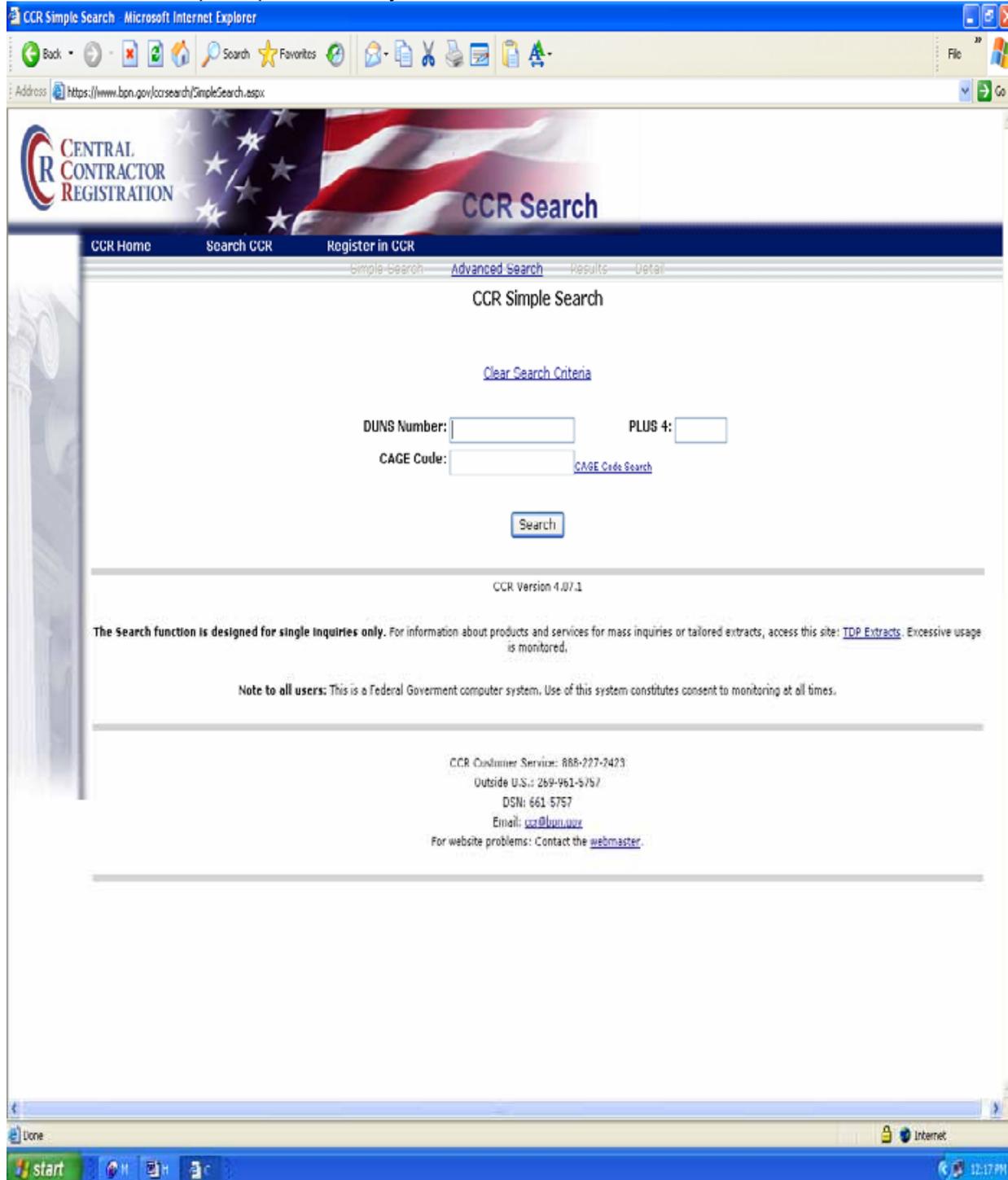
In the event that you are utilizing a screen reader (JAWS for Windows) to register in CCR, please visit the [Help](#) page for registration assistance.

Notices

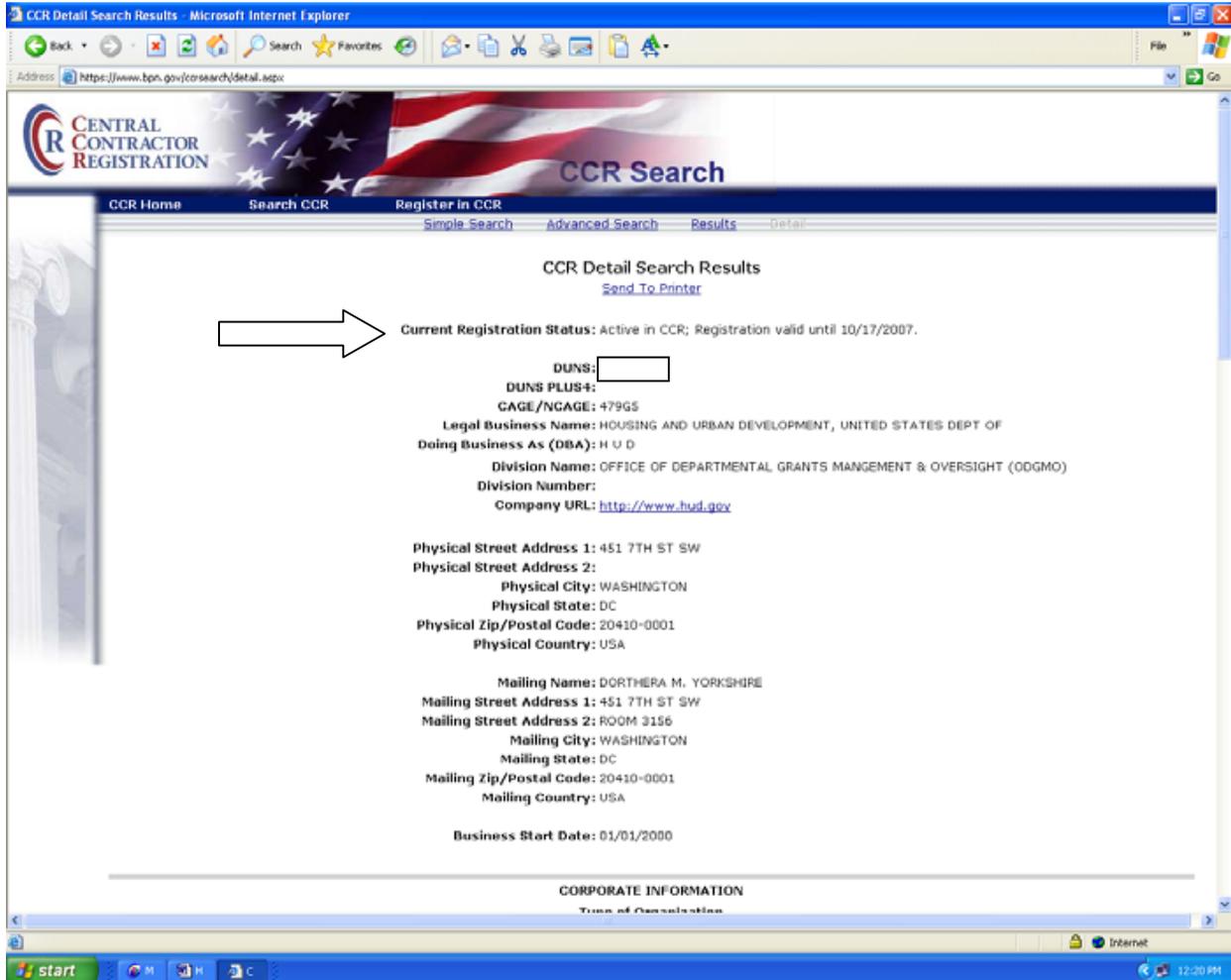
- [News Items](#)
- [Upcoming Events](#)
- [Security Notice](#)
- [CCR Policy & Background](#)
- [GIDM-Govt Industry Data Mart](#)

Error on page. Internet 12:16 PM

- When prompted, enter your DUNS number and click **Search**.



- The registration status is located at the top of the page. This screen indicates the **Current Registration Status is: Active in CCR**.



CCR Registration Statuses

Valid statuses are:

- **Active:** Registration is Active
- **Registered/Active Pending:** Registration is in the process of being validated
- **Inactive:** Registration has been cancelled or has expired
- **Invalid:** DUNS Number is incorrect. Contact D&B to verify the DUNS Number

You can also call the CCR Assistance Center at 888-227-2423 to find out the status of your registration.

B4. How To Maintain Your CCR Registration

Your Responsibilities

- You are responsible for ensuring the accuracy of your registration. You must use your DUNS Number in conjunction with your TPIN number when making and requesting any changes to your profile.
- You are responsible for updating all of your registration information as it changes.
- **Remember that the Legal Business Name and Physical Address information are now automatically input into your registration from D&B and it is your responsibility to keep this information updated at D&B.** Companies within the U.S.A. may contact D&B at 866-705-5711. U.S.A. and non-U.S.A. companies may also use the web at <http://fedgov.dnb.com/webform/> to search, revise information, or request a D-U-N-S number.
- **You must renew your registration at least every 12 months from the date you previously registered.** However, you are strongly urged to renew more frequently to ensure that CCR is up to date and in synch with changes that may have been made to DUNS and IRS information. **If you do not renew your registration, it will expire.** An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov or receive certain payments from some federal government agencies.
- Please remember that once you cancel your registration, all payments, if payments are being made, will cease. A vendor must remain active in CCR until all payments are made to avoid discontinuation.
- You may voluntarily delete your registration at any time by going on-line with your DUNS Number and TPIN or contacting the CCR Assistance Center at 888-227-2423 or 269-961-5757. If you delete your registration, your information will be removed from the CCR database. If you delete your registration by mistake, you may call to reinstate that registration.
- In the event the E-Business POC leaves your organization, you must ensure that his or her alternate and successor have the information they need to fulfill the E-Business POC role. For instance, the E-Business POC must know the names, contact information, and access privileges of each POC.
- In the event the CCR POC leaves your organization, you must ensure that his or her alternate and successor have reference materials they need to continue the CCR update process. For instance, the CCR POC should have access to reference guides, names, and contacts of individuals involved with the CCR registration process and other information needed to update the CCR record.

Note: See also *Chapter 4 - Registration Tips For The Applicants Who Successfully Submitted An Application Last Year.*

You will find information on the following:

- CCR Point Of Contact Must Renew/Update The CCR Registration**
- CCR Point Of Contact – Don't Know Your TPIN?**
- Who Is The AOR That Will Submit The Grant Application Package?**
- How To Check Your AOR Status In Grants.gov**
- Forgot Your AOR Grants.gov Username?**
- Forgot Your Grants.gov Password?**
- Who Is The Organization's E-Business POC?**
- The E-Business POC Will Need To Authorize The AOR To Submit Applications**
- E-Business POC – Don't Know Your MPIN?**

B5. How To Renew/Update Your CCR Registration

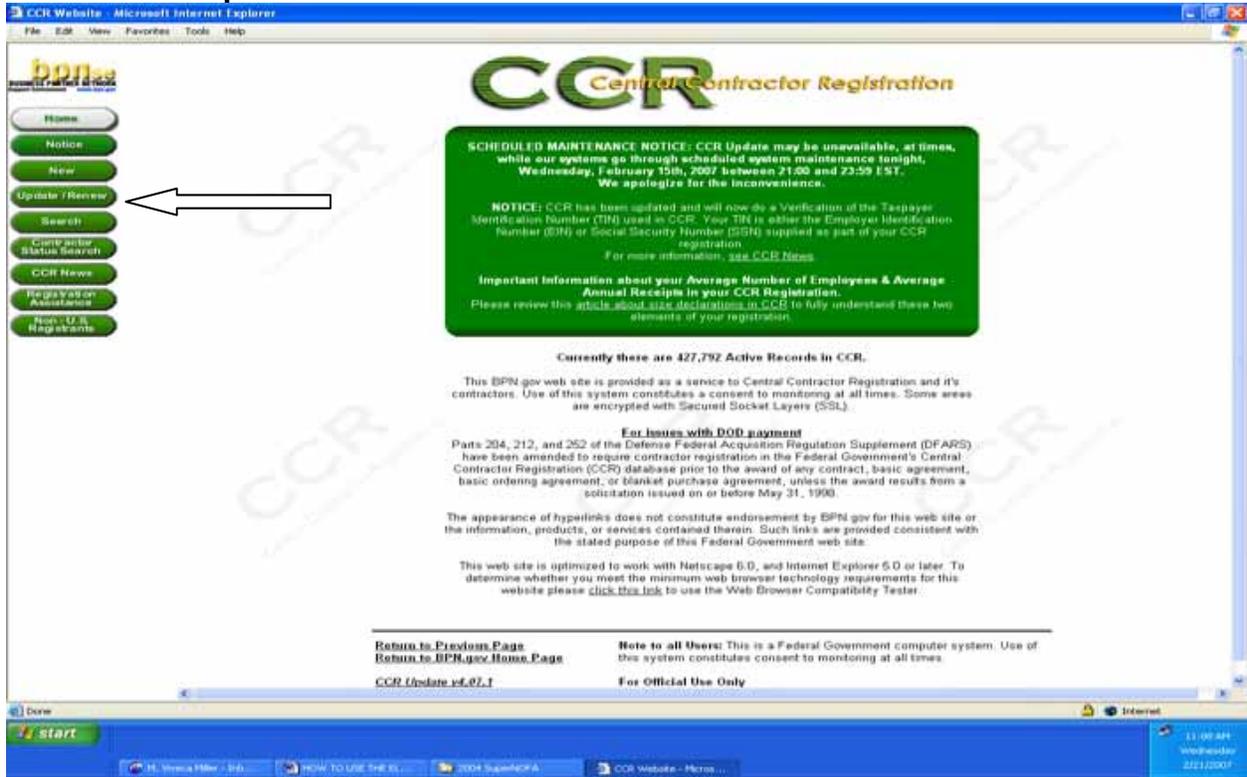
Applicants are required to renew/update their information in CCR on an annual basis. If you do not renew your registration it will expire and result in your Grants.gov application being rejected.

Thirty days prior to the expiration of your CCR registration, a **30 Day To Expiration Letter** will be sent to the CCR POC, identified in the CCR Trading Partner Profile (TPP), notifying them of the pending expiration. [See Chapter 2, Appendix 7, 30 Day To Expiration Letter.](#) If the CCR registration is not updated within this timeframe, the registration will expire. The CCR POC will receive a final Expiration Letter. [See Chapter 2, Appendix 8, Expiration Letter.](#)

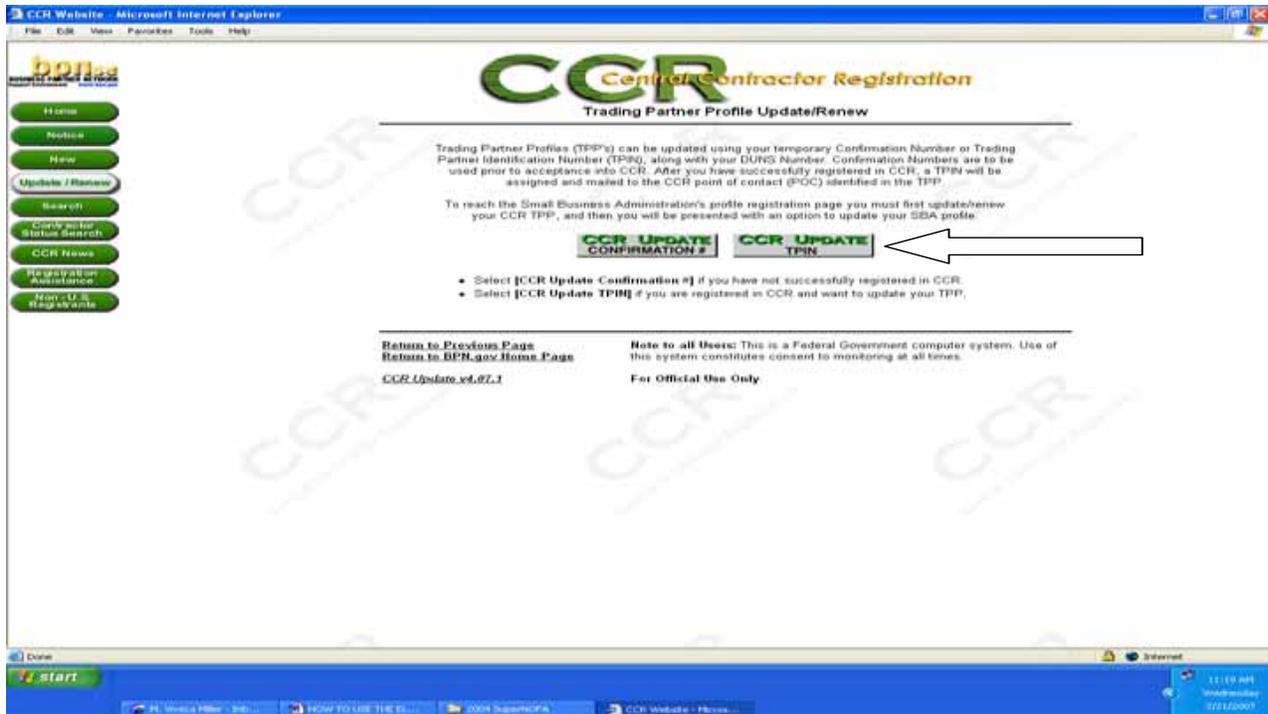
- To renew your registration, the CCR POC should go to <http://www.ccr.gov/> and click on **Register in CCR**.



- Click on **Update/Renew**.



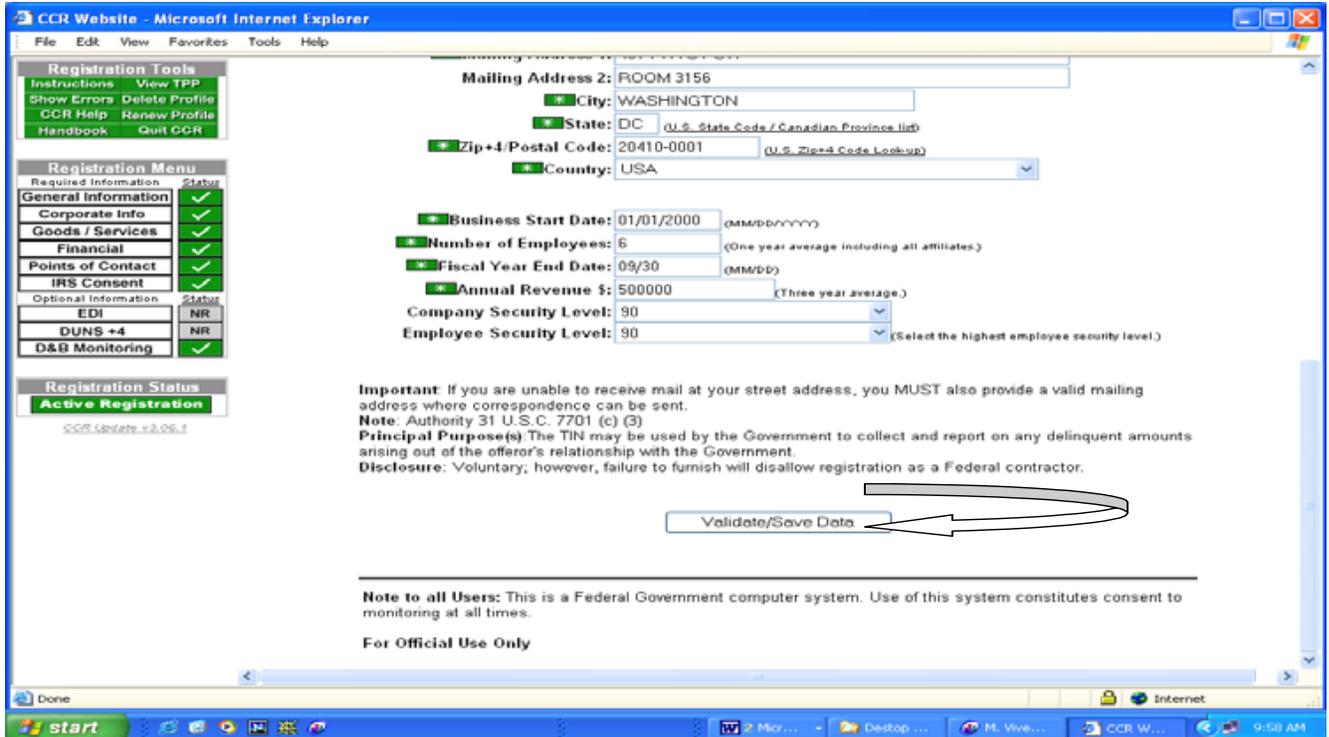
- Click on **CCR UPDATE TPIN**.



- Enter your **DUNS** number and **TPIN**, and then click **Submit**.
- The next screen will be your [TPP](#).



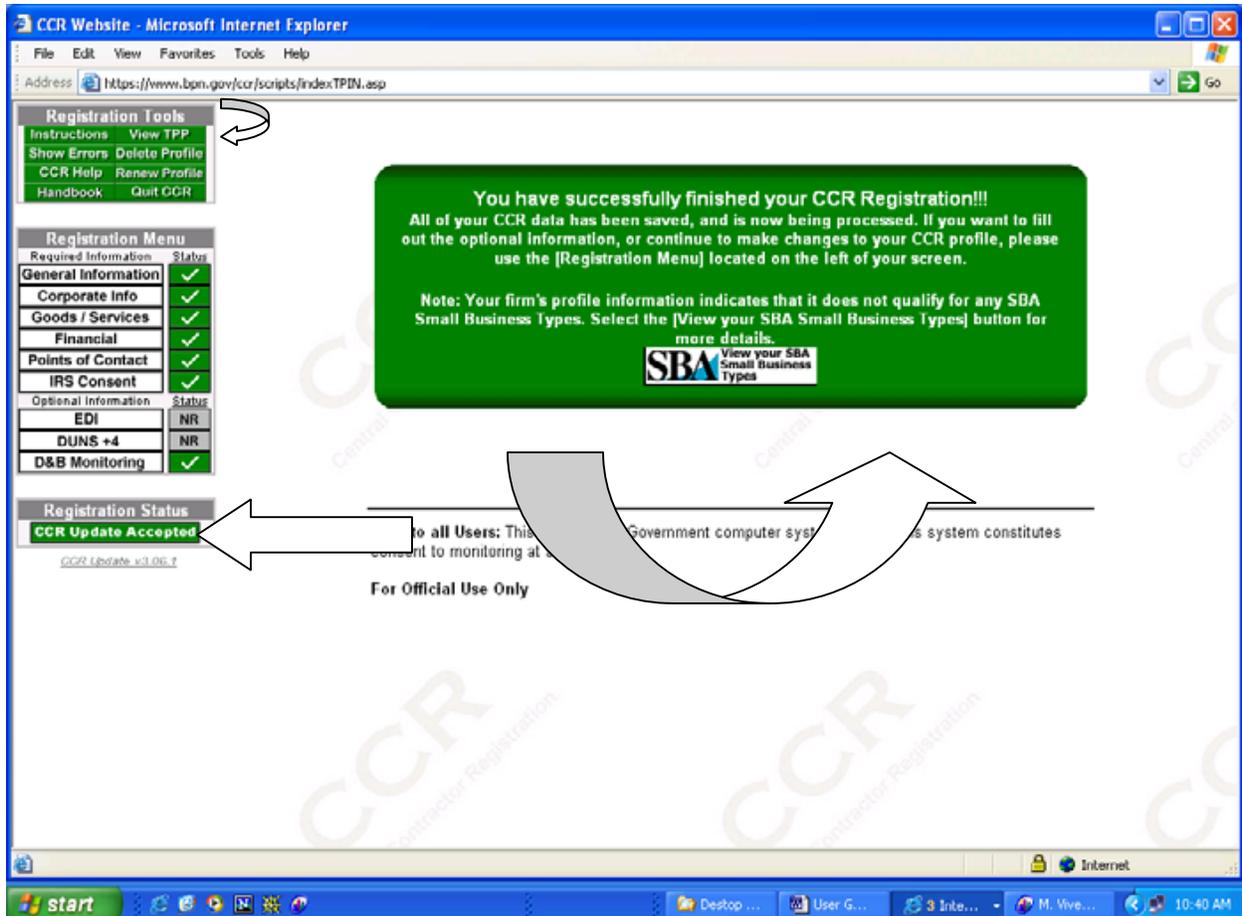
- If you Don't Know Your TPIN, at this screen click on **Don't Know Your TPIN**. Re-enter your DUNS Number and select the **Send TPIN Letter** button.
- A confidential TPIN letter will be mailed to the **CCR Point of Contact (POC)** identified in the **Trading Partner Profile (TPP)** for the DUNS number entered. If you are not the POC for this TPP, you should contact the designated CCR POC or CCR Customer Service for assistance.
- Requests for TPIN letters are limited to one per seven-day period.
- **DO NOT** select the **Send TPIN Letter** button if you have not successfully registered in CCR and only have a **Temporary Confirmation Number**. You will not be assigned a TPIN by this process.



- If there are changes, enter the changes, and click the **Validate/Save** button.
- If there are no changes to the registration, click the **Validate/Save** button for the information to register in the system.

Note: You must click on the **Validate/Save** or the **Renew Profile (Trading Partner Profile)** button in **Registration Tools**. Please be aware that new requirements may have been implemented since your last visit. You may receive an error on your renewal if a new requirement isn't fulfilled.

- At this screen you will receive a notice advising that you successfully finished your CCR Registration.



- At this screen it is also highly recommended, if you have not done so already, that you **print or make a record of your TPP**.
- It contains your organization's DUNS number, CCR and E-Business POC names, and the MPIN.
- At the above screen, click on **View TPP** and then print.
- You can also call the CCR at 888-227-2423 for assistance.

B6. How To Cancel An Active CCR Registration

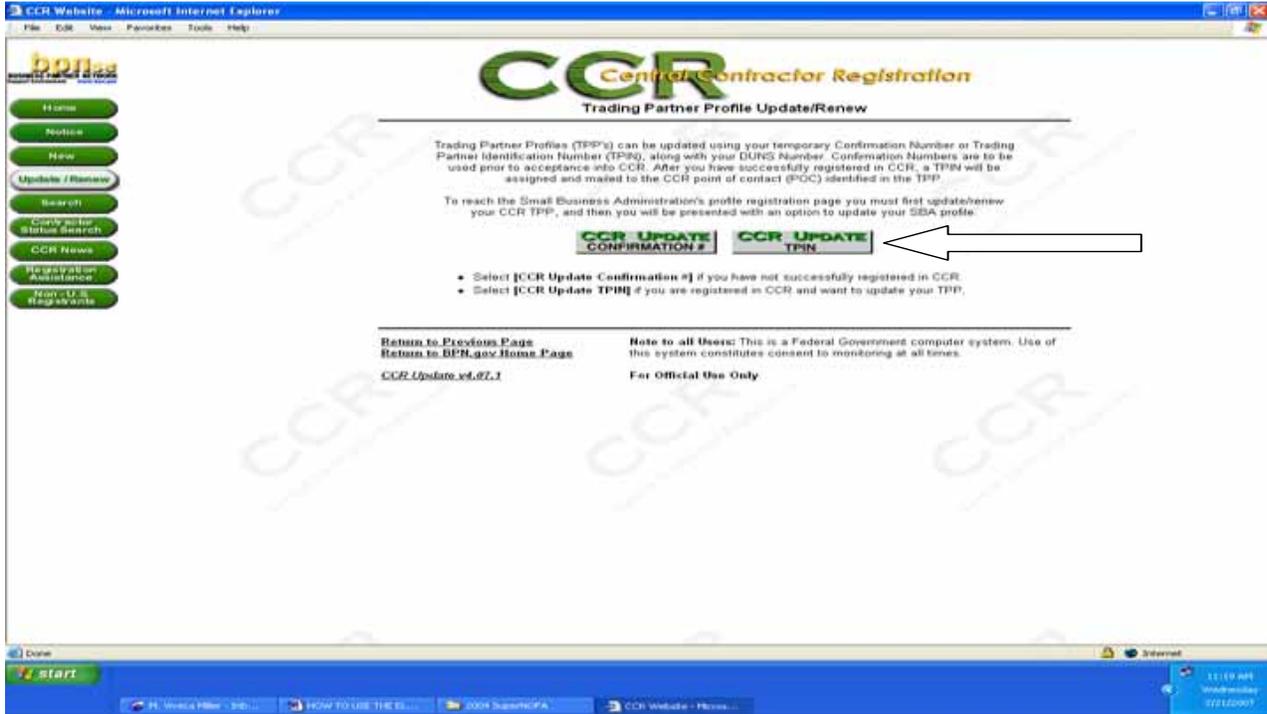
- Go to <http://www.ccr.gov/> and click on **Register in CCR**.



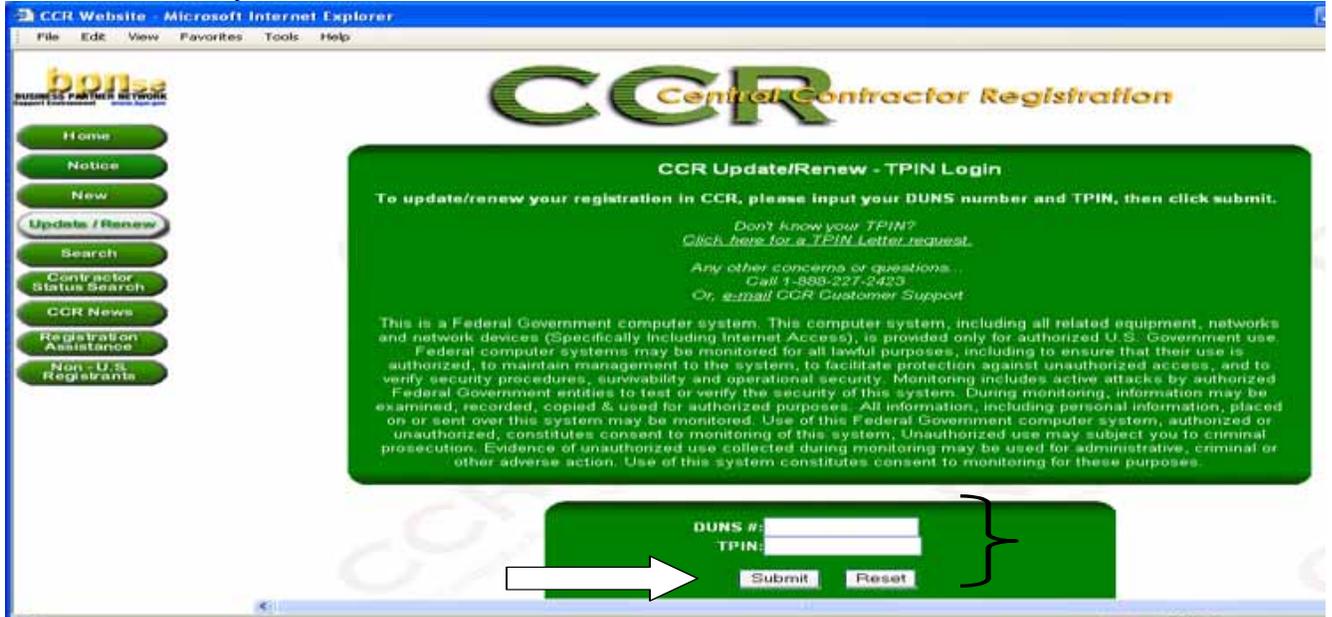
- Click on **Update/Renew**.



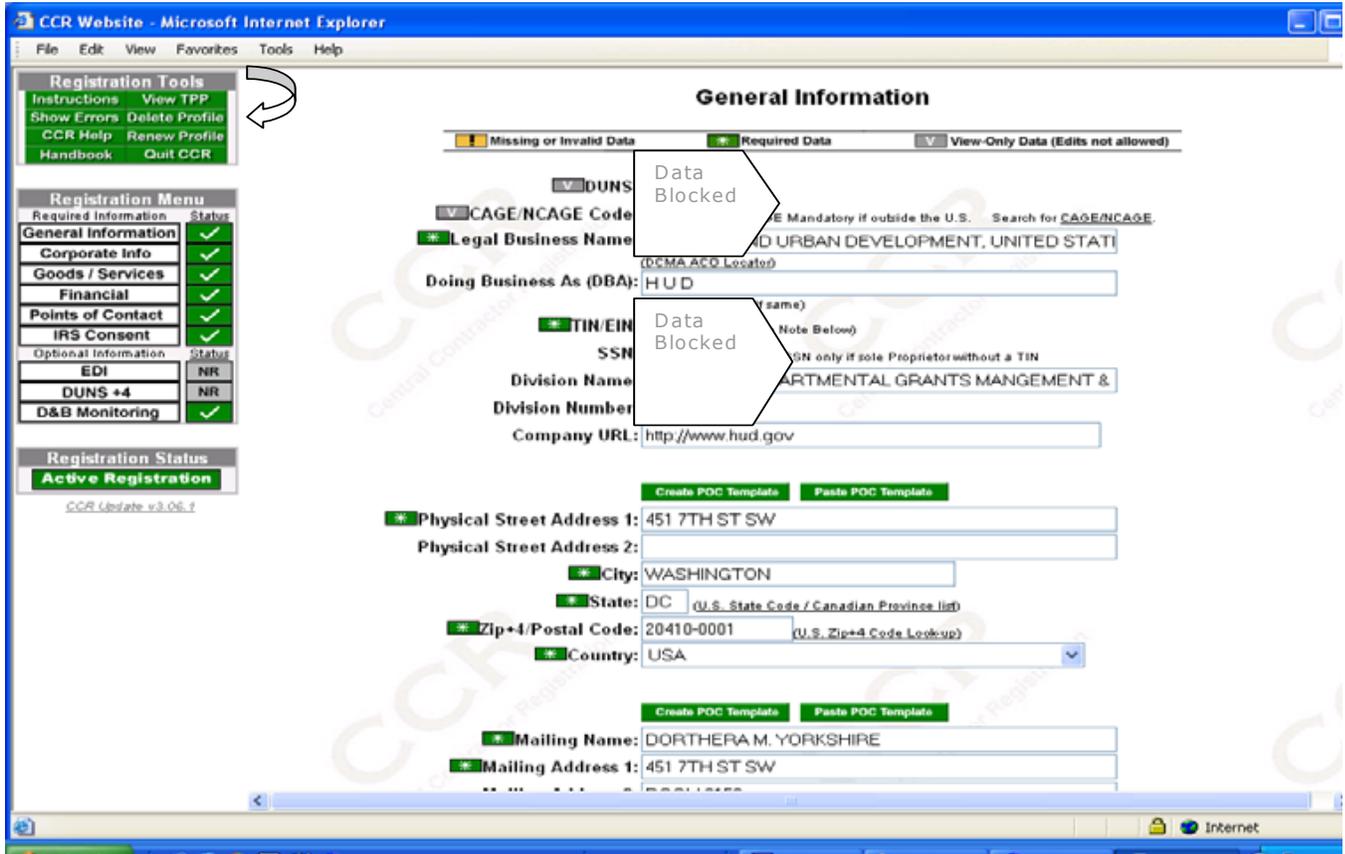
- Click on **CCR UPDATE TPIN**.



- Enter your DUNS number and TPIN, and then click **Submit**.



- On the next screen click **Delete Profile** in the upper left corner to cancel your registration.



B7. Current Registrants Without A MPIN

If you currently have an active registration in CCR and you do not have a MPIN you will need to:

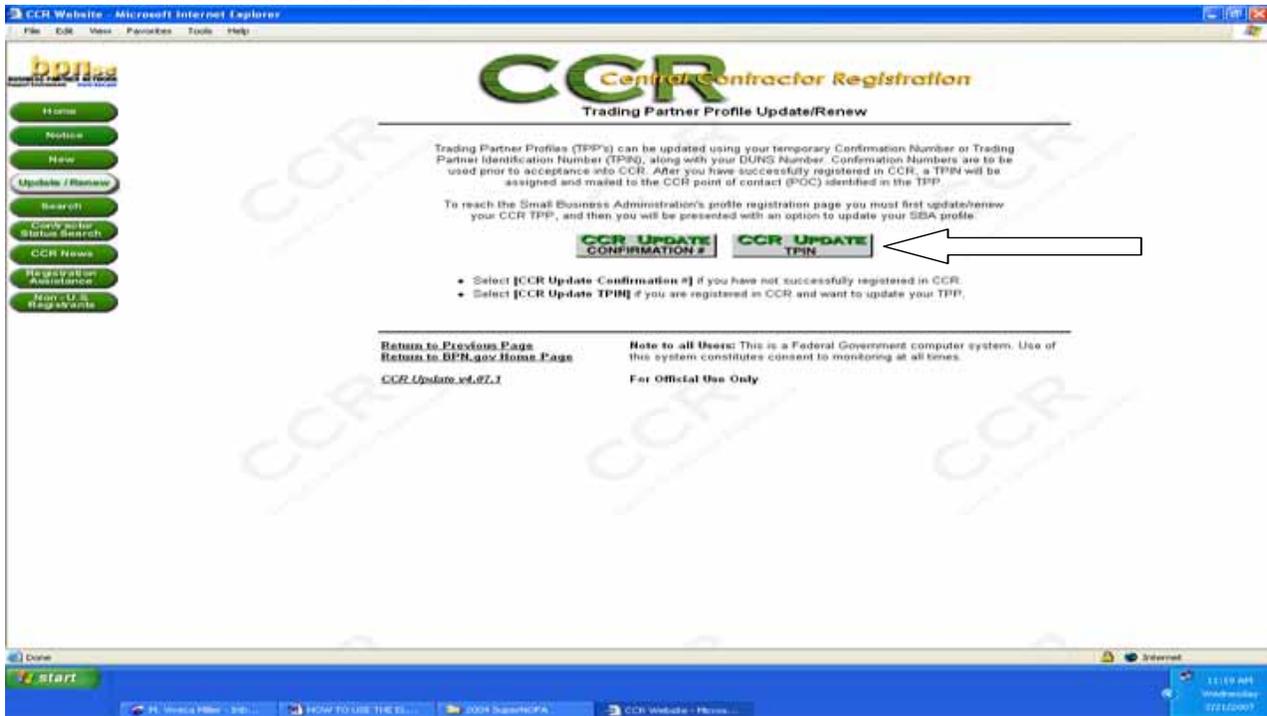
- Go to <http://www.ccr.gov/> and click on **Register in CCR**.



- Click on **Update/Renew**.



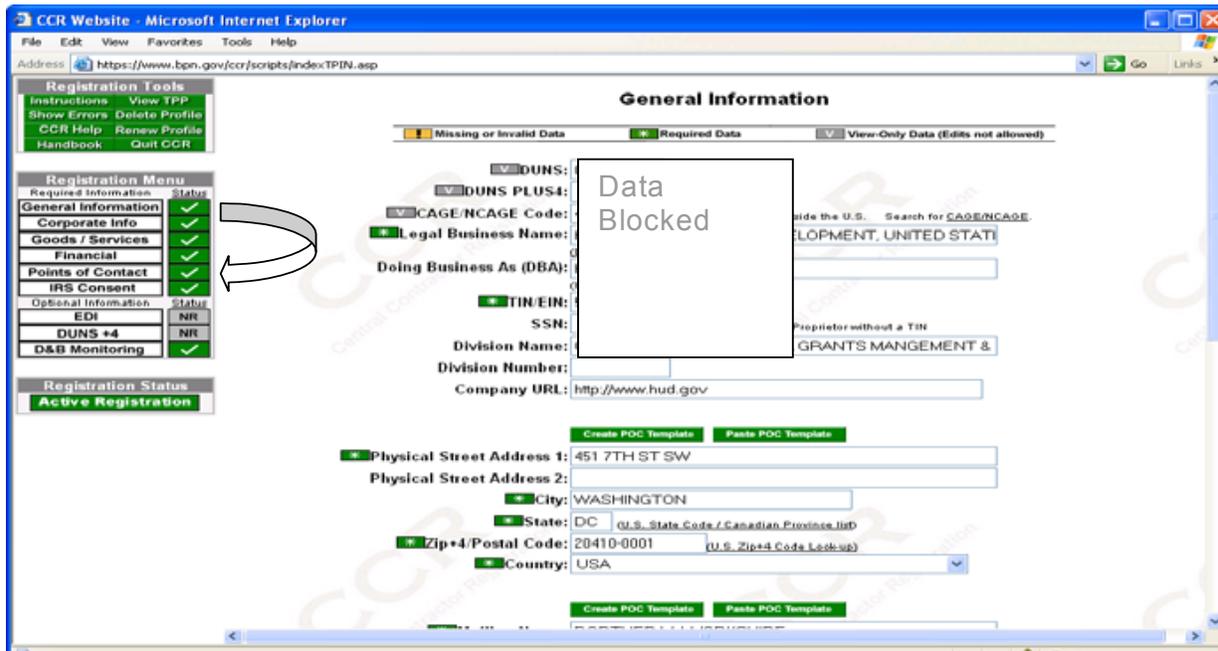
- Click on **CCR UPDATE TPIN**.



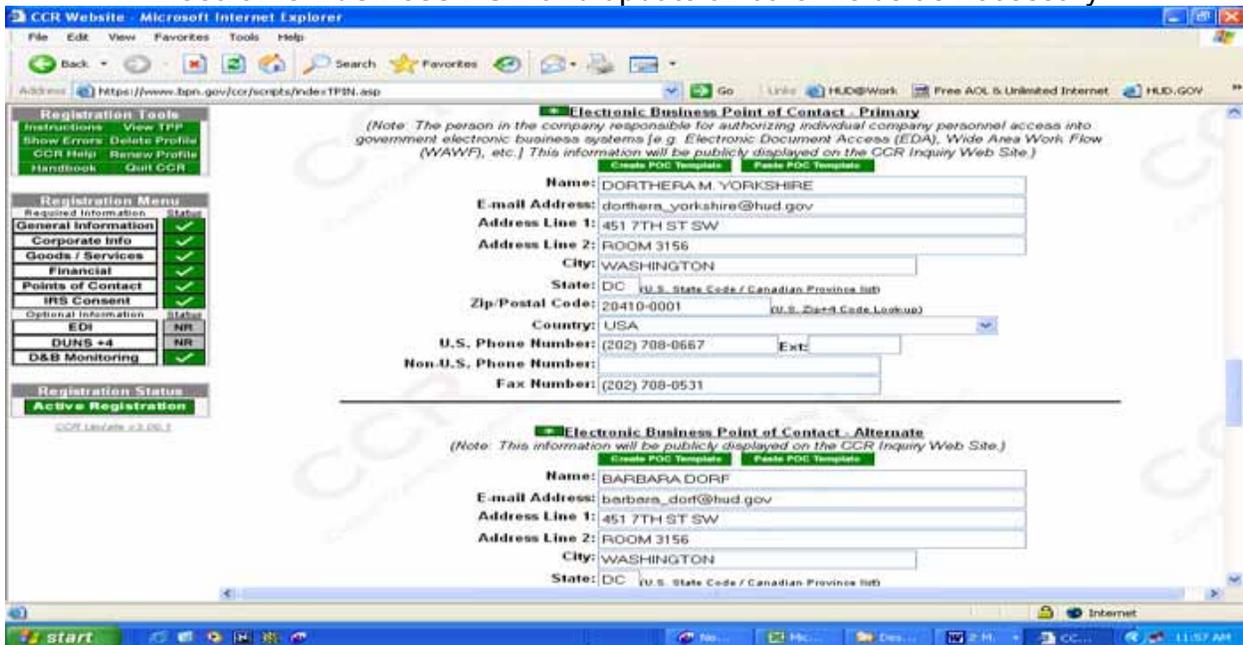
- Enter your DUNS number and TPIN, and then click **Submit**.



