

Grants.gov & The Two-File Maximum

March 6, 2014



Technical Difficulties?

**Having technical difficulties?
Contact the AFI Resource Center:**

by **Phone** at 866-778-6037
or **Email** info@idaresources.org

Housekeeping

- This webinar is being recorded.
- A transcript and link to the recording will be available approx. 2 weeks after the webinar.
- The webinar will last approximately 90 minutes or less and we will answer questions at the end.
- All webinar attendees are muted to ensure sound quality.

Asking Questions

- Use the question box in your webinar Control Panel to ask questions at any time.
- Questions will be answered at the end of the call.



Your Moderators

Presenter Names

Emily Appel-Newby

Sierra Solomon

The AFI Resource Center provides training and technical assistance to AFI grantees, their project partners, and other organizations that are providing asset building services across the nation.

Webinar Objectives

- For Attendees to:
 - Become familiar with Grants.gov
 - Learn how to create a Grants.gov account and successfully access it in the future
 - Learn how to submit an AFI Application & confirm receipt
 - Understand what the two-document maximum requirement is and why it must be abided by
 - Understand how to merge multiple documents into a single PDF document.

AFI



Assets for Independence

Grants.gov

What is Grants.gov?

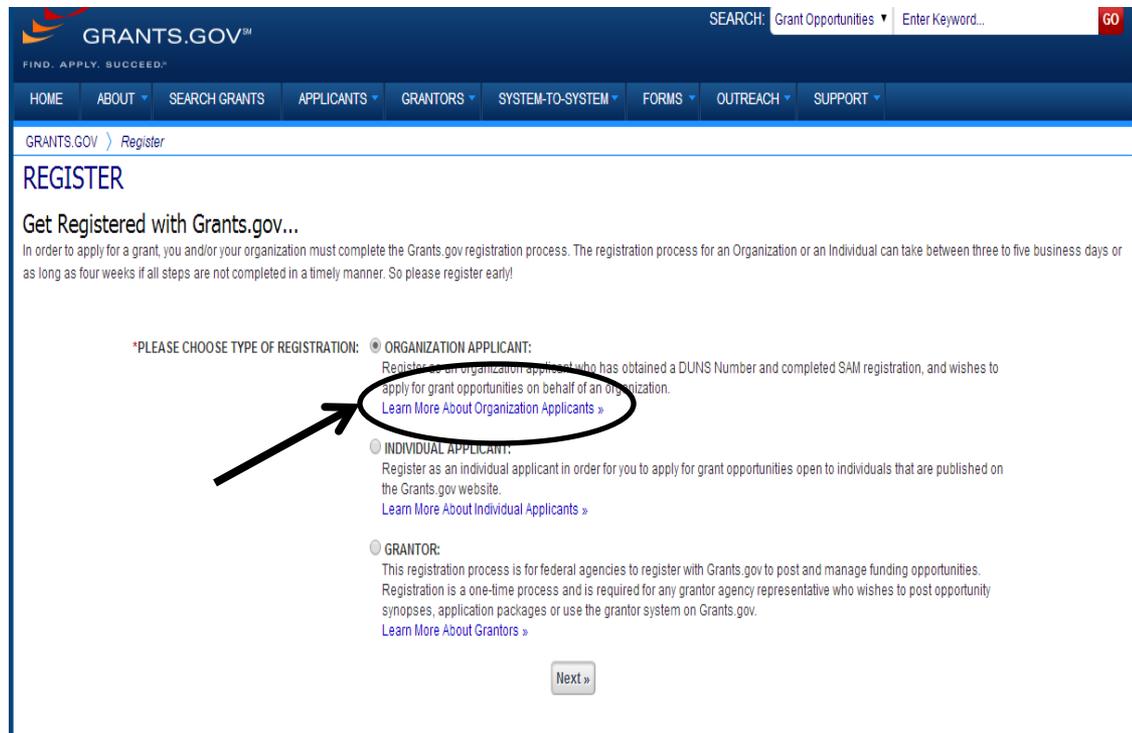
- Federal database
 - \$500 billion in federal grants
 - 1,000 grant programs
 - 26 Federal grant-making agencies

- All AFI applications must be made through Grants.gov



Organization Registration

1. Obtain Data Universal Number (DUNS)
2. Register Your Organization with the System for Award Management
3. Username and Password
4. AOR Authorization
5. Track AOR Status



GRANTS.GOV™

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

FIND. APPLY. SUCCEED.™

HOME ABOUT ▾ SEARCH GRANTS APPLICANTS ▾ GRANTORS ▾ SYSTEM-TO-SYSTEM ▾ FORMS ▾ OUTREACH ▾ SUPPORT ▾

GRANTS.GOV > Register

REGISTER

Get Registered with Grants.gov...

