Tips for Applying for EPA Assistance Agreements

Alan Lee, EPA R10 Senior Grants Specialist

Tips for Applying for EPA Assistance Agreements

- For a detailed tutorial on how to apply for EPA grants visit **epa.gov** and click on:
  - **Training** (at bottom of page)
    - then **EPA Grants Management Training for Applicants and Recipients**
      - Modules 1- 3: Pre-Award topics

epa.gov

COMPLY Grants Co... | New Tab | One EPA Workplace | IGMS Login | IGMS Quick Refere... | Cost Principles cros... | beta.SAM.gov | Sea... | EPA Compass Data...

An official website of the United States government.

United States Environmental Protection Agency

Environmental Topics | Laws & Regulations | About EPA | Search EPA.gov

U.S. Environmental Protection Agency

CONTACT US | SHARE

EPA Report Environmental Violations

EPA at 50: Commemorative Items

Check out the entire line of clothing, mugs, water bottles, and more.

Learn more at the 50th anniversary store EXIT

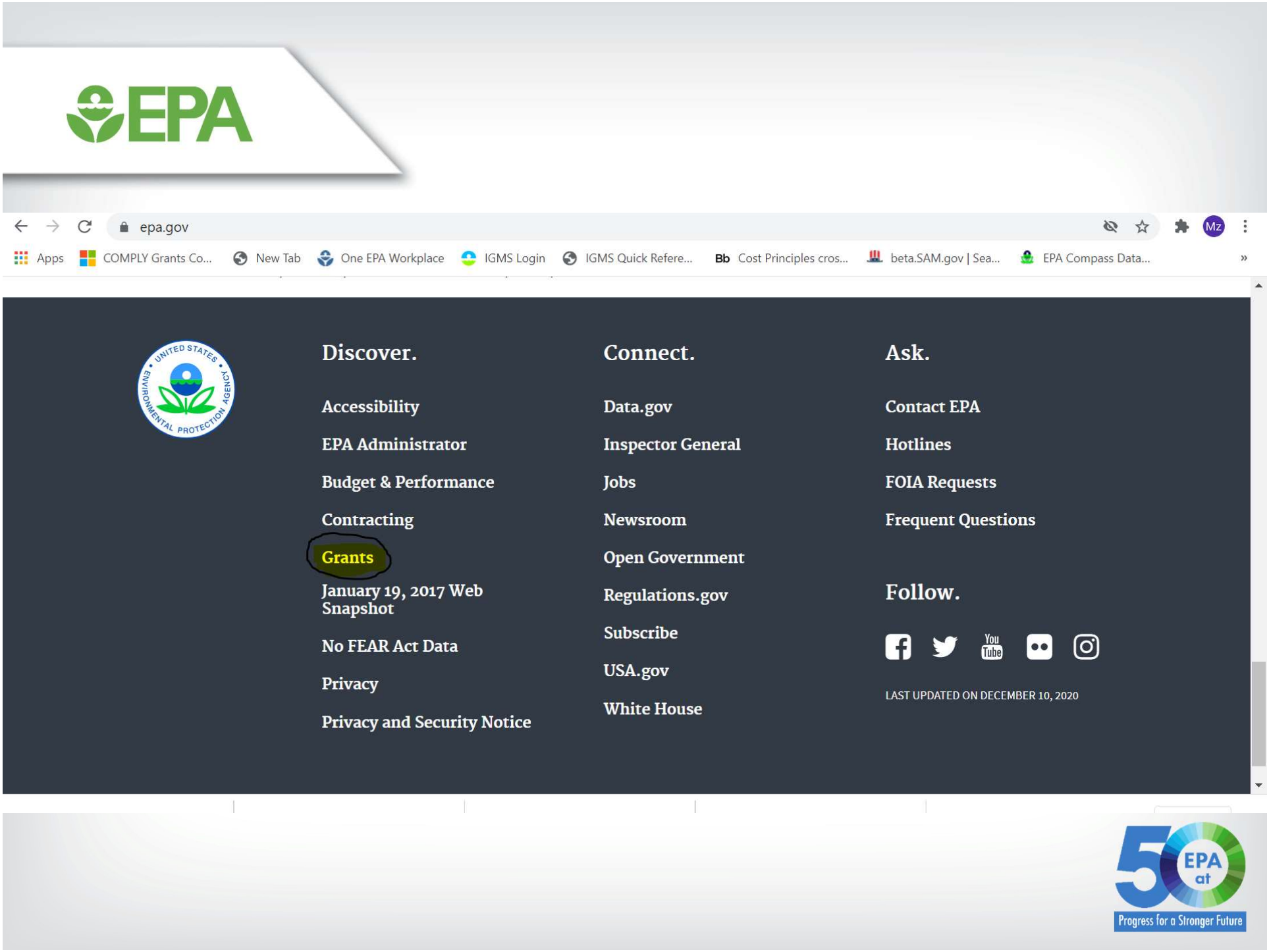
2019 YEAR IN REVIEW

Read the 2019 report

Read the news release

50 EPA at Progress for a Stronger Future

ov/environmental-topics


epa.gov
Apps
COMPLY Grants Co...
New Tab
One EPA Workplace
IGMS Login
IGMS Quick Refere...
Cost Principles cros...
beta.SAM.gov | Sea...
EPA Compass Data...
Discover.
Accessibility
EPA Administrator
Budget & Performance
Contracting
Grants
January 19, 2017 Web Snapshot
No FEAR Act Data
Privacy
Privacy and Security Notice
Connect.
Data.gov
Inspector General
Jobs
Newsroom
Open Government
Regulations.gov
Subscribe
USA.gov
White House
Ask.
Contact EPA
Hotlines
FOIA Requests
Frequent Questions
Follow.
LAST UPDATED ON DECEMBER 10, 2020
EPA at 50
Progress for a Stronger Future

epa.gov/grants

Apps | COMPLY Grants Co... | New Tab | One EPA Workplace | IGMS Login | IGMS Quick Refere... | Cost Principles cros... | beta.SAM.gov | Sea... | EPA Compass Data...

