How to Submit an FMPP Application via Grants.gov

1. **There are four steps in submitting an application for the FMPP program via Grants.gov**

   ➢ Register your organization with Grants.gov

   ➢ Download the application package from Grants.gov and the additional forms required by FMPP

   ➢ Complete your application, including all forms required by FMPP

   ➢ Check your application package and submit it to Grants.gov

   These instructions will take you through each step.

2. **Register your organization with Grants.gov**. **YOU MUST REGISTER** with Grants.gov to <u>submit</u> an FMPP application. There are numerous steps that must be completed <u>prior to</u> registering in Grants.gov; <u>all must be completed to start the registration process</u>. For detailed information on how to complete Grants.gov registration, see the "Organization Registration User Guide" and the Organization Registration Overview Tutorial. Specifically,

   ➢ Go to the www.Grants.gov website

   ➢ Click on "Get Registered"

   ➢ Follow the "Organization Registration" instructions

   The steps needed to complete the registration may require <u>between three to five business days or as long as four weeks to complete</u> before you may submit your application. Organizations are required to have a DUNS number issued by Dun and Bradstreet, an EIN or TIN issued by the IRS, and to register with the Federal Central Contractor Registry prior to completing registration Completion of these tasks in the sequential order required may result in up to four weeks to complete the registration. Details and a registration checklist are provided in the Organization Registration instructions. **Note that Grants.gov is scheduled to be offline for maintenance Saturday, April 28, 2012 at 12:01 AM ET until Sunday, April 29, 2012 at 11:59 PM ET. Grants.gov recommends that no registrations, grant submissions, or other site activity be conducted during this time.**

3. **Download the application package from Grants.gov and the additional forms required by FMPP.** You may begin preparing your application at the same time that you start the registration process. <u>You may NOT SUBMIT your application until registration is complete</u>.

   You must have a compatible version of Adobe Reader installed on your computer before downloading the package. Informational notes during the download process allow you to check for compatibility and download a compatible version of Adobe Reader free of charge.

   ➢ Go to the www.Grants.gov website

   ➢ Click on "Apply for Grants"

   ➢ Click on "Download a Grant Application Package"

   ➢ Enter the "CFDA Number" for the 2012 FMPP: **10.168** and Click on "Download Package"

   ➢ Click on "download" in the column "Instructions and Application"

   ➢ Click on "Download Application Package"

At this stage, the forms will be open in your web browser and you may save the package to an electronic storage medium such as your computer hard drive or a flash drive to work on at your convenience.

Additional forms and documents required by FMPP are NOT included in the Grants.gov application package and you will need to obtain these separately. Details are provided in the 2012 Guidelines (PDF). The additional forms that MUST be submitted to Grants.gov as attachments to the application package are

- Proof of eligibility

- Evidence of all contractor and sub-awardee debarment status

- Proof of qualifying status for Priority Project designation

- Form TM-29, Project Proposal Narrative

- Form TM-30, Supplemental Budget Summary, non-EBT **AND/OR**

- Form TM-31, Supplemental Budget Summary and Instructions, EBT Projects Only (See Section III E. EBT/Non-EBT Project Application Submission Matrix for which budget form(s) to use for your project)

- Other supporting documents (letters of support, resumes, etc.)

4. **Complete your application, including all forms required by FMPP.** Follow the instructions provided in the Grants.gov application package to complete the electronic forms. Required entries show up as beige or yellow boxes with a bold red outline. You may save your work at any time by clicking the "Save" button at the top of the application package page.

   Complete all forms in the Mandatory Documents box by moving them into the Mandatory Documents for Submission box (highlight the document name and click the => arrow), then click on "Open Form" and enter your information. The mandatory forms for FMPP are:

   - SF-424, Application for Federal Assistance

   - SF-424A, Budget Information for Non-Construction Programs

   - SF-424B, Assurances – Non-Construction Programs

   Complete all additional forms and prepare documentation required by FMPP. After you have completed the forms and collected the documents needed, you will need to format them so that they can be uploaded as attachments to the application. **FMPP prefers that the additional items be scanned into a single Adobe Acrobat (pdf) file, in the order listed in #3 above**. Other acceptable formats include MS-Word (for text documents) and MS-Excel (for spreadsheet documents). A descriptive name should be supplied for each file that includes your organization's name. If more than one file will be uploaded, distinguish them through the file name (e.g., Local Market 1, Local Market 2, etc.) to avoid overwriting files with the same name.

   Attach all additional forms and documents required by FMPP. ONLY upload attachments by adding them within Form SF-424. After opening Form SF-424,

   ➢ Go to item 15 in the SF-424 document, which asks for "Descriptive Title of Applicant's Project". Below this item, click on "Add Attachments"

> ➢ Click on "Add Attachment" in the pop-up window. Your computer desktop will automatically open so that you can navigate to the location of the document.

> ➢ Find the document to be uploaded and click on "Open." The document will upload and be listed by filename in the Form Attachments pop-up window.

> ➢ Repeat for each document to be uploaded, following the order of upload given in item #3 above.

> ➢ Click "Done" when all documents have been uploaded. You may click on "View Attachments" from Form SF-424 if you want to see the complete list of uploaded documents.

5. **Check your application package and submit it to Grants.gov.** Verify that all forms are complete and that all required documents have been attached to your application package. It is recommended that you click on "Check Package for Errors" at the top of the application page to insure that errors that would cause Grants.gov to reject your package are corrected before submission. If errors are found, a pop-up box will open with a list of items to be corrected.

   NOTE: Grants.gov and the SF-424 WILL NOT indicate that absence of FMPP-required documents is an error. It is your responsibility to ensure that all forms and documents are properly named and attached to the application package.

   When you are ready to submit your application, click on "Save & Submit" at the top of the application page to send your application to Grants.gov. Once you have submitted your application, you may not make further changes to the application or the attachments.

6. **After the application is submitted, you will be notified of receipt and validation.** The Authorized Organizational Official (AOR) who submitted the application will receive two important emails from Grants.gov. The first will contain the Submission Receipt Number, which indicates that Grants.gov registered receipt of the application package. The second will contain the Submission Validation Receipt, which indicates that Grants.gov has accepted the application package and validated that the required electronic forms are included. It may take up to 48 hours to receive the Submission Validation Receipt, which is your proof of completed submission. Keep this timeline in mind when planning when your application submission.

Grants.gov Contact Center's hours of operation are Monday–Friday, 7 a.m. to 9 p.m., Eastern Time. The Contact Center is closed on Federal Holidays:
- Website – www.Grants.gov
- Email – support@grants.gov
- Telephone – 1-800-518-4726

Keep a record of any correspondence with Grants.gov, including any ID or case number provided.