

# EPA Indian Environmental General Assistance Program Grants.gov, SAM.gov, Application Tips and Forms

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**U.S. Environmental Protection Agency – Region 10 Tribal Programs**

Serving Alaska • Idaho • Oregon • Washington • 271 Tribal Nations



# Grants.gov

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# APPLICANT REGISTRATION IN GRANTS.gov

## Organizations Must Register with Login.gov, SAM.gov, and Grants.gov

To create a Grants.gov applicant account, you will need an email address, phone number, and organization name. **In addition, you will need to create an account with Login.gov if you don't have one already. You will create a username and password and link your SAM.gov and Grants.gov accounts with your Login.gov account.**

# SAM.gov

**The System for Award Management (SAM.gov) is a government-wide registry for organizations and individuals doing business with the Federal government.** SAM.gov centralizes information about grant recipients and provides them a central location to change organizational information.

**Grants.gov uses SAM.gov to establish organizational authority for its users and to provide them with unique entity identification numbers (UEIs). SAM registration must be renewed annually.**

## Register with SAM.gov

**Register with SAM.gov to obtain a Unique Entity Identifier, a 12-character alphanumeric identifier assigned to all entities to do business with the Federal Government.**

**Organizations will also need to designate an E-Business Point of Contact (EBiz POC).** It can take 7-10 business days to fully complete the registration process required for most funding opportunities. **There is no fee for registering with SAM.gov.**

## EBIZ POC

**The E-Business Point of Contact (EBIZ POC) is the person within an organization who is responsible for managing roles in Grants.gov, though Expanded Authorized Organization Representatives (AORs) can do this as well.**

**The EBIZ POC is determined or assigned when the organization completes the SAM.gov registration.** Each organization can designate anyone that it would like to act as the Authorized Organization Representative (submits federal applications) and/or EBIZ POC.



# How Can Apex Accelerators Help You?

**Alaska Apex Accelerators** (formerly Procurement Technical Assistance Center or PTAC) provides organizations with the training, tools and assistance needed to compete and perform successfully on federal, state, and local government contracts and grants, including:

- **Assist with federal registrations and certifications, especially SAM.gov**
- Help match business capabilities to opportunities
- Identify government buyers and purchasing offices
- Help clarify contract terms & regulations
- Review non-technical aspects of bids & proposals
- Help identify subcontract opportunities
- Assist with market research



# Apex Accelerator Contacts

**Anchorage: 1901 Bragaw Street, Suite 199, Anchorage AK, 907-786-7258 (Main phone line)**

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**General email: [info@ptacalaska.org](mailto:info@ptacalaska.org) Website: <https://alaskaptac.org>**



# How to Find the GAP Grant Application Package

Your GAP Tribal Coordinator/Project Officer will email you instructions for submitting your application package in Grants.gov, including a specific link to Grants.gov:

- **To apply for a GAP grant**, go to [grants.gov/search-results-detail/273808?showPackages=1](https://grants.gov/search-results-detail/273808?showPackages=1). Choose CFDA Number 66.926 and select the package.
- **To apply for a PPG**, go to [follow this link to Grants.gov](#) . Choose CFDA Number 66.605 and select the package.
- You will need to login to Grants.gov and Workspace to submit your application package.
- Please wait to submit your application in Grants.gov until you receive instructions from your Project Officer.
- **YOU CANNOT FIND THE PACKAGE BY SEARCHING FOR IT IN GRANTS.GOV.**

# Grants.gov: Applying in Workspace

- Reliable internet connection: Fill out the forms online using the “Edit” button.
- Less reliable internet connections: Download the forms, fill them out offline, then upload the forms into Grants.gov.
- Request an exception if you have no (or intermittent) internet access. Submit requests to [OGDWaivers@epa.gov](mailto:OGDWaivers@epa.gov) at least **15 calendar days** before the application due date. **CC your PO.**
- **Who is your Authorized Organization Representative? Note that multiple people can be designated as AORs but each must have a separate account.** Will they be available when it’s time to apply? Plan for the unexpected.
- Will you need to travel to another location to submit the final application?
- **Forward the email you get from Grants.gov verifying that your application was received to your Project Officer.**