An official website of the United States government.

United States Environmental Protection Agency

Environmental Topics | Laws & Regulations | About EPA | Search EPA.gov

CONTACT US | SHARE

EPA Grants

EPA Implementation of Office of Management and Budget Regulatory Changes to 2 CFR 200 effective November 12, 2020

View updates to EPA policies, guidance and accompanying RAINs to implement these regulatory changes.

Quick Links

- Grants.gov
- System for Award Management (SAM)
- CFDA (now Assitance Listings on beta.SAM.gov)
- Beta.USASpending.gov (Current) &
- USASpending.gov

EPA at 50 Progress for a Stronger Future

epa.gov/grants

Apps | COMPLY Grants Co... | New Tab | One EPA Workplace | IGMS Login | IGMS Quick Refere... | Cost Principles cros... | beta.SAM.gov | Sea... | EPA Compass Data...

- Regional Grants Information
- Specific EPA Grant Programs
- Special Appropriation Act Projects
- EPA Programs in Assistance Listings (CFDA)

Available Training

- Training Opportunities
- EPA Grants Management Training for Applicants and Recipients
- EPA Grants Award Process Webinars

- Grantee Forms
- Competition Resources
- Applicant's Universal Identifier

Rules and Policies

- Introduction
- Uniform Grants Guidance
- EPA Policies and Guidance
- Terms and Conditions
- Policy and Guidance Resources

Join Our Listserv

Subscribe to the EPA Grants Update Listserv to receive periodic updates by email

Resources for Applicants

- Solicitation Clauses
- Indirect Cost Rate Proposal Information
- Grant Competition Dispute Resolution Procedures

Resources for Recipients

- General Terms and Conditions
- Consultant Cap Salary and Wage Schedule
- Quality Assurance

EPA at 50 Progress for a Stronger Future

Applying for EPA Assistance Agreements: Federal regulatory and policy requirements

