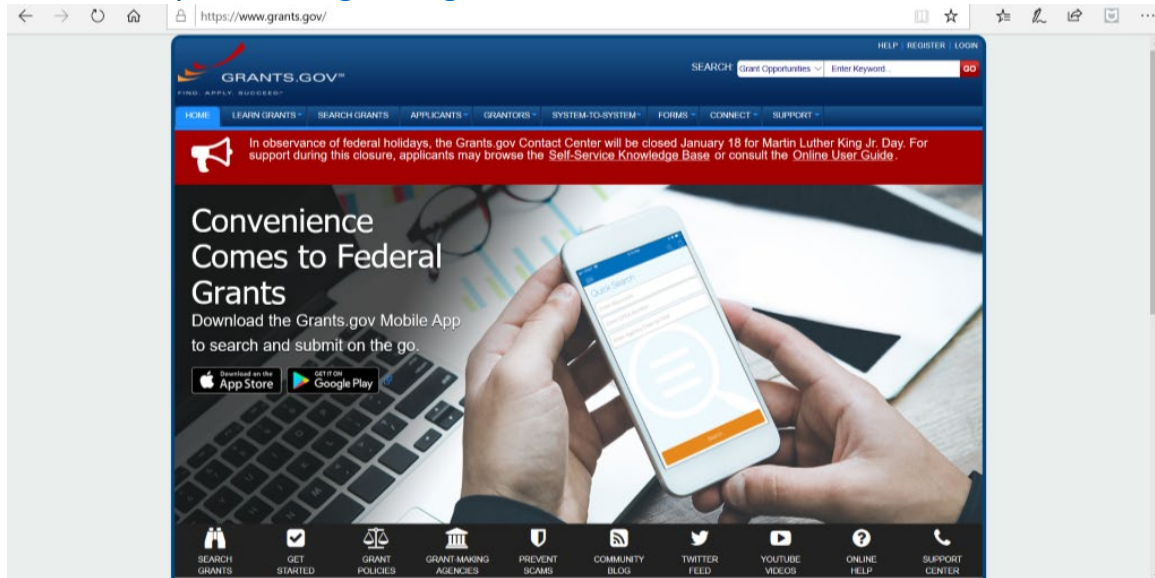


U.S. Department of Education
Coronavirus Response and Relief Supplemental Appropriations Act, 2021
Higher Education Emergency Relief Fund (HEERF) II

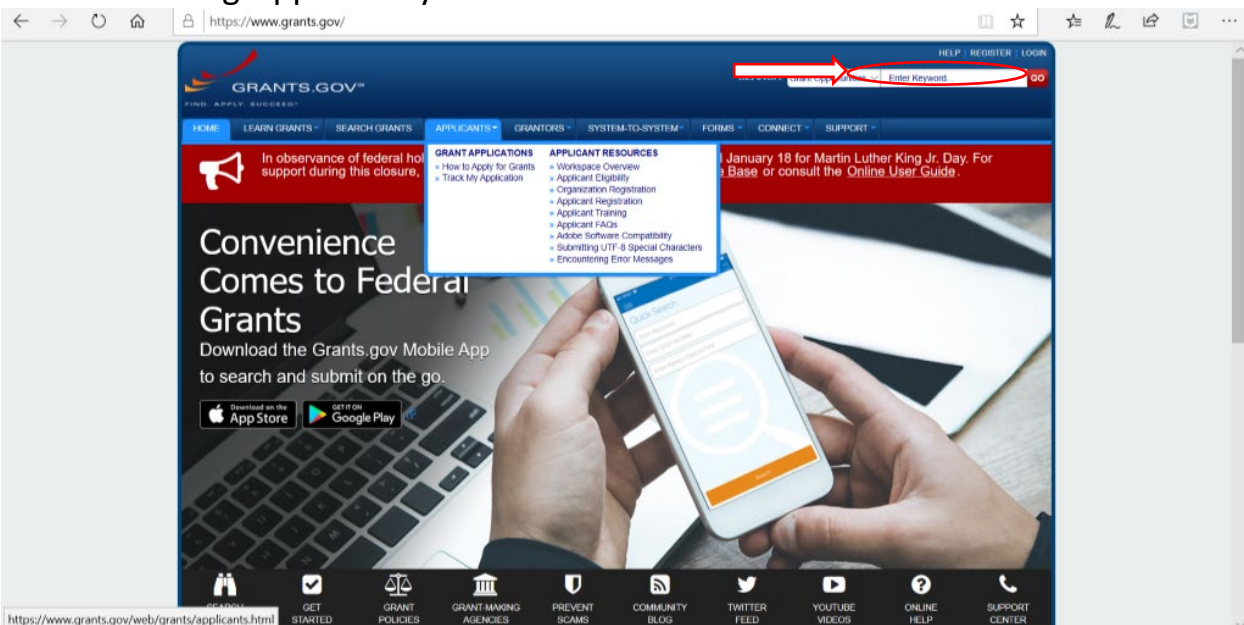
Instructions for Submitting the Recipient's Funding Certification and Agreement and Application Forms

