

# Grants.gov Application Instructions For Announcement Number EPA-R2-01

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## A. Important Information about Applying Electronically

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Apply for Grants” on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the Adobe 8.1.2 viewer and obtain the application package and instructions. You may retrieve the application package by entering the Funding Opportunity Number EPA-R2-01 in the space provided. Then complete and submit the application package as indicated.

Application materials submitted through grants.gov will be time/date stamped electronically.

Please be sure to view the additional instructions for applying electronically under this announcement through the use of grants.gov that are available for download on the Grants.gov website.

If you have any technical difficulties while applying electronically, please refer to [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp).

## B. Application Materials

### The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. Assurances for Non-Construction Programs (SF-424B)
5. Grants.gov Lobbying Form
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Project Narrative Attachment Form (Work Plan)
8. Budget Narrative Attachment Form (Budget Detail)
9. Disclosure of Lobbying Activities (SF-LLL), if applicable

**The following forms and documents are required for specific CFDAs only:**

10. Maintenance of Effort Worksheet (*required for those applying under CFDA 66.001 - Clean Air Act, Section 105 Grants Only*)
11. State Attorney General's Certification (*required for those applying under CFDAs 66.458 and 66.468 – State Revolving Fund only*)
12. CAPS Cost Analysis Worksheet (*required for those applying under CFDA 66.032 - Indoor Radon Grants only*)
13. EPA Form 5700-48 -Procurement System Certification (*required for those applying under CFDAs 66.802 and 66.809 – Superfund only*)
14. Administrative Cost Cap Worksheet (*required for those applying under CFDA 66.466 – Chesapeake Bay Program only*)

## **C. Application Preparation and Submission Instructions**

**Once you have downloaded the electronic application you can begin completing the application.**

**To submit documents 1 through 6,** click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

**For documents 7 and 8,** you will need to attach electronic files. Prepare your narrative proposal and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that states, “Mandatory Completed Document for Submission.” The same instructions apply when attaching the budget detail.

**Document 9,** the Disclosure of Lobbying Activities form, is located in the “Optional Documents” box. You only need to fill out this form and submit it, if you have lobbying activities to disclose.

**Documents 10 through 14** – If the CFDA you are applying for requires one of these additional documents, the appropriate document should be filled out (using the electronic version of the form) and saved to your computer. To attach the form to the electronic application, use the “Other Attachments Form,” located in the “Mandatory Documents” box. Make sure you move it to the “Mandatory Completed Documents for Submission” box.

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY11 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY11 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY11 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY11), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number (FON) for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (*not just restart it*) before attempting to submit the package again.] if the AOR continues to experience submission problems, he/she may contact Grant.gov for assistance by phone at 1-800-518-47-26 or email at [support@grants.gov](mailto:support@grants.gov) and refer to <http://www.grants.gov/help/help.jsp>.

## **D. Amendments**

Once your assistance agreement has been awarded, you may need to apply for an amendment that requires the submission of a signed SF-424 (e.g. increases or decreases). In this case, you will need to submit your amendment application under this announcement number (EPA-R2-01). Please follow the submission instructions described in Section A of this document (note; for amendment applications check “Revision” on the SF-424). All other amendment requests (time extensions, budget revisions, etc.) should be submitted via fax, email, or hard copy.

## **E. Contacts**

Should you have any grants related questions, please contact the Region 2 Grants and Contracts Management Branch at (212) 637-3402.