

# **Utilizing EPA Grants to Improve Your Community: How to Search, Identify, and Apply for EPA Grants**

**May 25, 2022**

# Competition Process

**Presented by:**

**Elizabeth January**

**Grants Competition Advocate's Office  
Office of Grants and Debarment**

# Competitive Process

1. EPA prepares an announcement
2. EPA posts announcements on the program office website and grants.gov
3. EPA receives applications from applicants
4. EPA evaluates applications and makes selections
5. EPA Issues awards

**Note: Award Official will check the Federal Awardee Performance and Integrity Information System (FAPIIS) prior to award to ensure the applicant is qualified (see 2 CFR 200.206)**

# Finding EPA Competitive Opportunities on Grants.gov

- Find current competitive opportunities

**Synopses include important info: funding amounts, eligible entities, submission deadline, and more**

- Searchable by Assistance Listing number (CFDA number), keyword, agency, type of entity, etc

[Discretionary Competitive Grant Programs at EPA](#)

- Sign up for automatic notifications of opportunities

**Reminder:** Federal agencies do not publish personal financial assistance opportunities on Grants.gov. Federal funding opportunities published on Grants.gov are for organizations and entities supporting the development and management of government-funded programs and projects. For more information about personal financial assistance benefits, please visit Benefits.gov.

# Convenience Comes to Federal Grants

Download the Grants.gov Mobile App to search and submit on the go.



# SEARCH GRANTS

## BASIC SEARCH CRITERIA:

Keyword(s):

Funding Opp #:

CFDA Number:

SEARCH

SORT BY: Open Date (Descending) ▼

DATE RANGE: All Available ▼

[Search Tips](#) | [Export Results](#)

## OPPORTUNITY STATUS:

Open (2065)  Closed (1396)   
Archived (19938)

## FUNDING INSTRUMENT TYPE:

All Funding Instruments  
 Cooperative Agreement (568)  
 Grant (1630)  
 Other (43)  
 Procurement Contract (42)

## ELIGIBILITY:

All Eligibilities  
 City or township governments (1008)  
 County governments (1018)  
 For profit organizations other than small businesses (952)

## CATEGORY:

All Categories  
 Agriculture (31)  
 Arts (see 'Cultural Affairs' in CFDA) (6)  
 Business and Commerce (15)  
 Community Development (29)

## AGENCY:

All Agencies  
 All Agency for International Development (63)  
 All Corporation for National and Community Service (2)

## 1 - 25 OF 2065 MATCHING RESULTS:

« Previous 1 2 3 4 5 6 ... 83 Next »

Funding Opportunity #	Opportunity Title	Agency	Open Date ↓	Close Date
<a href="#">AMS-NOP-13-0061</a>	Agricultural Management Assistance Organic Certification Cost-Share Program FY 2013	Agricultural Marketing Service	08/01/2013	08/30/2013
<a href="#">SA-SYLEP-800-13-GR-51</a>	Saudi Young Leaders Exchange Program	U.S. Mission to Saudi Arabia	08/01/2013	08/30/2013
<a href="#">G13AS00105</a>	Cooperative Ecosystem Studies Unit, Gulf Coast CESU	Geological Survey	08/01/2013	08/12/2013
<a href="#">G13AS00109</a>	Cooperative Ecosystem Studies Unit, Great Basin CESU	Geological Survey	08/01/2013	08/12/2013
<a href="#">G13AS00110</a>	Cooperative Ecosystem Studies Unit, Great Lakes Northern Forest CESU	Geological Survey	08/01/2013	08/12/2013
<a href="#">NPS-13-NEO-0107</a>	Assessment of natural resource conditions at Hopewell Furnace NHS, Gettysburg NMP, and Eisenhower NHS	National Park Service	08/01/2013	08/06/2013
<a href="#">PAR-13-300</a>	NLM Express Research Grants in Biomedical Informatics (R01)	National Institutes of Health	08/01/2013	09/07/2016
<a href="#">PAR-13-301</a>	The Role of the Cytoskeleton in Cellular Aging (R21/R33)	National Institutes of Health	08/01/2013	09/07/2016
<a href="#">G13AS00106</a>	Cooperative Ecosystem Studies Unit, Gulf Coast CESU	Geological Survey	08/01/2013	08/12/2013
<a href="#">PAR-13-295</a>	Biomarkers: Bridging Pediatric and Adult Therapeutics (R21)	National Institutes of Health	08/01/2013	09/07/2016
<a href="#">PAR-13-296</a>	Biomarkers: Bridging Pediatric and Adult Therapeutics (R01)	National Institutes of Health	08/01/2013	09/07/2016
<a href="#">PAR-13-299</a>	Biomarkers: Bridging Pediatric and Adult Therapeutics (R03)	National Institutes of Health	08/01/2013	09/07/2016
<a href="#">L13AS00170</a>	BLM AK CESU - Scenario Planning for Energy and Resources Development	Bureau of Land Management	08/01/2013	08/23/2013
<a href="#">NOAA-NMFS-PRPO-2014-2003832</a>	FY 2014 Species Recovery Grants to Tribes	Department of Commerce	08/01/2013	10/29/2013
<a href="#">NOAA-NMFS-PRPO-2014-2003811</a>	Species Recovery Grants to States (Section 6 Program)	Department of Commerce	08/01/2013	10/29/2013
<a href="#">NNH13ZDA001N-PMDAP</a>	ROSES 2013: Planetary Mission Data Analysis Program	NASA Headquarters	08/01/2013	10/11/2013
<a href="#">PA-FPH-14-022</a>	FY14 Region 9 Nevada (not including Clark, Douglas or Washoe counties) Announcement of Anticipated Availability of Funds for Family Planning Services Grants	Office of the Assistant Secretary for Health	08/01/2013	04/01/2014
<a href="#">PA-FPH-14-020</a>	FY14 Region 9 Republic of the Marshall Islands Announcement of Anticipated Availability of Funds for Family Planning Services Grants	Office of the Assistant Secretary for Health	08/01/2013	04/01/2014

