

## FY 2012 Public Works and Economic Adjustment Assistance Programs Grants.gov Application Instructions

### **Step 1: Download the Application Package**

All eligible applicants seeking FY 2012 Public Works and Economic Adjustment Assistance programs assistance are required to complete and submit the following forms available on [www.grants.gov](http://www.grants.gov) as part of the application package:

1. Applicants applying for Construction Assistance (including design and engineering assistance)
  - Form **ED-900** (*Application for Investment Assistance*) and accompanying supporting documentation. One form per project is required. Please read the paragraphs below carefully for important information on submitting a complete Form ED-900.
  - One Form SF-424 (Application for Federal Assistance) from each co-applicant, as applicable.
  - Form SF-424C (Budget Information—Construction Programs). One form per project is required.
  - One Form SF-424D (Assurances—Construction Programs) from each co-applicant, as applicable.
  - One Form CD-511 (Certification Regarding Lobbying) from each co-applicant, as applicable.
  
2. Applicants applying for Non-Construction Assistance
  - Form ED-900 (Application for Investment Assistance) and accompanying supporting documentation. One form per project is required. Please read the paragraphs below carefully for important information on submitting a complete Form ED-900.
  - One Form SF-424 (Application for Federal Assistance) from each co-applicant, as applicable.
  - Form SF-424A (Budget Information—Non-Construction Programs). One form per project is required.
  - One Form SF-424 B (Assurances—Non-Construction Programs) from each co-applicant, as applicable.
  - One Form CD-511 (Certification Regarding Lobbying) from each co-applicant, as applicable.

In addition, some applicants may be required to complete and submit Form SF-LLL (*Disclosure of Lobbying Activities*), which also is available from [www.grants.gov](http://www.grants.gov). Instructions provided in Forms ED-900 and SF-LLL specify when applicants are required to submit this form.

Please read section IV of the Economic Adjustment Assistance Programs FFO carefully to ensure all required forms and documentation are submitted.

Finally, certain applicants, including non-profits and first time applicants for DOC funding, may be required to complete and submit Form CD-346. EDA will inform applicants if this is required.

### **Important information about Grants.gov before you begin your application**

#### **Grants.gov registration**

EDA strongly encourages that applicants not wait to begin the application process through [www.grants.gov](http://www.grants.gov). Please note that to be able to submit an application through [www.grants.gov](http://www.grants.gov), applicants must register for a [www.grants.gov](http://www.grants.gov) User ID and Password. Note that this process can take several days, so applicants should not wait until they have completed the application

package to initiate this process. Applicants should register as organizations, not as individuals and must designate one or more Authorized Organizational Representative (AOR) as individuals with authority to submit applications. **AORs registered at [www.grants.gov](http://www.grants.gov) are the only officials with the authority to submit applications at [www.grants.gov](http://www.grants.gov), so please ensure that your organization's application is submitted by an AOR. If the application is submitted by anyone other than your organization's AOR, it will be rejected and cannot be considered for the competition.** Note that a given organization may designate multiple individuals as AORs for [www.grants.gov](http://www.grants.gov) purposes.

Information about the [www.grants.gov](http://www.grants.gov) registration process for organizations can be found at [http://grants.gov/applicants/organization\\_registration.jsp](http://grants.gov/applicants/organization_registration.jsp). Applicants should note that organizations already registered with [www.grants.gov](http://www.grants.gov) do not need to re-register; however, all registered organizations must keep their Central Contractor Registration (CCR) registration up to date and must designate the person submitting the application on behalf of the organization as an AOR.

### **Field limitations and special characters**

Please be advised that Grants.gov provides the following notice with respect to special characters:

#### ***What kind of information can be entered into form fields within my application?***

*Grants.gov application packages offer fields to enter a set amount of data. When the limit is reached for a certain field, you will no longer be able to enter data into that field. For every form, there are different limitations to the data that you are allowed to enter (this varies between agency and form). Refer to the agency instructions available for download with the application package for more detail.*

*Do not use special characters (example: &,-,\*,%/,#) within the application form fields including periods (.), blank spaces and accent marks; an underscore may be used. Please note that if these guidelines are not followed, your application may be rejected.*

In EDA's experience, use of apostrophes (') in file names and fillable fields of required forms has caused the most issues. Accordingly, please apply early and periodically check the status of your application to make sure it has been validated, and use file naming conventions that do not negatively affect your application submission.

