

APPLYING FOR THE INDIAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM USING GRANTS.GOV

LEARNING OBJECTIVES:

After completing this module, you will have a working knowledge of the:

- Purpose of the Federal Financial Assistance Management Improvement Act and HUD's vision, goal, and objectives related to the act.
- Electronic application information contained in the Notice of Funding Availability
- Steps required to get the tribe or organization ready for Grants.gov
- Application information and process for completing the grant application
- Procedure for submitting the grant application
- Customer support available through grants.gov

A. INTRODUCTION

Grants.gov is a single, unified storefront for all applicants to find funding opportunities electronically and apply for funds electronically.

The Federal Financial Assistance Management Improvement Act of 1999, also known as Public Law 106-107 (P.L. 106-107), was enacted on November 1999. The purposes of the Act are to (1) improve the effectiveness and performance of Federal financial assistance programs, (2) simplify Federal financial assistance application and reporting requirements, (3) improve the delivery of services to the public, and (4) facilitate greater coordination among those responsible for delivering services.

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The P.L. 106-107 initial plan was developed by the 26 grant-making agencies based on the requirements of subsections 5(a) and (d) of the Act for agency implementation plans and was submitted to the Congress and to the Director of the Office of Management and Budget on May 18, 2001.

The 26 Federal agencies that award grants and cooperative agreements are implementing P.L. 106-107 through interagency work groups. The activities of the interagency work groups include development of common data elements for applications and reports, common electronic processes, and uniform administrative rules across agencies.

The HUD Grants.gov vision is to have a HUD-wide solution to support beginning-to-end grants management activities that will result in maximized services provided within communities, business partner collaboration, and agency financial and technical integrity, consistent with the Federal Grants Management Line of Business solution.

The HUD Grants.gov goal is to leverage technology to empower business partners, program offices, and the Department as a whole to increase housing and development services to quantitatively improve communities.

The HUD Grants.gov objectives are to:

- Provide HUD business partners with integrated federal information they can use to leverage housing and development services in communities.
- Improve data collection and analysis capabilities within the Department for improved targeting of community needs.

B. NOTICE OF FUNDING AVAILABILITY (NOFA) SUBMISSION REQUIREMENTS

The SuperNOFA General Section provides application and submission information that includes submission requirements and directions on submitting an electronic application to HUD via www.grants.gov/Apply.

Content and Form of Application Submission. It is critical to read and follow the application submission requirements from the General Section **and** the

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ICDBG program NOFA section. Information in the General Section of the NOFA includes:

- Forms. Each program NOFA will identify all the required forms for submission.
- Certifications and Assurances. By signing or electronically submitting the application, the Authorized Organization Representative (AOR) certifies that the applicant:
 - has the legal authority to apply for federal assistance
 - has the institutional, managerial, and financial capacity to plan, manage, and complete the program described in the application
 - will provide HUD any additional information it may require
 - will administer the award in compliance with requirements identified and contained in the NOFA

Deadline Dates and Times. The application must be received by 11:59:59 Eastern Standard Time on the application submission date. The section also includes information on the HUD validation check.

Electronic Submission of Applications. Information contained in this section includes:

- Electronic Submission of Applications. Applicants must submit their applications electronically through Grants.gov
- Information on how to complete the five step Grants.gov registration process; prepare to submit an application using Grants.gov; The information on how to submit an electronic application to HUD via www.grants.gov/Apply includes the topics that follow:
 - *Applying using Grants.gov.* Grants.gov has a full set of instructions on how to complete a grant application package. Applicants are encouraged to visit www.grants.gov and download the **Applicant User Guide** from the **Resources &**

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Help section for step-by-step instructions and to also use the multimedia demonstration contained within the website at www.grants.gov/flash/AdobeReaderApplicationTutorial_skin.swf The component contains important information on filing electronically. The training demonstration is also available in text.

