Stakeholder Webcast
Question & Answers

April 15, 2009

RECOVERY ACT OPPORTUNITIES/AGENCY PARTICIPATION WITH GRANTS.GOV

1. **I understand that the US Dept of Education is moving from Grants.gov back to e-grants; is this true and, if so, what impact will this have? Is this a trend?**
   All 26 federal grant–making agencies are required to post their funding opportunities on Grants.gov. These agencies are however not required to post application packages for all of their announcements. Grants.gov remains the leading federal source for obtaining information on available funding. To find out what types of funding each agency offers for the Recovery Act, please visit the "Recovery Act and Grants.gov" page:
   http://www.grants.gov/applicants/recovery.jsp

2. **Would it be possible to post on Grants.gov and on Recovery.gov the tentative or anticipated deadlines for when agencies expected to release their Notice of Funding Availability and grant guidelines for each competitive grant program funded by the Recovery Act?**
   This information is currently accessible from Grants.gov via the "Recovery Act and Grants.gov" page: http://www.grants.gov/applicants/recovery.jsp . On this page, you will find out Grants.gov's role in the Recovery Act, the type of funding available for the $787 billion stimulus package, a timeline for Recovery Act activities, and links to funding information by agency.

3. **When OMB says that agencies can now use any submission method they want, do they not understand that Universities have invested millions of dollars in creating internal methods of submitting to Grants.gov. We do not want other ways to submit. We want to use Grants.gov, just speeded up. Why doesn't OMB take into account the desires of the Grant Community instead of just imposing new rules and systems on us?**
   Agencies must utilize Grants.gov with the exception of Recovery Act specific grant opportunities. For Recovery Act opportunities only, Agencies have the option of utilizing alternative means for accepting applications outside of Grants.gov.

4. **We've been getting information that Dept of Energy will no be accepting applications via Grants.gov and are requiring the use of a non-government site called FedConnect.net. Why are these agencies pulling out of Grants.gov? These "required" changes are very difficult for universities to manage.**
   Agencies must utilize Grants.gov with the exception of Recovery Act specific grant opportunities. For Recovery Act opportunities only, Agencies have the option of utilizing alternative means for accepting applications outside of Grants.gov.

RECOVERY ACT REPORTING

5. **How does the shift in paradigm for grant reporting affect institutions of Higher Education who received federal grants prior to the Recovery Act, will the reporting requirements change?**

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Reporting requirements are not retroactive; therefore if you received funding prior to the new requirements you are subject to follow the reporting regulations that were in place at the time of your award.

6. **What are the 'strings' and timelines attached to the stimulus money?**
Each agency and opportunity may have differing responsibilities and reporting requirements for awards, this applies to Recovery Act (stimulus money) as well as other awards. Check with the awarding agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity.

7. **In the past few years, we have been heavily involved in USDA grant programs including Renewable Energy and Value Added Products. Will these programs now be considered Recovery Funds grants and require weekly or monthly reports?**
Recovery Act funding is easily recognizable by their standard naming convention; which requires "Recovery Act", "ARRA" or "RA" be included in the title of the opportunity. Information on Recovery Act funding can be found on the "Recovery Act and Grants.gov" page: http://www.grants.gov/applicants/recovery.jsp .

8. **The first is an administrative policy question which I've heard several organizations ask which I think is important to clarify. Regarding the requirement to disburse portions of the stimulus funds within 18 months is there any guidance in ARRA 2009 that prohibits an eligible applicant (i.e., states/territories, local governments, cities, counties, and Indian Tribes) from distributing the funds to a project contractor via an escrow account that lasts longer than 18 months? For example, could an applicant still be considered in compliance if it were to place project funds in an escrow account within the 18 month period while some of the payments to the project contractor are made beyond 18 months?**
Each agency and opportunity may have differing responsibilities and reporting requirements for awards, this applies to Recovery Act (stimulus money) as well as other awards. Check with the awarding agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity.

GENERAL AWARD ALLOCATION /REPORTING REQUIREMENTS

9. **For Energy Efficiency Conservation Block Grants are they directly through Grant.gov or is it through each state?**
Each agency and opportunity may have differing responsibilities and reporting requirements for awards, this applies to Recovery Act (stimulus money) as well as other awards. Check with the awarding agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity.

10. **Is there anywhere on the web where we can find the specific documents required for proof of expenditures of grant monies?**

This information may be available through the particular agency offering the funding opportunity. Check with the agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity.

