

## Grants.gov Instructions Guide

Effective February 17, 2015, EPA requires that all grant applications be submitted through Grants.gov.

### Registering with Grants.gov

To submit your application using Grants.gov, ***your organization must be registered with Grants.gov.***

- Allow four weeks to complete registration.
- Be sure that you have a DUNS number and an active SAM.gov registration before registering with Grants.gov. Learn about registering here: <http://www.grants.gov/web/grants/applicants/organization-registration.html>

### Accessing and Downloading the Grant Application Package

After negotiating your work plan and budget, your Project Officer will direct you to submit your application into Grants.gov. EPA expects applications to be submitted by the date tribes negotiate with their Project Officers.

- **To apply for a GAP grant**, go to <http://www.grants.gov/view-opportunity.html?dpp=1&oppld=273808>. Choose CFDA Number 66.926 and select the package.
- **To apply for a PPG**, go to <http://www.grants.gov/view-opportunity.html?dpp=1&oppld=273448>. Choose CFDA Number 66.605 and select the package.
- Complete the Grant Application Package. Attach the forms, documents (work plan, budget, and narrative) and information as directed in the GAP Funding Announcement (Section X.B). Contact your Project Officer if you have questions about which forms and materials you must submit.
- Submit your application. See <http://www.grants.gov/web/grants/applicants/apply-for-grants.html> for more information on this process.
- Send a copy of the email you receive from Grants.gov confirming receipt of your application package to your Project Officer.
- ***Confirm with your Project Officer that EPA has received your application package.***

If you cannot submit your application by the deadline your Project Officer has specified, contact your Project Officer immediately.

### Required Materials

The following materials are required from all applicants:

- Final work plan
- Final budget
- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- EPA Key Contacts Form
- Current Indirect Cost Rate letter of approval from the National Business Center or your proposal to the National Business Center requesting a rate (if you are using an indirect rate)

The following forms are also required for new applicants (applicants that have not held a GAP grant before, as well as applicants that will complete the fourth year of their GAP grant in FY17):

- Narrative
- Pre-award Compliance Review (EPA Form 4700-4)

- Grants.gov Lobbying Form
- Assurances for Non-Construction Programs (SF-424B)

### Technical Support

If you experience technical issues when submitting your application through Grants.gov, contact Grants.gov customer service, which is available 24 hours a day, 7 days a week at 1-800-518-4726 (local toll free) or email [support@grants.gov](mailto:support@grants.gov). See <http://www.grants.gov/web/grants/support.html> for more information. When contacting Grants.gov customer service to resolve an issue, take note of the Grants.gov “case number” assigned to your request.

You may also visit the Grants.gov Applicant FAQs page at <http://www.grants.gov/web/grants/applicants/applicant-faqs.html> for frequently asked questions.

### Exception Requests

If your organization is unable to submit its application through Grants.gov because it has no access to internet or access is very limited, you may request an exception. Your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods.

Submit exception requests to the Office of Grants and Debarment (OGD) at [OGDwaivers@epa.gov](mailto:OGDwaivers@epa.gov). The request must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization’s Contact Information (email address, mailing address and phone number)
- Explanation of the lack of technical capability to apply electronically through grants.gov because of 1) limited internet access or 2) no internet access.

If you are unable to send an email, you may send an exception request in writing to the appropriate address below in care of Barbara Perkins:

#### **Mailing Address**

USEPA Headquarters  
William Jefferson Clinton Building  
1200 Pennsylvania Avenue, N. W.  
Mail Code: 3903R  
Washington, DC 20460  
c/o Barbara Perkins

#### **Courier Address**

USEPA Headquarters  
Ronald Reagan Building  
1300 Pennsylvania Ave., N.W.  
Rm # 51267  
Washington, DC 20004  
c/o Barbara Perkins