CFDA.GOV PUBLIC USER GUIDE 2.0

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Contents

1 System Overview

The Catalog of Federal Domestic Assistance (CFDA) provides a full listing of Federal programs available to State and local governments (including the District of Columbia); federally-recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.

All Users: From the site's main navigation page, any user (not password protected) can utilize navigation to review:

- General Information
- Programs
- Agencies
- Agency Regional and Local Offices
- Privacy Statement

Government Users, when logged into the system using their password-protected account, can do the following:
- **Agency Program Submitter:**
    - Maintain account profile
    - Create New Programs
    - Revise Existing Programs
    - View/Edit Regional Agency Offices
- **Agency Coordinator:**
    - Maintain account profile
    - Manage user accounts for Agency staff
    - Review/Edit Programs submitted by their Agency's users
- **OMB Reviewer:**
    - Review all Programs
    - Edit Programs for their respective Agencies
- **RMO Superuser**
    - **Assign OMB reviewers to agencies**
    - **Review all programs**
    - **View/Edit Regional Agency Offices**

Public Users do not require system user accounts. The public can locate Programs based on various search criteria directly from the homepage or via the Advanced Search Form. Public users can also access listings of Agency Regional and Local Offices (currently Appendix IV in the 2008 print edition).

2 System Homepage

2.1 System URL

The URL for the system is https://www.cfda.gov.

2.2 Navigation Bar

The Navigation across the top of the homepage allows users access to the following features without being logged onto the system. Note: The current section that the user selected will be highlighted in red.

2.2.1 Programs

This section provides access to the complete listing of published program descriptions in the CFDA.gov system.

I.   Click on the "View" icon ⬚ next to the desired program to view complete program details. There are two main options from the Program Information page:
   a.   Click "Back to Programs" to return to the complete program list.
   b.   Click "Print" to open a new window with the option to print and/or close the window.

II.   Conduct a quick keyword search by typing desired search criteria into the open text field, and clicking the "GO" button.

III.   Click on the "More Search Fields" link to display additional quick search options, including Agency and Assistance Types drop-down fields. (Click on "-Less Search Fields" link to hide the additional fields.)

IV.   Sort search results by clicking on the column headers with the black arrow, including Program #, Program Title, and Agency/Office.

V.   Display 10, 20, 50, 100, or 250 programs per page by using the "Showing ## per page" drop-down and selecting the desired number.

VI.   Navigate to different pages by clicking on the "Jump" drop-down and selecting the desired page number, or by clicking the "Next" and "Previous" links.

VII.   Save programs to Excel by following these steps:
   a.   Enter a checkmark by clicking in the checkbox next to the desired programs. Alternately, click on the "+" sign in the column header to select all programs currently listed in the search results if applicable. (Deselect all selected programs by clicking on the "-" sign.)
   b.   Click the "Save Check marked Items to Excel" button. (Note, the system will inform the user the number of selected items in the space next to this button.)
   c.   Follow your browser's instructions for opening/saving the file.
   d.   The file will contain the following data elements for the selected programs: Program #, Program Title, Agency/Office, Types of Assistance, and Published Date.

VIII.   Navigate to the Advanced Search Form by clicking on the link in the "Search Tip" note at the top of the page, or by clicking on the Advanced Search sub-tab.

IX.   The Historical Index tab allows for users to view the history of all Programs that have ever been published in the Catalog.

X.   Return to the Home page by clicking on the "Return to Main" link or clicking the Home button in the main navigation at the top of the page.

2.2.2 Agencies

This section provides access to program listings by Agency.

I.   Use the keyword search field to refine the agency list by agency name, abbreviation, or description.

II.   Display a particular number of Agencies per page by using the "Showing ## per page" drop-down and selecting the desired number.

III. Navigate to different pages by clicking on the "Jump" drop-down and selecting the desired page number, or by clicking the "Next" and "Previous" links.