11. **If we are new to the government grant process as an applicant and, if successful, as a grant recipient, how do we know the federal reporting requirements? Also, where is specific information available? Also, is there a summary and/or detailed information available to describe "conflicts" "fraud," and "misuse"?**
Each agency and opportunity may have differing responsibilities and reporting requirements for awards, this applies to Recovery Act (stimulus money) as well as other awards. Check with the awarding agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity.

12. **Some applicants want to build the cost of hiring a grant writing consultant into the budget; is this an appropriate cost, especially with regard to ARRA funding? Would it be considered grant fraud to allocate, say, indirect cost money to pay the person who wrote the grant proposal?**
Each agency and opportunity may have differing responsibilities and reporting requirements for awards, this applies to Recovery Act (stimulus money) as well as other awards. Check with the awarding agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity.

13. **What are acceptable means of reporting for performance measures on new jobs, jobs retained, etc.?**
Each agency and opportunity may have differing responsibilities and reporting requirements for awards, this applies to Recovery Act (stimulus money) as well as other awards. Check with the awarding agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity.

14. **Do you expect that there will be ONE system for recipients to report data? When do you expect that the method of reporting will be made available to the recipients so we can prepare our offices for the extra workload?**
At this time each agency has there own process for recipient reporting data. Recovery.gov is one source to view expenditures.

15. **For a 24-month grant, on the Project Information sheet, do we estimate funding for 12 months or 24 months? Can we use "volunteer hours" for our match? Does the 2000-character limit include spaces?**
Each agency and opportunity may have differing responsibilities and reporting requirements for awards, this applies to Recovery Act (stimulus money) as well as other awards. Check with the awarding agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity.

The 2000 character field limit does include spaces, so please be as concise as possible with your responses to utilize all characters allowed more efficiently.

GRANT FRAUD

16. **Is it illegal to submit two (2) grants for the same project; such as one to BJA JAG funds, and one to BJA Byrne Discretionary; if the project qualifies for both; if so, does that not limit ones opportunities for the "unknown" factor and if not, what would happen if you were granted both grants?**
The instructions on every opportunity provide clear guidance on the submission process including eligibility. If you have questions on submitting two packages contact the Agency PoC listed on the opportunity for guidance.

17. **I am an independent contractor with certification and grant experience. I would like to become more involved in the education and prevention of Grant/Procurement fraud. Is there training available, or someone I should contact to help in the developing this service. On the national and regional level. Very informative webcast!**
The Federal Trade Commission may be able to assist you with ideas to be more involved in the prevention of grant fraud. Visit: http://www.ftc.gov/ for more information.

18. **Not that we're anticipating any problems of this sort (!), but are there any readily available model designs of internal controls/mechanisms to prevent/detect fraud, etc?**
Planning is key to the prevention and or identification of grant misusage and fraud. Coordination between your team and the grant-making agency on their policies for grant award usage will help circumvent this type of issue.

19. **Are there any controls to prevent that jobs in construction, for example DO NOT GO to undocumented aliens, as is usually the case in construction projects?**
If you feel that grant money is being misused, it is important to report this type of information to the Inspector General for the agency for which it concerns. Visit www.Ignet.gov for more information.

TRACK MY APPLICATION

20. **For grant applications uploaded via other sites (for instance, referred to EERE for upload), how do I track the status of these? Are they all linked in to Grants.gov?**
Grants.gov provides tracking and application processing statuses for applications submitted through the Grants.gov system only. For opportunities applied for externally, there is no tracking available through Grants.gov.

21. **Can Grants.gov list the principle investigator name on the email confirmations? When we have multiple submissions, it is difficult to track whose grant we are looking at.**
We have a system change request specifically identified for this. At this time we do not have an estimated timeframe on deployment. One of the considerations is that not all applicants want Principal Investigators to receive e-mails therefore we need to create system functionality that will enable applicants to configure notices that meet their requirements.

22. **Regarding the URL for tracking applications, is it possible for anyone other than the submitter (Authorized Organization Representative - AOR) of the application to track the status of a submission with the new tracking URL? Can the principle investigator utilize this to track the status?**

The principle investigator or whomever the AOR gives the tracking number for a particular Grants.gov application submission, may use the "Track My Application" URL to view the status of the submission. Applicants no longer must login to check the status of their application.

23. **The changes to tracking application status sound fantastic and will be quite useful for all of us! Thanks! When will this go into effect?**

This is scheduled to go into production on April 20 after the successful deployment of System Build – April 2009 (4/18-4/19).

