

Management & Technical Services Division Updates

Management & Technical Services Division Updates Region 9 Grants Office



EPA Region 9

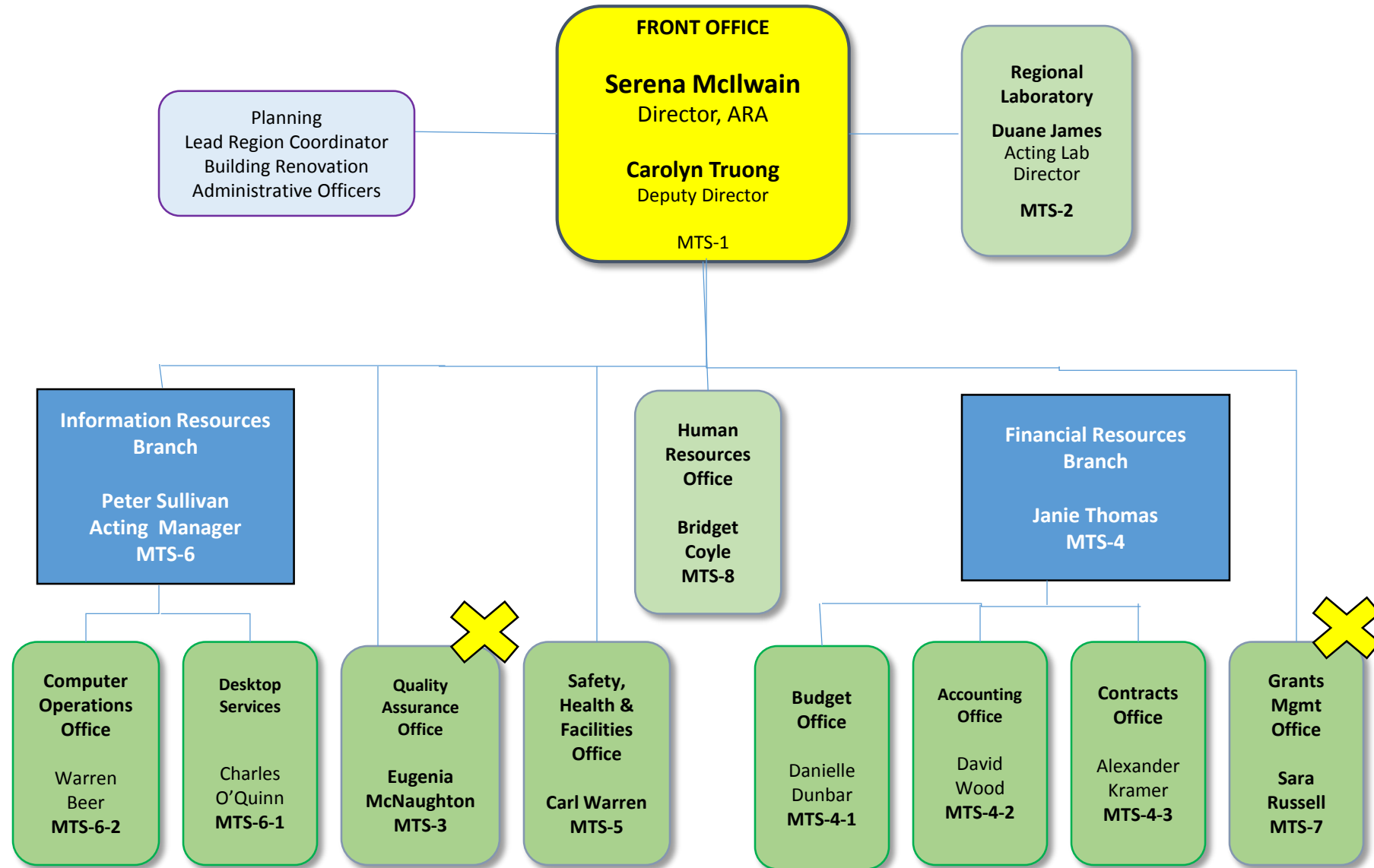
RTOC Meeting – Grants Management Office

May 13, 2015

AGENDA:

