

EPA Grants Competition Process Webinar, September 12, 2024 Frequently Asked Questions (FAQ)

- Q1: Do the training requirements flow down to subrecipients?
- A1: The EPA Grants Management Training for Applicants and Recipients and the How to Develop a Budget training requirements do not flow-down to subrecipients. We would encourage them to take the training, but they are not required to.
- Q2: Can you please share the URLs and how to sign up for the listserv that are referenced in this presentation?
- A2: All links from today's webinar are available on the [EPA Competition Process Webinar webpage](#). You can sign up for the EPA listserv by filling out the [form on the EPA grants website](#).
- Q3: To confirm, is it required that one staff member complete both the EPA Grants Management Training for Applicants and Recipients and the How to Develop a Budget training? Would it not be adequate if one staff member did one, and a second staff member did the other?
- A3: We recommend that a single individual completes the training, but we are not requiring that a single individual completes all the training. When we check for completion, we are searching by your Unique Entity Identifier (UEI) – not an individual's name. However, we do recommend that someone is from the EPA Key Contacts Form.
- Q4: Is registration on both SAM.gov and Grants.gov required for all grants or are there specific grants offered on each individual website?
- A4: SAM.gov and Grants.gov registration is required to apply for all federal grants. All federal grant opportunities are published on Grants.gov.
- Q5: Is there a signup option that does not charge?
- A5: There is no cost to register on Grants.gov, SAM.gov, or for the EPA listserv.
- Q6: The Grants.gov “Saved Search” option is still not available to me. I have communicated with Grants.gov and they keep saying it will be resolved “in the next few months.”
- A6: Please make sure you have organizational user roles properly assigned. Please see the [Grants.gov support webpage](#) for more information.
- Q7: How do I fix the “Apply” button being grayed out on Grants.gov?
- A7: If you have technical issues with Grants.gov, please reach out to their support desk via the [Grants.gov support webpage](#).
- Q8: Grants.gov often rejects workspace forms when trying to upload forms that do not match the workspace you are working in, so reusing forms has not worked for us. When the use of workspace forms first started it would let you do some but not others. Most of them are rejected now. Could it be that we are doing something incorrectly when trying to submit?
- A8: Please contact the Grants.gov hotline for support: 1-800-518-4726 (U.S.) or support@grants.gov.

- Q9: If you are applying on Grants.gov, do you still need to do stuff on SAM.gov too? Do they go hand in hand, or are they completely separate entities?
- A9: They are separate registrations but do coordinate to a certain extent. You first need to register on SAM.gov to receive a UEI, complete your registration (note that receiving a UEI does not mean your registration is complete), and designate an E-business point of contact. Then, use the UEI along with other information to register with Grants.gov. Additionally, there are other tasks you'll need to complete in Grants.gov before being able to apply such as identifying Authorized Organizational Representatives (AORs), creating a workspace, etc. Please refer to the [How to Register to Apply for Grants webpage](#) and first several slides [in this presentation](#) for detailed information and links.
- Q10: Will an applicant be notified if their submission is late (e.g. 5 minutes past deadline)?
- A10: Applicant submissions are time and date stamped by Grants.gov. You will be unable to submit if it's after the deadline.
- Q11: For registration, on SAM.gov and Grants.gov, do you need to register every year / re-register or is it one and done? Then you just update assigned roles as personnel changes?
- A11: You need to renew your SAM.gov registration annually.
- Q12: There are times where the federal award allows for expenditures to happen prior to the award date. Do we have to reach back out to EPA prior to allowing this for our subrecipients?
- A12: Yes, you should be in touch with the Program Office before making any grant expenditures. It varies from program to program.
- Q13: In the grant application there is a part about a mentor, could you explain what that is about?
- A13: Contact the EPA Point of Contact listed in the NOFO for any questions relating to the grant program.
- Q14: Are you sending this recording out?
- A14: A recording of today's webinar will be available on the [Competition Process Webinar webpage](#).