IV.   Click on the "View" icon [icon] next to the desired Agency to view a complete list of associated programs. Alternately, click on the name of the desired Agency. The system will display the following sub-tabs:

a.   Programs – a list of all programs for the agency (see section 2.2.1)

b.   Profile – Provides a detailed description of the agency and the agency's code

c.   Offices – a list of all offices under that agency

d.   Regional Agency Offices – a list of all regional and local office addresses for that agency (see section 2.2.3)

e.   Advanced Search – additional search criteria options to help refine the programs list for that agency (see section 3)

f.   Historical Index – Provides a list of all programs in CFDA beginning with the 1965 edition.

V.   The number displayed in the Offices column indicates how many offices are under that Agency. Click on the number hyperlink to view a list of all Offices for that particular Agency. The system will display three sub-tabs:
   a. Programs – a list of all programs for the agency (see section 2.2.1)
   b. Offices – a list of all offices under that agency and links to their related programs list
   c. Regional Agency Offices – a list of all regional and local office addresses for that agency (see section 2.2.3)

VI.   The number displayed in the Programs column indicates how many programs are associated with an Agency/Office. Click on the number hyperlink to view a list of all programs for that particular Agency/Office. The system will display the following sub-tabs:
   a. Programs – a list of all programs for the agency (see section 2.2.1)
   b. Offices – a list of all offices under that agency and links to their related programs list
   c. Regional Agency Offices – a list of all regional and local office addresses for that agency (see section 2.2.3)
   d. Advanced Search – additional search criteria options to help refine the programs list for that agency (see section 3)

2.2.3 Regional Agency Offices

This section provides a list of all Regional and Local Office addresses for agencies, and is currently referred to as Appendix IV in the 2008 print edition of the catalog. Program descriptions will often refer users to this section of the website for points of contact information.

I. Click on the "view" icon to view details for a particular office listing.

II. Conduct a quick keyword search by typing desired search criteria into the open text field, and clicking the "GO" button.

III. Click on the "+More Search Fields" link to display additional quick search options, including Agency and Division drop-down fields. (Click on "-Less Search Fields" link to hide the additional fields.)

IV. Sort search results by clicking on the column headers with the black arrow, including Name, City, State, and Zip Code.

V. Display 10, 20, 50, 100, or 250 office addresses per page by using the "Showing ## per page" drop-down and selecting the desired number.

VI. Navigate to different pages by clicking on the "Jump" drop-down and selecting the desired page number, or by clicking the "Next" and "Previous" links.

2.2.4 General Info

This section provides valuable information for Users to reference when using the CFDA system.

2.2.5 Privacy Statement

This section details the Privacy and Security Statement for the website.

2.3 Find Programs

The top right section "Find Programs" provides the user with the following quick search options.

I. Keyword or Program Number Search – Conduct a quick search by entering in a program number or keyword in the free text field and clicking the "Search" button.

II. Select Assistance Type - Click on the field marked "Select Assistance Type" which will produce the following drop-down options, select the desired value, and then click the "Search" button.

A - Formula Grants
B - Project Grants
C - Direct Payments For A Specified Use
D - Direct Payments With Unrestricted Use
E - Direct Loans
F - Guaranteed/insured Loans
G - Insurance
H - Sale, Exchange, Or Donation Of Property Or Goods
I - Use Of Property, Facilities, Or Equipment
J - Provision Of Specialized Services
K - Advisory Services And Counseling
L - Dissemination Of Technical Information
M - Training
N - Investigation Of Complaints
O - Federal Employment

III. Advanced Search Form – See section 3 for more information.

IV. Find Programs by Number - Click this link to go directly to the programs listings section in the site (see section 2.2.1).

