

# **EPA Grants 101**



**An Introduction to the EPA Grants Process**

Thank you for your interest in  
EPA's grant opportunities.

This tutorial will provide you with a general  
overview of how to apply for, manage and  
complete an EPA grant project.

Continue on to the next slide to begin  
Step 1...



**LEGEND:**



= *IMPORTANT ACTION*

# Step 1 - Applying for an EPA Grant



Your community is interested in competing for grants but does NOT know where to begin.

1.0



Visit [www.cfda.gov](http://www.cfda.gov) for information on the different EPA grant programs.

2.0



Select “Find Grant Opportunities” followed by **EPA** under “Search by Agency”.

The website will then display pages of grant opportunities listed by title and open/closing date.

Each title links to a summary (synopsis) of the opportunity.

3.1



Visit [www.grants.gov](http://www.grants.gov) for information on currently available EPA grants.

3.0

**Identify grant(s) you want to apply for.**

Determine if you are eligible for, and interested in, competing for a particular grant by:

- 1) Opening the “Link to Full Announcement” for that grant.
- 2) Carefully reading the ENTIRE announcement.

3.2



**Start the application process:**

4.0



Follow the instructions to register.

**These steps are critical for successful registration on Grants.gov.**

4.2



Register with Grants.gov to be able to apply electronically.

Use this link to assist you with registering on the site:

[Registration Information](#)

4.1





Be aware of the Announcement's:

- 1) **Closing Date** (late proposals are usually not reviewed)
- 2) **Requirements and Criteria**

Also, be sure you can actually perform the required work! 4.3



What if I have questions about the announcement?

5.0



Be aware that EPA staff CANNOT:

- 1) Write your application.
- 2) Review your application prior to submittal.
- 3) Provide help to one applicant over another.

5.2



Each Announcement has an EPA Point-of-Contact who can answer GENERAL questions about :

- The announcement
- The application process
- Your eligibility for that specific grant

5.1





Before submitting your application:

6.0



Double check your application to make sure you provide ALL required information.

Also, be aware of the **requirements and responsibilities** you have as a recipient, which include but are not limited to the following:

6.1



## Cost Share

Determine if your project will require cost share contributions.

Be aware that some grant programs require that an applicant pay for some project costs themselves.

6.3



## Applicant's Accounting System

Ensure your accounting system(s) can provide an accurate, current, and complete picture of the grant's financial progress.

**Reliability** and **accuracy** are chief concerns.

6.2



Submitting your application:

7.0



What happens after I submit my application?

8.0




Follow the instructions in the announcement to submit your application.

Initial application submissions must be submitted electronically through Grants.gov.

7.1



  
**Don't' forget to submit your application BEFORE the deadline!!!**

7.2



Generally, EPA performs a review to initially determine if your application is eligible based on the announcement 's eligibility criteria.

8.1

EPA will notify you if your organization is selected to receive grant funding and may request **additional information** about the project and its associated costs.

9.1



If considered eligible, your application will then be scored and ranked based on how well it addresses the evaluation criteria.

9.0





EPA also notifies unsuccessful applicants, who can receive a debriefing if requested.

10.0



The debriefing may provide the following information:

1. An explanation of why the application was not selected.
2. Constructive feedback to help applicants with future submissions.

10.1



### Additional Information

EPA has information on the Office of Grants and Debarment (OGD) website about competition.

If you have general questions about the competition process at EPA, you may contact EPA staff in the Grants Competition Advocate's Office:

- Bruce Binder (Senior Associate Director) at 202-564-4935 or [binder.bruce@epa.gov](mailto:binder.bruce@epa.gov).
- Val Swan-Townsend at 202-564-5373 or [swan-townsend@epa.gov](mailto:swan-townsend@epa.gov)
- Elizabeth January at 617-918-8655 or [january.elizabeth@epa.gov](mailto:january.elizabeth@epa.gov)

If you have questions about a specific grant announcement, please call or email the Point-of-Contact listed in the announcement.

For a list of applicant resources and online tools to help you with Grants.gov, use the following link:

[http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp)

10.2