



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

UNITED STATES DEPARTMENT OF THE TREASURY

CDFI Fund • 601 Thirteenth Street, NW • Suite 200, South • Washington, DC 20005 • (202) 622-8662

FY 2006 BEA Program

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Using Grants.gov to Submit Your BEA Program Application

In order to comply with new federal requirements, all Applicants for the BEA Program must now submit their applications via the www.Grants.gov interface, the official website for Federal grant information and applications.

A complete Application Package consists of the official standard government form: Application for Federal Assistance (SF-424) and all required Applications Materials. Because of the way Grants.gov is set up, the Application Materials (i.e., the different application templates such as the BEA Legal Forms and Certifications and the BEA Charts) are accessed through a link called the “Application Instructions” and then actually saved as “Attachments” and, along with the SF-424, are “uploaded” via Grants.gov. In addition, CDFI Partners as well as Applicants seeking BEA awards in the Distressed Community Financing or Service Activities categories must follow the instructions in the application for designating Distressed Communities via the Fund’s mapping system – CIMS. The following instructions walk you through the basic steps for registering on Grants.gov, accessing the Application Package, and submitting a complete Application Package via Grants.gov.

We recognize that this a new process for you – and one that can be confusing. We strongly encourage you to call the Program staff if you have any questions about the process or are confused along the way. The Program staff can be reached during normal business hours at 202-622-6355.

Grants.gov - Microsoft Internet Explorer

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

Grants.gov

Get Started Find Grant Opportunities Apply For Grants Customer Support

FIND. APPLY. SUCCEED. SM

Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. The US Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that will have an unparalleled impact on the grant community.

Navigation of Grants.gov is simple. Use the colored tabs and/or links at the top of the screen to access primary sections of the site or the links to the left and below to access information on specific topics.

Find Grant Opportunities

- [Search for Grant Opportunities](#)
- [Register for Email Notification of Grant Opportunities](#)
- [Resources for Grants](#)
- [Find Information on Government Benefits for Individuals](#)

Apply For Grants

- [Prepare to Apply for Grants Through Grants.gov](#)
- [Access Active grant application packages](#)
- [Download grant application packages](#)
- [Complete a Grant Application Package](#)
- [Submit a Completed Grant Application Package](#)
- [Check the Status of an Application Submitted via Grants.gov](#)

WHAT'S NEW

Download and review the June [Stakeholder Meeting Materials!](#)

[Register](#) with Grants.gov today.

Read the Summer [Succeed Newsletter](#).

Learn more about [P.L. 106-107](#).

[Grant Opportunities](#) posted in the last 7 days.

[Grant Application Packages](#) available on Grants.gov today.

ALERTS

VERY IMPORTANT note about your readiness to submit electronic grant applications!

QUICK LINKS

Access the most requested information and features.

Select A Topic

SIGN UP NOW

Stay informed. Receive our

Step #1: Install the PureEdge Viewer.

In order to register on Grants.gov or access, complete, and submit applications, you must download and install the PureEdge Viewer, a small, free program.

Actions:

- ❑ From the Grants.gov home page: scroll down under **TIPS AND TOOLS** on the right side of the screen, and click [Download PureEdge Viewer](#).
- ❑ Choose to **Save** the file when the download process begins. This will open the **Save As** window where you can designate where the program should save on your computer. Browse to where you would like the program to save on your computer. Once you have browsed to where you want the PureEdge Viewer to save on your computer, click **Save**. This will download the program. Follow the screen prompts to complete the download process.
 - Make sure that the box next to **Close this dialog box when download completes** is NOT checked on the Download Complete window. If the Download Window closes when the download completes, you will need to locate the downloaded file on your computer and open it.