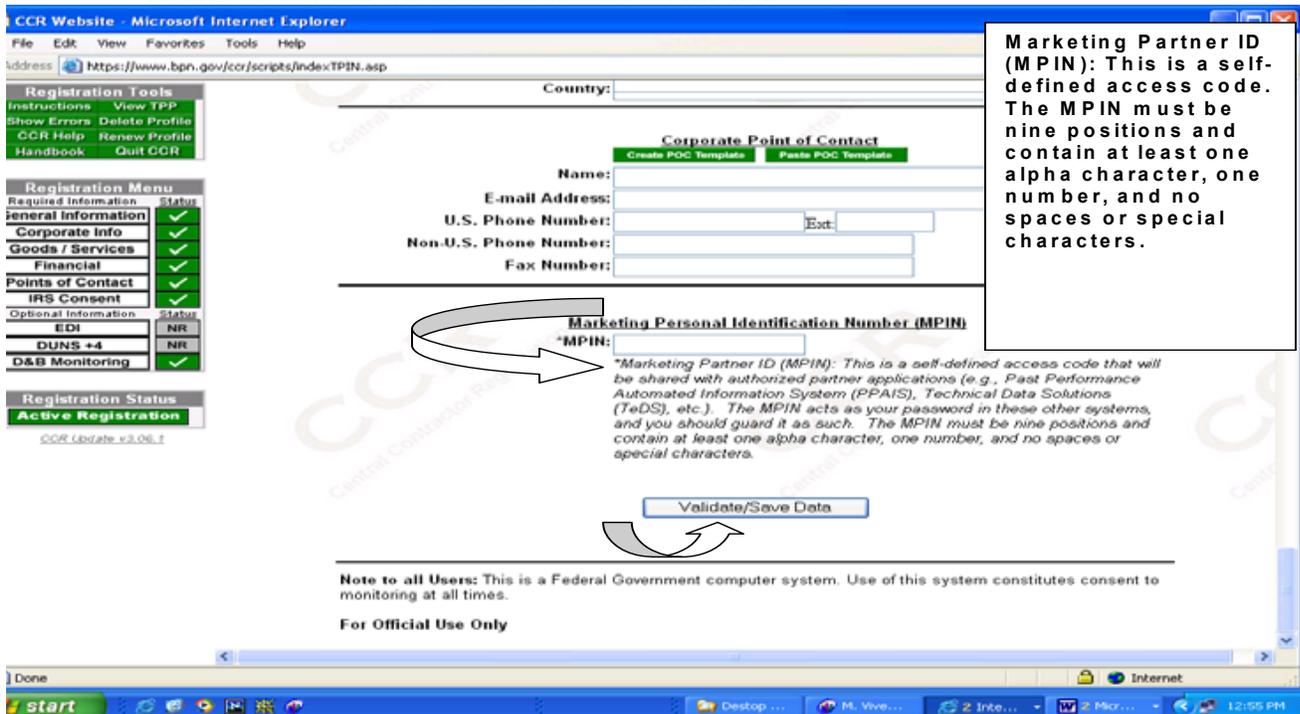
- Click on the **Points of Contact** tab.



- Complete all fields for the **Electronic Business POC** and the **Alternate Electronic Business POC** and update all other fields as necessary.



- At the bottom of the screen create an MPIN.



- After creating an MPIN, click on the **Validate/Save** button.

B8. Don't Know Your MPIN?

You can search for your **MPIN** by following these steps:

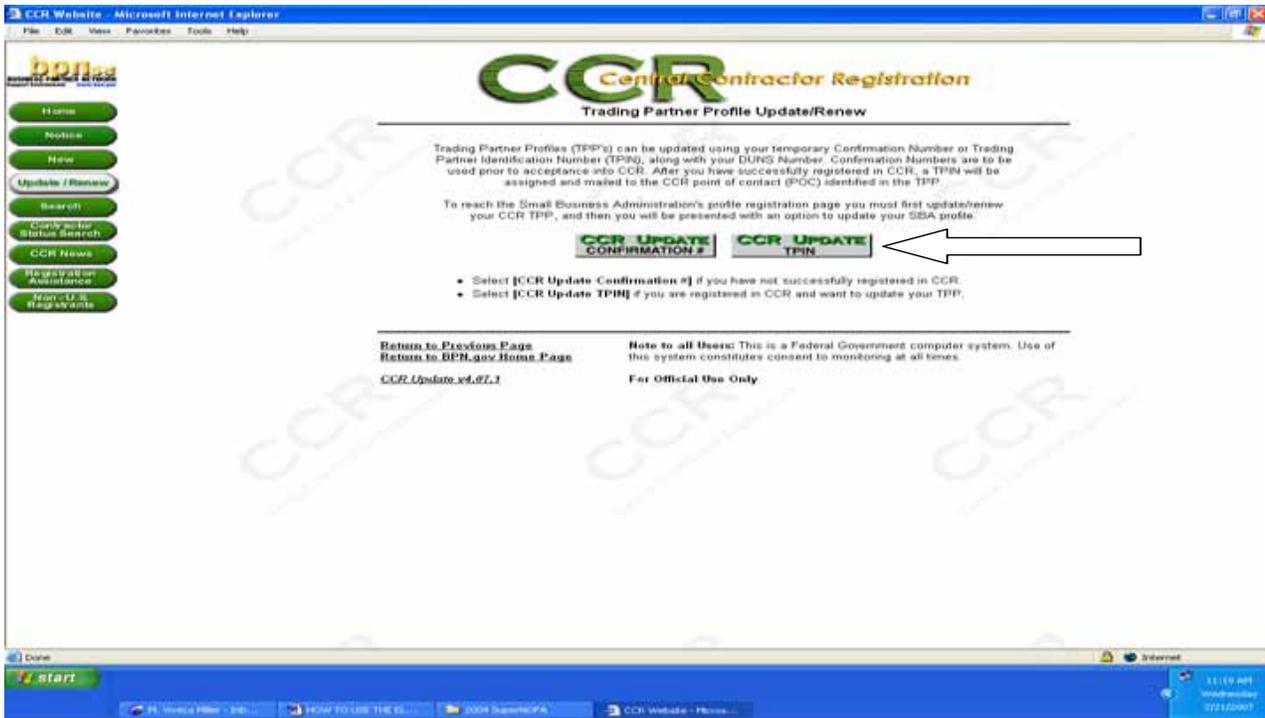
- Go to <http://www.ccr.gov/> and click on **Register in CCR**.



- Click on **Update/Renew**.



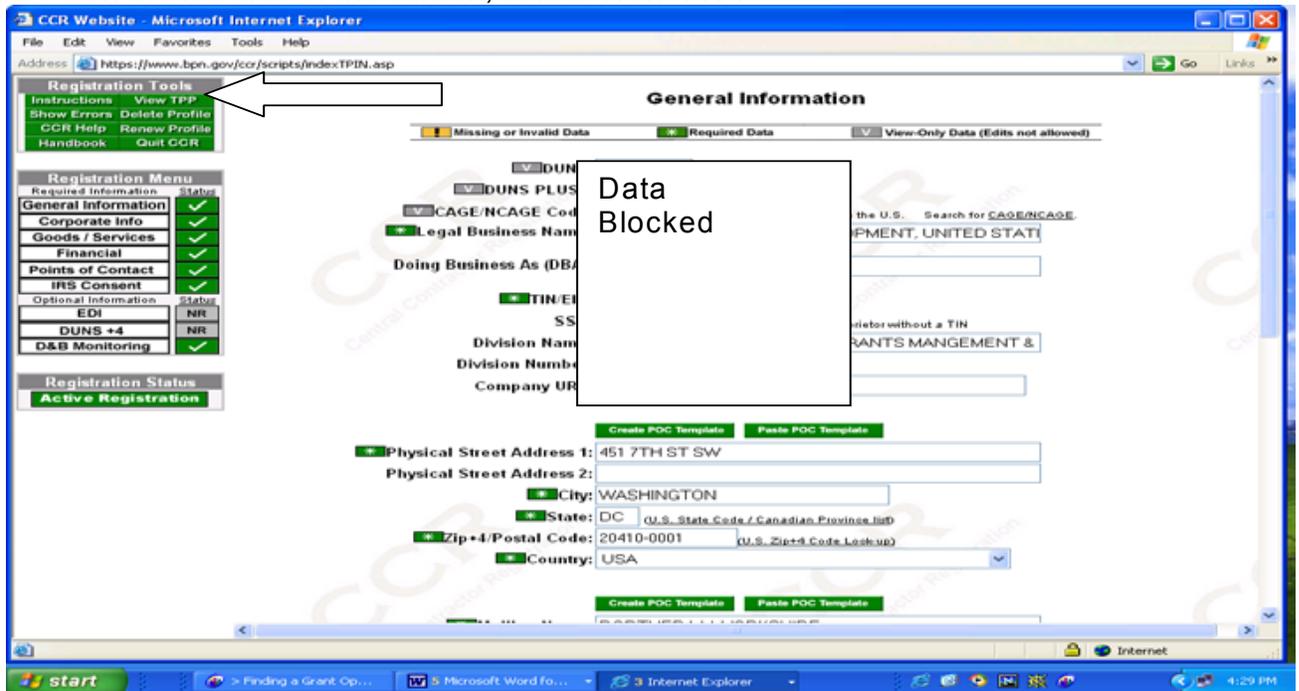
- Click on **CCR UPDATE TPIN**.



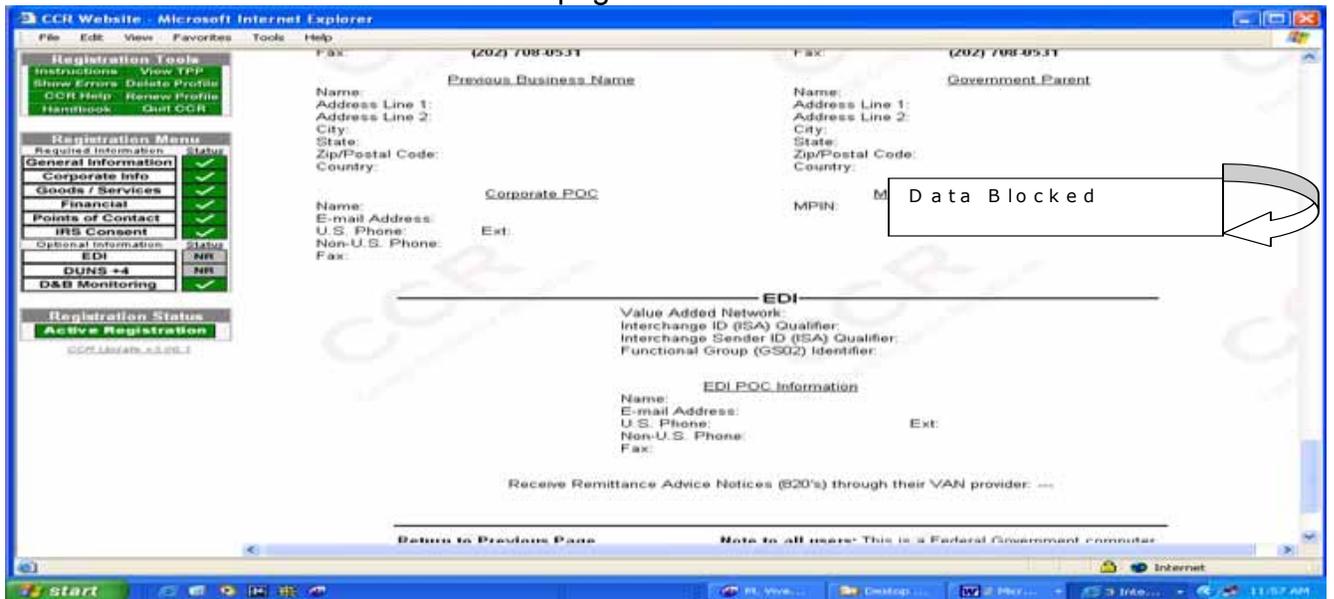
- Enter your DUNS number and TPIN, and then click **Submit**.



- On the left side of the screen, select **View TPP**.



- Scroll down to the bottom of the page for the **MPIN**.



- Or you can call the CCR at 888-227-2423 for assistance.

Note: You should make a copy of the TPP for your records.

B9. Don't Know Your TPIN?

If you are registered in CCR, but do not know your TPIN follow the steps below. The TPIN is a confidential number that is required for subsequent changes and renewal of your registration.

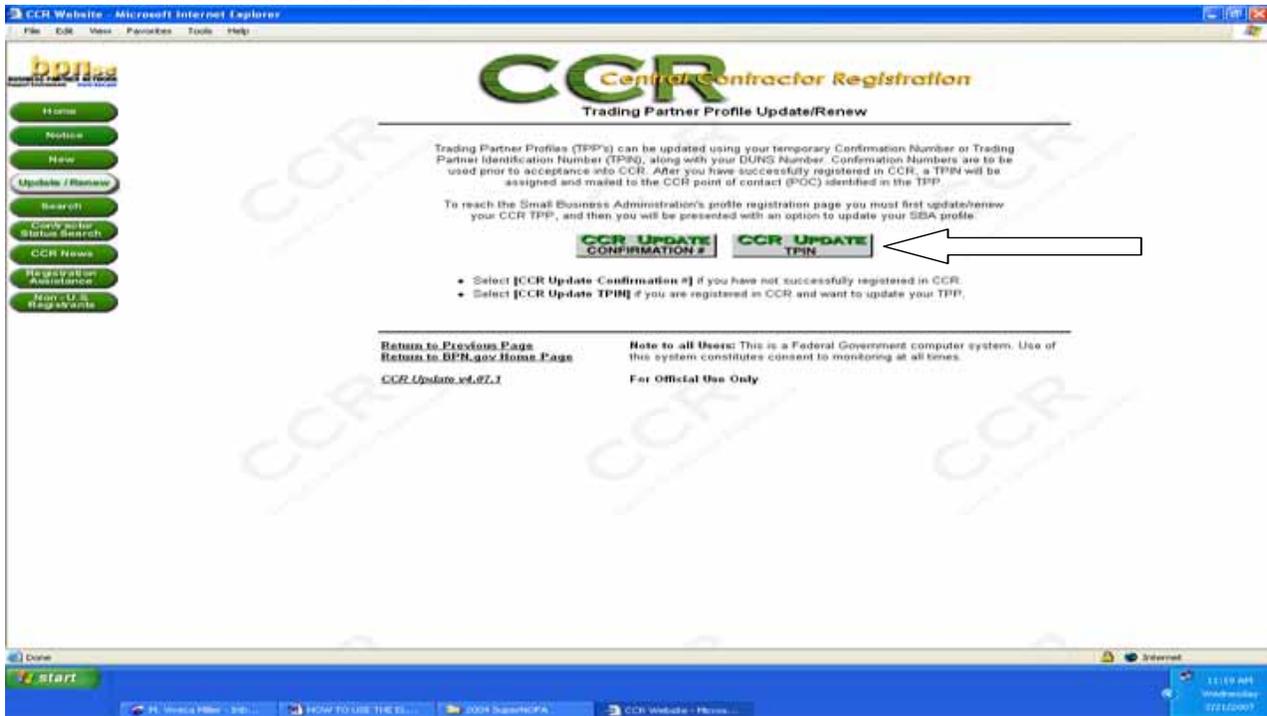
- Go to <http://www.ccr.gov/> and click on **Register in CCR**.



- Click on **Update/Renew**.



- Click on **CCR UPDATE TPIN**.



- Select **Click here for a TPIN Letter request**.



- On this screen enter your DUNS number and click on **Send TPIN Letter**.



A confidential **TPIN** letter will be mailed to the **CCR E-Business Point of Contact** (POC) identified in the **Trading Partner Profile (TPP)**.

[See also the Chapter 2, Appendix 6, Example of a TPIN Letter.](#)

B10. Don't Know Your E-Business Point of Contact (E-Business POC)?

You can search for the name of your organization's E-Business POC by following these steps:

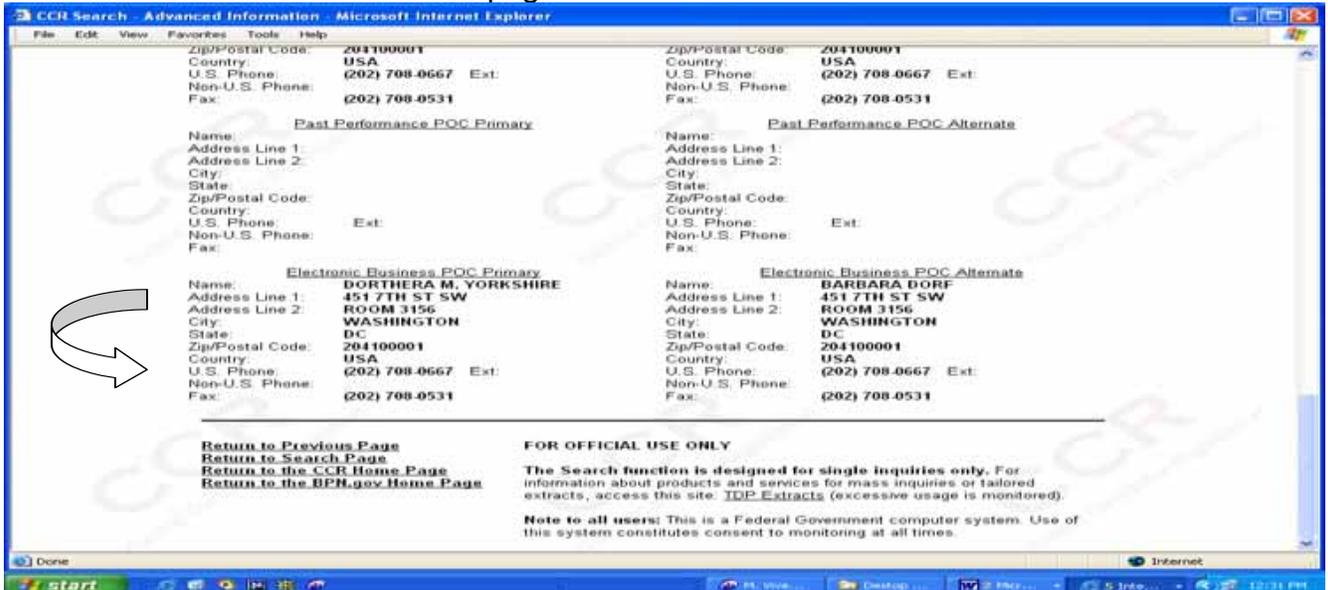
- Go to <http://www.ccr.gov> and click on **Search CCR**.



- On this screen enter your **DUNS Number** and click on **Search**.



- On this screen scroll down the page to the **Electronic Business POC** section.



- Or you can call the CCR at 888-227-2423 for assistance.

Note: Your registration is not finished until Steps Three through Five are completed.

Appendix 1 – Information/Data Needed To Register

* Items are mandatory

General Information

*** Data Universal Numbering System (DUNS) Number:** The Data Universal Numbering System (DUNS) Number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Call D&B at 866-705-5711 or access their website at <http://fedgov.dnb.com/webform> if you do not have a D-U-N-S Number. The process to request a DUNS Number via phone takes about 10 minutes and is free of charge. Internet requests are fulfilled within 24 hours. Once a DUNS Number has been issued, it will be available for use in CCR within 24 hours.

You must have a different nine-digit DUNS Number for each physical location or different address in your company as well as for each legal division that may be co-located. When entering your DUNS Number, enter only the numbers; do not include dashes.

DUNS +4: The use of DUNS+4 Numbers to identify vendors is limited to identifying different CCR records for the same vendor at the same physical location. For example, a vendor could have two records for themselves at the same physical location to identify two separate bank accounts. (Vendors wishing to register their subsidiaries and other entities should ensure that each additional location obtains a separate DUNS Number from Dun & Bradstreet at 866-705-5711.)

CAGE Code: The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government. The CAGE Code is used to support a variety of mechanized systems throughout the government and provides for a standardized method of identifying a given facility at a specific location. The code may be used for a facility clearance, a pre-award survey, automated bidders list, identification of debarred bidders, fast pay processes, etc. Registrants with a U.S. address may submit the application without a CAGE Code if they do not have one. If your application does not contain a CAGE Code, one will be assigned to you. The CCR registration process will also verify existing CAGE Codes for all applicants. To speed up the process, make every effort to use a current CAGE Code in your application. You must have a separate CAGE Code for each physical location and separate division at the same physical location. Each separate CCR registration must have its own CAGE Code. If you think you have a CAGE Code, search the DLIS CAGE web at http://www.dlis.dla.mil/cage_welcome.asp. If you need assistance with conducting your search, call toll free: 888-227-2423 or DSN 661-5757.

NOTE: Registrants located outside of the U.S. are required to include an NCAGE Code on the registration, or it will be considered incomplete. Information on

NCAGE codes may be found at <http://www.dlis.dla.mil/forms/Form AC135-asp>.

- * **Legal Business Name and Doing Business As (DBA):** Enter the legal name by which you are incorporated and pay taxes. If you commonly use another name, such as a franchise or licensee name, then include that in the DBA space below the Legal Business Name. Your legal business name as entered on the CCR registration **MUST** match the legal business name at Dun & Bradstreet. If the information does not match, your registration may be rejected during processing. Do not type "same" or "as shown above" in the DBA field.

- * **US Federal TIN:** The Tax Identification Number (TIN) is the nine-digit number which is either an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS) (<http://www.irs.gov/businesses/small/article/0,,id=104331,00.html>) Social Security Number (SSN) assigned by the Social Security Administration (SSA) (http://www.ssa.gov/replace_sscard.html).

If you do not know your TIN/EIN, contact the IRS at 1-866-255-0654 (Option 2). If you operate as an individual sole proprietorship, you may use your Social Security Number if you do not have a TIN/EIN. If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a TIN. When entering your TIN (EIN or SSN) on the web site enter only the numbers; do not include the dashes (Example: 123456789, not 123-45-6789)

Note: Authority: 31 U.S.C. 7701 (c) (3) Principal Purpose(s). The TIN may be used by the Federal Government to collect and report on delinquent amounts arising out of the offers relationship with the Federal Government.

Note: As of October 30, 2005, the IRS will validate all TINs. You will not be allowed to have an active CCR registration without a validated TIN. The TIN matching process is a joint effort between the General Services Administration (GSA), Department of Defense (DOD), and the IRS to improve the quality of data in government acquisition systems. A notice has gone out to CCR registrants informing them of the IRS validation in CCR registration.

In order to complete your CCR registration and qualify as a vendor eligible to bid for federal government contracts or apply for federal grants, the TIN and Taxpayer Name combination you provide in CCR must match exactly to the TIN and Taxpayer Name used in federal tax matters.

It will take three to five business days to validate new and updated records prior to becoming active in CCR.

Division Name and Number: If you do business or are identified as a division of a

larger company, use this space to indicate the proper name for your division. If a number identifier commonly distinguishes your division, enter that in the division number field. Otherwise, leave blank.

Registration URL: If applicable, provide your business or organization homepage URL. Both upper and lower cases are acceptable.

Physical Address Information: Effective July 28, 2006 all address information, physical street address 1 and 2, City, State, Zip and Country may no longer be edited in CCR. This information will be automatically populated by D&B. In order to change this information, registrants must go to the Dun and Bradstreet website, <http://fedgov.dnb.com/webform/> and edit the information that is currently in their D&B record.

* **Physical Street Address 1:** From D&B, PO Box and c/o may not be used in this space. You may not register a branch of the business with the branch address and the headquarters DUNS Number.

Physical Street Address 2: From D&B, this space is a continuation of your physical street address, if needed.

* **City, State, and Zip:** From D&B

* **Country:** From D&B

* **Mailing Address Information:** If you are unable to receive mail at your physical address, enter a proper mailing address here. A Post Office Box is permissible. Any address used here will receive all CCR correspondence. If the Point of Contact is in a different location than the legal business address and wishes to receive the mail directly, please enter the appropriate address here.

* **Date Business Started:** Enter the date your business was started in its present form. This may be used to distinguish you from others with similar names. When entering the information on the web site, you must enter as mm/dd/yyyy. (Example: 01/01/1995)

* **Fiscal Year End Close Date:** Enter the day on which you close your fiscal year. For example, if you use the calendar year, enter 12/31. When entering the information on the web site, you must enter as mm/dd.

* **Average Number of Employees:** Be sure to provide accurate information about the number of employees for your business, as this value is part of determining your business size classification. The calculation must include the employees of *all affiliates*, not just your individual branch. For more information, see

<http://www.sba.gov/size>.

- * **Annual Revenue:** Be sure to provide accurate information about the three-year average annual revenue for your business, as this value is part of determining your business size classification. The calculation must include the revenue of **all affiliates**, divisions, etc. For more information, see <http://www.sba.gov/size>. Annual revenue cannot be zero; you must enter a number. When entering revenue in the web site, enter numbers only, no dollar signs or commas.

Company Security Level: If applicable, choose the correct level of security for the facility.

Highest Employee Security Level: If applicable, choose the security level of the employee with the highest employee security level at that facility.

Corporate Information

* Items are mandatory

- * **Type of Relationship with the U.S. Federal Government:**

Contracts: This option is for those who plan to respond to federal government contracts.

Grants: This option is for those who plan to apply for federal government assistance awards (e.g. grants and cooperative agreements).

Both Contracts and Grants: This option is for those who plan to respond to both federal government contracts and assistance awards grants.

- * **Type of Organization:** You must choose one of the boxes to indicate the legal form of your business.

Corporate Entity (Not Tax Exempt)

- If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the U.S. If you are incorporated outside the U.S., you must provide country of incorporation and check foreign supplier under business types.

Corporate Entity (Tax Exempt)

- If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the U.S. If you are incorporated outside the U.S., you must provide country of incorporation and check foreign supplier under business types.

Partnership

Sole Proprietorship

- * **Owner Information:** Mandatory if you have checked "Sole Proprietorship" as business type. You must provide the name and phone number of the owner of the business.

U.S. Government Entity

- Federal**
- State**
- Local**

Foreign Government

International Organization:

- Defined in the Code of Federal Regulations (26 CFR 1.6049-4) found at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>.

Other

Note: *If you are a Limited Liability Partners Company or S-Corporation, choose Corporation.*

*** Business Types**

Check all the descriptions that apply to your business (you must choose at least one). If you are a small business, emerging small business, or a participant in SBA programs such as 8(a) and HUB Zone, this information will be inserted into your registration directly from SBA. You will not need to enter this information.

If you are a Javits-Wagner-O'Day (JWOD) agency, you will no longer be able to select JWOD as a business type. You will be authorized by the Committee for the Purchase From People Who are Blind or Severely Disabled. This information will be inserted into your registration automatically.

Please note: *You should select business types that reflect the current status of your business. The business types are not an indication of the business opportunities you hope to pursue.*

Type of Organization:

Corporate Entity, Not Tax Exempt	City
Corporate Entity, Tax Exempt	County
Partnership	Inter-municipal
Sole Proprietorship	Local Government Owned
U.S. Government Entity	Municipality
Federal Government	School District
Federal Agency	Township
Federally Funded Research and	Foreign Government

Type of Organization:

Development Corporation
State Government
Local Government

International Organization
Other

Other Governmental Entities:

Airport Authority
Housing Authorities Public/Tribal
Interstate Entity
Planning Commission

Council of Governments
Port Authority
Transit Authority

Other Business/Organization Factors:

Foreign Owned and Located
Limited Liability Company

S Corporation

Types of Business: (*JWOD certifications are now validated by the Committee for Purchase From People Who are Blind or Severely Disabled. This item is no longer self-certified.)

Architecture and Engineering (A&E)
Community Development Corporation
Construction Firm
Domestic Shelter
Educational Institution

For Profit Organization

Foundation
Hispanic Servicing Institution

Hospital
JWOD Non-Profit Agency*
Manufacturer of Goods
Nonprofit Organization
Other Not for Profit Organization
Research and Development
Service Provider
Veterinary Hospital

Education Entities:

1862 Land Grant College

1890 Land Grant College
1994 Land Grant College

Historically Black College or University (HBCU)
Minority Institutions

Private University or College
School of Forestry
State Controlled Institution of Higher Learning
Tribal College (other than 1994)
Veterinary College

Type of Organization:

Socio-Economic Factors: (* Business Size and SBA program participation are validated by SBA. These items are no longer self-certified.)

(These categories require that the firm is 51% owned and controlled by one or more members of the selected socio-economic group.)**

Large Business
Small Business*
Veteran Owned**
Service Disabled Veteran Owned**
Woman Owned**
Minority Owned**
Subcontinent Asian (Asian-Indian) American Owned**
Asian-Pacific American Owned**
Black American Owned**
Hispanic American Owned**
Native American Owned**
No Representation/None of the Above**

Socio-Economic Certifications:

DOT Certified Disadvantaged Business Enterprise

Federally Recognized Native American Entities:

Alaskan Native Corporation Owned Firm	Native Hawaiian Organization Owned Firm
American Indian Owned	Tribal Government
Indian Tribe (Federally Recognized)	Tribally Owned Firm

Other Socio-Economic Categories:

Community Developed Corporation Owned Firm Small Agricultural Cooperative Firm
Labor Surplus Area Firm

Goods/Services

* Items are mandatory

* **North American Industry Classification System (NAICS) Codes:** NAICS Codes are a method for classifying business establishments. You must supply at least one for your

registration to be complete. If you do not know your NAICS codes, you may perform a search at <http://www.census.gov/epcd/naics02>. You must use six-digit NAICS Codes in your registration. You can add or change NAICS Codes at any time. Nothing precludes you from bidding on a procurement that has a NAICS code that you have not listed in your record.

*** Standard Industrial Classification (SIC) Codes:** Use this section to list all the classification codes that apply to your products and services. Be sure to list as many as apply. SIC codes can be four or eight digits, all numeric. You must supply at least one valid SIC code for your registration to be complete. If you do not know your SIC codes, you may perform a search at www.osha.gov/oshstats/sicser.html.

Product Service Codes (PSC Codes): PSC Codes are optional, four-character, and alpha-numeric. PSC Codes are similar to SIC Codes. PSC Codes are used only to identify services. You may search for PSC Codes at <http://fpdcapp.gsa.gov/pls/fpdsweb/pscwiz>.

Federal Supply Classification Codes (FSC Codes): FSC Codes are optional, 4-numeric digits. FSC Codes are similar to SIC Codes. FSC Codes are used only to identify products. You may search for an FSC Code by utilizing the link provided in this section, <http://www.dlis.dla.mil/h2> or <http://www.dlis.dla.mil/PDFs/h2.pdf>. When typing in your SICs, PSCs, or FSCs, separate them with a comma only, no spaces. (Example: 1234,5231,9012)

Financial Information

* Items are mandatory

All registrants must complete this section, except non-U.S. vendors doing business outside the U.S. and federal government agencies. Electronic Funds Transfer (EFT) is the U.S. Federal Government's preferred payment method and has been legally mandated for all contract and assistance award (e.g. grant and cooperative agreement) payments. Contact your bank or financial institution for the necessary information to complete this section.

Electronic Funds Transfer (EFT)

Financial Institution: Name of the bank used for EFT/banking purposes. This field will be automatically filled from the ABA Routing Number provided below.

* **ABA Routing Number:** ABA routing number is the American Banking Association

nine-digit routing transit number of your financial institution. Contact your financial institution if you require assistance obtaining this number. You may also find the routing number on a check. It is usually the first nine digits in the lower left-hand corner. This number must be the EFT ABA Routing Number, not the Wire Transfer ABA Number.

* **Account Number, Type, and Lockbox Number:** Enter the appropriate account number to which you want your EFT payments deposited and check the proper box to indicate whether it is a checking or savings account. If you prefer to use a lockbox service, enter the appropriate account number in the space provided. If you use a lockbox for your banking purposes, you must also check "checking" under account type.

* **Automated Clearing House (ACH):** ACH is the Automated Clearing House department of your bank. Enter the appropriate contact information for the ACH coordinator at your bank. This information is necessary should problems occur with your EFT transfer; payment locations must have a bank contact to call. Note that email addresses requested under the contact entries refer to Internet email, not a local area network email address within your office. When entering the phone numbers on the web site, enter the numbers only; do not put in dashes or parentheses. [Example: 9995551212, not (999) 555-1212.]

* **Remittance Information:** This is the address where you would like a paper check mailed in the event an EFT transfer does not work. Please indicate on the name line the party to whom the check should be mailed and fill in the appropriate information. If you use a lockbox and want checks mailed directly to the bank, insert the bank name and address here.

* **Accounts Receivable:** Provide contact information for the accounts receivable person at your company. An email address is required. This is the contact provided to Defense Finance and Accounting Service regarding EFT payments on your federal government contracts.

Please note that 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 the additional contact for the registration.

* **Credit Card Information:** Does your company accept credit cards for payment? This is a YES or NO question.

Point Of Contact

* Items are mandatory

- * **Registrant Name: Also known as the CCR POC.** List the name of the person that acknowledges that the information provided in the registration is current, accurate, and complete. The person named here will be the ONLY person within the registering company to receive the Trading Partner Identification Number (TPIN) via email or U.S. Postal mail. The Registrant and the Alternate Contact are the only people authorized to share information with CCR Assistance Center personnel. It is important that the person named here have knowledge about the CCR Registration. An email address is required. Both upper and lower cases are acceptable for all email addresses.

- * **CCR POC Alternate:** Provide name and a phone number for another person at your company should questions arise when the primary contact is not available.

- * **Government Business POC:** This POC is the person in the company responsible for marketing and sales with the federal government. An email address is required. Both upper and lower cases are acceptable for all email addresses. This POC and contact information, if entered, will be publicly displayed on the CCR Search Page. All contact methods are mandatory.

- Past Performance POC:** This POC is that person in the company responsible for administering the company's federal government past performance reports and response efforts. An email address is required. Both upper and lower cases are acceptable for all email addresses. This POC and contact information is optional and, if entered, will be publicly displayed on the CCR Inquiry web site. All contact methods are mandatory.

- * **Electronic Business POC:** The EB POC is the person in the company responsible for authorizing individual company personnel access into federal government electronic business systems [e.g., Electronic Document Access (EDA), Wide Area Workflow (WAWF)]. POC and contact information is mandatory. This information will be publicly displayed on the CCR Inquiry web site. All contact methods are mandatory. Visit <https://wawf.eb.mil> to view detailed information on EB POC responsibilities for WAWF.

- * **Marketing Partner ID (MPIN):** This is a 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.]. The MPIN is used to access these other systems, and you should guard it as such. The MPIN must contain nine characters and at least one alpha and one numeric character each. It should not contain spaces or special characters. For organizations submitting assistance award (e.g. grant) applications, the MPIN allows the EB POC to approve other individuals within the organization who are authorized to submit applications on the organization's behalf.

Electronic Data Interchange (EDI)

This is an optional section for those doing business through EDI. If you have questions about doing business through EDI, please contact your local Procurement Technical Assistance Center (PTAC) by visiting them at <http://www.dla.mil/db/procurem.htm>.

EDI Contact Information: If you are registering as an EDI-capable company, please provide an EDI Point of Contact here.

Appendix 2 - Implementation of CCR to IRS TIN Validation - Frequently Asked Questions

What is a Taxpayer Identification Number (TIN)?

A Taxpayer Identification Number (TIN) is a nine-digit number, which is either an Employer Identification Number assigned by the Internal Revenue Service (IRS) [<http://www.irs.gov/businesses/small/article/0,,id=104331,00.html>] or a Social Security number assigned by the Social Security Administration (SSA) [http://www.ssa.gov/replace_sscard.html].

Why do I have to provide my TIN?

This is not a new requirement. Agencies are required to collect TINs [31 U.S.C. 7701(c)] and to include the TIN in vouchers submitted for payment [31 U.S.C. 3325 (d)]. Having the correct TIN in CCR will improve data collection by allowing a single point of data entry.

Why will the IRS be the authoritative source for TINs?

The Internal Revenue Service (IRS), General Services Administration (GSA), and Department of Defense (DoD) want to ensure the integrity of the data in the CCR. IRS is responsible for TIN information; therefore, they will provide accurate information regarding TIN and Taxpayer Names.

Why is CCR validating TIN information with IRS?

A February 2004, GAO report entitled "Some DoD Contractors Abuse the Federal Tax System with Little Consequence" (GAO-04-95) recommended that the DoD and IRS consider a TIN matching program to ensure valid TINs in the CCR to aid in accurate information reporting, payment certification, and federal tax collection with respect to vendors. The planned TIN matching efforts will substantially reduce the use of erroneous TINs by federal agencies.

What if I do not know my TIN?

If you are uncertain about your correct TIN or Taxpayer Name in IRS records, we suggest that you compare the information you entered with the Taxpayer Name and TIN information on one of the following documents from the IRS:

- 1) The original notice you received from the IRS assigning you your EIN
- 2) Your most recent federal tax return for the business activity
- 3) Any other recently received notice for the business activity

If your TIN is an SSN, compare the name and number with the information on your actual social security card.

Who do I contact with additional questions on TIN validation?

If you are having problems with TIN mismatches in CCR concerning your Employer Identification Number, please contact the IRS at 1-866-255-0654 (Option 2).

If you are having problems with TIN mismatches in CCR concerning your Social Security Number, please contact the Social Security Administration at 1-800-772-1213 for additional information and assistance.

Appendix 3 – Sample IRS Consent Form From CCR Update Website

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	
EDI	NR
DUNS +4	NR
D&B Monitoring	NR

Registration Status
 CCR Update Accepted

IRS Consent

Missing or Invalid Data
 Required Data
 View-Only Data (Edits not allowed)

CONSENT TO DISCLOSURE OF TAX INFORMATION

I hereby authorize the Internal Revenue Service (IRS) to validate that the Legal Business Name and Taxpayer Identification Number (TIN) (Employer Identification Number or Social Security Number) provided by the registrant matches or does not match the name and/or name control and TIN in the files of the IRS for the most current tax year reported.

Pursuant to 26 U.S.C. 6109(c), I hereby authorize the Internal Revenue Service (IRS) to disclose to the officers and employees of the Central Contractor Registration (CCR) Program Office whether the name and/or name control and TIN provided in connection with this registration is the TIN maintained in IRS files for **SAMPLE VENDOR LEGAL NAME** for the most current tax year reported. I recognize that this validated TIN will reside on the CCR and be accessible to Federal Government procurement officials and other government personnel performing managerial review and oversight, for use in all governmental business activities including tax reporting requirements and debt collection.

I understand that without this consent a registrant's return information, including registrant's name and TIN, is confidential.

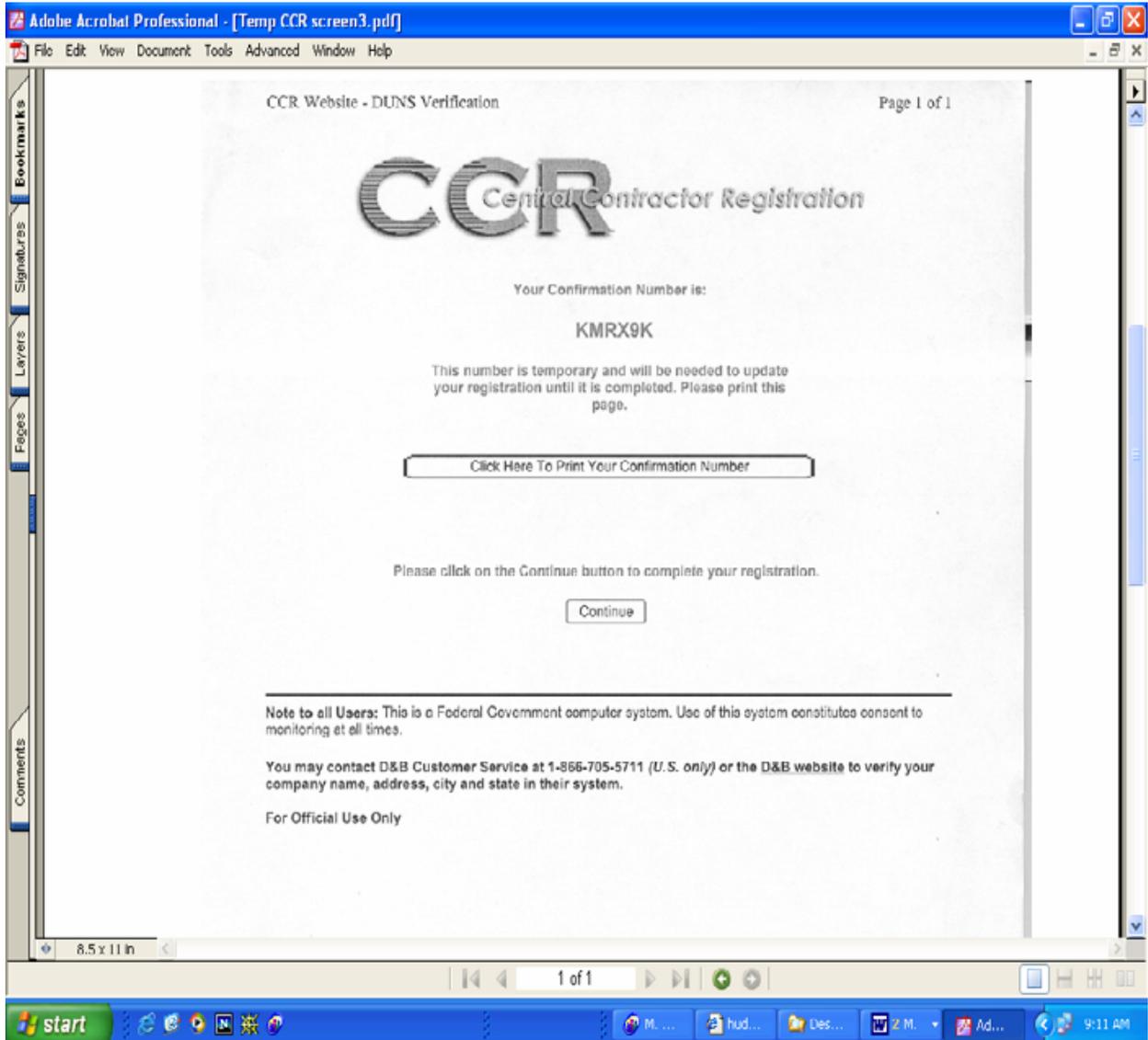
In addition by providing the following information, I certify that I have the authority to execute this consent for the disclosure of return information on behalf of the registrant.

Taxpayer Name: SAMPLE VENDOR LEGAL NAME
 Taxpayer Identification Number (TIN): 337338339 [See Note Above for IRS Definition]
 Taxpayer Street Address 1: 74 N WASHINGTON
 Taxpayer Street Address 2: BLDG 42 MD 6
 Taxpayer City: BATTLE CREEK
 Taxpayer State: MI
 Taxpayer Zip+4/Postal Code: 49017-3084
 Taxpayer Country: USA
 Type of Tax: APPLICABLE FEDERAL TAX
 Tax Year (insert most recent tax year):
 Name of Individual Executing Consent:
 Title of Individual Executing Consent:
 Signature (enter your MPIN here):
 Date: 2005 JUL 20

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

For Official Use Only

Appendix 4 - Example Of A CCR Temporary Confirmation Number



Appendix 5 - Example Of A CCR Welcome Notice/Letter

THE COMPANY

Attn:

3025 MAIN STREET

MILWAUKEE, WI 53209

SUBJECT: Central Contractor Registration (CCR) Welcome

Registration Notification to DUNS Number: 123456789

Congratulations on your successful CCR registration! Your Confidential Trading Partner Identification Number (TPIN) has been assigned and will arrive in a separate mailing. The TPIN is a confidential number that is required for subsequent changes and renewal of your registration.

Please review the enclosed Registration for accuracy. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an **Active** status in CCR, as contracts will be awarded and payments made only to vendors that are **Active**.

The preferred method for updating or renewing your registration is via the World Wide Web (WWW) at <http://www.ccr.gov>. All you need to do is click on **Update my Registration** or **Renew my Registration** and enter your DUNS Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, and then select the **Submit** button to renew your registration for one year. You must select **Submit** even if no updates were made.

For assistance contact the Procurement Technical Assistance Center (PTAC), <http://www.dla.mil/db>. Information about the PTAC is also available through your Small Business Administration (SBA) office.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.

Appendix 6 - Example Of A TPIN Letter

THE COMPANY

Attn:

60 MAIN STREET

ANDOVER, MA 01810-5498

SUBJECT: Trading Partner Identification Number (TPIN) Assignment

Your confidential TPIN is: XXXXXXXXXXX. **Your registration expires on 01/01/2001.** The TPIN is a confidential number that is required for subsequent changes and renewal of your registration. If at any time you feel your TPIN has been compromised, please contact our CCR Assistance Center toll free at 888-227-2423 or 269-961-5757 (DSN: 661-5757) internationally. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an **Active** status in CCR as contracts will be awarded and payments made only to **Active** vendors.