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. The registration process for an Organization or an Individual 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!

*PLEASE CHOOSE TYPE OF REGISTRATION:

- ORGANIZATION APPLICANT:
Register as an organization applicant who has obtained a DUNS Number and completed SAM registration, and wishes to apply for grant opportunities on behalf of an organization.
[Learn More About Organization Applicants >](#)
- INDIVIDUAL APPLICANT:
Register as an individual applicant in order for you to apply for grant opportunities open to individuals that are published on the Grants.gov website.
[Learn More About Individual Applicants >](#)
- GRANTOR:
This registration process is for federal agencies to register with Grants.gov to post and manage funding opportunities. Registration is a one-time process and is required for any grantor agency representative who wishes to post opportunity synopses, application packages or use the grantor system on Grants.gov.
[Learn More About Grantors >](#)

STEP 1:

Obtain a DUNS Number (Slide 1/2)

- I know my DUNS Number
 - Enter it and continue
- I don't know my DUNS Number/if I have a DUNS Number
 - Call 1-888-705-5711
- I don't have a DUNS Number
 - Register at

<http://fedgov.dnb.com/webform>



STEP 1:

Obtain a DUNS Number (Slide 2/2)

- What do I need to know to obtain my DUNS?
 - Name of the organization
 - Organization address
 - Organization phone number
 - CEO or owner of the organization
 - Legal Structure (Corporation, partnership, proprietorship, etc.)
 - Year the organization started
 - Primary line of business
 - Total number of full and part-time employees

STEP 2:

Register with SAM

- System for Award Management
- <http://www.sam.gov>
- 30 minutes to complete
- Can take three business days to two weeks before registration is active
- Registration must be renewed annually



STEP 3: Username and Password

GRANTS.GOV > Register > Register With Grants.gov

REGISTER WITH GRANTS.GOV

In order to safeguard the security of your electronic information, Grants.gov maintains the Authorized Organization Representative (AOR) username and password. The process is used to determine, with certainty, that someone really is who they claim to be.

When you register with Grants.gov, you will receive a username and password. You will need to login to Grants.gov once you receive that username and password to begin the activation process to become an AOR. Being an AOR enables you to submit applications on behalf of your organization. When you log into Grants.gov for the first time with your username and password an e-mail will be generated to your organization's E-Business Point of Contact. When the E-Business Point of Contact assigned rights, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

To register for a username and password, enter the organization's DUNS OR DUNS-4 Number and then click the "Register" button below.

Step 1: Complete the DUNS OR DUNS-4 Number field.

Step 2: Click the Register button.

DUNS or DUNS-4 Number

Tips for registering:

- Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number and to determine if your organization is registered with the SAM. If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information. If your organization is not registered with the SAM, the organization phone (1-866-606-8220) or register online at <http://www.sam.gov>.
- Once you are registered, you will receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.
- Grants.gov currently supports associating only one DUNS number per credential. A future enhancement is planned to provide the ability to assign multiple DUNS numbers to a credential.
- Registering with Grants.gov 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 Support tab for assistance.

1: Insert DUNS and click "Register"

2: Fill out form and click "Continue"

GRANTS.GOV > Register > Register With Grants.gov > Applicant Registration

APPLICANT REGISTRATION

Please enter your information below

- Required fields are denoted with an asterisk (*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password and username are not subject to these restrictions)

* First Name: MI: * Last Name:

* Job Title: DUNS:

* Telephone: * Email:

* Secret Question:

* Secret Answer:

* UserName:

* Password: * Confirm Password:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

