

[Elizabeth] Hello, everyone. Welcome to the EPA Grants Award Process webinar. Today's webinar will be covering Grants Competition and an overview of grants, or Grants 101. I'll be presenting today, my name is Elizabeth January and I'm the Acting Grants Competition Advocate for the Office of Grants and Debarment at EPA. Before we get started, I want to review a few housekeeping tips. My first tip is for you to maximize your browser window to make sure that you can see all of the controls. This is especially important if you want to use the Closed Caption feature. Your audio is controlled by the device you're using to join the webinar, for example, your cell phone, smartphone or desktop computer or tablet. If you're experiencing trouble with the sound or audio, make sure your volume is up on the device that you're using and that it's not muted. If that doesn't work, please make sure that your broadcast is not paused by clicking the spacebar anywhere on the screen. That's a common mistake that we find with our participants, they accidentally hit the spacebar on their keyboard and it pauses the presentation, so just double check that if you're not hearing any audio. We are using the Microsoft Teams Live Event platform. What that means is it's like a live TV broadcast, you'll be able to hear me and see the presentation.

You'll be able to engage with the EPA team by sending in questions. You'll use the Q&A panel to do this, and it's located at the top right side of your window. Click "Ask a Question" which will direct your question to the moderators. Please be aware that we may be getting a lot of questions so we may not be able to answer them right away, but we do plan to get to as many as we can during and after the presentation, during the question and answer period. And also, we'll be posting a question and answer document, or an FAQ, on the webinar website. Once we've had a chance to record all the questions and their answers so everyone can benefit from them.

This webinar will be conducted in English and closed captions are available in Arabic, Chinese, English, Filipino, Spanish and Vietnamese. If you'd like to take advantage of the closed captions or translation, on the bottom right corner of your window, click the CC button to turn on live captions. Use the tool button, right next to the CC button, to select the language. I believe it looks like a little gear. A note about captions, these are live captions that are automatically generated in real time as the speakers are talking. They will not be 100% accurate. Lastly, a recording of today's webinar will be made available on the EPA Grants Award Process Webinar website. And also the presentation that we'll be using will also be available, or is already available, on the website.

So there will be lots of links and important information that you might want to revisit later, and you'll be able to do that by downloading the presentation. OK, before we get started in the actual presentation, I wanted to just cover a few highlights because not everyone's going to be able to necessarily attend the entire webinar, so I want to make sure to get some information right out at the beginning. The first is, I want to make sure you're aware of our EPA Grants Update Listserv. If you're not already signed up for this listserv, we highly recommend that you do so. If you sign up, you'll receive timely notifications about any new guidance or information that we are posting on our website. When we generate new trainings or schedule new webinars, we will send out a notification so you'll find out right away when there's new resources available. Any changes in grants management requirements and other pertinent general grants information. So please sign up. We don't send out more than a couple of communications a month, so you won't get spammed. And of course, if you end up not finding the information useful, you can always unsubscribe.

Another topic I'd like to just draw your attention to is the Bipartisan Infrastructure Law. I'm sure many of you are interested in this webinar because you're looking to apply for grants that may be coming out of this most recent amount of funding that EPA has gotten. If you're interested in that, I encourage you to go to the website up on the screen. It has lots of great information about how EPA is implementing the Bipartisan Infrastructure Law and the funding that we received. So you'll find fact sheets, you'll also find our funding allocations if you're interested in understanding what money we received and where it's going. This is a great resource and there's lots of information on there, so I encourage you to go and check it out.

I also want to make sure you're aware of the training that we have available for applicants and recipients. We have some grants management training, and that's what I have up on the screen. There are six modules and it takes you through cradle to grave applying for grant, making sure you have the right processes set up to support managing a grant and actually accepting that grant award, managing the grant, and then closing it out at the end. It's really helpful training and it's broken up into those six modules, so you don't have to take it all at once. You can take it, you know, when you have 45 minutes here or there, pop in, do a module and then come back and finish the rest of the training later when you have time.

This is another training we have available that I want to draw your attention to. This is a really comprehensive training on how to develop a budget. All the budget requirements that are imposed on applicants and recipients, they can get overwhelming and it's a lot of information, so what we've tried to do here is distill it into four modules that really break it down and explain the requirements and how you can meet them and how to categorize your costs. So I highly recommend taking this training in addition to the one I just told you about, especially if you're thinking about applying for a grant because most applications require a budget detail, and this is a great way to learn how to develop one.

Also, I want to draw your attention to a change that's coming up. Currently, all organizations that receive funding from the federal government have what's called the DUNS number, and it's the unique identifier that they use to identify their organization. The federal government is moving from a DUNS number to a Unique Entity Identifier, and that transition is taking place now. And as of April of this year, we will no longer accept the DUNS number as the unique entity identifier. You'll need this new SAM-generated, or SAM-issued UEI. So we have some information on this particular requirement, how EPA is implementing it. You can find that on the links that are up on the screen, again, I know they're not available to you, but the presentation, you could click on them if you download that. And then also there's going to be helpful links page that distills all these links in one place for you so you can click on them easily. But if you're not aware of this transition, please make yourself aware because it is coming up and it does affect all federal agencies, not just EPA.

All right, now we're going to get down to the presentations themselves. The first one is going to be Competition, where we're going to go over the basics of competing for EPA assistance programs. The first step in competing for an assistance program at EPA is finding an opportunity. Thankfully, we have a really great resource for everyone. It's one-stop shopping, Grants.gov. That's where you go to find all competitive funding opportunities for the federal government, not just EPA. So, you would visit Grants.gov and you can search by lots of different keywords and the assistance listing number, the CFDA number, if you happen to know what program you're applying for. Agency, you know you can filter for, 'Oh, I just want to see EPA opportunities,' and even the type of entity. So it's a really great resource to

go to and find opportunities, and you can sign up for automatic notifications of opportunities too. If it's not something you think to do regularly, Grants.gov has the ability to sign up for subscriptions and you can go and sign up and say what search criteria you want and how often you want to be told about any findings, you know, it can be weekly, daily, monthly, and then you don't have to think about it again because you'll just get emailed those opportunities. So really, if you haven't checked it out, go take a look.

When you want to apply for a grant under an EPA program, you will use Grants.gov. It is required for all initial applications at EPA. In order to apply through Grants.gov, you first have to register and you need a few things in place before you register. You'll need your unique entity identifier. Currently, the DUNS number is still the unique entity identifier, but as of April 2022, you'll need the SAM-issued UEI. You need to have registered with SAM.gov and you also need to set up your username, password and authorization. So there's several steps involved in registering and setting yourself up for being able to apply. And because of this, it can take some time. So if you don't already have your organization registered on Grants.gov, I strongly recommend that you do so, whether or not there's an opportunity out there that you're interested in right now, still go in, register, get yourself set up so that when an opportunity does arise, you'll already be ready to apply and you don't have to worry about getting all your ducks in a row.

One thing I would like to note is that when you're applying for opportunities at EPA, you should ensure that the application that you're submitting has your organization's DUNS number on it. If, you know, we have had circumstances where organizations will hire consultants to assist them to submit applications, and if that consultant isn't using the correct DUNS number, say they're using the DUNS number for their organization instead of the organization they're applying on behalf of, it may deem your application ineligible. So please double check that before you hit that submit button.