The preferred method for updating or renewing your registration is via the World Wide Web (WWW) at <http://www.ccr.gov>. All you need to do is click on **Update my Registration** or **Renew my Registration** and enter your DUNS Number and Trading Partner Identification Number (TPIN). Make updates, if necessary, and then select the **Submit** button to renew your registration for one year. You must select **Submit** even if no updates were made.

If you do not have web access, you may make updates to your registration and fax it along with your TPIN to 269-961-7243 or mail to:

Department of Defense
Central Contractor Registration
74 Washington Ave N Ste 7
Battle Creek, MI 49017-3084

For registration assistance contact the Procurement Technical Assistance Center (PTAC), <http://www.dla.mil/db>, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.

Appendix 7 - Example Of A 30 Day To Expiration Letter

The COMPANY OF LYNN
925 MAIN ST
GROVELAND, MA 01834-1515
SUBJECT: Your registration in CCR expires on 09/01/2008.
Renewal Notification to DUNS Number: 123456789

This is your second and final notification. To maintain an Active status in CCR and continue receiving payments on existing contracts, you must renew your registration. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an **Active** status in CCR as contracts will be awarded and payments made only to **Active** vendors.

Failure to renew your registration will cause all payments to stop immediately. The preferred method for renewing a registration is via the World Wide Web (WWW) at <http://www.ccr.gov>. All you need to do is click on **Renew my Registration** and enter your DUNS Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, and then select the **Submit** button to renew your registration for one year. You must select **Submit** even if no updates were made.

If you do not have web access, you may make updates to your registration and fax it along with your TPIN to 269-961-7243 or mail to:

Department of Defense
Central Contractor Registration
74 Washington Ave N Ste 7
Battle Creek, MI 49017-3084

For registration assistance, contact the Procurement Technical Assistance Center (PTAC) <http://www.dla.mil/db>, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.

Appendix 8 - Example Of An Expiration Letter

THE COMPANY
925 MAIN ST
GROVELAND, MA 01834-1515
SUBJECT: Central Contractor Registration (CCR) Expiration Notice
Renewal Notification to DUNS Number: 123456789

Your registration in CCR expired on 01/10/2001. To return to an Active status in CCR and continue eligibility for future contracts and payments on existing contracts, you must renew your registration. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an Active status in CCR as contracts will be awarded and payments made only to Active vendors.

The preferred method for renewing a registration is via the World Wide Web (WWW) at <http://www.ccr.gov>. All you need to do is click on **Renew my Registration** and enter your DUNS Number and Trading Partner Identification Number (TPIN). Make changes, if necessary, and then select the **Submit** button to renew your registration for one year. You must select **Submit** even if no updates were made.

If you do not have web access, you may make updates to your Registration and fax it along with your TPIN to 269-961-7243, or mail to:

Department of Defense
Central Contractor Registration
74 Washington Ave N Ste 7
Battle Creek, MI 49017-3084

For registration assistance, contact the Procurement Technical Assistance Center (PTAC), <http://www.dla.mil/db>, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter, please call the CCR Assistance Center at 888-227-2423.

C. Step Three: Authorized Organization Representative (AOR) Registers With The Credential Provider

What is a Credential Provider?

Credential Providers are organizations that validate the electronic identity of an individual through electronic credentials, personal identification numbers, passwords or other identifying information, for Grants.gov. This is the process of determining, with a degree of assurance, that someone is really who they claim to be. In order to safeguard information, Grants.gov uses E-Authentication, the federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of credential providers.

The Credential Provider for Grants.gov is Operational Research Consultants (ORC). When you register with ORC, you will receive a username and password, which you will need to Register with Grants.gov as an Authorized Organization Representative (AOR). Once your organization's E-Business Point of Contact has assigned these rights, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

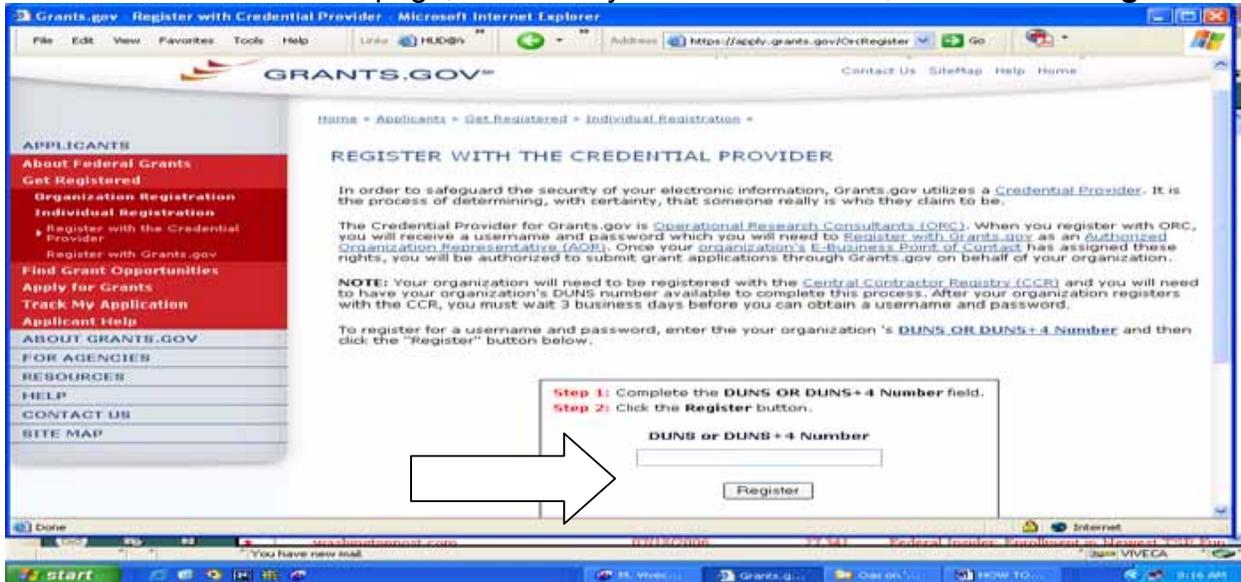
Note: Your organization will need to be registered with the Central Contractor Registration (CCR) and you will need to have your organization's DUNS number available to complete this process. After our organization registers with the CCR, you must wait 3 business days before you can obtain a username and password.

Note: Beginning August 30, 2007, organizations will have a choice of three federally approved credential providers to obtain their authentication services - (1) Department of Agriculture; (2) Office of Personnel Management's Employee Express; and (3) and the current provider - Operational Research Consultants, Inc. (ORC).

HUD applicants who already hold a Grants.gov user name and password through ORC and submit applications prior to August 20, 2007, do not have to make any changes to their ORC registration. After August 20, 2007, users will have an option to retain their registration with ORC or choose from the other credential providers on the list.

C1. How To Register With The Credential Provider:

- Go to: <https://apply.grants.gov/OrcRegister>.
- Scroll down the page, and enter your DUNS number, and click on **Register**.



- After entering your organization's DUNS Number, you will be taken to the eAuthentication website where you will be able to create your Username and Password. At this screen scroll down and select - **Get Your Credentials here: User ID**.

Desktop User Guide For Submitting Electronic Grant Applications



- On this screen complete all information and click on the **Submit** button.

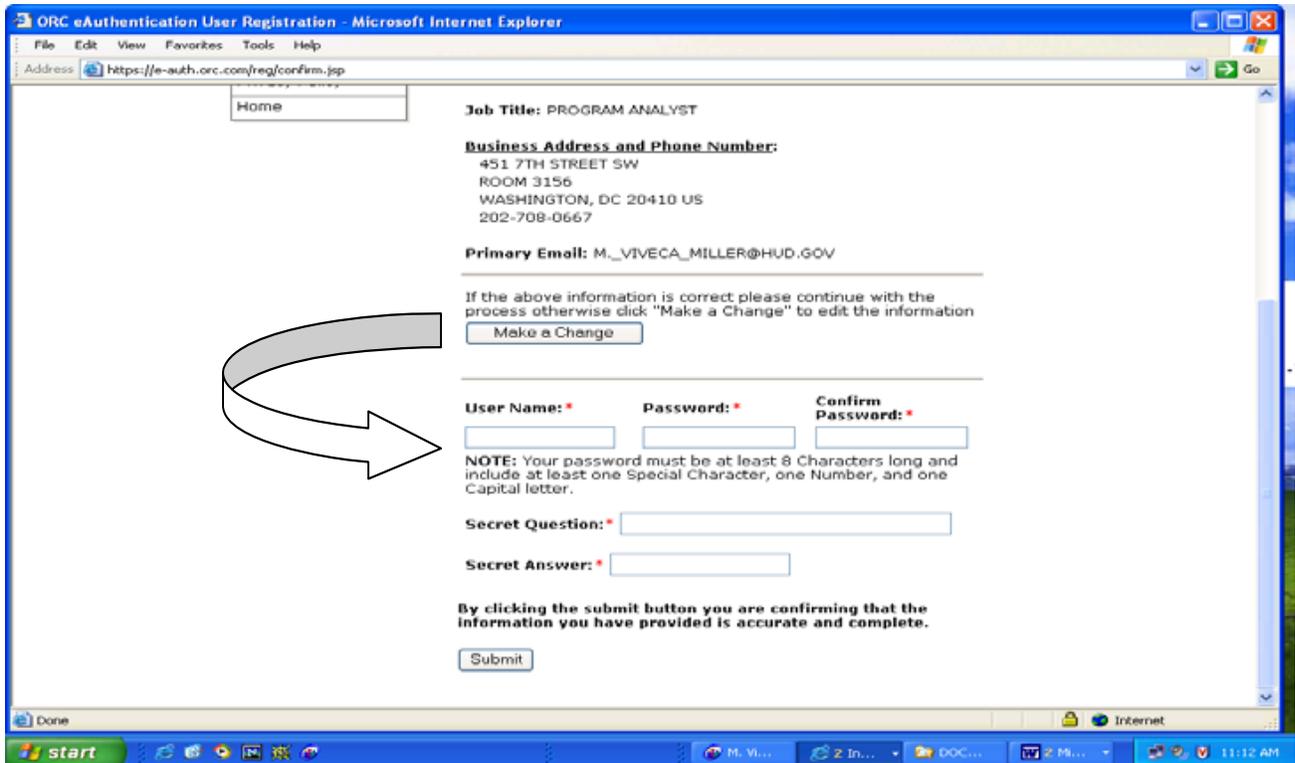
Create your Grants.gov User Name and Password

- On the next two screens you will be asked to confirm your information, create your own **User Name** and **Password**, and click on **Submit**.

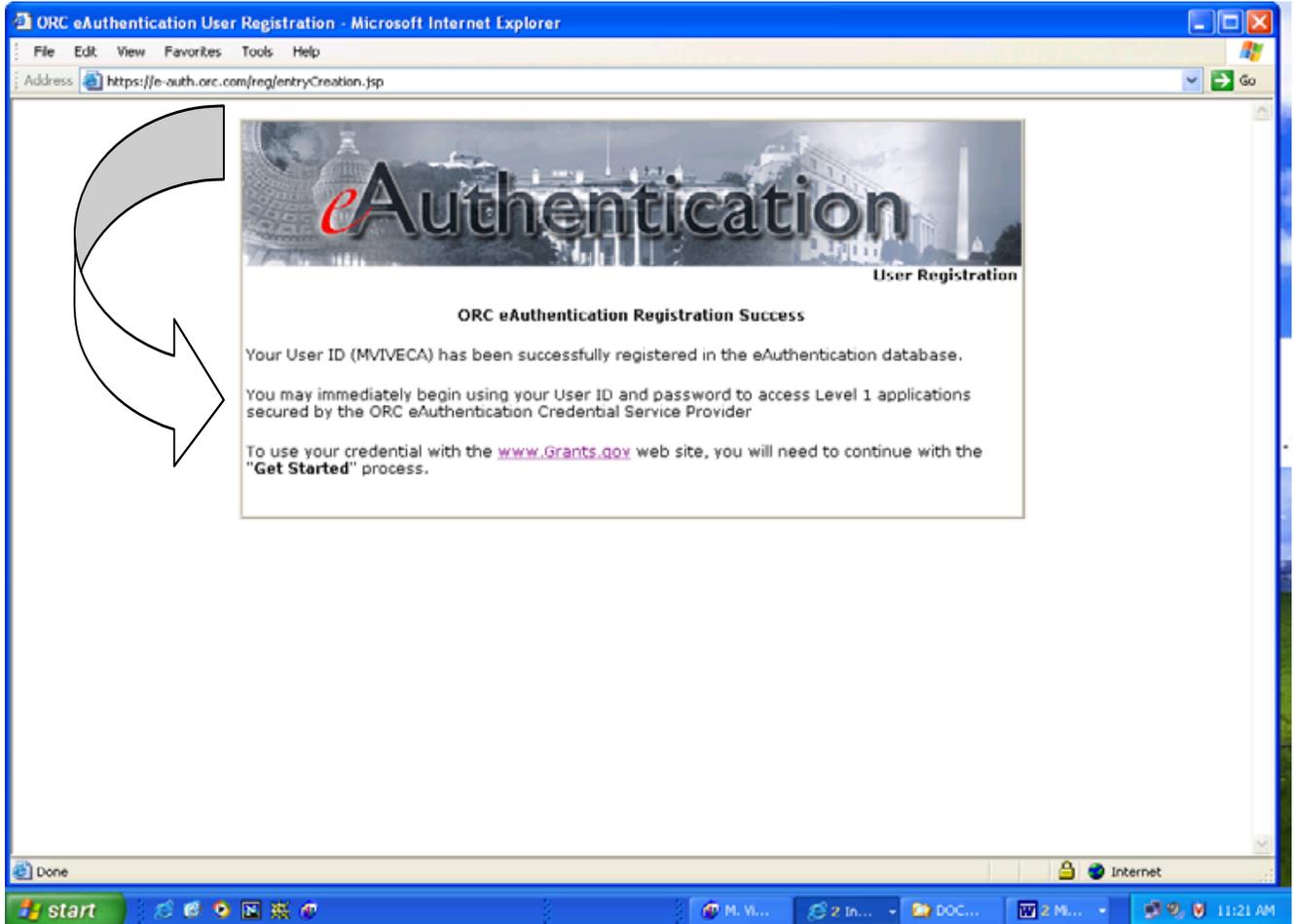
Note: All Usernames and Passwords are case sensitive. Please ensure that you are typing both your Username and Password exactly as they were created, and that your "Caps Lock" key is turned off.



Print screen continued:



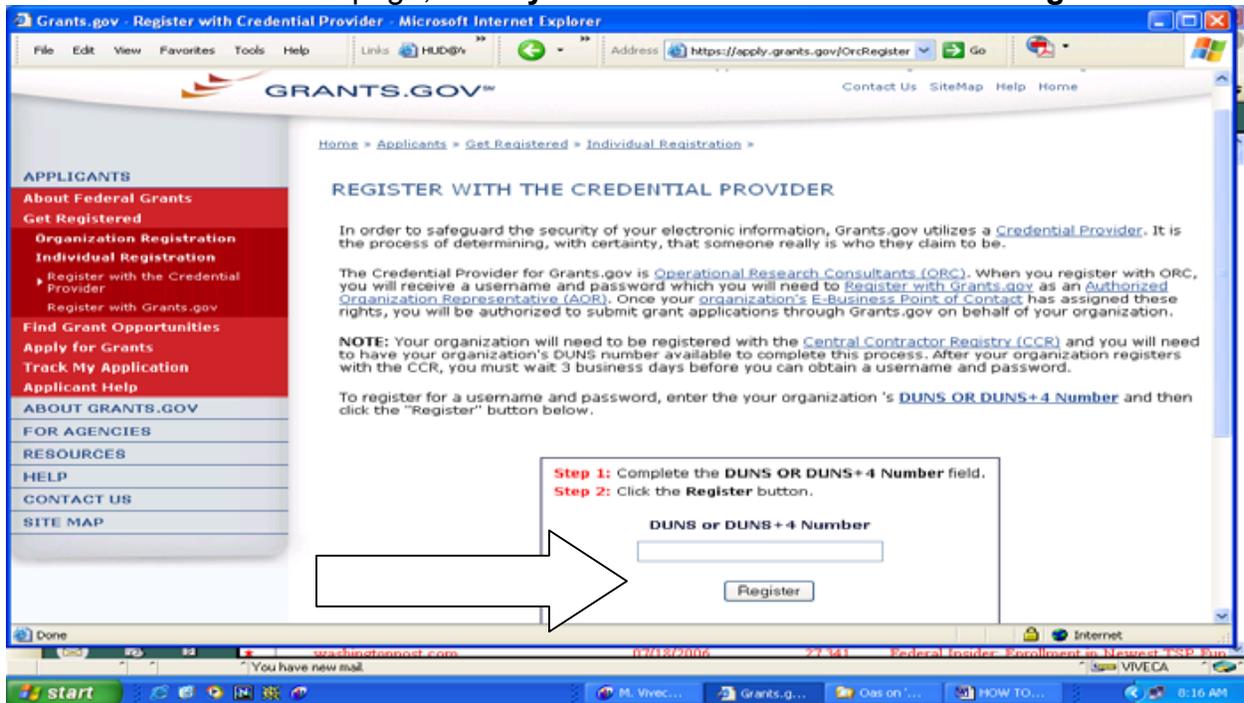
- If all information has been entered correctly, you will receive a notice of Registration Success. Usernames and Passwords are validated on the same day that you register.



Note: It is highly recommended that you print this page for your records. In addition, you should write your Password on this page for future reference.

C2. How To Verify Your Registration With The Credential Provider:

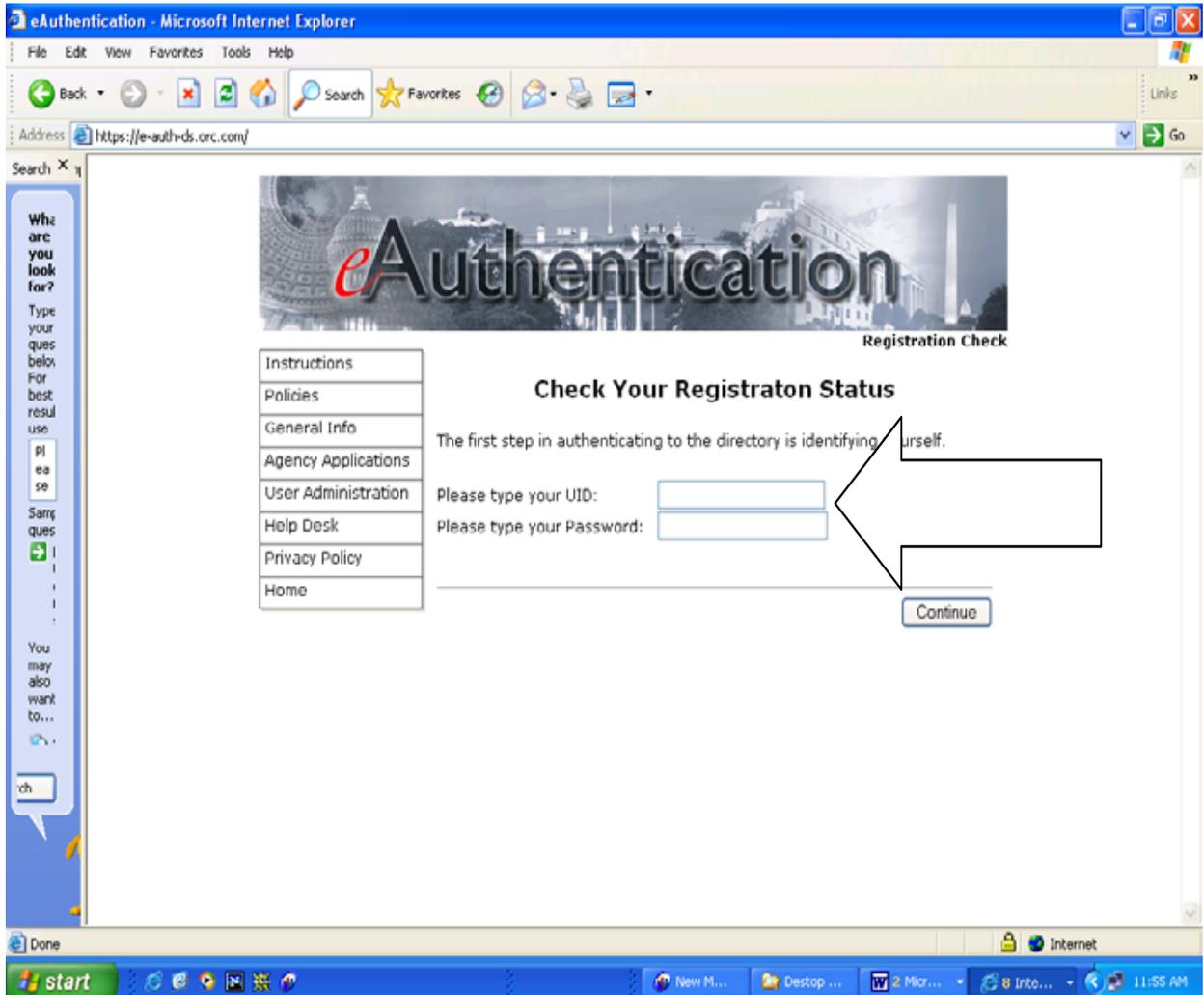
- The AOR should go to: <https://apply.grants.gov/OrcRegister>.
- Scroll down the page, **enter your DUNS number** and click on **Register**.



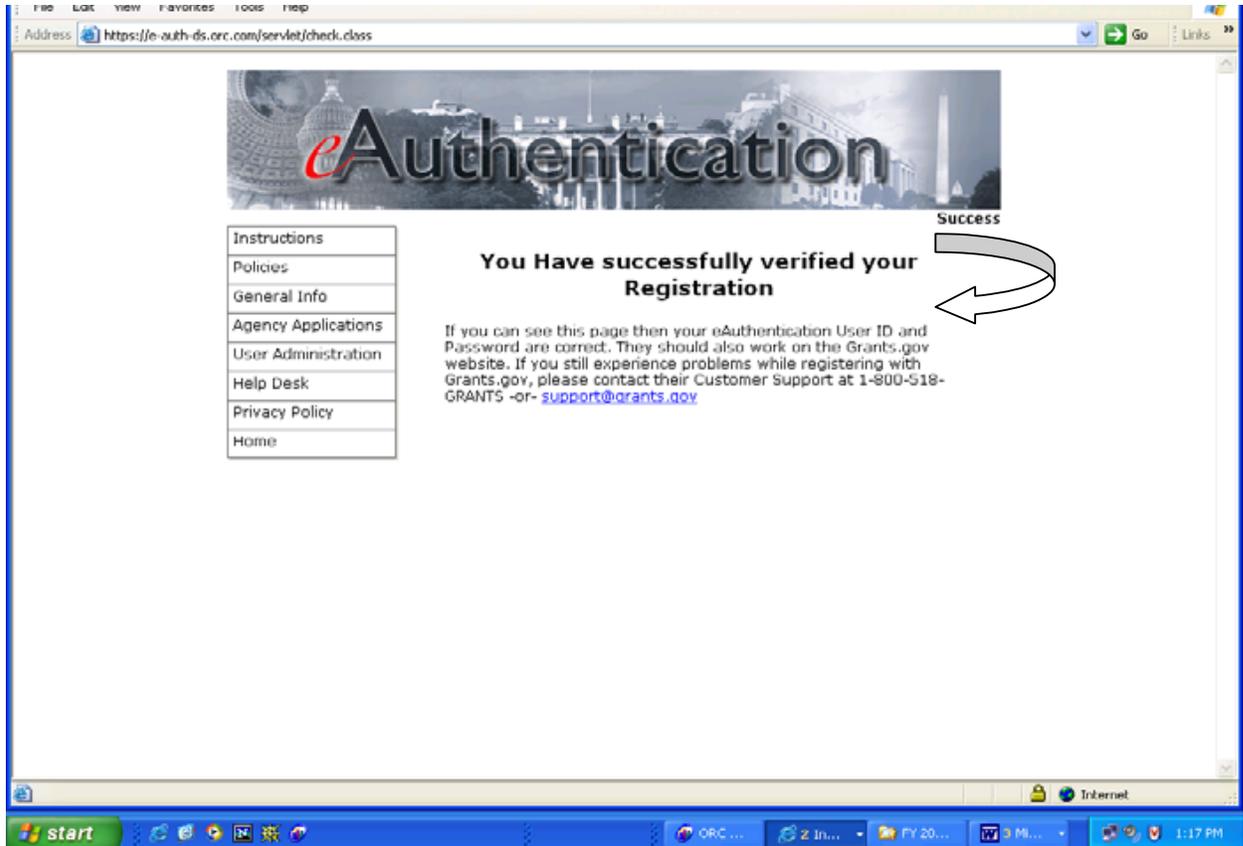
- At this screen click on **Check your Credentials Here**.



- At this screen enter your Grants.gov Username and Password. If you have forgotten your Grants.gov Password see [C3. If You Forget Your Grants.gov Password](#). If you have forgotten your Grants.gov Username see [C4. If You Forget Your Grants.gov Username](#).



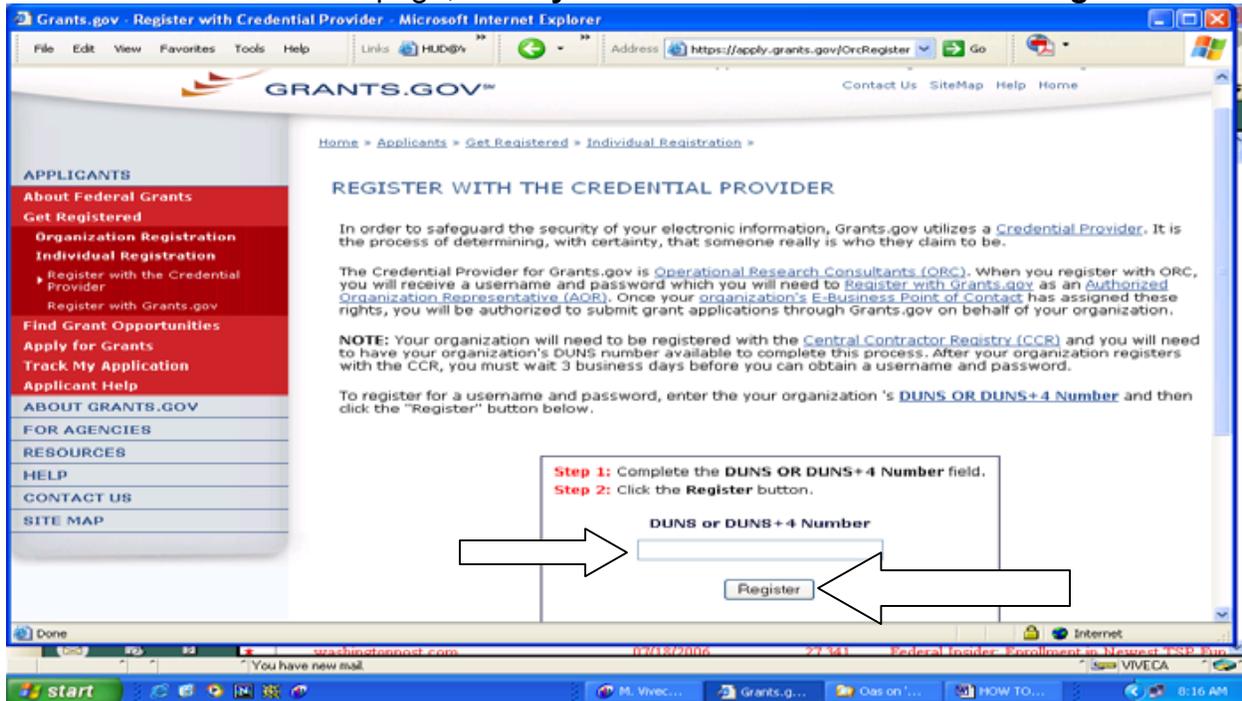
- If you enter your Grants.gov Username and Password correctly you will receive a notice that you successfully verified your registration.



C3. If You Forget Your Grants.gov Password

In the event that you forget your Password when submitting your application, the AOR can obtain a new Password from the Credential Provider. Complete the following steps:

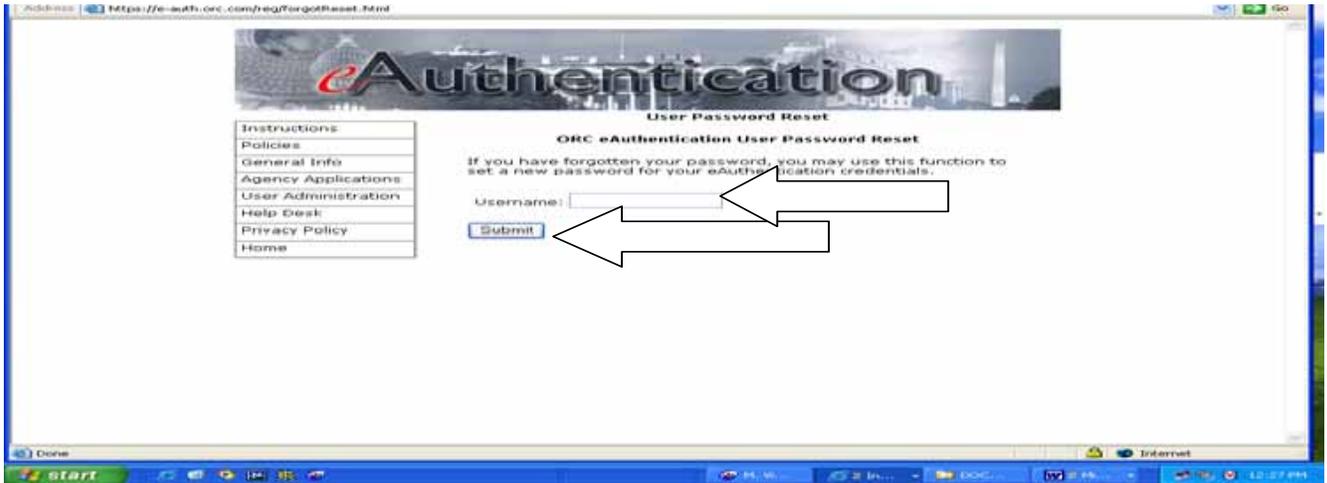
- Go to: <https://apply.grants.gov/OrcRegister>.
- Scroll down the page, **enter your DUNS number** and click on **Register**.



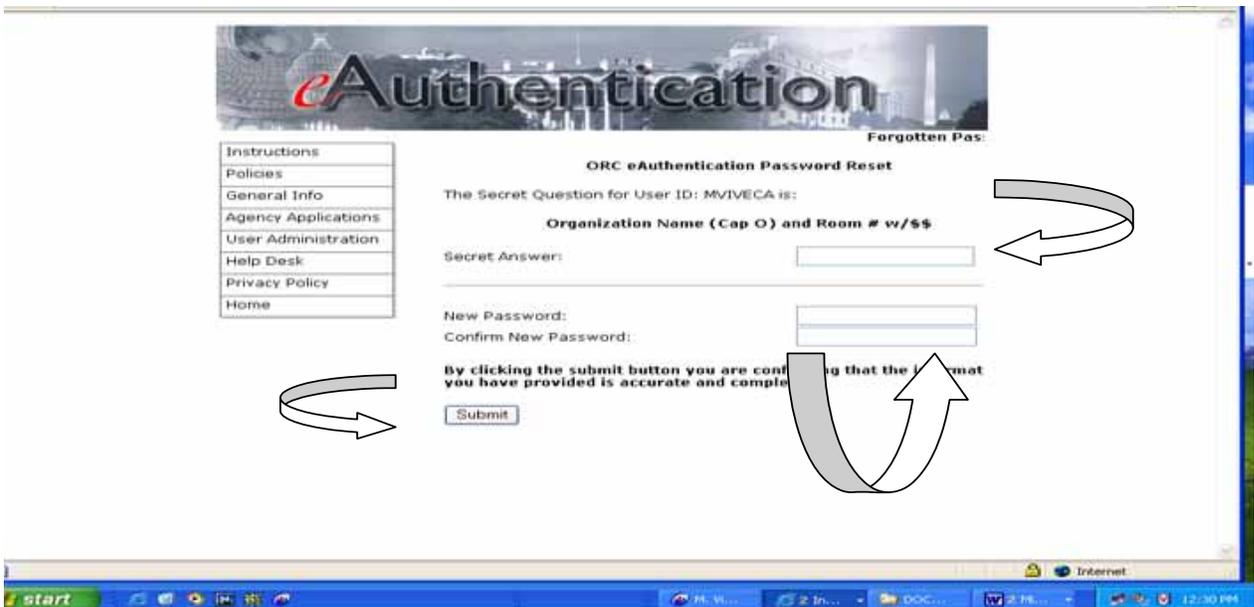
- On the left of the screen, click the **User Administration** link and click on **Forgotten Password**.



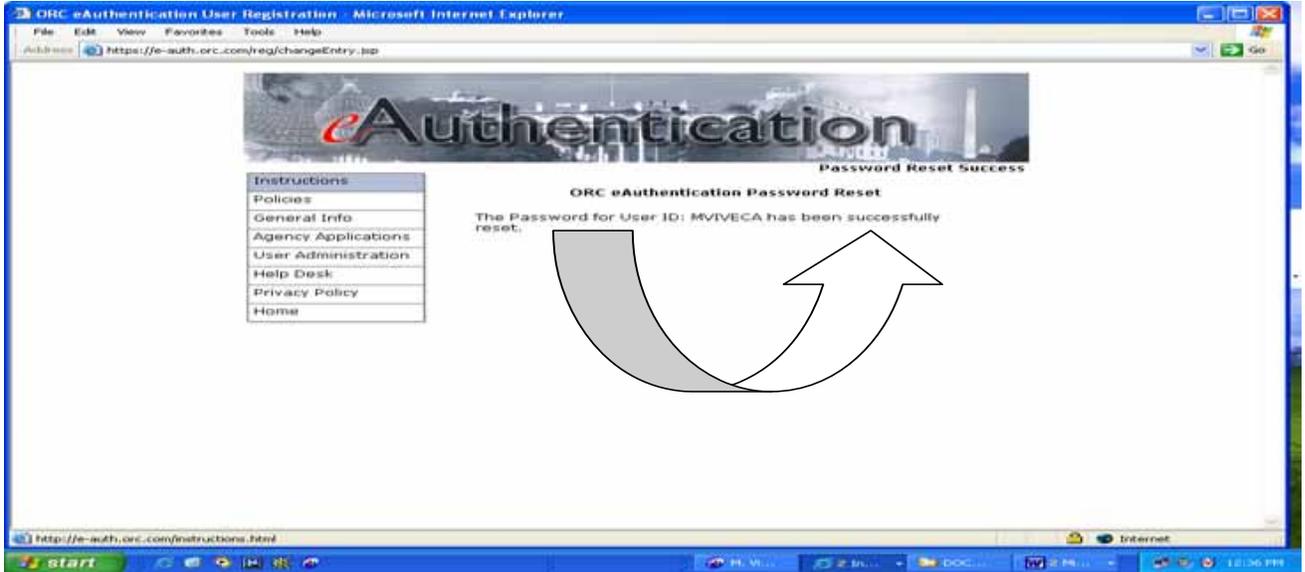
- Enter the **Username** that you received from the Credential Provider and click the **Submit** button.



- You will receive the question that you entered as your **Password** reminder.
 - Enter the answer to the question in the **Secret Answer** field.
 - Create a new **Password**, retype the new **Password** to confirm.
 - Click the **Submit** button.



- If all information was entered correctly, the next screen will confirm that your Password was successfully reset. Once you enter a new **Password**, Grants.gov will automatically be updated.



- You can also obtain your **Password** by contacting Operation Research Consultants (ORC), the Grants.gov Credential Provider at 800-816-5548 or 703-246-8536 between 7:30 a.m. to 6:00 p.m. eastern standard time or via email at eauthhelp@orc.com.

C4. If You Forget Your Grants.gov Username

The AOR must contact Operational Research Consultants (ORC), the Grants.gov Credential Provider at **800-816-5548 or 703-246-8536 between 7:30 a.m. to 6:00 p.m. eastern standard time** or via email at eauthhelp@orc.com. You may be required to re-register.

Note: If you are required to re-register with the Credential Provider, you will need to re-register your Username and Password with Grants.gov.

Note: Your registration is not finished until Steps Four through Five are completed.

D. Step Four: Authorized Organization Representative (AOR) Registers With Grants.gov

The AOR must register with Grants.gov in order to submit an application for an organization. You can register with Grants.gov **on the same day**. Follow the steps below to register with Grants.gov. See also Grants.gov Organization Registration Checklist at <http://www.grants.gov/section3/OrganizationRegCheck.pdf>:

Option 1:

1. To register with Grants.gov go to:
<https://apply.grants.gov/GrantsgovRegister>

2. Go to # 9.

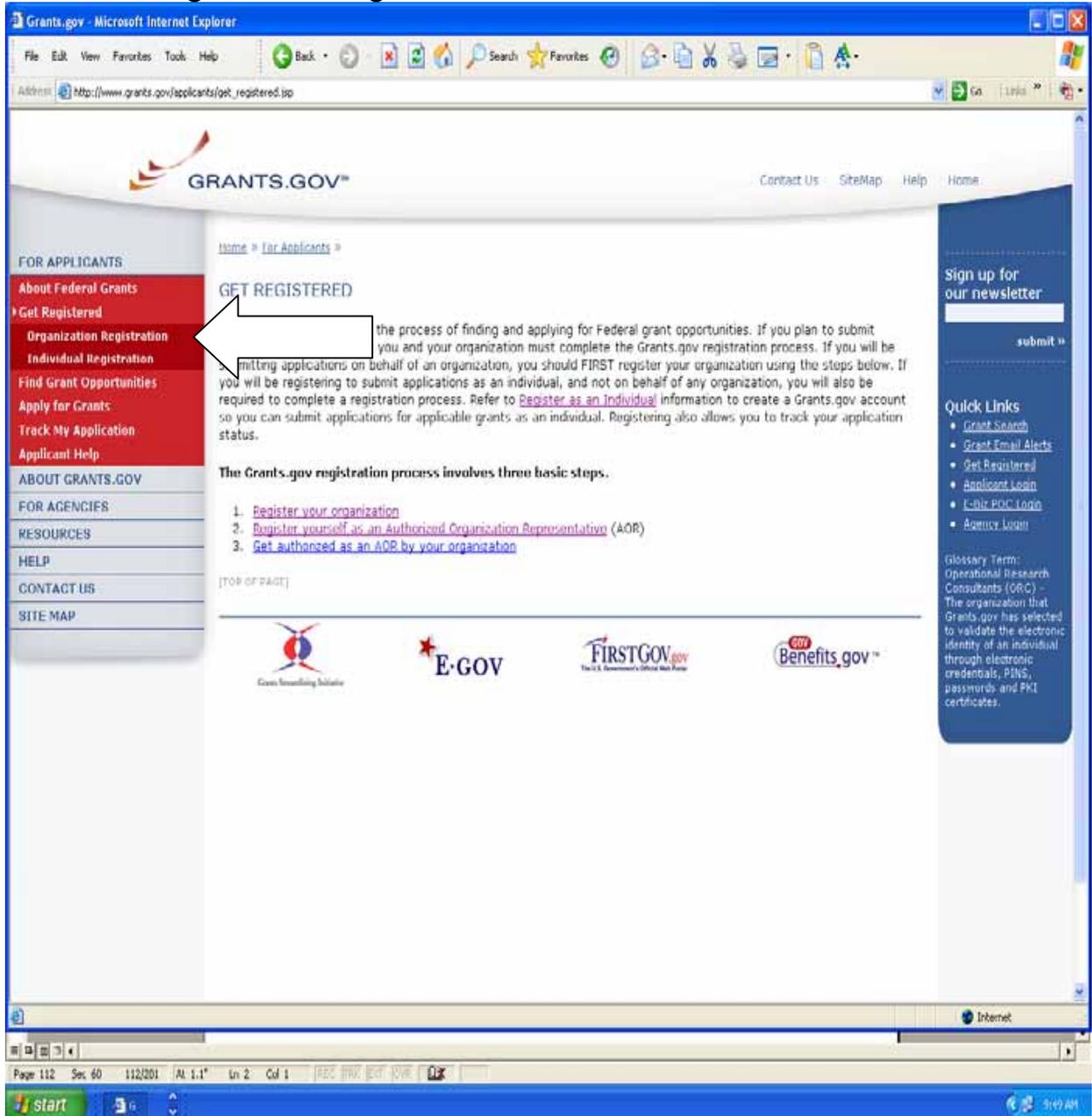
Or

Option 2:

3. At any screen, click on **Get Registered**.



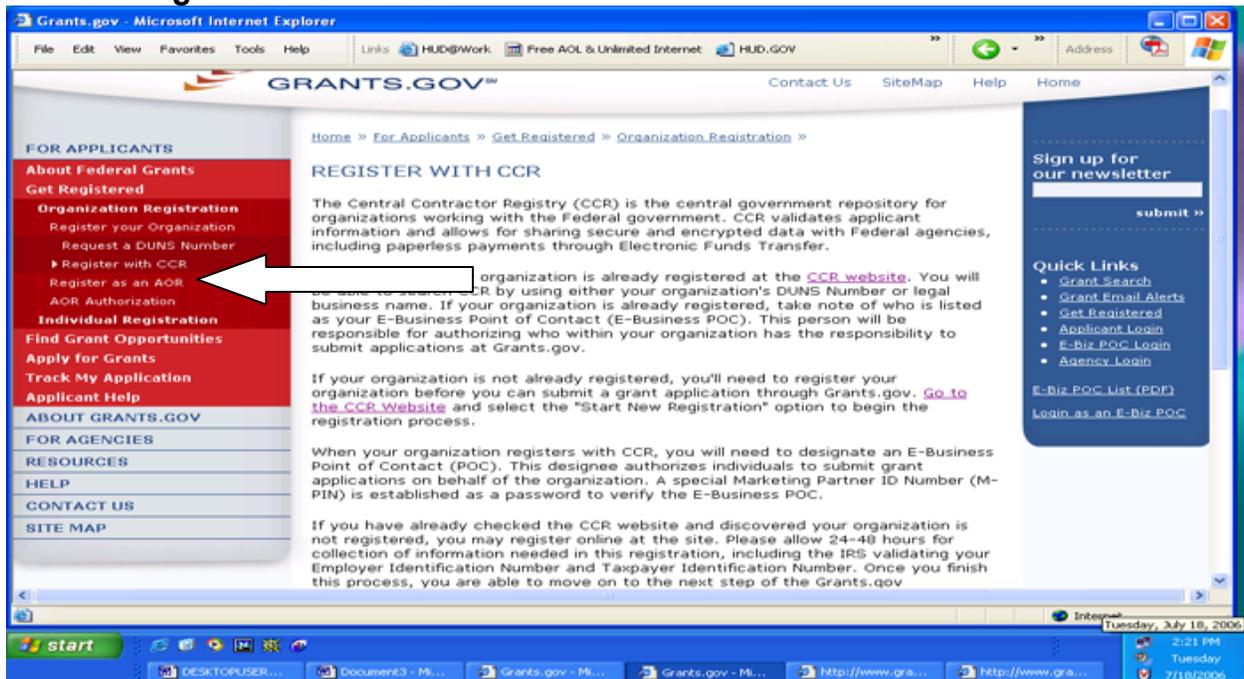
4. Click on **Organization Registration**.



