



Find, Apply & Succeed!



Managed by the U.S. Department of Health and Human Services
Fulfilling the President's Management Agenda

Agenda

- What is Grants.gov?
- What can we do at Grants.gov?
- How do we get registered?
- How can we find grant opportunities?
- How can we apply for these opportunities?
- What's next?

The Grants.gov Program...

- Is a cross-agency initiative spanning 1000 grant programs from the 26 grant-making agencies, and over \$400 billion in annual awards
- Is a simple, unified “storefront” for all customers of Federal grants to electronically
 - Find Grant Opportunities
 - Apply for Grants
- Is one of 24 Federal cross-agency E-Government initiatives designed to improve access to services via the Internet
- Part of Public Law 106-107, which sets to streamline grants and grants management within the federal government
- Is managed by the Department of Health and Human Services, the largest provider of Federal grants

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Caters to a Large, Diverse Customer Population

- 26 Federal grant-making agencies
- Over 1M potential applicants, applicants, and grantees
 - State, Local, and Tribal governments
 - Education and Research organizations
 - Non-profit and For-profit organizations
 - Public Housing Authorities
- Address essential and forward-looking Federal program objectives
 - Homeland Security
 - Health
 - Education
 - Housing
 - Transportation
 - Medical and Scientific Research
 - Space Exploration
 - Energy/Environmental Conservation
 - Arts & Literature

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Federal Grants Environment – Past, Present and Future

- Before Grants.gov, there was no single point to obtain information about Federal grants
 - Complex, burdensome, and costly processes
 - 50+ places to search for Federal grant opportunities
 - 100+ application processes and forms
 - 80% paper-based processes
- After Grants.gov, processes and forms were standardized
 - Single site to search for all Federal grant opportunities
 - Standard data set and forms for discretionary grant applications
 - Electronic application submissions

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“Find Grant Opportunities” Overview

- Provides the ability to search for Federal government-wide grant opportunities
 - In November 2003, the Office of Management and Budget mandated that all agencies post competitive grant opportunities on Grants.gov
 - All 26 Federal grant-making agencies posting opportunities at Grants.gov
- Over 1800 active grant opportunities posted
- Over 2.5 million “hits” weekly
- Over 1,000,000 email notifications of new grant opportunities sent weekly

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“Apply for Grants” Overview

- Steady ramp up since October 2003 implementation
 - Over 7,000 application packages posted on Grants.gov to date
 - Over 100,000 applications received by Grants.gov to date
 - FY 2007 goal set by OMB: To have all 26 grant-making agencies post 100% of their discretionary/competitive grant application packages on Grants.gov

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Registration for Organizations

The screenshot shows the Grants.gov website in a Microsoft Internet Explorer browser window. The address bar displays "http://www.grants.gov/registrants/get_registered.asp". The page features the Grants.gov logo at the top center, with navigation links for "Contact Us", "SiteMap", "Help", and "Home". On the left side, there is a vertical menu with categories: "APPLICANTS" (including About Federal Grants, Get Registered, Organization Registration, Individual Registration, Find Grant Opportunities, Apply for Grants, Track My Application, and Applicant Help), "ABOUT GRANTS.GOV", "FOR AGENCIES", "THE SOURCES", "HELP", "CONTACT US", and "SITE MAP". The main content area is titled "GET REGISTERED" and contains the following text: "Grants.gov has streamlined the process of finding and applying for Federal grant opportunities. If you plan to submit applications, be aware that you and your organization must complete the Grants.gov registration process. If you will be submitting applications on behalf of an organization, you should FIRST register your organization using the steps below. If you will be registering to submit applications as an individual, and not on behalf of any organization, you will also be required to complete a registration process. Refer to [Register as an Individual](#) information to create a Grants.gov account so you can submit applications for applicable grants as an individual. Registering also allows you to track your application status." Below this text, it states "The Grants.gov registration process involves three basic steps." followed by a numbered list: "1. Register your organization", "2. Register yourself as an Authorized Organization Representative (AOR)", and "3. Get authorized as an AOR by your organization". At the bottom of the page, there are logos for "United States Department of Health & Human Services", "E-GOV", "FIRST.GOV", and "Benefits.gov". On the right side, there is a "Sign up for our newsletter" section with a "submit" button and a list of "Quick Links" including Grant Search, Grant Email Alerts, Get Notifications, Assistant Login, E-Biz, EOC, Login, and About Search. A "Privacy Terms" link is also present.

