U.S. Department of Housing and Urban Development

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.

Register Early!

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. 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 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)

Applicants Registering for the First Time. Your organization must register 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 24 hours, 7 days a week 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.

To start the registration process, go to www.ccr.gov. The CCR registration process consists of completing a Trading Partner Profile

(TPP). On the left side of the screen, click on "Start New Registration". Enter your DUNS number at the next screen, "New Registration". 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 "Finish Saved Registration Using Confirmation Number". At the next screen, enter your DUNS number and temporary confirmation number. Follow the instructions on the next screens until you complete the TPP.

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.

Note: While completing the TPP, you will need to identify an E-Business Point of Contact (E-Business POC) and an alternate, who will be responsible for identifying and naming individuals as Authorized Organization Representatives (AOR). The AOR should be someone that has the right to enter into a legally binding commitment for the organization. The AOR will submit applications through Grants.gov for your organization. The person that completes the TPP can be the E-Business POC and the AOR or they can be different people.

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.

After you complete the TPP, you will receive two notices if your registration was submitted successfully. The first notice, which you will receive within 24 hours after submitting your registration, welcomes you to CCR and will include a copy of your registration. The second notice, which you will receive within approximately 48 hours after submitting your registration, provides you with a Web link/address where you can enter your DUNS number and temporary confirmation number to obtain your confidential TPIN.

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:

- Access your CCR registration by clicking on "Update or Renew Registration using TPIN".

- Enter your DUNS number and TPIN.

- Click on the tab named "Points of Contact", 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. Your registration will take approximately 48 hours to update.

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 "Update or Renew Registrations Using TPIN". Enter your DUNS number and TPIN, and click "Submit". If there are no changes to the registration, click the "Validate/Save" button for the information to register in the system, then click "Submit". If there are changes, enter the changes, and then click "Submit". Your registration will take approximately 48 hours to update.

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 "Update or Renew Registrations Using 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 POC, call 888-227-2423 for assistance.

Verify Status of Your 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 check the ccr.gov website for any additional information that may be implemented.

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:

- 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. User names and passwords are validated on the same day that you register.

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. You can register with Grants.gov on the same day. To register with Grants.gov:

- Click the "Applicants" link at the top of any screen at www.grants.gov.

- At the next screen scroll down and select "Register with Grants.gov".

- 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 a notice that you successfully registered with Grants.gov. The E-Business POC will receive a 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, the submitted application will be rejected.

To authorize an AOR to submit applications on behalf of the organization:

- Click the Ebiz link at the top of any screen at www.grants.gov.

- At the next screen, click on "Login Here".

- 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 by clicking the "Applicants" link at the top of any screen. At the next screen, click on "Login Here". 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
Registration checklists that guide you through the entire process for submitting electronic grant applications are available at the "Get Started" link on Grants.gov.

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.

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