- ❖ Applying for EPA Grants in Grants.gov
- ❖ Bundling of Grant Application Certifications
- ❖ Grantee Sufficient Progress
- ❖ Quality Assurance Primer

Management and Technical Services Division



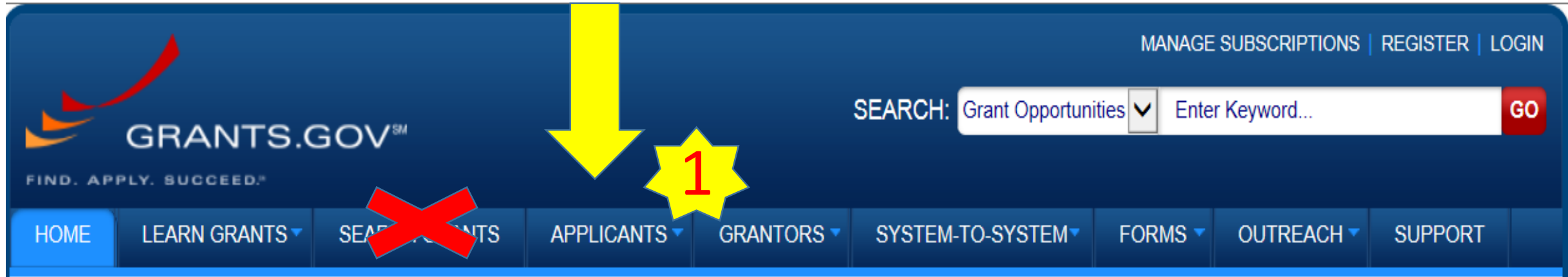


Tips on Applying for an EPA Grant in Grants.gov



EPA & GRANTS.GOV

Tips for Grants.gov Applicants!



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APPLICANT ACTIONS

- » Apply for Grants
- » Track My Application

APPLICANT RESOURCES

- » Applicant Eligibility
- » Individual Registration
- » Organization Registration
- » Applicant Tools & Tips
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

Download an application package!!!

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1. Download an application package

How do I
download an
application?

→ Find the grant you're applying for, click the Application Package tab, then download the application package & instructions.

If you know the Funding Opportunity Number, click [Download a Grant Application Package](#)

[Download Application Package](#)



Are there
additional
instructions?



Yes, go to the [Download an Application Package](#) page or check out the [Applicant User Guide](#)

Download Application Package Now? (example of GAP Application)



Download My Application Package Now

To download an application package, **enter the appropriate CFDA Number OR Funding Opportunity Number** and click the "Search" button. If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Search Grants](#) section to locate the grant opportunity.

CFDA Number: (##.###)

Funding Opportunity Number: (Can contain only letters, numbers and dashes)

