Management & Technical Services Division Updates
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Region 9 Grants Office
AGENDA:
- Applying for EPA Grants in Grants.gov
- Bundling of Grant Application Certifications
- Grantee Sufficient Progress
- Quality Assurance Primer
Tips on Applying for an EPA Grant in Grants.gov
EPA & GRANTS.GOV
Tips for Grants.gov Applicants!
Download an application package!!!

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.

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: 66.926 (###.####)
Funding Opportunity Number: EPA-CEP-02 (Can contain only letters, numbers and dashes)
Funding Opportunity Competition ID: (Can contain only letters, numbers and dashes)

Search CLICK HERE
Enter & Submit your application!!!

- Enter the application information...
- Submit your application...
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...
- Submit your application...

Enter your information!

1. Select Forms to Complete
2. Save & Submit
3. Check Package for Errors
“Bundling” of Grants Application Certifications!
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](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](http://www.epa.gov/ogd/forms/forms.htm)

√ **Cover Letter** (with stated applicable timeframe)
WHAT: 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: Bundling of Grant Application Certifications
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.