Step #2: Register Applicant Organization with Grants.gov

You cannot submit the Application Package without first registering on Grants.gov. Registering on Grants.gov entails four primary actions:

- Obtain a Dunn & Bradstreet Universal Number (DUNs).
- Register your organization with the Central Contractor Registry (CCR).
 - The CCR is the primary vendor database for the U.S. Federal Government. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. Grants.gov uses the CCR to help centralize information about grant recipients and provide a central location for grant recipients to change organizational information. CCR registration is also an element of the electronic signature process. A handbook describing CCR and the registration process can be found at the following link: www.ccr.gov/handbook.asp.
 - Online registration with CCR will take about 30 minutes to complete. Your registration should become active with CCR within 3-5 business days – so you should do this as soon as possible.
Do not wait until February 27th to register on the CCR!
- Register with Grants.gov's Credential Provider: Operational Research Consultants (ORC). The CCR registration must be active before you can register with ORC. Once you are registered with ORC, you will receive an ID and password to use when submitting your Application Package via Grants.gov.
- Authorize the appropriate representatives of your organization (called Authorized Organization Representatives (AOR)) to submit grant applications.
 - Anyone can find, download, and complete applications. Only AORs can submit applications.

Actions:

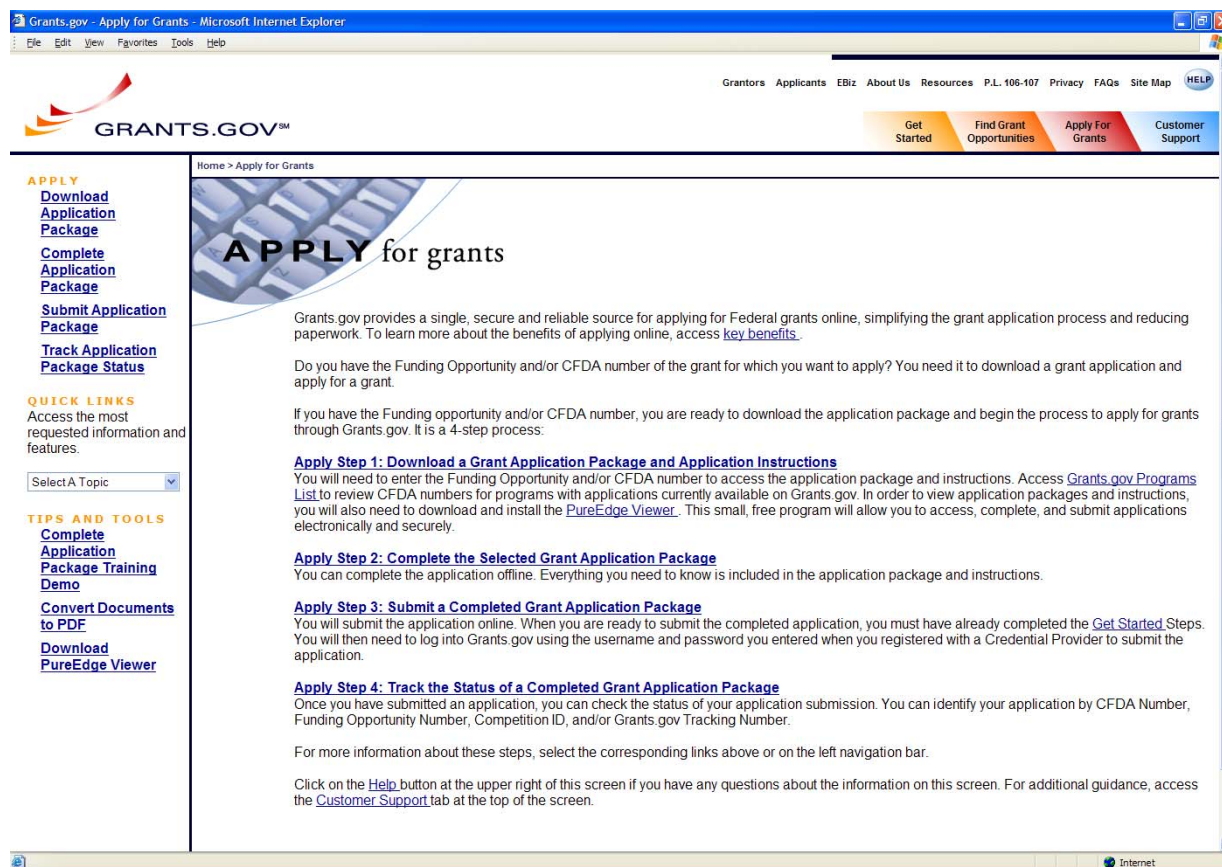
- ❑ At www.grants.gov/assets/GrantsgovCoBrandBrochure8X11.pdf, download the 6-page version of the instructions for "Getting Started" on Grants.gov. You can also go directly to the Get Started screen from the Grants.Gov home page (the first link at the top right of the homepage).
 - These instructions walk you through the entire registration process – including registering with the CCR and ORC.
- ❑ Read and follow the instructions to register on Grants.gov.