Grants.gov has an application interface called Workspace, and that is the only method of submitting an application in Grants.gov. It's a really great resource because it's not just where you go to submit your application, it's also how you can save yourself some time. For example, you can reuse forms and auto populate data in your forms. I'm sure, you know, anybody who's applied for multiple opportunities knows it can be a lot of work to fill out all the forms and do all the things you need to do to successfully submit your application. So being able to fill out a form once and then copy it over indefinitely for future applications, is a really useful tool. So that's a benefit. Also, it's collaborative. You can allow other participants that are maybe working with you on your application. They can have access to that workspace. So it's not just, you know, you that can be in there, you can have multiple people working on it, even people outside of your organization. It also has a detect error feature where you can run like a detect error program and that can be really useful to try to make sure you're identifying any issues with your application earlier rather than right next to the deadline. And it's also a really good submission process, even if you have connectivity issues because of the way the software works, so you don't need a sustained internet connection to be able to successfully submit your application. And if you want to know more about it or watch any tutorials, that link up on the screen will take you a Grants.gov website that has lots of great information about Workspace.

So I gave you a little overview of Grants.gov. This is an example of the page that you'll see if you go to Grants.gov, and that arrow is pointing to these Search Grants page. This is where you can go to search for current opportunities. You can see that there's basic search criteria you can fill out, keywords, if you

happen to know the Funding Opportunity Number you can put it in there, or the CFDA number. And the second arrow at the bottom of the screen highlights that you can filter by Agencies. So if there's, and you can filter by, of course you can see, categories, eligibility, funding instrument type, and there's even more categories below this. But if you want to look at EPA Grants, you'd go down to that Agency filter and you'd select EPA.

I mentioned earlier about setting up notifications to go to your email to let you know of new opportunities that arose according to your criteria. This is where you would go to do that. You'd click on the Manage Subscriptions button on Grants.gov and that will take you to a page where you can fill out how you, you know what kind of search criteria you want and how often you want to be notified. And this is what that page looks like, so you can see there's a lot of information here and opportunities to customize.

So at EPA, while Grants.gov is where you want to go to find your opportunities, there's also information in other places. Now, you always need to go to Grants.gov to apply and to find those opportunities, but there may be additional information on program office websites. They sometimes will post about upcoming opportunities or if they're seeking feedback from the community about a program they're going to be competing soon, so it's good to be familiar with the program websites that we have. And then also, you can find information about our programs on SAM.gov.

There is an Assistance Listing section of SAM.gov, and that's where every active EPA program is cataloged and described. Now while the opportunities themselves are not on SAM.gov, it can help you figure out how to narrow your search. If you see that there are a couple assistance listings that really kind of cover the work that your organization does, you can make note of those numbers, the numbers assigned to those assistance listings, we call them CFDA numbers, and then you can search for opportunities under those particular numbers.

This is what the Assistance Listing page looks like on SAM.gov. You'll see there's a search bar where you could type in either the number if you know it, or you can type in keywords and click Search. This is an example of what an assistance listing looks like. This is the top of the assistance listing, you'll see it lists the agency that administers the program, it lists the CFDA number, and then also related federal assistance. So if you know this is an assistance listing that, you know, you're interested in, you might just click on those related assistance listings to see if they also are ones your program might want to apply, or your organization might want to apply under.

You'll see there's an overview where it goes into the types of things that the program focuses on. And then there is additional information, this is further down the page as if you scroll down, you'll see more-- you'll see examples, you'll see additional descriptions, there's also the statutory authorities or what gives us the authorization to have this program. And also, there's a section on financial information which will let you know like how much funding the program typically has and similar information. So other resources, just helpful links for you to have. We have a Competition Resources page that has some of this information that I've just described to you.

And also under Grants.gov Resources, these are all resources on Grants.gov's website. But some of them you might not be aware of, even if you visited Grants.gov, there's so much information on that website that it's easy to get overwhelmed or just miss some great resources. So, these links will take you to some resources that I found are really helpful for applicants to be aware of. When you're preparing an

application, say you've found your opportunity, you're ready to apply, really you need to read the entire announcement.

Now that may sound silly to say, but the more opportunities you apply for, the more you'll see there's a lot of similarities, and it may be attractive to just skip over some sections, but truly, every funding opportunity announcement is unique. Even our programs that issue one every year, you really need to read them closely each time they come out because changes do happen. Some things you should focus on are eligibility information to see whether your organization is eligible. Deadlines, definitely make note of those. The kind of content they'll be asking you to submit in your application, the review criteria that would be used to evaluate your application, these are all really important things to focus on.

Also, we have a competition policy at EPA, and it's really comprehensive and goes into everything EPA requires to ensure open and transparent competition at our Agency, and it gives us a lot of insight into how programs compete, or how they run competitions at EPA. So I encourage you to at least read through it once just so you're familiar, and you know every program and EPA will be following that policy so it's a really worthwhile thing to educate yourself on.

So for types of announcements, generally EPA will issue Requests for Applications. This means we're going to be asking you for everything you need to submit in order to get an award. And what that does is really streamline the award making process because if your application is selected, there is less to do between when we select you and when we get the funding out to you and make that award. And we have an external policy that you can look at to see what kind of standard forms are required just so you can be prepared. There are some other types of announcements, but I'm not going to get into them here because they're very rare and we typically do not use them anymore.

All right, so for the announcement itself, there's a lot of information in there, so I'm going to go over just the highlights of what you should expect to see in each of the sections. Just as an important resource to be aware of, our format for our opportunities is based on the Appendix I in 2 CFR 200, CFR stands for Code of Federal Regulations. And this is put out by OMB, the Office of Management and Budget and all agencies are supposed to follow this format. So the information that I'm going to put up on the screen, this is information that we're all required to put in our funding opportunity announcements.

OK, so Section I is the section that will give you the overview of what the program is about and what kind of projects that they're looking to fund. It also will often include the priorities and goals that the application is supposed to address. So it's a really important section to read and will give you a picture of whether or not this is an opportunity that your organization would be a good fit for applying for.

Section II is where you'll find the Federal award information. So basically you'll see how many awards they're planning on making, and what the expected funding amount of those awards is. Typically, you'll see a range, you know, an agency, or EPA, will say, 'we're looking to fund 10 to 20 awards, ranging from \$50,000 to \$200,000 in awards. They'll also list the total amount of funding available so you know what kind of funding is available for that program, for that particular funding opportunity announcement. This is an important section to pay attention to because if the funding range for the awards is outside of what your organization would need to accomplish that type of work, this maybe is not the opportunity for you if it says 50 to 200,000 but you know what costs your organization \$350,000 to do that work properly, then, you know, I would keep looking.

Section III covers eligibility information, this is also very important. All the sections are very important, of course. But this is where you'll see the list of eligible entities. So different programs have different lists of eligible entities, so sometimes a program will only be open to tribes and another time it'll be open to all types of entities, with a few exceptions. So this is an important section to look at and make sure you are on that list. And of course, if you have any questions about whether your organization is eligible, there is a point of contact listed in the RFA and you should reach out to them and ask so that you don't spend time working on a proposal that you may not even be eligible for. This section also includes cost share or matching requirements. What that means is some programs require that in addition to the federal dollars being provided for the project, that the recipient also provide a match to that funding. So, for example, if a program required a 50% match and EPA, 50% of the total budget had to be matched dollars, and EPA was offering \$100,000, that means the other-- the organization receiving the award would also have to come up with \$100,000 to meet 50% of the total, which is \$200,000, and it will detail all of that in the announcement, explain the math how to figure it out because it really depends on the program what the match is, and sometimes match isn't required at all so definitely look at that section.