- *Software.* Starting with the FY 2008 NOFA, HUD is using Adobe Forms in the application packages available from Grants.gov. The Adobe Forms packages are compatible with the Microsoft Windows Vista operating system, Apple Macintosh computers, and Microsoft Office 2007. For more information, see the Grants.gov Web site at:

http://www.grants.gov/assets/Vista_and_office_07_Compatibility.pdf.

Before you can view and complete an application package, you **MUST** have a compatible Adobe Reader installed. Grants.gov is currently using Adobe Reader 8.1.2. to check which version of Acrobat you are using, go to the Help menu in Acrobat then select “About Acrobat,” a text box will appear containing an Adobe logo with a number. Under that information, you will see another number; this is the version number of your software (e.g., 8.1.2). If you do not have version 8.1.2, a link to Adobe Reader 8.1.2 can be found on Grants.gov at:

http://grants.gov/help.download_software.jsp#adobe811.

- *Downloading.* Download the application instructions by clicking on the Download Instructions link. The Instructions contain the General and program Sections for the funding opportunity, as well as forms that are not part of the application download but are included as elements of a complete package, as specified in the published NOFA. If you get an error message, follow the instructions in paragraph IV.B.3. Instructions on How to Download an Application Package and Application Instructions. The

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Application download will contain a cover page entitled “Grant Application Package.” The cover page provides information regarding the application package you have chosen to download. Review this information to ensure that you have selected the correct application.

- *Accessing Forms.* The Grant Application cover page separates the required forms into two categories: “Mandatory Documents” and “Optional Documents,” you must first highlight and move the form over to the “Submission” box and then open the form. This is a change in procedure from previous years.
 - *Order of Completing.* Complete the SF-424 fields first, Submit narrative statements, as an electronic file in Microsoft Word Office 2007 (or earlier) (.doc), Microsoft Excel 2007 (or earlier) (.xls) or in Adobe (.pdf) format that is compatible with Adobe Reader 8.1.2. If HUD receives a file in a format or software other than those specified or that is not compatible with HUD software, HUD will not be able to read the file, and it will not be reviewed.
 - *Attachments.* Documents in electronic format such as narratives or graphic images (CAD) files should be attached using the “Attachments” form in the application package. To reduce the size of the attachments, some or all files can be compressed using a zip utility and then attached. There are two options for submitting third party letters, certifications requiring signatures, and other documentation.
- 1.) *Scanning Documents.* Third party documentation can be scanned and saved as separate electronic files. The electronic files must be labeled so that the reader will know what the file contains. All scanned files should be placed together in a zipped folder and attached to the application package. Applicants should be aware that scanning a document dramatically increases the size of the file. If applicants are working from a computer with dial-up capability or an older computer, scanning these documents is discouraged. Instead applicants should utilize the facsimile solution below.

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- 2.) *Facsimile Transmission of Documents.* Third party documentation can be submitted via facsimile HUD will not accept entire applications via fax. **APPLICATIONS SUBMITTED ENTIRELY VIA FAX WILL BE DISQUALIFIED.**

To submit documents using the facsimile method, applicants must use form HUD-96011, Facsimile Transmittal, which is the cover page for the faxed materials. The form HUD-96011 is an electronic form and is part of the downloaded application. Each downloaded application contains an embedded unique identifier that is used by HUD in associating items transmitted by facsimile with the electronic application submission. Do not download the application more than once because each downloaded application is given a unique ID number. If you have to give the HUD-96011 to another person for faxing make a copy of the HUD-96011 from the original application download and have them use that copy.

Using the HUD-96011 facsimile transmittal cover page, fax the document to (800) 894-4047 or (215) 825-8796 (not a toll free number). Each document must be faxed as a separate submission to avoid fax transmission problems (not each page). Applicants must use form HUD-96011 as the cover page of the facsimile. The incoming material is matched to the electronic application using an optical character reader, which reads the electronic form. HUD will not review faxes that do not utilize the form HUD 96011 as the cover page. NOTE: Applicants are required to fax the fax cover sheet even if they are not submitting any faxes. Indicate nothing faxed with this application in the appropriate section of the fax form.