Step #3: Access and Save Application Materials

To start completing the 2006 BEA Program Application, you must access the Application Package and save them to your computer.

Actions:

- Go to www.grants.gov and click on the third tab along the top right of your screen called **Apply for Grants** – this link brings you to the **Apply for Grants** screen (pictured below), which has the most helpful menu of options along the left side of the screen for accessing the Application Materials.



- Under **APPLY** on the left side of the screen, click on **Download Application Package**.
- You will have the option of entering the CFDA Number or the Funding Opportunity Number to call up the BEA Program 2006 Application Package. You must complete at least one of these fields to download an application. Enter either number in the box provided.
 - CFDA Number: **21.021**
 - Funding Opportunity Number: **CDFI-BEA-06**.
- Click **Download Package** to download the Application Package. This will take you to the **Selected Grant Applications for Download** screen.

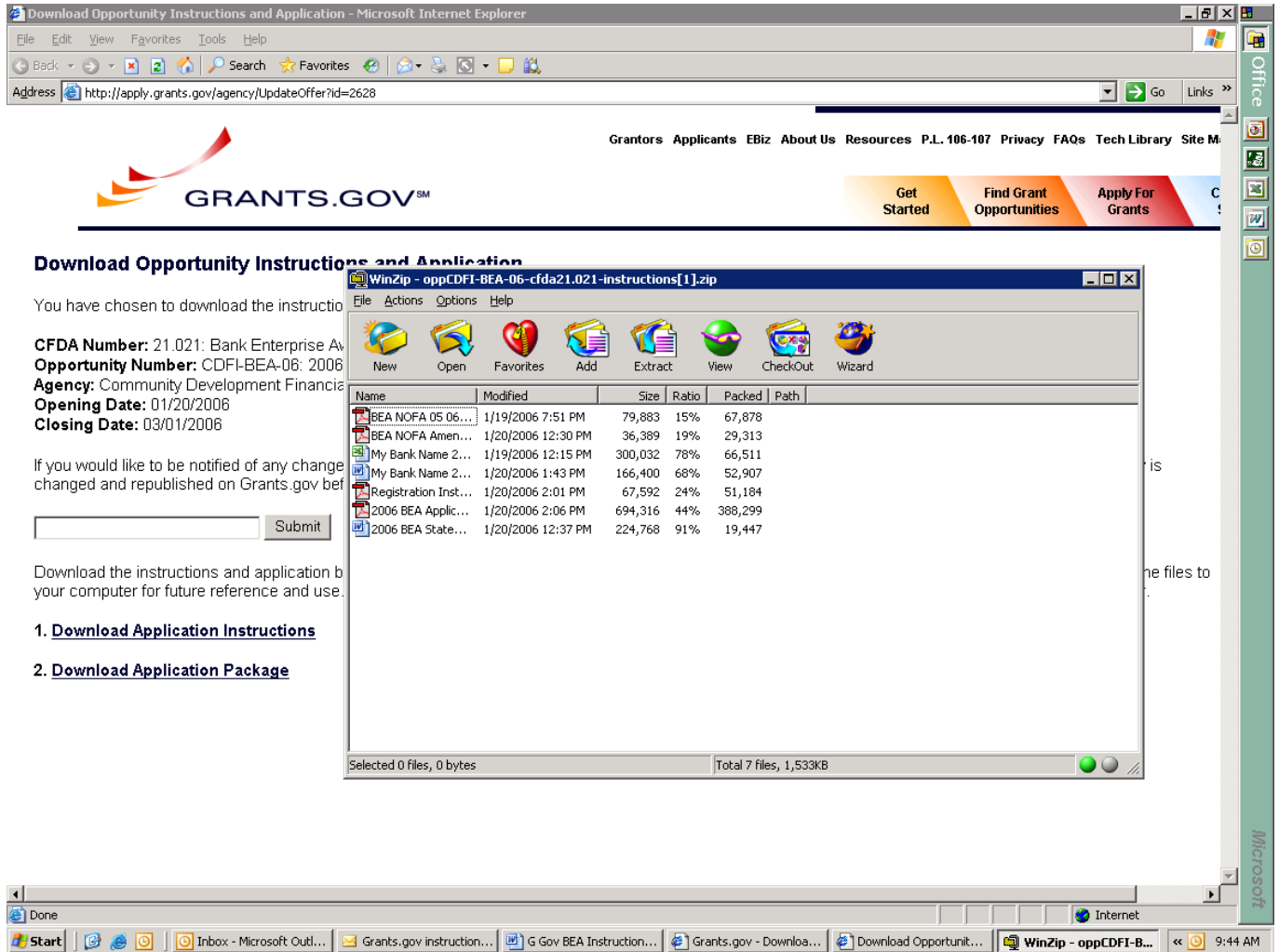
CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
21.021	CDFI-BEA-06	CDFI-BEA-06	CDFI-BEA-06	DOT BEA	download