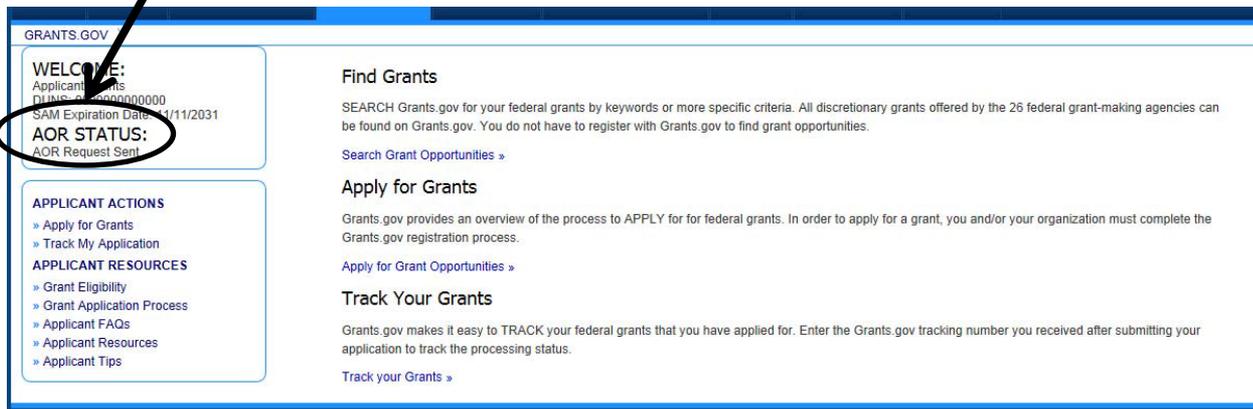
All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

STEP 4: AOR Authorization (Slide 1/2)



AOR Status Location on screen following login

Login Location on Grants.gov homepage



STEP 4: AOR Authorization (Slide 2/2)

GRANTS.GOV™

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | **LOGIN**

SEARCH: Grant Opportunities | Enter Keyword... **GO**

HOME | ABOUT | SEARCH GRANTS | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | OUTREACH | SUPPORT

GRANTS.GOV > Login

LOGIN Register as a New User >

Select Account Type:

APPLICANT | GRANTOR | **EBIZ POC**

E-Business Point of Contact Login

This section of the site is designed to provide the designated E-Business Point of Contact (POC) from an applicant organization the capability of designating, or revoking, the privileges of the Authorized Organization Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application. Please visit the System for Award Management (SAM) for information about your DUNS or DUNS+4 number and MPIN.

For New EBIZ POC Login

- At least one individual must register as an AOR with Grants.gov prior to your initial login.
- At the EBIZ POC login screen:
 - Enter DUNS.
 - Enter the password emailed to you from Grants.gov following organization AOR registration.
 - EBIZ will be prompted to enter MPIN following successful login (first time login only).