5. At this screen click on **Register Your Organization**.



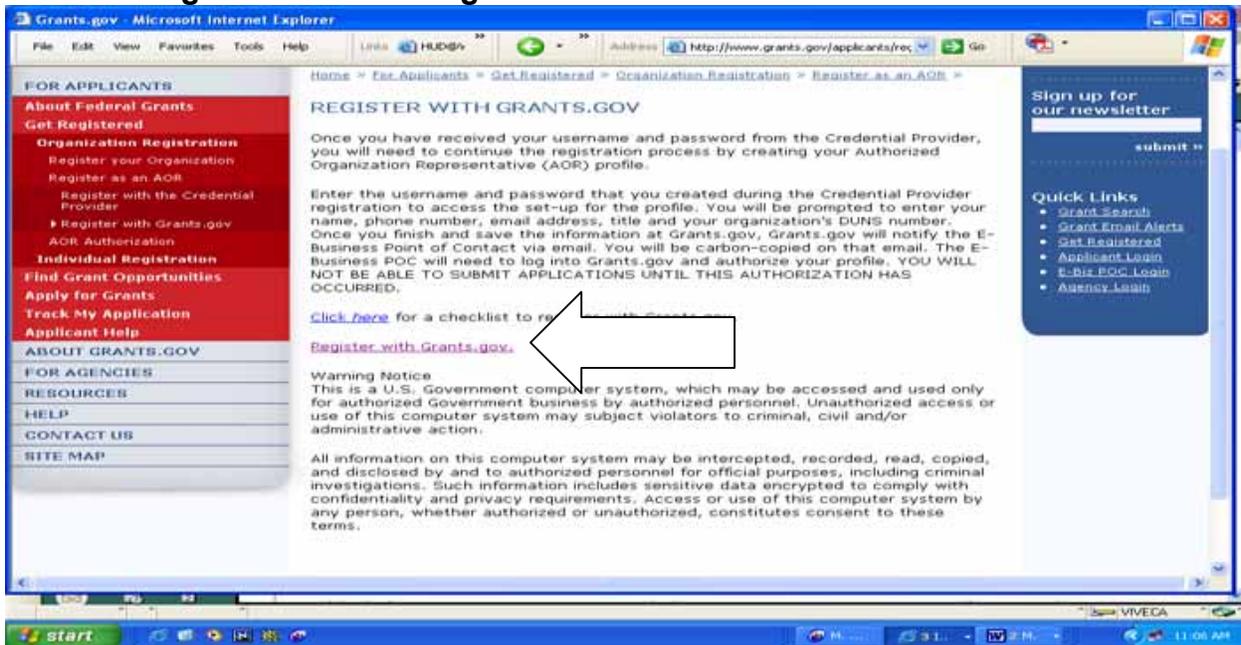
6. Click **Register as an AOR**.



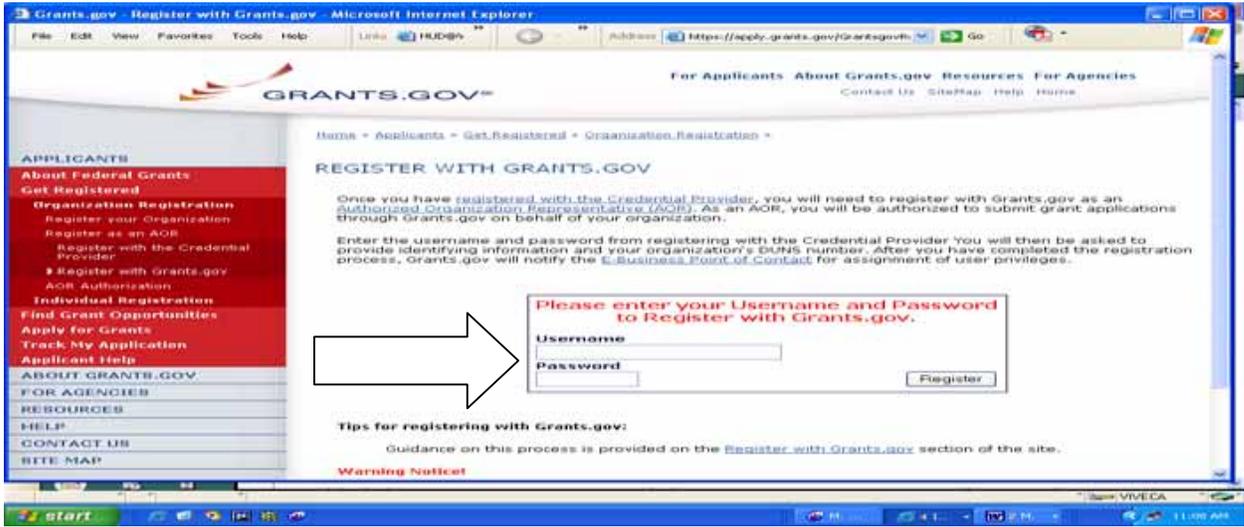
7. Click Register with Grants.gov.



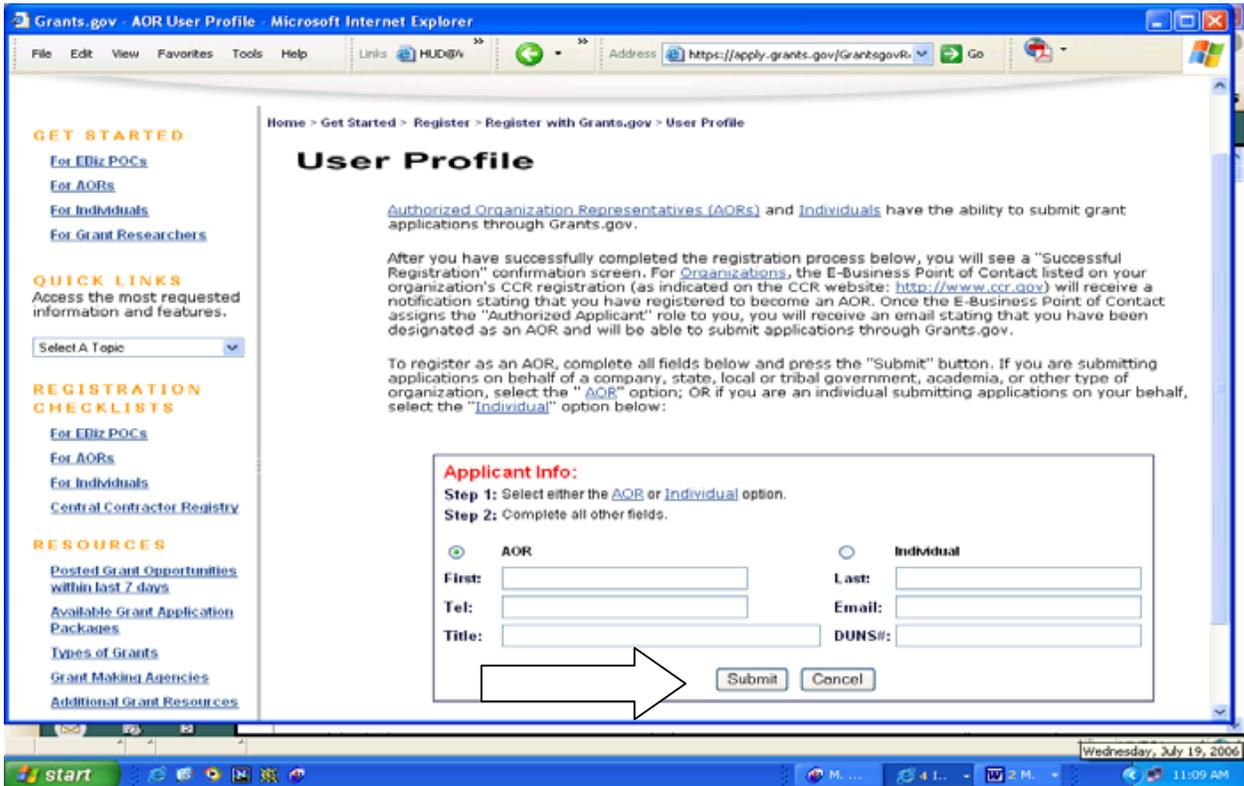
8. Click Register with Grants.gov.



- Enter your **Username and Password** supplied by the Credential Provider and click on **Register**.



- Complete all information on the **Authorized Organization Representative User Profile** screen and click **Submit**.



11. After you have completed the profile, you will get an AOR initiated confirmation screen. You will need to have your E-Business POC login and authorize your profile.

AOR Registration Initiated

You have initiated your registration at Grants.gov and completed the step of establishing your profile at Grants.gov. Now, your organization's E-Business Point of Contact MUST AUTHORIZE your profile. You will NOT be able to submit ANY applications through Grants.gov until this authorization has occurred.

Your organization's E-Business Point of Contact will receive an email notification stating that you have initiated your registration to submit grant applications through Grants.gov. At any time, the E-Business Point of Contact can log into Grants.gov with your organization's DUNS Number and M-PIN to complete the authorization.

Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR (Authorized Organization Representative) and you will now be able to submit applications through Grants.gov.

ONLY AFTER YOU RECEIVE THIS AUTHORIZATION WILL YOU BE ABLE TO SUBMIT YOUR APPLICATION AT GRANTS.GOV.

To identify your organization's E-Business Point of Contact, visit the CCR search page at <http://www.bpn.gov/central/central/search.asp> and use your organization's DUNS number to look up this information.

Note: The username and password that you just entered as part of your initial registration will only be used to log-in at Grants.gov as an applicant and when you submit your application. To track your authorization process, go to <https://apply.grants.gov/ApplicantLoginGetID>

Select "Manage Applicant" to view your applicant status. If you see "Approved" next to the "AOR Status" field, then you have been authorized by your E-Business Point of Contact. Please remember that you will NOT be able to submit your application until the E-Business Point of Contact has completed the authorization process.

- Upon following all steps correctly, the E-Business POC will receive a notice stating that someone has registered to submit grant applications on behalf of your organization. [See Chapter 2, E1. Example of An Email Received By E-Business POC.](#)
- Once the E-Business POC of your organization assigns the Authorized Applicant Role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications. [See Chapter 2, E3. Example Of An Email Received By An AOR.](#)

Note: Your registration is not finished until Step Five is completed.

E. Step Five: E-Business Point Of Contact (POC) Gives Authorization To AOR

This is the final critical step in the registration process. Once a potential AOR registers with a Credential Provider and Grants.gov, the E-Business POC will receive an email stating that someone has signed up to become an AOR for their organization.

E1. Example Of An Email Received By The E-Business POC



support@grants.gov
11/04/2005 10:13 AM

To: dorthera_yorkshire@hud.gov
cc:
Subject: Applicant Requesting Grants.gov AOR Status

An individual from your organization has registered with Grants.gov and requested to be designated as an Authorized Organizational Representative (AOR) for your organization. Designating this person as an AOR will allow him to submit grant applications to Federal Agencies via Grants.gov on behalf of your organization. Note: The user will not be able to submit an application on behalf of your organization until this designation process has been completed. To access the e-Business Point of Contact (EBiz) section of Grants.gov, you will be prompted for an ID (use your organization's DUNS number) and a password (use your organization's CCR MPIN), which was assigned to your organization when it enrolled with the Central Contractor Registry (CCR). If you have forgotten your organization's CCR MPIN password, contact the CCR by calling 1-888-227-2423 or by clicking <http://www.ccr.gov/>. As the CCR e-Business Point of Contact, you are the only person authorized for your organization to approve this individual as an AOR. Please log in to the EBiz section of Grants.gov at <https://atapply.grants.gov/AorMgrGetID> to authorize this individual to perform this function. If you determine that this individual should not be assigned AOR access, do not update the user roles when you review the request in Grants.gov. If you have questions regarding the EBiz role assignment process, information is available on the site at <https://atapply.grants.gov/AorMgrGetID> and clicking the help button in the upper right corner. Information is also available in the Customer Support section at support@grants.gov.

The E-Business POC will then need to authorize the AOR as the agency representative approved to submit applications on behalf of the organization before that person can submit an application.

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

E2. How To Authorize An AOR To Submit Applications On Behalf Of The Organization

This section of the Grants.gov site is designed to provide the designated E-Business POC from an applicant organization the capability of designating, or revoking, the privileges of the AOR. The AOR is the organization's authorized submitter of a Federal grant application. See also Grants.gov E-Business POC Registration Checklist at <http://www.grants.gov/section3/EbizRegCheck.pdf>. To authorize an AOR to submit an application on behalf of the organization follow the steps below.

Option 1: Go to <https://apply.grants.gov/apply/AorMgrGetID>.

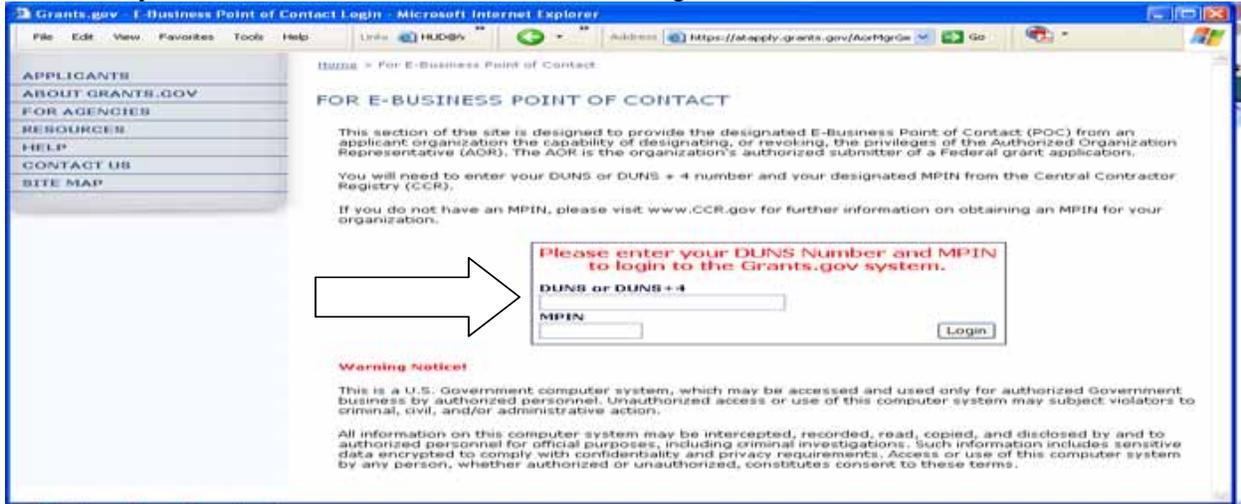
OR

Option 2: At any screen with **Quick Links**, Click on **E-Biz POC Login**.



The following pages discuss the next steps for Option 1 or Option 2.

- Enter your DUNS and MPIN and click on Login.



If you do not know your MPIN. See Chapter 3, E8, E-Business POC – Don't Know Your MPIN?

The next screen welcomes you to the “E-Business Point of Contact” section where you will be able to add and revoke AOR privileges.

- On the left side of the screen, select **Manage Applicants**.

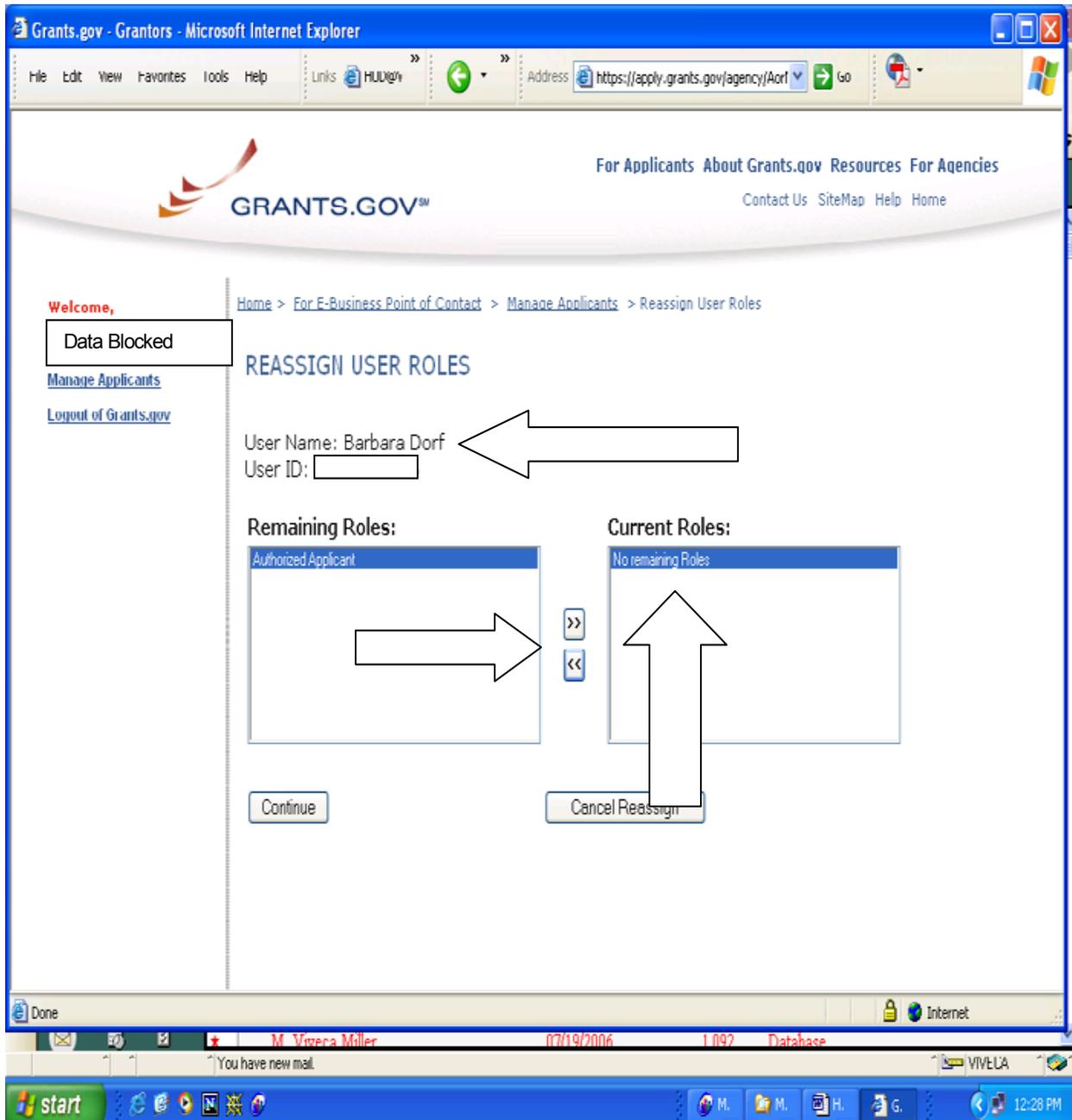


- Click on the boxes next to the names of the AOR that you are assigning rights and click on **Reassign Roles**.
- At this screen: (1) You can authorize an AOR to submit applications on behalf of the organization; (2) You can delete an applicant; and (3) You can remove an AOR's authorization to submit applications on behalf of the organization.

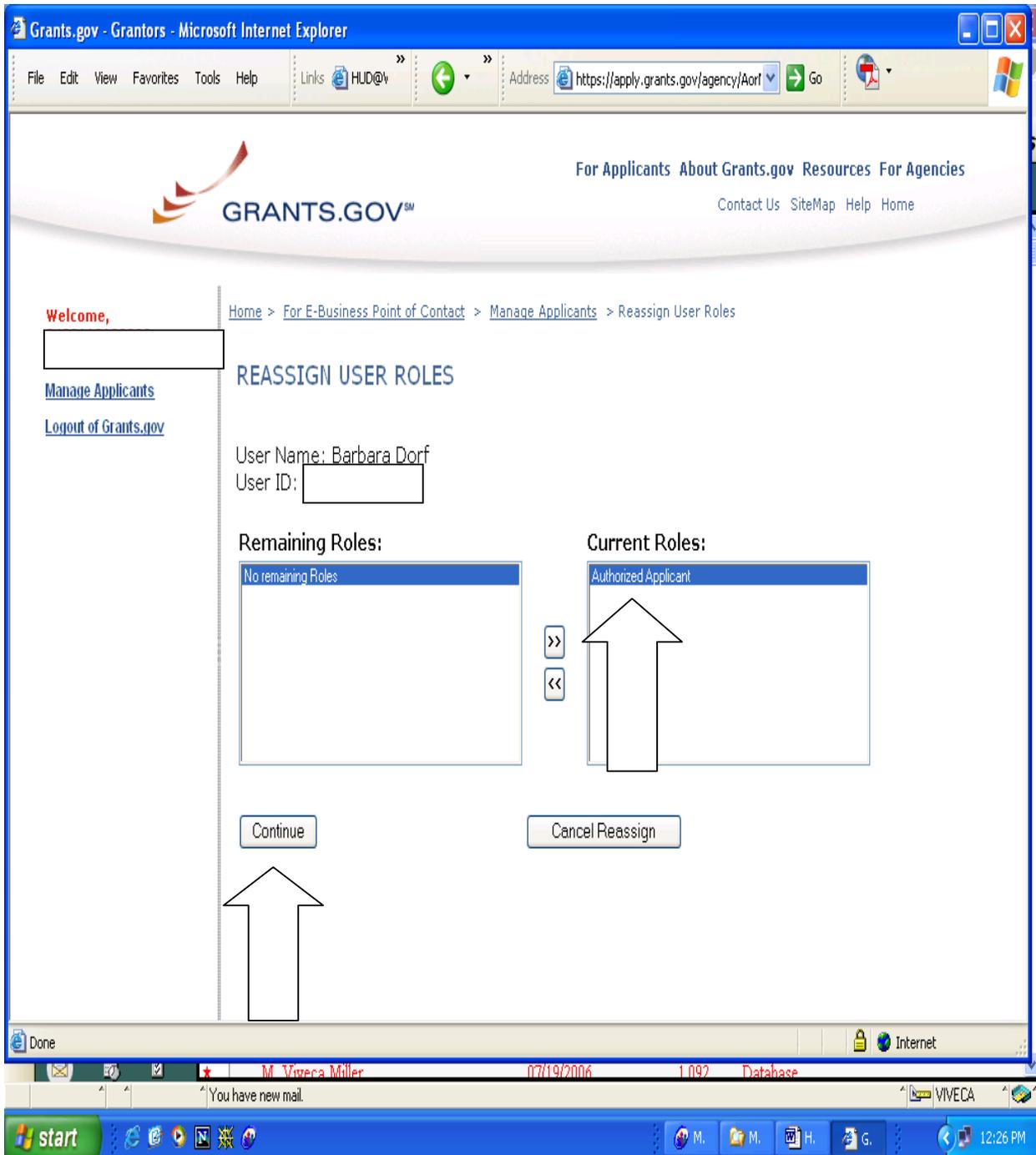


Note: An organization can have more than one AOR and, as a result, each AOR can submit an application for the same grant program. Keep in mind that HUD will only accept the last application submitted in Grants.gov by an organization.

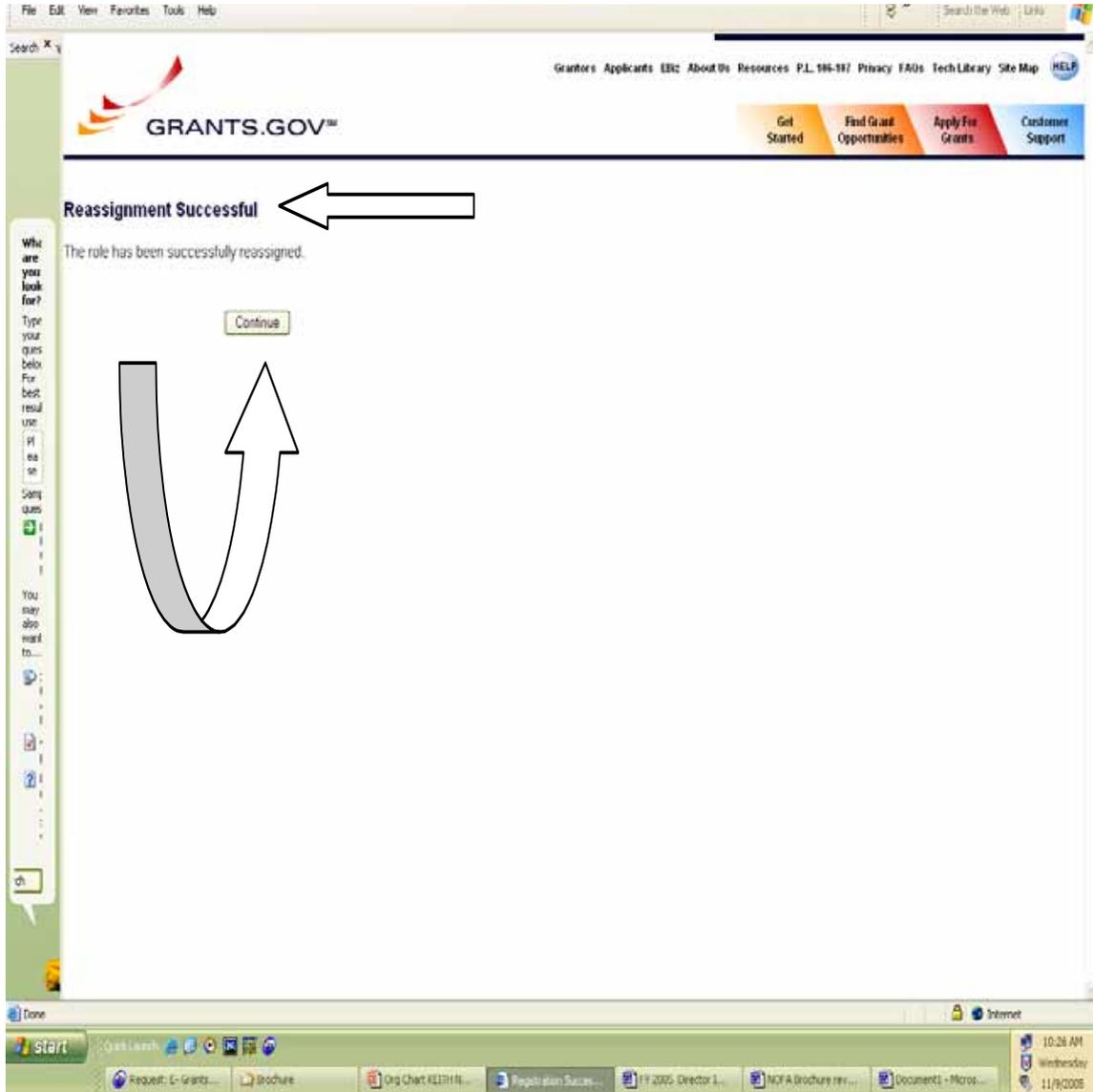
- In this screen shot the User is not assigned a role. The **Current Roles** box indicates – **No Remaining Roles**. Use the arrows to move the roles from one box to the other.



- In this screen shot the User's **Current Roles** box has been changed to **Authorized Applicant**.
- Click on **Continue**.



- At this screen, the E-Business POC will receive a notice that **The role has been successfully reassigned.**



- The AOR will receive an email advising that the E-Business POC has provided them authorization to submit applications on behalf of their organization. [See Chapter 2, E3, Example of An Email Received By The AOR](#).
- Click on **Continue** to repeat the steps if you are assigning rights to multiple AORs.

Note: Repeat the steps if you are assigning different rights to multiple AORs.

E3. Example Of An Email Received By The AOR

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

Example of an email received by the AOR



To: ERIC_C._GAUFF@HUD.GOV
cc:
Subject: Grants.gov AOR Authorization

You requested access to submit grant applications through Grants.gov on behalf of your organization. The e-Business Point of Contact for your organization (as indicated in the CCR, <http://www.ccr.gov>) approved the request so you are now authorized to submit grant applications through Grants.gov. Your role is known as the Authorized Organizational Representative (AOR) role, which is a person authorized to submit applications on behalf of the organization. Click <http://www.grants.gov/Apply> for instructions on how to apply for grants.

E4. How To Check Your AOR Status

An AOR can check their status by:

Option 1: Go to <https://apply.grants.gov/ApplicantLoginGetID>

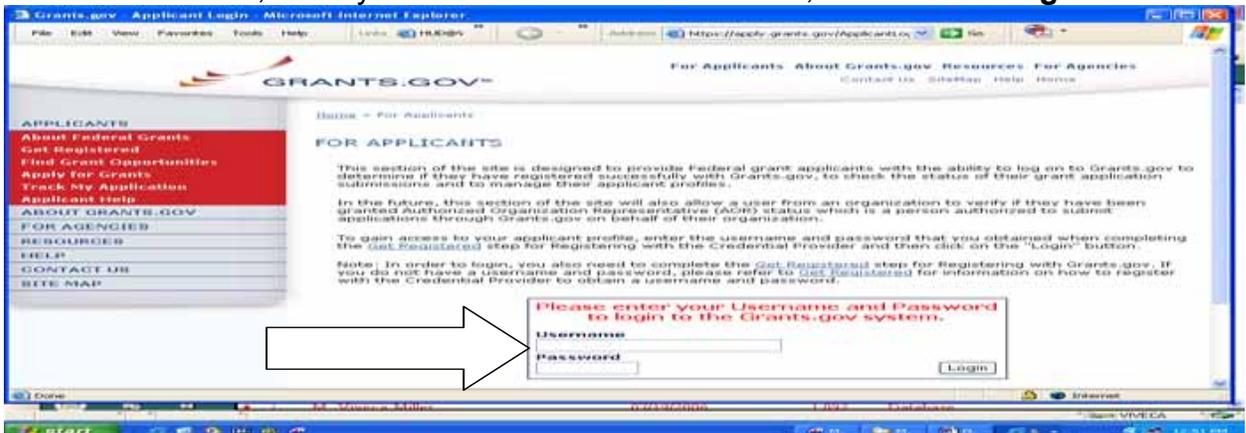
Or

Option 2: Go to <http://www.grants.gov>, under **Quick Links**, click on **Applicant Login**.

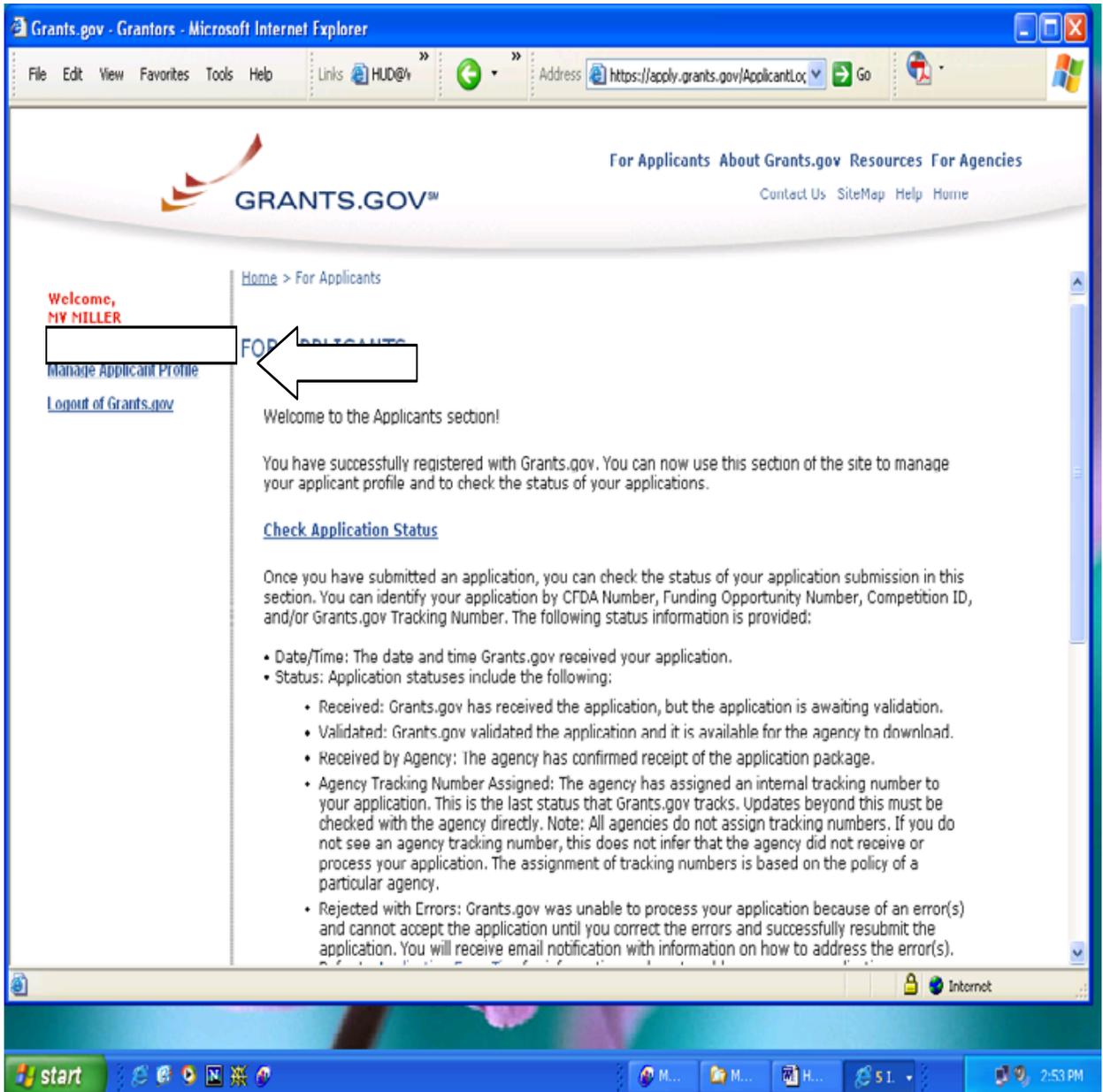


Next Steps for Both Options 1 and 2:

- On this screen, enter your **Username and Password**, and click on **Login**.

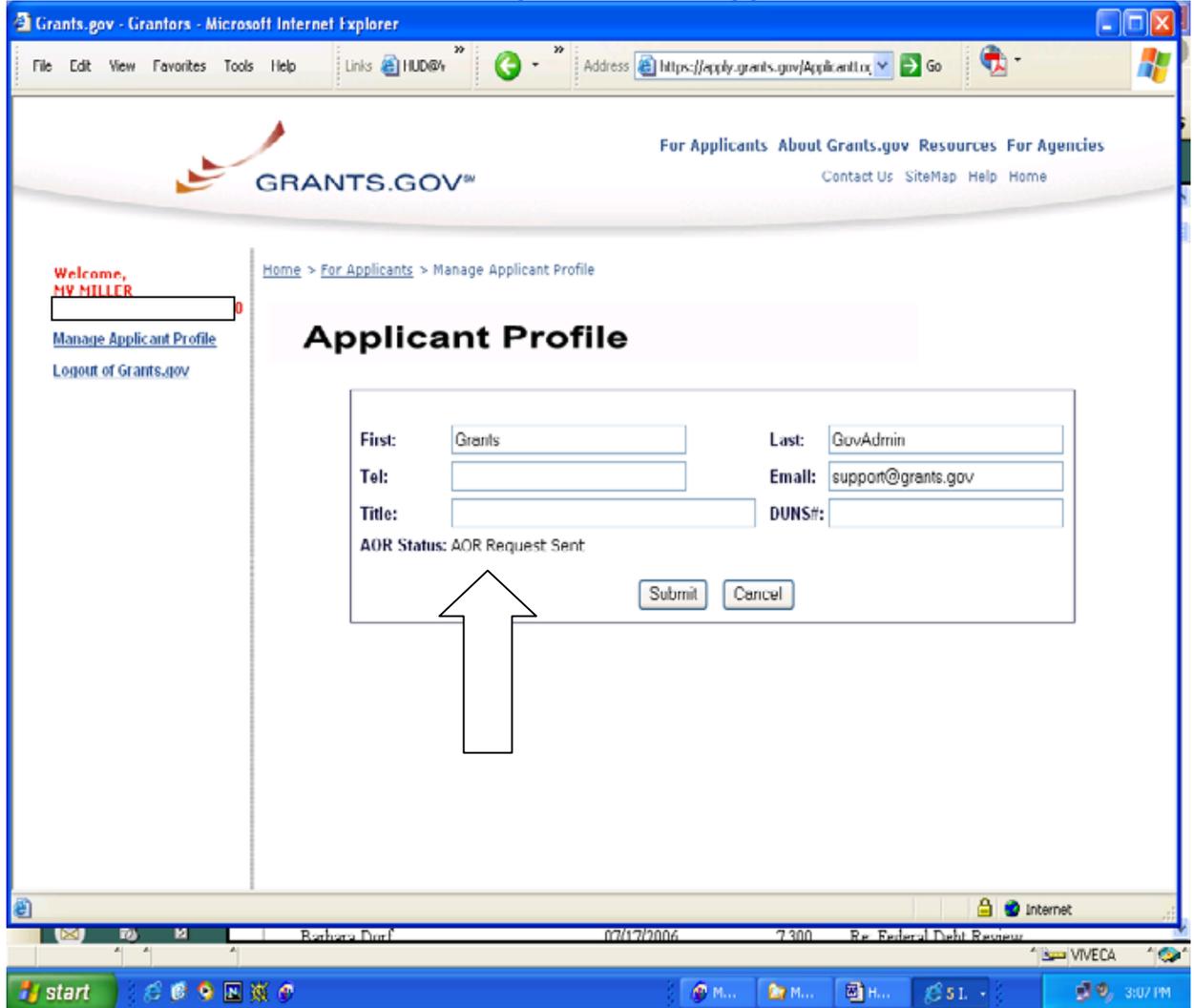


- On the left side of the screen, click on **Manage Applicant Profile**. In this section of the site you can update information in your applicant profile, such as your name, telephone number, email address, and title.

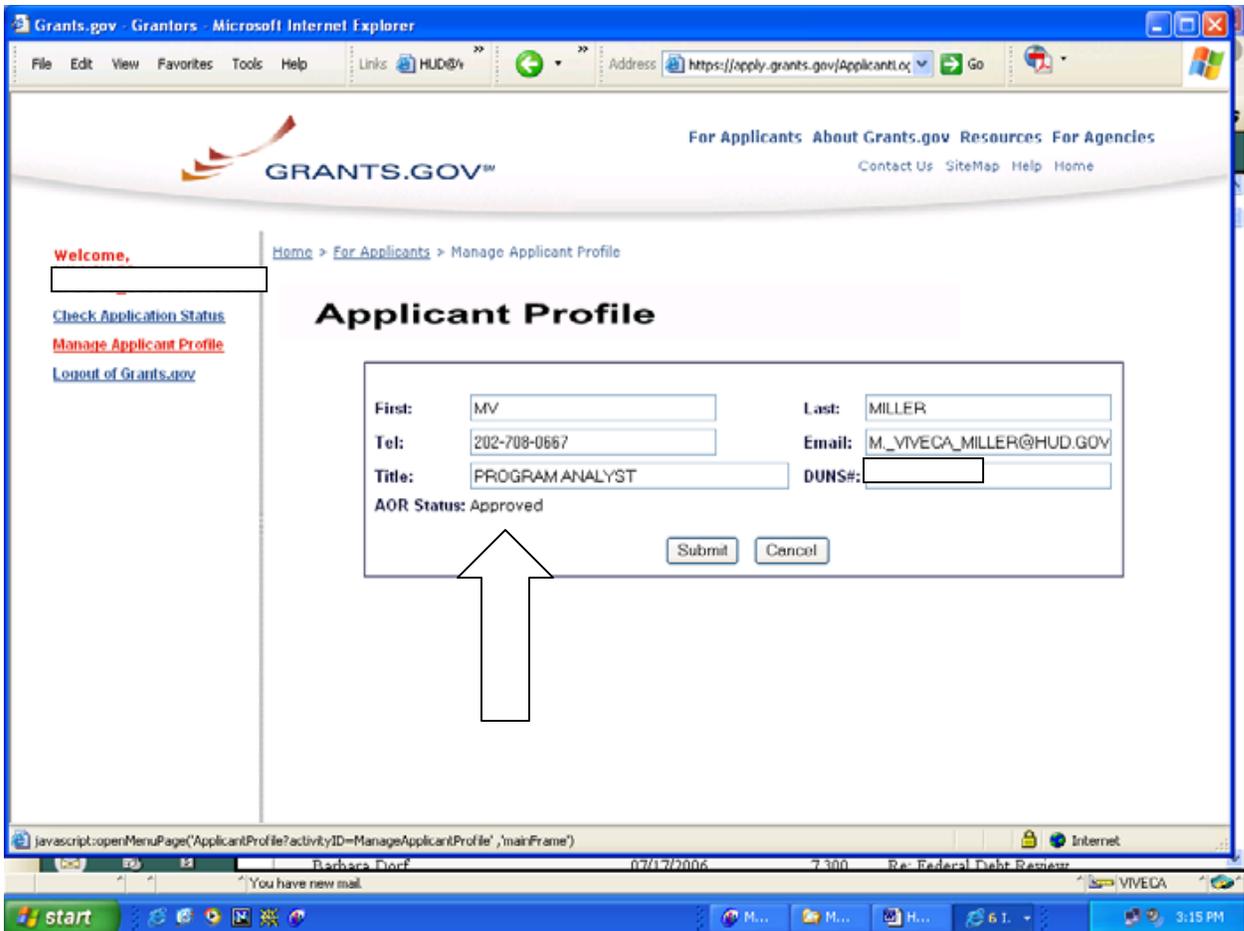


Print screen continued on the next page.

- Your status will be either **AOR Request Sent** or **Approved**.



Print screen continued on the next page.



- If your status is **Approved**, you are authorized to submit applications on behalf of your organization.
- If your 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.

CHAPTER 3 – APPLYING FOR A GRANT

Applying for a grant at Grants.gov can reduce your costs and the time required for finding grant opportunities and processing your application. In addition to its efficiency as a one-stop storehouse of grants information, the site provides access to multiple grantors and reduces paperwork, postal costs and storage costs.

General Download Instructions

By downloading a grant application package, you can view it offline, giving you the flexibility to **complete the application when and where you want**. You can also route it through your organization for easy review and then submit it with a simple click.

Before you apply, remember you must be [registered](#), and you must have the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. If you enter more than one criteria, you will not find the instructions. HUD programs made available at Grants.gov can be found at https://apply.grants.gov/forms_apps_idx.html. On that site insert the CFDA number for the program in which you are interested in downloading. Click on the Download Application & Instructions link.

You will be given two items. **The first is the Download Instructions.** The Instructions contain the General and Program Sections to each funding opportunity, as well as forms that are not part of the application download but are included as elements of a complete package as specified in the published NOFA. **The second item is the Download Application link.** You do not need to be registered to download and read the instructions or complete the application – once you have downloaded it you must save it on your computer.

Each program NOFA also includes a checklist. Please review the checklist in the program section to ensure that your application contains all the required materials.

Electronic Grant Application Forms. Forms contained in the Instructions Download are available in Microsoft Word (.doc) (version 9 or earlier), Microsoft Excel (.xls) or Adobe (.pdf). The pdf files are only fillable forms – not savable.

The Application Download will contain a cover page entitled “Grant Application Package.” The cover page provides information regarding the application package you have chosen to download, i.e., Opportunity Title, Agency Name, CFDA Number, etc. Review this information to ensure that you have selected the correct application. The Grant Application cover page separates the required forms into two categories: “Mandatory Documents” and “Optional Documents.” [See also B.5 How to Complete Mandatory Fields in the Application Package.](#)

Note: Regardless of the box in which the forms are listed, the published Federal Register document is the official document HUD uses to solicit applications. Therefore, applicants should follow the instructions provided in the General Section and Program Sections of the Instructions Download.

The NOFA sections will also identify the forms that may be applicable, if so, they need to be submitted with the application. [See also B.2 Program NOFA Section](#).

Be sure to read and follow the application submission requirements published in each individual program section (NOFA) for which you are submitting an application.

Because you will be adding additional attachment files to the downloaded application, applicants should save the application to their hard drive.

Note: Do not download the application or attempt to upload the application using a “thumb” or “jump drive”, as Grants.gov has found that applicants have problems uploading from the jump drive.

You are now ready to download the application package and begin the four-step process to apply for a grant.

A. Apply Step 1: How To Download A Grant Application Package And Application Instructions

A1. How To Download Grant Application Instructions

The Grant Application Instructions is a zip file that contains the Notice of Funding Availability (NOFA) instructions, which includes the General Section and Program Sections of the NOFA. It also includes forms, which are not part of the application page found at Grants.gov. These forms should be completed and submitted as attachments to your application.