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The **applicant's facsimile machine** provides the record of whether the transmission was received by HUD. **You should ensure that your facsimile machine is programmed to issue a fax transmission report. You should retain this report, as it will indicate if your fax was successful.** HUD will not provide acknowledgement that a facsimile was received successfully.

All faxed materials must be received by 11:59:59 Eastern Standard Time on the application submission date.

- The Grants.gov web site provides customer support at (800) 518-GRANTS or through email at support@grants.gov. The customer support center is open from 7 a.m. to 9:00 p.m. Eastern Standard Time, Monday through Friday, except federal holidays.

C. GETTING STARTED WITH GRANTS.GOV

Before any grant can be submitted, the tribe or organization itself must get ready for electronic filling.

There are 5 steps in the registration process. Each one must be completed to ensure that a tribe or organization can download as well as submit a grant application. The steps are:

- Obtain a Data Universal Number System (DUNS) Number
- Register with the Central Contractor Registration (CCR)
- Registering with the Credential Provider
- Register with Grants.gov
- Authorize an AOR to submit a Grant Application

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

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Registration begins by obtaining a Dun & Bradstreet Universal Data Numbering System (DUNS) number. A DUNS number is a unique number that identifies a tribe or organization. DUNS numbers have been adopted by the Federal government to help track how Federal grant money is distributed.

- **How is a DUNS Number obtained?**

If your tribe or organization does not already have a DUNS number call: (866) 705-5711 to register. There is no charge to register your tribe or organization.

- **How long does it take?**

It takes approximately ten minutes to get a DUNS number.

Step Two: Central Contractor Registry (CCR)

The CCR is the central government repository for tribes and organizations working with the Federal government. To verify registration, go to the web site at www.ccr.gov. In order to retrieve information about a tribe or organization, you will need the DUNS or the Doing Business Name of the tribe or organization. If the tribe or organization is not registered you will get a results not found to the inquiry.

If your tribe or organization is not registered, identify the primary contact within your tribe or organization who should register your tribe or organization. When your tribe or organization registers with CCR it will be required to designate an E-Business Point of Contact (E-Business POC). The E-Business POC plays an important role in maintaining who has access to the CCR and also serves as the central point of contact by the CCR for your tribe or organization.

The E-Business POC authorized individual is responsible for authorization and maintenance of information with CCR. The E-Business POC on behalf of the tribe or organization creates a special password called a Marketing Partner ID Number (M-PIN). The E-Business Point of Contact will need the MPIN to authorize to approve an Authorized Organization Representative to submit grant applications for the tribe or organization via Grants.gov

- **How do you register with CCR?**

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Go to the CCR website at 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 the 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. The temporary confirmation number, along with the DUNS number, will let you access CCR to complete the 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.

- **Trading Partner Identification Number (TPIN)**
The TPIN is assigned by CCR and will replace the temporary confirmation number when the registration is approved and becomes active. The TPIN is also the confidential password that confirms that you successfully registered in CCR.
- **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.
- **Registrants without an MPIN**
If the tribe or organization currently does not have an MPIN 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 alternate E-Business POC.
 - Scroll down to the bottom of the “Points of Contact” page and create an MPIN.
 - Click on the “Validate/Save” button. The registration will take approximately 48 hours to update.

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- **Annual CCR Registration Renewal**

Applicants are required to renew/update their information in CCR on an annual basis. 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". It will take approximately 48 hours to update.

- **Other Information**

- It may take a few days to collect the information needed for your tribe's or organization's registration. However, once you have finished inputting the registration information into the CCR website, it will take one business day for the system to recognize and process your registration at CCR. You will receive a notice that welcomes you to CCR and will include a copy of your registration. A second notice will be sent within approximately 48 hours that provides you with a Web link/address where you can enter your DUNS number and temporary confirmation number to obtain your confidential TPIN.
- Upon completion of the CCR an email will be sent that this step in the process is complete.
- Tribes can register with CCR as many times as they need. If the tribe has multiple DUNS (DUNS + 4) registered in CCR it is important to check with the eBusiness POC or financial office to determine what DUNS to use or if an additional one might be required.

