

## Grants.gov Instructions Guide

### Noncompetitive Applications for States and Tribes

After workplan negotiations and other pre-application discussions are completed, Program Offices/Regional GMOs must

communicate to the state or tribe the specific instructions for submitting their application on grants.gov. The instructions should include the information listed below. We have also included sample language as an attachment for your convenience.


- 1) **The link to the site on grants.gov** where the applicant will search for the application package: <https://www.grants.gov/web/grants/applicants/search-opportunity-package.html>

**The Funding Opportunity Numbers (FONs)** which will be used to access the application packages are [EPA-CEP-01](#) and [EPA-CEP-02](#) (please see the links to determine which FON your CFDA is published under). Applicants will type this into the “Funding Opportunity Number” field to locate the packages. **Note – 319 grant applicants use EPA-CEP-01**

#### Search for Opportunity Package

To search for an opportunity package, enter the **Funding Opportunity Number** or **Opportunity Package ID** and click the **Search** button. If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Search Grants](#) section to locate the grant opportunity.

Please enter criteria and click Search:

 Funding Opportunity Number:

Opportunity Package ID:

- 2) **A list of the required forms** that should be submitted by the applicant. In the Grants.gov package, the following forms will be listed as “mandatory”:
  - **SF-424**
  - **SF-424A**
  - **SF-424B**
  - **Grants.gov Lobbying Form**
  - **EPA Key Contacts Form**
  - **EPA Form 5700-4**

The following forms will be listed under “optional”:

- Project Narrative Attachment Form
- Budget Narrative Attachment Form
- Other Attachment Form
- SF-LLL

*If a program office would like any of the “optional” forms submitted, the program office must indicate in their instructions to the applicant which forms are needed for the type of application requested.*

- 3) **Description of the process.** Once the applicant has entered the FON and accessed the list of CFDA's, the applicant will find the appropriate CFDA (66.460), click “Apply”, log in, and use Workspace to complete the package and submit.

OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:						
CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
66.001			PKG00213703		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.032			PKG00214049		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.034			PKG00214050		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.038			PKG00214051		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.040			PKG00214052		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.042			PKG00214046		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.121			PKG00214048		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.124			PKG00214043		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.125			PKG00214045		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.202			PKG00214047		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.418			PKG00214053		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.419			PKG00214103		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.432			PKG00214104		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.433			PKG00214105		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.437			PKG00214106		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.454			PKG00214107		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.456			PKG00214108		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.458			PKG00214109		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
66.460			PKG00214110		10/04/2020	<a href="#">Preview</a>   <a href="#">Apply</a>

- 4) **Resources:** A link to Grants.gov resources such as how to apply, register, and seek help.  
<https://www.grants.gov/web/grants/applicants.html>

### What happens next?

When the application is submitted using Grants.gov, IGMS will use the state of the applicant to identify the region

receiving the app package. An accompanying ‘lookup table’ will associate the region with a POC in that region to receive the email notice and the link to the application in the pre award module.

EPA requires that all initial applications be submitted through Grants.gov.

### Register with Grants.gov

In order to submit your application using Grants.gov, your organization must be registered with Grants.gov. Please allow four weeks to complete registration. Also, please note that you must have a

DUNS number and an active SAM.gov registration before registering with Grants.gov. Please note that only Authorized Organization Representatives (AORs) can submit an application on behalf of your organization. You can find out more information about registering here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

Access Grant Application Package

Go to <https://www.grants.gov/web/grants/applicants/search-opportunity-package.html>

1. Type <<"EPA-CEP-01" >> into the "Funding Opportunity Number" field and click "Search".

Please enter criteria and click Search:

Funding Opportunity Number:

Opportunity Package ID:

2. Click "Apply" next to CFDA 66.460.
3. Login to create a Workspace for the opportunity. Fill out and attach the forms and information that your particular program requires. Contact <<<EPA POC>>> if you have questions about which forms and materials you must submit for your program. Please note that the DUNS number on your application must belong to the entity listed on the application as applying for the grant.
4. Submit your application. Please Note: an AOR is the only one who can submit an application and they must be authorized by the entity applying for the grant.
5. Confirm with <<<EPA POC>>> that EPA has received your application package.

If for ANY reason you cannot submit your application by the deadline specified, contact <<<EPA POC>>> immediately.

### **Applicant Grants.gov Support**

Visit the Grants.gov Applicant page here <https://www.grants.gov/web/grants/applicants.html> for FAQs, User Guides, Checklists, Training and Technical Support.

Call or email the Grants.gov Contact Center (<https://www.grants.gov/web/grants/support.html>) – Open 24 hours a day, 7 days a week – with any technical questions or issues.

- 1-800-518-4726
- [support@grants.gov](mailto:support@grants.gov)