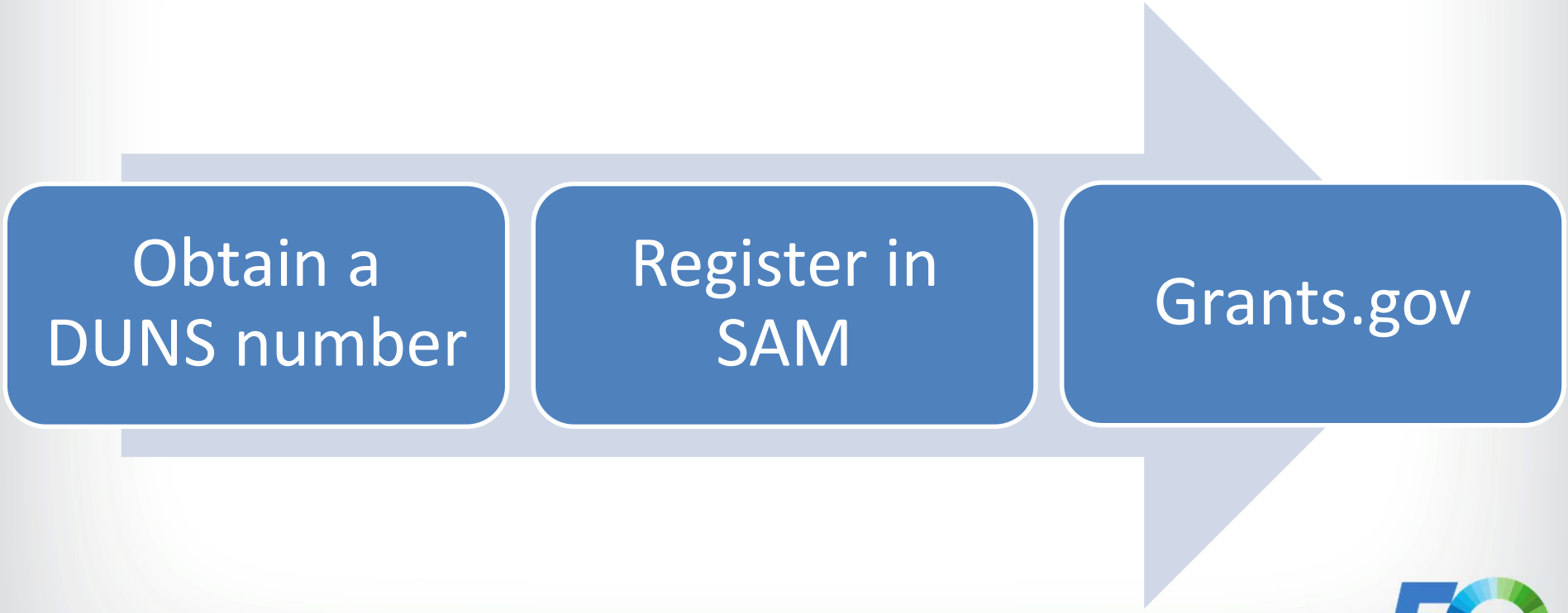
- Uniform Grants Guidance: Code of Federal Regulations (CFR)
  - 2 CFR 200
    - » Subparts B through D: Administrative Req.
    - » Subpart E: Cost Principles
  - 2 CFR 1500

Applying for EPA Assistance Agreements:
Minimum Organizational Administrative Requirements

- Ensure your organization meets minimum standards for
  - Financial Management Systems (2 CFR 200.302)
  - Internal Controls (2 CFR 200.303)
- Policies and procedures must be documented

Applying for EPA Assistance Agreements:

Before you apply



Applying for EPA Assistance Agreements:
DUNS number

Dun & Bradstreet (D&B) provides a DUNS Number, a unique nine-digit identification number for the physical location of your business.

DUNS Numbers are required to identify organizations and track how federal grant money is allocated.

DUNS Number assignment is free for all businesses required to register with the U.S. Federal government for contracts or grants.

Applying for EPA Assistance Agreements:
System for Award Management (SAM) registration

Entities designate an official point of contact for e-business with the federal government via SAM registration.

SAM is used by the federal government to streamline monitoring of all federal contractors and grantees.

SAM registration is free and a multi-step process that may take five business days or longer to complete.