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Three Step Process

- Register the Organization: CCR
- Register the Organization's Submitters
 - Authorized Organization Representatives (AORs)
- Organization Authorizes those Submitters (AORs)

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Preparing to Apply via Grants.gov: Step 1 of 3

- Organization registers with the Central Contractor Registry (CCR), the Federal database for conducting business with the U.S. Government
 - DUNS Number is required for registration
 - Two important fields within the CCR:
 - E-Business Point of Contact (E-Biz POC)
 - Will authorize organizational representatives at Grants.gov
 - M-PIN
 - E-Business Point of Contact will use the M-PIN in the authorization process
- Organizations can check to see if they are registered and identify their E-Business POC at the CCR website

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Preparing to Apply via Grants.gov: Step 2 of 3

- Authorized Organization Representative (AOR) gets Registered
 - Obtain a Credential Username and Password
 - The representative will go to the Grants.gov Credential Provider to register
 - Will receive a username and will create their own password
 - Register the Credential Username and Password at Grants.gov
 - The representative will return to Grants.gov and register the username and password by setting up their profile
 - After this step, an email will be sent to the organization's E-Business POC, informing the POC of the registration

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Registering to Apply via Grants.gov: Step 3 of 3

- Organization's E-Business Point of Contact authorizes the organization representative
 - E-Business POC will receive an email that an organization representative is attempting to register at Grants.gov
 - E-Business POC will log into Grants.gov and authorize the organization representative
 - Log-in consists of the organization's M-PIN and DUNS Number
 - After the authorization, the organization representative will now be an Authorized Organization Representative (AOR)
 - Only after the authorization has occurred will the organization representative be able to submit
 - An organization can have more than one AOR

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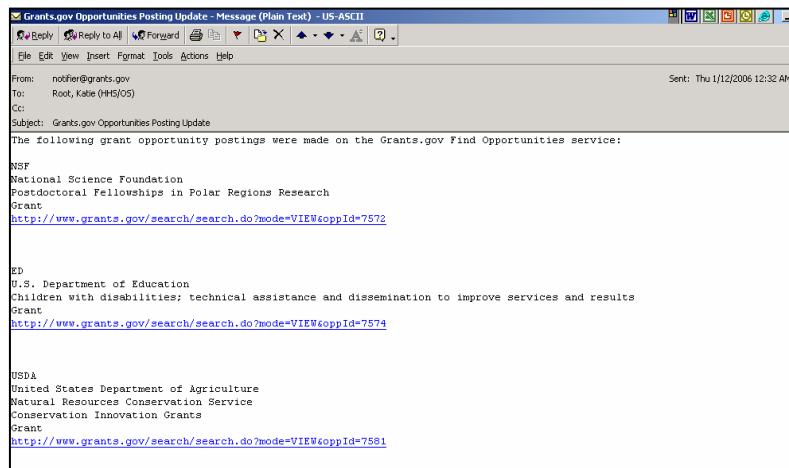
Walkthrough of the Registration Steps

- CCR Registration: <http://www.ccr.gov>
- Organization Representative obtains a Credential: <https://apply.grants.gov/OrcRegister>
- Organization Representative registers at Grants.gov: <https://apply.grants.gov/GrantsgovRegister>
- E-Business POC logs-in to authorize the Organization Representative: <https://agency.grants.gov/AorMgrGetID>
- Organization Representative can log-in to check their authorization at anytime: <https://apply.grants.gov/ApplicantLoginGetID>

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Email Notifications



- Direct link to the grant opportunity synopsis
- Nightly email notifications
- Register and select your specifications

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The "Find" process...