EBiz login

GRANTS.GOV > Applicants > Manage Applicants

MANAGE APPLICANTS

Export Data

Search By: UserID Equals: AOR*

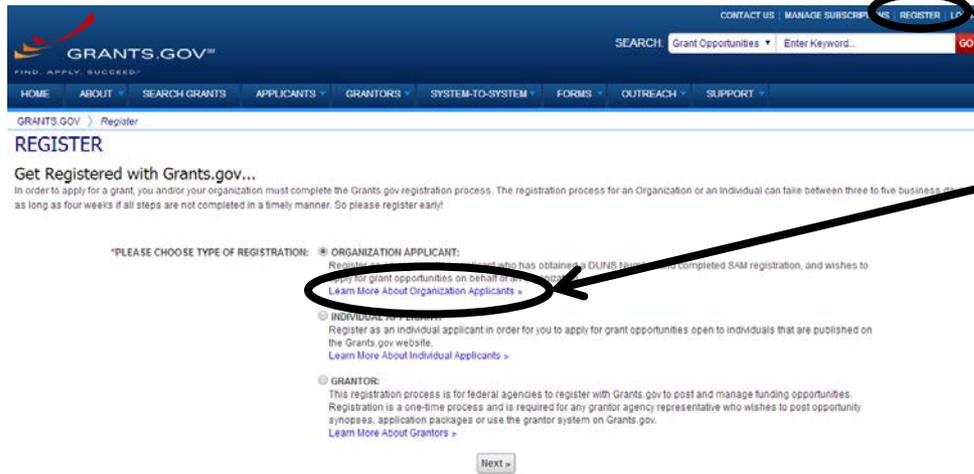
Search

Reassign Roles | Deactivate Applicant | Revoke E-Biz POC Role

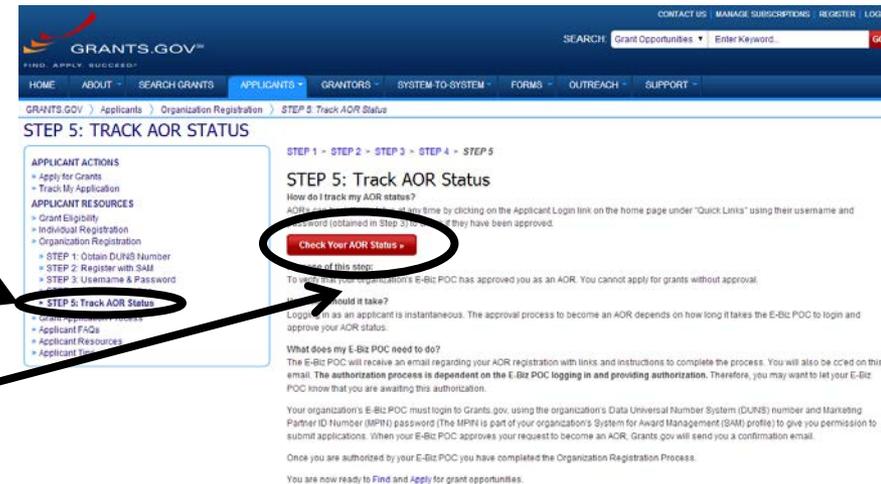
Search returned 3 results

User ID	Last Name	First Name	Ebiz POC	Account Status
AORAPPLICANT1	AORAPPLICANT1	AORAPPLICANT1	NO	INACTIVE
AORAPPLICANT2	AORAPPLICANT2	AORAPPLICANT2	NO	ACTIVE
AORAPPLICANT3	AORAPPLICANT3	AORAPPLICANT3	NO	INACTIVE

STEP 5: Track AOR Status



- 1: Choose Register
- 2: Click "Learn More About Organization Applicants"



- 3: Choose Step 5
- 4: Click "Check Your AOR Status"

Submitting an Application



Submitting an Application: How to find an application package

GRANTS.GOV

SEARCH: Grant Opportunities Enter Keyword... GO

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):
Funding Opp #:
CFDA Number:

SEARCH

OPPORTUNITY STATUS:

Open (102) Closed (11) Archived (219)

FUNDING INSTRUMENT TYPE:

All Funding Instruments
 Cooperative Agreement (14)
 Grant (102)
 Other (13)
 Procurement Contract (11)

CATEGORY: [X] Agriculture
ELIGIBILITY: [X] City or township governments
FUNDING INSTRUMENT: [X] Grant

1 - 25 OF 102 MATCHING RESULTS:

Funding Opportunity #	Opportunity Title	Agency	Open Date	Close Date
07252013-TG-1	07252013-TG-1	KV	07/25/2013	10/31/2015
NIVE-SP-OPP1-R1230-R3-JULY25	Nive-SP-Opptit1-R1230-R3-July25	Nive Agency	07/25/2013	08/25/2014
NF-0721-1	NF-0721-1	KV	07/21/2013	10/29/2013
NF-0711-FORM-1	NF-0711-FORM-1	KV	07/11/2013	10/14/2013
07102013-TEST-TG-2	07102013-TEST-TG-2	KV	07/10/2013	10/31/2015
07082013-TG-2	07082013-TG-2	KV	07/10/2013	10/31/2015
NF-0710-1	NF-0710-1	KV	07/10/2013	10/14/2013
07012013-KLV1	TESTOPPORTUNITY	KV	07/01/2013	

Search Details

Search Grants Tab

Search Box

Submitting an Application: Points to Note

- You can choose to have email updates about the application sent to you
- You complete the application offline once downloaded
- Download the application instructions



Submitting an Application Confirmation

- Confirmation Emails
 - Proper submission of application
 - Application has been validated and is being prepared for agency retrieval
 - Application is being reviewed by the Grantor Agency

