

## Grants.gov Instructions Guide EPA Region 10

All final applications must be submitted through “Workspace” in Grants.gov. Learn more about Workspace below and at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

### Webinars

EPA Region 10 hosted a webinar, **Grants.Gov Informational Session for Tribes**, in February 2019. Find the webinar at <https://www.epa.gov/grants/grantsgov-informational-session-tribes>.

Applicants can also view the video, **Getting Started with Workspace**, at <https://www.youtube.com/watch?v=IXvoloYNkNQ&feature=youtu.be>. The video has six sections:

- Overview: 0:00-4:49
- How to Create a Workspace: 4:49-9:51
- How to Add Participants to Your Workspace: 9:51-12:24
- How to Complete Forms: 12:24-25:00
- How to Submit Your Application: 25:00-29:19
- Live Questions & Answers: 29:19-47:57

### Registering with Grants.gov

To submit your application in Grants.gov, ***your organization must register with Grants.gov.***

- The tribe must have a DUNS number and an active SAM.gov registration before registering with Grants.gov. Learn about registering at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
- The tribe’s EBiz POC (likely the tribal administrator or authorizing official), is assigned when registering with SAM. The EBiz POC (one per tribe) must allow you Authorized Organization Representative status (AOR) to apply in Grants.gov.
- If you need assistance with registering for a DUNS number or for SAM, contact the PTAC in your state: <https://www.aptac-us.org/>

### Accessing and Downloading the Grant Application Package

After negotiating the work plan and budget, the 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. ***Contact your Project Officer immediately if you cannot submit your application by the deadline your Project Officer has specified.***

- **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.

- To create a workspace, go to <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.
- Attach **all** required materials listed in Table 1 below. Your Project Officer may wish to review these forms. If you have questions, call your [Project Officer](#).

Table 1. FINAL GAP/PPG APPLICATION REQUIREMENTS (SUBMIT IN GRANTS.GOV)		
Who	What	When
<b>All Applicants</b>	<ul style="list-style-type: none"> <li>• Application for Federal Assistance (SF-424)</li> <li>• Budget Information for Non-Construction Programs (SF-424A)</li> <li>• EPA Key Contacts Form</li> <li>• Pre-award Compliance Review (EPA Form 4700-4)</li> <li>• Grants.gov Lobbying Form (if in the first year of your four-year grant period)</li> </ul>	By date negotiated between the applicant and the EPA Project Officer
<b>All Applicants Using an Indirect Cost Rate</b>	<ul style="list-style-type: none"> <li>• A current indirect cost rate letter of approval <b>or</b> the proposal to the agency requesting a rate <b>or</b> a copy of the exceptions request submitted to EPA</li> </ul>	
<ul style="list-style-type: none"> <li>• Applicants with reliable internet connections can fill out the forms online using the “Edit” button.</li> <li>• Applicants with less reliable internet connections may wish to download the forms, fill them out offline, then upload the forms into Grants.gov upon completion.</li> <li>• If you submitted the forms to Grants.gov previously, they will be in the system. <ul style="list-style-type: none"> <li>• <b>Check each form.</b></li> <li>• If you have no edits, choose “Renew.”</li> <li>• If you have edits, edit the form, then upload it.</li> </ul> </li> <li>• <b>If the tribe has not submitted the form to Grants.gov previously, you will need to fill in a new form and submit it.</b></li> </ul>		

**To avoid delays, ask your Project Officer to review the 424 and 424A before you submit them.**

- 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.**

## Technical Support

If you experience technical issues when submitting your application through Grants.gov, contact Grants.gov customer service, available 24 hours a day, 7 days a week (except federal holidays) at **1-800-518-4726** 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

You may request an exception if, after a good faith effort, your tribe or consortium is unable to submit its application through Grants.gov because you have no internet access or intermittent internet access. **Please discuss this option with your Project Officer.** (If your internet access is stable but slow, you should still be able to apply online through Grants.gov.)

Submit exception requests by email to the Office of Grants and Debarment (OGD) at [OGDWaivers@epa.gov](mailto:OGDWaivers@epa.gov). Your request must be received at least **15 calendar days** before the application due date to allow enough time to negotiate alternative submission methods.

An exception request must include the following information:

- Funding Opportunity Number
- Your organization's name and DUNS number
- Your 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 you have no internet access or intermittent internet access.