

Instructions for Submitting the SF-424, SF-424A and Indirect Cost Rate Agreement via Grants.gov

All grantees must submit an electronically signed SF-424 (Application for Federal Assistance), SF-424A (Budget Information) and an Indirect Cost Rate Agreement or Cost Allocation Plan through [Grants.gov](https://www.Grants.gov). Grantees receiving supplemental youth services funds must submit separate documents for each funding allotment (adult and youth).

An electronically submitted SF-424 through Grants.gov constitutes an official signed document and must reflect the grantee's award amount in Attachment II.

Each SF-424 (Adult and Youth) must reflect the exact amount of the grantee's allotment provided in Attachment II on line item #18 of the SF-424. Any total amounts on the SF-424A and budget narrative should also reflect the grantee's allotment provided in Attachment II. Item #11 must include the Catalog of Federal Domestic Assistance (CFDA) number for the Indian and Native American Program which is 17.265.

Note: To find the grant application package in [Grants.gov](https://www.Grants.gov), click on the "Search Grants" tab and enter the CFDA number 17.265 in the CFDA search field.

This process can be complicated and time-consuming. Therefore, the Department strongly encourages grantees to initiate the process as soon as possible and to allow for time to resolve technical problems if necessary. For grantees that have not registered with Grants.gov, the Department strongly recommends that grantees read the instructions for registering located at: <http://www.Grants.gov/web/grants/register.html>.

Grantees should read the registration process carefully before registering. These steps may take as much as 4 weeks to complete, and this time should be factored into plans for electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help you walk through the process. The Department strongly recommends that grantees download the "Organization Registration Checklist" at <http://www.Grants.gov/web/grants/applicants/organization-registration.html> and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last minute searches for required information and save time.

All applicants for Federal grant and funding opportunities are required to have a Data Universal Numbering System (D-U-N-S®) number, and must supply their D-U-N-S® number on the SF-424. Before submitting an application for funding, grantees must register with the System for Award Management (SAM), which has replaced the Central Contractor Registry (CCR). Instructions for registering with SAM can be found at <https://www.sam.gov>.

Grantees must maintain an active SAM registration with current information at all times during which they have an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, there is a requirement to review and update the registration at least every 12 months from the date of initial registration or subsequently

update the information in the SAM database to ensure it is current, accurate, and complete. Failure to register with SAM and maintain an active account will result in Grants.gov rejecting your submission.

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the D-U-N-S number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a user name and password on Grants.gov visit: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

After creating a user name and password on Grants.gov, a representative from your organization, who is the contact listed for SAM (referred to as the E-Biz POC), will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>.

To track AOR status visit: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Submitting through Grants.gov constitutes an electronically signed SF-424, Application for Federal Assistance. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When you submit the SF-424 through Grants.gov, the name of your AOR on file will be inserted into the signature line. Grantees must register the individual who is able to make legally binding commitments as the AOR.

If grantees encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or email support@Grants.gov. The Contact Center is open 24 hours a day, 7 days a week. It is closed on federal holidays.

After troubleshooting with Grants.gov helpdesk, grantees should e-mail major issues preventing submission of required documents to Marc Purvis, Grants Management Specialist, at purvis.marc@dol.gov with a copy to your FPO. That e-mail should specifically reference the INAP TEG's Funding Opportunity Announcement number, and it should include a contact name, email address, and phone number.