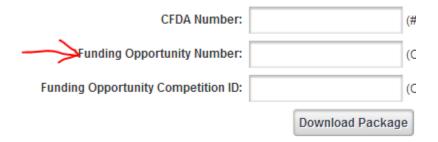**Grants.gov Instructions Guide**

Noncompetitive Applications for States and Tribes

After workplan negotiations and other pre-application discussions are completed, Program Offices/Regional GMOs must communicate to the state or tribe the specific instructions for submitting their application on grants.gov. The instructions should include the information listed below. We have also included sample language as an attachment for your convenience.

1) **The link to the site on grants.gov** where the applicant will access the application package:
   http://www.grants.gov/web/grants/applicants/download-application-package.html

2) **The Funding Opportunity Number** (FON) which will be used to access the application packages: EPA-CEP-01. Applicants will type this into the "Funding Opportunity Number" field to locate the packages.

3) **A list of the required forms** that should be submitted by the applicant. In the Grants.gov package only the SF424 will be 'required', the other standard EPA application forms will be 'optional'. Each program office or GMO must indicate in their instructions which forms are needed for the type of application requested.

4) **Description of the process.** Once the applicant has entered the FON and accessed the list of CFDAs, the applicant will find the appropriate CFDA, download the app package, complete the package and submit.*

CFDA	Opportunity Number ↑	Competition ID	Competition Title	Agency	Instructions & Application
66.001	EPA-R3-001			Environmental Protection Agency	Download
66.032	EPA-R3-001			Environmental Protection Agency	Download
66.034	EPA-R3-001			Environmental Protection Agency	Download
66.040	EPA-R3-001			Environmental Protection Agency	Download

*Please note that the screen shot above lists a different opportunity number. We will update this guidance with a new screen shot with an accurate opportunity number (EPA-CEP-01) when it is available.

5) **Resources**: A link to Grants.gov resources such as how to apply, register, and seek help.
   http://www.grants.gov/web/grants/applicants.html

What happens next?

When the application is submitted using Grants.gov, IGMS will use the state of the applicant to identify the region receiving the app package. An accompanying 'lookup table' will associate the region with a POC in that region to receive the email notice and the link to the application in the pre award module.

Beginning February 17, 2015, EPA is requiring that all initial applications be submitted through Grants.gov. For non-competitive applications, this means any applications submitting on or after that date must be submitted using Grants.gov.

Register with Grants.gov

In order to submit your application using Grants.gov, <u>your organization must be registered with Grants.gov</u>. Please allow four weeks to complete registration. Also, please note that you must have a DUNS number and an active SAM.gov registration before registering with Grants.gov. You can find out more information about registering here: http://www.grants.gov/web/grants/applicants/organization-registration.html

Access and Download Grant Application Package

Go to http://www.grants.gov/web/grants/applicants/download-application-package.html

1. Type "EPA-CEP-01" into the "Funding Opportunity Number" field and click "Download Package".

CFDA Number:		(##.###)
Funding Opportunity Number:	EPA-CEP-01	(Can contain only letters, numbers and dashes)
Funding Opportunity Competition ID:		(Can contain only letters, numbers and dashes)

Download Package

2. Download the package associated with CFDA 66.XXX.
3. Complete the Grant Application Package. Attach the forms and information that your particular program requires. Contact <<<EPA POC>>> if you have questions about which forms and materials you must submit for your program.
4. Submit your application. See http://www.grants.gov/web/grants/applicants/apply-for-grants.html for more information on this process.
5. **Confirm with** <<<EPA POC>>> that EPA has received your application package.

If for ANY reason you cannot submit your application by the deadline specified, contact <<<EPA POC>>> immediately.

Applicant Grants.gov Support

Visit the Grants.gov Applicant Resource page here http://www.grants.gov/web/grants/applicants/applicant-resources.html for FAQs, User Guides, Checklists, Training and Technical Support.

Call or email the Grants.gov Contact Center (http://www.grants.gov/web/grants/about/contact-us.html) – Open 24 hours a day, 7 days a week – with *any* technical questions or issues.

- 1-800-518-4726
- support@grants.gov