Also, there's threshold eligibility criteria, so this is in addition to making sure your organization is eligible. There's also certain things that you have to meet, certain items you have to meet in order to be eligible. Typically, we have in there you have to submit through Grants.gov, you have to submit by a certain deadline, but some programs also have additional requirements, like you have to address the priorities that are listed in Section I of the Announcement, for example. So read that carefully to make sure you'll be able to meet all those threshold criteria and also that you address them in your proposal.

Also in Section III, and this is throughout the RFA, so you'll see this come up on future slides, but I'm only going to explain it once, we have additional provisions for applicants and incorporate it into the solicitation. And what that means is we don't write them out in the RFA, instead, we have a link that will take you to a website that has all the text of these additional provisions. And the reason for that is it can be very difficult to read through a very long solicitation and glean the really important information about submitting your proposal when there's all this other stuff in there too. It is important to review, but I would just review it maybe in a separate sitting and not when you're trying to get through the meat of the proposal.

So for Section IV, again, very important section. This is where you're going to see what's required to be in your application specifically. So typically, you'll have to address information in Section I, like what the program is looking to accomplish, you'll need to address any threshold criteria that was listed in Section III, and very importantly, you'll need to also address any evaluation criteria listed in Section V. If they're going to be evaluating something, you know you need to address it so they can evaluate it. The submission method is also going to be listed here. EPA, as you already know from early in the presentation, requires all applications to come into Grants.gov, so this will include information on what that means and how to do it. Also, you'll see your submission dates and times, so all EPA proposals are due at 11:59 p.m. Eastern Time. And so that will be true across the board because that's the way Grants.gov does it so that's how we have to do it. But for the actual date that it's due, this is where that will be listed so make sure to make note of that and any other deadlines. And also page limits, if the proposal-- often programs will put a page limit on the proposal because they have to make sure they'll be able to review them all timely, so check this section for page limits on either parts of the proposal or the entire proposal.

And I said I wouldn't talk about this again, but I forgot this is after Section IV instead of Section III. These are the additional provisions, the solicitation clauses I mentioned earlier that were in Section III, they're also in Section IV, Section V, and Section VI. So this is what the page looks like when you click on the link and then you have to click on the link at the bottom, that's a PDF, and that will take you to a page that looks like this. So you can see at the beginning there's a table of contents, so you can look at what the different titles are and click on them and see more information about that particular clause. If you have any questions about those clauses you should definitely reach out to the point of contact on the solicitation.

All right, Section V, moving right along. This is where you're going to find the ranking criteria, so the criteria the reviewers are going to be using to evaluate your proposal. These are really important. You should definitely read these before you start writing the proposal, and you have to address them in your applications so that the reviewers have something to review. Some standard ones we have are Programmatic Capability; Past Performance under grants, sometimes we just look at EPA grants, sometimes it's any grants; Environmental Results, you have to have a plan for measuring your progress toward achieving outputs and outcomes; timely expenditure of grant funds is a really important one; Budget and Leveraging will evaluate how you are addressing budget, and also your technical approach often is evaluated.

There are other factors as well that can come into play and well, this is just a list of examples. There's, of course, other ones that programs might include, but in addition, we have something called 'Other factors,' and it's a way selection officials can make decisions between closely ranked applications. And so anything that they're going to use as an 'Other factor' has to be disclosed here so that everything is transparent. So check that out too just to see if there is something your organization can be responsive to to make you more competitive. And also the review and selection process is discussed here, so they'll explain whether they'll be using review panels. Often, whether it's EPA or external reviewers, who is going to be making the selection decision. So it's good to be aware of how EPA is planning to do its reviews, and it does vary from program to program. And we've got those additional provisions again.

All right, Section VI. I like to think of this section as, this is something to be aware of for once you get selected. So it's called the Federal Award Administration Info so we put a lot of information in there that kind of pertains to once you're selected or if you're selected. We talk about how award notices will be made in this section if you're selected that's not an award notice, so it explains how that would work, has some additional provisions, includes reporting requirements, particularly frequency, whether it's going to be quarterly, semiannually, annually, so you want to check that to make sure your organization has the capacity to handle it. And this is also where dispute resolution process and debriefings is described and where you can see our process for handling when you're not selected. And I highly encourage if you do apply for a program and you are not selected, take advantage of the debriefing process. It can be very instructive and useful to hear about what was good about your proposal and then what you needed-- what you need to work on to improve it so that you can do a better job for the next time you apply.

This is the Section VI clauses, there's quite a few of them, you can understand why we pulled them out of the solicitation proper. So Section VII is where you'll find your contacts, I've mentioned them several times before. Usually there will only be one contact here, and it'll typically be an email address, sometimes a phone number. Some programs do list multiple contacts depending on what you need help

with, so they might have an eligibility contact, which will help you with eligibility questions. But they might have, you know, a proposal submission contact, maybe a Grants.gov or electronic submission contact, so just check out that section. Make sure you're aware of who's there to help you if you have any questions, and please reach out if you do have questions. It's not only helpful for you, so you can get the answer to your question, but it helps the program know what is ambiguous or difficult to understand about their proposal or about their solicitations so they can do better in future solicitations. So please reach out, it benefits EPA too.

Section VIII is an optional section. You won't always see a Section VIII, but it will have miscellaneous information, maybe background information on the program that wasn't included in Section I, or maybe additional resources that they want to make sure applicants have access to easily. So definitely check it out. If there is a Section VIII, it means the program really wants to make sure you have some additional information. Oh, and just, in addition to the Section, sometimes programs will have appendices, which will include templates or further descriptions of what you're supposed to submit that they didn't include in the body of the document. So it doesn't just stop at Section VIII.

All right, so modifications. Occasionally EPA does need to modify an announcement, sometimes we're extending a due date, sometimes we've received a lot of questions from applicants and we realize we need to modify our solicitation to make it more clear. So, it's important if you're interested in a solicitation to sign up for notification of modifications, and EPA makes sure that every time we do a modification, we notify the people who have signed up to receive notification. And you don't want to have to be checking back, you know, every so often to make sure a change hasn't happened. Just sign up for the notification, you'll get emailed if there's an extension and we describe what changed so you won't have to go hunting for 'Oh, what information is new?' So please sign up for automatic notification, and you'll find that in the funding opportunity page for the funding opportunity. You'll see a way to sign up for that.

OK, so I've talked a lot about reaching out to us if you have questions. And that's true, we definitely want you to do that. But I want to give you an idea of the kinds of things we can talk to you about while a competition is open. So in our Competition Policy that I mentioned earlier, we have a whole section on this. And the reason for that is we want to make sure that our competitions are truly open and transparent and that we're not giving any one applicant a leg up over other applicants by maybe giving them more information than we give other people, so we are very careful with our communication. So, we have limitations on what we can discuss. And before we get into what we can and can't, I will say there is some standard communication that we do try to do. And that is Q&As, you know, as questions come in program offices will publish those questions and answers for everyone to see if they're beneficial for everyone to see. A lot of programs are now offering conference calls or webinars to go over the RFA and give an opportunity to applicants to ask questions and look for clarifications. And if that is happening, if there is going to be a Q&A or there is going to be a webinar, that will usually be discussed in the RFA itself, so you can find that information, it's usually in Section IV or Section VII, so just be aware of that when you're reviewing.