V. Find Programs by Agency - Click this link to go directly to the programs listing by Agency (see section 2.2.2).

VI. Added Programs since last publication date link will provide users with programs that have been added to the system since the last publication

VII. Archived Programs since last publication date link will provide users with programs that have been archived since the last publication

VIII. Download CFDA 2010 Print Edition link will allow users to download a copy of the print edition for desktop reference

2.4 Additional Resources

The Additional Resources section provides links to related information and websites, including the following:

Additional Resources

▸ **Frequently Asked Questions**
▸ **Search Historical Index**
▸ **Federal Service Desk**
▸ **CFDA 2010 Print Edition**
▸ **CFDA 2009 Print Edition**
▸ **CFDA 2008 Print Edition**
▸ **Writing Grant Proposals**
▸ **Types of Assistance**
▸ **Overview of CFDA**
▸ **LoanBenefits**
▸ **GovBenefits**
▸ **OMB Circular A-133 Compliance Supplement**
▸ **Integrated Acquisition Environment**
▸ **Federal Business Opportunities**
▸ **Grants.gov**
▸ **Recovery.gov**
▸ **Whitehouse.gov/recovery/**

3   Advanced Search

The Advanced Search Form provides public users with additional search criteria options to help refine their search when they do not know the specific Program Number or Program Title.

3.1 Full Text Search

Click on the Keyword Search Tips hyperlink to open a pop-up window of keyword search tips. After entering desired keywords, click the "Search" button to obtain search results. Note: The system will conduct a search on the entire program description for the values entered.

| Programs | Advanced Search | Historical Index |

💡 **Note:** Once you have found the Federal assistance program you want, please contact the office that administers the program for application instructions.

[Search] [Clear] [Back To Programs List]

Full Text Search:

[   ]   Keyword Search Tips

3.2 Agency/Office(s)

I.   Select the "All Agency/Offices" radio button if you want the system to search for programs under all agency/offices in the system.

II.   Select the "Specific Agency/Offices" radio button if you only want to search for programs related to particular agency/offices.

III.   Click on the drop-down arrow and choose the desired agency and/or offices. Note: You can choose multiple agencies/offices. Click on the "X" to remove a selection.

3.3 Assistance Types

I.   Place cursor over the "select" field to produce a drop-down window.

II.   Click on the drop-down to open a picklist of values.

III.   Make the desired selection(s) which will appear in the window below the drop-down field for review. You can select multiple values. Click the "Clear" button to remove the selections, or click on the "X" next to the desired value that you want to remove.
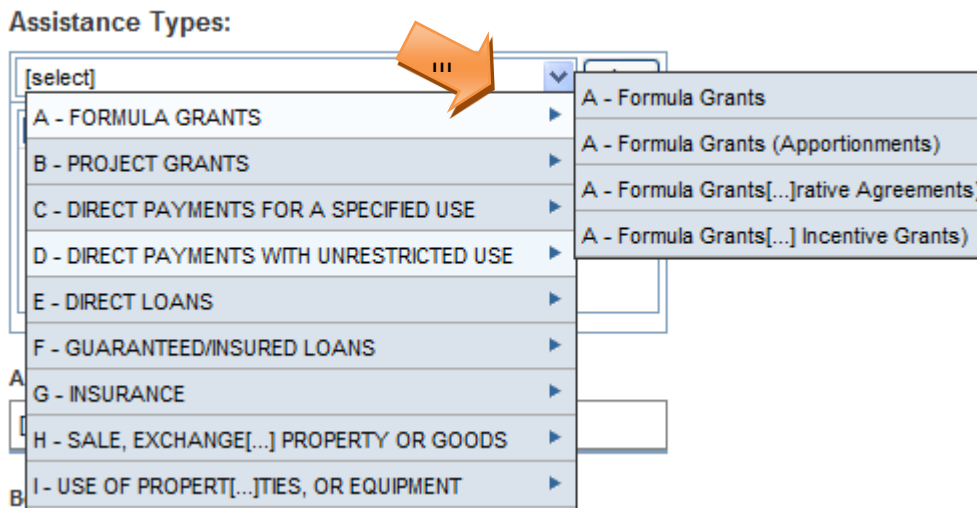
3.4 Applicant Eligibility