# EPA Competitive Opportunities

- EPA Program Office Websites

In addition to Grants.gov, some program office websites have funding opportunity information (ex: Office of Air and Radiation:

<http://www.epa.gov/grants/air-grants-and-funding>

- Sam.gov Assistance Listings (formerly CFDA):

<https://sam.gov/content/assistance-listings>

- Read more about assistance programs
- Typical funding amounts, types of projects funded, eligible entities, and more

## Assistance Listings

Legacy Website



Assistance listings are detailed public descriptions of federal programs that provide grants, loans, scholarships, insurance, and other types of assistance awards. You may browse assistance listings across all government agencies to learn about potential funding sources.

If you are looking for grant opportunities, visit our partner site at [grants.gov](#).

### Federal Users

Manage assistance listings as a federal assistance coordinator.

[Sign in to get started](#)

[Go to Assistance Listings Federal home](#)

### Search Assistance Listings

Advanced Search

e.g. 64.106, school lunches



Show active only

[Getting started searching assistance listings](#)



[Using assistance listings advanced search](#)



### Download Data Files

[How to use assistance listings data files](#)

[Go to assistance listings data](#)

### Help

[Frequently Asked Questions](#)

[Glossary Terms](#)

[Videos](#)

### Video: Basic Searching

VIDEO: How to Search







# Before you Apply

[SAM.gov](#) and [Grants.gov](#) Registration

# Before you Apply to an EPA Competitive Opportunity: SAM.gov Registration

**If you want to apply for an EPA Competitive Opportunity, you need an active SAM.gov registration**

**As part of registration, SAM.gov will assign you a Unique Entity ID**

- If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a Unique Entity ID, which is NOT the same as a SAM.gov registration
- To see comprehensive instructions and checklist for entity registration, download the SAM.gov [Entity Registration Checklist](#)
- A key part of the SAM.gov registration is identifying an [EBiz point of contact](#) (name and email address).

**Please note that SAM.gov has used [Login.gov](#) since 2018**

- Login.gov is a free secure sign in service used by the public to sign in to participating government agencies system. The public can use the same username and password to access any agency that partners with Login.gov. This streamlines processes and eliminates the need to remember multiple usernames and passwords

# Before you Apply to an EPA Competitive Opportunity: Grants.gov Registration

- Once you have registered in SAM.gov, and before applying for a funding opportunity, you need to register an account with Grants.gov

For instructions, please view the [Intro to Grants.gov How to Register with Grants.gov video](#)

- When you have a Grants.gov account, users may [add a profile](#) to associate with an applicant organization. See [Applicant Registration](#) for more details
- Prior to being able to complete or submit application packages in Grants.gov on behalf of your organization, your organization's EBiz POC must authorize roles. This safeguards your organization from individuals who may attempt to submit grant application packages without permission

Please note that Grants.gov utilizes [Login.gov](#) since February 2022 ([RAIN-2022-G03](#))