OK, so what can we do? We can answer your eligibility questions, and so I really encourage you again, reach out if you have any questions about eligibility. We can clarify administrative aspects of the proposal submission, like if you're not sure, well, it says twelve pages here, but then over here it says two pages, you know, how many pages can I do? If you're confused about the administrative aspects,

definitely reach out, we'll be able to answer your question. And then just in general, clarifications of the announcement, if you know, I'm not giving you this list of can and can't to keep you from contacting us, of course, if you ask a question that we cannot answer without violating our own policies, we won't. So just ask and we'll figure out whether or not it's appropriate. But this will give you an idea of what you can expect. Sometimes your questions will result in a change to the announcement, as I already mentioned, so that's definitely a possibility.

All right. Things we can't do. We can't help you write your proposal. We can't review or comment on draft applications. Sometimes applicants will say, 'Oh, I have this idea for a project that would address the priority in your solicitation. Do you think it's a good idea? Do you think it's competitive and it might win?' We're not going to answer that question. We can't. We'll just say, if you have an idea for a project, we encourage you to apply. We can't provide information on our approach to evaluating beyond what's in the solicitation itself. But that being said, we are very-- we cannot evaluate applications with undisclosed criteria. So while we can't talk about anything that's not in the RFA, we're also not going to be doing anything that's not in the RFA or using any criteria that are not in the RFA. So, you can be sure that that part is completely transparent.

And just in general, any communications that might provide a competitive advantage to any applicant we will not engage in. So that's standard across the board. Just to have an idea of what our overall process is, EPA will prepare an announcement working with the Acting Grants Competition Advocate, so we make sure they're doing everything they're supposed to be doing in terms of competition. Then the announcement is posted on Grants.gov and usually a program office website as well. And then we receive the applications from you all that come in through Grants.gov, and once the deadline passes, we evaluate, we do an eligibility review, and the eligible applicants are then evaluated on the criteria in Section V, we make selections, and then we issue awards.

This is just a heads up that one of the things the award official will do is check FAPIIS, which is the Federal Awardee Performance and Integrity Information System, say that three times fast, prior to the award just to make sure that you're qualified. And you can read more about what that is in 2 CFR 200.206.

All right, so we're halfway through the presentation now, and I just want to make sure you know who's on our Competition Office team. I'm the contact at the top, but we also have Val Swan-Townsend, Alexandra Raver, and Myranda Laursen are all resources. So if you have questions just generally about competition at EPA, maybe you read the policy and you have some questions or questions about something I said in the presentation, please reach out. We're really friendly and we'll do our best to help answer your questions or get you to somebody who can if we're not the right people. And, of course, if you have questions right now, put them in the Q&A pod and we will do our best to answer them as the presentation proceeds.

OK, I'm going to move on to our grants portion, or grants management portion, of the webinar, and it dovetails a little bit of what I just went over so some of the information might be a little repetitive, but I'll do my best to not make it boring. OK, so I already talked to you at length about finding opportunities, Grants.gov, that's the resource you want to go to, bookmark it, set up your automatic subscriptions so that you don't have to keep looking at it and SAM.gov to get the idea of what kind of programs we have at EPA that you might want to apply for if they post an opportunity on Grants.gov.

OK, so we already talked about how you need to read the entire funding opportunity announcement and of course, learning about the funding agency is helpful for even identifying those opportunities that you might be interested in. But you also need to take your time to research and complete your application. Do not wait till the last minute. In fact, set up that subscription, so you find out immediately when there's a new opportunity because they're typically open for 45 days, and that's enough time, but not enough if you find out two or three weeks after it gets posted, so you really need all the time that they give you.

Before you decide to apply and start doing the work, I encourage you to evaluate whether or not this is a good, truly a good opportunity to apply for. Do you have enough time to prepare a quality proposal? Maybe you found out a week before the deadline. Maybe it's not worth it to scramble if you're not going to be able to put in a proposal that's highly competitive. Do you have the capability to do the work that you'll be proposing? I know that sounds kind of counterintuitive. Why would you propose to do work? But there's lots of organizations that are aspirational and think, 'Oh, this would be great if we could do this work.' So just make sure you actually have the capability because if you are selected and you get an award, you will be expected to do it.

Definitely look at the budget and resource requirements, like I mentioned earlier in the presentation, if the funding range being offered is not what it would take for you to actually do the work, then it's not a good fit. You don't want to be-- certainly you don't want to apply for something asking for more money than they're willing to award. But also, you don't want to try to do something for a lot less money than it actually takes. So just be careful of that. And in addition, making sure if there's any match or cost share requirements that your organization can meet those. Additionally, if you're going to be working with partners, or there are stakeholders involved, make sure they're on board before you submit your application. If they're going to be written into that proposal, or you're going to need their participation in order to be successful, you need to make sure they're willing to partner with you.

All right, when you're developing your project, these are just some overarching concepts to try to aim towards. Every solicitation, every RFA will have very specific things that they want you to address. So please know that this is just a general overview, you always should be responsive to what's actually listed in the RFA. But just some things to think about, your problem statement, what problem are you trying to solve? What are your goals in solving that problem? What activities are you going to undertake that will achieve those goals? You know, you need to relate them all together. You have to think about your project design and methodologies. That includes your timeline, what deliverables you're going to be including, the outputs and outcomes, which I'll mention a little later what those are, what you're going to be addressing there, any key personnel or staff that you're going to need to accomplish your project, your budget, seems like an obvious thing, but it's often an afterthought. So you need to think about how your budget relates to the rest of the work you're going to be doing, and also how you're going to be evaluating your progress in the project and achieving your goals.

Your problem statement should be well supported, but also very clear and concise, and I emphasize that because, you know, we have-- many of our programs are highly competitive, we get lots of applications. Our reviewers have to review every one of those applications and if it's difficult to understand what you're trying to do in your proposal, it may score lower than it would have if you had been more clear. So just be as clear as you can, specify the problem and how it will be solved with the funding that you'll

be getting. And then if there's any relevant, you know, or recent work that you've completed that relates, or successes that relate, you know, definitely bring those in as well.

OK, I mentioned outputs and outcomes earlier. We have an Environmental Results Order, EPA Order 5700.7A1 and it goes lots into what environmental results are and why they're important to EPA and how we are implementing them in our work, especially our grant programs. And outcomes are, well, you should read the Order to find out what outcomes are, but basically, it's the goals that you're trying to achieve, the environmental, well in our case, environmental goals that you're working towards. And outcomes should be measurable, in fact they must be measurable. So that's something to be thinking about, and every funding opportunity is going to require you to address outcomes and they will talk about them in Section I, say what kind of outcomes they're looking for in their program, so these are really, really important, and you'll need to establish procedures to measure those outcomes so you can report out on them and how you're doing. So that'll include project evaluation and also process evaluation.