24. **Since a user will no longer be required to login to track an application via Grants.gov tracking number, does this mean that a non-AOR can track their application? In other words, can a faculty member without AOR status (i.e. without a username and password) track their application with the tracking number?**

The principle investigator or whomever the AOR gives the tracking number for a particular Grants.gov application submission, may use the "Track My Application" URL to view the status of the submission.

SYSTEM ENHANCEMENTS / ISSUE RESOLUTION

25. **What is "Iplanet software"?**

Iplanet software is used for the LDAP server which handles permissions for accessing the system (login, credential verification).

26. **I submitted an NIH grant in March to grants.gov, 5 days before the deadline date. I received an initial confirmation with a grant tracking # but the grant never made it to the next stage, the eRA Commons. Luckily I successfully resubmitted this grant a few days later, but what happened to my 1st submission that was "lost in cyberspace" and how often does this happen?**

In an instance like this we would need more information to examine what occurred. If you contact the Grants.gov Contact Center and provide us with the Grants.gov Tracking # we can research with NIH to identify what occurred.

27. **You mentioned a system upgrade scheduled for April 18-19. Will this address the following issue?**

←Due to technical issues with the Grants.gov website, until further notice we are accepting electronic submission via e-mail.

Final electronic applications must be submitted to R10_Grants@epa.gov and received by the announced deadline. All required forms, including the application, 424A, 424B, Lobbying Certification and Pre-Award Compliance Review Report, must be attached to the email as separate Adobe PDF files. Please note that if you choose to submit your

materials via email, you are accepting all risks attendant to email submission including server delays.

You may also submit your application and required forms through regular mail. The address is:
 EPA Region 10
  Grants Administration Unit, OMP-145
  1200 Sixth Avenue, Suite 900
 Seattle, WA 98101,
ATTN: Wendy Wasson

Please note that you can still use Grants.gov to research grant opportunities.

From the Desk of:
R10 Grants
US EPA Region 10, M/S OMP-145
Seattle, WA 98101
Tel: 206-553-5780
Fax: 206-553-4597
OMP wants to hear from you, click here to provide feedback.-->

This is not related to Grants.gov. This is specifically related to the Environmental Protection Agency, therefore you will need to contact them to discuss.

28. **When will the RSS feed be available and will we be able to modify receipt of notifications by CFDA number? By the way I haven't received any email notifications from Grants.gov for the past couple of weeks, what's up? I subscribe to all categories under the old system.**
The RSS feed is available today. There is no plan to configure the RSS feed by CFDA number. Daily e-mail notifications are functioning properly so please call our Contact Center to work with you specifically the issue you are experiencing.

29. **I used to be able to email grant opportunity announcements to other department staff, but I can no longer do this; why not? Was it something that Grants.gov changed?**
You still should be able to do this, nothing has changed on the Grants.gov end therefore it may be a network issue at your organization. If you call us we can work with you to help, 1-800-518-4726.

FORMS – INFORMATION/ DEVELOPMENT
30. **Is there a way to print the entire grant application and announcement? Right now in order to print the full announcement and application package (instructions, guidelines and application) you have to print it off one section at a time.**
The functionality is currently unavailable; to print all form attachments at one time. Open forms within an application package, may all be printed at once. To print all open forms, make sure forms to be printed are placed in the "Forms for Submission" boxes on the right side of the application cover page. Click the "Print" button at the top of the cover page, all open forms will then print. The number of pages the package has including forms is located on the tool bar. To print attachments – you need to open them manually and print each individually.

31. **If submitting a grant application electronically how do you create a table of contents since the document is chopped up into segments and attached in separate areas in the grant application package?**
If you are aware of the forms and attachments within your application package, you can create a table of contents using a word processing application such as MSWord and simply list the items and attach it to your application package.

32. **I haven't submitted a grant through Grants.gov before but I'm working on one right now. I have found the difference between the online grant application package and the instructions from the request for applications document confusing. For example, the RFA indicates an abstract is necessary but there's not a box or button or anything in the grant application package indicating where the abstract document should be attached (same with table of contents). Is there a reason for the discrepancies? What is the best way to understand what should be attached where in the grant application package?**
Please refer to the agency instructions for your particular application package, as the agency will define in detail all aspects of the application package and how they should be packaged when delivered to them for review. Check with the agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity if the instructions seem unclear.

33. **Is the 800# or email the fastest way to get answers related to conflicts or ambiguities between the SF424 (R&R) Application Guide and the RFA guidance?**
The fastest way is to call the Contact Center 1-800-518-4726.

