



Department of Energy  
Washington, DC 20585

**WEATHERIZATION PROGRAM NOTICE 06-8**

Effective Date: September 14, 2006

**SUBJECT:** DUN AND BRADSTREET UNIVERSAL NUMBERING SYSTEM (DUNS) AND CENTRAL CONTRACTOR REGISTRATION (CCR) and GRANTS.GOV REGISTRATION REMINDER

**PURPOSE:** To remind applicants of the need for a DUNS number, CCR, and Grants.gov registration for implementation of Grants.gov application submission.

**SCOPE:** The provisions of this guidance apply to all applicants applying for financial assistance under the Department of Energy (DOE) Weatherization Assistance Program.

**BACKGROUND:** Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the Low-Income Weatherization Assistance Program. All grant awards made under this Program shall comply with applicable law, including regulations contained in 10 CFR Part 440, and other procedures applicable to this regulation as DOE may, from time-to-time, prescribe for the administration of financial assistance.

Grants.gov is required by the President's Management Agenda: "Agencies will allow applicants for Federal grants to apply for and ultimately manage grant funds online through a common web site, simplifying grants management and eliminating redundancies in the same way as the simple procurement portal will simplify purchasing. The purpose of Grants.gov is to provide a unified interface for all agencies to announce their grant opportunities, and for all potential applicants to find and apply for grants. Grants.gov will eventually be the single location to receive and submit grant applications for the Federal Government.

Applicants were first informed, via Weatherization Program Notice 03-7, Grants.gov: Dun and Bradstreet Universal Numbering System (DUNS) and Central Contractor Registration (CRR), effective date, September 28, 2003, of the need to obtain a DUNS number and to register in the CCR.

**PROCEDURES:** Use of Grants.gov for receipt of applications is mandatory in Fiscal Year 2007. Consequently, the Weatherization Assistance Program will transition to Grants.gov for Program Year 2007. It is expected that the **Program Year 2007** transition to Grants.gov will be a rather transparent process for most applicants. If an applicant typically prepares its application in WinSAGA, that process can continue and the application can be loaded to Grants.gov via the WinSAGA interface.

**For this transition year only**, applicants that generally submitted paper copy applications will need to prepare and submit their applications early to their respective Project Management Center (PMC) location. The PMC staff will input the application into WinSAGA for submission through Grants.gov. In subsequent years, all applications must be submitted electronically, either through WinSAGA or directly into Grants.gov.

For 2007, applicants have three requirements that must be satisfied in order for applications to be submitted through Grants.gov.

- 1) Applicants must have a DUNS number. Most Weatherization applicants have already obtained a DUNS number. However, if one is needed, it can be obtained, at no cost, by calling the toll-free DUNS number request line at 1-866-705-5711 or on line at <http://fedgov.dnb.com/webform>.
- 2) Applicants must be registered in CCR. In order to help centralize information about grant recipients and provide a central location for grant recipients to change organizational information, the government uses the CCR for grant applicants and recipients. Use of the CCR is to provide one location for applicants and recipients to change information about their organization and enter information on where government payments should be made. The registry enables recipients to make a change in one place and one time for all federal agencies to use. Most Weatherization applicants have already completed registration in the CCR. If an applicant still needs to register in CCR, it can be done on line at <http://www.ccr.gov>. Registration renewal is due annually.
- 3) Registration in Grants.gov. As part of the Grants.gov registration process, each grantee must select an Authorized Organization Representative (AOR). Applicants should select an AOR very carefully and thoughtfully. The AOR is very important to the Grants.gov process and is the only person who will receive key pieces of information for the application. This information includes - the receipt number for the Grants.gov submission; the validation receipt number for the application number; the retrieval receipt for application number; and the agency tracking number.

DOE will promptly provide additional information as it becomes available, will advise as changes occur, and will identify available training, to help facilitate Weatherization's transition to Grants.gov.



for  
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