I.   Place cursor over the "select" field to produce a drop-down window.

II.   Click on the drop-down to open a picklist of values.

III.   Make the desired selection(s) which will appear in the window below the drop-down field for review. You can select multiple values. Click the "Clear" button to remove the selections, or click on the "X" next to the desired value that you want to remove.
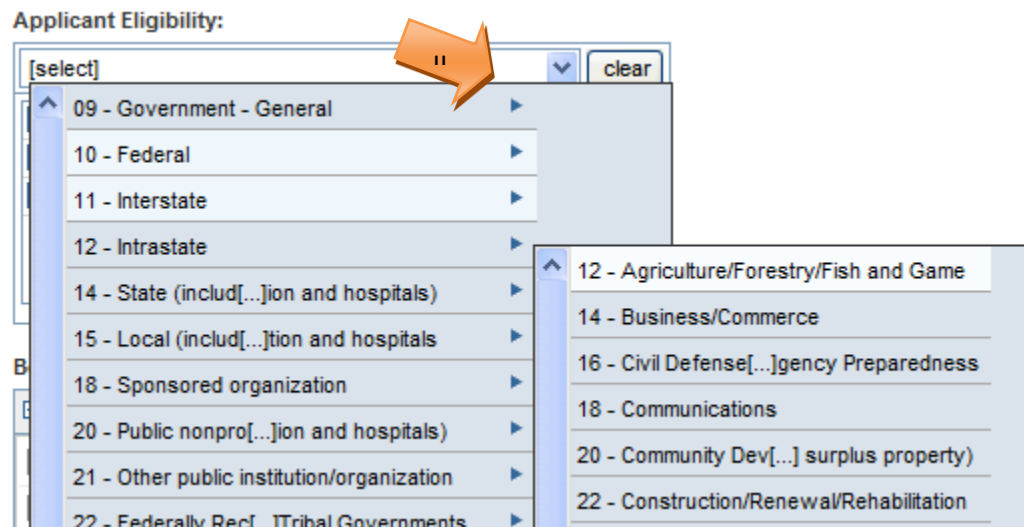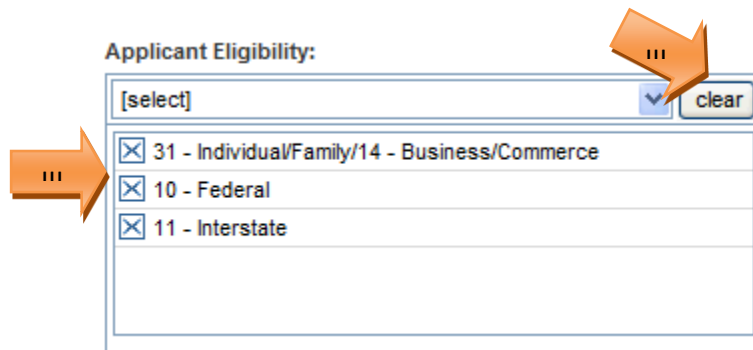

3.5 Beneficiary Eligibility

I.   Select one or more eligibility factors by using the check boxes next to the desired value.
        Note: The ⊞⊟ will select or de-select, respectively, all values in the window.

II.   Use the scroll bar on the right to scroll through all of the values.
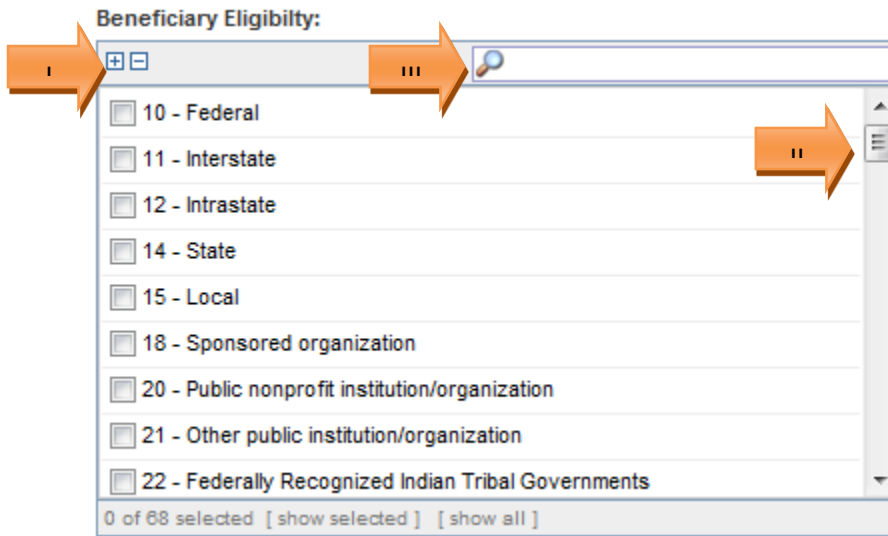
III. Alternately, place the cursor in the field with the magnifying glass and type the number or text for target value. If you start to type part of a word found in a value, e.g., "state," the system will start to display factors with that value.

