U.S. Department of Housing and Urban Development

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

Finding and Applying for Grant Opportunities

and Registration Renewal Tips for Applicants that Successfully Submitted an Application Last Year

Information for Applicants and Grantees

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

In addition, HUD has a Desktop Users Guide for Submitting Electronic Applications that includes helpful detailed step-by-step instructions, screen shots, and error proof tips to assist applicants in registering, finding, and applying for grants electronically. It can be obtained at: http://www.hud.gov/grants/index.cfm.

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

EQUAL HOUSING OPPORTUNITY

February 2007

Register Early!

FINDING A GRANT OPPORTUNITY

Grants.gov is the Federal Government's web site for posting funding opportunities from all Federal Agencies. It is a single source for finding opportunities and applying for funds electronically when an agency posts an electronic application.

Search for Grant Opportunities

To begin your search for grant opportunities, log on to www.grants.gov and select **Find Grant Opportunities** and select **Search for Grant Opportunities.**

You can search in the following ways:

- Basic Search
  - By Keyword
  - By Funding Opportunity Number
  - By Catalog of Federal Domestic Assistance (CFDA) Number
- Browse By Category (e.g., housing)
- Browse By Agency
- Advanced Search
  - By All Categories

Receive Grant Opportunity Emails

You can also subscribe to receive email notifications of new grant postings. When you sign up for this service, Grants.gov will automatically notify you via email when a new grant has been posted. Select **Find Grant Opportunities** and click on **Receive Grant Opportunity Emails**.

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

- By Funding Opportunity Number
- Advanced Criteria
  - By Category of Funding Activity (e.g., housing)
  - By Funding Instrument Type (e.g., grant)
  - By Selected Eligible Applicant Type (e.g., nonprofit, State, etc.)
  - By CFDA Number
  - By Agency
- By all grant notice categories (You can choose to receive all grant notices or limit your selection.)

APPLYING FOR A GRANT

Apply Step 1: Download Application Instructions and Download a Grant Application Package

Download Application Instructions

1. To download the Application Instructions, go to www.grants.gov and select **Apply for Grants**.
2. Click on **Download a Grant Application Package and Application Instructions**.
3. At the next screen, enter either the CFDA Number **OR** Funding Opportunity Number **OR** Funding Opportunity Competition ID to access the application package and instructions. <u>If you enter more than one, you will not find the instructions.</u> Click **Download Package**.
4. At the next 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 that you will need to create a complete application submission.
5. At the next screen, select **Download Application Instructions**. Also, at this screen you can sign up to receive notice of any changes to the Opportunity by submitting your email address. You will be emailed in the event the Opportunity is changed and republished on Grants.gov before its closing date.
6. At the next two dialogue boxes, click **Yes** to continue and then click **Save** to save the instructions to your computer.
7. At the next screen, select a location on your computer to **Save** the **Application Instructions**. Write down the location where you saved the instructions so you can find them later.
8. 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.

Download a Grant Application Package

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

2. 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**.

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.

Note: To view application packages you will need to download and install the PureEdge Viewer, which is free and available at www.grants.gov. Depending on the size of the application and instructions, it may take several minutes to download.

Apply Step 2: Complete the Selected Grant Application Package

You can complete the application offline. Everything you need to complete an application is included in the application package and instructions. **The following 17 items explain the main elements of the PureEdge Grant Application package, which is located on Page 5 of this brochure. Also, the arrows on the 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 for which 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 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 forms 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 included in each application package are labeled by Grants.gov in 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 if 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 mandatory document not applicable to you, just enter NA in all mandatory text fields and 000 in all mandatory numeric fields.

13. **Open Form** - To open any form, place the cursor on it, and then click the **Open Form** button. **Note: It is recommended that you complete the Application for Federal Assistance (SF-424) first. 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 (see Item 7 on Page 5).**