Applications must be submitted electronically using GRANTS.gov

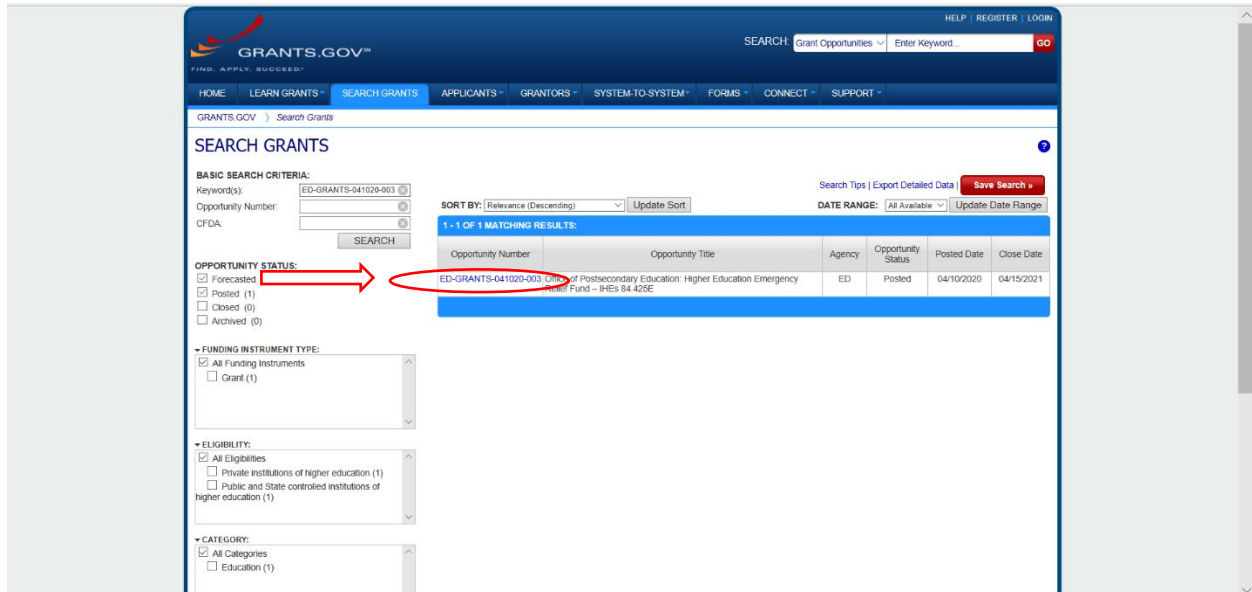
1. Go to <https://www.grants.gov/>.



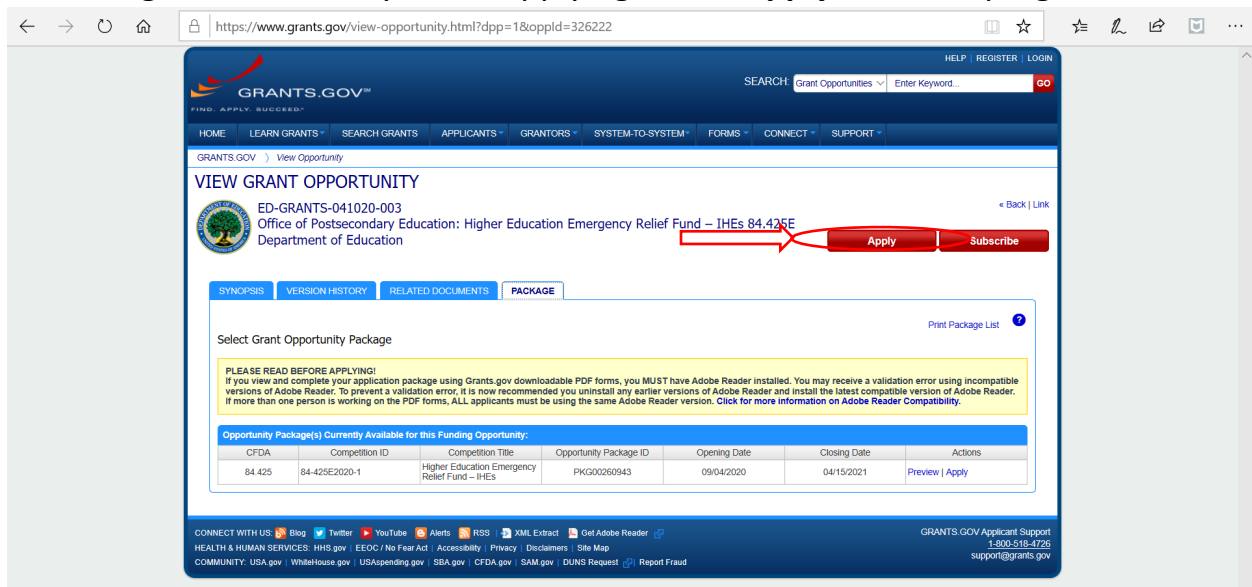
2. In the top right corner, there is a search box. Enter the Grants.gov Funding Opportunity Number *that corresponds to the grant for which you are applying*. Click "Go." See the chart on our [CRRSAA Webpage](#) for assistance with getting the correct Funding Opportunity Number.



