**UNITED STATES DEPARTMENT OF EDUCATION**

**OFFICE OF ELEMENTARY AND SECONDARY EDUCATION**

**OFFICE OF MIGRANT EDUCATION**

**2020 MIGRANT EDUCATION PROGRAM (MEP) CONSORTIUM INCENTIVE GRANT (CIG) PROGRAM QUESTIONS AND ANSWERS**

**Q1. Who from the State education agency (SEA) is allowed to submit the application for the fiscal year (FY) 2020 Consortium Incentive Grant (CIG) Program application? I do not currently have a Grants.gov account. If I am not able to submit the application as the SEA lead State, can a colleague of mine in the SEA with an account be able to submit on my behalf?**

A1. If possible, you can first attempt to register yourself on Grants.gov through the steps outlined in the following link: <https://www.grants.gov/web/grants/applicants/registration.html>.

If you are unable to register or choose not to register, please contact your State education agency (SEA) E-Business Point of Contact (EBiz POC), to determine an Authorized Organization Representative (AOR) who may submit the CIG application package on your behalf.

The EBiz POC is likely your organization's chief financial officer or authorizing official who designates your SEA’s AORs on Grants.gov. Please see the steps for authorizing roles on Grants.gov through the following link: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

If you have any further questions or concerns related to registration or application submission, you can reach out to the Grants.gov Helpdesk at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov). Please don’t hesitate to reach back to OME if the Grants.gov Helpdesk is not able to answer your questions.