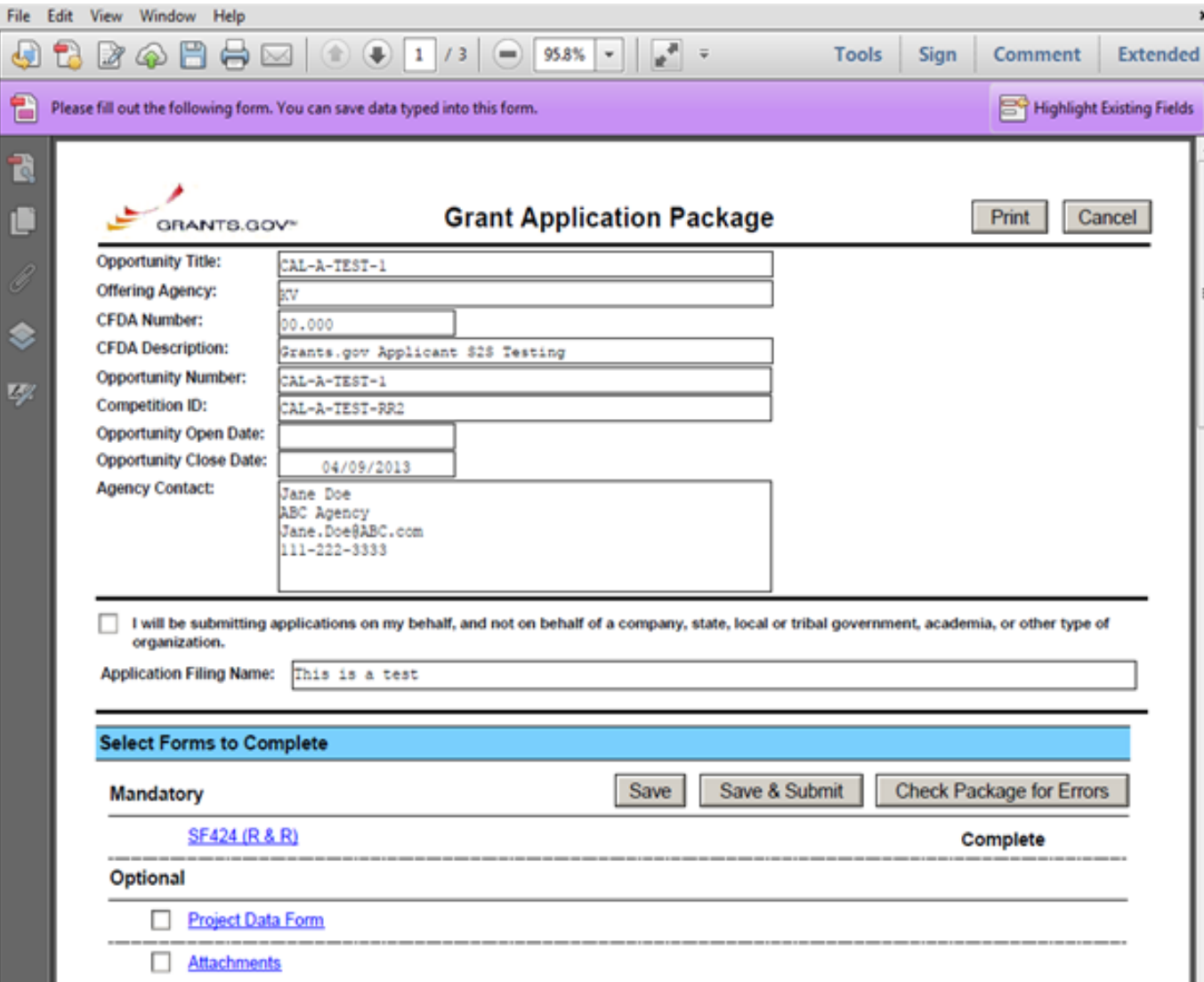
Funding Opportunity Competition ID: (Can contain only letters, numbers and dashes)

Search



Enter & Submit your application!!!

- Enter the application information...



