

EGRANTS ORGANIZATION REGISTRATION FORM INSTRUCTIONS

To prevent multiple entries, it is imperative that the information provided is accurate.

Organization Legal Name:

- No abbreviations unless it is part of the corporate/agency title.
For example: “If “Louisiana” is part of your agency’s name spell it out.
- Do not include “The” or “A” unless it is part of the agency’s official name.
- The name of the parish/city/town/village, etc. should come first, i.e., Acadia Parish as opposed to Parish of Acadia.
- Add parish name to offices within that parish, i.e., Acadia Parish Department of Juvenile Services.
- District Attorney’s Offices and District Courts should be entered by the judicial district not the parish within it resides, i.e., 1st Judicial District Attorney’s Office, 1st Judicial District Court as opposed to Caddo Parish District Attorneys and Caddo Parish District Court.

Physical Location/Mailing Address:

- Courthouse (one word).
- When identifying room numbers in a building, use Room “[#]” then building name, i.e., Room 25 Courthouse Building rather than 25 Courthouse Building or Courthouse Building – Room 25.
- Suite numbers should follow the street address (one the same line). Or should come after the building name.
- You must include the zip code +4. This can be found at <https://tools.usps.com/go/ZipLookupAction!input.action?mode=0&refresh=true>
- The only abbreviation allowed are PO (Post Office), St. (street), Ave. (avenue), Blvd. (boulevard), Rd. (road)

US Congressional District:

- Click on the dropdown menu to enter the US Congressional District where the organization’s main office is located. To determine your US Congressional District, go to <https://www.govtrack.us/congress/members/map>

Federal ID / UEI / CCR-CAGE Numbers / LA Vendor Portal:

- The Unique Entity Identifier (UEI) number is required to obtain federal funding. To obtain this number, visit <https://sam.gov/content/home>.
- Provide verification that agency is active and current with Central Contractor Registration (CCR). Registration can be completed at <https://sam.gov/content/home>. A printout of the CCR/CAGE Code and effective dates will fulfill this requirement.
- Provide verification that agency is registered with the LaGov Supplier Portal. Registration can be completed at https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg.

NOTE – THIS PROCESS WILL NOT BE COMPLETE UNTIL A W-9 HAS BEEN EMAILED TO DOA-OSRAP-LAGOV@la.gov

Note: Federal Regulations prohibit the allocation and awarding of funds to an entity that is not registered and current with the DUNS and CCR/CAGE registrations. Effective April 4, 2022, entities must obtain an Unique Entity Identifier (UEI) number.

Non-Profit Organizations:

- Provide verification that the organization is active and in good standing with the Louisiana Secretary of State Commercial Division.
- Provide verification of IRS letter advising the organization qualifies as a 501(c)(3) organization.

Note: The above items under Federal ID, UEI, CCR-CAGE, LA Vendor Portal must be attached to the Organization registration form. Non-profit organizations must also include the Certificate of Good Standing and IRS letter. Failure to include these documents will delay the organization's registration to be qualified for funding.

Agency Contact's Name:

- Full name of person to contact within the organization – First, Middle, Last, Suffix, i.e., John E. Smith, Jr.

Contact Phone Number / Email Address Preferred Method of Contact:

- Email address is required for the Agency Contact person. This helps us to contact you with information as quickly as possible. Funding Announcements and other agency correspondence will be directed to this email address.
- Check the preferred method of contact—email, phone, mail.

Authorized Official/Designated Head:

- Print the name of the Agency's authorized official/designated head along with their title.
For example: City/Town/Village – Mayor; Parish – Parish President, Parish Administrator; Sheriff's Office – Sheriff; Police Department – Mayor; District Attorney's Office – District Attorney; District Court – Chief Judge; Non-Profit Organization – Executive Director, CEO, Board President.
- The Authorized Official/Designated Head must sign and date the registration form in **BLUE** ink.

The Organization Request form and required documentation should be emailed to egrants@lcle.la.gov. Please do not mail the documents to our office.

If you have any questions or need assistance, please contact the Egrants Helpdesk at egrants@lcle.la.gov or (225) 342-1968.