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To: 'SF-HOUSING-COUNSELING-L@hudlist.hud.gov'

Subject: Notice to HUD Approved Housing Counseling Agencies: Preparing to submit your NOFA application to Grants.gov

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Notice to HUD Approved Housing Counseling Agencies: Preparing to submit your NOFA application to Grants.gov

In anticipation of publication of a Notice of Funding Availability (NOFA) for Housing Counseling Program, potential Housing Counseling NOFA applicants should immediately take steps to ensure that they are properly registered to submit an application electronically through www.grants.gov. In order to apply for a grant, you and/or your organization must complete the www.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 www.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 System for Award Management (SAM), (formerly CCR) is required for organizations to use www.Grants.gov. If your organization is not registered, you can apply online by going to: <https://www.sam.gov/> (please note this is the updated link address for the formerly CCR website). If AFTER having registered in SAM, you experience any registration problems, you can get help by going to the Federal Service Desk at: <https://www.fsd.gov>. When your organization registers with SAM.gov, 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 www.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 to seven business days to complete the entire SAM 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 www.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 System for Award Management (SAM), AORs must wait one business day before they can complete a profile and create their usernames and passwords on www.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/web/grants/applicants/organization-registration.html>

PREVIOUS APPLICANTS

Applicants that have previously completed the registration process have to renew or update their registration in the SAM Homepage at: <https://www.sam.gov/>

If an organization has an expired registration, it may need to contact the Federal Service Desk for help because SAM (formerly CCR) changed its login procedure in July of 2012. Organizations can no longer access their SAM profile by entering a DUNS + TPIN. They must create a user account, which is another user id/password combination attached to some personal information. HUD will not make a payment to an awardees' whose SAM Registration has expired. See Interim Rule published July 15, 2010 (75 FR 41087) at: <http://www.gpo.gov/fdsys/granule/FR-2010-07-15/2010-17328/content-detail.html> and Final Rule published December 8, 2010 (75 FR 76260) at: <http://www.gpo.gov/fdsys/granule/FR-2010-12-08/2010-30843/content-detail.html>

For additional information, applicants may contact the SAM helpdesk 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. For further guidance on electronic grant submission and the registration process,

This message has gone out to the email addresses provided by all active Counseling agencies in HUD's Housing Counseling Program. All Parent Agencies should make sure their sub-agencies have received this information. Please direct questions or comments to your respective HUD point of contact or email:

Housing.Counseling@hud.gov

Bulk subscriptions:

Some housing counselors have asked, "How do I sign up my entire agency staff for housing counseling listserv updates?" It is easy... Just list your staff email addresses like this:

aaa@xyz.com

bbb@xyz.com

ccc@xyz.com

You can send in one email address or your entire agency. Email your list to:

jerrold.h.mayer@hud.gov

If you have a housing counseling industry friend who you want to subscribe to this listserv, there are 3 other ways to sign up: 1. send them this link:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/hcc/ohc_listserv

they can sign up for the listserv there; or 2: forward them this email; or 3: Visit:

<http://www.usa.gov> and subscribe at:

<http://apps.gsa.gov/FirstGovCommonSubscriptionService.php> To unsubscribe - go to:

<http://portal.hud.gov/portal/page/portal/HUD/subscribe/maillinglist> and click on

"Housing Counseling" and follow the unsubscribe instructions on that page.

Some Helpful Links for Housing Counselors:

Technical support for Housing Counselors is available via email at:

housing.counseling@hud.gov

HUD Housing Counseling webpage: www.hud.gov/housingcounseling

“The Bridge” is the HUD Office of Housing Counseling Newsletter; read archived issues on-line at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/hcc/ohc_bridge

Housing Counseling Listserv archive:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/hcc/ohc_msg

Events & Training Calendar:

http://portal.hud.gov/hudportal/HUD?mode=disppage&id=OHC_TRAINING

Contracting Opportunities:

http://portal.hud.gov/portal/page/portal/HUD/program_offices/cpo

Career Opportunities: <http://www.usajobs.gov>

Grant Opportunities:

http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/grants/fund_savail

Presidentially Declared Disaster Areas:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/nsc/disaster

Foreclosure Assistance:

http://portal.hud.gov/hudportal/HUD?src=/i_want_to/talk_to_a_housing_counselor

Making Home Affordable: <http://www.makinghomeaffordable.gov/pages/default.aspx>

Freddie Mac Housing Professionals Resource

Center: <http://www.freddiemac.com/corporate/housingpros/>

FHA Resource Center:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/fharesourcectr

This list will often provide training opportunities and event announcements for non-profit and local government HUD Housing Counseling partners. HUD does not endorse the organizations sponsoring linked websites, and we do not endorse the views they express or the products/services they or their community/business partners offer. For more information on HUD's web policies please visit:

<http://www.hud.gov/assist/webpolicies.cfm>

Thank you!!!!