- To download an Application Package (which includes the SF-424) and the Application Instructions (which includes the templates for all the Application Materials), click [Download](#) under **Instructions and Application** (see above) to get the **Download Opportunity Instructions and Application** screen (pictured below).
 - Instructions for [Download Application Package](#) (see below) are found under Step 4.



- Click [Download Application Instructions](#) to download the Application Materials.

- ❑ Choose **Save** during the download process and then **Open Folder** when done. Double-click on the saved Zip file and a list of documents opens up like below:



- ❑ Under **Actions**, choose **Select All** then **Extract** to copy all files to your computer.
- ❑ You can now work on preparing your documents to be uploaded into Grants.gov. This includes drafting your responses to the CBP and completing the Applicant Charts workbook. See Attachment B at the end of this document for a detailed list of files to upload. **This does not include the SF-424 – see below for instructions on accessing, completing, and submitting the SF-424.**

Step #4: Create and Save the PureEdge “Grant Application Package” File

Actions:

- ❑ From the **Apply for Grants** page of Grants.gov, click on **Download Application Package** to return to the **Download Opportunity Instructions and Application** page.
- ❑ Click option 2, **Download Application Package**. This opens a file (see picture below) in the PureEdge software where you will complete the SF-424 and upload the Application Materials that you completed offline (e.g., the CBP template, the Application Charts, etc.).
 - Note that this is where you’ll make your final submission. Do not click the SUBMIT button until all steps are completed.

- ❑ Save this PureEdge file to your computer by Clicking on **Save** at the top of the screen. Note: A warning message appears informing you that one or more of the items in this form contains an invalid value and asks if you want to proceed anyway. Click Yes.
 - You are creating a PureEdge file that you will be able to return to later. Therefore, you need to save this file to readily available directory on your computer. The Fund recommends saving this file to your desktop so that it will be easy to find.
 - The Application Package can be completed in its entirety offline; 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.
- ❑ Enter a name for the application in the **Application Filing Name** field.

Do not click the submit button on the PureEdge Grant Application Package form until you are ready to submit the complete Application Package.

Step #5: Completing the SF 424

Actions:

- ❑ To open the saved **Grant Application Package** file, go to your Desktop (or wherever you saved it), and double click on the PureEdge icon.
- ❑ In the box on the left side of the screen labeled **Mandatory Documents** select **Application for Federal Assistance (SF-424)**, then click on **Open Form** below the box to open the SF-424.

- ❑ You can enter data on the SF-424 (see next page for visual) at a various times. Click **Close Form** to save.
 - See notations in Attached 1 about how to complete the individual SF-424 fields.
- ❑ Once you have filled in all of the fields on all three pages, print the completed SF-424 and send the hard copy as the cover sheet with paper attachments. **Verify that all data is correct!**

Step #6: Uploading Application Attachments for Final Submission

Actions

- ❑ After you close out of the SF-424, you return to the **Grant Application Package** screen.
- ❑ From the box on the left labeled **Mandatory Documents**: select **Attachments** then click on **Open Form**. A table will open allowing you to upload each of the documents you've completed:

- ❑ Use one row per document to upload all required templates for a complete Application. See Attachment 2 for additional details on which forms are required. Click **Close Form** at top of screen when all documents have been added. When you close this form, you return to the Grants Application Package screen.

