REGISTRATION FOR SUBMITTING THE HOUSING COUNSELING GRANT
APPLICATION THROUGH GRANTS.GOV

TO ALL HOUSING COUNSELING AGENCIES:

This year, in all likelihood, HUD Housing Counseling Program grant
applications will be submitted electronically via Grants.gov. In order to
apply for a grant, you and/or your organization must complete the
Grants.gov registration process. The registration process can take
between three to five business days or as long as four weeks if all steps
are not completed in a timely manner. So please register early!
NOTE: Applicants will not be eligible to apply for grant funds if not
properly registered.

NEW APPLICANTS

New users will be required to complete a five-step Grants.gov
registration process as outlined below.

STEP 1: OBTAIN DUNS NUMBER

The federal government has adopted the use of DUNS numbers to track how
federal grant money is allocated. DUNS numbers identify your
organization. It takes only one day to obtain a DUNS number. If your
organization does not know its DUNS number or needs to register for one,
visit Dun & Bradstreet at:
http://fedgov.dnb.com/webform/displayHomePage.do .

During the registration process, the Dun and Bradstreet number (DUNS
number) assigned to the applicant organization should match information
previously provided by your organization which is also contained in
Internal Revenue Service (IRS) records.

STEP 2: REGISTER WITH CCR (Central Contractor Registration)

Registering with the CCR is required for organizations to use Grants.gov.
If your organization is not registered, you can apply online by going to
http://www.ccr.gov CCR has developed a handbook
(https://www.bpn.gov/ccr/doc/UserAccount.pdf) to help you with the
process. If AFTER having registered in CCR, you experience any
registration problems, you can get help by going to the Federal Service
Desk https://www.fsd.gov .

When your organization registers with CCR, you must designate an E-
Business Point of Contact (E-Biz POC). This person will identify a
special password called an "M-PIN." This M-PIN gives the E-Biz POC
authority to designate which staff member(s) from your organization are
allowed to submit applications electronically through Grants.gov. Staff

members from your organization designated to submit applications are called Authorized Organization Representatives (AORs).

If your organization already has an Employment Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow one – three business days to complete the entire CCR registration. If your organization does not have an EIN or TIN, then you should allow two weeks for obtaining the information from the IRS when requesting the EIN or TIN via phone or Internet.

STEP 3: USERNAME & PASSWORD

An AOR username and password serves as an "electronic signature" when submitting a www.Grants.gov application. To create a username and password, AORs must complete their profile on Grants.gov. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete the process.
After your organization registers with the CCR, AORs must wait one business day before they can complete a profile and create their usernames and passwords on Grants.gov.

STEP 4:   AOR AUTHORIZATION

Only the E-Biz POC can approve AORs. This allows the organization to authorize specific staff members or consultants/grant writers to submit grants. Only those who have been authorized by the E-Biz POC can submit applications on behalf of the organization.

STEP 5: TRACK AOR STATUS

AORs can login to track their AOR status using their username and password (obtained in Step 3) to check if they have been approved by the E-Biz POC. This step is important to verify that the organization's E-Biz POC has approved the AOR. Applicants may click on this link to view the checklist in completing the registration process.
http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf

PREVIOUS APPLICANTS

Applicants that have previously completed the CCR registration process have to renew or update their registration in the CCR. When updating/renewing information, applicants should complete the following steps:

Go to the CCR Homepage: www.ccr.gov

1.   Enter your user ID and password, and then click the "Log In" button.
2.   Select "Update/Renew" across from the DUNS number you are looking for.
3.   Click on D&B Monitoring on the registration menu on the left side of the screen.
4.   If the information is correct from D&B, click "yes".

5.   A warning box will appear. Select "yes" to transfer the information to the General Information page of your CCR.

6.   Review the General Information page. Click on "Validate/Save Data" at the bottom of the page. If every mandatory field has been completed, you will receive a "Registration Complete" message.

After you receive the "Registration Complete" message, it will take 24 to 48 business hours to process the CCR update.

If an organization is expired in CCR, it may need to contact the Federal Service Desk for help because CCR changed its login procedure last December. Organizations can no longer access their CCR profile by entering a DUNS + TPIN.   They must create a user account, which is another user id/password combination attached to some personal information.

For additional information, applicants may contact the CCR at 1-866-606-8220. The hours of operation are Monday through Friday, 9:00AM-5:00PM EST.

Applicants may also contact HUD's NOFA Information Center at 1-800-483-8929. The HUD NOFA Information Center accepts calls Monday through Friday 10:00 AM to 6:30 PM EST.

Please direct questions or comments to your HUD point of contact.

Sincerely,

Deputy Director, Program Support Division
Office of Single Family Housing
Department of Housing and Urban Development