

## Grants.gov Instructions Guide Noncompetitive Applications for States and Tribes

Beginning January 1, 2018, all grant applicants must use Workspace to submit applications through Grants.gov. For information about Grants.gov Workspace, you can view the recorded webinar at [EPA Grants.gov Workspace Training for Grant Applicants and Recipients](#) or check the resources available at [Apply Using Workspace](#).

After workplan negotiations and other pre-application discussions are completed, Program Offices will communicate to the state or tribe the specific instructions for submitting their application on Grants.gov. The instructions should include the information listed below.

1) **The link to the site on Grants.gov** where the applicant will access the application package:  
<https://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 or EPA-CEP-02. Applicants will type this into the “Funding Opportunity Number” field to locate and complete an application package.


**Funding Opportunity Number:**   
**Opportunity Package ID:**   
Search

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 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 CFDA's, the applicant will find the appropriate CFDA, access the application package, complete the package and submit.

### EPA-CEP-01

OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:							
CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatible	Actions
66.001			PKG00213703		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.032			PKG00214049		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.034			PKG00214050		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.038			PKG00214051		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.040			PKG00214052		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.042			PKG00214046		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.121			PKG00214048		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.124			PKG00214043		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.125			PKG00214045		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.202			PKG00214047		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.418			PKG00214053		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.419			PKG00214103		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.432			PKG00214104		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.433			PKG00214105		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.437			PKG00214106		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.454			PKG00214107		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.456			PKG00214108		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.458			PKG00214109		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.460			PKG00214110		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.466			PKG00214111		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.468			PKG00214112		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.469			PKG00214113		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.472			PKG00214114		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.473			PKG00214115		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.481			PKG00214116		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.482			PKG00214117		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.483			PKG00214118		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.508			PKG00214044		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.517			PKG00214119		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.518			PKG00214120		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.600			PKG00214121		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.605			PKG00214122		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>

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66.204			PKG00223601	05/18/2016	10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.700			PKG00214123		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.701			PKG00214124		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.707			PKG00214125		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.714			PKG00214126		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.716			PKG00215876		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.801			PKG00214127		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.802			PKG00214128		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.804			PKG00214129		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.805			PKG00214130		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.808			PKG00214131		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.809			PKG00214132		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.817			PKG00214133		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.819			PKG00214134		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.926			PKG00214135		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.931			PKG00214136		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>

5) **Resources:** A link to Grants.gov resources such as how to apply, register, and seek help. <https://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 application 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 applications in the pre award module.

**Below is additional information to communicate with non-competitive applicants about submitting their application.**

Beginning January 1, 2018, all applicants are required to submit their initial applications through Grants.gov using the Workspace submission method. For non-competitive applications, this means any applications submitting on or after that date must be submitted using Grants.gov Workspace.

**Register with Grants.gov**

In order to submit your application using Grants.gov, your organization must be registered with Grants.gov. 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 “Search”.


 Funding Opportunity Number:   
 Opportunity Package ID:

2. Click “Apply” for the application package associated with CFDA 66.XXX.

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66.701			PKG00214124		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.707			PKG00214125		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.714			PKG00214126		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.716			PKG00215876		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.801			PKG00214127		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>
66.802			PKG00214128		10/04/2020	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>

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 <https://www.grants.gov/web/grants/applicants.html> for FAQs, User Guides, Checklists, Training and Technical Support.

Call or email the Grants.gov Contact Center (<https://www.grants.gov/web/grants/support.html>) – Open 24 hours a day, 7 days a week – with any technical questions or issues.

- 1-800-518-4726
- [support@grants.gov](mailto:support@grants.gov)