

## **RAIN-2018-G07-R2**

### **Full Application Submission with Initial Proposal Submission Requirement**

**Second Revision Notification Date:** February 3, 2020

**First Revision Notification Date:** December 21, 2018

**Original Notification Date:** September 27, 2018

**Purpose:** This Recipient/Applicant Information Notice (RAIN) informs recipients and applicants of a new requirement that all initial applications for competitive and non-competitive grants and cooperative agreements include all the forms necessary for award.

**Purpose of Revisions:** As of February 3, 2020, EPA has removed the SF-424B from the list of required forms that must be included with the initial proposal submissions. Please see [RAIN-2020-G01](#) for additional information about this change.

As of December 21, 2018, EPA has removed the Grants.gov Lobbying Form from the list of required forms that must be included with initial proposal submissions. For applications EPA receives that request more than \$100,000 in Federal funds, EPA will request [EPA Form 6600-66 Certification Regarding Lobbying](#) from the applicant prior to award.

**Background:** EPA has an existing requirement that all initial applications for assistance agreements be submitted through Grants.gov but it does not require the submittal of all the necessary forms for award. Beginning in January 2018, Grants.gov began requiring that all applicants use their Workspace feature. Workspace allows applicants to copy and reuse forms, significantly reducing the burden of form submission. Submitting all the forms necessary for application with the initial application submittal greatly improves the efficiency of making awards and getting award funds to recipients more quickly.

**Requirement Summary:** All EPA non-competitive funding applications submitted on or after October 1, 2018 must include all the forms necessary for award. EPA program offices and grants offices will ensure that the funding package available on Grants.gov has the necessary forms included as “mandatory”.

All EPA competitive funding solicitations, except in limited circumstances, issued on or after October 1, 2018 will require full applications to be submitted with the initial proposal. The details of what forms are required will be described in the solicitation in Section IV and will be included as “mandatory” in the Grants.gov funding package associated with the solicitation.

The list of required forms is as follows:

- SF-424
- SF-424A
- EPA Key Contacts Form
- EPA Form 4700-4
- Project Narrative Attachment Form (for competitive applications)

Please note that this list is subject to change.

**Related Resources:** [Grants.gov Workspace Overview](#); [RAIN-2020-G01](#)