Step Three: Register with the Credential Provider

In order to safeguard the security of electronic information, Grants.gov utilizes a Credential Provider to determine someone is who they claim to be. An assigned AOR must register with Grants.gov Credential Provider to receive a username and password, which are needed to submit an application package through Grants.gov

The Credential Provider for Grants.gov is Operational Research Consultants (ORC). The government is considering using multiple credential providers, be on alert for the potential change. When a tribe or organization registers with ORC,

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the applicant creates a username and password. You will need this username and this password to register with Grants.gov as an authorized representative. The user name and password is case sensitive, so applicants need to remember the password and ID that they created. Once your tribe or organization's E-Business Point of Contact has assigned these rights, you will be authorized to submit grant applications through Grants.gov on behalf of your tribe or organization.

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. The notice of registration success means that this step has been completed successfully. User names and passwords are validated on the same day that you register.

Tips for registering with the Credential Provider:

- Ask the grant administrator, chief financial officer, or authorizing official of your tribe or organization to identify your DUNS number and to determine if your tribe or organization is registered with the CCR. If not go back to step two.
- Passwords and IDs that you have created and have been accepted are case sensitive.
- Registering with a Credential Provider is a simple process. Guidance on this process is included in the tutorial, user guide, and help section of this site. Just click on the [Help](#) button for assistance.

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Step Four: Register with Grants.gov

After establishing your username and password, allow 30-45 minutes for your data to transfer from the Credential Provider. Once this information has been updated, you can complete the registration process.

- **How do you register with Grants.gov?**

To complete registration, go to the www.grants.gov website:

- Click the “Applicants” link at the top of any screen.
- At the next screen scroll down and select “Register with Grants.gov”.

Enter your username and password and click on “Register”. Complete all information on the “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 tribe or organization.

Step Five: Authorize an AOR to submit a Grant Application

Even though the registration process is complete, one final step remains. This is the final and very critical step. The E-Business POC must authorize the tribal or organizational representative in order for Grants.gov to know that he/she is verified to submit grant applications.

After your AOR profile is completed, the E-Business POC will receive an e-mail confirming your requested registration with links and instructions to authorize you as an AOR.

- **How is this done?**

- Click the E-biz POC Log-in link at the right side of any screen at www.grants.gov.

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- At the next screen, 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 tribe or 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.

D. GRANT APPLICATION DOWNLOADING

When all Federal grants become available on Grants.gov, tribes or organizations will need the ability to find and select the particular grant that they are seeking easily. There are three alternatives to finding the particular grant you seek on Grants.gov.

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Downloading a Grant Application Package

Grants.gov has combined both the grant application and instructions for filing the grant into one download. The download also links the transmittal form for the grant submission to this application. Therefore, it is important to download the application *only once*, using this copy in your submittal. You can do this by saving the application to your computer when it is downloaded.

To download, go to the “**Apply for Grants**” screen and click on: “Apply Step #1 – Download a Grant Application Package and Application Instructions”

A “**Download Application Package**” screen appears.

In order to view application packages and instructions, you will also need to download and install a software program Adobe Reader 8.1.2. Adobe Reader is a small, free program which allows you to access, complete, and submit applications electronically and securely. The link to download this free program is located on “Download Application Package” screen.

For Adobe Reader to function properly, your computer must meet the following system requirements:

- Windows Vista, Macintosh, Microsoft Office 2007
- 500 Mhz processor speed
- 128 MB of RAM
- 40 MB disk space
- Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

After loading the Adobe Reader software, you will need to enter either the Funding Opportunity or CFDA number to access the application package and instructions you are seeking.