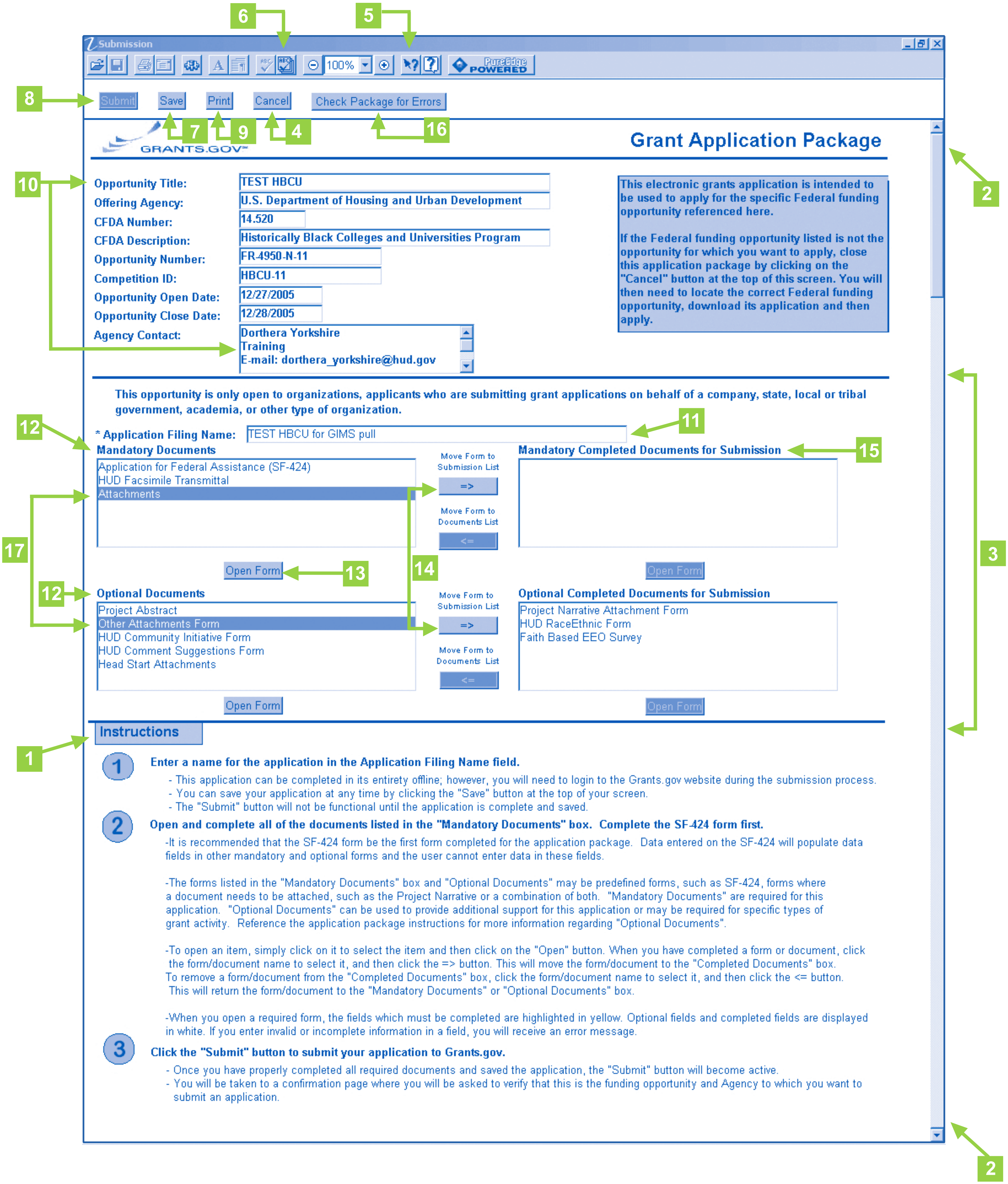
14. **Move Form** - To denote that a form is complete, click on it, and then click the right-pointing arrow to move it over to the right.
15. **Move Mandatory Forms** - Once completed, all forms in the **Mandatory Documents** box must be moved to the **Mandatory Completed Documents for Submission** box 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.
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). 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. Once you have completed the documents, save and attach them to the **Attachments Form** and move them to the M**andatory or Optional Completed Documents for Submission** box. Click **Save** after you move each document.