**Be in the Know:  
Grants.gov Subscriptions,  
Workspace, and Additional  
Resources**

# Grants.gov Subscriptions

**Subscribe to learn about new funding opportunities automatically!**

**You can customize the type of email notifications you receive:**

- news updates about system enhancements and training resources
- notifications about saved searches
- new funding opportunities (daily email of all new grant opportunities)
- Opportunities (notifications when changes are made to a specific opportunity's forecast, synopsis and/or package)
- Saved searches (notifications for new opportunities matching saved search criteria)

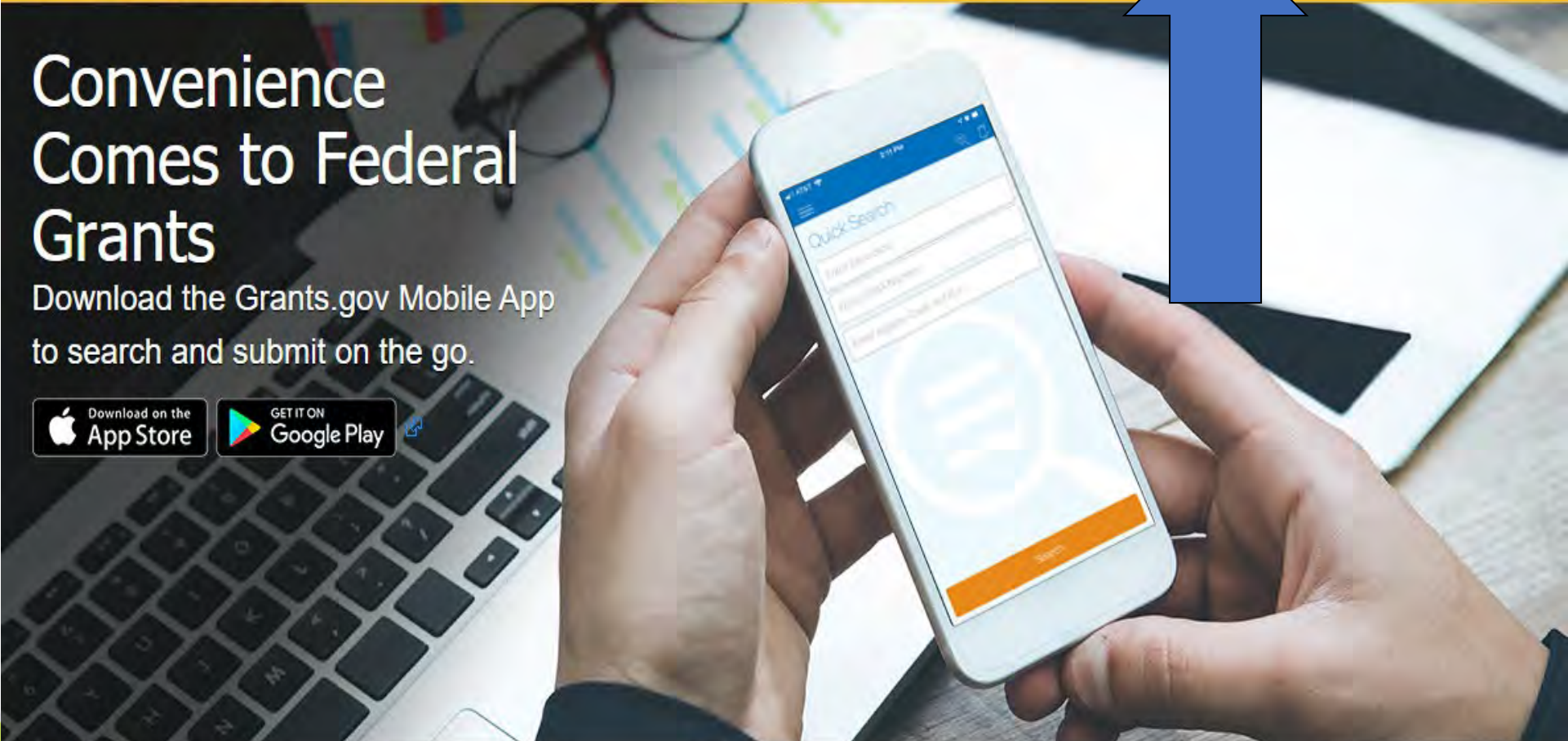
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# Convenience Comes to Federal Grants

Download the Grants.gov Mobile App to search and submit on the go.