Step #7: Submitting the Final Application Package

- ❑ From the Grants Application Package screen, select **Application for Federal Assistance (SF-424)** from **Mandatory Documents**. Click on the arrow button between the two boxes to move the SF-424 to the box on the right box labeled **Mandatory Documents Completed for Submission**.
- ❑ Follow same procedure to move the **Attachments** to the **Mandatory Documents Completed for Submission** box.
- ❑ Click **Check Package for Errors** from the top menu. Make changes as necessary based on each error found in the package.
- ❑ When you are sure you have corrected all errors and have placed all required documents into the **Mandatory Documents Completed for Submission** box – then you are ready to submit your Application Package. By clicking **Submit**, you are sending the SF-424 plus the Attachments to the Fund as your final submission.
 - Make sure that all the required files (i.e., the CBP template, the Application Charts) are included within the Attachments list. Verify by selecting **Attachments**, then clicking on **Open Form**.

APPLICANTS WILL NOT HAVE AN OPPORTUNITY TO PROVIDE MISSING ATTACHMENTS.

Attachment #1: Clarification on Fields in the SF-424

Required fields are prefaced with an asterisk (*). You may not be familiar with all the fields so we've provided the following annotations:

Field	Instructions
* 1. Type of Submission:	<input type="checkbox"/> Select Application.
*2. Type of Application:	<input type="checkbox"/> Select New.
*3. Date Received:	<input type="checkbox"/> Automatically filled by the system upon submission – no entry necessary.
4. Applicant Identifier:	<input type="checkbox"/> Automatically filled by the system upon submission – no entry necessary.
5a. Federal Entity Identifier:	<input type="checkbox"/> Leave blank
*5b. Federal Award Identifier:	<input type="checkbox"/> Enter 21.021
6. State use only: Date Received by State:	<input type="checkbox"/> Not Applicable – leave blank.
7. State use only: State Application Identifier:	<input type="checkbox"/> Not Applicable – leave blank.
*8a. Applicant Information: Legal Name:	<input type="checkbox"/> Enter the legal name of the Applicant.
*8b. Employer/Taxpayer Identification Number (EIN/TIN):	<input type="checkbox"/> Enter the Applicant's EIN/TIN.
*8c. Organizational DUNS:	<input type="checkbox"/> Enter the Applicant's DUNS. The electronic signature will not work unless the DUNS matches the CCR registration information.
*8d. Address:	<input type="checkbox"/> Complete with the Applicant's mailing address. Include 9 digit zip code.
8e. Organizational Unit:	<input type="checkbox"/> Organizational Unit – leave both boxes blank.
*8f. Name and contact information of person to be contacted on matters involving this application:	<input type="checkbox"/> Enter the Contact Person's (not the Authorized Representative's) data in these boxes. If there is no contact person enter Authorized Rep's info. <input type="checkbox"/> Organizational Affiliation: leave blank.
9. Type of Applicant:	<input type="checkbox"/> Select most appropriate description from list of dropdown options.
*10. Name of Federal Agency	<input type="checkbox"/> Pre-filled – no entry necessary.
11. Catalog of Federal Domestic Assistance Number / CFDA Title:	<input type="checkbox"/> Pre-filled – no entries necessary.
*12. Funding Opportunity Number/Title:	<input type="checkbox"/> Number: Pre-filled with CDFI-BEA-06. Title: enter CDFI Program 2006.
13. Competition Identification Number:	<input type="checkbox"/> leave blank – no entry necessary.
14. Areas affected:	<input type="checkbox"/> Leave blank
*15. Descriptive Title of Applicant's Project:	<input type="checkbox"/> Enter Applicant's Name and BEA Program Application
*16. Congressional Districts of Applicant / Program/Project:	<input type="checkbox"/> See www.house.gov to find congressional district. Use same for both boxes.
*17. Proposed Project	<input type="checkbox"/> Start Date: Enter 01/01/2005; End Date: Enter 12/31/2005.
*18. Estimated Funding \$:	<input type="checkbox"/> Enter Award request for Federal, enter zeroes in the other boxes.
*19. Is Application Subject to Review...	<input type="checkbox"/> Select option C.
*20. Is the Applicant Delinquent...	<input type="checkbox"/> Answer and provide Explanation if Yes selected.
*21. Applicant Certification / Authorized Representative:	<input type="checkbox"/> Click the "I agree" button. Complete all fields for Authorized Representative information.