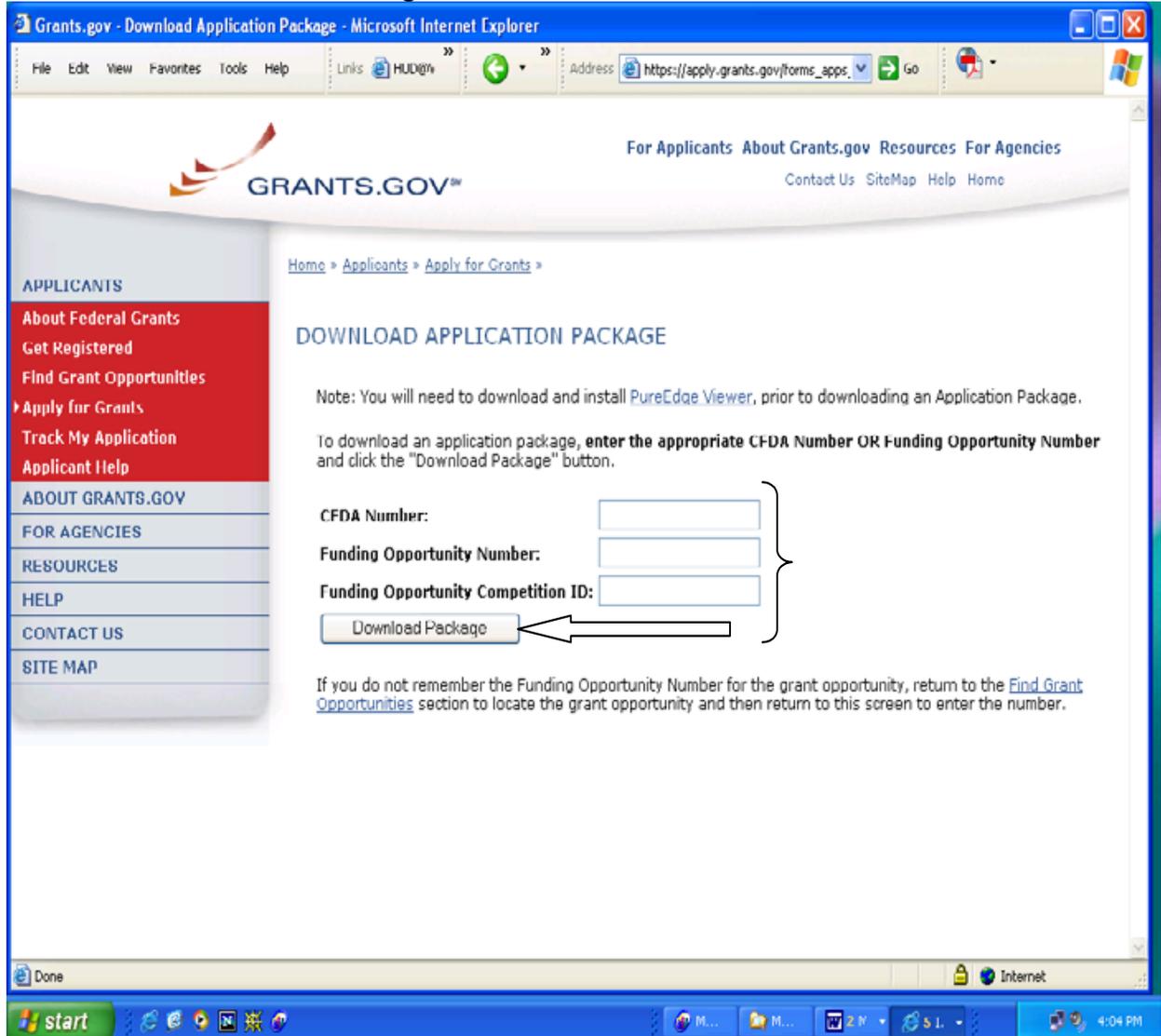
- To access go to <http://www.grants.gov/> and select **Apply for Grants**.
- Next, click on **Download a Grant Application Package and Instructions**.



- At the next screen, enter the **CFDA Number** OR **Funding Opportunity Number** OR **Funding Opportunity Competition ID** to access the application package and instructions.

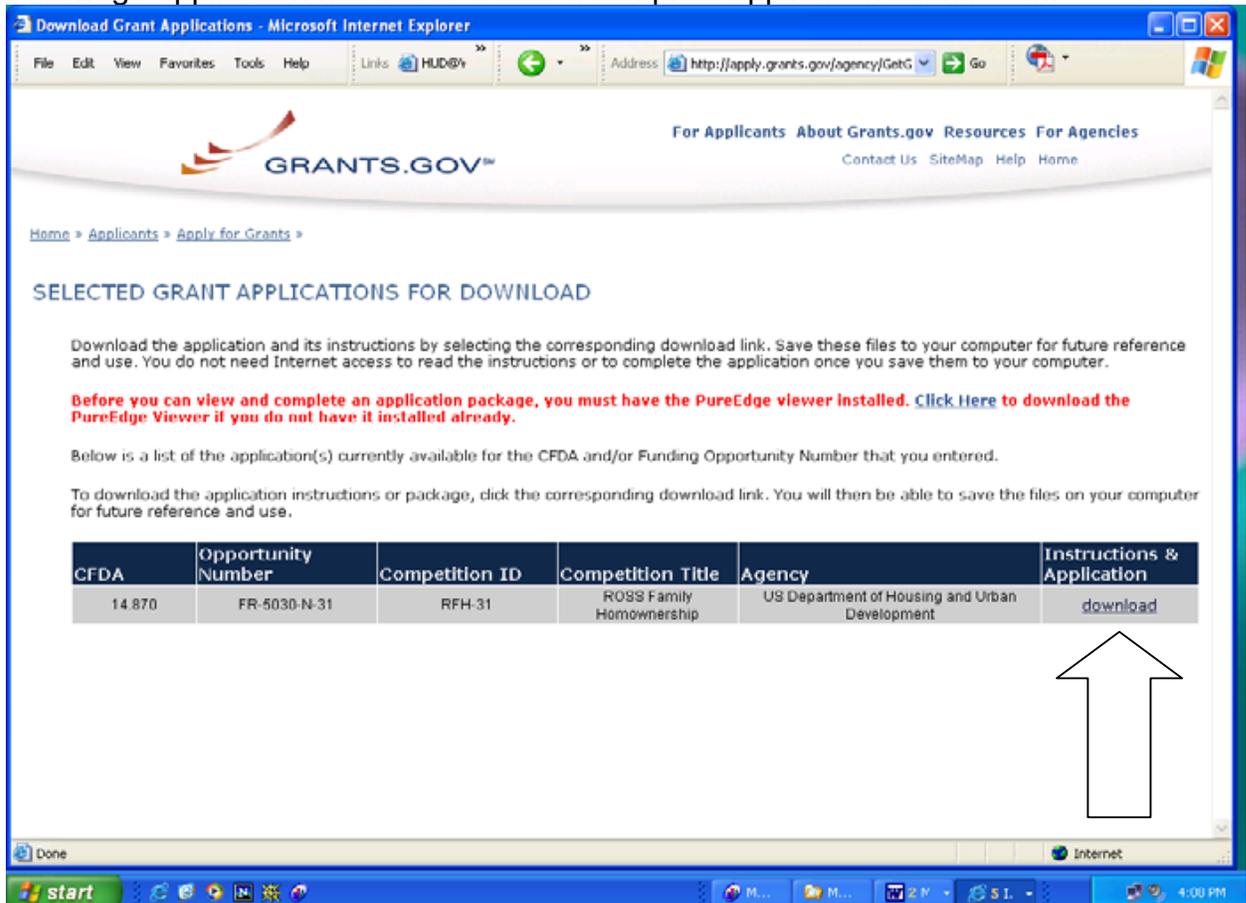
Note: If you enter more than one, you will not find the instructions. We recommend using the CFDA Number.

d. Click on **Download Package**.



- e. At this screen, click on **Download** at the **Instructions & Application** box.

The instructions contain the SuperNOFA General Section and Program Notice of Funding Availability (NOFA) along with any additional forms not found in the PureEdge application needed to create a complete application submission.



- f. Also at the above screen, Paragraph 2 indicates that, “**Before you can view and complete an application package, you must have the PureEdge Viewer installed**”. [See Chapter 3, Applying for a Grant, A3. Install the PureEdge Viewer.](#)

Note: Grants.gov updated the PureEdge Viewer from Version 6.0 to Version 6.0.2. If you have the older version on your system, you will need to uninstall and install the new version. Until you do so, you may not be able to open the applications.

“How to Download Grant Application Instructions” is continued at A3.

A2. How To Receive Emails Of Changes To The Grant Opportunity

Once you have identified a grant opportunity that you wish to apply for on Grants.gov and you are ready to download the application and instructions, you can also register to receive email notifications regarding any changes to the grant opportunity. You will be emailed in the event the Opportunity is changed and republished on Grants.gov before its closing date.

If a grant opportunity is reposted on Grants.gov with a new competition ID, you will be required to download the new application and submit it electronically.

Changes include modifications to the application or instructions, or the reposting of the opportunity on Grants.gov.

To register for updates, submit your email address when you download the specific grant application and instructions on the **Download Opportunity Instructions and Application** page.

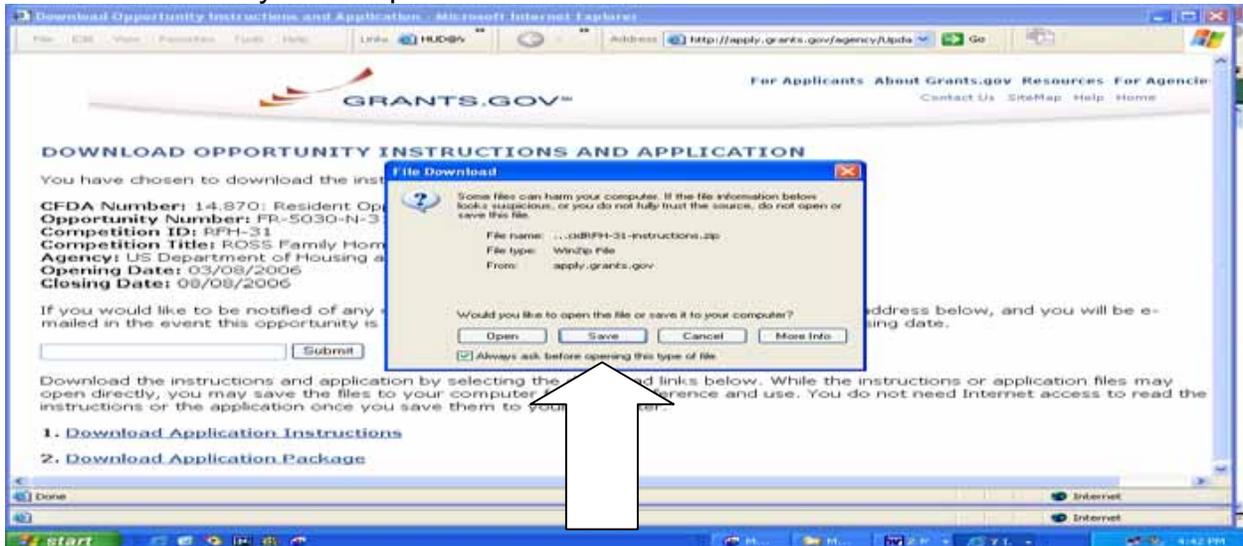


A3. Continuation Of How To Download Grant Application Instructions

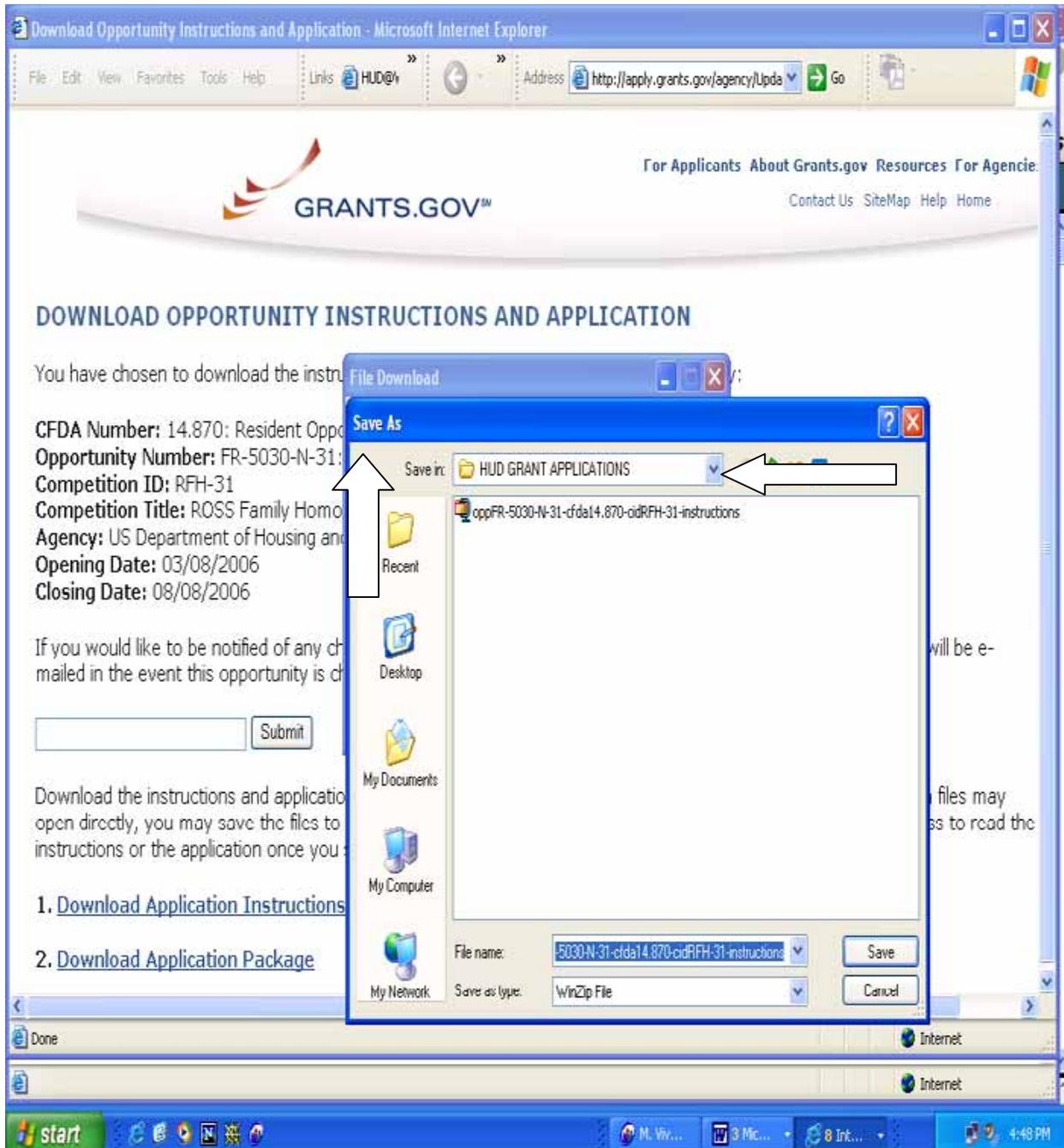
- a. After you have signed up for the email notification, you can continue with the download of the Grant Application Instructions. At this screen, select **Download Application Instructions**.



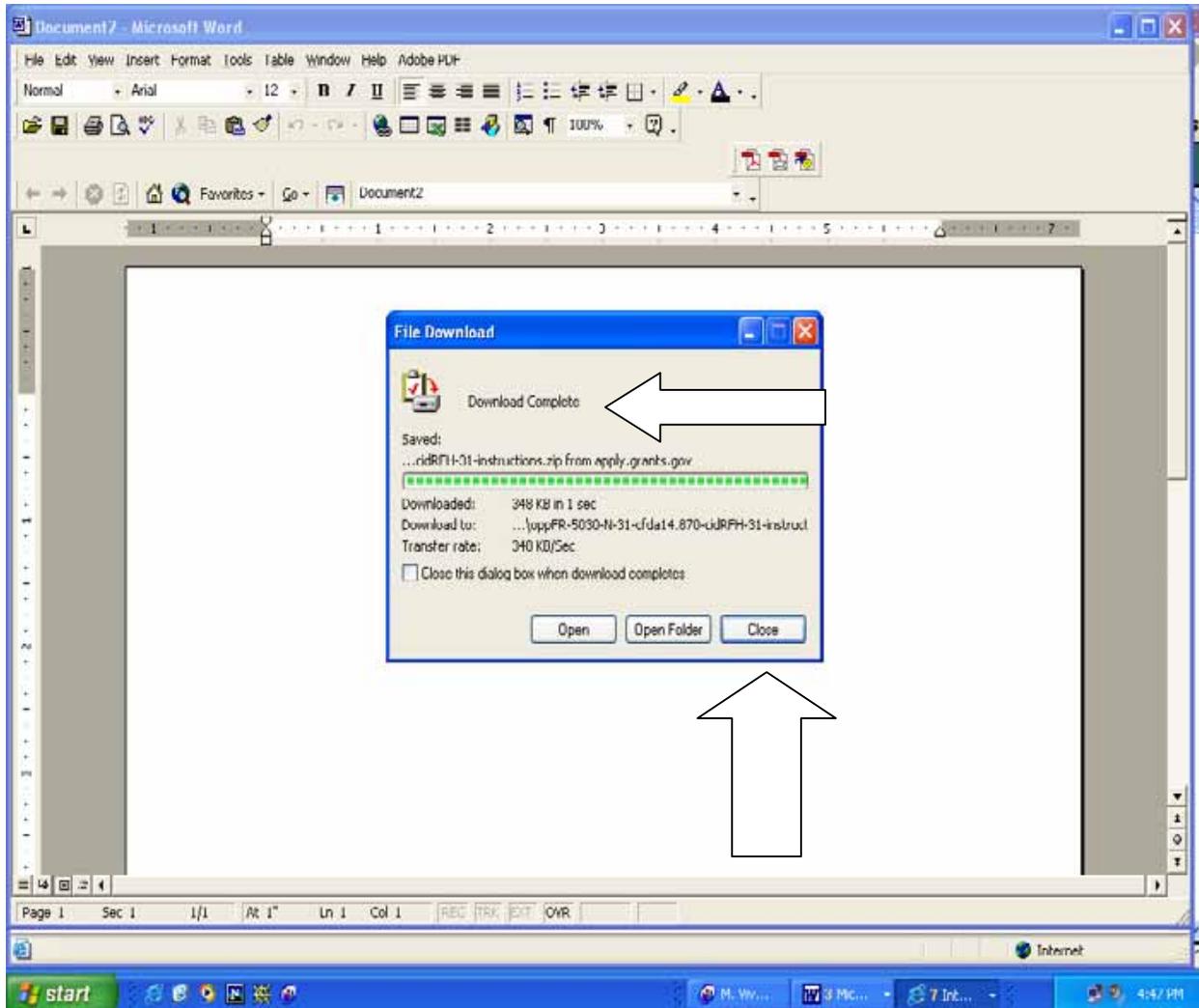
- b. At the next dialogue box, click **Yes** to continue and then click **Save** to save the instructions to your computer.



- c. On this screen, select a location on your computer to **Save** the Application Instructions. You may want to create a folder for your grant applications. **Be sure to write down the location where you saved the instructions so you can find them later.**



- d. The next dialogue box will indicate – **Download Complete**. Click on **Close**. This will return you to the **Download Opportunity Instructions and Application** page where you can download the application package.



A4. How To Download A Grant Application Package

Once you have downloaded the application package, you can complete it offline. This is a feature that allows you to share the document in your office and complete it at your own pace.

Instructions are available to assist you on the application package cover sheet to explain how to open and use the forms in the application package. Also, you will have direct access to the agency application instructions, which will include all the necessary information on what is required for your submission.

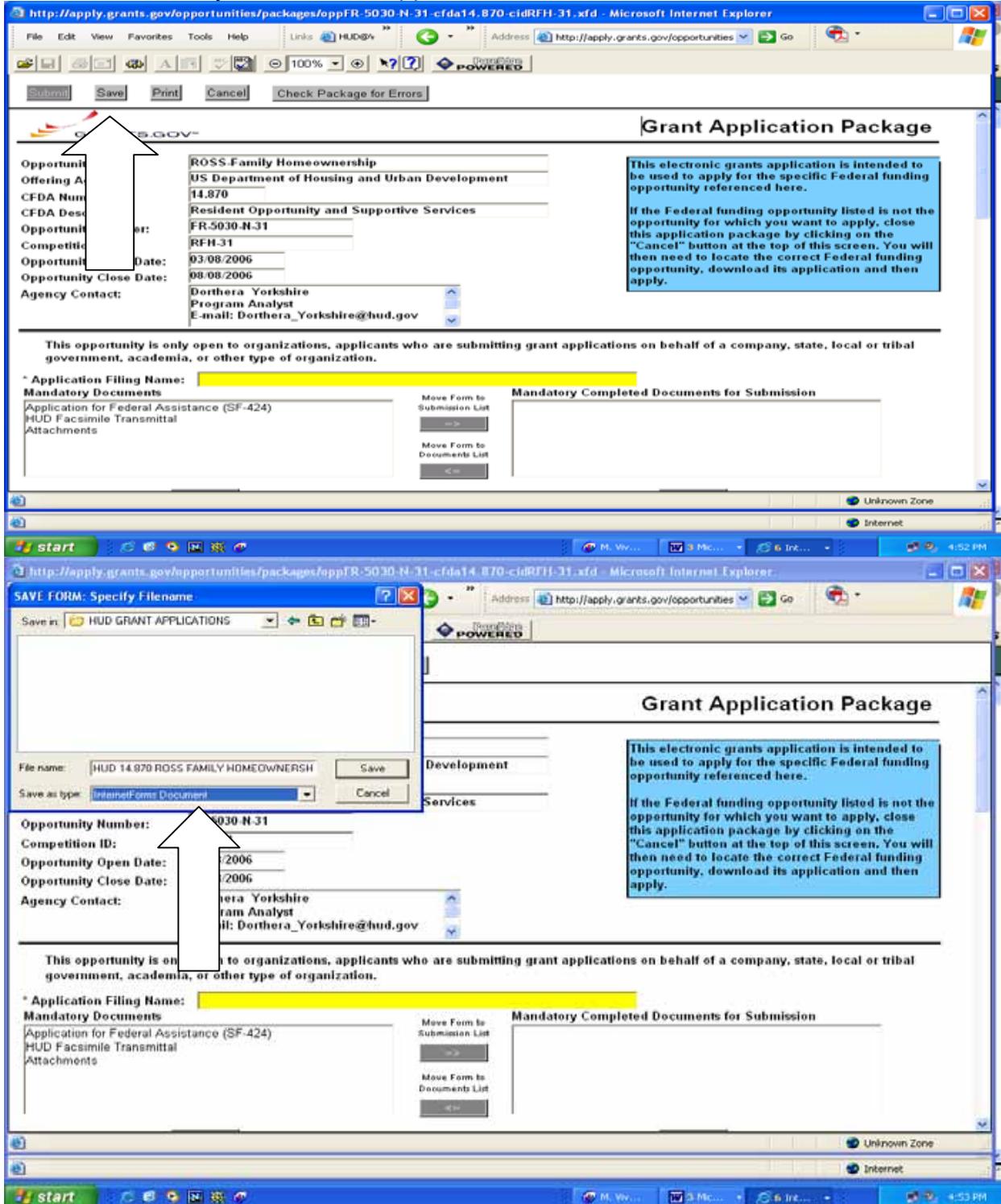
Note:

- **Save your application to your computer as changes are NOT automatically saved.**
- **Remember to click the Save button when you have completed the package and are ready to submit it.**
- **The package cannot be submitted until all required fields have been completed.**

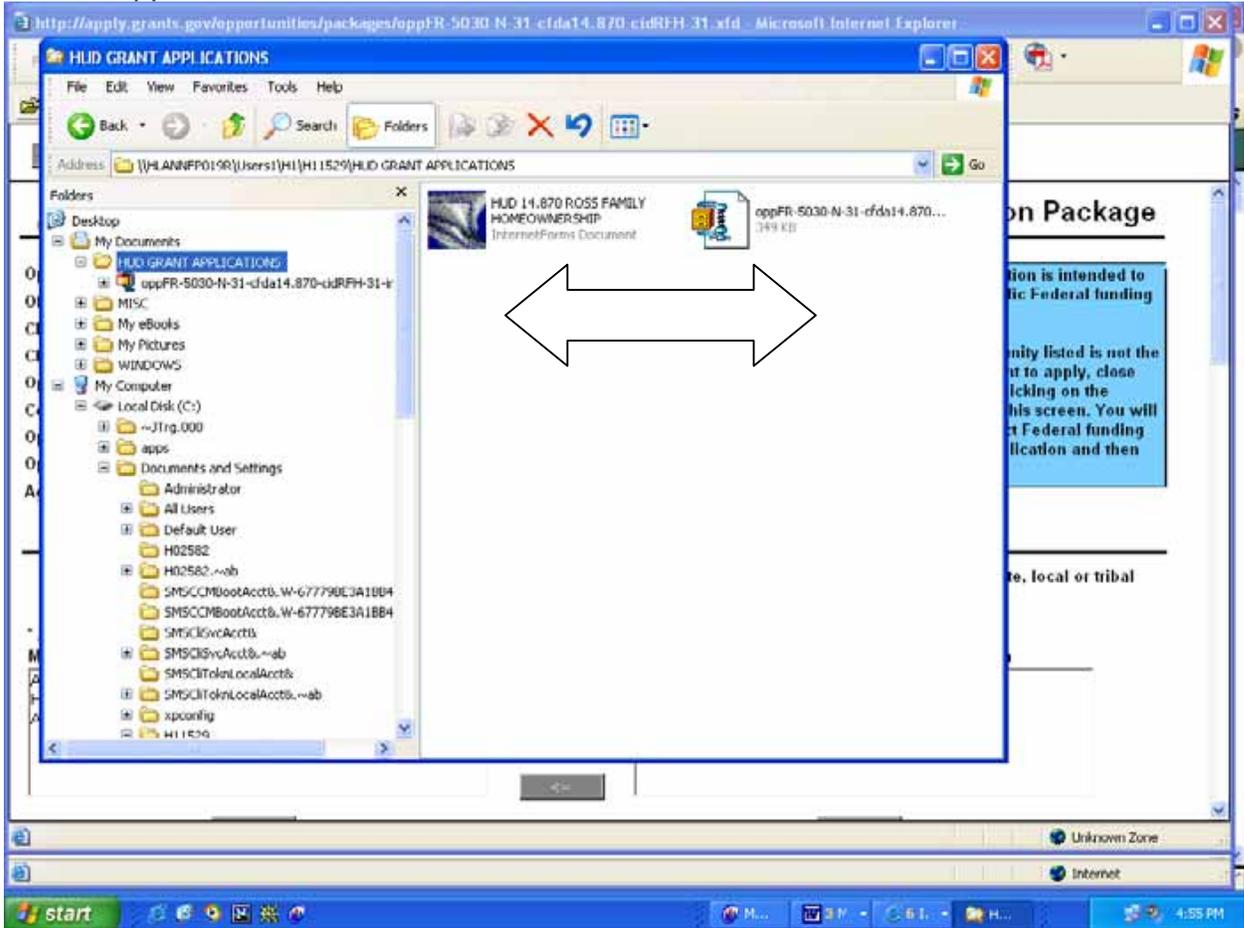
- a. To download the Application Package from the **Download Opportunity Instructions and Application** page, select **Download Application Package**.



- b. As the application downloads, it will automatically open in the PureEdge Viewer. It is recommended that you **immediately save the application after it opens**. Click on the **Save** button. Give the application a file name and save the application in the location where you saved the Application Instructions. Click **Save**.



c. The application and instructions have been saved in the same location.



Note: You can save, close, and return to the application package and instructions at any time; however, you will need to remember where you saved them.

A5. How To Install The PureEdge Viewer

To view application packages you will need to download and install the PureEdge Viewer, which is free and available at:

http://www.grants.gov/PEViewer/ICSViewer602_grants.exe. Depending on the size of the application and instructions, it may take several minutes to download. This small program will allow you to access, complete, and submit applications electronically and securely. Download the application package and save it to your hard drive. Then, double click the saved file to launch it and start filling in the application package forms.

For the 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

Download and Installation Tips:

- You will be prompted to save a file to your computer; save it. It will download to your computer. Then locate the saved file and open it to install the program by following the directions on the installation screens.

Note: After completing the installation screens, you may be asked to restart your computer to complete the installation. When you restart your computer, you will be ready to proceed to the next "Get Started" step.

- If you have a problem installing PureEdge Viewer, it may be because you do not have security permission to install a new program on your computer. Many organizations have rules about installing new programs. If you have a problem contact your system administrator.

If you do not have a Windows operating system, you will need to use a Windows Emulation program. Contact Grants.gov for more information.

Non-Windows Users: For additional information, please see [Chapter 7 – PureEdge Support for Non-Windows Users](#).

B. Apply Step 2: How To Complete The Selected Grant Application Package

Once you download the Application Instructions and Application Package you can complete them offline. Everything you need to complete an application is included in the application package and instructions.

Note: It is important that you read the Notice of Funding Availability (NOFA) General Section and Program Section carefully and completely for specific instructions on completing your NOFA grant application.

If you are applying to multiple programs, or submitting more than one application for a program, a separate application must be downloaded from Grants.gov and completed for each application submission.

B1. NOFA General Section

The General Section is applicable to all NOFAs among HUD's SuperNOFA competitions and contains common information on instructions, forms, and information resources. In the General Section you will find:

- Statutory requirements and background information applicable for all NOFAs under the HUD SuperNOFA process.
- Resources for technical assistance information.
- Detailed instructions for the electronic application submission process, including information on required forms, use of a DUNS number, registration requirements, and application submission requirements.
- Instructions for submitting a request for a waiver from electronic application submission requirements.
- Award Administration information, which describes the award process.
- Paper copies of standard HUD forms and instructions, which are provided as exhibits of HUD forms to be submitted with the electronic application as attachments.

To access the HUD's General Section go to:

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

B2. NOFA Program Section

The Program Section of your NOFA applies to the specific NOFA application of interest to you. **In the Program Section you will find:**

- Information on availability of award funds.
- Performance period and terms of award.
- Eligibility requirements of the specific NOFA.
- Application submission requirements pertinent to the specific NOFA including a checklist of specific forms required to be submitted in the application as attachments.
- Submission dates and times.
- Rating factors for award.

Each program NOFA also includes a checklist. You should review the checklist in the program section to ensure that your application contains all the required materials.

Each program NOFA will identify all the required forms for submission. HUD's standard forms are identified below:

- Application for Federal Assistance (SF-424)
- Faith Based EEO Survey (SF-424 Supplement)
- HUD Detailed Budget (HUD-424-CB)
- Grant Application Detailed Budget Worksheet (HUD-424-CBW)
- Disclosure of Lobbying Activities (SF-LLL), if applicable
- HUD Applicant Recipient Disclosure Report (HUD-2880)
- Certification of Consistency with RC/EZ/EC-II Strategic Plan (HUD-2990), if applicable
- Certification of Consistency with the Consolidated Plan (HUD-2991), if applicable
- Acknowledgment of Application Receipt (HUD-2993)
- You Are Our Client Grant Applicant Survey (HUD 2994-A) (Optional)
- Program Outcome Logic Model (HUD-96010)
- HUD Race Ethnic Form (HUD-27061), if applicable
- HUD Communities Initiative (HUD-27300), if applicable
- HUD Facsimile Transmittal (HUD-96011)

All HUD “program specific” forms **which are not available** in the application download **will be available in the INSTRUCTIONS Download** as Microsoft Word .doc (version 9 or earlier), Microsoft Excel 2000.xls, or in Portable Document Format (PDF) that is compatible with Adobe™.

Although the pdf forms are form-fillable, they are not savable; thus, applicants may use the HUD-96011 Facsimile Transmittal Form and fax those forms to HUD. To access the HUD's Program NOFAs go to: <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

B3. Components Of The Application

The following 17 items explain the main elements of the PureEdge grant application package. Also, the arrows on the application ([See Section B4 – Sample Grants.gov Grant Application](#)) correspond to these items.

1. **Instructions** - Instructions for completing the specific application package are listed at the bottom of the screen.
2. **Scroll Bar** - Use the **Scroll Bars** on your computer to move up and down the application package.
3. **PureEdge Forms** - Each Grants.gov application package contains a section that lists all of the PureEdge forms that are a part of the application submission. As noted above, the instructions contain additional information needed to submit a complete application. The NOFA will also identify any additional forms and information that you may need to submit to have a complete application.
4. **Cancel** - The first thing you should do when opening an application package is verify that it is the grant opportunity for which you wish to apply. If not, press the **Cancel** button at the top of the page, go back to Grants.gov, and download the proper application package.
5. **Field-Level Help** - Field-level help is available to you at any time. Click the toggle switch at the top of the page with the arrow and question mark to turn it on. Place your mouse over the field that you need an explanation. To turn off field-level help, click on the toggle switch again.
6. **Spell Check** - Spell check is also available with each PureEdge form.
7. **Save** - You can save your application at any time by clicking the **Save** button at the top of the screen.

Note: *If you choose to save your grant application before you have fully completed it, you will receive an error message. This message is used to warn the applicant that the grant application package is not yet completed. Click “Yes” to the File Overwrite message. You will be able to save your grant application package and complete it at a later time.*

Note: *It is highly recommended that you create a folder on your hard drive for your grant applications. Jot down the name of the folder or location where you saved your application so you can find it at a later date.*

8. **Submit** - The **Submit** button becomes active after all mandatory elements and mandatory fields of the PureEdge forms in the grant application package have been completed. If you are attaching files make sure that the documents attached are the final versions you want to submit with your application. All completed forms including the **Attachment Form** must be moved to the completed portion of the application. Some examples of data that will be validated are the format of email addresses, the format of dates, and the required fields in the forms that have been moved over to the **Mandatory Completed Documents for Submission** box.
9. **Print** - Pressing the **Print** button prints all forms in the application package.
10. **Pre-Filled Information** - All information on the top portion of the application package will already be filled in by the system.
11. **Application Filing Name** - Assign a unique name for each application package, which will help both you and Grants.gov identify your application. This can be any name you choose. HUD recommends that you use a combination of your organization name and the project name for easy tracking.
12. **Documents/Forms** - Documents in the Grants.gov application package are labeled as two groups: **Mandatory and Optional**. HUD has placed forms required for all applicants for a program in the Mandatory Documents category. However, the **Optional Documents** may be mandatory submissions for some applicants dependent upon the applicable rules in the program NOFA. For example, if you use or intend to use Federal funds for lobbying activities, you must complete the SF-LLL (it is mandatory) even though it is in the **Optional Documents** box. However, if you do not intend to lobby or you are a federally recognized Indian tribe, you would not have to complete the document. Be sure to read the NOFA to find out which documents are mandatory and which are optional under the program for which you are applying.

Note: Once forms are completed and moved to the Completed Document for Submission boxes, you can click on the Check Package for Errors button to see if all the mandatory fields in the Mandatory and Optional Documents are completed. The mandatory fields will be highlighted in yellow.

When completing a document not applicable to you, enter NA in all mandatory text fields and 000 in all mandatory numeric fields.

13. **Open Form** - To open any form, click it, and then click the **Open Form** button. Note: It is recommended that you complete the Standard Form (SF-424) first. [See B.7 How To Complete the Standard Form – 424](#). Once the SF-424 is completed, the information will transfer to the other forms. When you are finished entering data in any form, click the **Close Form** button. Your work will be temporarily saved.

Note: In order to save your complete application package, you must click the Save button on the application cover page.

14. **Move Form** - To denote that a form is complete, click on it, and then click the right-pointing arrow to move it over to the right.
15. **Move Mandatory Forms** - Once completed, all forms in the **Mandatory Documents** box must be moved to the **Mandatory Completed Documents for Submission** box to submit your application. Complete all forms in the **Optional Documents** box that are required as part of your submission and place in the **Optional Completed Documents for Submission** box. See [B.5 How To Complete Mandatory Fields In The Application Package](#).
16. **Check Package for Errors** - If the **Submit** button does not become active after all mandatory elements (highlighted in yellow) in the **Mandatory Documents** have been completed, click on the **Check Package for Errors** button to identify the number of errors and where they are located in the application.
17. **Attachments** - This is where you can attach other documents that pertain to the application (i.e., Rating Factors, Narrative Statements, Scanned Documents, Documents Contained in the Instructions Download). [See B.11 How To Use The Attachments Forms](#).

You can attach 15 documents to the **Attachments Form** in the **Mandatory Documents** box and you can attach any number of documents to the **Other Attachments Form** in the **Optional Documents** box. If a large number of such attachments need to be submitted, you may compress them into a zip file for submission. [See also Chapter 9, Zip \(Compressed\) File Assistance](#). Once you have completed the documents, save and attach them to the **Attachments Form** and move them to the **Mandatory** or **Optional Completed Documents** for Submission box. Click **Save** after you move each document.

B4. Sample Grants.gov Grant Application Package

Grant Application Package

The screenshot shows the Grants.gov Grant Application Package interface. It includes a header with the Grants.gov logo and a title "Grant Application Package". Below the header is a form for opportunity details, including fields for Opportunity Title, Offering Agency, CFDA Number, CFDA Description, Opportunity Number, Competition ID, Opportunity Open Date, Opportunity Close Date, and Agency Contact. To the right of the form is a text box with instructions. Below the form is a section for "Mandatory Documents" and "Optional Documents", each with a list of documents and buttons to "Open Form" or "Move Form to Submission List". At the bottom is an "Instructions" section with three numbered steps. Numbered callouts (1-17) point to various elements: 1 points to the Instructions section; 2 points to the right side of the page; 3 points to the bottom right corner; 4 points to the "Check Package for Errors" button; 5 points to the "Save" button; 6 points to the "Submit" button; 7 points to the "Save" button; 8 points to the "Submit" button; 9 points to the "Save" button; 10 points to the Opportunity Title field; 11 points to the "Application Filing Name" field; 12 points to the "Mandatory Documents" list; 13 points to the "Open Form" button; 14 points to the "Move Form to Submission List" button; 15 points to the "Mandatory Completed Documents for Submission" box; 16 points to the "Check Package for Errors" button; 17 points to the "Optional Documents" list.

B5. How To Complete Mandatory Fields In The Application Package

Example 1

- Scroll down the application page to the yellow highlighted area. The yellow highlighted areas are **Mandatory Fields** that must be completed before you can submit your application. Applicants must input information into these fields.

The screenshot shows the 'Grant Application Package' page in a Microsoft Internet Explorer browser. The page title is 'GRANTS.GOV Grant Application Package'. The main content area contains a form with the following fields:

- Opportunity Title: Lead Based Paint Hazard
- Offering Agency: US Department of Housing and Urban Development
- CFDA Number: 14.500
- CFDA Description: Lead-Based Paint Hazard Control in Privately-Owned Hou
- Opportunity Number: FR-4444.T-06
- Competition ID: LBPH-06
- Opportunity Open Date: 01/19/2006
- Opportunity Close Date: 01/01/2008
- Agency Contact: HUD Test User
For Web Services Testing
E-mail: Kevin.Dalafield@appshub.com

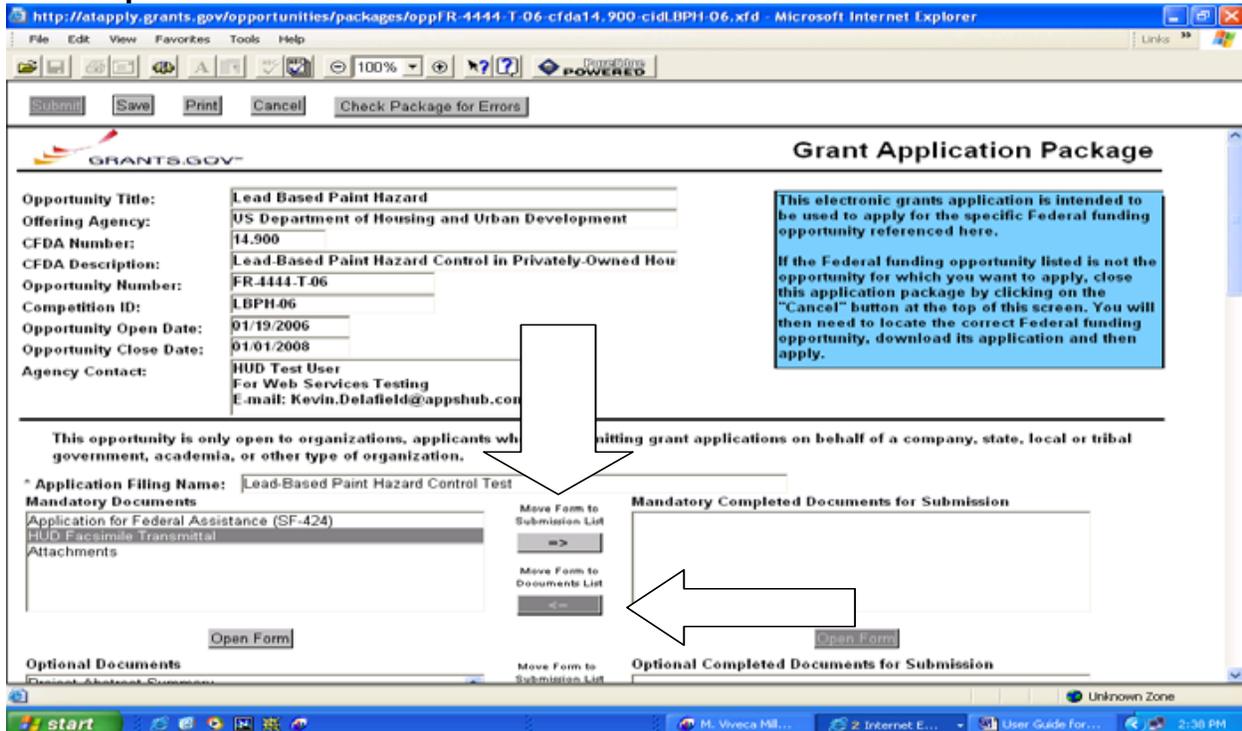
Below the form, there is a section for 'Application Filing Name' and 'Mandatory Documents'. The 'Application Filing Name' field is highlighted in yellow and contains the text 'Application for Federal Assistance (SF-424)'. A white arrow points to this field. The 'Mandatory Documents' section includes a list of documents and buttons for 'Move Form to Submission List' and 'Move Form to Documents List'.

- Once you add data into the **Mandatory Fields** the yellow highlight will disappear. In this example, "**Lead-Based Paint Hazard Control Test**" was entered as the Application Filing Name. Notice that the yellow highlight is no longer visible. Make sure that all **Mandatory Fields** are completed.

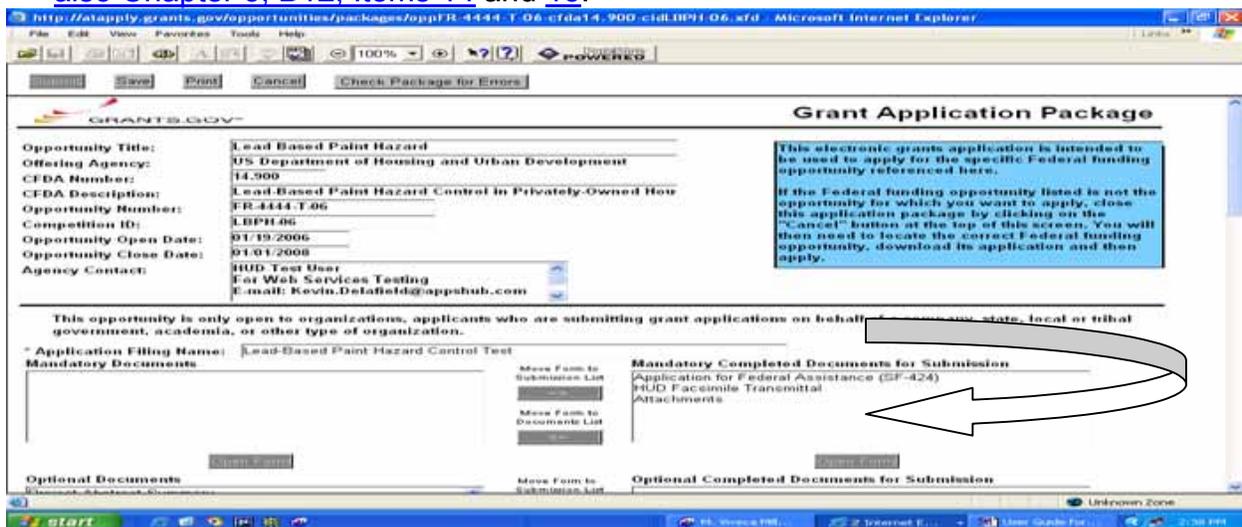
The screenshot shows the same 'Grant Application Package' page as the previous one, but with the 'Application Filing Name' field now containing the text 'Lead-Based Paint Hazard Control Test'. The yellow highlight has disappeared. A white arrow points to this field. The 'Mandatory Documents' section is now empty, and the 'Optional Documents' section is visible at the bottom. The 'Open Form' button is highlighted in yellow.