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
 Sent: Monday, December 10, 2012 1:54 PM
 To: Jane Doe
 Subject: GRANT00561512 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.
 Your submission was received at 10-Dec-12 01:54:34 PM ET

Validation may take up to 2 business days. To check the status of your application please click here
https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking_num=GRANT00561512

Type: GRANT

Grants.gov Tracking Number: GRANT00561512

We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval.
 DUNS Number: 0000000000000

AOR name: jane doe

Application Name: AP Name CAL-A-TEST-RR2

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

<https://at07apply.grants.gov/apply/login.faces?cleanSession=1&userType=applicant>

Thank you.
 Grants.gov
 If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
 1-800-518-4726
 24 hours a day, 7 days a week. Closed on federal holidays.

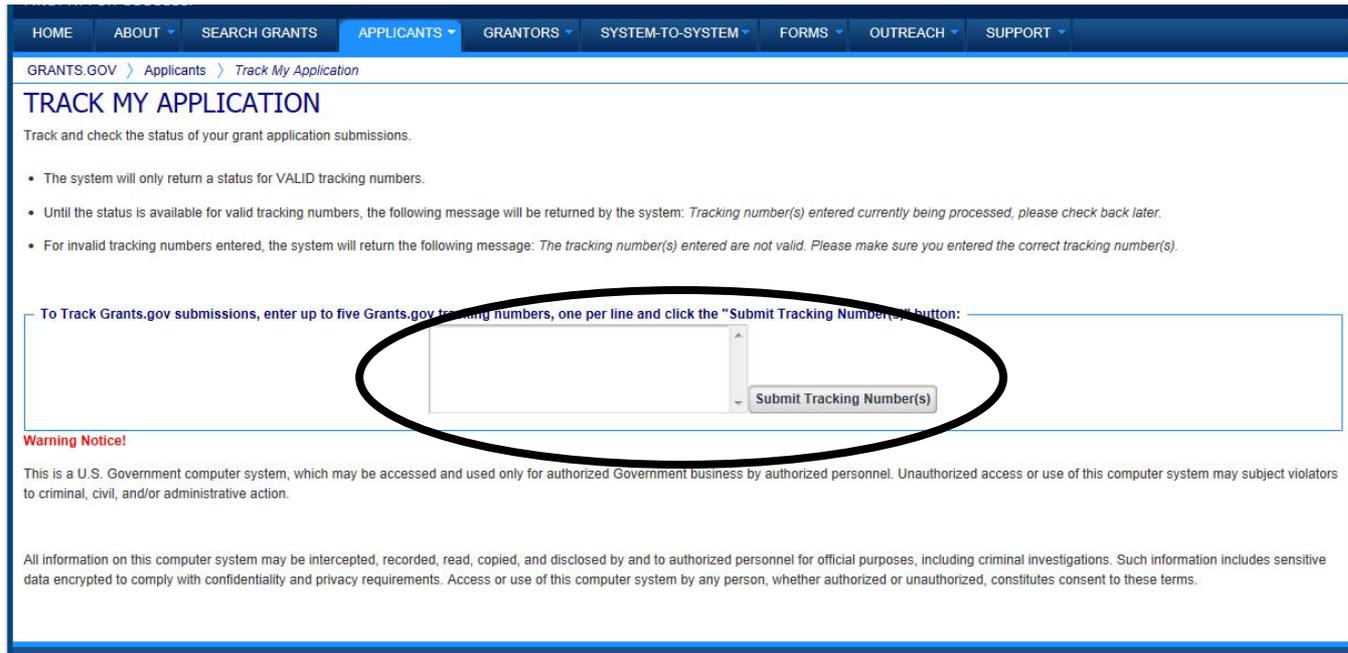
PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

- Visit <http://www.acf.hhs.gov/grants/how-to-apply-for-grants>

Tracking an Application



Tracking an Application



HOME ABOUT SEARCH GRANTS **APPLICANTS** GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Track My Application

TRACK MY APPLICATION

Track and check the status of your grant application submissions.