Search or Sign-Up for Email Notifications

Easy access from every page

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The "Find" process...(continued)

Home > Find Grant Opportunities > Search Grant Opportunities

Search Grant Opportunities

Basic Search | Browse by Category | Browse by Agency | **Advanced Search** | [Search Tips](#)

To perform an **advanced search** for a grant, complete any combination of fields and click the "Search" button below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

Keyword Search:

***Required** Search In:

Open Opportunities Closed Opportunities Archived Opportunities

Search by Funding Opportunity Number:

Dates to Search:

All Days
Last 3 Days
One Week
Two Weeks
Three Weeks

Advanced Search allows you to search through both the open and archived opportunities

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The "Find" process...(continued)

Further selection allows you to narrow your search:

- By Funding Instrument

Search by Funding Instrument Type:

All Funding Instrument Types

- Grant
- Cooperative Agreement
- Other
- Procurement Contract

- By Eligibility

Search by Eligibility:

Special district governments

Independent school districts

Public and State controlled institutions of higher education

Native American tribal governments (Federally recognized)

Public housing authorities/Indian housing authorities

- By Agency

Search by Agency:

Department of Commerce

Department of Defense

Department of Health and Human Services

Department of Homeland Security

Department of Labor

Select Sub Agencies

- By Sub-Agency

Search by Sub Agency:

Centers for Medicare & Medicaid Services

Food & Drug Administration

Health Resources & Services Administration

Indian Health Service

National Institutes of Health

Search Clear Form

Helpful Hint: Use the Shift or Ctrl Key to highlight more than one option in each box!

Basic Search – Select Your Criteria

Search Results/Locating an Opportunity

Select the title of the grant to view the opportunity synopsis

Close Date	Opportunity Title	Agency	Funding Number
01/31/2007	FY 2007 Weed and Seed Communities Competitive Program	Community Capacity Development Office	CCDO-2007-1371

More Helpful Hints:

- Results are initially presented by relevancy
- Further sorting can be done by clicking on the “Close Date” or “Open Date”
- Use Boolean Tools to narrow or expand your search, i.e. AND/OR

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Grant Opportunity Synopsis

- Provides a quick overview of an opportunity

FY 2007 Weed and Seed Communities Competitive Program

[Synopsis](#) [Full Announcement](#) [How to Apply](#)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **05/03/2006**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the .dtd or electronic document shall be resolved by giving precedence to the printed document.

Description of Modification
Clarification of eligible applicants, per Weed and Seed authorizing legislation.

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	CCDO-2007-1371
Posted Date:	May 03, 2006
Creation Date:	May 11, 2006

- Direct link to the application package

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Grant Opportunity Synopsis Cont.

- Includes program funding and eligibility information

Category Explanation:
Expected Number of Awards:
Estimated Total Program Funding:
Award Ceiling: \$175,000
Award Floor: \$0
CFDA Number: 16.595 -- Executive Office for Weed and Seed
Cost Sharing or Matching Requirement: Yes

Eligible Applicants

Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

Per H.R. 3402 Sec. 103(b) and Sec. 105, eligible applicants include these: State governments, including Indian tribal governments; Local governments; and Neighborhood and community-based organizations.

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Grant Opportunity Synopsis Cont.

- Includes an abbreviated description about the opportunity
- Direct link to the full announcement and agency contact
- History of this particular grant opportunity

Description

The Weed and Seed strategy aims to prevent, control, and reduce violent crime, drug abuse, and gang activity. The Weed and Seed initiative is a community-based, comprehensive multi-agency approach to law enforcement, crime prevention, and neighborhood restoration. It is designed for neighborhoods with persistent high levels of serious crime and corresponding social problems. Weed and Seed Communities (WSC) must be developed in partnership with many local organizations—including the United States Attorney's Office (USAO)—to reduce crime and improve the quality of life in a community primarily through the redeployment of existing public and private resources into the community. WSC also help to address related social problems that without proper intervention often lead to violent crime, drug abuse, and gang activity.

Link to Full Announcement

[Full Announcement Link](#)

If you have difficulty accessing the full announcement electronically, please contact:

Mark Sakaley
Policy Analyst
Phone 202-352-4973 [Government](#)

Synopsis Modification History

The following files represent the modifications to this synopsis with the changes noted within the documents. The list of files is arranged from newest to oldest with the newest file representing the current synopsis. Changed sections from the previous document are shown in a light grey background.