FIND. APPLY. SUCCEED.™

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Workspace Overview

## WORKSPACE OVERVIEW

**GRANT APPLICATIONS**

- » Apply for Grants
- » Track My Application

**APPLICANT RESOURCES**

- » **Workspace Overview**
  - » Workspace Process
  - » Workspace Roles
  - » STEP 1: Create a Workspace Package
  - » STEP 2: Complete a Workspace Package
  - » STEP 3: Submit a Workspace Package
  - » STEP 4: Track a Workspace Package
- » Applicant Eligibility
- » Individual Registration
- » Organization Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

### Apply for Grants using Workspace

Workspace is the standard way to apply for grants in Grants.gov for both organizations or individuals. It is designed to work for individual applicants and large teams applying on behalf of an organization, so there are a variety of features for you to utilize.

Workspace Process

Workspace Roles

### Workspace Instructions

After reviewing the Workspace Process and Workspace Roles pages, you are ready for more detailed instructions:

- Step 1: Create a Workspace Package
- Step 2: Complete a Workspace Package
- Step 3: Submit a Workspace Package
- Step 4: Track a Workspace Package

### Workspace Training and Tutorial Videos

If you prefer to learn about Workspace with videos, check out the [Grants.gov YouTube channel](#).

### Help: Online User Guide

Find registration, search, and application instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

### Help: Support Center

Contact the Grants.gov Support Center to get help from a representative.

Email us at [support@grants.gov](mailto:support@grants.gov) or visit our [Support page](#).

### Get Application Package

If you know the specific CFDA Number, Funding Opportunity Number, or Funding Opportunity Competition ID, quickly search for the package:

[Get Application Package »](#)

# Grants.Gov Resources

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- [Introduction to Grants.gov Video Series](#)
- [Learning Workspace Video Series for Organization Applicants](#)
- [Workspace Overview web page](#)
- [Grants.gov Applicant Support](#)



# Forms

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# Forms: Got the right ones?

- Did you know that forms expire?
- Download the latest form from Grants.gov.

View Burden Statement

OMB Number: 4040-0004  
Expiration Date: 11/30/2025

## Application for Federal Assistance SF-424

### \* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

### \* 2. Type of Application:

- New
- Continuation
- Revision

### \* If Revision, select appropriate letter(s):

### \* Other (Specify):

# 424 and 424A Templates

You will receive links to sample completed templates  
in the instructions from your Project Officer

- Sample templates for the **424:**
  - GAP New Grants
  - GAP Supplemental Grants
  - PPG New Grants
  - PPG Supplemental Grants
- Sample templates for the **424A:**
  - GAP New Grants
  - GAP Supplemental Grants
  - PPG New Grants
  - PPG Supplemental Grants



# Adobe budget worksheet

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- Got the latest version?
- Adobe Pro is helpful, Adobe Reader is a must (and a free download: <https://get.adobe.com/reader/>).
- You can charge costs to GAP, indicating to what budget category.
- If you can't open a file, make sure the most current version of Adobe Reader is installed.
- Helpful for EPA Region 10's budget template and all the pdf forms.



Oops!

# Common Application Errors

- **Grants.gov:** The Authorized Representative for Grants.gov is out sick, out of town, or otherwise unavailable, the password is unknown, and the Tribe is stuck.
- **Sam.gov:** Registration has expired.
- **Forms:**
  - The **SF-424** is not signed. The address and name do not match the SAM registration address.
  - The **Authorized Representative (Tribal leader)** on the **Key Contacts Form** does **not have to match the name of person who signed the SF424, who is an Authorized Organization Representative** approved to submit the application for the Tribe.
  - The numbers on the **SF-424A** do not match the budget. In years 2-4, previous years are not listed.

## Technical Assistance Providers

- [APEX Accelerators](#) (formerly PTAC) for SAM registration
- [Environmental Protection Network](#)
- [University of Washington Center for Environmental Health Equity](#)
- [Willamette Partnership](#)

Check out our new [Technical Assistance Providers web page!](#)



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# Questions?

# Contact Us

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- [All EPA Region 10 Tribal Project Officers](#)