If you do not know either the Funding Opportunity or CFDA number, there are two links on this page that will take you to a listing of grant opportunities where you can find this information.

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After entering the grant identifying number a “Selected Grant Applications for Download” screen appears. Click on the word “download” in the Instructions & Application box to download the grant package. A new window opens entitled “Download Opportunity Application Package”

Download Opportunity Application Package

This screen can be used to insert your email address to be notified if any changes are made regarding this funding opportunity. One or two links will appear at the bottom of the screen:

- Download Application Instructions
- Download Application Package

Clicking on each link will take you to the download window. All required documents for the grant application are listed individually. Applicants must download each document separately, saving each one onto a local computer. Once on the local computer, the required document can be completed and made ready for submitting. Saving each of these forms on a local computer provides control of the information that will be required to submit your application.

The Grant Application Package download is an on-line form that you can fill in that identifies both mandatory and general information. Applicants must click on each informational item and complete the information required. Once this is done, the applicant transfers the item from the left-hand part of the package screen to the right-hand part of the package, ready to be submitted. Only the information on the right-hand part of the screen will be submitted to HUD as part of your submittal.

An electronic SF 424 form is also included in this package. This is another online form that you need to fill in and is required for grant submittal.

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E. COMPLETING THE GRANT APPLICATION PACKAGE

By saving the grant application to your personal computer, you can complete the application without having to be connected to the Internet. This gives you the flexibility to:

- Complete the grant application when and where you want to do the work.
- Route the application through your tribe or organization for completion of various components.
- Send the application to Project Development Team members, strategic partners and your internal review team as an email attachment.

Everything you need to know is included in the downloaded application package and instructions. Four sets of instructions are available to assist you to complete an application package:

- **Agency Instructions** - These are agency-specific application package instructions and must be downloaded separately from the application package.
- **Application Package Cover Sheet Instructions** - These are additional instructions providing information about how to complete application package forms. These instructions are located on the cover sheet of the application package.
- **Application Package Instructions** - These are located at the bottom of the application package and provide information about filling out the application.
- **Field-Level Instructions** - These instructions are available by selecting the field-level help button and provide specific information about each field on the application.

Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.

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- The documents listed in the **Mandatory Documents** box and **Optional Documents** may be predefined forms, such as SF-424, or documents that need to be attached, such as a program background statement. **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 program NOFA instructions contained in the download 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 **Mandatory Completed Documents** or **Optional Completed Documents** box for submission. 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 noted by a *, and on some computers (depending on your settings) 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 once you have the field.

Tips for working with your grant application:

- Treat your application as you would any important document, remembering to **save** it to your computer often because changes are **not** automatically saved.
- When you have completed the application package, you need to *click the Save button prior to submitting it.*
- The application package cannot be submitted until **all required fields** have been completed.

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F. SUBMITTING A COMPLETED GRANT APPLICATION PACKAGE

You will need to submit the completed grant application online. Remember that all steps required to get your tribe or organization ready must have been completed before submitting the grant application package.

To submit electronic grant applications, you must be:

- Authorized by your tribe or organization. This means you must have been given status as an Authorized Tribal or Organizational Representative (AOR)

To verify your status before trying to submit the application, go online:

- Log on to Grants.gov by accessing the Applicant link at the top of the screen.
- If you have registered your user name and password with Grants.gov, you will be able to log in.
- After logging in, access the 'Manage Profile' link. Your status, located below your title, will state: "AOR - request sent" or "AOR - Approved".
- If your status is 'AOR - request sent', you cannot submit grant applications yet.
- You may correct this by contacting your E-Business POC. He or she will need to login by accessing the Ebiz link at the top of the screen. Use the tribe's or organization's DUNS number and MPIN to approve you as an AOR.

Once your AOR designation has been verified, go to Grants.gov website and click on "Apply for Grants". Select the "Submit a Completed Grant Application Package" link for instructions for submitting the application.