IV. If you start to type the numeric code, the system will present codes containing that string of values.
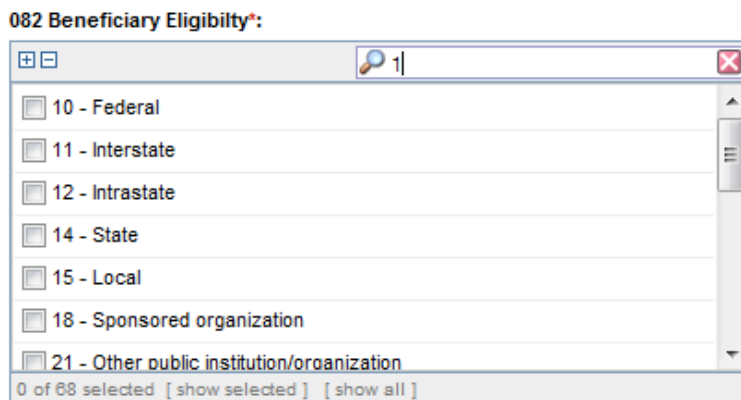
3.6 Functional Codes

    I.   Place cursor over the "select" field to produce drop-down of available Functional Codes. Click to select one or more Codes that you wish to search on.
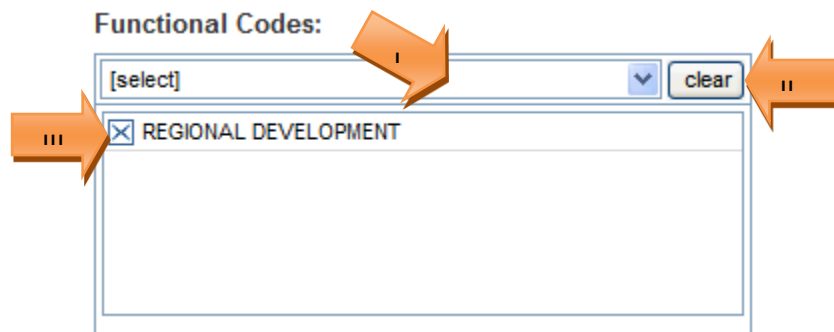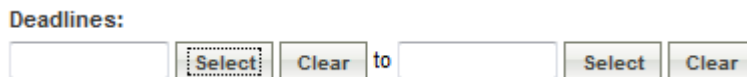
    II.   Use the "Clear" button to remove all selections.

    III.   Use the check box feature to de-select individual Code selections.


3.7 Deadlines

    I.   Click on the "Select" button to open a calendar widget.

    II.   Select the desired date or date range that you wish to search on.

    III.   Click on the "Clear" button to remove a selected date.

3.8 Date Published

    I.   Click on the "Select" button to open a calendar widget.

    II.   Select the desired date or date range that you wish to search on.

    III.   Click on the "Clear" button to remove a selected date.
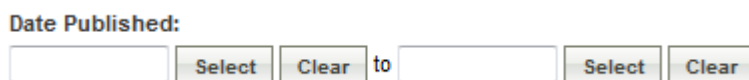
3.9 Executive Order 12372

    I.   Select the "Yes" radio button if you want to only locate programs that are flagged as being related to Executive Order 12372.

    II.   Select the "No" radio button if you only want to locate programs that are NOT flagged as being related to Executive Order 12372.

III.	Select the "not selected" radio button if you want the system to search all programs regardless of their relation to Executive Order 12372.

