Accessing the Application Package: Instructions for Community Grants Program Recipients

1. Go to https://www.grants.gov/ and locate "Applicants" TAB option

2. Select "How to Apply for Grants" from the dropdown menu options.
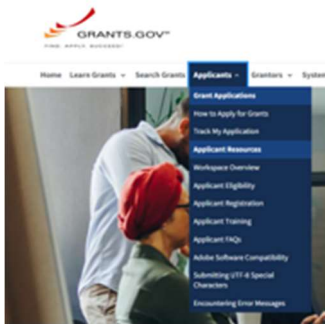
3. Click the "Search for Opportunity Package" button

Search for Opportunity Package

If you know the specific Funding Opportunity Number or Opportunity Package ID, quickly search for the package:

Search for Opportunity Package

4. Enter the Funding Opportunity Number (FON) **EPA-CEP-01** into the "Funding Opportunity Number" field and click the "Search" button (FON is case sensitive). Leave the Opportunity Package ID field blank. Note: the FON is case sensitive.

Funding Opportunity Number: EPA-CEP-01

Opportunity Package ID:

Search

5. Click Search

VIEW OPPORTUNITY

EPA-CEP-01

EPA Mandatory Grant Programs

Environmental Protection Agency

Environmental Protection Agency

SYNOPSIS | **VERSION HISTORY** | **RELATED DOCUMENTS** | **PACKAGE**

6. **Scroll down the page to locate Assistance Listing (CFDA) number 66.202 for the application package.**

| 66.202 | | | PKG00214047 | | Oct 04, 2030 | Preview \| Apply |

REMINDERS

- ✓ Recipients will need to log in to grants.gov account in order to apply.
- ✓ Do Not use the "SEARCH" bar located on the home page of Grants.gov to find the Application Package.
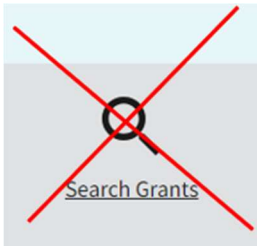
- ✓ Follow the instructions above using the FON.
- ✓ The FON is case sensitive.
- ✓ Ensure that you and others in your organization have the right role(s) and access on Grants.gov Workspace. Your organization's EBiz point of contact (POC) is the person that authorizes or assigns Grants.gov roles. Learn how to use Workspace: https://www.youtube.com/watch?v=XCRQTa-IpjQ&t=20s

Technical Questions or Issues?

- Contact the User Support Center at: https://grants.gov/support/ or contact Grants.gov Support by phone (1-800-518-4726) or email (support@grants.gov). Assistance is available 24 hours a day, 7 days a week (closed during federal holidays). When contacting a Grants.gov technician for help/support, obtain the Ticket Number assigned to it. The Ticket Number will help identify and properly track for resolution.
- Users wanting to check the status of their pending request can use the search function by entering the Ticket Number at: https://gditshared.servicenowservices.com/hhs_grants
- Users needing assistance can also Create a Ticket directly online at: https://gditshared.servicenowservices.com/hhs_grants