34. **I am wondering if there will be any fixes of problems in the Adobe Forms in the New Build. Will that serious problem of not being able to delete a single key person be fixed? Will the printing be fixed so all budget years can be printed at once? Thanks much for the information. Keep up the great work!**
At this time both issues are still occurring. We have them in our workload queue to be corrected. At this time our resources are dedicated to ensuring the unprecedented volume of submissions are processed for all opportunities including the Recovery Act.

35. **Are there any plans in the future to make the printing of proposals easier? Printing each attachment, budget period, site location, etc., individually is very time-consuming, and it is very easy to miss an attachment. It would be great if there were a "print entire proposal" function, like the one available within the NSF Fastlane System.**
At this time there are no plans. The functionality is currently available; to print all forms at one time. Ensure all forms are in the "submission" boxes on the right. Using the "Print" button on the cover page, all forms will print. The number of pages the package has including forms is located on the tool bar. To print attachments – you must open them individually.

WEBCAST VIEWING/ MATERIALS

36. I was not able to view webcast during the time it was playing. I logged in to the site posted in my email; however the live cast could not be viewed. Any ideas? I would like to see the presentation following the live cast.

Archived streaming reviews of the webcast (in open or closed captioning) can be found on the Stakeholder Webcast page: http://www.grants.gov/help/stakeholder_communications.jsp, along with a copy of the PowerPoint presentation, a transcript, and questions asked during the webcast.

37. Can you send a transcript to viewers and the powerpoint .

Yes, after every presentation the transcript can be found on the Stakeholder Webcast page: http://www.grants.gov/help/stakeholder_communications.jsp along with archived streaming reviews of the webcast (in open or closed captioning), a copy of the PowerPoint presentation, and questions asked during the webcast.

38. Does Grants.gov make available download or streaming review of prior webinars, such as this one?

Yes, prior streaming reviews of the webcast can be found on the Stakeholder Webcast page: http://www.grants.gov/help/stakeholder_communications.jsp in the archive for its corresponding date.

REGISTRATION

39. "AOR" who/what is that?

An AOR or Authorized Organization representative is someone within an organization who is authorized by the E-Biz POC (E-business Point of Contact) to submit grants on behalf of the organization. The E-Biz POC may also become an AOR. For more information on the registration process visit the Get Registered page of Grants.gov: http://www.grants.gov/applicants/get_registered.jsp.

An organization registration tutorial: http://www.grants.gov/tutorials/organization/Animated2009/OrgGetRegistered.htm can also be found there.

Definitions of most terms found on Grants.gov can be found in the Glossary: http://www.grants.gov/help/glossary.jsp

40. I think I am registered but do not know if I have a DUNS number, is there a simple page that makes it easy for us. Its there a local chapter or local number to call for help.

Visit the Get Registered page of Grants.gov: http://www.grants.gov/applicants/get_registered.jsp, here you will find comprehensive guides, checklists and an animated tutorial to walk you step – by – step through the registration process. Step 1 of the registration process involves getting or checking to see if you already have a DUNS number: http://www.grants.gov/applicants/org_step1.jsp .

41. **Can the E-Biz POC and Grants.gov AOR be the same person for small organizations, or do you recommend that two separate people be named?**
Yes, an AOR or Authorized Organization representative is someone within an organization who is authorized by the E-Biz POC (E-business Point of Contact) to submit grants on behalf of the organization. The E-Biz POC may also be an AOR.

42. **I (city government representative) have registered with FedConnect. I have a DUNS and a CCR. Do I also need to register as an AOR through Grants.gov?**
Yes, an AOR or Authorized Organization representative is someone within an organization who is authorized by the E-Biz POC (E-business Point of Contact) to submit grants to Grants.gov on behalf of the organization.

PRESENTATIONS/ CONTACT US
43. **How do you access a WebEx training session to learn the Grants.gov system?**
Visit the Applicant Resource page of Grants.gov:
http://www.grants.gov/applicants/app_help_reso.jsp#presbroc and complete the Presentation Request form:
http://www.grants.gov/assets/Grants%20gov%20Presentation%20Request%20Form.doc e-mailing it to the Grants.gov PMO

SMALL BUSINESS/ INDIVIDUAL GRANTS/ PERSONAL FINANCIAL ASSISTANCE
44. **I am small business owner which site should I apply for; they are two sections or area is which is best for me– not sure?**
If you are searching for Federal Grants, click on "Find Grant Opportunities" at the left of the page then click on search grant opportunities. On the next screen, please click on "Advanced Search." A new screen will open, giving you a number of different search fields:

- Keyword Search
- Search by Funding Opportunity Number
- Dates to Search
- Search by CFDA Number
- Search by Funding Activity Category
- Search by Funding Instrument Type
- Search by Eligibility
- Search by Agency and Sub Agency Search

Select any of the fields you wish to search within and then click Search. The Search by Eligibility option is where you will be able to narrow down the Grant Opportunities for Individuals only. Also, you should be able to download the application package from this site with little difficulty.

