

The steps below provide an overview of the path for recipients to apply for and receive Community Grants funding.

<https://www.epa.gov/sustainable-water-infrastructure/epa-community-grants>

[Program Basics](#) • [Implementation Guidance](#) • [Training](#) • [Access Funding](#) • [Points of Contact](#) • [Resources](#)

✓ Connect and Review

☐ Connect with EPA

- Community Grants Program [Regional Points Of Contact](#)

An important FIRST STEP is to find and contact your EPA Regional Point of Contact for support. Application development, cost share, technical corrections, and any pre-award costs should be discussed with Regional Points of Contact. EPA works closely with recipients throughout the application and award process.

☐ Review Program Implementation Guidance and FAQs

- [Community Grants Program Implementation Guidance](#)
- [Community Grants FAQs](#)
- Requirements [Resources](#) for Community Grants Recipients

The guidance discusses information on applicable programmatic requirements and related resources including a Workplan Outline (Appendix E) and information about the application forms and grant budget (Appendix D).

☐ Review EPA Grants Management Training for Applicants and Recipients

- [EPA Grants Management Training for Applicants and Recipients](#)
- [How to Develop a Budget](#)

Recipients who are new to receiving EPA grant funding are required to complete these trainings. Details about EPA's New Recipient Training Requirement are available in EPA's Recipient/Applicant Information Notice (RAIN) 2024-G01, see [EPA's Grants Policy Resources](#) page.

☐ Review Training EPA Community Grants Program Training

- [Administrative Requirements](#)
- [Programmatic Requirements](#)

Community Grants Program-specific trainings provide information on

- Administrative aspects of receiving and managing a grant through the Community Grants Program, including Application Forms and Attachments, Grant Policies and Resources, Post Award Compliance, Internal Processes, and Source Documentation; and
- Programmatic requirements that Community Grant projects are subject to, including Technical Corrections, Cost Share, National Environmental Policy Act (NEPA), Procurement, and Procurement related requirements.

✓ Register: SAM.gov & Grants.gov

☐

- 1) **Register on SAM.gov**
- 2) **Register on Grants.gov**

- Complete registration in [SAM.gov](#) and obtain a Unique Entity Identifier (UEI).
- [Grants.gov and Workspace](#)

See EPA's [How to Register to Apply for Grants](#) page for more information.

IMPORTANT: Recipients must be registered in SAM.gov AND obtain a UEI in order to submit an application. Once registered in SAM.gov, recipients can then register with Grants.gov and assign Grants.gov Roles. Only an Authorized Organization Representative (AOR) can apply on behalf of the recipient.

✓	<h2>Prepare for Compliance</h2>
☐	<p>Procurement</p> <ul style="list-style-type: none"> ▪ Information for recipients: Preparing Solicitations ▪ Procurement and Subawards Using Community Grants Funds training, including contract provisions and sample contract language for recipients. ▪ EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment under EPA Assistance Agreements ▪ Section 5, Community Grants FAQs
	<p>For Community Grants projects, in general, all procurement transactions for professional engineering services and construction contractors must be conducted in a manner that includes and promotes fair and open competition. Moreover, Community Grant recipients must follow their own procurement procedures, which must be documented and comply with State, local, or tribal laws and regulations as well as Federal laws and regulations, including the Brooks Act or equivalent State qualifications-based procurement requirement if applicable, procurement standards in 2 CFR Part 200 (Uniform Grants Guidance (UGG)) and 2 CFR Part 1500 (EPA's Supplement to the UGG), and 40 CFR Part 33 (EPA's Participation by Disadvantaged Business Enterprises (DBE) regulations).</p>
☐	<p>Procurement Flexibility</p> <ul style="list-style-type: none"> ▪ Procurement and Subawards Using Community Grants Funds training ▪ Section 5, Community Grants FAQs
	<p>Community Grants projects identified in the FY 2024 or prior Appropriations Acts are not subject to compliance with Federal procurement requirements for competition and methods of procurement applicable to Federal financial assistance if the recipient has: (1) procured services or products through contracts entered into prior to March 9, 2024; and (2) complied with state and/or local laws governing competition.</p> <p>If you believe your Community Grant project qualifies for this flexibility, please reach out to your EPA Regional Point of Contact and provide a statement affirming that your contract was entered into prior to March 9, 2024, and that you complied with state and/or local laws governing competition (including laws/policies relating to participation by disadvantaged business enterprises as applicable).</p>
☐	<p>Davis Bacon</p> <ul style="list-style-type: none"> ▪ EPA Davis-Bacon and Related Acts (DBRA) ▪ Procurement and Subawards Using Community Grants Funds training
	<p>The Davis-Bacon and Related Acts (DBRA) apply to recipients and subrecipients of EPA grant awards when entering into and managing contracts with contractors and subcontractors in excess of \$2,000. DBRA contractors and subcontractors must pay laborers employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.</p>
☐	<p>Build American Buy American (BABA)</p> <ul style="list-style-type: none"> ▪ EPA Build America, Buy America (BABA)
	<p>The 2021 Infrastructure Investment and Jobs Act ("IIJA") includes the Build America, Buy America Act that requires projects using funds from a Federal financial assistance program for infrastructure must ensure all the <i>iron, steel, manufactured products, and construction materials</i> used in the project are produced in the United States.</p>
☐	<p>American Iron and Steel (AIS)</p> <ul style="list-style-type: none"> ▪ EPA American Iron and Steel (AIS)
	<p>The Community Grants Program funding requirements follow the State Revolving Fund requirements for American Iron and Steel (AIS). The AIS provision requires Clean Water State Revolving Fund and Drinking Water State Revolving Fund assistance recipients to use iron and steel products that are produced in the United States. This requirement applies to projects for the construction, alteration, maintenance, or repair of a public water system or treatment works.</p>