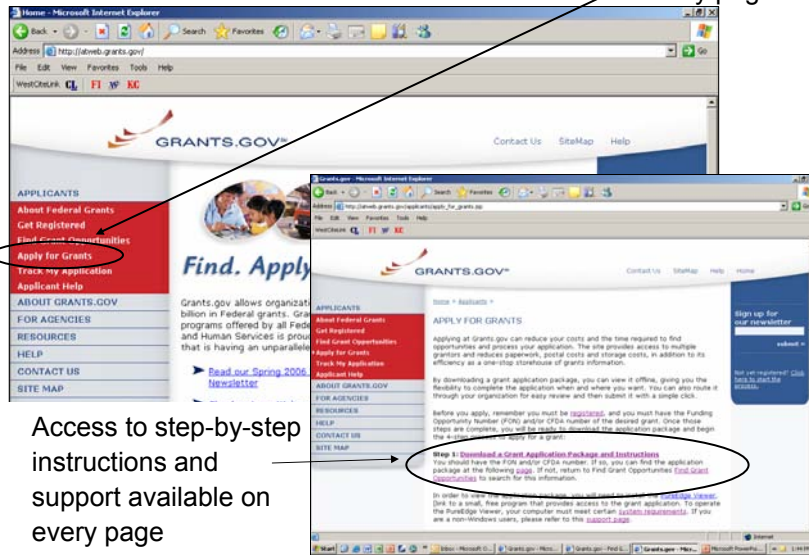
File Name	Date
Modification #1	May 08, 2006
Original Synopsis	May 03, 2006

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The "Apply" process...

Easy access from every page



Access to step-by-step instructions and support available on every page



The "Apply" process... (continued)

[PureEdge Viewer](#)

A small, free program that provides access to the grant application.

To operate PureEdge Viewer, your computer must meet the following system requirements:

- Windows 98, ME, NT 4.0, 2000, XP
- 500 MHz processor
- 128 MB of RAM
- 40 MB disk space
- Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2 or 7.

Installing PureEdge Viewer, you will be prompted to save a file to your computer. After completing the installation screens, you may be asked to restart your computer to complete the installation. If you have a problem installing PureEdge Viewer, it may be because you do not have security permissions to install a new program on your computer. Many organizations have rules about installing new programs and you may have to contact your company's system administrator.

[Click here to install PureEdge Viewer.](#)

There has been an upgrade to the PureEdge Viewer. To upgrade the PureEdge Viewer, access the [PureEdge Viewer Upgrade](#). [Back to the top](#)

Grants.gov provides PureEdge Viewer, a small, free software program to access, complete and submit applications electronically and securely



The "Apply" process...(continued)

GRANTS.GOV™

For Applicants About Grants.gov Resources For Agencies

Contact Us SiteMap Help Home

Home > Applicants > Apply for Grants >

DOWNLOAD APPLICATION PACKAGE

Note: You will need to download and install [PureEdge Viewer](#), prior to downloading an Application Package.

To download an application package, enter the appropriate CFDA Number OR Funding Opportunity Number and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number.

Before you can view and complete an application package, you must have the [PureEdge viewer](#) installed. [Click here](#) to download the PureEdge Viewer. If you do not have it installed already.

Now is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
45.303	CPS-07	CPS-07	Conservation Project Request FY 2007	Institute of Museum and Library Services	download

Easy to follow pages and instructions to find and download application packages to any desktop



The "Apply" process...(continued)

Register to receive notification of changes to application package before downloading it

Download Opportunity Instructions and Application - Microsoft Internet Explorer

Address: <http://apply.grants.gov/agency/UpdateOffer?id=2925>

File Edit View Favorites Tools Help

WestCitLink FI W KC

GRANTS.GOV™

For Applicants About Grants.gov Resources For Agencies

Contact Us SiteMap Help Home

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 16.595: Executive Office for Weed and Seed
 Opportunity Number: CCDO-2007-137 1: FY 2007 Weed and Seed Communities Competitive Program
 Agency: Community Capacity Development Office
 Opening Date: 05/03/2006
 Closing Date: 01/31/2007

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

Download the application instructions/package from this location



The "Apply" process...(continued)

Select "Save" to save the application package to your hard drive

All mandatory fields are highlighted and denoted with an asterisk

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The "Apply" process...(continued)

All Mandatory Documents must be completed in order to submit the application

Optional documents may or may not need to be filled out – refer to the agency specific instructions

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The "Apply" process...(continued)

To open a form, highlight the form and then click "Open Form"

This screenshot shows a web browser window displaying the Grants.gov application interface. The browser address bar shows the URL: <http://apply.grants.gov/opportunities/packages/oppCDD-2007-1371-cfda16.595.pdf>. The page content includes a header with navigation buttons (Save, Print, Cancel, Check Package for Errors) and a main section titled "Mandatory Documents for Submission". Under this section, there is a list of documents: "Project Narrative Attachment Form", "Other Attachments Form", "Budget Narrative Attachment Form", and "Assurances for Non-Construction Programs (SF-424B)". Each document has an "Open Form" button next to it. Below the mandatory documents, there is an "Optional Documents" section with a similar "Open Form" button. At the bottom of the page, there is an "Instructions" section with a numbered list of steps.