## MANAGE SUBSCRIPTIONS

- » Manage Subscriptions
- » Social Media



### Manage Subscriptions

Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to view and manage existing subscriptions. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. [Don't worry - the account registration process is quick and easy.](#)



#### Custom Email Notifications

When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

» [Subscribe to Grants.gov News](#)

Receive Alerts and Newsletters containing updates about system enhancements and training resources

» [Subscribe to all new grant opportunities](#)

Receive a daily email listing all new grant opportunities

» [Subscribe to opportunities](#)

Receive notifications when changes are made to a specific opportunity's forecast, synopsis and/or packages

» [Subscribe to saved searches for grant opportunities](#)

Receive notifications for new opportunities matching saved search criteria

For more information on Grants.gov Subscriptions, please review the [Connect with Grants.gov help article](#).



#### Unsubscribe from Email Notifications

Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you stay subscribed to Grants.gov Alerts so that you will receive time-sensitive updates about the Grants.gov system.

» [Unsubscribe from Grants.gov email notifications](#)

# Applying on Grants.gov Workspace

Workspace is the **only** method of submitting an application (unless you have an S2S connection)

- Reuse forms and auto-populate data
- Collaborative
- Detect errors earlier
- Best submission process for users with connectivity issues

Learn more about [Workspace](#)





# **EPA Funding Opportunity Announcements**

# Preparing Applications

- Each funding opportunity announcement has unique instructions and requirements

## Read the announcement for:

- Eligibility information, deadlines, application content, review criteria, and more
- Familiarize yourself with [EPA's Competition Policy](#)

# Announcement Contents

See [Appendix I to 2 CFR 200](#) for information on what is included in Federal funding opportunities

Section I: Program Description

Section II: Federal Award Information

Section III: Eligibility Information

Section IV: Application and Submission Information

Section V: Application Review Information

Section VI: Federal Award Administration Information

Section VII: Federal Awarding Agency Contacts

Section VIII: Additional Information

# Modifications

## **EPA occasionally modifies announcements**

- Due dates, clarification of requirements, etc.
- Modifications posted on Grants.gov

## **Automatic Notification**

- Sign up on Grants.gov for automatic notification of modifications to specific announcements

# After Closing: Evaluation and Selection

- EPA Program Offices evaluate each eligible application using the criteria in Section V and make selections based on ranking and Other Factors listed in the funding opportunity announcement
- Applicants that are ineligible or not selected will be notified and have 15 days to request a debriefing. See [EPA's Solicitation Clauses](#) for information on requesting debriefings and filing disputes
- Selected applicants will be notified and instructed on next steps

# Selection Notification Is Not Approval to Begin Work

- Selected applications undergo additional review to ensure compliance with programmatic and administrative grant requirements
- Only a Notice of Award signed by an EPA Award Official legally obligates federal funds and indicates the recipient can begin work



# **Communicating with Applicants: Do's and Don'ts**

# Communications with Applicants

- See Section 11 of the [Competition Policy](#)
- Limitations on what can be discussed and when
- Pre-proposal Assistance
  - Q&As/FAQs
  - Conference calls/webinars
  - See Section IV or VII of announcements



# Communications with Applicants


## EPA can:

- Answer applicant eligibility questions-if uncertain if you are eligible or your project is eligible, ask before proposal submission
- Clarify info on administrative aspects of proposal submission
- Respond to requests for clarification of the announcement

**Clarifications that result in changes to the announcement must be communicated (via modification to the announcement) to all potential applicants**

# Communications with Applicants

## EPA **cannot**:

- Assist applicants in writing applications
  - Review or comment on draft applications
  - Provide information on the Agency's approach to evaluating applications beyond what is described in Section V of the announcement
  - Provide a competitive advantage to any applicant
- 



# **How to Stay Informed**

# EPA Grants Update Listserv

**Sign up today to receive timely notifications about:**

- New guidance and information posted on this website
- New trainings and webinars available to potential applicants and recipients
- Changes in grants management requirements
- Other pertinent general grants information

**Subscribe [here](#)**



# RAINs

## Recipient/Applicant Information Notice

- New guidance
- New resources
- Important changes and other information
- Check out our [EPA Grants Policy Resource Page](#)

# Bipartisan Infrastructure Law (BIL)

For information on how EPA is implementing the Bipartisan Infrastructure Law, please visit: <https://www.epa.gov/infrastructure>

- EPA's BIL Funding Allocations
- Fact Sheets (General, Water, Tribal Nations, and State Revolving Fund)
- Cleanup, Revitalization, and Recycling; School Buses; Pollution Prevention



# **EPA Training for Applicants and Recipients**

# Grants Management Training for Applicants and Recipients

Module 1: Introduction

Module 2: Demonstrating Financial Management System and Internal Controls Capability