All right, budget. This is a big one. And I did my best to make it helpful, but I will not be offended if some of your eyes glaze over. But I would like to say before I get started, if you do, you know, kind of your attention wanders during this presentation, much of this content is taken from that budget training I mentioned at the very beginning of the webinar, so please feel free to take that. In fact, I encourage you to take the training, even if you make it through the rest of this presentation and you understood everything, please take the training because there's additional information and there's knowledge checks and things that can help make sure you're understanding things.

All right, so, it's best to think of your budget as a transformation of your project, so it should be whatever work you're proposing to do, your budget should really reflect that exactly. I shouldn't see anything in a budget that doesn't make sense after reading the work plan. For example, if you're doing a lot of aerial surveys of vegetation and logging it and that's your proposal, and then in the budget I see that you're going to be renting a boat, that's going to be a red flag, like they didn't mention anything about water sampling or needing a boat for anything, why do they have a boat in their budget? So just make sure your budget makes sense with your project that you're proposing. You need to make sure that you are accurately estimating the funds that you need to complete your project, and those funds need to meet the cost principles which are located at 2 CFR, Code of Federal Regulations, 200 Subpart E.

The best way to do this is at the eCFR you can just Google that, or you can click on that link when you download the presentation. We have some extensive budget guidance, so in addition to the training, we also have really thorough budget guidance that includes a budget sample in RAIN, the RAIN up there, RAIN-2019-G02. So that's good to check out. You also should make sure you're addressing any match or cost share in your budget if it's required, it has to be in the budget. We treat match just like we treat Federal dollars, so it needs to be included in the budget. If you have any program income it's really important to identify it in your budget, and there's a spot in one of the forms, we have like a special line for program income, it's important to put it in there because if you are selected for award, a decision needs to be made of how that program income is handled, like whether it goes back into the project or what. So just be aware of that. Approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. We are dealing with taxpayers funds here. We need to make sure we're managing them appropriately, and part of that is making sure you have a way

to ensure you're doing so, and that is something that's evaluated, is required to be evaluated in every funding opportunity, so definitely address it.

All right, so I'm going to go over some categories of cost. There are two overall categories, direct costs and indirect costs. I'm going to be talking mainly about direct costs. So one category for direct costs is personnel, so this is your employees, so salaries, wages, any incentive compensation. If you're unsure of somebody is-- whether they're an employee, a good test is do they receive W-2 forms? If they do, they're an employee. It doesn't include consultation costs. So if you're hiring a consultant, they're not considered an employee. And it doesn't include compensation for program participants, interns, or fellows who are not employees, so just keep that in mind. If no personnel costs are listed, EPA will question that because we'd like to know how you're planning on managing a grant without any people working on it, so keep that in mind.

Fringe benefits, this goes right along with personnel, so anybody that's an employee, it covers their leave, employee insurance, etc., and it's usually based on a rate. So if you don't have a rate, you're going to have to show how you got your calculations for fringe, but most organizations have a fringe rate. Travel, important take home for travel is that this is only travel for your employees, so not anybody else, just the people you directly employ. So not trainees, not interns, fellows, workgroup members, any of that. But if it is an employee traveling, it will cover transportation fares, lodging, per diem, so it's like spending money, rental vehicles, taxes, like hotel taxes, internet access charges, phone calls. But they need to relate to the work you're doing, so keep that in mind. If we see a trip to China and there was nothing about international anything in your work plan, we're going to say, why are you going to China? So just keep that in mind. All right.

[Emma] Hi Liz, there's about ten minutes left, thanks.

[Elizabeth] Thank you. All right. Equipment is tangible and non-expendable personal property that has a useful life of more than a year and costs \$5,000 or more. It doesn't include equipment rentals, it includes accessories and services included with the purchase. So like if you order a copy machine and it comes with a service agreement, it will be covered under equipment, but it doesn't include a separate service agreement. So if you buy the copier and then wait a month and then create the service plan, then it wouldn't go under equipment. It is possible that your organization will have different funding limits for what counts as equipment. It's fine to use your own policies and procedures as long as your threshold is lower than the federal government's. So if your threshold for equipment is \$10,000, you've got to use ours, but if it's \$1,000, you can use yours.

So the other side of equipment, so if it doesn't fit in equipment, it'll probably fit in supplies. So these are tangible personal property other than equipment with a per item acquisition cost of less than \$5,000. So that's going to include computers, cell phones, laptops, things that you might think of as equipment, we would categorize as supplies. Of course, as I mentioned earlier, if you have your own written property management policy with a different threshold, you would use that as long as it's based on a lower one.

Contracts. This is where you would put any procurement contracts, where you are acquiring property or services, usually it would be services, not property, to carry out the project. So this is where your consultants will go, not personnel, and any other contractual service, and just make a note that consultant fees are capped, that's the regulation reference you can go to to learn about what that cap is. Keep in mind that speaker fees, honoraria and travel for non-employees would go here as well, and any

standalone contracts. Do not identify your contractors in your competitive proposal. We also say this in the RFAs, but I want to make it really clear that it can be problematic to name them. And the reason for that is, you have to follow proper procurement procedures to issue a contract under an EPA grant. And if you name a contractor in your proposal and you are selected and then it turns out that that contractor wasn't actually selected following procurement procedures, you may have, you know, done the best you could, you might have thought you were following them, but if it turns out you didn't, even if you intended to, you can't issue the contract to that contractor. You're going to have to start the procurement process over again, and that could jeopardize your award because if your selection was based on your proposal and your proposal was based on that contractor, that particular contractor doing that work, well, this could jeopardize your award. So, please do not name your contractors.

Construction, you're probably not going to deal with this, and we're running low on time so I'm not going to get into it, but you can come back to the slide later and read about it for yourself. OK, the last direct cost category is Other. This is the kitchen sink category, everything that didn't fit in any of those other ones will probably go here. So insurance, indemnification, telephone service, utilities, if it's not covered in your indirect, you know, if you're going to your local copy center to make copies, tuition remission and scholarships, subawards, so you may not be making contracts, but you might be partnering with organizations and have an agreement with them and giving them funding to do work associated with the project that you're not directing them to do, but their organization does anyway, that would go in Other, not contracts, and there's different rules about subawards. We have a whole policy on it, which I'm sure surprises you, not at all.

OK, indirect is the other big category, and there's only this one section of indirect. Indirect costs is, I guess, the full name, and we often call them IDCs. And these are for your overhead, basically, and you should have a rate if you are charging indirect costs, usually, but there are exceptions. And while I reference the Code of Federal Regulations that addresses indirect costs at the bottom of this slide, it is extremely hard to understand, even for some government employees. So I really highly recommend you check out the-- our policy, guidance, Q&As, and training on IDC, and it will let you know how EPA is implementing those regulations and what kind of flexibilities are available to you, especially if you don't have an indirect cost rate, I encourage you to read this policy because that doesn't necessarily mean you can't charge indirect costs, so just be aware of that.