The "Apply" process...(continued)

Select this icon to receive field-sensitive help

You must use the DUNS Number that matches the DUNS Number you used for the registration process

This screenshot shows a web browser window displaying the Grants.gov application interface. The browser address bar shows the URL: <http://apply.grants.gov/opportunities/packages/oppCDD-2007-1371-cfda16.595.pdf>. The page content includes a header with navigation buttons (Close Form, Next, Print Page, About) and a main section titled "APPLICATION FOR FEDERAL ASSISTANCE SF424 - MANDATORY". The form is divided into several sections: "1.a. Type of Submission" (Application, Plan, Funding Request, Other), "1.b. Frequency" (Annual, Quarterly, Other), "1.d. Version" (Initial, Resubmission, Revision, Update), "2. Date Received", "3. Applicant Identifier", "4. Federal Entity Identifier", "4b. Federal Award Identifier", "5. Date Received by State", "6. State Application Identifier", "7. APPLICANT INFORMATION" (Legal Name, Employer/Taxpayer Identification Number (EIN/TIN), DUNS Number). The "DUNS Number" field is highlighted in yellow and circled. A red box highlights a help icon in the browser toolbar.

The "Apply" process... (continued)

Submit button will not become activated until the following has been completed:

- All **Mandatory Fields** have been completed
- All **Mandatory Documents** have been completed and move to the Completed box
- All **applicable Optional Documents** have been completed and moved to the Completed box

The screenshot shows a web browser window with a 'POWERED' logo. At the top, there are buttons for 'Submit', 'Save', 'Print', 'Cancel', and 'Check Package for Errors'. The 'Submit' button is disabled. Below the buttons, the form contains the following information:

- CFDA Description: Executive Office for Weed and Seed
- Opportunity Number: CCDO 2007-1371
- Competition ID: [Empty]
- Opportunity Open Date: 05.03.2006
- Opportunity Close Date: 01.31.2007
- Agency Contact: Mark Sakaley, Policy Analyst, E-mail: Mark.Sakaley@usdoj.gov

A blue callout box on the right side of the form reads: "If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the 'Cancel' button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply." Below the form, there are sections for 'Mandatory Documents' and 'Optional Documents', each with a 'Move Form to Submission List' button and a 'Move Form to Documents List' button. There are also 'Mandatory Completed Documents for Submission' and 'Optional Completed Documents for Submission' sections, each with a 'Move Form to Submission List' button.

Helpful Hint: To get the "Submit" button activated, use the "Check Package for Errors" Button to find uncompleted Mandatory Fields

Submitting your application

- You must be fully registered at Grants.gov to submit the application
- Click Submit to begin the upload process
- It may take a few minutes for the upload – it is dependent on the size of your application

The screenshot shows a web browser window with a 'POWERED' logo. At the top, there are buttons for 'Submit', 'Save', 'Print', 'Cancel', and 'Check Package for Errors'. The 'Submit' button is disabled. Below the buttons, the form contains the following information:

- Opportunity Title: Biological Criteria Program
- Offering Agency: Training 1110
- CFDA Number: 66.436
- CFDA Description: Surveys, Studies, Investigations, Demonstrations and Trai
- Opportunity Number: ABC123
- Competition ID: [Empty]
- Opportunity Open Date: 11.01.2004
- Opportunity Close Date: 11.19.2005
- Agency Contact: Wanda Smith, Manager, E-mail: wandasmith@aol.com

A blue callout box on the right side of the form reads: "This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the 'Cancel' button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply." Below the form, there are sections for 'Mandatory Documents' and 'Optional Documents', each with a 'Move Form to Submission List' button and a 'Move Form to Documents List' button. There are also 'Mandatory Completed Documents for Submission' and 'Optional Completed Documents for Submission' sections, each with a 'Move Form to Submission List' button.