Example 2

- Use the **Move Forms to Submission List** and **Move Forms to Documents List** buttons to move the **Mandatory Documents** to the **Mandatory Completed Documents for Submission** and the **Optional Documents** to the **Optional Completed Documents for Submission** sections.



- In this screenshot the three forms in the **Mandatory Documents** section have been moved to the **Mandatory Completed Documents for Submission** section. [See also Chapter 3, B12, Items 14 and 15.](#)



U.S. Department of Housing and Urban Development

Chapter 3 – Applying For A Grant

B. Apply Step 2: How To Complete The Selected Grant Application Package

B5. How To Complete Mandatory Fields In The Application Package

B6. How To Complete Documents/Forms In The Application Package

There are two types of forms in the grant application package that you downloaded from Grants.gov – **Mandatory and Optional Forms**. The NOFA will indicate which forms are **Mandatory and Optional**. In each of the forms, you will find mandatory data fields with a yellow background. [See also Chapter 3, Section B3. Components of the Application, Item 12.](#)

Note: Even though your specific NOFA may not require you to fill out a form in its entirety, you must still fill out the mandatory fields in each of these forms.

B7. How To Complete The Standard Form - 424

Among the Mandatory forms in the grant application package, **you should complete the SF-424 form first.** By doing this, common data (such as applicant name and address and the DUNS number, etc.) will be completed in other PureEdge electronic forms in the application package.

Be sure to enter the same DUNS number you used in the registration process on the SF-424 under Organizational DUNS.

Note: As an AOR, the authenticated electronic signature you received as part of the Credential Provider process will serve as the official signature on the SF-424 cover page, and will be authenticated when you submit your application electronically.

The screenshot shows a web browser window displaying the SF-424 application form. The browser address bar shows the URL: <http://atapply.grants.gov/opportunities/packages/appFR-4444-T-D6-cfda14.900-cidLBPB-D6.xfd>. The form is titled "Application for Federal Assistance SF-424" and is labeled "Version 02".

The form contains several sections:

- * 1. Type of Submission:** Radio buttons for Preapplication, Application, and Changed/Corrected Application.
- * 2. Type of Application:** Radio buttons for New, Continuation, and Revision. A dropdown menu is next to "New" and a text field is next to "Other (Specify)".
- * 3. Date Received:** A text field with the value "Completed by Grants.gov upon submission."
- 4. Applicant Identifier:** A text field.
- 5a. Federal Entity Identifier:** A text field.
- * 5b. Federal Award Identifier:** A text field.
- State Use Only:**
 - 6. Date Received by State:** A text field with the value " / /".
 - 7. State Application Identifier:** A text field.
- 8. APPLICANT INFORMATION:**
 - * a. Legal Name:** A text field highlighted in yellow.
 - * b. Employer/Taxpayer Identification Number (EIN/TIN):** A text field highlighted in yellow.
 - * c. Organizational DUNS:** A text field highlighted in yellow.
 - d. Address:**
 - * Street1:** A text field highlighted in yellow.
 - Street2:** A text field.

B8. How To Submit Narrative Statements

File Format for Narrative Statements

If you are required to submit narrative statements as part of your application, you must submit them as an electronic file in **Microsoft Word (version 9 or earlier) Microsoft Excel 2000, or in Portable Document Format (PDF) that is compatible with Adobe Reader version 6.0 or earlier.**

Note: If HUD receives a file in a format other than those specified, HUD will not be able to read the file, and it will not be reviewed.

Graphic Images and Photos in the Narrative Statement

Documents that applicants possess in electronic format, e.g., narratives they have written, or graphic images (such as Computer Aided Design (CAD)) files from an architect), must be saved in PDF format compatible with Adobe™ Reader version 6.0 or an earlier version and attached using the “Attachments” form included in the application package downloaded from Grants.gov. In addition, some NOFAs may request photos. If this is the case, then the photos should be saved in .jpg or jpeg format and attached using the attachments form.

Responding to Rating Factor in the Narrative Statement

Each response to a Rating Factor that requires a narrative statement should be submitted as a separate file labeled with the appropriate Rating Factor name.

Attaching Additional Files to the Narrative Statement

Additional files or documents needed for the application package should be attached using the [Attachments Form](#) or [Other Attachments Form](#) included in the application package.

Reducing File Sizes in the Narrative Statement

To reduce the size of each attachment, all or several files can be compressed using a zip utility. [See also Chapter 8 – Converting Documents to Portable Documents Format \(PDF\).](#) In addition see [Chapter 9, Zip \(Compressed\) File Assistance.](#)

HUD’s standard zip utility is WinZip10 or below. Files compressed with the WinZip utility must use either the 'Normal' option or 'Maximum (portable)' option within the WinZip utility to ensure that HUD is able to decompress the file. Files received utilizing compression options other than 'Normal' or 'Maximum (portable)' will be ignored.

Note: HUD cannot open files compressed using a utility other than WinZip10 or below. If HUD receives files compressed using another utility, it cannot open the files and therefore, they will not be read.

B9. How To Submit Third Party Letters, Certifications Requiring Signatures, And Other Documentation

Applicants required to submit documentation from organizations providing matching or leveraging funds, documentation of 501(c)(3) status or incorporation papers, documents that support the need for the program, Memorandum of Understanding (MOUs), or documentation that supports your organization's claim regarding work that has been done to remove regulatory barriers to affordable housing have the following two options:

How To Scan Documents To Create Electronic Files

Third-party documentation can be scanned and saved as separate electronic files. If your computer has the capacity to upload scanned documents, submit your documents with the application by using the Attachment Form in the Mandatory or Optional Forms section of the application. If your computer does not have the memory to upload scanned documents, you should use the facsimile solution described below.

Electronic files must be labeled so that the recipient at HUD will know what the file contains. Program NOFAs will indicate any naming conventions that applicants must use when submitting files using the attachment form.

Matching or leveraging letters can be scanned into a single folder, or the applicant can create a separate file for each scanned letter and label it accordingly. All scanned files should be placed together in a zipped folder and then attached to the application package for electronic submission. [See also Chapter 9, Zip \(Compressed\) File Assistance.](#)

Applicants should be aware that scanning documents increases the size of files. Therefore to avoid upload issues due to the size of the files being transmitted to Grants.gov via your internet service provider, **HUD recommends that if a document can be transmitted as an attached Microsoft Word, Microsoft Excel or PDF file, or sent by facsimile, those methods should be used rather than submission of scanned documents.**

Note: Attached documents will only be accepted if saved as PDF, Microsoft Word 2000, and Excel 2000 files.

How To Fax Required Documentation

Applicants may submit required documentation to HUD via facsimile (fax). The fax method may only be used to submit attachments that are part of your electronic application. HUD will not accept entire applications via fax.

Applicants must use form **HUD 96011, Facsimile Transmittal**, as the cover page of the fax. The form HUD 96011, Facsimile Transmittal, is an electronic form and is found in

the **Mandatory Documents** box of the PureEdge Grant Application Package. [See B.10 Sample HUD Form 96011, Facsimile Transmittal](#). HUD reads this cover page with an optical character reader and if a different cover page is used for the fax transmission, HUD cannot associate your fax to the submitted electronic application and it will not be available for review and evaluation purposes.

When Should the Fax Method be Used?

You should only use the fax method to submit required documents when they cannot be attached to the electronic application package as a pdf, doc, xls, jpeg, or jpg, or the size of the submission is too large to upload from the applicant's computer.

Tips for Using the Fax Method

Applicants using the fax method should remember the following points:

Your facsimile machine should provide you with a record of whether your transmission was received by HUD. Save this record as proof of your transmission.

Complete Form SF-424 First

After downloading your application, complete form SF-424 first, save the forms to your hard drive, and use the saved forms to create your application. Completing form SF-424 first will result in all applicant information data fields being populated in the Facsimile Transmission Form HUD 96011. Be sure to complete all required data fields on the Facsimile Transmittal Form HUD 96011.

How to Use the Facsimile Transmission Form

Print out the Facsimile Transmission Form for submission of attachments by fax. For each attachment faxed to HUD, you should attach the Facsimile Transmission Form HUD 96011 associated with the application.

Fax Contains Unique Imbedded ID Number

Each application package downloaded from Grants.gov contains a unique embedded ID number. Therefore, applicants using the Facsimile Transmission Form HUD 96011 should make sure that the same form is used for every faxed attachment supporting a particular application. [See Chapter 3, Section B10. Sample Facsimile Transmittal](#).

HUD Fax Number

Faxed attachments can be faxed to (800) HUD-1010.

Third Party Use of the Fax Form

If you have to provide a copy of the form HUD-96011 to another party that will be responsible for faxing an item as part of your application, make a copy of the facsimile transmittal cover page from your downloaded application and provide that copy to the third party for use with the fax transmission. Please instruct third parties to use the form HUD-96011 that you have provided as a **cover page** when they submit information

supporting your application using the facsimile method, because it **contains the embedded ID number that is unique to your application submission.**

Check Accuracy of Fax Transmission

Be sure to check the record of your transmission issued by the fax machine to ensure that your fax submission was completed “OK.” For large or long documents, HUD suggests that you divide the document into smaller sections for faxing purposes. Each time you fax a document that you have divided into smaller sections, you should indicate on the cover sheet the section number of the total number of sections you submitted, (e.g., “Part 1 of 4 parts” or “pages 1-10 of 20 pages”).

Preview Your Fax Transmission

HUD recommends that you “**preview**” how your fax will be transmitted by using the copy feature on your facsimile machine and make a copy of the first two or three pages. If the fax cuts off or is unclear, you will see what HUD receives as a fax. If the fax is not clear or cuts off at the bottom, of the page, applicants should use a different facsimile machine or have the machine adjusted. **All faxed materials must be received no later than 11:59:59 p.m. eastern time on the application deadline date.**

Note: Applications submitted entirely via fax will be disqualified. Failure to use the form HUD-96011 as the cover page will create a problem in electronically matching your faxes to the application. If HUD is unable to match the faxes electronically due to an applicant’s failure to follow these directions, HUD will not hand-match faxes to applications and will not consider the faxed information in rating the application.

What To Do If You Are Not Faxing Any Documents

The Facsimile Transmittal form is a Mandatory Form and, therefore; you must open it and enter some information in each of the highlighted fields. 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 indicate in the section of the form titled “**How many pages (including cover) are being faxed?**” enter the number “0”.

B10. Sample HUD Form 96011, Facsimile Transmittal

The Facsimile Transmittal number is an embedded number unique to each application.

The image displays two screenshots of the HUD Form 96011 Facsimile Transmittal form, accessed via a Microsoft Internet Explorer browser. The browser's address bar shows the URL: <http://atapply.grants.gov/opportunities/packages/oppFR-4444-T-06-cfda14-900-cidLBP11-06.xfd>.

Top Screenshot: This view shows the top portion of the form. At the top right, there are buttons for "Close Form", "Print Page", and "About". Below these is a "Save Form to Print" button. The form title is "Facsimile Transmittal" and the agency is "U. S. Department of Housing and Urban Development". The OMB Approval No. is 2525-0118 and the exp. Date is (04/30/2005). The Facsimile Transmittal number is "1142374020 - 8172", with a white arrow pointing to it. Below this is a field for "Name of Document Transmitting:" which is redacted with a yellow box. The form is divided into sections: "1. Applicant Information:" (with fields for Legal Name, Address, Street1, Street2, City, County, State, Zip Code, and Country) and "2. Catalog of Federal Domestic Assistance Number:" (with fields for Organizational DUNS, CFDA No., and Title).

Bottom Screenshot: This view shows the bottom portion of the form. It includes a "Program Component:" field. Section "3. Facsimile Contact Information:" includes fields for Department and Division. Section "4. Name and telephone number of person to be contacted on matters involving this facsimile." includes fields for Prefix, First Name, Middle Name, Last Name, Suffix, Phone Number, and Fax Number. Section "5. Email:" has a redacted field. Section "6. What is your Transmittal? (Check one box per fax)" includes radio buttons for "a. Certification", "b. Document", "c. Match/Leverage Letter", and "d. Other". Section "7. How many pages (including cover) are being faxed?" has a redacted field. At the bottom right, it says "Form HUD-96011 (10/12/2004)".

B11. How To Use The Attachments Forms

Attachments Form

The first attachments form is the **Attachments Form**, which is a **Mandatory Form** in all of HUD's grant applications. Use this form to attach files needed for the grant application.

Note: HUD will only accept attached files that are in Microsoft Word (version 9 or earlier), Microsoft Excel 2000 or PDF files. Software other than the above will not be accepted.

Creating Attachments

When creating attachments to your application please follow these rules:

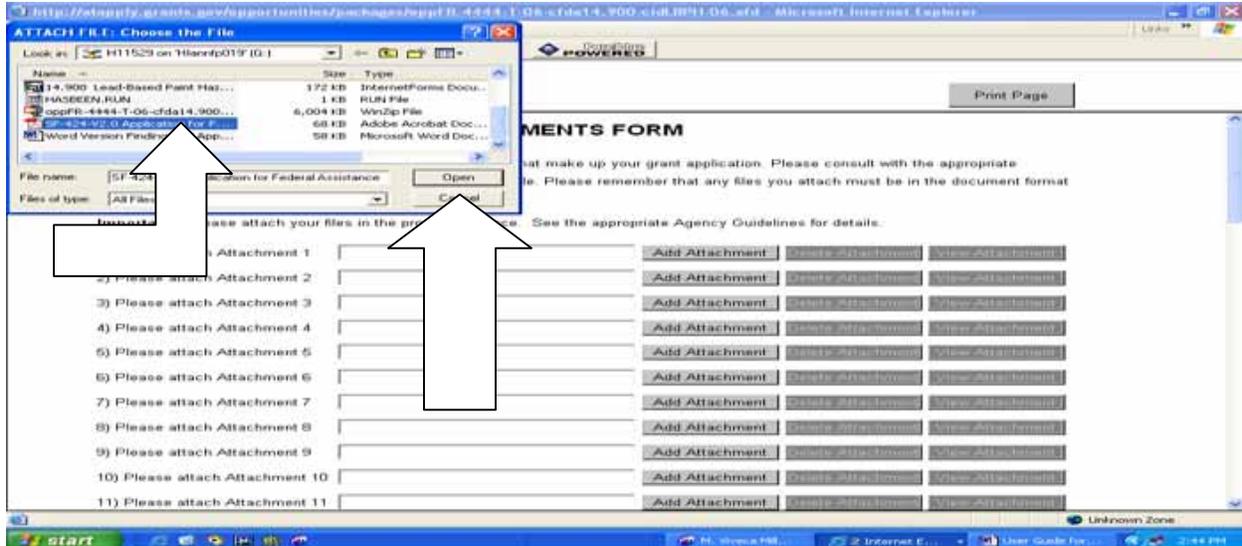
- **DO NOT** attach a copy of the electronic application with your attachments as an attachments file. HUD cannot open these files when they are attached as attachments.
- Check the attachment file and make sure it has a file extension of .doc, .pdf, .xls, jpg or jpeg.
- **Make sure** that file extensions are not in upper case. File extension must be lower case for the file to be opened.
- **DO NOT** use special characters (example: #, %, /, etc) in a file name.
- **DO NOT** include spaces in the file name.
- Keep file names not more than 50 characters.

Adding Attachment Forms

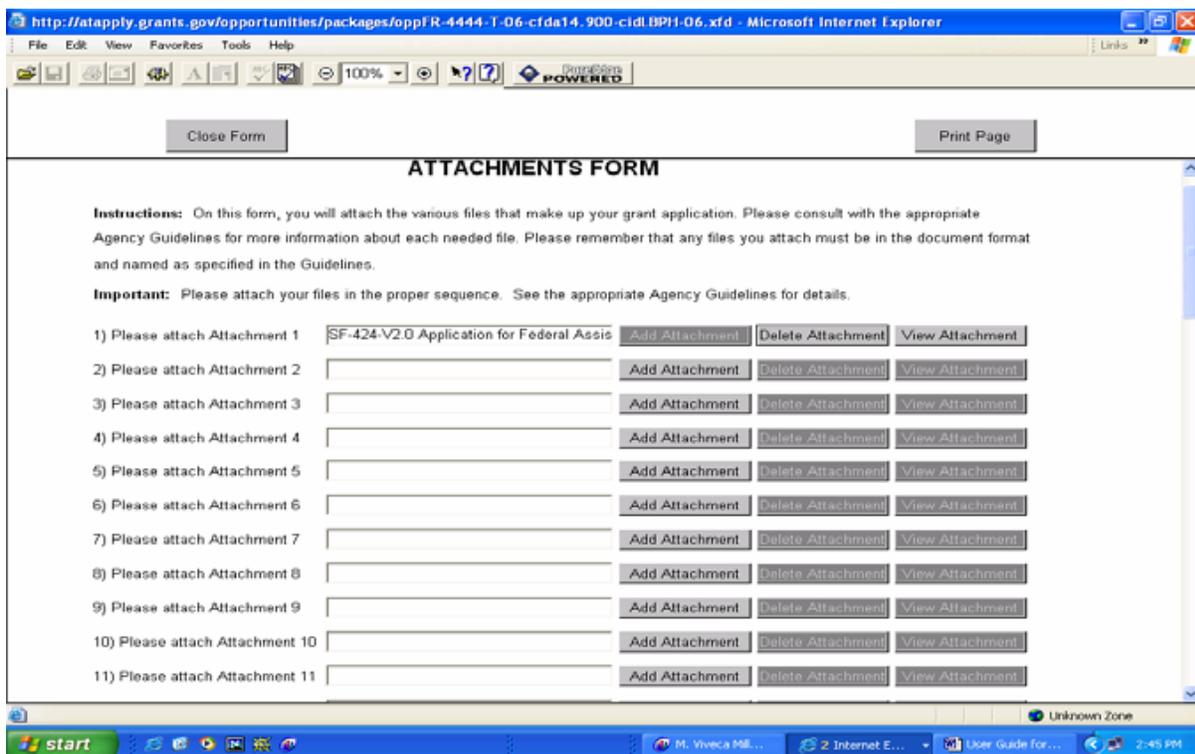
- To add a form click on **Add Attachment**.

The screenshot shows a web browser window displaying the 'ATTACHMENTS FORM'. The browser address bar shows 'http://atapply.grants.gov/opportunities/packages/appFR-4444-T-06-crda14-900-cidLBP41-06.sfd'. The form has a 'Close Form' button on the top left and a 'Print Page' button on the top right. Below the title 'ATTACHMENTS FORM', there are instructions and an important note. The main part of the form is a table with 11 rows, each representing an attachment slot. Each row contains a text input field, an 'Add Attachment' button, and two buttons labeled 'Cancel Attachment' and 'View Attachment'. A white arrow points to the 'Add Attachment' button in the 4th row.

- This will take you to your computer's directory. Locate the file that you want to attach and highlight it, click on **OPEN**.



- The file that you selected will now appear on the form. A total of 15 documents can be attached to this form. [See also Chapter 3, Section B3. Components of the Application, Item 17.](#)



Other Attachments Form

The second attachments form is the **Other Attachments Form**, which is located in the **Optional Documents** section of the application.

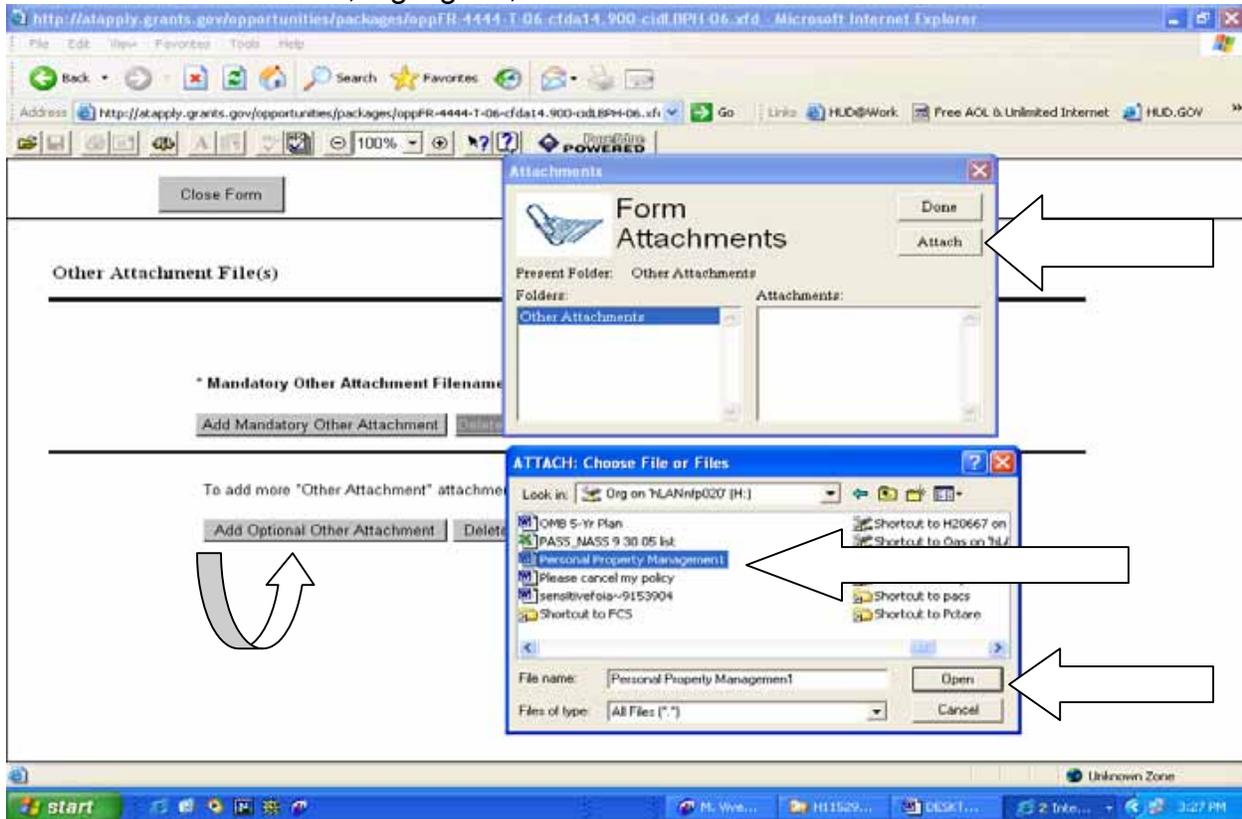
The screenshot shows a web browser window displaying the HUD application form. The form includes fields for 'Opportunity Open Date' (01/19/2006), 'Opportunity Close Date' (01/01/2008), and 'Agency Contact' (HUD Test User). A blue callout box states: 'You need to locate the correct Federal funding opportunity, download its application and then apply.' Below this, a yellow highlight is placed over the 'Application Filing Name' field. In the 'Optional Documents' section, the 'Other Attachments Form' is highlighted with a white arrow pointing to it. Other options in this section include 'Project Abstract Summary', 'HUD Lead Factor 3', and 'HUD Comment Suggestions Form'. To the right, there are sections for 'Mandatory Completed Documents for Submission' and 'Optional Completed Documents for Submission', each with a 'Done' button and 'Move Form to Submission List'/'Move Form to Documents List' buttons.

You can attach any number of attachments to the **Other Attachments Form**.

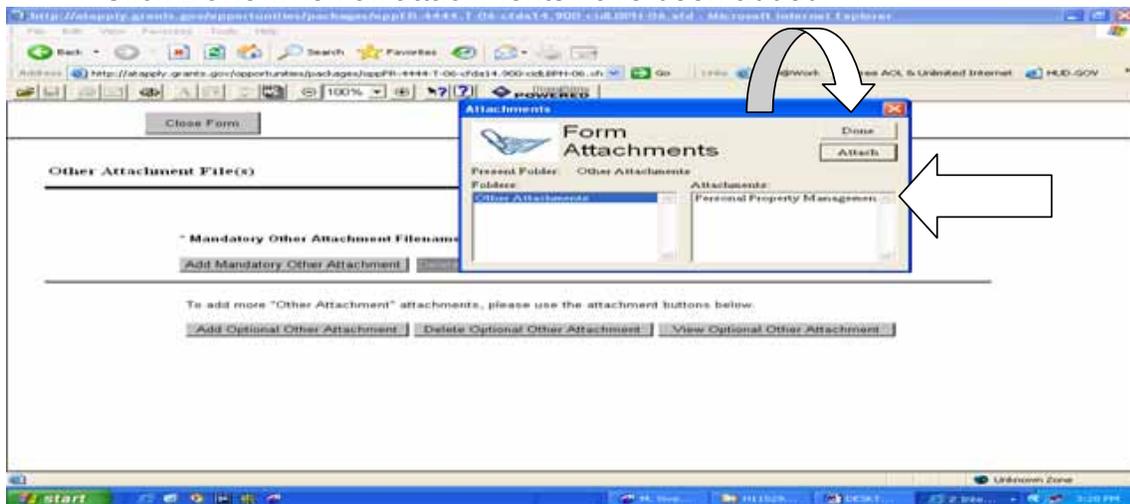
The screenshot shows the 'Other Attachment File(s)' form. It features a 'Close Form' button at the top. Below is a section for 'Other Attachment File(s)' with a horizontal line. A field for '* Mandatory Other Attachment Filename:' is present, followed by buttons for 'Add Mandatory Other Attachment', 'Delete Mandatory Other Attachment', and 'View Mandatory Other Attachment'. Below this, a message reads: 'To add more "Other Attachment" attachments, please use the attachment buttons below.' A white arrow points to the 'Add Optional Other Attachment' button, which is also accompanied by 'Delete Optional Other Attachment' and 'View Optional Other Attachment' buttons.

- If a large number of such attachments need to be submitted, you may compress them into a zip file for submission. [See also Chapter 9, Zip \(Compressed\) File Assistance.](#) To add attachments to this form, click on the **Add Optional Other Attachment** box.

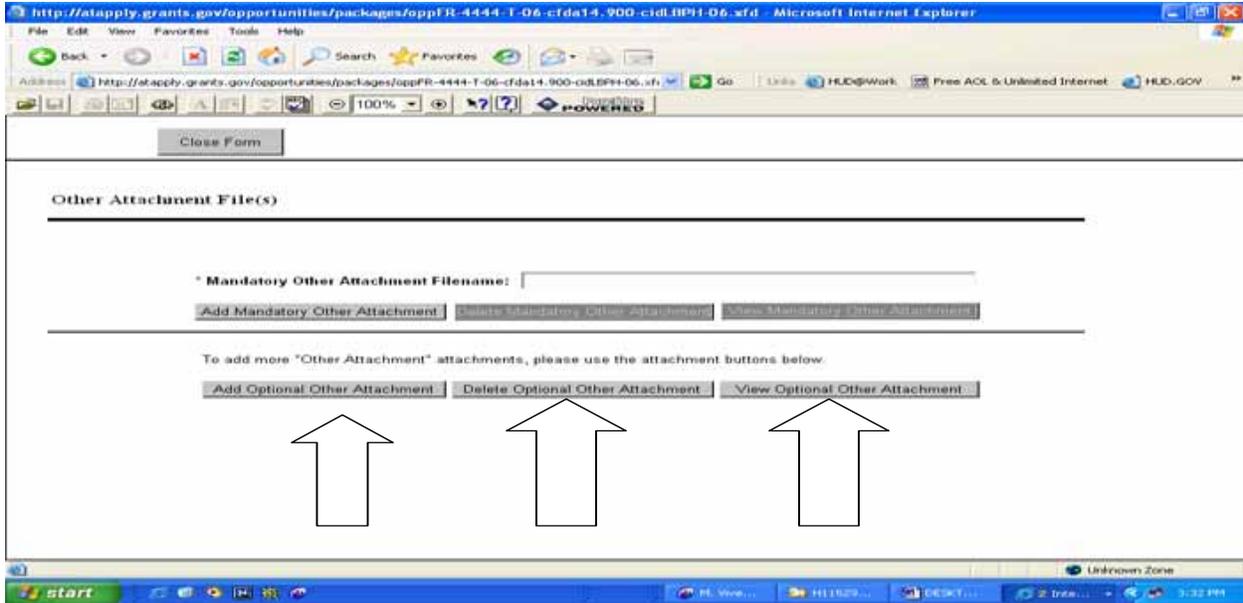
- This will take you to the **Form Attachments** dialogue box, click on **Attach**.
- On this screen, which is your computer's directory, locate the file that you want to attach, highlight it, and click on **OPEN**.



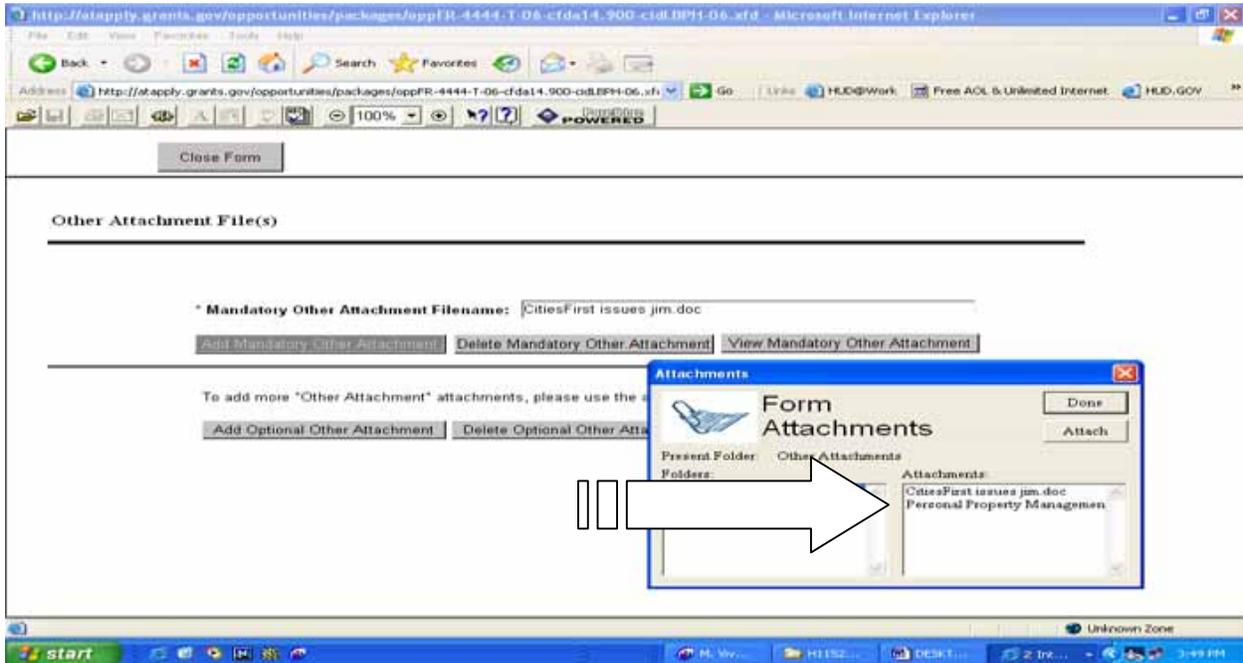
- At this screen, notice the **file that was selected** now appears as an attachment.
- Click **Done** when all attachments have been added.



- Clicking on **Done** will take you back to the **Other Attachment Form** where you can repeat the steps to **add additional forms**, **delete forms** that have already been attached, or **view/open forms that have been attached**.



- To see the forms that you have attached in this section, click on the **Add Optional Other Attachment** box. This will take you to the **Form Attachments** dialogue box where you can see the forms that have been attached.



Deleting An Attachment

Follow the steps below to delete a document that you have uploaded to the Attachments or Other Attachments Form

1. Open the application. Click on either **Attachments** or **Other Attachments Form**. Click the **Open Form** Button.

The screenshot displays the 'Grant Application Package' page on Grants.gov. At the top, there are navigation buttons: Save, Print, Cancel, and Check Package for Errors. The main content area is divided into several sections:

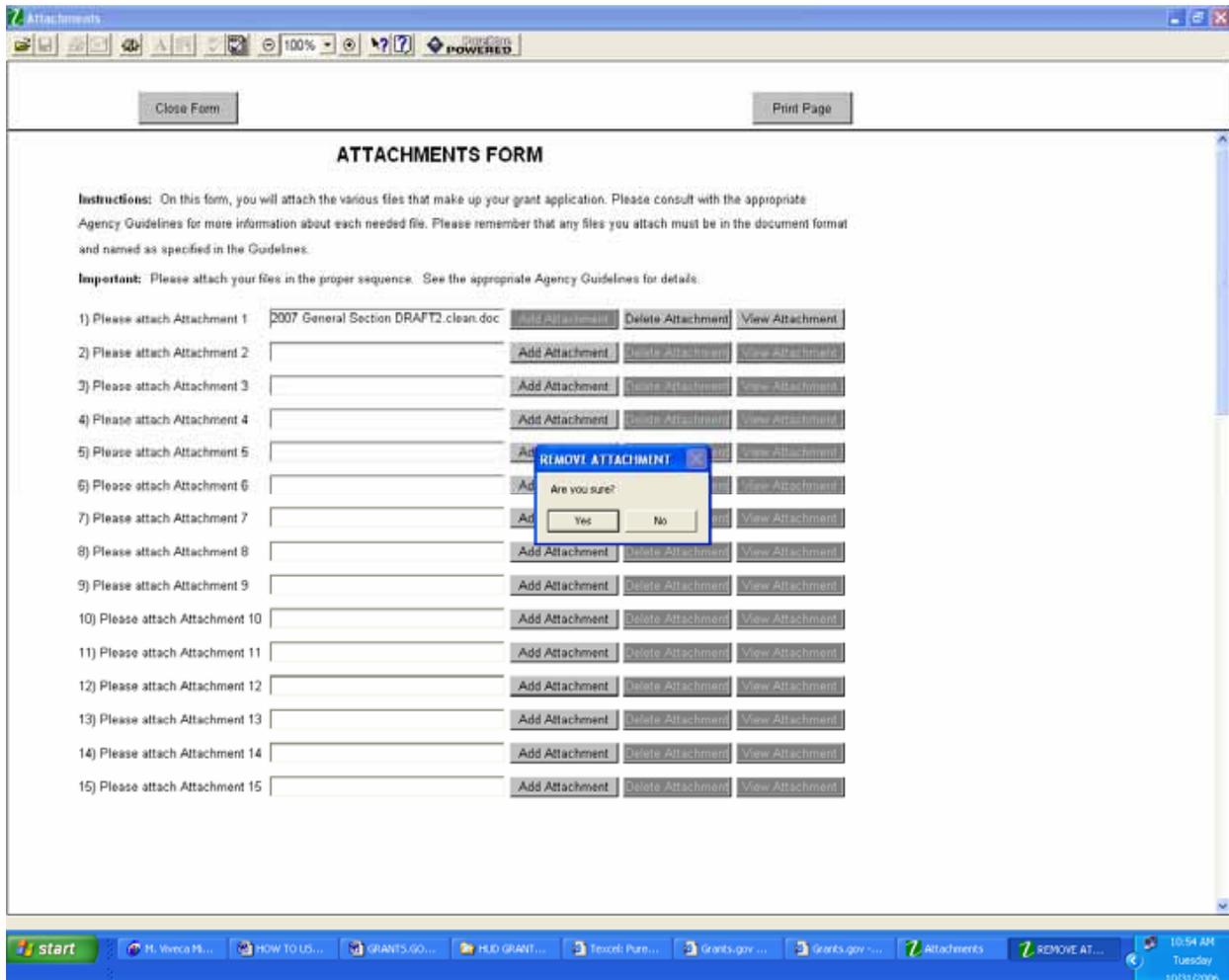
- Opportunity Information:** Includes fields for Opportunity Title (ROSS Family Homeownership), Offering Agency (US Department of Housing and Urban Development), CFDA Number (14.870), CFDA Description (Resident Opportunity and Supportive Services), Opportunity Number (FR 5030 N 31), Competition ID (RFH 31), Opportunity Open Date (03/08/2006), Opportunity Close Date (08/08/2006), and Agency Contact (Dorthera Yorkshire, Program Analyst, E-mail: Dorthera_Yorkshire@hud.gov).
- Instructions:** A blue box on the right contains text: "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."
- Application Filing Name:** A yellow highlighted field with an asterisk.
- Mandatory Documents:** A list containing 'Application for Federal Assistance (SF-424)', 'HUD Facsimile Transmittal', and 'Attachments'. An arrow points to the 'Attachments' link, and another arrow points to the 'Open Form' button below it.
- Optional Documents:** A list containing 'Other Attachments Form', 'HUD Detailed Budget Form', 'HUD Community Initiative Form', 'HUD Applicant-Recipient Disclosure Report', 'Faith Based EEO Survey', and 'Disclosure of Lobbying Activities (SF-LLL)'. An arrow points to the 'Other Attachments Form' link, and another arrow points to the 'Open Form' button below it.
- Completed Documents:** Two columns for 'Mandatory Completed Documents for Submission' and 'Optional Completed Documents for Submission', each with an 'Open Form' button.

At the bottom, there are numbered instructions:

1. Enter a name for the application in the Application Filing Name field.
 - This application can be completed in its entirety online; however, you will need to login to the Grants.gov website during the submission process.
 - 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.

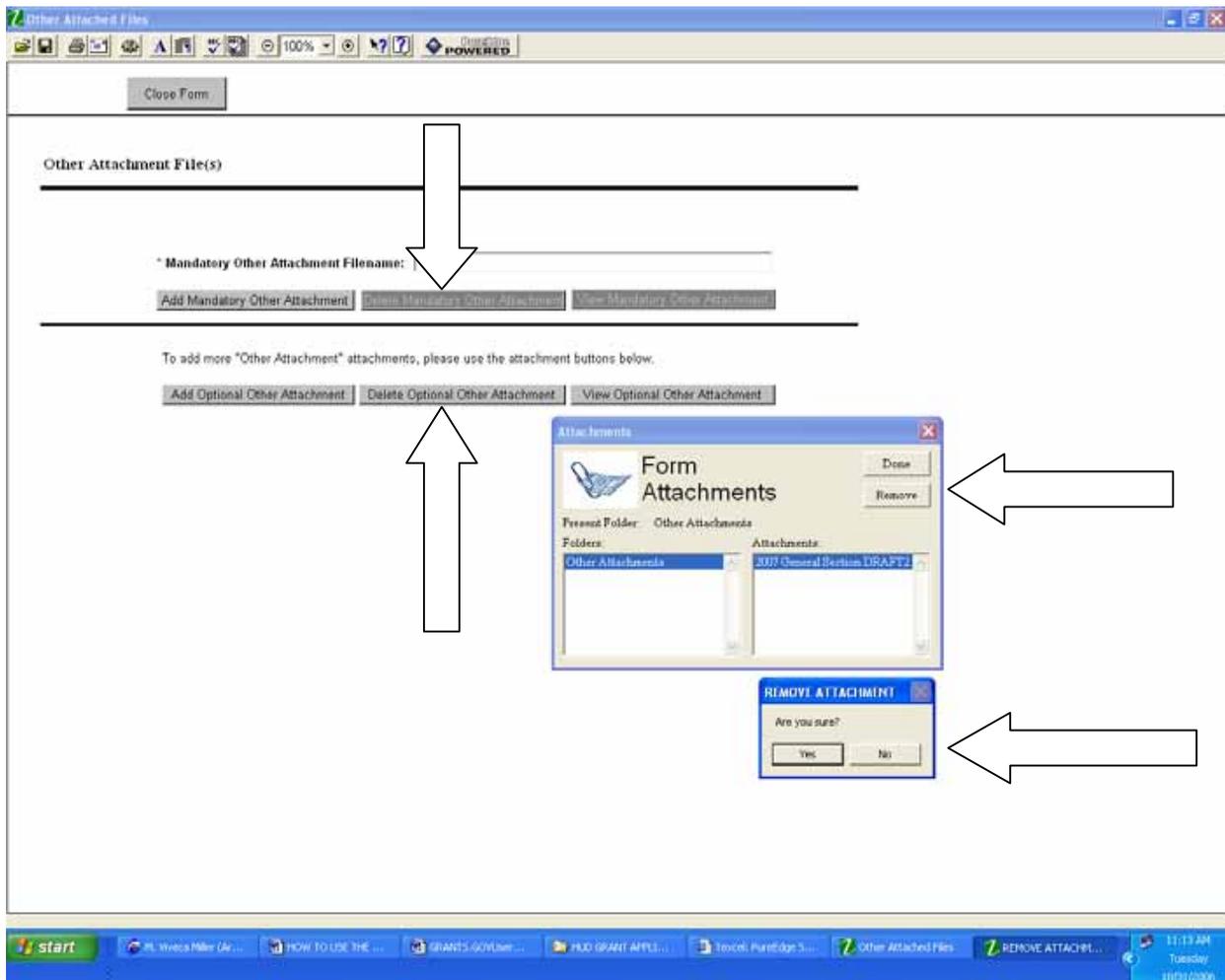
Example 1 – Deleting an Attachment Using the Attachments Form

1. Open the **Attachments Form**.
2. Click on **Delete Attachment**.
3. The Remove Attachment Window will appear. Click **“Yes”** to delete or **“No”** to return back to the form.
4. Repeat the process to remove additional attachments.



Example 2 – Deleting an Attachment Using the Other Attachments Form

1. Open the **Other Attachments Form**.
2. Click on **Delete Optional Other Attachment** or **Delete Mandatory Other Attachment**. If multiple documents are attached, the **Form Attachments** dialog box will open.
3. Click on the **Remove** button.
4. The Remove Attachment Window will appear. Click “Yes” to delete or No to return back to the form.
5. Click the **Done** button when you are finished deleting the documents.

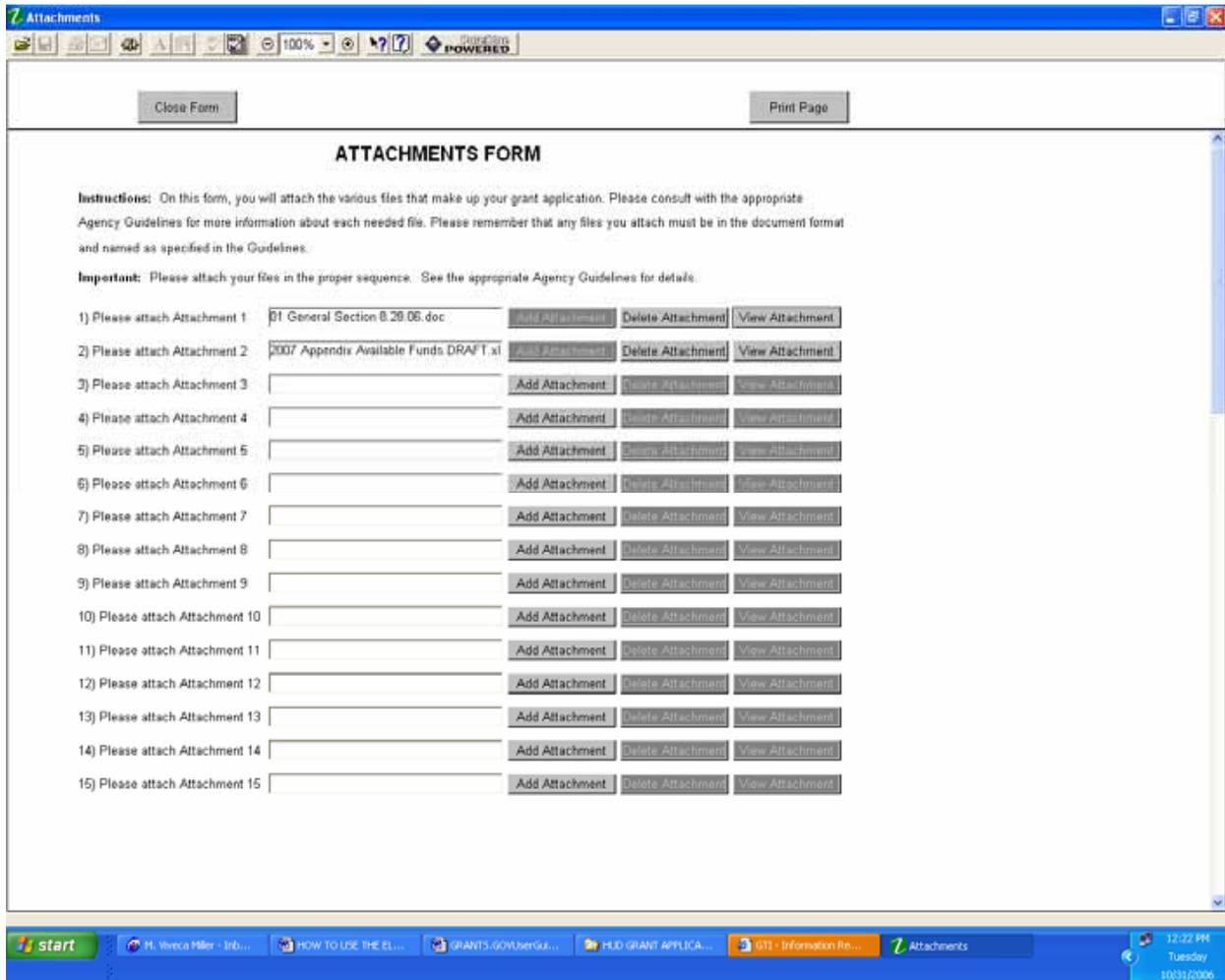


Viewing An Attachment

Follow the steps below to view a document that you have uploaded to the form.

