

## Tips for Submitting Brownfields Grant Applications Through [www.grants.gov](http://www.grants.gov)

- Register NOW! There is a 5-step registration process outlined below. The process to obtain a DUNS number and/or register in [www.sam.gov](http://www.sam.gov) can take a month or more. Further details and assistance can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
  1. Obtain a DUNS number, a unique nine-digit identification number, for your organization.
  2. Register with SAM (the System for Award Management) at [www.sam.gov](http://www.sam.gov); use the correct DUNS number. **If you are already registered with [www.sam.gov](http://www.sam.gov), make sure your account is active.**
  3. Complete an AOR (Authorized Organization Representative) profile, and create a username and password in [www.grants.gov](http://www.grants.gov); using the correct DUNS number.
  4. Become an authorized AOR by requesting approval from your organization's E-Business Point of Contact (E-Biz POC).
  5. Track the AOR status by logging into [www.grants.gov](http://www.grants.gov).
- Obtaining a DUNS number and registering in [www.sam.gov](http://www.sam.gov) are both free of charge. Please be advised, some companies may offer to register your organization for a fee. If you choose to use one of these companies, any fee you incur is not reimbursable with brownfields grant funds.
- Use the same, correct DUNS number in [www.sam.gov](http://www.sam.gov), [www.grants.gov](http://www.grants.gov) and on the application forms.
- The approved Authorized Organization Representative must be the person who submits the application package in [www.grants.gov](http://www.grants.gov).
- If possible, combine all the required submission materials into a single file and submit that one file through [www.grants.gov](http://www.grants.gov). This will ensure that the EPA receives your entire submission and the submission is in the order that you intended.
- EPA recommends combining the Narrative Information Sheet, the Narrative and associated attachments into a single file. Attach the single file to the Project Narrative Attachment Form.
- Do not submit password-protected files.
- Make PDF files searchable by creating the PDF from its source document (e.g., a MS Word file). Searchable PDF files make it easier for reviewers to review your narrative. The easiest way to do this is to use the "Create PDF/XPS Document" feature, found under the Export Tab.
- Submitting an application to [www.grants.gov](http://www.grants.gov) does NOT automatically mean [www.grants.gov](http://www.grants.gov) accepted the application or that EPA received the application. **Submit your application at least two to three days early.** By submitting your information early, you will have time to find out if your application has been received, is free of errors and is accepted by the [www.grants.gov](http://www.grants.gov) system prior to the deadline.
- After signing and successfully submitting the application package, within 24 to 48 hours the AOR should receive a series of notification emails from [www.grants.gov](http://www.grants.gov) with the following subject lines:

### **1. GRANT##### Grants.gov Submission Receipt**

Indicates [www.grants.gov](http://www.grants.gov) (not EPA) received the application package and assigned a tracking number.

**2. GRANT##### Grants.gov Submission Validation Receipt for Application**

Indicates [www.grants.gov](http://www.grants.gov) either validated and accepted the application package, and the application is free of errors, OR that [www.grants.gov](http://www.grants.gov) did not accept the application package due to errors which need be resolved. **Your application package has not been accepted until you receive an email stating that it has been successfully validated.**

**3. GRANT##### Grants.gov Grantor Agency Retrieval Receipt for Application**

Indicates EPA retrieved the application package from [www.grants.gov](http://www.grants.gov).

**4. GRANT##### Grants.gov Agency Tracking Number Assignment for Application**

Indicates EPA assigned an EPA tracking number to the application package.

If the AOR did not receive any of the notification emails listed above, contact the [www.grants.gov](http://www.grants.gov) Help Desk at 1-800-518-4726.

- You can check the status of your application package anytime after submission by using the tracking link provided in the Submission Receipt email, or by logging into [www.grants.gov](http://www.grants.gov) using the “Applicants” link at the top of any page, and clicking on the “Check Application Status” link.
- Review instructions in *Section IV.C.* of the brownfields grant competition Request for Proposal (RFP) on how to submit the application package through [www.grants.gov](http://www.grants.gov). Additional information can be found at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.
- If you experience transmission difficulties, please refer to *Section IV.C.* in the RFP for more information and contact the [www.grants.gov](http://www.grants.gov) Help Desk (1-800-518-4726).

**Common Issues To Avoid When Trying to Submit the Application Package through [www.grants.gov](http://www.grants.gov)**

- Ensure that your files are not corrupt or forcing any errors prior to uploading them to [www.grants.gov](http://www.grants.gov).
- Ensure the file name(s) does not exceed 50 characters.
- Incorrect version of Adobe Reader - [www.grants.gov](http://www.grants.gov) supports Adobe Reader version 9.0.0 through 11.0.10. These versions of Adobe Reader can be downloaded from <http://get.adobe.com/reader/otherversions/>. Please note that Adobe Reader DC is not compatible with [www.grants.gov](http://www.grants.gov).
- Review other common error messages at <http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>.

**Common Reasons for [www.grants.gov](http://www.grants.gov) Application Package Rejection**

- Applicant’s [www.sam.gov](http://www.sam.gov) account is inactive: You must use your account at least once per year for your account to remain active. It’s easy to check your account status by going to [www.sam.gov](http://www.sam.gov) and entering your organization’s DUNS number.
- Applicant used the wrong DUNS number: Use the same, correct DUNS number in [www.sam.gov](http://www.sam.gov), in [www.grants.gov](http://www.grants.gov), and on the application forms.
- The submitter is not the Authorized Organization Representative (AOR): Individuals submitting application packages on behalf of their organization must be the AOR, or use the AOR’s username and password. The organization’s E-Biz POC must authorize the individual as the AOR.

- The application was submitted with another organization’s account information: Applicant did not have an active [www.sam.gov](http://www.sam.gov) account and had another party submit an application package on their behalf. EPA considers the party submitting the application package as the applicant and will not accept applications on behalf of other organizations.
- The applicant is unsure if the application submitted successfully: When attempting to submit the application package, some applicants have reported their screen continuing to say “in progress.” Make sure you submit the application early to allow for any issues that may occur along the way. Call the [www.grants.gov](http://www.grants.gov) Help Desk for assistance at 1-800-518-4726.