Submitting your application

The application will connect automatically to the Internet and to Grants.gov

Enter your Grants.gov username and password – you must be fully registered to successfully submit

Submitted Application Confirmation

Scroll to the bottom of the confirmation screen to receive:

- Grants.gov Tracking Number
- Date/Time Stamp

Grants.gov Tracking Number :	GRANT0007332
CFDA Number :	66-436
CFDA Description :	Surveys, Studies, Investigations, Demonstrations and Training Grants and Cooperative Agreements_Section 1442 of the Clean Water Act
Funding Opportunity Number :	ADC123
Funding Opportunity Description :	Biological Criteria Program
Agency Name :	Training 1110
Application Name of this Submission :	Test Package
Date/Time of Receipt :	2006.01.16 2:08 PM, EST

What to expect after submission

- **Successful Submission**
 - The submitter will receive the following emails:
 - Successful Grants.gov verification email
 - Application downloaded by the agency
 - Agency-specific tracking number assignment

This is an optional email notification – if an agency does not assign agency-specific tracking numbers, you will not receive this email
- **Unsuccessful Submission**
 - The submitter will receive an email that the application failed the Grants.gov verification process
 - Email will list what the applicant needs to correct

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Reasons for Unsuccessful Submission

- **Incorrect DUNS Number**
 - You must use the DUNS Number that is listed in your applicant profile
 - Grants.gov validates the DUNS Number provided in the SF-424 Form with the DUNS Number in your applicant profile
- **Virus Detected**
 - Grants.gov conducts a virus scan before it will accept an application
 - If virus is detected, you will need to either redownload the application package or fix the corrupted file
- **The Due Date has Passed**
 - You cannot submit your application if the due date has already passed

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Log-in to Check Your Application Status

The image shows two screenshots from a Microsoft Internet Explorer browser. The top screenshot is the Grants.gov homepage, with a 'Quick Links' sidebar on the right containing a circled 'Applicant Login' link. The bottom screenshot is the 'FOR APPLICANTS' login page, which features a red error message: 'Please enter your Username and Password to login to the Grants.gov system.' Below this is a form with 'Username' and 'Password' input fields and a 'Login' button.

- Quick link from the homepage
- Allows you to track your registration and application status

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Applicant Welcome Screen

The image shows a screenshot of the Grants.gov 'FOR APPLICANTS' welcome screen. It includes a 'Welcome, Best Times of Year' message and a 'FOR APPLICANTS' section. The 'Check Application Status' section lists various statuses: Data/Time, Status, Received, Validated, Received by Agency, Agency Tracking Number Assigned, and Rejected with Errors.

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Application Status Page

- Includes all pertinent information about the submission
- Lists the current status for the application
- If rejected, hyperlinks to the specific reason for rejection

CFDA Opportunity Num	Competition Id	Grants.gov #	Date/Time Received	Status	Agency Tracking
		GRANT0007883	21-Jun-06 04:07:37 PM	Rejected with Errors	27-Jun-06 04:07:48 PM
14.155	00-02-24-06	GRANT00061969	29-Feb-06 05:27:33 PM	Received by Agency	07-Jun-06 10:50:29 AM
10.202	00-12-19-05	GRANT00062647	07-Mar-06 02:40:47 PM	Received by Agency	22-May-06 05:17:35 PM
12.100	00-12-20-05	GRANT00062148	01-Mar-06 07:01:18 PM	Agency Tracking Number Assigned	01-Mar-06 07:15:30 PM sb1234
12.100	00-12-20-05	GRANT00062211	02-Mar-06 11:09:35 AM	Received by Agency	12-Apr-06 04:07:10 PM
12.100	00-12-20-05	GRANT00062437	03-Mar-06	Received	12-Apr-06

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What's Next?

- Start searching at Grants.gov
- Sign-Up for the Email Subscription Service
- View a grant application
 - Get familiar with the forms
- Start the Registration Process!!!!

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Contact Information

- Grants.gov Contact Center
 - Monday – Friday, 7 AM – 9 PM ET
 - 1-800-518-4726
 - support@grants.gov

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BJA Grants.gov Contact Information

Maria Bailey
Special Projects Manager
Bureau of Justice Assistance
Office of Justice Programs
U.S. Department of Justice
202-616-0109 (phone)
Maria.Bailey@usdoj.gov

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