Module 3: Applying for a Grant

Module 4: Accepting a Grant Award

Module 5: Managing a Grant

Module 6: Closing Out a grant

**Check it out: <https://www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients>**



# How to Develop a Budget Training

Module 1: General Principles and Considerations

Module 2: Direct Costs

Module 3: Other Direct Cost

Module 4: Indirect Costs

Check it out: <https://www.epa.gov/grants/how-develop-budget>

# Other Resources

## Competition Resources

### Grants.gov Resources

- Applicant Resources
- Organization Registration
- Grants.gov User Guide
- Workspace Information

# The Application and Award Process

Presented by:

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**EPA Region 3, Grants Management Section**

Applicant submits application via grants.gov

Grants Office forwards copy to PO

GS conducts an administrative review on a new grant

**Concurrent Review**

PO conducts a technical review of the application

GS sends review comments to PO

PO sends comments to applicant addressing all concerns

Applicant submits revisions

GS and PO conduct concurrent final review.

GS and PO approve the application and the Grant Award is created

Approval Signature

# The Application Package

- SF-424 Application
- SF-424A Budget
- Budget Detail
- Work Plan
- Key Contacts Form
- SF-4700-4 Pre-Award Compliance
- Form 6600-6 Certification Regarding Lobbying (for an award of more than \$100,000)
- SF-LLL Disclosure Form to Report Lobbying (if lobbying is occurring)

# Work Plan

- Reviewed by EPA personnel
- Work plans should be based on ***National Program Guidance*** and consistent with federal rules, regulations, statutes, EPA orders, and delegates
- Detailed description including well-defined environmental outputs/outcomes

**Output:** an environmental activity effort or work products related to a goal or objective

**Outcome:** the result or effect that will occur from carrying out the activity which includes benefits, outcomes, or changes

- Commitments and time frames for completion
- Budget narrative
- Performance evaluation process and reporting schedule
- Final negotiations approved by the Program and provide to the Grants section

# Budget Detail

# Personnel and Fringe Benefits

## Personnel

- Includes direct costs for the salaries, wages, and allowable incentive compensation for those individuals who are employees of the recipient organization
- Budget detail must identify the personnel category type by FTE, including the percentage of FTE for part-time employees, the number of personnel proposed for each category, and funding amounts

## Fringe Benefits

- Cost other than income which includes retirement, sick leave, holiday pay, vacation, etc.
- Budget narrative should identify the applicant's fringe benefit rate



# Travel

- Travel for recipient employees that are necessary to perform work
- Travel for other program participants (i.e. interns, fellows, etc.) should be included in the *Other* category

## **Narrative description:**

1. Types/purposes of travel
2. Number of trips
3. Planned destinations
4. Number of travelers
5. Cost of each trip

# Equipment

- Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of **\$5000 or more** per unit, although the recipient may establish a lower dollar threshold
- Category includes equipment the recipient proposes to purchase as a direct cost. Equipment rentals go in the **OTHER** budget category
- Prior approval is required
- Budget narrative must include an itemized listing of all equipment proposed

# Supplies

- Tangible personal property other than equipment with a per-item acquisition cost of **\$5,000 or less**
- Electronic devices with a per-item acquisition cost of **less than \$5,000** may be classified as supplies unless the recipient's property management system classifies these items differently
- Budget narrative must include a brief description of the supplies. Costs include office supplies, software, etc.

# Contractual

- Contractual services (including consultants) are obtaining goods and services for state use and creating a procurement relationship with the contractor (2 CFR 200.22)
- Budget narrative should include a description of the scope of work or services to be provided, duration, and procurement method (competitive or non-competitive).
- States follow their own procurement procedures based on their laws and regulations

# Other

**Direct costs that do not fit in any of the specific budget categories, including:**

- Insurance and indemnification
- Telephone service and utilities
- Document reproduction at local copying centers.
- Third party in-kind contributions towards cost share
- Rental/lease of equipment, office space, and meeting or conference facilities
- Participant support costs
- Subawards

# Indirect Costs

- Incurred by the recipient for a common or joint purpose that benefits more than one cost objective or project and is not readily assignable to specific cost objectives or projects as a direct cost
- Must have a current approved or negotiated rate agreement throughout the life of the grant
- On the Final FFR, if a multi-year grant, indirect costs are calculated based on the rate for each period

# Helpful Links

EPA website: [www.epa.gov/grants](http://www.epa.gov/grants)

Grants.gov: <https://www.grants.gov/>

Grant Forms: <https://www.grants.gov/web/grants/forms.html>

CFR: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

# Contacts

## Competitions:

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**Thank you,  
Questions?**