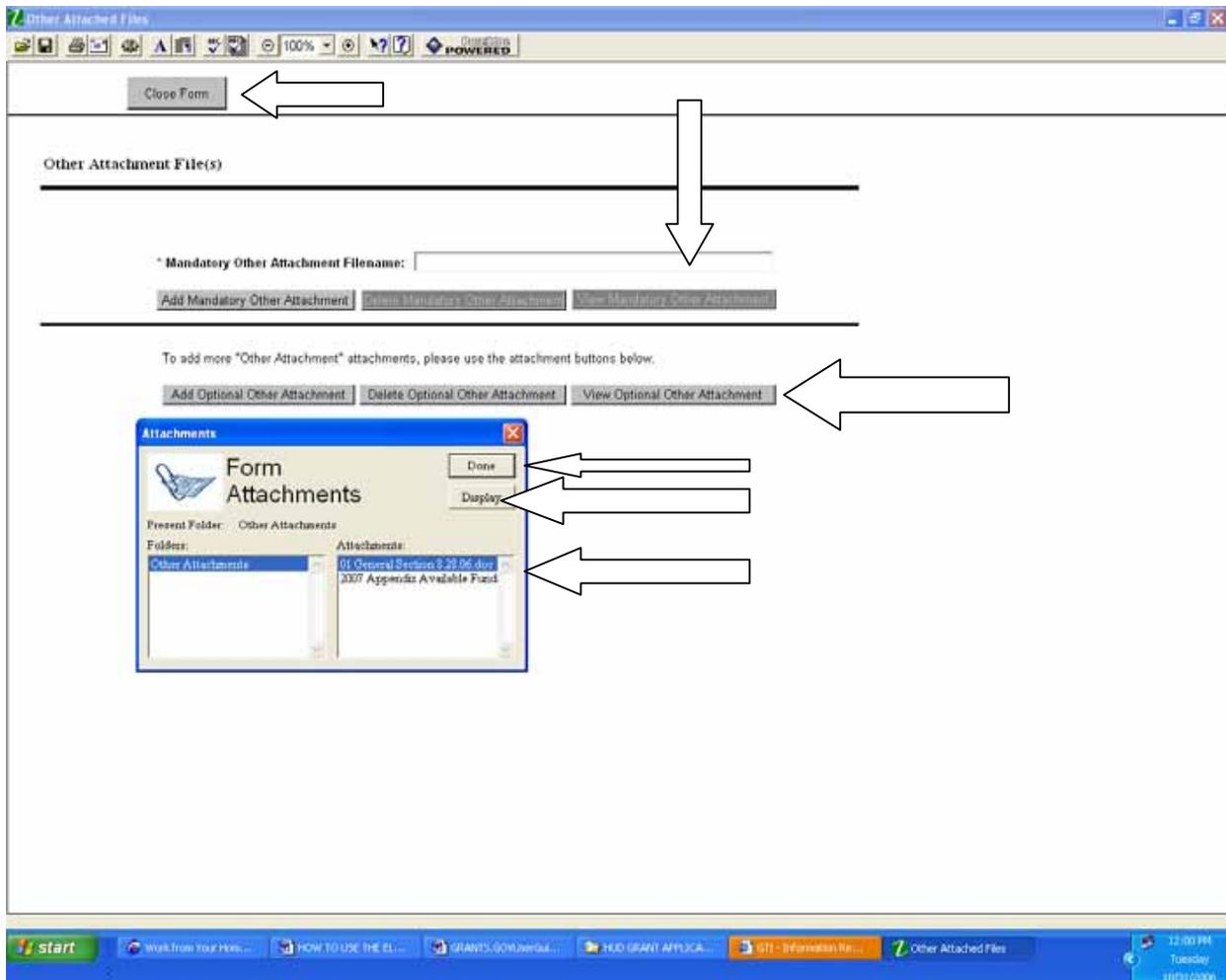
Example 1 - Viewing an Attachment Using the Attachments Form

1. Open the **Attachments Form** and click the **View Attachment** button.
2. The attachment will open.
3. Repeat the steps to view other attachments.
4. Click on the **Close Form** button when done.



Example 2 - Viewing an Attachment Using the Other Attachments Form

1. Open the **Other Attachments Form** and click the **View Mandatory Other Attachment** button.
2. If only one document was attached, the document will open. If multiple documents are attached, the **Form Attachments** dialog box will open.
3. From the **Form Attachments** dialog box, select the document or documents you would like to view and click the **Display** button.
4. Click the **Done** button to return back to the form without displaying the attachment. Closing the open document returns you back to the form.
5. To exit, click the **Close Form** button.



B12. How to Request A Waiver From Electronic Application Submission

You can submit a waiver request if you will be unable to submit your application electronically. On December 29, 2005, HUD published a final rule that established in 24 CFR 5.1005 the regulatory framework for HUD's electronic submission requirement. If the waiver is granted, the applicable program office's response will include instructions on how and where to submit the paper application. HUD strongly recommends that an applicant who is unable to submit an application electronically, submit its waiver request to the applicable HUD office **no later than 15 days before the application deadline date**.

To obtain more information on waivers go to the General Section of the NOFA at:
<http://www.hud.gov/offices/adm/grants/fundsavail.cfm>.

Also, see 24 CFR.1005 at:
<http://www.hud.gov/offices/adm/grants/mandatoryelectronicsubmit.pdf>.

**You Are Now Ready To Submit Your
Application!!**

C. Apply Step 3: How To Submit A Completed Grant Application Package

You are urged to submit your application early to avoid any problems with your application submittal.

Remember where you saved your application on your computer.

Note: All facsimile attachments must be transmitted and received by the application submission date and time.

C1. Steps To Take Before You Submit Your Application

Once you have completed your application package, HUD recommends that you take the following steps before submitting your application:

- Review the application package and all the attachments to make sure it contains all the documents that you want to submit to HUD as your complete application; if it does, **save it to your computer.**
- **If you have previously saved versions of the application to your computer, remove those files so that you do not mistakenly upload the wrong application submission.** To check for other application packages, conduct a search for files with the .xfd extension.
- Check your **AOR status** on Grants.gov. Contact your E-Business POC if you have not received authorization to submit the application, request authorization. [See Chapter 2, E4. How to Check Your AOR Status.](#)
- When you are ready to submit the completed application, close all other applications on your computer and turn on your browser. **HUD recommends using Internet Explorer as your browser for transmitting the application as it has been successfully used by a wide variety of applicants.**
- Click the **Check Package for Errors** button on the application package and correct any problems identified. [See the sample Grants.gov application at Chapter 3, B4 Sample Grant.gov Grant Application, and Item 16.](#)
- Click the **Submit** button. If the **Submit** button is not active, your application package still has errors. Go through the error check again until all errors have been corrected and **Save** your application. [See the Sample Grants.gov application at Chapter 3, B4 Sample Grants.gov Grant Application, and Item 8.](#)

[Also see Chapter 3, B3. Components of the Application, Item 8 and Item 16.](#)

Note: If you are using a dial-up modem, it may take several minutes for the application to be uploaded and submitted. Please be patient. This process does take longer using a dial-up modem. A high-speed Internet connection or DSL connection will process the application at a much faster rate.

C2. Tips To Follow When Checking For Errors

Check to be sure you have completed the following actions:

- All mandatory fields in all **Mandatory Documents** have been completed and moved to the **Mandatory Completed Documents for Submission** box.
- The **Save** button has been clicked after all documents have been moved to the **Mandatory Completed Documents for Submission** box.

Note: *Mandatory fields are slightly yellow in color.*

- All mandatory fields in the **Optional Documents** that you used have been completed and moved to the **Optional Completed Documents for Submission** box.

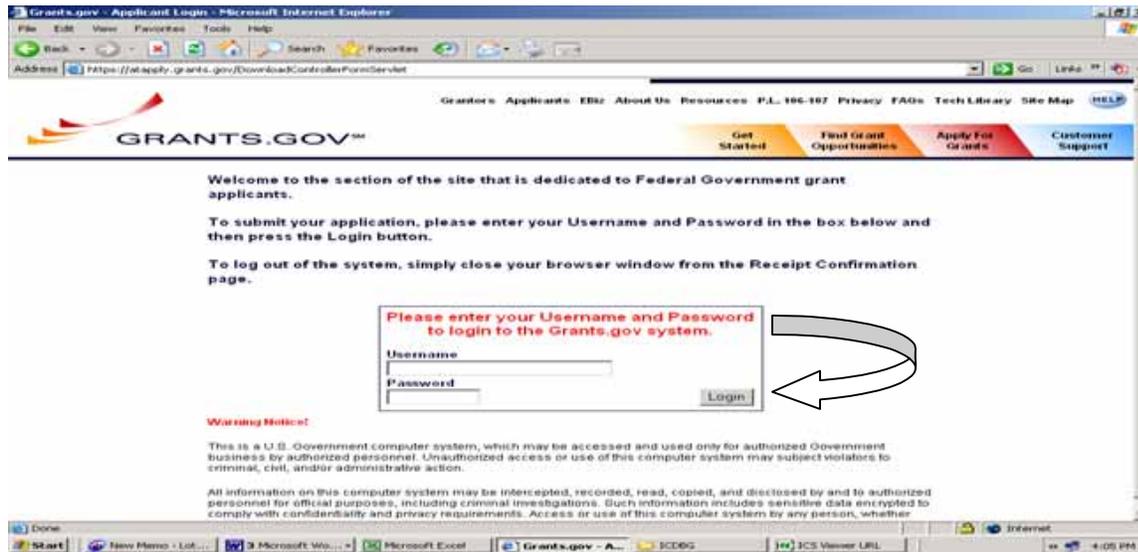
[See also Chapter 5 – Troubleshooting Application Submission Errors.](#)

C3. Submitting The Completed Application

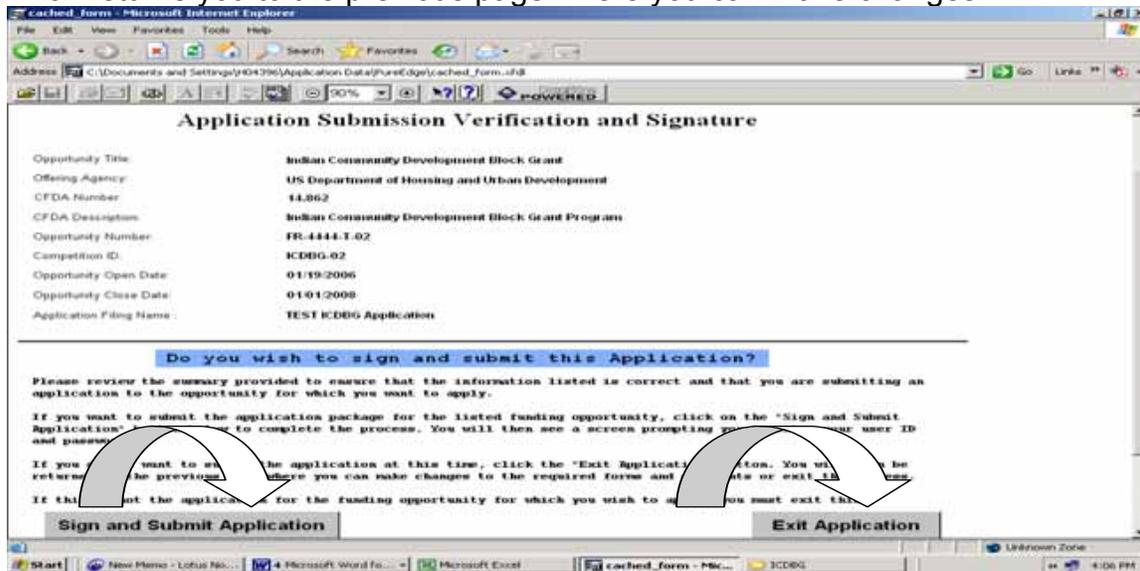
Once all problems with your application are corrected and you save the application, the **Submit** button will become active. You will then need to click the **Submit** button

Be prepared to provide your Grants.gov Username and Password when submitting your application.

- On this screen enter your Grants.gov **Username** and **Password**.



- At this screen, which is the **Application Submission Verification and Signature** screen you will be asked to review the information on the screen and given an opportunity to sign and submit your application or exit the application. If everything is correct click on **Sign and Submit Application**. If not, click on **Exit Application**, which returns you to the previous page where you can make changes.



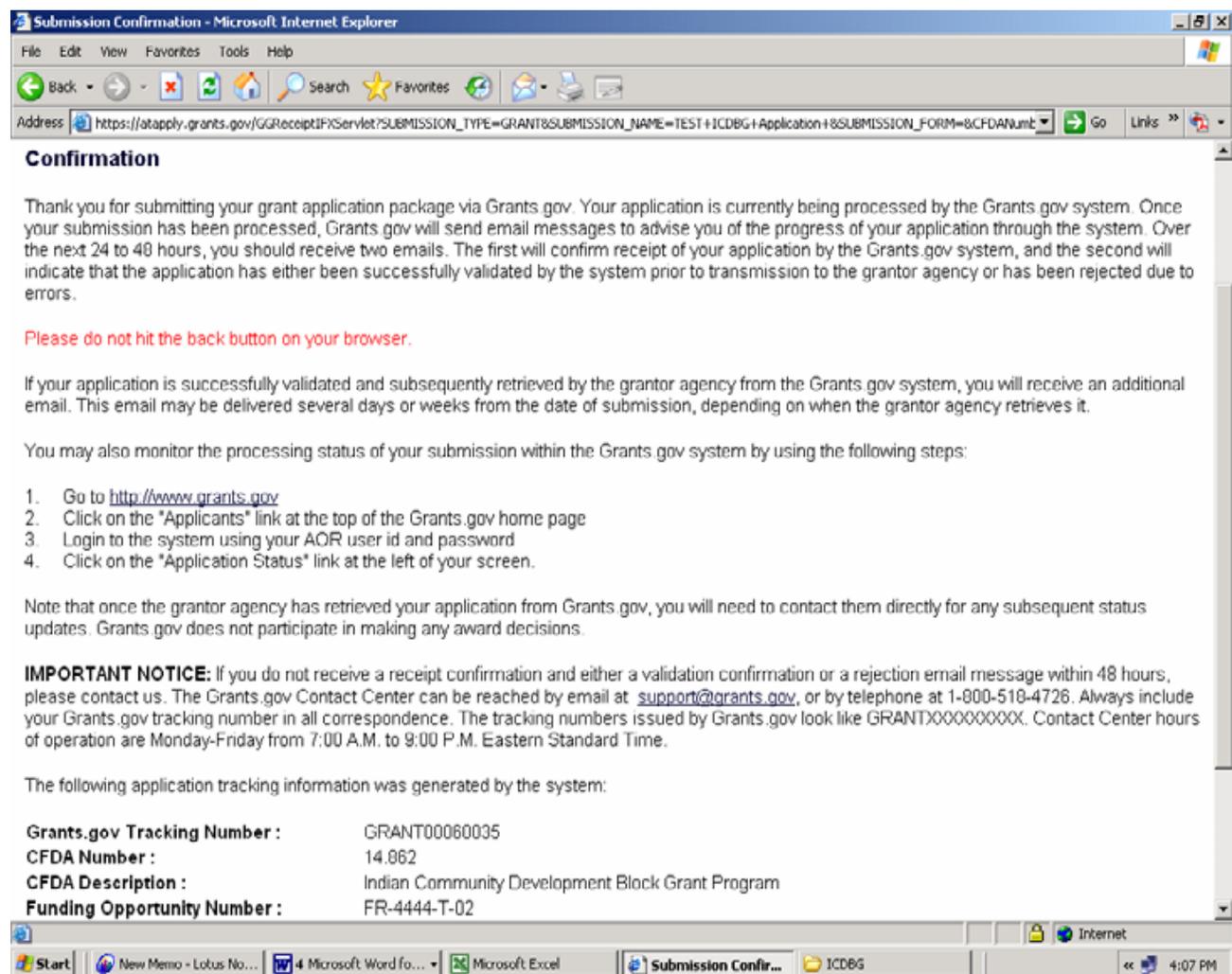
C4. Grants.gov Confirmation And Validation Messages

Grants.gov Confirmation Message

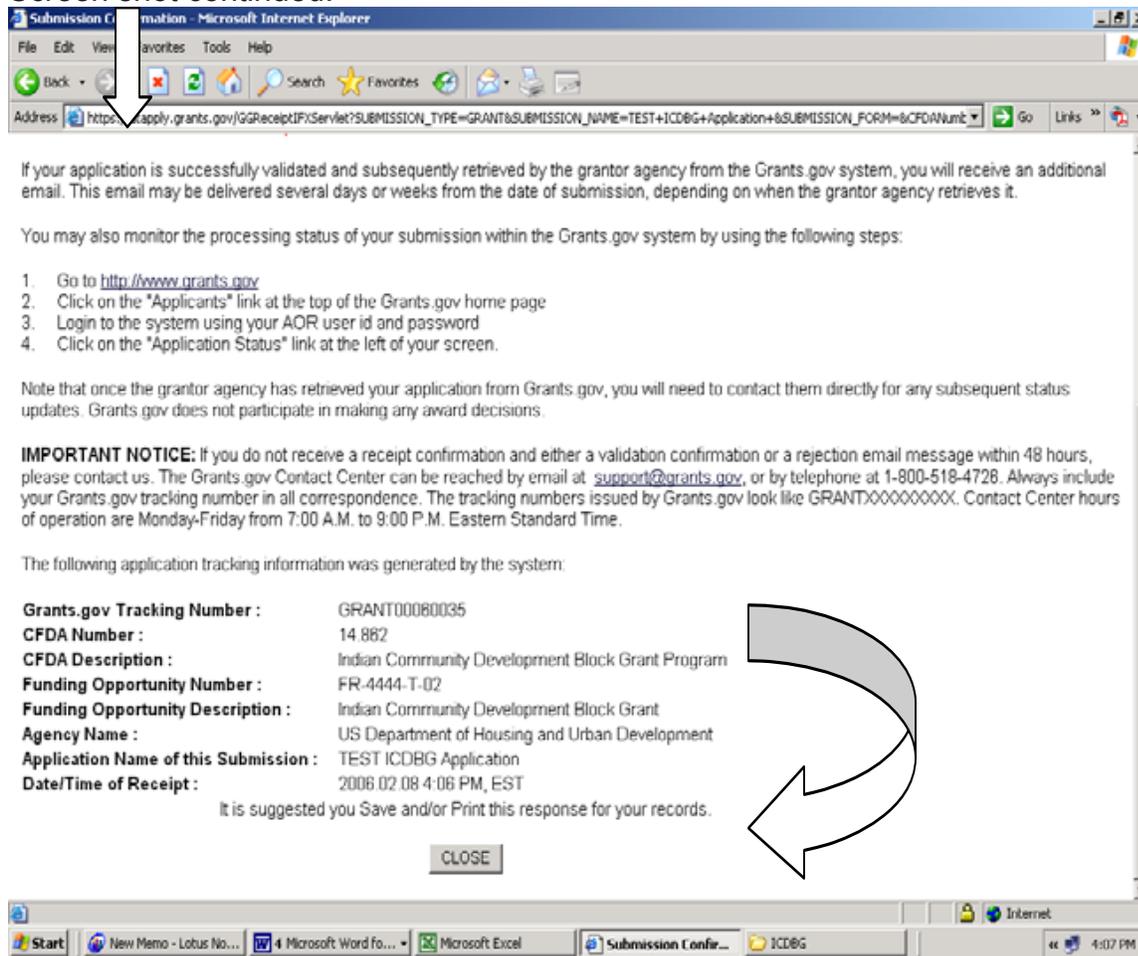
- If you select **Sign and Submit Application**, you will receive a **Confirmation** from Grants.gov, which advises that your application is being processed. The confirmation only indicates that Grants.gov has received your application. It does not indicate that your application has passed validation, which is the next step in the process for the application to be accepted and ready for funding agency pick-up.
- This **Confirmation** includes the **Grants.gov Tracking number** assigned to the application.

It is recommended that you save and print this screen for your records.

Note: It is recommended that you save and print this screen for your records.



Screen shot continued:



Application Submission Validation Check

Applications submitted through Grants.gov must be received and validated by Grants.gov no later than 11:59:59 p.m. eastern time on the application deadline date.

After you receive a Confirmation Message, your application will then go through a validation process. The validation check ensures that:

- The application is virus free;
- The application meets the deadline requirements established for the funding opportunity;
- The DUNS number submitted on the application matches the DUNS number in the registration, and that the Authorized Organization Representative has been authorized to submit the application for funding by the organization identified by its DUNS number;
- All the mandatory (highlighted) fields and forms were completed on the application; and,
- The application was uploaded using Internet Explorer or Netscape browsers.

If the application fails any of the above items during the validation check, the application package will be rejected and the submitter will receive an email indicating the reasons why the application was rejected.

The validation check occurs 24 to 48 hours after the application submission.

Grants.gov Validation Message

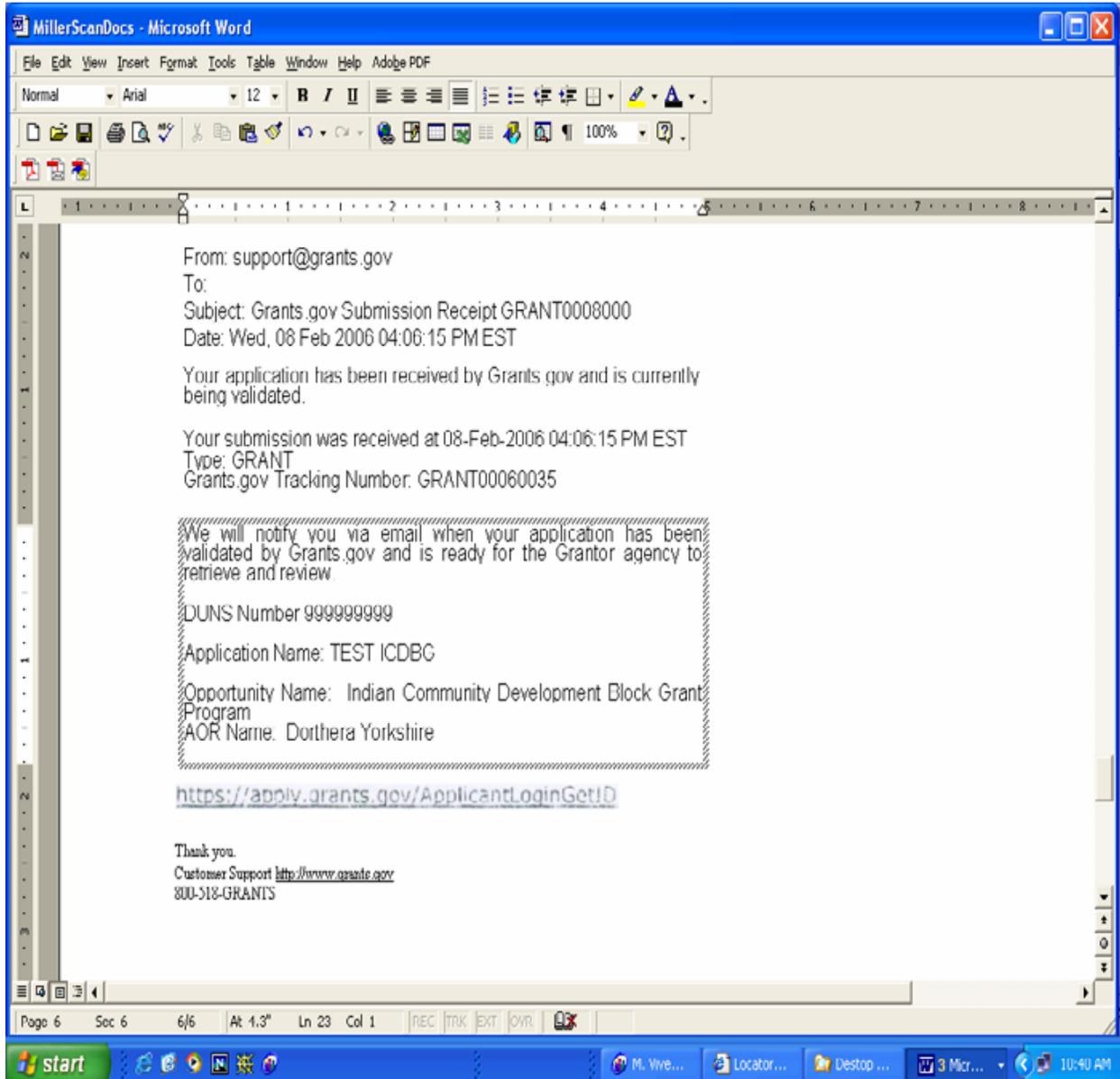
Within 24-48 hours after submitting your electronic application you should receive a **Validation Message** from Grants.gov. The **Validation Message** will tell you if the application has been received and validated or if it has been rejected, and why. [See C5. Sample Grants.gov Validation Messages.](#)

The **Validation Message** also provides application tracking information. It is recommended that you **Save** and/or **Print** this response for your records.

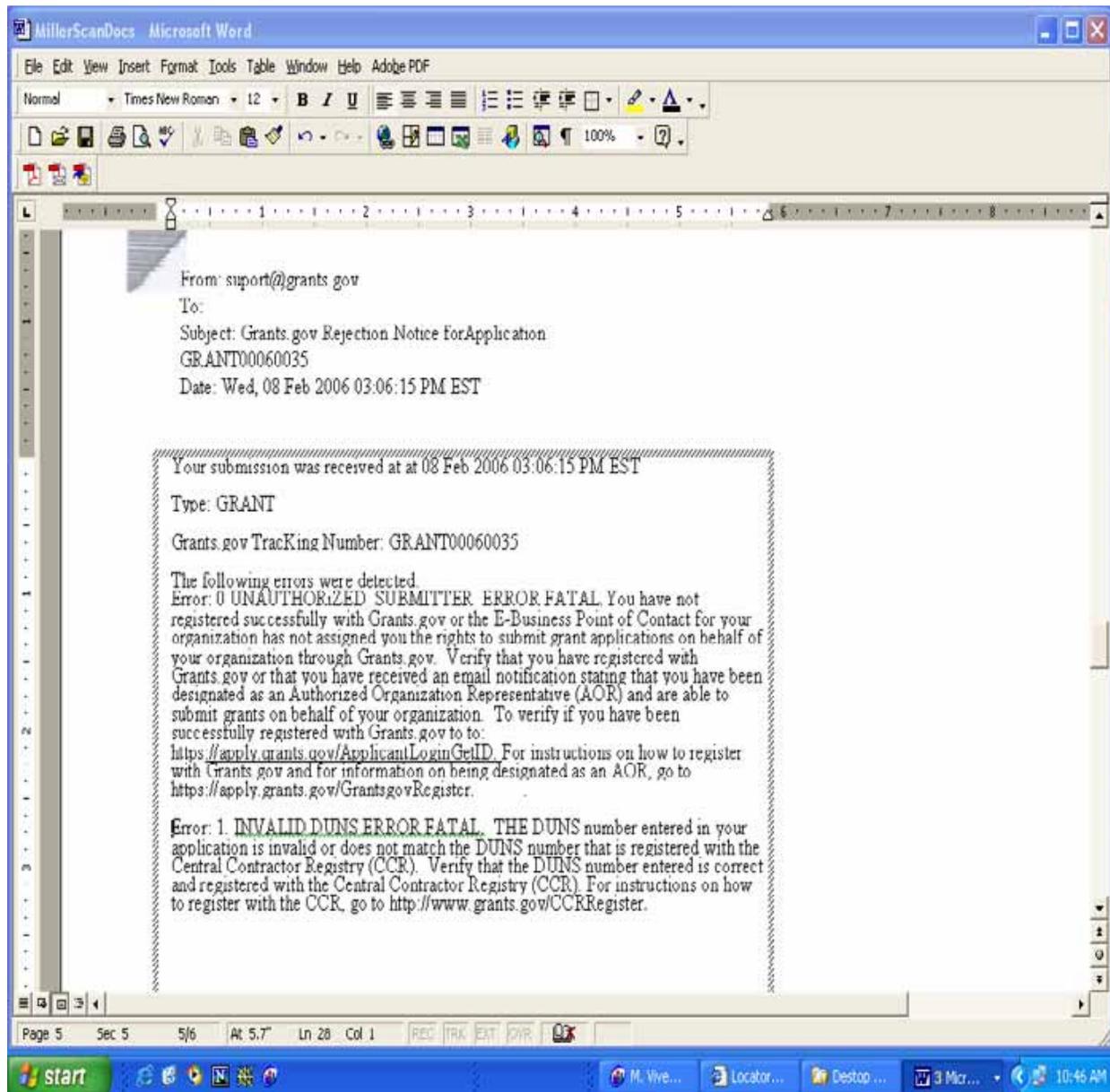
Please be aware that the Grants.gov validation does not indicate that HUD has reviewed the content of your application. Completion of the Grants.gov validation merely indicates that the application has been successfully received and is ready for pick-up by HUD. HUD retrieves validated applications from Grants.gov on a daily basis.

C5. Sample Grants.gov Validation Messages

This is a sample of a Validation Message of an application that has been received by Grants.gov.



Sample of a Grants.gov Validation Message rejecting an application.



Sample of a Grants.gov email notification where an application has been validated.



C6. Application Submission

Early submission will allow you sufficient time to resubmit your application if problems arise!

Applicants are advised to submit their applications 24 –72 hours prior to the application deadline date so that if an issue arises you have sufficient time to correct the problem and successfully submit the application prior to the deadline date. Please remember that to have a successful submission, applications must be received and validated by Grants.gov prior to the 11:59:59 PM on the application deadline date.

HUD recommends that all applicants submit their application no later than 48 to 72 hours before the deadline. That way, if the application fails the validation process, the applicant will receive an email notification providing the error messages. By submitting 48 to 72 hours in advance of the deadline, applicants have time to cure deficiencies in their application and resubmit it in time to meet deadline requirements.

In developing the application submission dates, HUD has considered the validation process and established due dates for all NOFAs that build in the additional time for the validation process. For example, if HUD previously provided a 60-day application period, HUD will provide a 63-day application period. In this scenario, however, in order to meet the validation requirement, your application must be submitted by the 60th day. For example, if an application is due on November 10, 2006, you should submit your application no later than November 7, 2006 to allow sufficient time for your application to be validated by Grants.gov. To compensate for the Grants.gov validation, HUD adds an extra three days to the application preparation time.

Save and File Receipts

Applicants should save all receipts from Grants.gov as well as facsimile receipts for proof of timely submission. Applicants will be considered as meeting the deadline date requirements when Grants.gov has received and validated your application no later than the deadline date and time, and all fax transmissions have been received by the deadline date and time.

Proof of Application Submission

Proof of timely submission and validation of an application is automatically recorded by Grants.gov. An electronic time stamp is generated within the system when the application has been successfully received and validated.

Confirmation Receipt

Upon submitting an application at Grants.gov, you will receive a Confirmation, which advises that your application is being processed. This Confirmation will also include the Grants.gov Tracking Number. Print the confirmation and save it with your records.

[Validation Receipt Via eMail](#)

Within 24 to 48 hours the applicant will receive a validation receipt via email notification. Print the confirmation and save it with your records.

C7. Changes To Your Application After Submission To Grants.gov

If you wish to make changes to your application before the application due date but after you have submitted it through Grants.gov, you can make changes to your existing application stored on your computer and **resubmit** that application through Grants.gov.

Note:

- ***HUD will use the last application submitted as your official submission to review and evaluate.***
- ***Any earlier submissions will be disregarded.***
- ***Any previous attachments faxed to HUD will still be accepted as part of your application as long as you resubmit the same application.***
- ***If you download a new application, you will need to fax the documents again because the Facsimile Transmittal Number changes with each application.***

Note: If the Program Section of the NOFA calls for funding on a first come-first serve basis, the last application submittal will be the basis for determining the date and time of the application submission.

[Also see Chapter 5 – Troubleshooting Application Errors.](#)

If you are having submission problems, please contact the Grants.gov support office at 800-518-GRANTS (4726).

D. Apply Step 4: How To Track The Status Of A Completed Grant Application Package

Once you have submitted an application, you can check the status of your application submission. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, or Grants.gov Tracking Number.

To check the status:

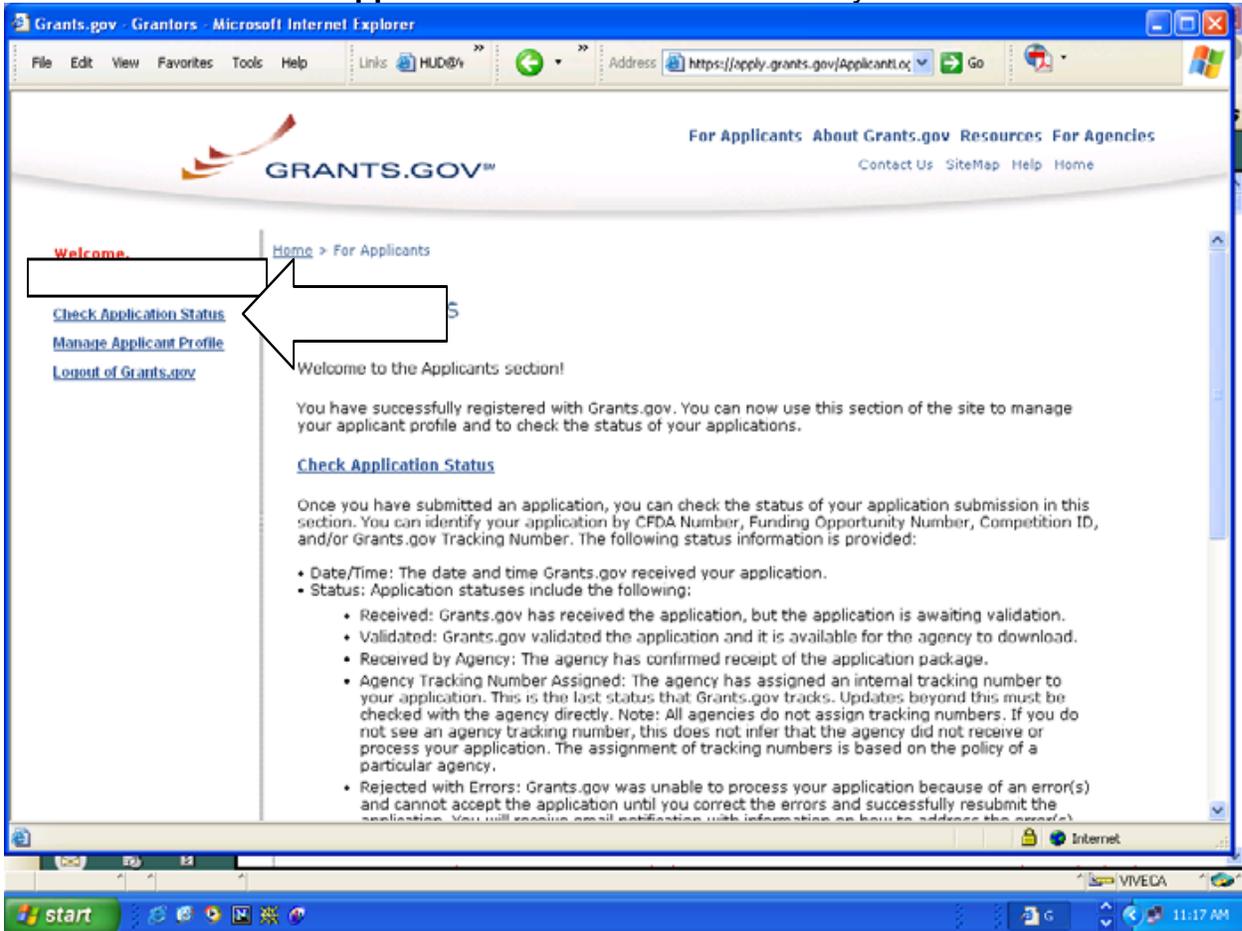
- Go to <http://www.grants.gov/>, under **Quick Links** click on **Applicant Login**.



- Login to the system using your **Username and Password**. Click on **Login**.



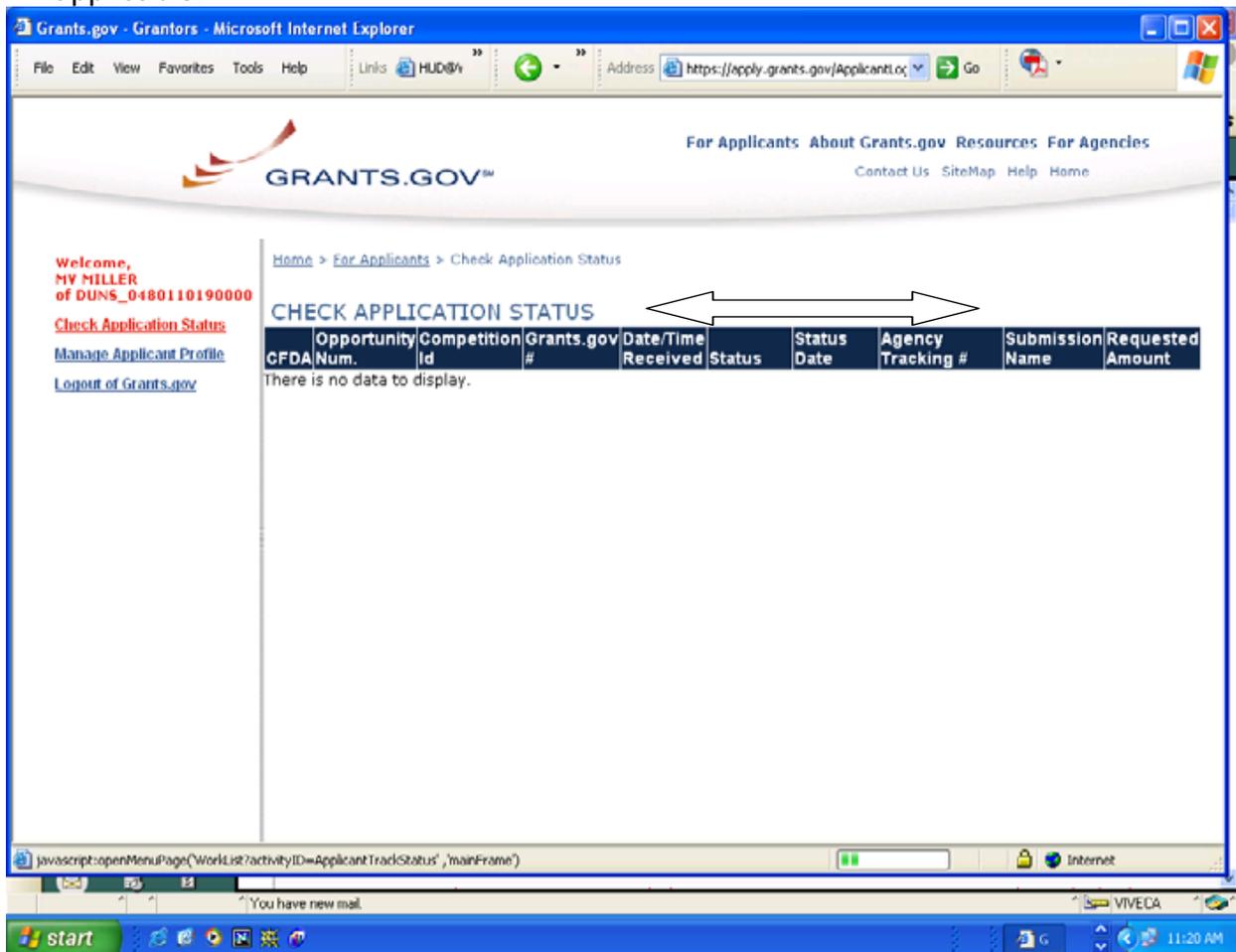
- Click on the **Check Application Status** link at the left of your screen.



- The following status information will be provided.
 - **Date/Time:** The date and time Grants.gov received your application.
 - **Status:** Application statuses include the following:
 - **Received:** Grants.gov has received the application, but the application is awaiting validation.
 - **Validated:** Grants.gov validated the application and it is available for the agency to download.
 - **Received by Agency:** The agency has confirmed receipt of the application package.
 - **Agency Tracking Number Assigned:** The agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly.

Note: HUD does not assign a tracking number. All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.

- **Rejected with Errors:** Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the errors and successfully resubmit the application. You will receive email notification with information on how to address the error(s). If your application is rejected, you will need to address the errors and resubmit the application. [See Chapter 5 - Troubleshooting Application Errors](#) for more information.
- **Status Date:** The date and time, your application status was updated.
- **Agency Tracking Number:** A tracking number assigned by the agency, if applicable.



CHAPTER 4 - REGISTRATION RENEWAL TIPS FOR ORGANIZATIONS THAT SUBMITTED AN APPLICATION LAST YEAR

Even though your organization submitted an application last year, there are steps that you need to take to make sure that you are ready to submit an application this year. Provided below are the things that you will need to do and should know before you get started.

Note: *The CCR Point of Contact, E-Business Point of Contact, and AOR can be the same person or different people.*

Did you submit an application last year? Will you submit one this year? If the answer is yes, the following seven items are things you will need to know and do. If the answer is no, see below.

1. You will need to renew your CCR Registration. See Item A below.
2. You will need to know your organization's DUNS. See Item B below.
3. You will need to check your AOR status in Grants.gov. See Item C below.
4. You will need to know the organization's E-Business Point of Contact (E-Business POC). See Item D below.
5. You will need to know your Grants.gov User Name and Password. See Items F and G below.
6. You will need to know the organization's MPIN. See Item H below.
7. If you are also the organization's E-Business POC, you will need to know the organization's TPIN. See Item I below.

Did your organization submit an electronic application last year, but this will be your first time submitting one? If yes, the following five items are things you will need to know and do.

1. You will need to register with the Credential Provider. See Item J below.
2. You will need to register with Grants.gov. See Item K below.
3. You will need to get authorization from the organization's E-Business Point of Contact to submit an electronic grant application to Grants.gov. See item E below.
4. You will need to know your organization's DUNS. See Item B below.
5. You will need to renew your CCR Registration. See Item A below.

Provided below are instructions to assistance in submitting an electronic grant application to Grants.gov.

A. How Do I Renew My Organization's CCR Registration?

Applicants are required to renew/update their information in CCR on an annual basis. If you do not renew your registration it will expire and result in your Grants.gov application being rejected.