To submit the grant application package you must return to your downloaded package. The "Submit" button on the application package cover page becomes active after you have:

- Downloaded the application package
- Completed all required forms

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- Attached all required documents
- Saved your application package on your computer.

Click on the "Submit" button once you have done all these things and you are ready to send your completed application to Grants.gov.

Tips to remember when submitting your package:

- All username and passwords are case sensitive.
- Ensure that you are typing both your username and password exactly as they were created
- Turn off the "Caps Lock" key.

If the Submit button is not active, please check to be sure you have completed the actions listed below:

- All mandatory fields in all mandatory forms 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 all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.
- All Internet browser windows must be closed.

If the Submit button is active, but you are unable to submit the form, check to make sure that your computer meets the system requirements for PureEdge Viewer.

Sending the Application

Review the provided application summary to confirm that the application will be submitted to the program you wish to apply for. Click the "Yes" button if this information is correct and you are ready to submit the application.

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If you are not already connected to the Internet, you will be directed to connect. Log onto Grants.gov using the username and password that you used when registering with Grants.gov "Get Started" step.

Once you have logged in, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear when the upload is complete.

Tracking Number

Note that a Grants.gov Tracking number will be provided on this screen. Please record this number so that you can refer to it if you need to contact Customer Support.

Track the Status of a Completed Grant Application Package

When 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
- Tracking Number.

Grants.gov provides a "HELP" button at the upper right of the "Apply for Grants" screen.

G. CUSTOMER SUPPORT

Grants.gov customer support resources provide assistance in finding answers to most questions. Select the Customer Support section from Grants.gov main screen. Once the Customer Support page opens up, select the links to get the help you need.

All customer support resources launch as pop-up windows so that you do not lose your place on Grants.gov. Just access the help you need. When finished, close the pop-up window to return to your place on the site.

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The resource links include:

Contact Information

Contact information provides Email and telephone support, for when you need assistance or just want to tell us what you think.

Context Sensitive Help

Context sensitive help provides information for the specific page that you are working on. Context-sensitive help can be accessed at any time by clicking the [Help](#) button in the upper right corner of your screen.

Frequently Asked Questions

Frequently asked questions identify commonly asked questions and answers.

Training Demonstration

The training demonstration is a multi-media presentation that guides you through the process of completing an application package.

Tutorial

The tutorial is a computer-based training lesson, designed to teach you everything you need to know about using Grants.gov.

User Guide

The user guide is a comprehensive guide to reference information about Grants.gov, with an index. You can use this online or print what you need.

H. SUMMARY

Grants.gov was developed in response to the Federal Financial Assistance Management Improvement Act of 1999. Grants.gov is designed to:

- Improve the effectiveness and performance of Federal financial assistance programs
- Simplify Federal financial assistance application and reporting requirements
- Improve the delivery of services to the public
- Facilitate greater coordination among those responsible for delivering services

NOTES:

Grants.gov allows tribes and organizations to:

- Find grants and receive email notifications of new grant opportunities
- Download grant application packages
- Submit grant applications online

Grants.gov is a single, unified program for all applicants for federal funds to find funding opportunities electronically and apply for funds electronically.

NOTES:

PARTICIPANT WORK ACTIVITY 10

Please answer the following questions

1. Do you know your tribe's/organization's DUNS number? Yes No

If no, who would know? _____

2. Is your tribe/organization registered with CCR? Yes No

If no or you do not know, who would know? _____

3. Do you know your tribe's/organization's E-Business POC? Yes No

If no or you do not know, who would know? _____

4. Who is authorized to submit the ICDBG application? _____

NOTES:

5. In the left hand column list the individual by position responsible for each of the task along the top and put an X in the box that the individual is responsible for.

Position	Designates the E-Business Point of Contact (POR)	E-Business Point of Contact	Designates the Authorized Organization Representatives (AOR)	Authorized Organization Representatives	Reviews Applications Submitted by the AORs

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