✓ Prepare for Compliance, Cont'd

□ Environmental Review

- [National Environmental Policy Act \(NEPA\)](#)
- [Resources for Community Grants Recipients](#)
 - Categorical Exclusion (CATEX) Checklist form
 - National Historic Preservation Act (NHPA) Overview
 - Endangered Species Act (ESA) Overview
 - EPA Crosscutter Handbook

The [National Environmental Policy Act \(NEPA\)](#) requires evaluation of how federal grant actions may affect the quality of the environment. Under NEPA, environmental impacts must be considered before EPA can award the grant. NEPA and other relevant applicable statutes and Executive Orders, such as the Endangered Species Act (ESA), apply to Community Grants projects authorized by the Annual Appropriations Acts.

- The [Categorical Exclusion \(CATEX\) Checklist](#) provides information on assessing whether a project may be considered for a CATEX. EPA will request additional information from the recipient if necessary for EPA to conduct its own environmental review. See [Community Grants Program Final Implementation Guidance](#), Appendix F for additional information on CATEX and Environmental Information Document (EID) development.

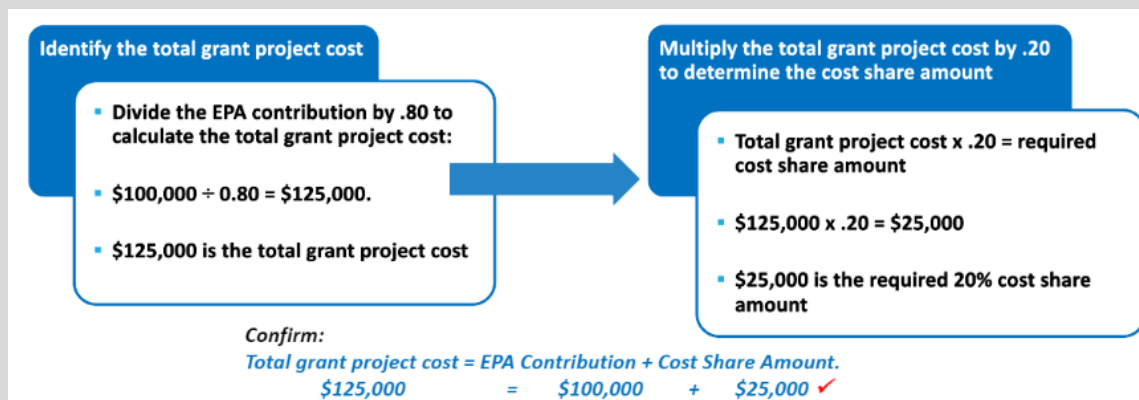
□ Cost Share Requirements

- [Community Grants Program Implementation Guidance](#)
 - Cost Share requirements, sources, amount determination, and waivers
- [Cost Share Waiver Implementation Guidance](#)

Appropriations Acts require each Community Grant recipient to provide a cost share in the amount of 20% of the total grant project cost from non-federal sources unless the recipient is approved for a cost share waiver by EPA.

- All contributions toward the cost share requirement should be included in the grant budget and must be categorized in the appropriate grant budget category.
- The source of the cost share must be included in the workplan and payment requests. EPA may pay 80% of costs shown on approved payment requests up to the approved federal funding amount.

For the purposes of calculating the cost share amount, the amount specified in the Appropriation Act (EPA contribution) represents 80 percent of the total grant project cost. An example of how to calculate the cost share amount using \$100,000 as the EPA contribution is below.



Additional information on cost share is provided in [Community Grants Program Implementation Guidance](#) and [Frequent Questions](#).