1. To renew your registration the CCR Point of Contact identified in the CCR Trading Partner Profile (TPP) should go to <http://www.ccr.gov/>, and click on **Register in CCR**, click on **Update/Renew**, click on **CCR UPDATE TPIN**. (If you do not know your TPIN see the section below on **CCR Point Of Contact – Don't Know Your TPIN?**)
2. Enter your DUNS number and TPIN, and click **Submit**.
3. If there are no changes to the registration, click the **Validate/Save** button for the information to register in the system, then click **Submit**.
4. If there are changes, enter the changes, and then click **Submit**.
5. After you submit your changes, you will receive a notice advising that you successfully finished your CCR Registration.

If you need assistance with the registration process, you can contact the **CCR Assistance Center**, Monday through Friday from 8:00 am to 8:00 pm Eastern Standard Time at (888) 227-2423 or (269) 961-5757 or online at www.ccr.gov.

In addition, a [CCR Handbook](#) is available by clicking on the **CCR Handbook** tab at the top of the page at www.ccr.gov.

IRS Employer/Taxpayer Name Validation. When you register or renew your registration at CCR, during the registration process, you will complete an IRS Consent Form to allow the validation of your legal business name and Employer Identification Number (EIN) or Tax Identification Number (TIN). The information that you enter in CCR must match the IRS records for the most current tax year reported. Prior to becoming active in CCR, it will take at least one to two business days to validate new and updated records, longer if there are discrepancies. If you have questions about your EIN or TIN, call 800 829-4933.

CCR Use of DUNS Information. During the CCR registration, your Legal Business Name, Doing Business Name (DBA), Physical Address, and Postal/Zip +4 will be pre-populated from the Dun and Bradstreet (D&B) database. If the information is correct, you can proceed with your registration. If not, you can make corrections at <http://fedgov.dnb.com/webform>. When D&B confirms that a modification has been made, you must re-visit CCR and "accept" D&B's changes. This process may take two to five business days.

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

B. How Can I Find My Organization's DUNS Number?

In order to register and submit an electronic application via Grants.gov, your organization will need a DUNS number. If your organization submitted an application last year, it has a DUNS number.

1. You should contact the chief financial officer, grant administrator, or authorizing official within your organization.
2. You can search the CCR Database.
3. Go to <http://www.ccr.gov/>.
4. Click on **Search CCR**.
5. Click on **Advanced Search**.
6. To find a specific vendor, enter the company name or a combination of criteria, for example, Name and State or State and Zip Code
7. When the record(s) appear, click on the DUNS number to view the rest of the registration.
8. The status and expiration date of the registration is listed in **green** at the top of the screen.

You can also call Dun & Bradstreet at 866-705-5711.

C. How Do I Check My AOR Status In Grants.gov?

You need to make sure that your Grants.gov registration is active and you have the rights to submit a grant application on behalf of your organization.

1. An AOR can check their status at <http://www.grants.gov> by clicking **Applicant Login** under the **Quick Links** section of the screen.

OR

Go to <https://apply.grants.gov/ApplicantLoginGetID>.

2. At the next screen, enter your **Username** and **Password** supplied by the Credential Provider, click on **Login**.
3. On the left side of the screen, select **Manage Applicant Profile**. Your status will be either **Approved** or **AOR Request Sent**.
4. If the status is **Approved** you are authorized to submit grant applications on behalf of your organization.
5. 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 (See the section below on **How Does The E-Business POC Authorize The AOR To Submit Applications?**).

D. How Can I Find The Organization's E-Business POC?

You can search for the name of your organization's E-Business POC by following these steps:

1. Go to www.ccr.gov and select **Search CCR**.
2. At the next screen enter your DUNS Number.
3. Click on **Search**.
4. Scroll down to the Electronic Business POC section.

Or you can call the CCR at 888-227-2423 for assistance.

E. How Does The E-Business POC Authorize The AOR To Submit Applications?

1. Go to <http://www.grants.gov/> and under **Quick Links** click on the “**E-BIZ POC Login**”.

Or

Go to: <https://apply.grants.gov/ApplicantLoginGetID>.

2. Enter DUNS and MPIN (If you do not remember your MPIN see the section below on **E-Business POC Don't Know Your MPIN?**).
3. At the next screen select **Manage Applicants**.
4. The next screen will identify the AORs that have registered with Grants.gov and you can assign or reassign roles.

F. Forgot Your AOR Grants.gov Password?

In the event that you forget your Password when submitting your application, the AOR can obtain a new password from the Credential Provider by completing the following steps:

1. Go to <https://apply.grants.gov/OrcRegister>.
2. Enter the DUNS number you used to register with the CCR and Credential Provider.
3. Click the **Register** button.
4. On the left of the screen, click the **User Administration** link.
5. Click on **Forgotten Password**.
6. Enter the **Username** that you received from the Credential Provider.
7. Click the **Submit** button.
8. You will receive the question that you entered as your password reminder.
9. Enter the answer to the question in the Answer field.

10. Click the **Submit** button. You will be prompted to enter a new password. Once you enter a new password, the Grants.gov system will automatically be updated with the new password.

Or you can contact Operation Research Consultants (ORC), the Grants.gov Credential Provider at 800-816-5548 or 703-246-8536 between 7:30 a.m. to 6:00 p.m. eastern standard time or via email at eauthhelp@orc.com.

G. Forgot Your AOR Grants.gov Username?

If you forget your Grants.gov Username, the AOR should contact the Grants.gov Credential Provider, Operation Research Consultants (ORC), at 800-816-5548 or 703-246-8536 between 7:30 a.m. and 6:00 p.m. eastern standard time or via email at eauthhelp@orc.com. You may be required to re-register.

Note: If you are required to re-register with the Credential Provider, you will need to re-register your Username and Password with Grants.gov.

H. E-Business POC – Don't Know Your MPIN?

You can search for your **MPIN** by following these steps:

1. Go to <http://www.ccr.gov/>.
2. Select **Register in CCR**.
3. Click on **Update/Renew**.
4. Click on **CCR UPDATE TPIN**.
5. (If you do not remember your TPIN see section below on **CCR Point Of Contact – Don't Know Your TPIN?**).
6. Enter your **DUNS Number** and **TPIN** and then click **Submit**.
7. On the left side of the screen, select **View TPP**.
8. Scroll down to the bottom of the page for the **MPIN**.
9. Make a copy of the **TPP** for your records.

Or you can call the CCR at 888-227-2423 for assistance.

I. CCR Point Of Contact – Don't Know Your TPIN?

1. Call the CCR at 888-227-2423 to find the organization's CCR Point of Contact. Upon receipt of the CCR Point of Contact name, this person should follow the next steps. If this person is no longer with the company, a new CCR Point of Contact should be assigned. The CCR will assist you with the changes.
2. The CCR Point of Contact should go to <http://www.ccr.gov/>.
3. Click on **Update/Renew**.
4. At the next screen click on **Don't Know Your TPIN?**

5. Select **Click here for a TPIN Letter request**.
6. On the next screen enter your DUNS number and click on **Send TPIN Letter**. A confidential TPIN letter will be mailed to the CCR Point of Contact only.

J. How Do I Register With The Credential Provider?

In order to safeguard the security of your electronic information, Grants.gov utilizes a Credential Provider to determine with certainty that someone is really who they claim to be. An assigned AOR must register with the Grants.gov Credential Provider to create a username and password, which are needed to submit an application package through Grants.gov.

1. To register: Go to: <http://apply.grants.gov/OrcRegister>.
2. Scroll down the page and enter your DUNS number and click on **Register**.
3. At the next screen scroll down and select **Get your Credentials here: User ID**. Complete and submit all information on the E-Authentication User Information screen.
4. On the next screen you will 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. User names and passwords are validated on the same day that you register.

You can verify your registration at: <http://apply.grants.gov/OrcRegister>.

1. Enter your DUNS number and click on **Register**.
2. Select **Check your Credentials here: Credential Check**.
3. Enter your Grants.gov Username and Password.
4. If you registered with the Credential Provider, you will receive the following notice:
You have successfully verified your Registration.

K. How Do I Register With Grants.gov?

The AOR must register with Grants.gov in order to submit an application for an organization. You can register with Grants.gov **on the same day**.

1. To register with Grants.gov go to <https://apply.grants.gov/GrantsgovRegister>.
2. At the next screen Enter your Username and Password supplied by the Credential Provider and click on **Register**.
3. Complete all information on the **Authorized Organization Representative User Profile** screen and click **Submit**.
4. Upon following all steps correctly, you will receive a notice that you successfully registered with Grants.gov. The E-Business POC will receive a notice stating that someone has registered to submit grant applications on behalf of your organization (see the section above on **How Does The E-Business POC Authorize The AOR To Submit Applications?**).

CHAPTER 5 – TROUBLESHOOTING APPLICATION SUBMISSION ERRORS

A. Most Frequent Grants.gov Error Messages

Error Message	Error Explanation	Error Tip
UNAUTHORIZED_SUBMITTER ERROR	This error occurs if a submitter has not registered with a Credential Provider and with Grants.gov, or when the E-Business Point of Contact has not approved the submitter as an Authorized Organization Representative (AOR) on Grants.gov.	The AOR should verify that he or she has registered with a Credential Provider and has registered the credential at Grants.gov. If the answer to both these questions is yes, the E-Business Point of Contact should immediately go to the Grants.gov website and approve the submitter as an AOR.
INVALID_APP_ORG_ONLY_OPP ERROR	The grant opportunity for which you have applied is designated for Authorized Organization Representatives (AOR) only. However, your application for a grant/grants was not submitted on behalf of a company, organization, institution, or government.	An AOR submits a grant on behalf of a company, organization, institution, or government. AORs have the authority to sign grant applications and the required certifications and/or assurances that are necessary to fulfill the requirements of the application process.
INVALID_DUNS ERROR	The DUNS number in the application is invalid or does not match the DUNS number that is registered at Grants.gov.	The applicant should immediately check the application DUNS number, correct the error (if any) and resubmit the application. If the DUNS number is correct, the applicant should immediately contact Grants.gov to notify them of the problem and ask why it received the "INVALID_DUNS_ERROR" and take any corrective measures required.
OPP_CLOSED ERROR	The Closing Date of the grant opportunity for which you have applied has already passed and the grantor agency is no longer accepting applications.	Confirm the close date of your application. If you require additional information contact the grantor agency directly.
INVALID_APP_INDIVIDUAL_ONLY_OPP_ERROR	The grant opportunity for which you have applied is designated for individuals submitting on their own behalf. However, your application for a grant/grants was submitted on behalf of a company, organization, institution, or government.	An individual submits a grant on their behalf, and not on behalf of a company, organization, institution, or government. Individuals sign the grant application and its associated certifications and assurances that are necessary to fulfill the requirements of the application process.
OPP_EXIST_ERROR	The grant opportunity for which you have applied is no longer accepting applications or may have been deleted.	Unfortunately, the grant opportunity is no longer accepting applications. You may want to contact the agency directly to see if similar opportunities will be available in the future. You can also sign up for email notifications of future comparable grant opportunities.

B. Five Common Reasons An Application Is Rejected

1. The DUNS number is not the same as the DUNS number registered at Grants.gov.
2. A virus was detected during the submission of your grant application.
3. The application was submitted after the deadline for receiving applications.
4. The submitter is not approved to submit grants applications on behalf of the organization.
5. The organization was not registered at CCR and submitted an invalid DUNS.

C. Tips To Help Error-Proof Your Application

Problems/Error Message	Corrective Action
User ID and Password do not match.	<ol style="list-style-type: none"> 1) Check that you entered your User ID and Password (the credential) exactly as obtained with the Credential provider. The site is case sensitive. 2) Check that you have registered your User ID and Password with Grants.gov 3) Verify your User ID and Password by going to http://e-auth.orc.com/ and clicking on Verify Credential.
You are not authorized to submit on behalf of your organization.	You are registered with grants.gov but have not been made an AOR by your E-Business POC. Contact the E-Business POC and request authorization. If you have the MPIN and DUNS number, you can log in using the EBiz link at the top of any grants.gov page, and perform this operation yourself.
<p>MEC error - This is a general Microsoft error that is preventing communication between your computer and Grants.gov. This error is NOT a Grants.gov generated error; it is on the users' end. Grants.gov cannot troubleshoot this type of error code. There could be any number of reasons for this error, but the most common is that the size of the submission is causing a communication interruption.</p>	You should try to reduce the size of your application package by removing optional attachments or submitting required attachments manually (requires Agency approval). A firewall issue, either within your domain or with your Internet Service Provider, may also cause this.
<p>Page not found/Error 404 - This is an error message when a URL page that you requested is not available. You may not be able to find the page because of the following: the page does not exist; a mistyped address; an out-of-date bookmark/favorite; or a search engine has an out-of-date listing.</p>	Check the address to be sure that it is correct. If it is, wait a few moments and try again.
We cannot accept your application at this time; please resubmit later.	This is a very rare error condition encountered when the hard disk on one of the servers receiving applications is full. Please call support at Grants.gov immediately upon receiving this message.
<p>Website found waiting for reply – Message is related to the user's desktop machine/browser.</p>	Most literature point to spyware/adware infestation that practically hijack the user's browser and cause tremendous slow down or no access at all. This is NOT related to any of the Grants.gov servers. This may be due to the user's desktop running two firewall software systems. Other industry literatures talk about some corporate firewall that can cause this message to appear. There is also evidence that this message is related to users who are using a router connected to residential DSL/Cable services. In this case, it is a bandwidth issue.
<p>Submission has been archived for later submission.</p>	Open Pure Edge viewer, click on the "gear" symbol, which is user preferences, and ensure the setting is to "work online".

Problems/Error Message	Corrective Action
<p>Cannot launch viewer - This message occurs when trying to open up a saved application file. It indicates that the previous save resulted in a corrupt file, i.e. unusable.</p>	<p>Applicant should try to revert to a previously saved version of the file or start over.</p>
<p>A virus was detected during the submission of your grant application package.</p>	<p>Verify if any of your file attachments have a virus. When you have confirmed that you do not have a virus, resubmit your application.</p>
<p>The DUNS number entered on the SF424 in Block 5 is invalid or does not match the DUNS number that is registered with the Central Contractor Registry (CCR).</p>	<p>Verify that the DUNS number entered is correct and registered with the Central Contractor Registry (CCR). For instructions on how to register with the CCR, click http://www.grants.gov/CCRRegister.</p>
<p>You have not registered successfully with Grants.gov or the E-Business Point of Contact or your organization has not assigned you the rights to submit grant applications on behalf of your organization through Grants.gov.</p>	<p>Verify that you have registered with Grants.gov or that you have received an email notification stating that you have been designated as an Authorized Organization Representative (AOR) and are able to submit grants on behalf of your organization. To verify if you have been successfully registered with Grants.gov, test your login at: https://apply.grants.gov/ApplicantLoginGetID. For instructions on how to register with Grants.gov and for information about being designated as an AOR, click https://apply.grants.gov/GrantsgovRegister.</p>
<p>The application you have submitted does not contain the correct forms for this opportunity.</p>	<p>Most likely, the grantor agency has changed the forms or other requirements for this application. Download the application package again, complete the forms, and then resubmit your application.</p>
<p>Form was illegal XFD format – Processing Exception – You may receive this message after submitting an application. The grant opportunity for which you have applied is no longer accepting applications or may have been removed by the offering agency, or if the agency posted a new application package, you may be submitting an old application.</p>	<p>Confirm the close date of your application. Confirm that the Funding Opportunity Number and the Competition ID on the package you are trying to submit matches the current package on Grants.gov. If you require additional information, contact the grantor agency directly.</p>
<p>Computer keeps freezing - Often a computer will “freeze” because there is not enough memory or hard storage space to handle the files.</p>	<p>If your computer freezes, one possible cause may be that you do not have enough memory or hard storage to handle the file. Follow these steps to check your computer’s resources. The information will also be useful to the help desk staff in analyzing your problem.</p> <ol style="list-style-type: none"> a. Use the Task Manager capability on your computer to close down the task that is not running properly. If needed, shut down the computer and reboot. Be aware that if you have not saved your work in progress when you reboot, you may lose the unsaved portion of your submission. Always periodically save your work. b. If you have a My Computer Icon on your desktop, right click on it. If you do not have a My Computer Icon on your desktop, go to step d. c. In the Properties dialog box, on the General tab, look in the lower right corner and record the Processor speed

Problems/Error Message	Corrective Action
	<p>and amount of RAM, then click OK to close the dialog box.</p> <p>(1) Double click on the same My Computer icon to open Windows Explorer.</p> <p>(2) Right click on the hard drive or server to where you are saving the file or from which you are uploading the file and select Properties.</p> <p>(3) Record the size and amounts of free space on the drive.</p> <p>(4) If the RAM or hard drive free space on your computer is no bigger or only slightly bigger than the file you are working with, that may be the problem.</p> <p>(5) Be sure to give this information to the help desk when you call.</p> <p>d. If you do not have a My Computer Icon on your desktop, click on the Start button in the lower left corner of your screen, then select My Computer from the pop-up menu. Select view system information to record processor speed and RAM as in 5c above, then click OK. The Windows Explorer window showing My Computer should remain on your screen. Follow step c above.</p>
<p>Disk Full or Out of Memory. This is related to the size of the files that you are trying to upload and the capacity of your computer to handle the load.</p>	<p>Create more room on your computer by taking off old files that are not needed, reducing the size of the files being uploaded, or submitting part of your application using the facsimile solution. There are other ways to address this issue, but because each computer is configured differently and there are numerous variables to take into account as to why an application can't upload to make the connection to Grants.gov, HUD stresses the need to apply early and to submit your application when the Grants.gov help desk is open so that if problems arise, you can contact Grants.gov and the service representatives are there to help you. Early submission will also provide sufficient time to correct the problems and walk you through a solution. See also Unsuccessful Submission Attempt below.</p>

Problem/Error Message - Unsuccessful Submission Attempt

The applicant has tried to submit the application but was unsuccessful. When trying to submit the application the following occurs:

- **Nothing happens.**
- **The screen goes blank.**
- **The wheel keeps spinning.**

In these cases your files are not connecting to Grants.gov and the transmission problems are occurring locally. There are several reasons that may cause this problem. Applicants should be aware that every computer is configured differently and many organizations have firewalls that limit the size of files going out or into an organization. These instructions are designed to address the most common reasons faced by applicants.

Corrective Actions

1. Check to see if you have downloaded the newest version of the application software from Grants.gov. The application will not operate properly if the most recent software update has not been downloaded and completely installed. The Grants.gov software requires applicants to download the software, run an install procedure, and then reboot the computer for the installation to work properly.
2. Grants.gov also recommends uploading the application from your desktop. Call the Grants.gov help desk at 800-518-4726; operators can walk you through techniques that allow you to upload through your Internet browser.
3. Check to see if your computer lacks sufficient memory. Check your system, including Random Access Memory and the hard drive, to ensure that your computer has enough available memory to process the application. If your hard drive is nearly full and you have multiple grant applications on your computer that you have successfully submitted or submitted in a previous year, remove those applications from your computer and save them on a CD, DVD, or jump drive so that you can free up needed space on your computer. If the upload still remains a problem, reduce the size of your application by using the facsimile solution for some or all of your attachment files. If these suggestions do not solve the problem immediately contact the Grants.gov help desk.
4. Check if your organization or your Internet Service Provider limits the size of the files sent over the Internet. HUD has found that many organizations have firewalls that set limits on file sizes or access to particular sites. HUD has also found that some dial-up Internet Service Providers applicants limit the size of files uploaded to the Internet. In these circumstances HUD recommends reducing the size of the application package by zipping files using WinZip10 so that file size is reduced. In addition, provided below are several ways to reduce the file size of a document if you are using Microsoft WORD 2000.
 - a. Turn off fast saves. Using fast saves to save a document requires more disk space while your document is open than using a full save. You may be able to save disk space by clearing the allow fast saves option. On the Tools menu, click "Options", and then click the "Save" tab. Clear the allow fast saves check box.

- b. Delete one or more versions of a document. Creating multiple versions of a document using the Versioning feature may increase file size. To check whether a document contains other versions, click Versions on the File menu. If other versions exist, you may be able to reduce the file size by deleting the oldest versions. Delete one or more versions of a document. On the “File” menu, click “Versions”. Click the version of the document you want to delete. To select more than one version, hold down CTRL as you click each version. Click “Delete”.
5. The application package may be very large; be patient. Depending on the speed of your connection, and the size of your application package, it could take some time to upload. If it has been more than an hour, you should stop the transmission and try to:
 - a. Move to a higher speed connection.
 - b. Reduce the size of your submission by removing optional attachments (requires agency approval).
 - c. Contact the grantor agency for assistance or alternative submission procedures.

You can also reduce the file size by using the facsimile solution for some or all the attachments. HUD will not accept an application that is sent entirely by facsimile. At a minimum, the downloaded application package with the xml-based files, including a completed SF-424, must be submitted directly to Grants.gov.

D. DO'S AND DON'TS To Follow Regarding Electronic Application Submission

What You Should Do

1. **DO** register early.
2. **DO** renew your registration with CCR annually.
3. **DO** provide to Dun and Bradstreet the same Legal Business Name, on record at the IRS. The Legal Business Name, Doing Business Name (DBA), Physical Address, and Postal Code/ Zip+4 will be pre-populated in CCR from D&B's records.
4. **DO** contact the IRS at 800-829-4933 if you have questions about your Legal Business Name and/or EIN/TIN.
5. **DO** provide to CCR the same Legal Business Name and Employer Taxpayer Identification Number (EIN) or Taxpayer Identification Number (TIN) that you provided to the IRS. This data must match exactly. If these two fields are not identical at CCR, Dun and Bradstreet, and the IRS, an error message will result and you will not be able to complete your registration until the discrepancies have been resolved.
6. **DO** check your AOR status at Grants.gov to make sure your E-Business POC has authorized you to submit an application on behalf of your organization.
7. **DO** look at HUD's Desktop Users Guide for Submitting Grant Applications, which walks applicants through the electronic process, beginning with finding a funding opportunity, completing the registration process, and downloading and submitting the electronic application. The Desktop Users Guide includes helpful step-by-step instructions, screen shots, and error proof tips to assist applicants in becoming familiar with submitting applications electronically. The Desktop Users Guide is available on line at <http://www.hud.gov/grants/index.cfm>.
8. **DO** create a special folder for each new application and save all files related to the application in that folder. Some applicants create the folder directly on their computer's desktop. Check all attachment files and make sure they have a file extension of doc, pdf, xls, jpg, jpeg or zip.
9. **DO** make sure that file extensions are not in upper case. File extension must be lower case for the file to be opened.
10. **DO** keep file names not more than 50 characters without special characters or spaces in the file name.
11. **DO** review the application package and all the attachments to make sure it contains all the documents you want to submit. If it does, save it to your computer and remove previously saved versions.

12. **DO** review the application package and all the attachments to make sure it contains all the documents you want to submit. If it does, save it to your computer and remove previously saved versions.
13. **DO** run the Check Package for Errors feature on the application package and correct any problems identified.
14. **DO** expect a Confirmation notice from Grants.gov, which advises that your application has been received and is being processed. This Confirmation includes the Grants.gov Tracking Number, record this number for future use. Until you see a confirmation message on your screen your application has not been submitted to Grants.gov.
15. **DO** use the Fax Form HUD-96011 as your Fax Cover Page if you fax attachments. In order, for HUD to correctly match a fax to a particular application, the applicant must use and require third parties that fax documentation on its behalf to use the form HUD-96011 as the cover page of the facsimile.

What You Should Not Do

1. **DO NOT** fax your entire application to HUD. HUD will disqualify applications submitted entirely by fax. Applicants should only use the fax method to submit required documents when they cannot be attached to the electronic application package as a pdf, doc, xls, jpeg, or jpg, or the size of the submission is too large to upload from the applicant's computer.
2. **DO NOT** use more than one of the following search fields (CFDA Number, Funding Opportunity Number or Funding Opportunity Competition ID) when downloading the grant application package and instructions. If you enter more than one, you will not find the instructions. HUD recommends that you use the CFDA Number.
3. **DO NOT** wait more than 1-hour for your application submission to be uploaded to Grants.gov. Stop the transmission and check the available disk and RAM space on your computer. HUD has found that difficulty in uploading a file from the applicant's desktop is due to the application package being too large for the applicant's computer to handle, or the applicant's network limits the size of files going in or out, or the Internet service provider has a file size limit. Therefore, in such instances, the application should be reduced in size by removing attachment files and submitting the information via the facsimile method using the form HUD 96011 as the cover page.
4. **DO NOT** use special characters (examples: #, %, /, etc) in a file name.
5. **DO NOT** include spaces in the file name.
6. **DO NOT** attach a copy of the electronic application with your attachments as an attachments file. HUD cannot open these files when they are attached as attachments.

CHAPTER 6 – GRANTS.GOV ACRONYMS AND GLOSSARY

The following are definitions for technical terms and acronyms used in the data communications industry:

TECHNICAL TERM/ACRONYM	DEFINITION
Accrued Expenditures	Charges incurred by a recipient during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, sub recipients, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required.
Accrued income	Sum of: (1) earnings during a given period from (i) services performed by the recipient, and (ii) goods and other tangible property delivered to purchasers; and (2) amounts becoming owed to the recipient for which no current services or performance is required by the recipient.
Acquisition Cost of Equipment	Net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges, such as the cost of installation, transportation, taxes, duty or protective in-transit insurance, shall be included or excluded from the unit acquisition cost in accordance with the recipient's regular accounting practices.
Advance Payment	A payment made to a recipient upon request, either before the recipient makes outlays or through the use of predetermined payment schedules.
Agency Specific Data Sets	Data that an agency collects in addition to data on any of the SF-424 series forms.
Application Package	A group of specific forms and documents for a specific funding opportunity that are used to apply for a grant.
Application Package Template	One or more forms and documents, which can be reused for multiple opportunity-specific application packages.
Authorized Organization Representative (AOR)	An AOR submits a grant on behalf of a company, organization, institution, or government. AORs have the authority to sign grant applications and the required certifications and/or assurances that are necessary to fulfill the requirements of the application process.
Award	Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the Federal Government to an eligible recipient. The term does not include: technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and, contracts which are required to be entered into and administered under Federal procurement laws and regulations.
Cage Code	A five-character code, which identifies companies doing, or planning to do business with the Federal Government, that is assigned through the CCR.
Cash Contributions	A recipient's cash outlay, including the outlay of money contributed to the recipient by third parties.
Catalog of Federal Domestic Assistance (CFDA)	An online database of all Federal programs available to state and local governments, federally-recognized Indian tribal governments, territories and possessions of the United States, domestic public,

TECHNICAL TERM/ACRONYM	DEFINITION
	quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals.
Catalog of Federal Domestic Assistance (CFDA) Number	The identifying number that a Federal program is assigned in the Catalog of Federal Domestic Assistance (CFDA).
Central Contractor Registry (CCR)	The Central Contractor Registry (CCR) is the primary vendor database for the U.S. Federal Government. CCR validates applicant information and electronically shares the secure and encrypted data with the Federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). The CCR stores your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications.
Closeout	Process by which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the awarding agency.
Competition ID	A grantor selected ID that allows further distinction of the funding opportunity number, which allows applications with the same funding opportunity number to be assigned unique identifiers.
Context-Sensitive Help	Online help, which provides detailed information and instruction on a specific topic.
Contract	A procurement contract under an award or subaward, and a procurement subcontract under a recipient's or subrecipient's contract.
Cookie	A piece of information sent by a Web Server to a Web Browser that the Browser software is expected to save and to send back to the Server whenever the browser makes additional requests from the Server. Depending on the type of Cookie used, and the Browsers' settings, the Browser may accept or not accept the Cookie, and may save the Cookie for either a short time or a long time.
Cooperative Agreement	An award of financial assistance that is used to enter into the same kind of relationship as a grant; and is distinguished from a grant in that it provides for substantial involvement between the Federal agency and the recipient in carrying out the activity contemplated by the award.
Cost Sharing or Matching	The portion of project or program costs not borne by the Federal Government.
Credential Provider	The organization that validates the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates for Grants.gov.
Current Accounting Period	The period of time the recipient chooses for purposes of financial statements and audits.
Data Universal Numbering System (DUNS)	A unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).
Date of Completion	The date on which all work under an award is completed, or the date on the award document, or any supplement or amendment thereto, on which awarding agency sponsorship ends.
Disallowed Costs	Charges to an award that the awarding agency determines to be unallowable, in accordance with the applicable Federal cost principles or other terms and conditions contained in the award.
Discretionary Grant	A grant (or cooperative agreement) for which the Federal awarding agency generally may select the recipient from among all eligible recipients, may decide to make or not make an award based on the programmatic, technical, or scientific content of an application, and can decide the amount of funding to be awarded.
Download	Transferring data (usually a file) from another computer to the

Desktop User Guide For Submitting Electronic Grant Applications

TECHNICAL TERM/ACRONYM	DEFINITION
	computer you are using.
E-Authentication	A gateway, which provides access to numerous Credential Providers.
E-Business Point of Contact	An E-Biz POC is responsible for the administration and management of grant activities in his/her organization. E-Biz POCS grant representatives of their organization the privilege to submit grant applications through Grants.gov.
Email	Messages, usually text, sent from one person to another via computer.
Equipment	Tangible nonexpendable personal property, including exempt property, charged directly to the award having a useful life of more than one year and an acquisition cost of \$5000 or more per unit. However, consistent with recipient policy, lower limits may be established.
Excess Property	Property under the control of an awarding agency that, as determined by the head of the awarding agency or his/her delegate, is no longer required for the agency's needs or the discharge of its responsibilities.
Exempt Property	Tangible personal property acquired in whole or in part with Federal funds, where the awarding agency has statutory authority to vest title in the recipient without further obligation to the Federal Government. An example of exempt property authority is contained in the Federal Grant and Cooperative Agreement Act, 31 U.S.C. 6306, for property acquired under an award to conduct basic or applied research by a nonprofit institution of higher education or nonprofit organization whose principal purpose is conducting scientific research.
Federal Share of Real Property, Equipment, or Supplies	The percentage of the property or supplies' acquisition costs and any improvement expenditures paid with Federal funds. This will be the same percentage as the Federal share of the total costs under the award for the funding period in which the property was acquired (excluding the value of third party in-kind contributions).
Federally Recognized Indian Tribal Government	The governing body of any Indian tribe, band, nation, or other organized group or community (including any Native village as defined in section 3 of the Alaska Native Claims Settlement Act) certified by the Secretary of the Interior as eligible for the special programs and services provided by him through the Bureau of Indian Affairs.
Fedgrants.gov	The current website at which you can search for grant opportunities.
Financial Assistance	The transfer of a thing of value from a Federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States (see 31 U.S.C. 6101(3)). An agency may provide financial assistance through various types of transactions, including grants, cooperative agreements, loans, loan guarantees, interest subsidies, insurance, food commodities, direct appropriations, and transfers of property in place of money.
Frequent Questions	A list of commonly asked questions and their answers.
Funding Opportunity Announcement	A publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program. Funding opportunity announcements can be found at http://www.grants.gov/applicants/find_grant_opportunities.jsp and on the Internet at the funding agency's or program's website.
Funding Period	The period of time when Federal funding is available for obligation by

Desktop User Guide For Submitting Electronic Grant Applications

TECHNICAL TERM/ACRONYM	DEFINITION
	the recipient.
Government	A State or local government or a federally recognized Indian tribal government.
Grant	An award of financial assistance the principal purpose of which is to transfer a thing of value from a Federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States (see 31 U.S.C. 6101(3)). A grant is distinguished from a contract, which is used to acquire property or services for the Federal government's direct benefit or use.
Grants.gov	A "storefront" web portal for use in electronic collection of data (forms and reports) for Federal grant-making agencies through the Grants.gov site: http://grants.gov/
Grants.gov Tracking Number	A number set used by Grants.gov, which is used to identify each application it receives.
Individual	An individual submits a grant on their behalf, and not on behalf of a company, organization, institution, or government. Individuals sign the grant application and its associated certifications and assurances that are necessary to fulfill the requirements of the application process.
Intangible Property and Debt Instruments	Includes trademarks, copyrights, patents and patent applications, and such property as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership, whether considered tangible or intangible.
Inter-Agency Electronic Grants Committee (IAEGC)	An organization, which encourages and assists federal agencies in developing electronic grants systems and standardizing electronic commerce methodologies throughout the federal government. The IAEGC is chartered to Grants.Gov Program Management Office.
Local Government	A local unit of government, including specifically: a county, municipality, city, town, township, local public authority, school district, special district, intra-state district, council of governments (whether or not incorporated as a nonprofit corporation under State law), any other regional or interstate entity, or any agency or instrumentality of local government.
Login	The act of connecting to a computer system by giving your credentials (usually your "Username" and "Password").
Mandatory Grant	A grant (or cooperative agreement) awarded under a program where the authorizing statute requires the head of the agency or designee to make an award to each eligible entity under the conditions and in the amount (or based on the formula) specified in the statute.
Marketing Partner ID (MPIN)	A personal code that allows you to access other government applications such as the Past Performance Automated System, DoDBusOpps and TeDS. The MPIN may act as your password in these other systems. You make up the code and register it in CCR. The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).
North American Industry Classification System (NAICS) Code	A code with a maximum of six digits used to classify business establishments. This code will be replacing the Standard Industrial Classification (SIC) code.
Obligations	The amounts of orders placed, contracts and grants awarded, services received and similar transactions during a given period that require payment by the recipient during the same or a future period. The amounts of orders placed, contracts and grants awarded, services received and similar transactions during a given period that require

Desktop User Guide For Submitting Electronic Grant Applications

TECHNICAL TERM/ACRONYM	DEFINITION
	payment by the recipient during the same or a future period.
Operational Research Consultants (ORC)	The organization that Grants.gov has selected to validate the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates.
Organization	A grant applicant who is submitting a grant on behalf of a company, state, local or tribal government, academia or research institution, not-for-profit, or any other type of institution.
Outlays or Expenditures	Charges made to the project or program, which may be reported on a cash or accrual basis.
Password	A code used to gain access to Grants.gov along with a Username. Good passwords contain letters and non-letters and are not simple combinations such as virtue7.
PDF	A file format designed to enable printing and viewing of documents with all their formatting (typefaces, images, layout, etc.) appearing the same regardless of what operating system is used, so a PDF document should look the same on Windows, Macintosh, Linux, OS/2, etc.
Personal Property	Property of any kind except real property. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents, or securities.
Point of Contact (POC)	An individual who is designated as the person responsible for authorization and maintenance of information on behalf of a CCR registrant, coordinating communication among organizations.
Prior Approval	Written approval by an authorized awarding agency official evidencing prior consent.
Program Income	Gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award.
Project Costs	All allowable costs, as set forth in the applicable Federal cost principles (see Sec. 74.27), incurred by a recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.
Project Period	The period established in the award document during which awarding agency sponsorship begins and ends.
Property	Real property, equipment, intangible property and debt instruments.
PureEdge Viewer	A small, free program that will allow you to access, complete, and submit all application packages electronically and securely through Grants.gov.
Quick Reference	A job aid that will provide the information you likely will use most often.
Real Property	Land, including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment.
Recipient	An organization receiving financial assistance directly from an awarding agency to carry out a project or program.
Research and Development	All research activities, both basic and applied, and all development activities that are supported at universities, colleges, hospitals, other nonprofit institutions, and commercial organizations. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. "Development" is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. The term research also includes activities involving training of individuals in research techniques where such activities utilize the same facilities as other research and development activities

Desktop User Guide For Submitting Electronic Grant Applications

TECHNICAL TERM/ACRONYM	DEFINITION
	and where such activities are not included in the instruction function.
Researcher	A Grant Researcher writes, prepares, and/or searches for grant applications on their own behalf, or on behalf of a company, organization, institution, or government, but does not plan to sign the grant application or its associated certifications and assurances.
Role Manager	The person listed as the Point of Contact for a specific grantor agency or sub-agency. This person will receive any email notifications about application submissions, depending on the option selected in the agency's profile.
SIC Code	Being replaced by the NAIC code, a code that was used to classify business establishments.
Standard Form 424 (SF-424) series forms	Standard government-wide grant application forms including: SF-424 (Application for Federal Assistance cover page); SF-424A (Budget Information – Non-construction Programs); SF-424B (Assurances – Non-construction Programs); SF-424C (Budget Information – Construction Programs); and SF-424D (Assurances – Construction Programs); as well as named attachments including Project Narrative and Budget Narrative.
State	Any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments.
Subaward	An award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance, which is excluded from the definition of "award."
Subrecipient	The legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided.
Supplies	All personal property excluding equipment, intangible property, and debt instruments as defined in this section, and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement.
Suspension	A post-award action by the awarding agency that temporarily withdraws the agency's financial assistance sponsorship under an award, pending corrective action by the recipient or pending a decision to terminate the award.
Synopsis of Funding Opportunity	Summary information extracted from or based on the funding opportunity announcement that is electronically posted at the government-wide website known as Grants.gov. The posting at http://www.grants.gov/applicants/find_grant_opportunities.jsp includes a direct link to the funding opportunity announcement or includes an uploaded copy of the funding opportunity announcement.
System Requirements	Computer functionality and programming which is required in order for a specific program to operate.
Trading Partner Identification	The restricted access number assigned by CCR to the main CCR

Desktop User Guide For Submitting Electronic Grant Applications

TECHNICAL TERM/ACRONYM	DEFINITION
Number (TPIN)	Point of Contact who manages information for the CCR registrant.
Termination	The cancellation of awarding agency sponsorship, in whole or in part, under an agreement at any time prior to the date of completion.
Third Party in-kind Contributions	The value of non-cash contributions provided by non-Federal third parties. Third party in-kind contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program.
Tutorial	A computer-based training lesson designed to teach you everything you need to know about using Grants.gov.
Unobligated Balance	The portion of the funds authorized by an awarding agency that has not been obligated by the recipient and is determined by deducting the cumulative obligations from the cumulative funds authorized.
Upload	Transferring data (usually a file) from the computer you are using to another computer.
User Guide	A well-indexed, comprehensive guide to reference information about Grants.gov.
User Name	The unique ID, which allows access into specific sections of Grants.gov.
XML	A widely used system for defining data formats. XML provides a very rich system to define complex documents and data structures such as invoices, molecular data, news feeds, glossaries, inventory descriptions, real estate properties, etc.

CHAPTER 7 – GRANTS.GOV PUREEDGE SUPPORT FOR NON-WINDOWS USERS

For non-Windows users, a free Citrix server is available to remotely launch a Windows session and submit completed grant applications.

Note that a limited amount of users can access the Citrix Server at any one time.

You will need to save your application often and also log off when you are not working on your application package to help maximize server use. Wait until you are close to completion of your package before attaching any documents to keep the size of the file as small as possible. Finally, you will find the best time to work and submit an application via Citrix is during off-peak hours, usually between 10 p.m. and 10 a.m., EST.

Macintosh System requirements are:
OS X Version 10.1, 10.2, 10.3 or 10.4
128 MB of RAM
10 NB Disk Space
PowerPC Processor

Click here to [Download the Citrix Package for Macintosh OS X users](#).

An installation guide that walks you through each step of the installation is available here. If you do not meet the Macintosh System Requirements, you may still download the [Citrix client](#). Once you have downloaded a Citrix client, you may link to the Customized Citrix Package Setup guide for further instruction.

[Customized Citrix Package Setup Guide](#)

Applicants unable to use the standard Grants.gov Citrix Package can use the configuration parameters below with their system-specific Citrix client. Citrix clients come with a Citrix ICA Editor, enabling applicants to configure a customized connection to Grants.gov. The suggested configuration parameters will assist applicants in configuring their file:

Connection = Published Application
Connect to = IE PureEdge
Network Protocol = TCP/IP
Server Location = 128.231.74.221
Encryption Level = 128 Bit
Window Size = 1024 x 768

Additional helpful links for Macintosh users:

[PureEdge Instructions for Macintosh](#)

[PureEdge Support for Macintosh](#) 

[Install PureEdge on a Macintosh using Virtual PC](#) 

For more help, contact the Grants.gov customer support center at support@grants.gov.

CHAPTER 8 – CONVERTING DOCUMENTS TO PORTABLE DOCUMENT FORMAT (PDF)

When completing a grant application package HUD recommends that applicants submit attachments to Grants.gov as a PDF. Using PDF  allows you to preserve the formatting of your document.

How can you convert your documents to Portable Document Format?

PDF generator software is available to help you save your documents as PDFs. There are several programs for both PCs and Macs, along with websites that can perform the conversion for you.

Please note that when naming your file, please do not use special characters or spaces in the file names. Such files are unrecognizable as PDFs to some systems.

The list below contains some of the PDF generators available, many of which are free or very inexpensive. Grants.gov or HUD does not endorse any particular software. Consult the vendor websites for more information. The websites below are listed alphabetically.

Adobe

<http://www.adobe.com/products/acrobatstd/main.html>

Print driver that will work with any application. (For PC or Mac)

BLC Technologies

<http://www.gohtm.com>

Web-based converter. Vendor emails PDF back to you. (For PC or Mac)

Create Adobe PDF Online

<https://createpdf.adobe.com/index.pl/>

Web-based converter. Vendor emails PDF back to you. (For PC or Mac)

CutePDF

<http://www.cutepdf.com>

Print driver that will work with any application. (For PC)

Go2PDF

<http://www.go2pdf.com>

Print driver that will work with any application. (For PC)

Pdf995

<http://site4.pdf995.com>

Print driver that will work with any application. (For PC)

PDFcreator

<http://docupub.com>

Web-based converter. View PDF or emails PDF to you. (For PC or Mac)

Win2PDF

<http://www.win2pdf.com/>

Print driver that will work with any application. (For PC)

Zeon Corporation

<http://www.pdfwizard.com/>

Print driver that will work with any application. (For PC)

CHAPTER 9 – ZIP (COMPRESSED) FILE ASSISTANCE

If you do not have access to .zip files on your computer, you can get software as follows:

Microsoft Windows Users

For more information on .zip (compressed) files review this article: <http://office.microsoft.com/en-us/assistance/HA011276901033.aspx>. About mid-way through the article are a number of .zip utilities.

Mac Users

Users can view this article: <http://docs.info.apple.com/article.html?artnum=24464>. The .zip utilities are at the bottom of the page.

Other

Alternatively, you can do a web search using the term "free .zip utility," which will result in a number of options. There are many brands of file compression software that will zip and unzip files. HUD **does not** endorse any particular brand of software.

CHAPTER 10 – IMPORTANT NUMBERS FOR ADDITIONAL ASSISTANCE

Central Contractor Registration (CCR) - Contact the CCR Assistance Center, 8:00 a.m. to 8:00 p.m., Eastern Standard Time, Monday through Friday at 888-227-2423 or 269-961-5757 for assistance or at <http://www.ccr.gov/>.

Credential Provider – Contact Operational Research Consultants (ORC), the Grants.gov Credential Provider at 800-816-5548 or 703-246-8536 between 7:30 a.m. to 6:00 p.m. eastern standard time or via email at eauthhelp@orc.com.

Dun and Bradstreet – If you have questions or need additional information, call Dun and Bradstreet at 866-705-5711.

Grants.gov Contact Center - If you have questions or need additional information, call the Grants.gov Contact Center at 800-518-GRANTS (4726) or email at support@Grants.gov. The Contact Center hours of operation are Monday through Friday 7 a.m. to 9 p.m. eastern standard time. A training demo on how to complete an application package is available under Tips and Tools on the Grants.gov homepage. If you are hearing or speech-impaired, you may reach any of the telephone numbers in this brochure by calling the toll-free Federal Information Relay Service at 800-877-8339.

HUD - You can also obtain information on HUD's website at <http://www.hud.gov/grants>, where you can find background information on HUD's grant programs and HUD webcasts that provide information on each grant program.

To find out more about the SuperNOFA program, contact the NOFA Information Center at 800-HUD-8929 or at 800-HUD-2209 (TTY) for the hearing impaired. The hours of operation are 10:00 a.m. to 6:30 p.m. eastern standard time, Monday through Friday, excluding Federal holidays.

HUD Disclaimer

This document reflects screenshots and information from Grants.gov and the Central Contractor Registration (CCR) as of February 2007. As these sites are updated, it is HUD's intent to issue replacement pages on a quarterly basis. If you are interested in receiving replacement pages contact us at: grantsoffice@hud.gov.