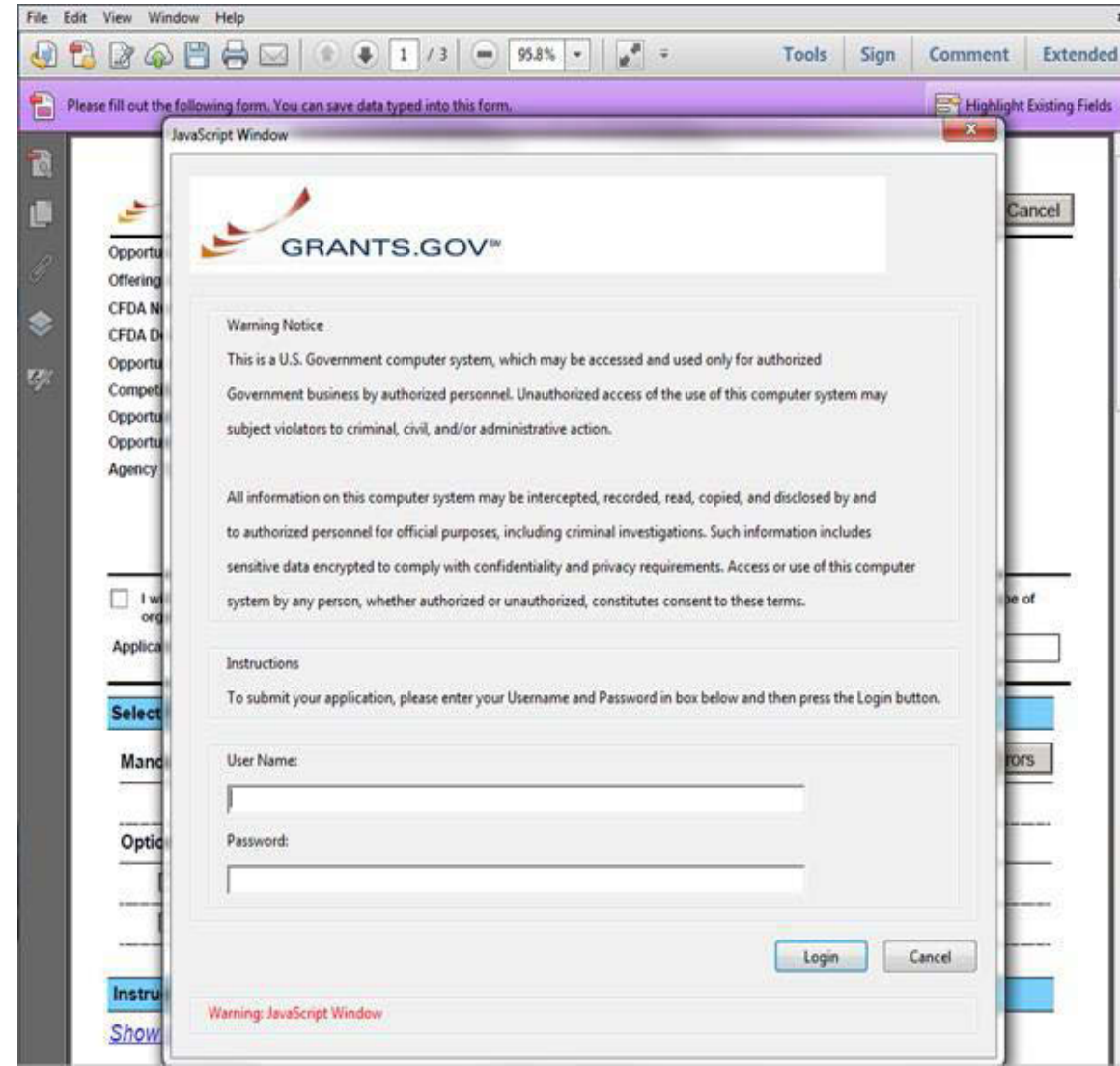
The screenshot shows the 'Grant Application Package' form on the Grants.gov website. The form is titled 'Grant Application Package' and includes a 'Print' button and a 'Cancel' button. The form contains several fields for application information:

- Opportunity Title: CAL-A-TEST-1
- Offering Agency: SCV
- CFDA Number: 00.000
- CFDA Description: Grants.gov Applicant S2S Testing
- Opportunity Number: CAL-A-TEST-1
- Competition ID: CAL-A-TEST-RR2
- Opportunity Open Date: (empty)
- Opportunity Close Date: 04/09/2013
- Agency Contact: Jane Doe, ABC Agency, Jane.Doe@ABC.com, 111-222-3333

Below the form fields, there is a checkbox labeled 'I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.' and a text field for 'Application Filing Name' containing 'This is a test'.

At the bottom, there is a section titled 'Select Forms to Complete' with a blue header. It includes a 'Mandatory' section with a 'Save' button, a 'Save & Submit' button, and a 'Check Package for Errors' button. Below this, there is a link for 'SF424 (R & R)' and a 'Complete' button. There is also an 'Optional' section with checkboxes for 'Project Data Form' and 'Attachments'.

- Submit your application...