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 (MOU), 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:

1. **Scanning documents to create electronic files.** Third-party documentation can be scanned and saved as separate electronic files. Electronic files must be labeled so the reader will know what the file contains. 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. 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: Documents will only be accepted if saved as PDF, Microsoft Word 2000 and Excel 2000 files.**
2. **Faxing 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. Applications submitted entirely via fax will be disqualified. Applicants must use the form HUD 96011, Facsimile Transmittal,**

Grant Application Package



Submission

Submit | Save | Print | Cancel | Check Package for Errors

GRANTS.GOV

Grant Application Package

Opportunity Title:	TEST HBCU
Offering Agency:	U.S. Department of Housing and Urban Development
CFDA Number:	14.520
CFDA Description:	Historically Black Colleges and Universities Program
Opportunity Number:	FR-4950-N-11
Competition ID:	HBCU-11
Opportunity Open Date:	12/27/2005
Opportunity Close Date:	12/28/2005
Agency Contact:	Dorthera Yorkshire Training E-mail: dorthera_yorkshire@hud.gov

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

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

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

* Application Filing Name: TEST HBCU for GIMS pull

Mandatory Documents

- Application for Federal Assistance (SF-424)
- HUD Facsimile Transmittal
- Attachments

Move Form to Submission List =>

Move Form to Documents List <=

Open Form

Mandatory Completed Documents for Submission

Open Form

Optional Documents

- Project Abstract
- Other Attachments Form
- HUD Community Initiative Form
- HUD Comment Suggestions Form
- Head Start Attachments

Move Form to Submission List =>

Move Form to Documents List <=

Open Form

Optional Completed Documents for Submission

- Project Narrative Attachment Form
- HUD RaceEthnic Form
- Faith Based EEO Survey

Open Form

Instructions

1 **Enter a name for the application in the Application Filing Name field.**

- This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission 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.**

-It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.

-The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".

-To open an item, simply click on it to select the item and then click on the "Open" button. When you have completed a form or document, click the form/document name to select it, and then click the => button. This will move the form/document to the "Completed Documents" box. To remove a form/document from the "Completed Documents" box, click the form/document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.

-When you open a required form, the fields which must be completed are highlighted in yellow. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

3 **Click the "Submit" button to submit your application to Grants.gov.**

- Once you have properly completed all required documents and saved the application, the "Submit" button will become active.
- You will be taken to a confirmation page where you will be asked to verify that this is the funding opportunity and Agency to which you want to submit an application.

as the cover page of the fax. HUD reads this cover page with an optical character reader. If a different cover page is used for the fax transmission, HUD will not be able to associate the fax with your application and the faxed document will not be submitted for review and evaluation purposes.

The form HUD 96011, Facsimile Transmittal, is an electronic form and is found in the **Mandatory Documents** box of the PureEdge Grant Application Package.

Note: Be sure to complete all data fields on the Facsimile Transmittal Form. It is a mandatory form that must be completed.

You are now ready to submit your application!

Apply Step 3: Submit a Completed Grant Application Package

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

1. 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, and if it does, save it to your computer. If you have previously saved versions of the application to your computer, remove those files so you do not mistakenly upload the wrong application submission. To check for other application packages, conduct a search for files with the .xfd extension.

2. Close all other applications on your system.

3. Check your Authorized Organization Representative (AOR) status on Grants.gov and contact your E-Business Point of Contact. If you are not authorized to submit the application, request authorization.

4. When you are ready to submit the completed application, close all applications 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.

5. Click the **Check Package for Errors** button and correct any problems identified.

6. Click the **Submit** button. If the **Submit** button is not active then it means that your package still has errors. Go through the error check again until all errors have been corrected and **Save** your application.

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

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.

Note: Mandatory fields are slightly yellow in color.

Grants.gov Confirmation Messages. After clicking the **Submit** button, you will be asked to enter your Grants.gov Username and Password that you created during registration. At the next 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 Application.** If you select **Sign and Submit Your Application,** you will receive a **Confirmation** from Grants.gov, which advises that your application is being processed. 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.

Grants.gov Validation Message. Within 24-48 hours after submitting your electronic application you should receive an email **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. Early submission will allow you sufficient time to resubmit your application if problems arise. **You are urged to apply at least 72 hours prior to the due date of the application to allow time to receive the Validation Message and to correct any problems that may have caused the rejection notification.**

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

Apply Step 4: 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.

- Go to www.grants.gov.
- Click on the **Applicants Login** link at the Grants.gov home page.
- Login to the system using your **Username and Password**.
- Click on the **Check Application Status** link at the left of your screen.

If your application is rejected, you will need to address the errors and resubmit the application.

Five Common Reasons an Application is Rejected

- The Data Universal Number System (DUNS) number is not the same as the DUNS number recorded at Central Contractor Registration (CCR).
- A virus was detected in a file attachment.
- The application was submitted after the deadline for receiving applications.
- The submitter is not approved to submit grant applications on behalf of the organization.
- The organization was not registered at CCR and submitted an invalid DUNS.