3. The “Search Grants” page will appear with the grant that corresponds to the Funding Opportunity Number entered in step 2. Click on the Funding Opportunity Number (in blue).

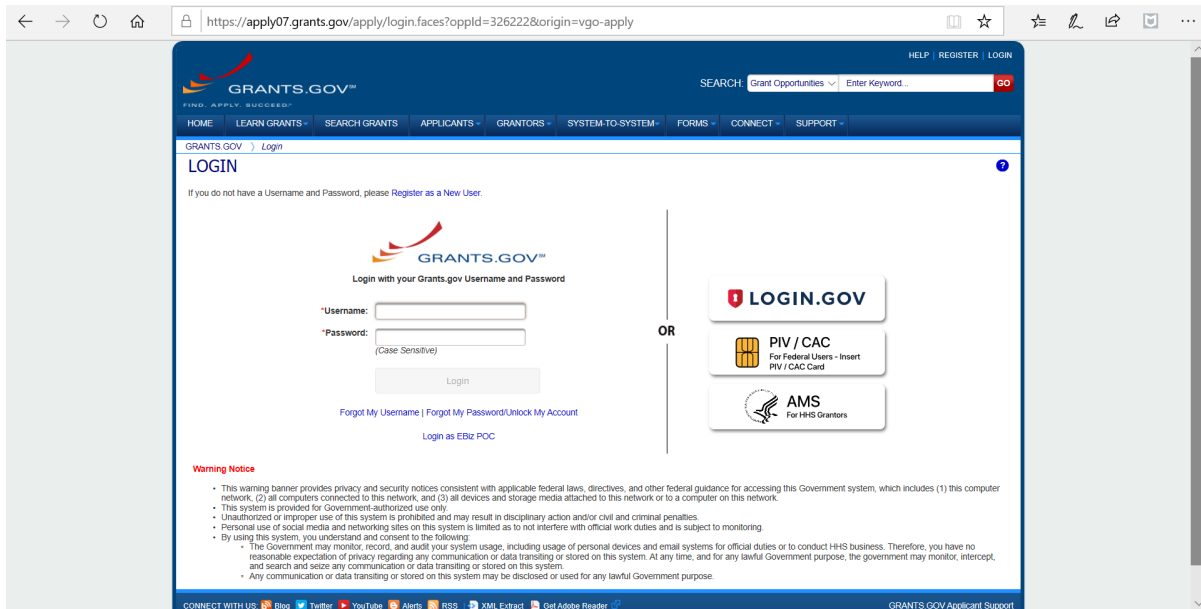


4. Confirm that the “Funding Opportunity Number” correctly corresponds to the HEERF II grant for which you are applying. Click “Apply” in the top right corner.



5. Complete your log-in with Username and Password. If you have not previously applied on grants.gov, you may create an account by clicking “Register a New User.” Please contact the Grants.gov Help Desk at 1-800-519-4726 or support@grants.gov if you have any questions regarding registration.

Note: To start applying for this grant opportunity, your Organization must authorize you to Create Workspace or add you to an existing workspace. Additional information about creating a Workspace can be found [here](#).



6. After logging in, you will need to complete three steps.

- a) Complete the [Application for Federal Assistance \(SF-424\)](#)
 - i. Specific directions to complete this form can be found [here](#).
 - ii. Complete the form titled “Application for Federal Assistance (SF-424)” on Grants.gov.
 - iii. While completing the form, under “4. Applicant Identifier” please enter your institution’s OPEID:

Date Received:	Completed by Grants.gov upon submission.
4. APPLICANT IDENTIFIER:	
Applicant Identifier:	ENTER OPEID HERE

Note: Please do not attach any narratives, supporting files, or application components to the SF-424.

- b) Complete the [Department of Education Supplemental Information Form for the SF-424](#) on grants.gov
 - i. Specific directions to complete this form can be found [here](#).
- c) **Download and Upload the Certification and Agreement (C&A)** that corresponds to the program for which you are applying from the [HEERF II CRRSAA Website](#). Fill out the C&A with your institution’s name, your name (the authorized representative), title, institution’s DUNS number, OPEID, and date. Upload the completed Certification and Agreement on Grants.gov using the “**Other Attachments Form**” section.

Note: We recommend applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and

not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.

- If necessary, download and complete the **Required Notification of Endowment Excise Tax Paid** form from the [HEERF II CRRSAA Website](#).
Note: Only institutions subject to the tax described are required to complete and submit this form once. Attach on Grants.gov application using the “Other Attachments Form” section.

Questions relating to Grants.gov should be directed to the Grants.gov Help Desk at 1-800-518-4726 or support@grants.gov.