Complete Workplan, Budget, and Application Forms

Workplan Contents ▪ Appendix E, [Community Grants Program Implementation Guidance](#)

A Community Grants Program workplan outline can be found in [Appendix E, Community Grants Program Implementation Guidance](#). The contents include:

- Name of Applicant and Project Title
- Project Objective(s) and Need
- Project Description
- Milestone Schedule
- Environmental Results/Benefits
- Workplan Requirements for Identifying Contractors and Subrecipients

Budget ▪ [EPA's Interim General Budget Development Guidance for Applications and Recipients of EPA Financial Assistance](#)
▪ Appendix D, [Community Grants Program Implementation Guidance](#)

Community Grant applications require a detailed project budget. Appendix D of the [Community Grants Program Implementation Guidance](#) outlines requirements for the budget including a breakdown by object class categories. Additional info can be found at [RAIN-2019-G02](#). Note: Form SF 424C is NOT used for this program.

Application Package Requirements ▪ Appendix D, [Community Grants Program Implementation Guidance](#) outlines application steps and forms
Community Grant recipients MUST complete and submit through [Grants.gov](#)

Complete application packages must be [submitted through Grants.gov](#) and must include the following:

1. Application for Federal Assistance (SF 424) with authorized signatures submitted.
2. Additional information for SF424, Block #19 (if applicable): Is application subject to review by State under Executive Order 12372 Process? Review information on [Intergovernmental Review \(IR\)](#) applicability for Community Grants projects (Assistance Listing number 66.202).
3. Budget Information for Non-Construction Programs (SF 424A).
4. Budget Detail-Breakdown by Object Class Categories. See [EPA RAIN-2019-G02](#) for information on categorizing certain types of costs.
5. Use the Project Narrative Attachment Form to submit the Workplan. The workplan should include tasks, milestones, and expected environmental results or outcomes (See Appendix E, [Community Grants Program Implementation Guidance](#)).
6. Use the Other Attachments Form to submit the Current Indirect Cost Rate Negotiation Agreement.
7. EPA Key Contacts Form (EPA Form 5700-4).
8. Pre-Award Compliance Review Report (EPA Form 4700-4), current form with authorized signature. See [Tips for Completing EPA Form 4700-4](#).
9. Use the Other Attachments Form to submit the Certification Regarding Lobbying (EPA Form 6600-06) with authorized signature. All applicants, including Tribes, are required to submit this certification if the total federal dollar awarded to the applicant/recipient is greater than \$100,000 for the life of the grant.
10. Use the Other Attachments Form to submit the Disclosure of Lobbying Activities (Form SF-LLL)

IMPORTANT: Prior to accessing the application package in Grants.gov, recipients should register with SAM.gov, ensure the SAM.gov registration is not expired, obtain a UEI number through the SAM.gov registration process and establish an EBiz Contact. Recipients may obtain SAM.gov assistance via the Federal Service Desk at 1-866- 606-8220 or fsd.gov (M-F 8am-8pm ET).

Apply

Grants.gov ▪ [Accessing the Application Package: Step-by-Step Instructions](#)

Return to Grants.gov to submit completed application documents.

Recipients are encouraged to connect with their Regional Points of Contact prior to applying. They can assist with application questions in addition to workplan and budget development assistance.

- [Grants.gov](#) provides instructional materials as well as training and other resources for recipients.
- [Grants.gov](#) assistance is available 24 hours a day, 7 days a week except federal holidays, at 1-800-518-4726, or by sending an email to support@grants.gov.

IMPORTANT: only an Authorized Organization Representative (AOR) can apply on behalf of the recipient.

Stay Informed

EPA Grants Webpage ▪ <https://www.epa.gov/grants>

Includes resources and information on:

- Application Process
- Grant Opportunities
- Available Training
- Rules and Policies
- Quick Links to additional EPA References and Federal Grant Websites

EPA Grant Policies and Info: ▪ [EPA's Grants Update Listserv](#)

Be the first to know

EPA's Grants Update Listserv provides periodic updates on trainings, changes in grants management requirements, and other general grants information.

Reminders ▪ [Community Grants Program Implementation Guidance](#)
▪ [Community Grants FAQs](#)
▪ Community Grants Program [Regional Points Of Contact](#)

- **Pre-Award Costs:** Costs incurred prior to grant awards for projects identified in Appropriations Acts may be allowable if (a) the costs are in conformance with applicable federal and EPA regulations and (b) if they are incurred on or after the (October 1) start of the federal fiscal year in which funds were appropriated.
- **Technical Corrections:** Should a Community Grant recipient identified in an Appropriations Act need to modify the type, purpose, or named recipient of the Community Grant, a technical correction will be needed.
- **Receiving Funding:** Recipients identified in Appropriations Acts must apply to receive a grant award through Grants.gov. Once the recipient receives an EPA grant award agreement, they can request for reimbursement of incurred costs (including pre award costs). The grant award agreement will provide specific instructions for recipients to submit requests to receive funds for incurred costs. Incurred costs are financial obligations: costs owed by an entity as a result of a transaction. The costs may have been paid or remain unpaid.
- **Grant Terms and Conditions:** In addition to [EPA General Term and Conditions](#) for Grants, all Community Grants award agreements will include additional programmatic terms and conditions.