Applying for Federal Transportation Grants: Getting Started

Department of Homeland Security

In Fiscal Year 2008, the Department of Homeland Security (DHS) will award more than $400 million in grants to enhance the security of the nation's surface transportation system. The application process includes registering with grants.gov and preparing/submitting the application. Any organization can download grant guidance as soon as the guidance is issued. However, organizations need to register through grants.gov before submitting their application electronically. All grant applications **must** be submitted through grants.gov; there are no exceptions.

It is important to note that registration can take two to three weeks to complete and be fairly time-consuming. This is why grant applicants are encouraged to register well before the application deadline.

Registration is a one-time process but it is a good idea to check your registration in each grant cycle. Registration is designed to protect applicants' proprietary information. It also enables applicants to track their applications and helps to ensure that only authorized individuals are allowed to submit and access applications.

Full registration and submission steps are included in each grant guidance and application kit that DHS releases. The basic registration steps are summarized below for ease of reference.

- **STEP 1: Obtain DUNS Number** - The Federal Government has adopted the DUNS number to track how federal grant money is allocated. If your organization does not have a DUNS number visit the Dun & Bradstreet website at http://fedgov.dnb.com/webform.

- **STEP 2: Register with Central Contractor Registry (CCR)** – This step enables you to designate staff members to submit applications electronically through Grants.gov. This step can take up to two weeks to complete. Organizations can link to http://www.ccr.gov through www.grants.gov for more information.

- **STEP 3: Obtain Username and Password** – The Username and Password, managed by the Federal government's credential service provider, serves as your electronic signature when your organization submits applications on Grants.gov.

- **STEP 4: Grants.gov Registration** – By creating an account on Grants.gov, organizations can submit and track the status of their applications.

- **STEP 5: Authorized Organization Representative (AOR) Authorization** – This step verifies one or more AORs to represent the organization through the grants process.

Additional information on each of these steps and the entire grant applications process is available through www.grants.gov. Applicants also use this website to submit their application. For more information, please call the Grants.gov customer support hotline at 1–800–518–4726.