Questions and Answers on EPA's Upcoming
Grants.gov Submission Requirement
Tribes Edition

Q1: What if I experience unexpected technical difficulties while submitting my application through Grants.gov?

A1: Contact the Grants.gov Contact Center (http://www.grants.gov/web/grants/about/contact-us.html). They have customer service agents available to help 24 hours a day, 7 days a week. Write down the ticket number they assign you and keep it for your records. If Grants.gov is not able to resolve the issue, contact an EPA point of contact (for competitive opportunities, this person will be listed in Section VII of the funding opportunity announcement; for non-competitive opportunities contact the program office contact you typically work with). If you are applying for a competitive opportunity, there should be additional instructions on how to address technical issues in Section IV of the announcement. Instructions can also be found at http://www.epa.gov/ogd/grants_gov_submission_requirement.htm.

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Q2: How will EPA accommodate applicants that have no internet access and are unable to submit applications through Grants.gov?

A2: Applicants that have no access to internet will have the opportunity to apply for an annual exception from the requirement. Once a waiver is obtained, the applicant will be able to use it for the rest of the calendar year to apply using an alternative method for all other funding opportunities (competitive or non-competitive). If the internet issues are not resolved, the applicant must reapply for an exception each calendar year. Instructions on how to obtain an exception can be found at http://www.epa.gov/ogd/grants_gov_submission_requirement.htm.

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Q3: How will EPA accommodate applicants that have chronic limited bandwidth or unstable internet?

A3: Applicants that have limited bandwidth or unstable internet should first attempt to use Grants.gov to ensure that their circumstances are incompatible with submitting through Grants.gov. Applicants that are unable to submit applications through Grants.gov due to chronic internet limitations will have the opportunity to apply for an annual exception from the requirement. Once an exception is obtained, the applicant will be able to use it for the rest of the calendar year to apply using an alternative method for all other funding opportunities (competitive or non-competitive). If the internet issues are not resolved, the applicant must reapply for an exception each calendar year.

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Q4: How easy will it be to submit a workplan with my application? When I have applied to other agencies using Grants.gov, it was necessary to copy and paste my workplan content which was very tedious.

A4: The Grants.gov application process under EPA will work the same as it has in the past. Workplans will be uploaded in their entirety to the application package. The file can be a Microsoft Word or Excel

file, or a PDF file.

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Q5: How will the Grants.gov requirement impact the use of GAP Online?

A5: Applicants that use GAP Online to negotiate workplans and submit progress reports will continue to use GAP Online for those purposes. However, all application materials, including the final workplan (which can be downloaded from GAP Online) must be submitted through Grants.gov. Usually an application will include the SF-424, SF-424A, SF-424B and any other standard forms you typically submit in your application package.

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Q6: What applications will I need to have installed to use Grants.gov? Will they cost me any money?

A6: Applicants do not have to pay a fee for the computer programs necessary to properly use Grants.gov.

Applicants need Adobe Reader to submit an application through Grants.gov. You can read about it here (http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html). **Adobe Reader is FREE and has no fee associated with it.**

Applicants will also need a compatible browser. Grants.gov has information on the best browsers to use here (http://www.grants.gov/web/grants/support/technical-support/software/browser-support.html). **Please note that the browsers listed (Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari) are also FREE and have no fees associate with them.**

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Q7: What happens on the effective date of this requirement?

A7: Competitive funding opportunities announced on or after the effective date will include language requiring that all applications submit though Grants.gov. This means that any applicants applying for an opportunity announced on or after this date will have to submit through Grants.gov.

For noncompetitive opportunities, it means any applications submitted on or after the effective date will have to be through Grants.gov. Please note that this requirement does not impact grant cycles. Program offices will make sure applicants are aware of how they must submit their applications for noncompetitive programs.   For example, if the effective date is October 1, 2014 but the regional deadline for an initial GAP grant submission is March 31, 2014 the Grants.gov submission must be completed by March 31st.

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Q8: October 1, 2014 is too soon to make this requirement effective. Will you consider moving the date out?

A8: EPA appreciates that this is a major change and took your comments into account when revising the effective date. EPA is delaying the effective date until February 17, 2014.

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Q9: Is it possible for more than one person in an organization to have the ability to submit applications in Grants.gov?

A9: Yes. Any Authorized Organization Representative (AOR) may submit for their organization. Organizations may have more than one AOR. You can learn more about how AORs are authorized here: http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html