

## Exception Requests for Submission of Proposals for Grantees without Internet Access

### Grants.gov Submission Requirement

All applications for non-competitive assistance agreement awards submitted on or after February 17, 2015 must be submitted using Grants.gov.

### Exceptions

If your organization has no access to internet or access is very limited, you may request an exception to this requirement. Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods.

Exception requests should be submitted in writing to the Office of Grants and Debarment (OGD) at [OGDWaivers@epa.gov](mailto:OGDWaivers@epa.gov). The request must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address, mailing address and phone number)
- Explanation of the lack of technical capability to apply electronically through grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials to [www.Grants.gov](http://www.Grants.gov).

**If you are unable to email**, send exception requests to the appropriate address below in care of Barbara Perkins.

#### Mailing Address:

USEPA Headquarters  
William Jefferson Clinton Building  
1200 Pennsylvania Avenue, N. W.  
Mail Code: 3903R  
Washington, DC 20460

#### Courier Address:

Ronald Reagan Building  
1300 Pennsylvania Ave., N.W.  
Rm # 51267  
Washington, DC 20004

OGD will respond to the request in writing. If the exception is granted, the applicant will receive documentation that their exception is approved and that it applies to all funding opportunities for the entire calendar year. The applicant is then responsible for contacting the point of contact for the funding opportunity to arrange for an alternate submission method.

### Technical Difficulties

In some cases applicants may experience technical issues when submitting their application through Grants.gov. Applicants should attempt to work out any issues they have by contacting Grants.gov customer service, which is available 24 hours a day, 7 days a week at 1-800-518-4726 (local toll free). For International callers, dial 606-545-5035 to speak with a Contact Center representative. See <http://www.grants.gov/web/grants/about/contact-us.html> for more info.

If they are unable to resolve the issue before the deadline, applicants may contact program offices to seek alternative application methods. Program offices will only consider accepting applications using an alternative method if applicants are unable to transmit due to [www.Grants.gov](http://www.Grants.gov) or [www.Sam.gov](http://www.Sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. This does not include inability to submit an application by the deadline due to not registering in SAM.gov or Grants.gov in time. Grants.gov has ample information on the both registration processes and how much time each part of the process is expected to take (see <http://www.grants.gov/web/grants/applicants/organization-registration.html>). When applicants contact Grants.gov customer service to resolve an issue, they should take note of the Grants.gov "case number" assigned to the request.