- The system will only return a status for VALID tracking numbers.
- Until the status is available for valid tracking numbers, the following message will be returned by the system: *Tracking number(s) entered currently being processed, please check back later.*
- For invalid tracking numbers entered, the system will return the following message: *The tracking number(s) entered are not valid. Please make sure you entered the correct tracking number(s).*

To Track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Submit Tracking Number(s)" button:

Warning Notice!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

The Two-File Requirement



The Two-File Requirement

File One: Project Description & Budget Justification	File Two: Appendices
<ul style="list-style-type: none"> • Project summary, abstract • Table of contents • Project narrative • Logic model • Budget • Etc. 	<ul style="list-style-type: none"> • Organizational Charts • Third-party agreements • Letters of support • Resume • Audit reports • Etc.

The Two-File Requirement: Points to Note

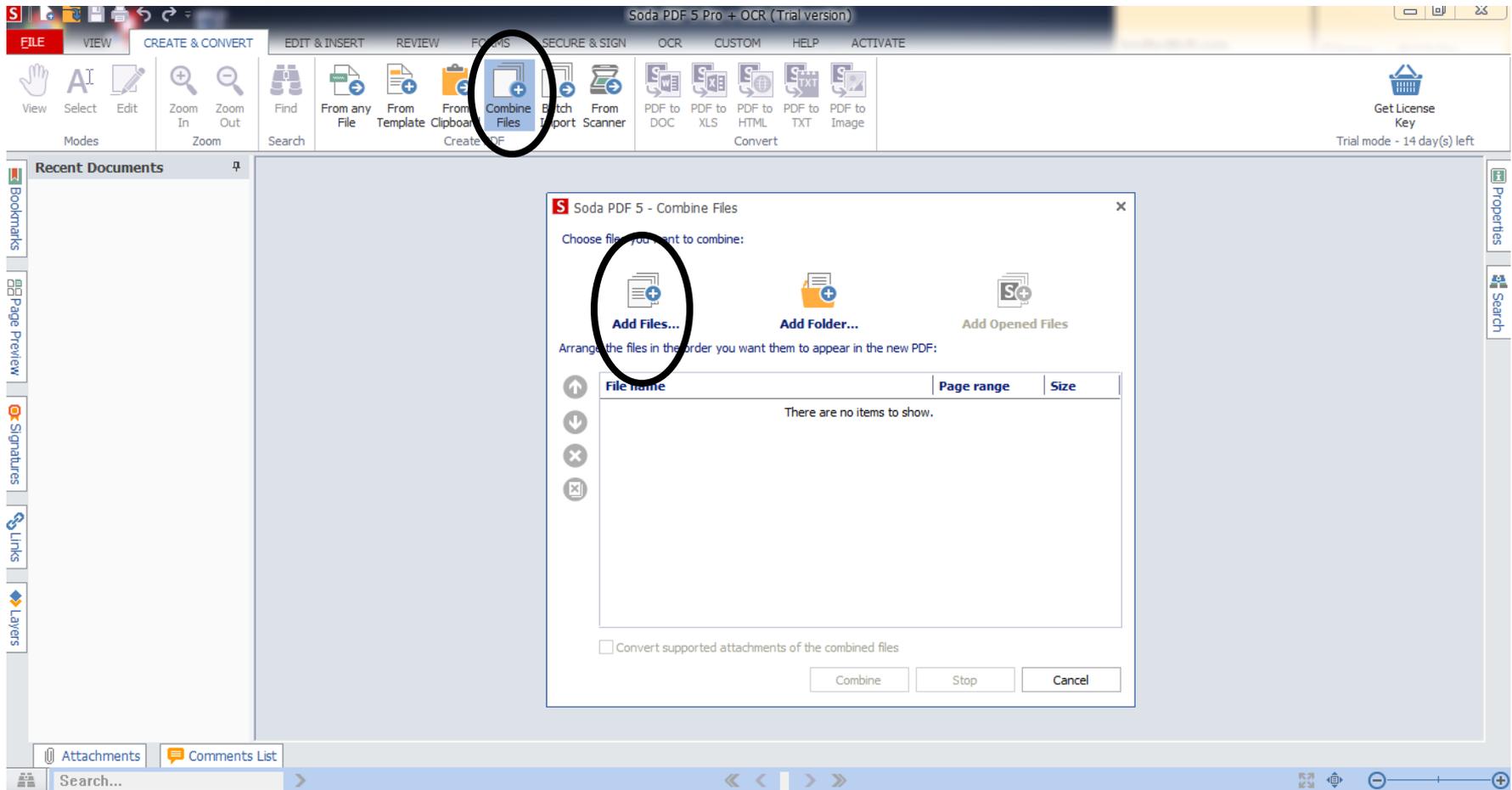
- Required Standard Forms will be accepted in addition to the two files
- Carefully observe the file naming conventions required by grants.gov and in the FOA
 - <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/restricting-special-characters.html>

How Do I Merge Files?