The screenshot shows a 'JavaScript Window' overlaying the Grants.gov application. The window contains a 'Warning Notice' and instructions for submitting the application.

Warning Notice:

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access of the use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Instructions:

To submit your application, please enter your Username and Password in box below and then press the Login button.

The window includes input fields for 'User Name' and 'Password', and 'Login' and 'Cancel' buttons.

At the bottom of the window, there is a red text warning: 'Warning: JavaScript Window'.

How to Submit Your Application Package



Steps to submit your application package to Grants.gov:

1. Open the saved application from your computer.
2. Select the Check Package for Errors button on the cover page of the application package.
3. Resolve every error that is identified, if applicable, and click the Save button.

How to Submit Your Application Package



- 4. Select the Save & Submit button once all errors are resolved.**
The Save & Submit button will not activate until all the errors are resolved and the Save button has been selected.
- 5. Enter your Grants.gov username and password to confirm the submission of your application package.**
6. Retain the application tracking number you receive from the application submission confirmation page.
7. Track the status of your application using the tracking number.

Enter & Submit your application!!!

- Enter the application information...

The screenshot shows the 'Grant Application Package' form on Grants.gov. A large yellow starburst with the text 'Enter your information!' is overlaid on the form fields. The form includes fields for Opportunity Title, Offering Agency, CFDA Number, CFDA Description, Opportunity Number, Competition ID, Opportunity Open Date, Opportunity Close Date, and Agency Contact. Below these fields is a checkbox for submitting on behalf of an organization, an 'Application Filing Name' field, and a 'Select Forms to Complete' section with 'Mandatory' and 'Optional' forms. Buttons for 'Save', 'Save & Submit', and 'Check Package for Errors' are visible. Three yellow starburst numbers (1, 2, 3) are placed over the 'Application Filing Name' field, the 'Select Forms to Complete' section, and the 'Save & Submit' button respectively.

GRANTS.GOV™

Grant Application Package

Print Cancel

Opportunity Title: CAL-A-TEST-1

Offering Agency: BV

CFDA Number: 00.000

CFDA Description: Grants.gov Applicant S2S Testing

Opportunity Number: CAL-A-TEST-1

Competition ID: CAL-A-TEST-RR2

Opportunity Open Date:

Opportunity Close Date: 04/09/2013

Agency Contact: Jane Doe
ABC Agency
Jane.Doe@ABC.com
111-222-3333

☐ I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: This is a test

Select Forms to Complete

Mandatory

SF424 (R & R) Complete

Optional

☐ Project Data Form

☐ Attachments

Save Save & Submit Check Package for Errors

- Submit your application...

The screenshot shows a 'JavaScript Window' overlaying the Grants.gov application. The window contains a 'Warning Notice' about unauthorized access to a U.S. Government computer system. Below the warning is a section for 'Instructions' to submit an application, which includes fields for 'User Name' and 'Password', and 'Login' and 'Cancel' buttons. A 'Warning: JavaScript Window' message is visible at the bottom of the window.

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Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

☐ I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Instructions

To submit your application, please enter your Username and Password in box below and then press the Login button.

User Name:

Password:

Login Cancel

Warning: JavaScript Window

“Bundling” of Grants Application Certifications!

