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

FEBRUARY 19, 2025





Grants.gov

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)

Carolyn Pratt, Program Manager <u>capratt@alaska.edu</u> 907-786-7259 Jody King, Contract Specialist II <u>ilking8@alaska.edu</u> 907-786-7270

Craig von Holdt, Contract Specialist cavonholdt@alaska.edu 907-786-7281

Fairbanks: 3750 Bonita Street, Fairbanks AK, Main phone number: 907-456-7288

Pierre Thompson, Center Director/Contract Specialist pdthompson@alaska.edu

Cassandra Sewell, Contract Specialist <u>clsewell@alaska.edu</u>

Kristen Sullivan, Program Specialist <u>khsullivan@alaska.edu</u>

General email: info@ptacalaska.org Website: https://alaskaptac.org

How to Find the GAP Grant Application Package

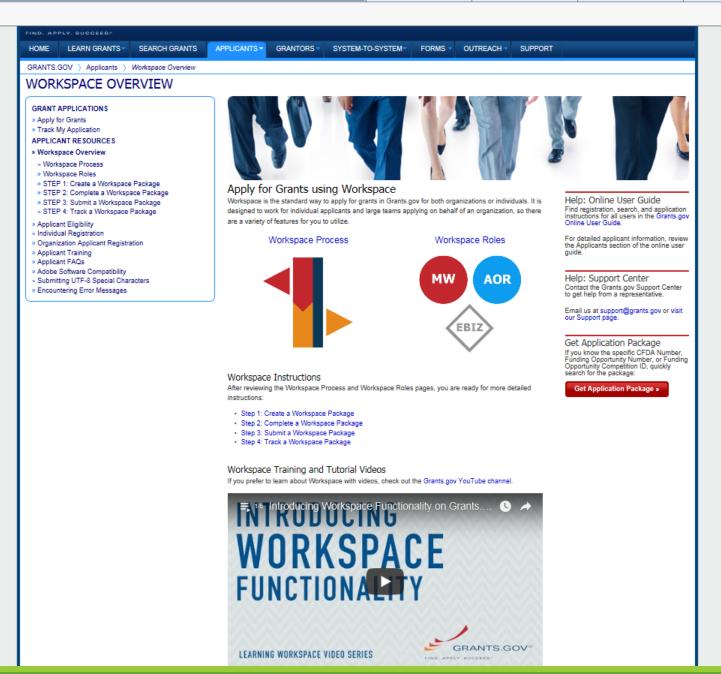
Your GAP Tribal Coordinator/Project Officer will email you instructions for submitting your application package in Grants.gov, including a specific link to Grants.gov:

- To apply for a GAP grant, go to grants.gov/search-results-detail/273808?showPackages=1. Choose CFDA Number 66.926 and select the package.
- **To apply for a PPG**, go to <u>follow this link to Grants.gov</u>. 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 <u>OGDWaivers@epa.gov</u> 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.



Grants.Gov Resources

- Introduction to Grants.gov Video Series
- Learning Workspace Video Series for Organization Applicants
- Workspace Overview web page
- Grants.gov Applicant Support



Forms

Forms: Got the right ones?

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

Application for Federal Assistance SF-424

* 1. Type of Submission:

Preapplication

Application

Application

Continuation

Changed/Corrected Application

Revision

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

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

- 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!

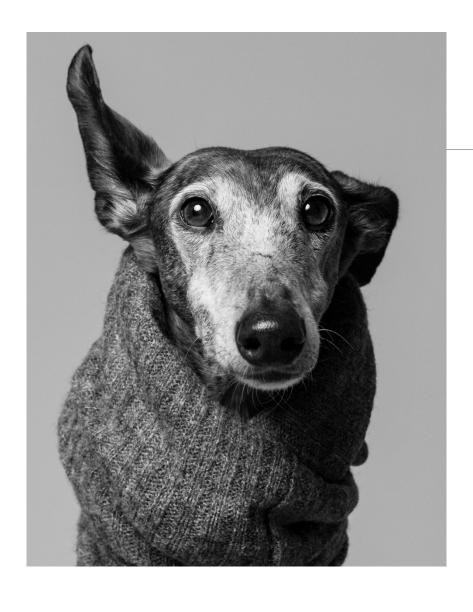
Common Application Errors

- **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 <u>Technical Assistance</u>
Providers web page!



Questions?

Contact Us

- Santina Gay: <u>Gay.Santina@epa.gov</u>
- Sophie Manaster: Manaster.Sophie@epa.gov
- Lucas Dusablon: Dusablon.Lucas@epa.gov
- Susan Conbere: <u>Conbere.Susan@epa.gov</u>
- All EPA Region 10 Tribal Project Officers