Executive Order 12372:
○ Yes ○ No ● [not selected]

3.10 Recovery and Reinvestment Act Obligations

I.	Select the "Yes" radio button if you want to only locate programs that are flagged as being related to the Recovery and Reinvestment Act.

II.	Select the "No" radio button if you only want to locate programs that are NOT flagged as being related to the Recovery and Reinvestment Act.

III.	Select the "not selected" radio button if you want the system to search all programs regardless of their relation to the Recovery and Reinvestment Act.

Has Recovery and Reinvestment Act Obligations:
○ yes ○ no ● [not selected]

3.11 Subject Terms

I.	Place cursor over the "select" field to produce keyword search.

Subject Terms:
[select]

II.	Search and locate one or more subject terms by placing the cursor in the field with the magnifying glass and typing in the desired text.
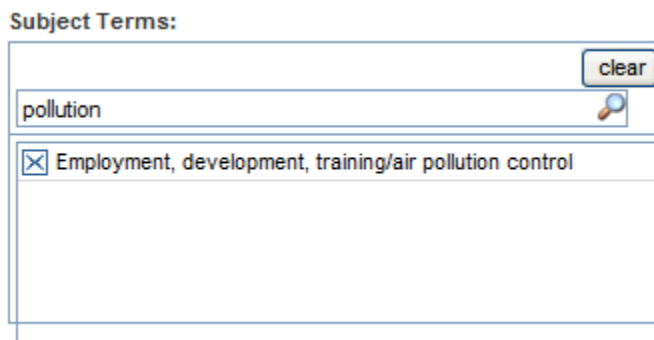
Subject Terms:

[clear]

Click and begin typing to initiate search...

III.	If you start to type part of a word found in an existing value, e.g., "pollution," the system will start to display subject terms containing that value. Select as many subject terms as desired.
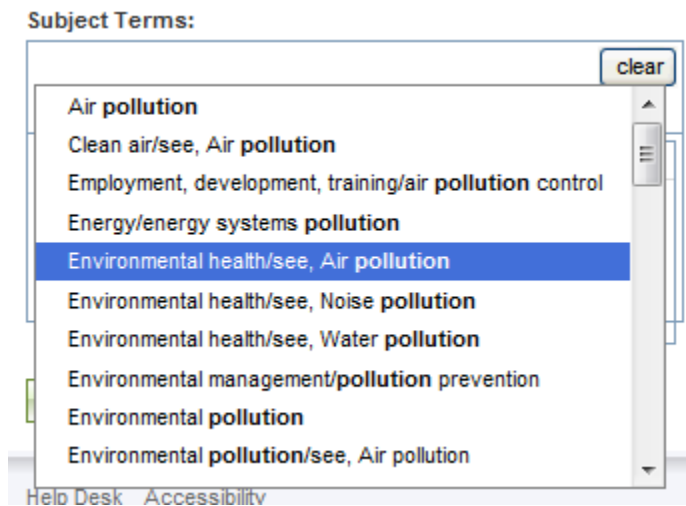
IV.   Use the "Clear" button to remove all selections.

V.   Use the check box feature to de-select individual selections

3.12 Search Results

I.   There are three options to continue once you have selected your search criteria:

   a.   Click the "Search" button to initiate your search.

   b.   Click the "Clear" button to remove all selections on the Advanced Search Form.

   c.   Click "Back to Programs List" to return to the complete list of programs.
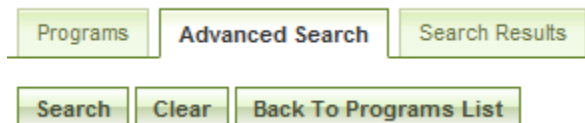
II.   If "Search" was selected, you can always click on "Refine Search" from the search results page to return to the Advanced Search Form with the previous search criteria preserved.
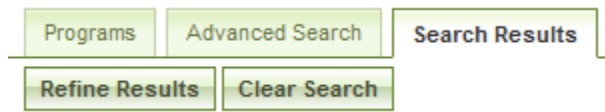
III.   See section 2.2.1 for more information on the programs list options.