

Instructions for Submitting Required Documents via Grants.gov

An electronically submitted SF-424 through Grants.gov constitutes an official signed document. Block #18 of the SF-424 must reflect the exact amount of a grantee's allotment provided in Attachments III or IV. Any total amounts on the SF-424A and budget narrative must also reflect a grantee's allotment provided in Attachments III or IV. Block #11 of the SF-424 must include the Catalog of Federal Domestic Assistance (CFDA) number for the National Farmworker Jobs Program, which is 17.264.

The application submission process can be complicated and time-consuming. Therefore, the Department strongly encourages grantees to initiate the process as soon as possible to allow for time to resolve unanticipated technical problems. Applicants needing to register with Grants.gov may do so here: <https://www.grants.gov/web/grants/grantors/grantor-registration.html>. Registration is a one-time process, and applicants that already have a Grants.gov account do not need to register again.

To submit the required documents in Grants.gov, applicants must:

- Select the *SEARCH GRANTS* tab on the Grants.gov homepage.
- Under the section *BASIC SEARCH CRITERIA*, enter the CFDA number 17.264.
- Select the link to the applicable Funding Opportunity Number provided in the search results.
- Select the *PACKAGE* tab.
- Under the *ACTIONS* column, select *APPLY*.

Before submitting, applicants must also ensure its registration with the System for Award Management (SAM) is current.

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 their Unique Entity ID of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a username and password on Grants.gov visit the registration page at <https://www.grants.gov/web/grants/applicants/registration.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 Sharon Porter, Grants Management Specialist, at with a copy to your FPO. That e-mail should specifically reference the NFJP TEG's Funding Opportunity Announcement number, and it should include a contact name, email address, and phone number.