U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

LEARN HOW TO REGISTER
WITH GRANTS.GOV

STEP BY STEP:
Your Guide to Registering for Grant Opportunities

Information for Applicants and Grantees

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

EQUAL HOUSING
OPPORTUNITY

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**Register Early!
The registration process can
take approximately two to four weeks to complete.**

REGISTERING FOR ELECTRONIC APPLICATION SUBMISSION

Step One: Obtain a Data Universal Number System (DUNS) Number

In order to submit an electronic application via Grants.gov, your organization will need a DUNS number. A DUNS number is a unique nine-character identification number provided by DUN & Bradstreet (D&B). You will use the **same DUNS number throughout the registration and application process.**

Prior to requesting a DUNS number, find out if your organization already has a DUNS number by contacting your chief financial officer or grant administrator. If your organization does not have a DUNS number you can immediately receive one by calling D&B at 866-705-5711. **It takes approximately ten minutes to get a DUNS number and there is no charge.**

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

Step Two: Register with the Central Contractor Registration (CCR)

Registering with CCR. Your organization must register or annually renew their registration with CCR to establish roles and IDs for representatives that will use Grants.gov to submit electronic applications. 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., 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.

Trading Partner Profile (TPP). The CCR registration process consists of completing a TPP. *Note: While completing the TPP, you will need to identify a CCR Point of Contact (CCR POC), who will be responsible for updating and renewing the CCR registration, an E-Business Point of Contact (E-Business POC) and an alternate, who will be responsible for identifying and naming individuals as an Authorized Organization Representative (AOR). The AOR will submit applications through Grants.gov for your organization and must be someone that has the right to enter into a legally binding commitment for the 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 Start the CCR Registration Process. Go to www.ccr.gov, click on "Register in CCR", select "New." Enter your DUNS number at the next screen and click on "Submit." At the next screen, the CCR will assign a temporary confirmation number that allows you to save your registration as a work in progress. Your temporary confirmation number, along with your DUNS number, will let you access CCR to complete your application at a later date. To access your application at a later date, at www.ccr.gov, select "Register in CCR", click on "Update/Renew." Click on "CCR Update Confirmation #." At the next screen, enter your DUNS number and temporary confirmation number and click "Submit." Follow the instructions on the next screens until you complete the TPP.

Create a MPIN. The final step of the TPP requires you to create a **Marketing Partner ID Number (MPIN)**. The MPIN is a self-defined nine character password that the E-Business POC will need to access Grants.gov to authorize the AOR to submit a grant application.

CCR Registration Confirmation. After you complete the TPP, **you will receive two notices if your registration was submitted successfully**. The **first notice** welcomes you to CCR and will include a copy of your registration. 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. *Note: A Trading Partner Identification Number (TPIN), which is assigned by CCR, will replace the temporary confirmation number when your registration is approved and becomes active.*

The TPIN is also your confidential password that confirms that you successfully registered in CCR and allows you to change your CCR information.

Current Registrants without a MPIN. If you currently have an active registration in CCR and you <u>do not have a MPIN</u> you will need to:

- Go to www.ccr.gov, click on "Register in CCR." Select "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 E-Business POC and the alternate E-Business POC.

- Scroll down to the bottom of the "Points of Contact" page and create your own MPIN.

- Click on the "Validate/Save" button.

Renewing 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. To renew your registration, go to www.ccr.gov, and click on "Register in CCR". Click on "Update/Renew." Select "CCR Update TPIN." Enter your DUNS number and TPIN. 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 "Validate/Save." If there are changes, enter the changes, and then click the "Validate/Save" button 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.

Note: You must click on the "Validate/Save" or the "Renew Profile" button in "Registration Tools".

Don't Know Your TPIN? If you are registered in CCR, but do not know your TPIN, go to www.ccr.gov. Click on "Register in CCR." Select "Update/Renew" and click on "CCR UPDATE TPIN." At the next screen click on "Don't Know Your TPIN? 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 (POC) identified in the TPP. If you do not know your organization's CCR POC, call 888-227-2423 for assistance.

