### Accessing the Application Package: Supplemental Instructions for Community Grants Program Recipients

Page | 1

1. Go to https://www.grants.gov/ and locate the "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	
<b>Opportunity Pac</b>			
	Search		

Accessing the Application Package: Supplemental Instructions for Community Grants Program Recipients

Page | 2

# 5. Click Search

<u>GRANTS.GOV</u> > <u>Applicants</u> > Search for Opportunity Package

### **VIEW OPPORTUNITY**



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

				-		
66.202		PKG00214047		Oct 04, 2030	<u>Preview   Apply</u>	)

Note: Click "Preview" to view the application forms. If you click "Apply" in Step 6 above, you will need to click "Apply" once more to log in and begin your application:

EPA-CEP-01 EPA Mandatory Grant Programs Environmental Protection Agency Environmental Protection Agency			Subscribe
STNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE			
Apply for Grant Opportunity			
Please review Applicant FAQs as you prepare and submit your application.			
Selected Opportunity Package:		Back to Packag	5
Opportunity Package ID:		Opening Date:	
Assistance Listings: Competition ID Title:	66,202	Closing Date: Oct 04, 2030	
	Please consult your regional office.		
Who Can Apply:	Organization Applicants		

#### 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.
- $\checkmark$  The FON is case sensitive.

# Accessing the Application Package: Supplemental Instructions for Community Grants Program Recipients

# Page | 3

✓ 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: <a href="https://www.youtube.com/watch?v=XCRQTa-lpjQ&t=20s">https://www.youtube.com/watch?v=XCRQTa-lpjQ&t=20s</a>

# Technical Questions or Issues?

- Contact the User Support Center at: <a href="https://grants.gov/support/">https://grants.gov/support/</a> or contact Grants.gov Support by phone (1-800-518-4726) or email (<a href="support@grants.gov">support@grants.gov</a>). 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: <u>https://gditshared.servicenowservices.com/hhs\_grants</u>
- Users needing assistance can also Create a Ticket directly online at: <u>https://gditshared.servicenowservices.com/hhs\_grants</u>