If you have additional questions please contact Grants.gov Customer Support at 1-800-518-4726.

Grants.gov Brochures:

Registration Brochure 📄– Download a step-by-step guide to register your organization.
http://grantsgov.tmp.com/static2007/section910/Grants.govRegistrationBrochure.pdf

Grants.gov Overview Brochure 📄- Download a helpful overview to find and apply for grants on Grants.gov. http://grantsgov.tmp.com/static2007/section910/GrantsgovBrochure.pdf

45. **How do I go about applying for business grants?**
    See Response for previous question ("I am small business owner which site should I apply for; they are two sections or area is which is best for me– not sure?")

46. **Why is it so hard for me to get a grant? I get 587.00 a month that is not enough for me to live comfortably; therefore, I am going to school to better my financial status. I need help to pay my tuition I have a bachelor degree so I cannot get a Pell Grant from the Government. I am attending a private university the grant that I get will not covered my tuition cost when I start my second bachelor degree. Can you help me to get a grant? I am thanking you in advance for your consideration!**
    Grants.gov does **NOT** offer personal financial assistance**.** If you are looking for government benefits, such as financial assistance, you should visit www.govbenefits.gov. You can also visit www.usa.gov. However, if you are looking for assistance in starting your own business, please visit the Small Business Administrations website at www.sba.gov, Homeland Security information at www.dhs.gov or for housing assistance www.hud.gov. For all specific agencies, please check out this link http://www.grants.gov/search/agency.do.

47. **Why can't individuals get grants like the big companies, if you can, where are they?**
    Grants.gov does **NOT** offer personal financial assistance**.** If you are looking for government benefits, such as financial assistance, you should visit www.govbenefits.gov. You can also visit www.usa.gov. However, if you are looking for assistance in starting your own business, please visit the Small Business Administrations website at www.sba.gov, Homeland Security information at www.dhs.gov or for housing assistance www.hud.gov. For all specific agencies, please check out this link http://www.grants.gov/search/agency.do.

ELIGIBILITY
48. **Can State Universities qualify for the Efficiency Conservation Block Grants?**
    Eligibility for a particular grant opportunity is clearly defined within the synopsis for each opportunity as well as the instructions, available on Grants.gov.

    Other information on eligibility can be found on the Eligibility page:
    http://www.grants.gov/aboutgrants/eligibility.jsp .

MISCELLANEOUS

49. **How hard is it to fill out a grant application can the run of the mill Facilities Manager fill one out or is an origination better off to hire someone to do this?**
Grants.gov is designed for the general public so it depends on the skill set of the person filling out the application. If you are not experienced on computers there may be a learning curve on the use of a computer but the site is designed to provide you with the resources you need to Find and Apply for grants. Grants.gov does offer a comprehensive animated tutorial: http://www.grants.gov/flash/AdobeReaderApplicationTutorial_skin.swf on completing an application package, on the Apply for Grants page: http://www.grants.gov/applicants/apply_for_grants.jsp.

50. **Are there any types of energy conservation measures/projects that would not qualify for Efficiency Conservation Block Grants?**
Please see the eligibility requirements and instructions for the particular opportunity for which you are referring. You may also contact the agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity, for specific questions.

51. **Is there a minimum amount for Efficiency Conservation Block Grants?**
Please see the requirements and instructions for the particular opportunity for which you are referring. You may also contact the agency point of contact (information can be found within the synopsis, application instructions, application coversheet) for a particular opportunity, for specific questions.

52. **What is the definition of "local governments." Could an elected member of local government apply for funding on behalf of its constituents?**
Definitions for most terms used on Grants.gov can be found within the Glossary: http://www.grants.gov/help/glossary.jsp#l.

Local Government is defined as a local unit of government, including specifically a county, municipality, city, town, township, local public authority, school district, special district, intra-state district, council of governments (whether or not incorporated as a nonprofit corporation under State law), any other regional or interstate entity, or any agency or instrumentality of local government.