Verify Status of Your CCR Registration. You can verify the status of your registration online at www.ccr.gov by clicking on "Search CCR". When prompted, enter your DUNS number and click "Search".

The registration status is located at the top of the page. You can also call the CCR Assistance Center for the status of your registration.

You should also check the ccr.gov website for any registration updates or changes.

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

Step Three: 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 receive a username and password, which are needed to submit an application package through Grants.gov.

- To register with the Credential Provider go to: http://apply.grants.gov/OrcRegister.

- Scroll down the page and enter your DUNS number and click on "Register".

- At the next screen scroll down and select "Get Your Credentials".

- Complete and submit all information on the eAuthentication User Information screen.

- 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.

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

Step Four: Register with Grants.gov

The AOR must register with Grants.gov in order to submit an application for an organization.

- To register with Grants.gov go to: https://apply.grants.gov/GrantsgovRegister.

- 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".
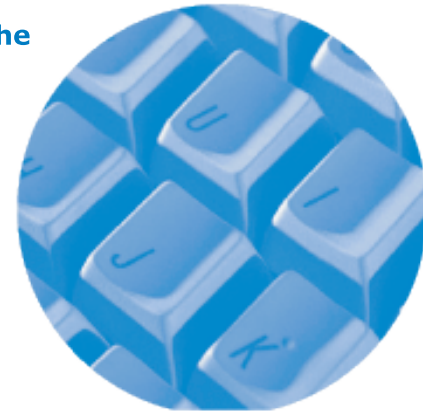
Upon following all steps correctly, you will receive an email notice that you successfully registered with Grants.gov. The E-Business POC will receive an email notice stating that someone has registered to submit grant applications on behalf of your organization.

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

Step Five: Authorize an AOR to submit a Grant Application

This is a **final and very 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. *The E-Business POC will need to authorize the AOR as the Authorized Applicant that is approved to submit applications on behalf of the organization, before that person can submit an application.*

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

■ To authorize an AOR to submit applications on behalf of the organization go to: https://apply.grants.gov/apply/AorMgrGetID. Or go to http://www.grants.gov, under **Quick Links**, click on **E-Biz POC Login**.

■ Enter your DUNS and MPIN and click on "Login". The next screen welcomes you to the "E-Business Points 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 box (es) next to the name of the AOR(s) that you are assigning rights.

■ Click on "Reassign Roles".

■ At the next screen, use the arrows to move the roles from one box to the other. To provide authorization, the "Current Roles" should indicate "Authorized Applicant".

■ Click on "Continue". You will receive a notice that the role has been successfully reassigned.

■ Click on "Continue". Repeat the steps if you are assigning rights to multiple AORs.

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

Check your AOR Status. An AOR can check their status at https://apply.grants.gov/ApplicantLoginGetID. Or go to http://www.grants.gov, under **Quick Links**, click on **Applicant Login**. At the next screen enter your Username and Password supplied by the Credential Provider, click on "Login". On the left side of the screen, select "Manage Applicant Profile". Your status will be either – "Approved" or "AOR Request Sent". If the status is "Approved" you are authorized to submit grant applications on behalf of your organization. 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.

For Additional Assistance the following resources are available.

HUD's Desktop Users Guide for Submitting Electronic Applications at: http://www.hud.gov/grants/index.cfm. The Guide includes helpful step-by-step instructions, screen shots, and error proof tips to assist applicants in registering, finding, and applying for grants electronically.

HUD's Finding and Applying for Grant Opportunities and Registration Renewal Tips for Applicants that Successfully Submitted an Application Last Year at http://www.hud.gov/grants/index.cfm. This brochure will walk you through the process of finding and applying for grant opportunities.

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

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-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 guide by calling the toll-free Federal Information Relay Service at 800-877-8339.