If a response exceeds the field limit requirements of any form, including Form ED-900, the applicant is advised to include the response as an attachment (in the "Attachments" form) to the application. The applicant should clearly indicate in the form field that the information is included as an attachment (e.g., "see Attachment A.1." or "see Attachment A.3."), and upload the information as an electronic file.

### **Step 2: Submit the Application**

The three options for submitting a completed application package are as follows:

- a) Select "Apply for Grants" from the left-hand menu on [www.grants.gov](http://www.grants.gov).
- b) Ensure that you have installed Adobe Acrobat Reader 8.1.3 on your computer as other versions of Adobe Acrobat Reader may cause errors, whether those versions are older or newer.
- c) Select the link "Download a Grant Application" package.
- d) Enter the appropriate CFDA number or Funding Opportunity Number (the Economic Development Assistance Programs Funding Opportunity Number is "FY2012EDAP111811") and click on [Download Package].

- e) Click on the “download” link under “Instructions and Applications”
- f) A new window should pop up. In the new window, click on “Download Application Instructions” to review the instructions posted on [www.grants.gov](http://www.grants.gov) and “Download Application Package” when you are ready to begin the application.
- g) Save the application package to your computer or network drive. Note that the application package file can be shared among multiple users; however, they all must have Adobe Acrobat 8.1.3 or higher in order to save changes to the application package.
- h) **Mandatory Documents.** Click on each of the documents in the “Mandatory Documents” box and, after selecting each one, click on the arrow to move these into the “Mandatory Documents for Submission” box. Because a project narrative as specified in section IV of the Economic Development Assistance Programs FFO is required, the “Attachments” document may be necessary.
- i) **Attachments.** You may upload all documentation as specified under section IV of the Economic Development Assistance Programs FFO as an attachment, if necessary. EDA is able to accept up to 15 attachments in addition to the forms submitted. Applicants should combine attachments (for example, create a single Adobe portable document format (PDF) attachment) if the number of required attachments exceeds [www.grants.gov](http://www.grants.gov)'s attachment capacity. In this situation, the applicant should ensure that the combined attachment is clearly labeled so that EDA can locate required documentation.
- j) **Optional Documents.** In the “Optional Documents” box, click on Form SF-LLL if non-Federal funds have been or are planned to be used for lobbying in connection with this competitive solicitation and then move this to the “Optional Documents for Submission” box. Also, for non-profit applicants or first time applicants for DOC funding, please include Form CD-346 as an attachments. Form CD-346 may be downloaded from DOC's website at [http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/dev01\\_02454.pdf](http://ocio.os.doc.gov/s/groups/public/@doc/@os/@ocio/@oitpp/documents/content/dev01_02454.pdf).
- k) When all necessary forms are moved into the mandatory or optional documents for submission box, the application package should pre-populate with all selected forms embedded.
- l) Complete all mandatory fields (highlighted in yellow) on the forms. Note that mandatory fields will vary based on the type of applicant and the type of assistance sought. On Form CD-511, type “not awarded yet” in the “project number” field. **Save the application package at regular intervals to avoid losing work.**
- m) Attach all necessary attachments. EDA will accept attachments in Adobe PDF (preferred), WordPerfect, Microsoft Excel, or Microsoft Word.
- n) When all mandatory fields have been completed, scroll to the top and click on [Check Package for Errors].
- o) Click [Save].
- p) Click [Save and Submit]. At this point, the applicant's AOR must be connected to the Internet and will be asked to enter your [www.grants.gov](http://www.grants.gov) User ID and Password in order to submit via [www.grants.gov](http://www.grants.gov). As noted above, an AOR must submit the application for it to be validated by [www.grants.gov](http://www.grants.gov) and received by EDA.

Once an application has been submitted, it is the applicant's responsibility to check on the status and ensure it was received and validated by [www.grants.gov](http://www.grants.gov), and transmitted to EDA. An applicant should expect to receive two emails from [www.grants.gov](http://www.grants.gov): the first will confirm receipt of the application, and the second will indicate that the application has either been successfully validated by the system before transmission to EDA or has been rejected due to errors. **Because it can take up to two business days after [www.grants.gov](http://www.grants.gov) receives an application for applicants to receive email notification of an error, applicants should time their submissions to allow for application correction and resubmission by the applicable funding cycle deadline.** Applicants will receive a third email once EDA has retrieved their applications.

Please also see section IV of the Economic Development Assistance Programs FFO for complete application instructions.