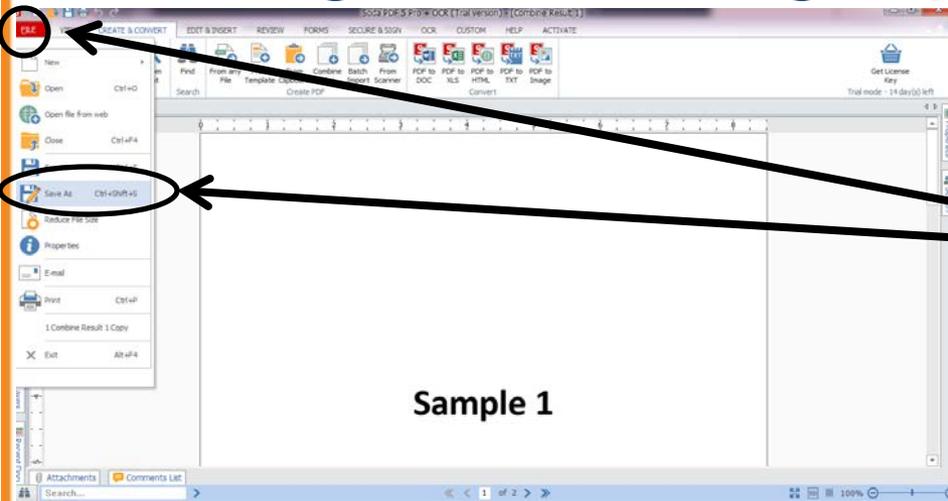
- Adobe Acrobat XL Pro
 - \$19.99/month subscription
 - \$199.00 purchase price
- PDF Merge
 - Free Downloadable Program
- PDFSAM (PDF Split and Merge)
 - Free online Program



Using PDF Merge (1/2)

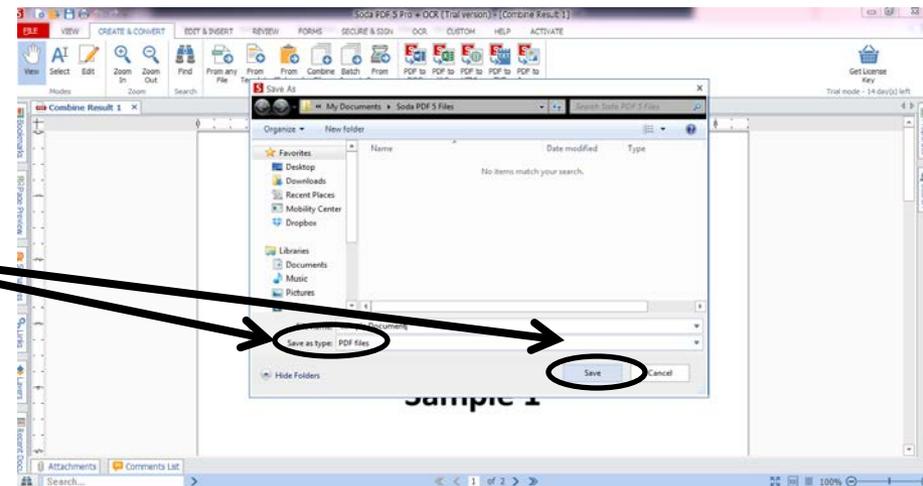


Using PDF Merge (2/2)



File & Save As

PDF Option and Save



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by [Onax Studio](#)

Contacting Grants.gov

- Open 24 hours a day, 7 days a week. Closed on federal holidays.
- Phone: 1-800-518-4726 (local toll free).
- Email: support@grants.gov
- [iPortal](#): Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status.

Please have the following information available when contacting them, to help expedite your inquiry: Funding Opportunity Number (FON), Name of Agency, and Specific Area of Concern

Review Webinar Objectives

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Question & Answer Time!

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Thank You!