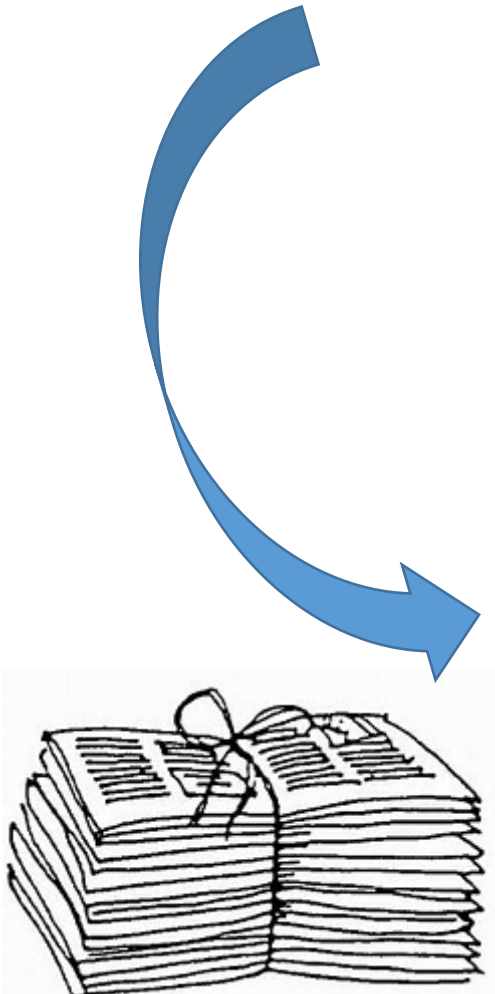


**EXPLORE THE
BUNDLE
CONCEPT**

“BUNDLING” of GRANT APPLICATION CERTIFICATIONS

TRIBES

- Bundling is when the Tribe sends a yearly **single set** of certification forms with a cover letter.
- The cover letter must state the valid dates for the certification
- Please send letter and certifications electronically
- Please download and complete the certifications
 - Remember – use the most current form.
- Sign and return to GrantsRegion9@epa.gov.



“BUNDLING” of GRANT APPLICATION CERTIFICATIONS

The following certifications can be bundled:

✓ **Standard Form (SF) 424B**, Assurances for Non-Construction Programs

- <http://www.epa.gov/ogd/forms/forms.htm>

✓ **EPA Form 4700-4**, Preaward Compliance Report for All Applicants Requesting EPA Financial Assistance

- <http://www.epa.gov/ogd/forms/forms.htm>

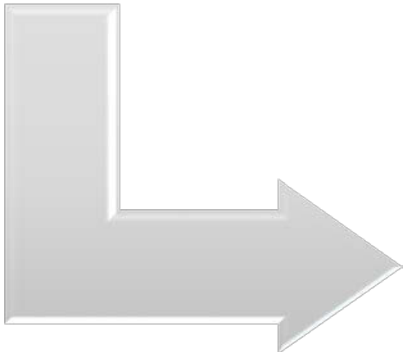
✓ **Cover Letter** (with stated applicable timeframe)



EPA Form 4700-4
Standard Form (SF) 424B

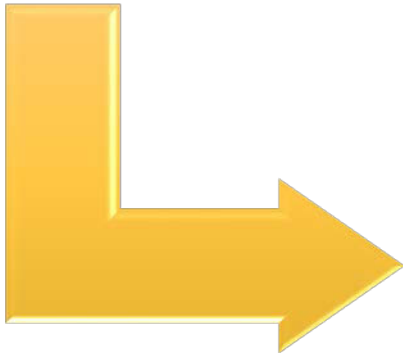
- **WHAT**

Bundling of Grant Application Certifications



Submit Annually
w/Cover Letter
MUST Indicate timeframe
(i.e. Calendar/Fiscal Year)
State: For ALL EPA programs
And Sign

- **HOW**



Submit TO:
grantsregion9@epa.gov

- **WHERE**

Sufficient Progress Term and Condition

- To reasonably ensure completion of the project within the project period.



EPA's Sufficient Progress Term & Condition

- To reasonably ensure completion of the project within the project period.

EPA Grants Specialists and Project Officers share responsibility for monitoring grant agreements to ensure progress and completion of tasks under the workplan.

Sufficient progress is measured by examining:

- The performance required under the workplan as compared to the timetable.
- The time remaining for the project period.
- The availability of funds necessary to complete the project.



Drawing Down Funds



- EPA's goal is to see recipients drawing down on their grants at least quarterly.
- Draw downs are allowed only after expenditures are completed based on actual expenses and must be disbursed within 3 days.
- EPA conducts an annual review of all grants with no drawdowns for 180 days or more.
- This review is called the “Unliquidated Obligation” review or (ULO). The ULO is the unexpended balance of federal funds remaining on a grant not drawn by recipient.



**THANK
YOU**