REGISTRATION RENEWAL TIPS For The Applicants That Successfully Submitted An Application Last Year

If this is your first time applying for a grant, see HUD's "Step By Step: Your Guide to Registering for Grant Opportunities" brochure at www.hud.gov/grants.

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

CCR Point of Contact Must Renew/Update the 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. To renew your registration, the CCR Point of Contact identified in the CCR Trading Partner Profile (TPP) should go to www.ccr.gov, and click on **Register in CCR**, click on **Update/Renew**, select **CCR UPDATE TPIN**. During the CCR registration, your Legal Business Name, Doing Business As Name (DBA), Physical Address, and Postal/Zip +4 will be pre-populated from the Dun and Bradstreet (D&B) database. Enter your DUNS number and TPIN, and click the **Submit** button.

The next screen will be the **General Information** section of your TPP. The **Registration Menu** on this page will allow you to move to the different sections of the TPP. Click on the section that you want to review or change. If there are no changes to the registration, click the **Validate/Save** button. If there are changes, enter the changes, and then click the **Validate/Save** button for the information to register in the system. You can move from section to section of the TPP until all changes have been made. Or you can call the CCR at 888-227-2423, Monday through Friday, 8:00 a.m. to 8:00 p.m., eastern standard time for assistance. Note: You must click on the **Validate/Save** or the **Renew Profile** button in Registration Tools.

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

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 Point of Contact Don't Know Your TPIN?

If you are registered in CCR, but do not know your TPIN, the CCR Point of Contact should go to www.ccr.gov. Click on **Register in CCR**, click on **Update/Renew**, select **CCR UPDATE TPIN**. At the next screen select **Click here for a TPIN Letter request**. 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 identified in the Trading Partner Profile (TPP).

Who is the AOR that will submit the Grant Application package?

If your organization has the same AOR, their status should be active, however this should be verified. If a new person will be assigned, the new AOR will need to register with the Credential Provider and Grants.gov and be approved by the E-Business Point of Contact**.**

How to Check your 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. To check your status, the AOR should:

1. Go to www.grants.gov and click on **Applicant Login** under **Quick Links** or go to https://apply.grants.gov/ApplicantLoginGetID.
2. At the next screen, enter your Grants.gov Username and Password, and click on **Login**.
3. Select **Manage Applicant Profile**.
4. At the next screen, your status will be displayed in the screen. If the AOR status is **Approved**, you have authorization to submit a grant application. Otherwise, you will need to contact the organization's E-Business POC.

Forgot your AOR Grants.gov Username?

The AOR should contact Operation Research Consultants (ORC), the Grants.gov Credential Provider 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.**

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. Complete 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 and click on **Register**.
3. On the left of the screen, click the **User Administration** link.
4. Click on **Forgotten Password.**
5. Enter the **Username** that you received from the Credential Provider.
6. Click the **Submit** button.
7. You will receive the question that you entered as your password reminder.
8. Enter the answer to the question in the **Answer** field.
9. 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.

Who is the Organization's E-Business Point of Contact (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**.
3. At the next screen enter your DUNS Number.
4. Click on **Search**.
5. Scroll to the E-Business POC section.

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

The E-Business POC will need to Authorize the AOR to Submit Applications

1. Go to www.grants.gov and click the **E- BIZ POC Login** under **Quick Links** or go to https://apply.grants.gov/ApplicantLoginGetID.
2. Enter DUNS and 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.

E-Business POC Don't Know Your MPIN?

You can search for your MPIN by following these steps:

1. Go to www.ccr.gov and select **Register in CCR**.
2. Click on **Update/Renew**. Select **CCR UPDATE TPIN**.
3. Enter your DUNS Number, TPIN, and click **Submit**.
4. On the left side of the screen, select **View TPP**.
5. Scroll down to the bottom of the page for the MPIN.
6. Make a copy of the **TPP** for your records.

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

For additional assistance

If you have questions or need additional information, call the Grants.gov Contact Center at 800-518-GRANTS (4726) or email support@Grants.gov. **The Contact Center hours of operation are Monday through Friday 7 a.m. to 9 p.m. eastern standard time.** If you are a hearing or speech-impaired person, you may reach any of the telephone numbers in this brochure by calling the toll-free Federal Information Relay Service at 800-877-8339.