Grants.gov Instructions Guide

All applications must be submitted through "Workspace" in Grants.gov. The legacy Adobe PDF application package (previously one file with all required forms bundled together) can no longer be used. Learn more about Workspace below and at https://www.grants.gov/web/grants/applicants/workspace-overview.html.

Registering with Grants.gov

To submit your application using Grants.gov, *your organization must be registered with Grants.gov*.

- Allow four weeks to complete registration.

- Be sure that you have a DUNS number and an active SAM.gov registration before registering with Grants.gov. Learn about registering at http://www.grants.gov/web/grants/applicants/organization-registration.html

Accessing and Downloading the Grant Application Package

You must submit your application into Grants.gov. EPA expects applications to be submitted by these dates:

- *Proposals for New Tribal Air Programs: February 17, 2020*
- *Applications from Current Tribal Air Grantees: March 2, 2020*

- **To apply for a CAA Tribal Air Grant**, go to:
  https://www.grants.gov/view-opportunity.html?dpp=1&oppId=273448
    - For CAA §105 grants choose CFDA Number 66.001 and select the package.
    - For CAA §103 grants choose CFDA Number 66.034 and select the package.
    - For CAA DITCA grants choose CFDA Number 66.473 and select the package.

    Note: Current tribal air grantees with Performance Partnership Grants (PPG) should contact their Project Officer for special submission instructions.

- To create a workspace, go to https://www.grants.gov/web/grants/applicants/workspace-overview.html

- Attach the required materials (listed on page 2 of this document). Contact your Project Officer if you have questions about which materials you must submit.

    - Applicants with reliable internet connections can fill out the forms online using the "Edit" button.
    - Applicants with less reliable internet connections may wish to download the forms, fill them out offline, then upload the forms into Grants.gov upon completion.

- Submit your application. See https://www.grants.gov/web/grants/applicants/apply-for-grants.html for more information on this process.

- Send a copy of the email you receive from Grants.gov confirming receipt of your application package to your Project Officer.

- ***Confirm with your Project Officer that the EPA has received your application package***.

Required Materials

Current Tribal Air Grant Recipients: The following materials are required for grantees with agreements ending in FY20:

- Work plan ("Project Narrative Attachment Form" in Grants.gov)
- Budget Narrative ("Budget Narrative Attachment Form" in Grants.gov)
- Budget Detail (Upload budget detail to "Budget Narrative Attachment Form" under the Add Optional Budget Narrative button in Grants.gov)
- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- EPA Key Contacts Form
- Pre-award Compliance Review (EPA Form 4700-4)
- Disclosure of Lobbying Activities (SF-LLL)
- Grants.gov Lobbying Form
- Indirect Cost Rate Agreement
- Checklist for EPA Region 10 Tribal CAA Grant Application Submissions

Applicants Using an Indirect Cost Rate: Tribes using an indirect cost rate from the National Business Center or other cognizant agency must submit a current indirect cost rate letter of approval or the proposal to the agency requesting a rate. Upload the letter of approval or your proposal to "Budget Narrative Attachment Form" under the "Add Optional Budget Narrative" button in Workspace.

Technical Support

If you experience technical issues when submitting your application through Grants.gov, contact Grants.gov customer service, available 24 hours a day, 7 days a week (except federal holidays) at 1-800-518-4726 or email support@grants.gov. See http://www.grants.gov/web/grants/support.html for more information. When contacting Grants.gov customer service to resolve an issue, take note of the Grants.gov case number assigned to your request.

You may also visit the Grants.gov FAQs page at http://www.grants.gov/web/grants/applicants/applicant-faqs.html for frequently asked questions.

Exception Requests

You may request an exception if, after a good faith effort, your Tribe or Consortia is unable to submit its application through Grants.gov because you have no internet access or intermittent internet access. If your internet access is stable but slow, you should still be able to apply online through Grants.gov.

Submit exception requests by email to the Office of Grants and Debarment (OGD) at OGDWaivers@epa.gov. Your request must be received at least **15 calendar days** before the application due date to allow enough time to negotiate alternative submission methods.

An exception request must include the following information:

- Funding Opportunity Number
- Your organization's name and DUNS number
- Your 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 you have no internet access or intermittent internet access.

If you are unable to send an email request, you may send an exception request in writing to the address below in care of Barbara Perkins:

Mailing Address

USEPA Headquarters
c/o Barbara Perkins
William Jefferson Clinton Building
1200 Pennsylvania Avenue NW
Mail Code: 3903R
Washington, D.C. 20460