United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

FEB 0 1 2005

TAKE PRIDE IN AMERICA

Dear Interior Federal Assistance Recipient and Prospective Applicant:

This letter is to inform you of the Department of the Interior's future implementation of the eGrantsPlus system. Among other essentials, the Federal Financial Assistance Management Improvement Act of 1999, Public Law 106-107, requires Federal agencies to streamline and simplify the application, administrative, and reporting procedures for Federal financial assistance, and to allow applicants to electronically apply for, and report on the use of funds from Federal financial assistance programs. eGrantsPlus, the Department of the Interior's first standardized Department-wide financial assistance award system, coupled with the Government-wide Grants.gov will meet those requirements. Throughout the course of the next three years, each of the Department's bureaus and offices will be transitioning to this eGrantsPlus.

We want to assure you that great effort has gone into the planning and execution of this automated system. As with any transition, some minor issues may arise as a result of this effort, but we have taken the precautionary step of designating the following people within each of the Department's bureaus/offices as your communication focal points relative to the transition:

Bureau	Representative	Telephone No.
U.S. Fish and Wildlife Service:	Dave Holland	703/358-2024
Bureau of Indian Affairs:	Sabrina Nolasco	703/390-6519
Office of Surface Mining and Reclamation:	Charlie Albrecht	303/202-4061
U.S. Geological Survey:	Roberta Bennett	703/648-7638
National Park Service:	John Madigan	703/487-9135
Minerals Management Service:	Janine Tobias	703/787-1240
Bureau of Land Management:	John Kunzler	303/236-6335
Bureau of Reclamation:	Brenda Barker	303/445-3480
Office of the Secretary (NBC, OIA,etc.):	Stephen Mattingly	703/493-9309

Please feel free to contact any of the above representatives with any questions or concerns you may have regarding this transition.

As a result of this implementation you may see a change in both our systems and business processes. One of these changes is a renewed effort on the part of this Department to utilize the Grants.gov electronic grant applications program to post opportunities and accept applications. Please review the enclosed materials regarding Grants.gov.

As the Department continues to move forward with this implementation we will provide additional information on any impacts this transition may have on your organization.

Sincerely,

Nina Rose Hatfield

Nina Rose Hatfield
Deputy Assistant Secretary – Business Management
and Wildland Fire

Enclosure

Grants.gov – A Primer

A new electronic grants application program has been launched for the Federal Government. The Department of the Interior (Interior) is proud to announce its partnership with Grants.gov and we want you and your organization to learn more about Grants.gov so that you can electronically **Find**, **Apply**, and **Succeed**!

Effective immediately, Interior strongly recommends that your organization begin the process of registering with Grants.gov. (See below on how to register.)

What is Grants.gov?

Grants.gov is the home of Federal government grant information and applications - it is now up and running! **Two key features are ready for your use:**

1. **Find** Grant Opportunities
2. **Apply** for Grants

The Grants.gov **Find** and **Apply** features simplify the grants management process and create a centralized, online process to find and apply for over 900 grant programs from the 26 Federal grant-making agencies.

Grants.gov streamlines the process of awarding over $350 billion annually to state and local governments, academia, not-for-profits and other organizations. This program is led by the U.S. Department of Health and Human Services and is one of the President's 24 Federal cross-agency E-Government initiatives focused on improving access to services via the Internet.

What is the Find Feature?

The **Find** Grant Opportunities feature allows the grant community to search for information on available grant opportunities using a number of criteria, including key words or a specific agency. It also includes a registration function to receive email updates as new grant opportunities are added. Federal agencies are required to post all competitive grant opportunities to the Grants.gov site. Additionally, in an effort to make Interior's processes more transparent to the public, mandatory (non-competitive) programs may also post information.

What is the Apply Feature?

The **Apply** for Grants feature enables users to apply for competitive Federal grant opportunities through a single, unified process. Several of the 26 Federal grant-making agencies have posted application packages for current opportunities and received applications submitted via Grants.gov.

What if my organization only receives mandatory (non-competitive) grants from Interior?

Even if your organization only receives mandatory (non-competitive) grants, we still want to encourage you to use the Grants.gov system.

What does Grants.gov mean to me and my organization as an Interior applicant or grantee?

You can use Grants.gov **right now** to **FIND** grant opportunities at Interior and other Federal grant making agencies.

Getting started with Grants.gov is easy!

Go to www.Grants.gov .

There are two key features on the site: **Find** Grant Opportunities and **Apply** for Grants. Everything else on the site is designed to support these two features and your use of them.

While you can begin searching for grant opportunities for which you would like to apply immediately, it is recommended that you complete the remaining Get Started steps sooner rather than later, so that when you find an opportunity for which you would like to apply, you are ready to go.

- **Get Started Step 1** – Find a Grant Opportunity for Which You Would Like to Apply

Start your search for Federal government-wide grant opportunities and register to receive automatic email notifications of new grant opportunities or any modifications to grant opportunities as they are posted to the site by clicking the Find Grant Opportunities tab at the top of the Grants.gov web page.

- **Get Started Step 2** – Register with Central Contractor Registry (CCR)

Your organization must register with Central Contractor Registry. You can register with them online at www.ccr.gov . This will take about 30 minutes. You should receive your CCR registration within 7 - 10 business days.

Important: You must have a DUNS number from Dun & Bradstreet before you register with CCR. Many organizations already have a DUNS number. To investigate if your organization already has a DUNS number or to obtain a DUNS number, contact Dun & Bradstreet at 1-866-705-5711. This will take about 10 minutes and is free of charge.

For grant recipients in the Pacific Area (other than those in the continental U.S., Hawaii, or Alaska), please contact the "DBA Customer Service Centre – Australia" by telephone at 011 + (61) 39828-3333 or by e-mail at: CSC.Austral@dnb.com.au.

Also important: Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

- **Get Started Step 3** – Register with the Credential Provider

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication - the Federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov is using Operational Research Consultants (ORC) as its Credential Provider. Registration is a simple process and is accessible by clicking on the Get Started tab found on the Grants.gov web site (www.Grants.gov).

Once you are registered with ORC, you will receive an ID and password. This ID and password is used to submit you application package to the appropriate government agency safely and securely through Grants.gov.

You must complete this registration process with a Credential Provider in order to securely submit your grant application.

- **Get Started Step 4** – Register with Grants.gov

The final step in the Get Started process is to register with Grants.gov. This will be required to submit grant applications on behalf of your organization. After you have completed this final step in the registration process, you will receive an email notification confirming that you are able to submit applications through Grants.gov.

- **Get Started Step 5** – Log on to Grants.gov

After you have registered with Grants.gov, you will be ready to submit applications to Interior and to all of the other 26 Federal grant making agencies. You can log on to Grants.gov to verify if you have registered successfully, to check application status, and to update information in your applicant profile, such as your name, telephone number, email address, and title. In the future, you will have the ability to determine if you are authorized to submit applications through Grants.gov on behalf of your organization.

These get started steps and links are also located on the Grants.gov web site under the "Get Started" tab.

Thank you for registering and welcome to Grants.gov.