OK. Trying to speed through here so we have time for questions. Negotiating the award, you will not do that for competitive awards because your proposal as it was submitted is basically what needs to be awarded to keep competition open and transparent. But we might negotiate minor things like deliverable dates, timelines, but there won't be any substantive changes. If you have a noncompetitive award, you may have a much more extensive negotiation going on, but this is focused on competition. Pre-award certification, this is something that right now we only apply to non-profits. Non-profit organizations that are receiving awards at EPA, but the principles actually apply to all organizations. So, I like to put them up there so people know that everyone's supposed to be following these. And some of those things are funds are deposited, the federal funds you receive under your grant, are deposited in a separate account, you have written accounting procedures for your own organization and that they comply with federal requirements, an accounting system that allows you to separately track your expenditures and drawdowns against the budget, an inventory system in place for that equipment and the supplies, procurement procedures for those contracts that you're going to be awarding, and they need to comply with the federal regulations. Same goes for codes of conduct and record retention.

Depending on the grant program you get an award under, there will be different requirements for how long you have to retain your records.

OK. Notice of award. So, when you get selected under competitive opportunity, that's not an award. We've just said, 'Hey, now we've decided we want to give you an award.' There is still a process that needs to be gone through to make sure that the work and the budget are all in compliance with agency policy and regulations and statutory authority, so that can take a month or two to ensure all of that stuff. Well, once we get through that process, it usually ends up in an award, and the way it works is you'll get the grant award from the Grants Management Office, they're the ones that issue them, and that award certifies that it complies with legal, regulatory, and internal policy requirements, which is why we need to look at all that stuff before we make the award, and that it's a sound business agreement into which EPA should enter, and this document legally obligates those funds.

Now, how do you get those? Well, before we get to that, when you get this award, please read it immediately. Do not wait to read the award. There's lots of information, it will be overwhelming, but it's really important you familiarize yourself with it. Some high points here, you need to recognize your grant number, become familiar with it, it should be on every communication that you have with your EPA project officer or grant specialist, and your records. The name of your organization, so double check that, who the principal investigator of your, you know, the person in your organization that will be the principal investigator on your grant, project period and budget period start and end dates, the amount of federal funds authorized for obligation, so what EPA is authorizing to fund under that grant, and really importantly, the amount of match or cost share, because this is the amount you have to put up and you have to show documentation that you provided to the project at the end, when the grant is getting closed up. Double check that number because once you accept the award, that's what you're legally bound to, so it's really important.

You'll find any reporting requirements in that award document, all the important EPA contacts, Project Officer and your Grants Specialist, or Grants Management Specialist, are the people to really pay attention to, those are going to be your best friends throughout the grant. You definitely should be communicating with them regularly, so you should keep their contact information handy. Any applicable terms and conditions of award, and these will be either by reference or inclusion. So inclusion means they're right there on the award for you to read. Reference means they're referenced and you have to go someplace else to read them. And sometimes that reference is the United States Code citation or a regulation citation. So if you have any questions about those, you should definitely reach out to EPA and ask.

Your payment procedures will be in there, which will tell you how to get your money, how to draw it down. So say you've read the whole document and you're like, 'Okay, now what do I do? How do I accept this?' Well, EPA does what's called the affirmation of award, does not require a signature, you don't have to sign. What you do have to do to accept it is drawdown funds or do nothing for 21 days. So if this sits in your inbox without you looking at it for 21 days, you've accepted the award without even looking at it. So please look at your awards as soon as you get them. And the reason for that is if there's any issue with the award, you need to speak up within that 21 day period and you cannot drawdown funds, because once you drawdown funds, you've accepted the award. So don't make any drawdowns and read the award document carefully.

Once you have it, you are responsible for managing your award. EPA isn't going to necessarily remind you when you have a report due or, you know, where you should be on the project, it's going to be your responsibility. You will be using your own established controls and policies to manage that award, as long as they're consistent with the award requirements. You're responsible for completing the reports, getting them in on time, and also any correspondence that's necessary to do the work that you need to do, if you need to talk to EPA, that's on you to initiate. It's also your responsibility to identify any potential problems and areas where you might need technical assistance. EPA wants you to be successful. It's, you know, we're graded on this too. So if you ever have any potential issues coming up or maybe you already know there's an issue, please reach out to EPA. We're going to want to help you, we're not going to want to punish you. So think of us as your partner in the grant and reach out whenever there's any reason for assistance.

OK, so some things to be aware of when you are undertaking a grant award is there is some overarching guidelines that all agencies have to follow with grants, and that's the OMB Uniform Grants Guidance sometimes referred to as the Omni-Circular and sometimes referred to as UGG. This guidance, if you've been around a long time, you might remember 40 CFR 30 and 31s, OMB circulars. Well, the UGG replaces all of those, and you can find it at 2 CFR 200. And this is the regulation for all grant making agencies. So you know, you'll be really knocking out a bunch of birds with one stone getting familiar with them. We do have some EPA-specific regulations at 2 CFR 1500, it's not very long, nothing compared to 2 CFR 200, but it's good to be familiar with them, especially if you're applying for grants at EPA.

Also, we have Cost Principles, which used to be part of the A-21, A-87, and A-122 cost circulars. That's not the case anymore unless you have a grant that pre-dates December 26, 2014, which you may have, which is why it's still on the slide. But pretty much all the awards now follow 2 CFR 200 Subpart E, that's where the cost principles are. So again, they're part of 2 CFR 200, and if you're unsure of which cost principles apply, the old ones or the new ones, just check out your Terms and Conditions, and if you're still unsure, reach out to EPA.

RAINs, you've seen this referenced throughout the presentation, it stands for Recipient Applicant Information Notice, and this is how EPA communicates grants guidance or information to our external partners, you potential applicants and recipients. We use these to convey new guidance, new resources, any important changes we want to draw your attention to, like the DUNS UEI transition, that's something we have a RAIN on to explain to you what it is, even though it's not something that's in our control, it's a government-wide thing, we still try to keep our applicants and recipients informed of things that impact them. So we have a link to our Grants Policy Resource page up there, please bookmark it and sign up for the listserv so that you get notified when we have a new RAIN. This is what the page looks like, it's a searchable table. Super useful.

So I just, you know, briefly talked about indirect costs, but maybe you're like, 'Hey, I want to know more about that.' Come to this page, type in indirect costs, and our indirect cost policy will come up in the table and you can get to it really easily. So really great resource to have. I already mentioned the Grants Management Training for Applicant and Recipients, this is another plug for it, really recommend taking it, and when we make updates to it we'll be sure to let everyone know. And the budget trainings that I've already plugged several times, hopefully those of you who haven't taken it will be inspired to take it now. And the listserv, finally, please sign up. Hopefully, you found the information in this webinar useful, and if you did, then you definitely should sign up for the listserv. If you did not find it useful, you still

should sign up for the listserv because there'll be other information coming out that we don't have in this webinar.

And here's just a laundry list of resources, handy links to have. Again, this is going to be in the presentation you can download, and then also these links are present in the links page or document that made available on our webinar page.

OK, so we're ending a few minutes late for questions. I was hoping to have a full half hour, but before I get to looking at some of the questions you guys have submitted and maybe read some out loud, if you have a question that was not answered and is not answered by the end of this webinar, or not answered to your satisfaction, please reach out to EPA_Grants_Info@epa.gov. This is an email box, we'll be checking for your questions, and again, even if you think of a question after the webinar like this is, this is an email box you can use to communicate with the Office of Grants and Debarment at EPA. Also, we will be posting an FAQ of all the questions that came in today. We're going to try to answer all of them, obviously, during the webinar, but if we can't, we'll formulate answers after the fact and publish them in the FAQ. But it'll be important for you to send it to us at this email address, if that's the case.