Attachment #2 Application Components and Submission Procedures

Application Component	Prepare In...	Submit via...	
Standard Form (SF) 424	Grants.gov Online Form	Grants.gov and Mail to BPD	<input type="checkbox"/> Complete form online and send hard copy to BPD as cover page to paper attachments.
Documentation of EIN	Paper	Mail to BPD	<input type="checkbox"/> Documentation from the IRS that they have their own unique EIN.
Required Certifications <input type="checkbox"/> Environmental Review Form <input type="checkbox"/> 501 (c)(4) Certification <input type="checkbox"/> Assurances and Certifications	MS Word Template	Grants.gov upload under Attachments	<input type="checkbox"/> Environmental Review Form and the 501(c)(4) Certification (if applicable): – Complete MS Word Template. <input type="checkbox"/> Assurances and Certifications: Electronic Signature on the SF 424 certifies this form – it is not necessary to submit a separate copy.
Optional Certifications <input type="checkbox"/> Certification 1. ETAs, First Accounts, or New Branches. <input type="checkbox"/> Certification 2. Certification of Disbursement. <input type="checkbox"/> Certification 3. Certification of Same Distressed Community	MS Word Template	Grants.gov upload under Attachments	<input type="checkbox"/> Certification 1. ETAs, First Accounts, or New Branches. (if applicable): <input type="checkbox"/> Certification 2. Certification of Disbursement (if applicable): <input type="checkbox"/> Certification 3. Certification of Same Distressed Community (if applicable): – Complete MS Word Template.
Application Charts: <input type="checkbox"/> Applicant Information. <input type="checkbox"/> Worksheet 1. <input type="checkbox"/> Report of Transactions.	MS Excel Template	Grants.gov upload under Attachments	<input type="checkbox"/> Complete all charts in the Excel Workbook template.
Map of Distressed Communities and Worksheet of Eligible Census Tracts	myCDFIFund	myCDFIFund	<input type="checkbox"/> Designate the Distressed Community in CIMS (the Fund's mapping system) myCDFIFund. <input type="checkbox"/> Distressed Community Financing and Service Activities: Applicant must register its Distressed Community <u>via myCDFIFund</u> according to the instructions on the Fund's website. <input type="checkbox"/> CDFI Support Activities: A CDFI Partner that is the recipient of CDFI Support (loans or deposits) must register as a Partner via myCDFIFund according to the instructions on the Fund's website.
Statement of Integral Involvement (for CDFI Partners)	MS Word Template	myCDFIFund	<input type="checkbox"/> CDFI Support Activities: A CDFI Partner that is the recipient of CDFI Support (loans or deposits) must register as a Partner via myCDFIFund according to the instructions on the Fund's website.
Qualified Activity Documentation	Paper	Mail to BPD	<input type="checkbox"/> Documentation of Qualified Activities: as described below under Part IV. Reporting and Documenting Qualified Activities (loan documents and disbursement documents). <input type="checkbox"/> CDFI Partner Balance Sheet: Submit a copy of each CDFI Partner's most recent balance sheet evidencing that it meets the asset limits described in the BEA Program NOFA.

Attachment #3: Application Deadlines

Deadlines are as follows:

- **SF-424 and Attachments via Grants.gov:** submitted by **5:00 p.m. ET, Wednesday, March 1, 2006.**
 - The submission and upload features for the BEA Program application in Grants.gov will be disabled after 5:00 p.m. ET, March 1, 2006.
- **Paper Attachments:** The paper SF-424, Matching Funds Documents, Financial Statements, Organization Chart, resumes, and documentation of EIN must be received by BPD at the address below by **5:00 p.m. ET, Friday, March 3, 2006.**
 - CDFI Fund Grants Manager
 - BEA Program
 - Bureau of Public Debt (BPD)
 - 200 Third Street
 - Parkersburg, WV 26101-5312
 - (304) 480-6088

Applicants are strongly advised to allow at least 3 business days (i.e., not Saturday or Sunday) for overnight delivery to BPD's offices in West Virginia. Allow even longer if using first class postal mail delivery.