

Attachment 16

Application Submission Methods⁴

Updated October 2020

COMPETITIVE PROGRAMS		
<i>Application Type</i>	<i>Description</i>	<i>Submission Method</i>
Competitive Full Application	The full proposal/application, including all required forms , submitted in response to a funding opportunity announcement	Grants.gov
Revisions Submitted upon Competitive Selection	Any revised forms that must be submitted by applicants selected for funding to complete the award package	Email R3_Grant_Applications@epa.gov with a copy to project officer
Supplemental Amendment Application for a within-scope increase or COLA ¹ for a competitive award	The amendment application submitted for supplemental funding to an existing competitive grant	Email R3_Grant_Applications@epa.gov with a copy to project officer
Supplemental Amendment for subsequent years of a multi-year competitive award	If the initial SF-424 only included funding for the first year, then any expected future-year funding must be requested in a supplemental funding application.	Email R3_Grant_Applications@epa.gov with a copy to project officer
NON-COMPETITIVE PROGRAMS		
<i>Application Type</i>	<i>Description</i>	<i>Submission Method</i>
Non-competitive Full Application for CEP ² -type grants	The full application, including all required forms , submitted under non-competitive programs that receive annual funding. ³	Grants.gov via EPA-CEP-01
Revised Applications submitted Pre-award	When changes to the forms or application require revised forms to be submitted.	Email R3_Grant_Applications@epa.gov with a copy to project officer
Annual Supplemental Amendment Application for a non-competitive CEP-type award that receives annual/regular new funding	The full application submitted under non-competitive programs that receive annual funding, regardless of whether it will be added to an existing grant as an amendment	Grants.gov via EPA-CEP-01
Supplemental Amendment Application for COLA or other unexpected cost increases for a non-competitive award	The amendment application submitted for supplemental funding to an existing non-competitive grant	Email R3_Grant_Applications@epa.gov with a copy to project officer

¹ COLA – Cost of Living Adjustment

² CEP – Continuing Environmental Program grants

³ Grants.gov requirement does not impact the method of the negotiation of the workplan/budget prior to submission of SF-424

⁴ To allow submission through Grants.gov, an application package must be available under the CFDA for the program