All right. Well, with that, I'm going to go and check out our Q&A. Hopefully, you guys have been sending in lots of questions. OK. All right, so it looks like there have been a few questions that have come in. And let me see if I can look at a few that might be helpful to read out loud.

Will the slides be available? Yes, they're posted on our Grants Award Process Webinar website, and the recording will be posted there as well if you want to watch again or share with people that you think will be interested in.

Let's see. All right, we have a question about if our organization has been awarded EPA grants in the past, are we currently eligible for others? The answer is a very good answer that eligibility is specific to each program. However, if you've received EPA grants in the past under a program, it would be worth looking into current opportunities under that same program, as well as additional EPA programs. It is very rare that a program will restrict eligibility based on whether you've received an award before. There are a few programs that do it, but again, it's not common. But if they do, do that, it would be listed in Section III. So you can just head to Section III where it talks about eligibility criteria, and if they do have a restriction like that, they will list it there. But most opportunities are available whether or not you've had an award at EPA before. And, of course, if you are not sure, definitely reach out to the point of contact on that opportunity.

Let's see. Does EPA have training on the subrecipient policy and how to determine which non-discretionary federal laws must be passed through with an award? This is an excellent question, and I'm very glad you asked it because subawards can be really tricky for some recipients and they, of course, want to follow all the rules, but they're not sure which ones are required to pass down to their subawards. So it's great that you're asking that question, and the answer Julie gave is great. We do have a training, it's just in the process of being updated. But we do also have the policy itself. So if you read the policy and you have questions about it that, you know, and the training hasn't been updated and shared yet, please reach out and ask. We're here to help you understand the policy. You can use the email address that's up on the screen. So if you have a specific question about an aspect of the policy, please, please ask and also, if you have an existing grant with a subaward or you're thinking about

having subawards, you can reach out and ask your Grant Specialist or Project Officer on the grant as well.

So there is a question about DUNS to UEI and when we're actually going to transition the application forms, and Mr. Wood astutely noticed that we did not mention a date in our RAIN, and that's because, Alexandra answered perfectly, we have not identified a specific date yet. We're still working on our internal systems to make sure that we are ready to accept the new UEI. We don't want there to be any issues with accepting grant applications, because that could be really frustrating for all of you. So we're making sure all that's in place before we start offering UEI packages. But I assure you, it will be done by the April 4th, 2022 deadline, as Alexandra noted. And we will be sending out a listserv, as she's very clever to mention, we will be sending out a notification when we have updates on that, so if you're not already signed up, please sign up.

All right. Let's see. OK. The Exchange Network RFA, we got a question about that. There's no information available currently on the Exchange Network RFA, but there is plans to issue one this calendar year. So as soon as there's any information on that, it will be published on the Exchange Network website as well as in Grants.gov. I encourage you if you haven't already done so to sign up for a subscription in Grants.gov. Exchange Network has their own assistance listings, so you can sign up for a notification to get notified the minute that opportunity hits the streets so you don't miss any opportunity to work on it.

OK. OK, so there's a question about, will any make or break requirements be in Additional Provisions, like sex or race, et cetera. Currently, we don't have any plans for anything like that, but it's something that's continually under review, and our Office of Civil Rights is definitely looking at all angles of that and what EPA should be doing to ensure compliance in those areas. So while there isn't anything right now, if there is, we'll definitely be sharing that publicly and notifying applicants.

Okay. There was a question about whether or not we'll be hosting webinars to discuss timelines, I'm assuming with the Bipartisan Infrastructure Law, on how the grant funding will be allocated and when the opportunities will be available. We don't have plans to do that currently, however, when there is an infrastructure opportunity available and a program does issue an announcement, they're typically going to have a webinar about that announcement for people to attend. But there are no plans for, currently, for an overarching webinar that talks about it generally. And part of the reason for that is there's just a lot of moving parts and programs are, you know, trying to make sure they have everything set up so that they can make sure that funding is made available as soon as possible, but in a way that's appropriate and in compliance with the law and our other regulations and statutes we have to follow.

But if there is any change, the website that Alexandra put up in response to that question is the place to check, so if there is plans to have some kind of informational webinar, that's where it will be. Also, there is an opportunity currently open that has infrastructure funding, it's the Puget Sound Request for Applications. I think that's the only one we currently have out on the street, a competitive opportunity out on the street, for infrastructure funding. So you can go into Grants.gov and just do a keyword search on Puget Sound and it should come up.

OK. Let's see. We do have a new question in here. Once you receive notification of the award, you have to submit a QAPP before you spend any funds. The problem is many environmental projects are tied to time, like seasons, and delays to preparing a QAPP before initiating sampling and measuring may delay the project substantially. That's an excellent point, however, to ensure quality of the measurements

being taken and the data being collected, we have to have a QAPP in place. But if you're concerned about timing, I would reach out to your, if you have an existing grant or you're working on having a grant awarded, reach out to the PO, the Project Officer on that grant, and there's-- every region has a QAPP Coordinator or a QA Coordinator, I believe, and you definitely should bring up your concerns because I'm sure that's a very common issue for, especially, you know, with funding delays and things, I mean that's got to be something that commonly comes up. So I would bring up your concerns with the PO and the QA Coordinator to discuss what potential solutions there might be to accommodate or address that. I don't think it will be sampling before there's a QAPP in place, but maybe there are other ways to try to address that problem because that's definitely something to converse with them about.

Let's see. Looks like, oh, here's one. Our tribe has a lot of grants that we apply for, therefore, we have a centralized grants and contracts that submits to Grants.gov. Has notification for the new requirement for the SAM number and the new UEI been sent out to folks? Yes, we did issue a RAIN on this, as Alexandra mentions and her response, and we notified people on our listserv about that. And there's actually, we issued it and then we updated it when we found out more information. But there's a lot more information available on SAM.gov. They have a whole page all about this transition and what it means and what applicants and recipients have to do to be ready for it. And fortunately, there isn't a lot you have to do. I think they did a fantastic job of having the transition be long enough so that registrants were set up with a UEI in time for the April transition date. But we will be needing to send out new communications, hopefully, relatively shortly, certainly before April 2022, about what it's going to look like at EPA as we get closer to that transition.

So if you're not already signed up on the listserv, please do so because we will be updating that RAIN to reflect any-- well not to reflect any changes, to tell you guys how we're going to be actually implementing it as we get closer. So please encourage anyone in your organization to sign up as well, because there's no limit to how many people sign up. So please everybody, if you're interested, sign up.

OK. So we have an anonymous question, there's a lot of funding that will be going towards local and state governments, I'm worried there's not enough grant writers in these agencies available to make the most of these funds. Has EPA ever evaluated whether there's enough staff capacity in the smaller agencies? So while Alexandra's response is correct that we can't evaluate applicant capacity for competing for awards, we can evaluate their programmatic capability for executing the award. So if they are able to apply, that is one of the things that we evaluate in almost every solicitation is whether that organization has the programmatic capability. We look at staff qualifications, history if they have a history of having grants, on their experience, and their capacity in general.

So it is something that we're aware of and look at. But as Alexandra says, it's not-- we don't have the ability to evaluate whether somebody is able to apply. However, we are looking into ways to make opportunities more accessible to those smaller organizations that may not have the kind of staff on hand to do that kind of preparation work. So it is something EPA and all Federal agencies are looking at to see how we can, like I said, make our opportunities more accessible to those types of organizations.

OK. I don't see any new questions coming in. We still have about ten minutes, so I just want to make sure that, you know, if you have any questions you can-- you have time to send them in.

So what I think I'm going to do then, I don't normally have time for, but I guess I spent through the announcement quick enough, is I'm going to take you guys through the eCFR, which some people have

trouble navigating, including myself. So I'd like to show you how to get to 2 CFR 200 and 2 CFR 1500, for those of you who are not familiar. So I'm going to stop sharing my screen just for a second so I can get to that website. And if you have any more questions, please send them in.

OK. All right, I'm going to share my screen again. OK, so if you go to eCFR.gov, this is what you will see when you first arrive there. If you remember the citation that I'm going to show you, it's 2 CFR 200, the two stands for Title, or it is the Title number. And in this case, that's Grants and Agreements. So if you get here, you're going to click on Grants and Agreements and then you're going to see this, which doesn't look like 200 if you're looking for 2 CFR 200, you'll need to look at the part or section over here on the right, and you'll see that Chapter II is 200 through 299 and then in Chapter I is 2 through 199 and so forth.

So I'm going to click on Chapter II, and this will take you to another outline that will be further expanded, and you'll see there's that 200 we were looking for. So it's Title 2 CFR Part 200. And this just gives you a table of contents. You'll see Appendix one there, or a Roman numeral I, for the full text of notice of funding opportunity that I mentioned earlier in the presentation. And you also see Subpart E, the Cost Principles, there. But this is only giving you the really, you know, table of contents that doesn't have a lot of detailed information.

So once you get here, I recommend you click on that overarching heading, and this is actually giving you the full part. You'll see, I don't know if you can see my scroll bar on the right, it's really tiny. So this is all the 2 CFR Part 200, including the Appendices, or the Subparts rather, and the Appendices.

So the reason I'm showing you this is not to overwhelm you. It's to give you the best place to start from. Because if you bookmark this, you know, I'm not suggesting this is easy to navigate in this way, but what it is easy to do is search. So if there is a particular thing that you're looking for information on, say, you know, you heard me mention program income and you're like, 'what is that? I want to learn more about what program income is.' You'll go to your Find tool in your browser and type in the term that you're interested in, and you'll see that it's now found it 31 times.

I don't have to read the entire CFR to, or the section the CFR, to find where program income is, I can find where it's mentioned and all the places, and click the little down button to go through those references. Here it is defined, which is really handy to know the definition if you don't know what it is, but then you can also find additional references throughout the CFR that impact program income. And then, in addition to the definition, there's a whole section on it which you may not have been aware of if you hadn't searched for it.

So if you're ever interested in whether or not a regulation applies to the thing that you're thinking about, I really encourage you to go here and just do a word search. Just see if you can find mentions of that particular thing and then you can see what regulations apply to it and if there are things you need to be paying attention to. Because if you try to read it cover to cover, it's going to take a while and you may miss some important information. So I just want you to know that this is a really handy tool. This is how I use the eCFR actually, and I find it really helpful and useful.

So now I want to show you how to get to 2 CFR 1500. So I'm heading, I'm going to go back all the way to this first page. And we're going to click on Title 2 again, and we're back at this outline under Title 2. And before, if you remember, we clicked on Chapter I, oh wait, sorry, Chapter II, which was 200 through 299.

Now you see, there is nothing past that. You have to go to Subtitle B and that is 300 to 5999, and since we're looking for 1500, this is the Section you want.

So I can expand it and then you'll see all these additional chapters under Subtitle B. EPA's is Chapter 15. You can see the 1500 to 1599, really handy that that lines up. And if you click on that, you get that same kind of table of contents that we got for 2 CFR, but it's much shorter, and I still give the same recommendation that you generally, it's this part here, 1500 which goes up to, I guess, 1500.17 that you're going to be paying attention to. It doesn't mean that part 1532 and part 1536 aren't also important, they are, but really what I want you to focus on is here.

So I would click on the Title for part 1500 and then this gives you the full text, and see it's much shorter than 2 CFR 200. It'll just give you specific EPA regulations that don't apply to all agencies. And I searched for program income earlier in 2 CFR 200. You see, we also have it here in 2 CFR 1500 and we have our own specific regulations about program income.

So this is a really good, and much more digestible read, 2 CFR 1500, so be familiar with it, definitely look at it. Cause if you have a lot of grants with a lot of different agencies, you may not be aware that there are different regulations. Sure, we all follow 2 CFR 200, but we may have additional regulations that only apply to our Agency, so you should just be familiar with how to find those.

OK. Well, I think that I'm going to head back and check to see if there are any more questions. We have about three more minutes. I'm going to stop presenting again and maybe I'll put our email address back up so you guys can see that.

OK, I don't see, oh maybe we did get one more question. Can you quickly outline the pre-award certification and affirmation of award process again? Sure. So the pre-award certification only applies to nonprofit organizations, and only nonprofit organizations that are receiving \$200,000 or more. Currently, that's the policy. And if you are a non-profit that triggers the pre-award certification process. What will happen is EPA will reach out to you, give you a questionnaire to fill out, and it's just checking to make sure you have the right policies and procedures in place. And then if you don't, working with you to help you get those in place.

So it's not something that will keep you from getting an award, it just might delay things a little bit if you need to get up to speed, and that will happen after you're selected, but before your award. But again, that's only for nonprofit organizations currently. So if you're not a non-profit, you won't have to worry about that. But if you are a non-profit, also, don't worry about it because we really are just doing it to help make you successful at your grant by making sure you're set up for success.

So for the affirmation of award process, so once you're awarded the grant, once EPA has signed the document and the Grants Management Office sends it to you, you will have 21 days to read it and, you know, raise any potential issues. And then if those 21 days go by and you don't raise any objections or any concerns, then you've accepted the award, it just happens automatically. Also, if you draw down funds, so if within that 21 days, you read those payment procedures and you're like, 'Hey, I want to try it out,' and you draw down a dollar, well, you just accepted the award. So just make sure you're intentional, when you get the award, make sure you make note of the date, know when you have to have it read by, and ask any questions or raise any issues by, because it does happen automatically unless you keep it from happening. So hopefully that was helpful.

And it looks like we're a minute from 3:30 Eastern Time, and I don't want to keep all of you late. I really appreciate your participation in this webinar, and also all my colleagues for helping out behind the scenes with the questions. Your participation in these webinars to all potential applicants and recipients is really important, and your feedback is also really important.

So if you do have feedback about this webinar, maybe you would have liked to see some different information or more information about something that was covered, or, you know, I spoke too fast or too slow, or you didn't like the platform. Any kind of feedback is welcome. Also, good feedback if you have good feedback. So if you do have feedback about the webinar, please contact us at the email address up on the screen. We're definitely looking to provide you guys with the information that you need to be successful at applying for grants at EPA.

So thank you for engaging in this process, we really appreciate your attention and we will be having this webinar again in a couple of months. We are aiming for probably end of April, beginning of May. So check back, or sign up for the listserv, and we'll send out a notification when there's a new webinar up and you're welcome to attend that one as well. And please share with your colleagues your experience with the webinar so that they are hopefully inspired to attend as well.