Applying for EPA Assistance Agreements
System contact information

System	Hotline	Website
Data Universal Number System (DUNS)	1-866-705-5711	http://fedgov.dnb.com/webform
System for Award Management (SAM)	1-866-606-8220	https://www.sam.gov/
Grants.gov	1-866-606-8220	http://www.grants.gov/

Applying for EPA Assistance Agreements
Elements of an application

Main components:

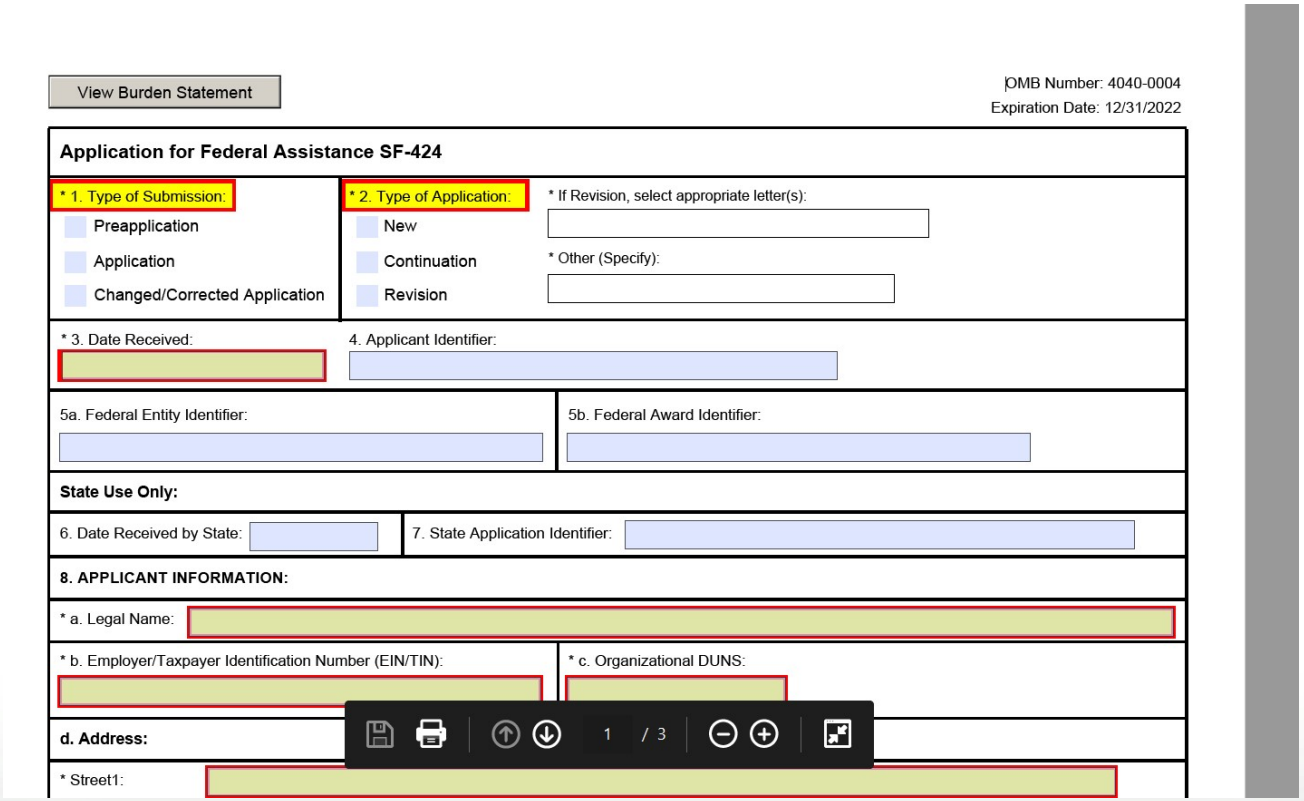
- SF 424
- SF 424A
- Budget detail (a.k.a. budget narrative)
- Workplan

Other components:

- Other documentation required by competition (e.g., resumes)
- Negotiated Indirect Cost Agreement
- Certification forms: EPA Form 4700-4, Key Contacts, EPA Form 6600-06 (>$100,000), SF-LLL Disclosure of Lobbying Activities (if applicable)

50 EPA at
Progress for a Stronger Future

Applying for EPA Assistance Agreements
SF 424



View Burden Statement

OMB Number: 4040-0004
Expiration Date: 12/31/2022

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):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

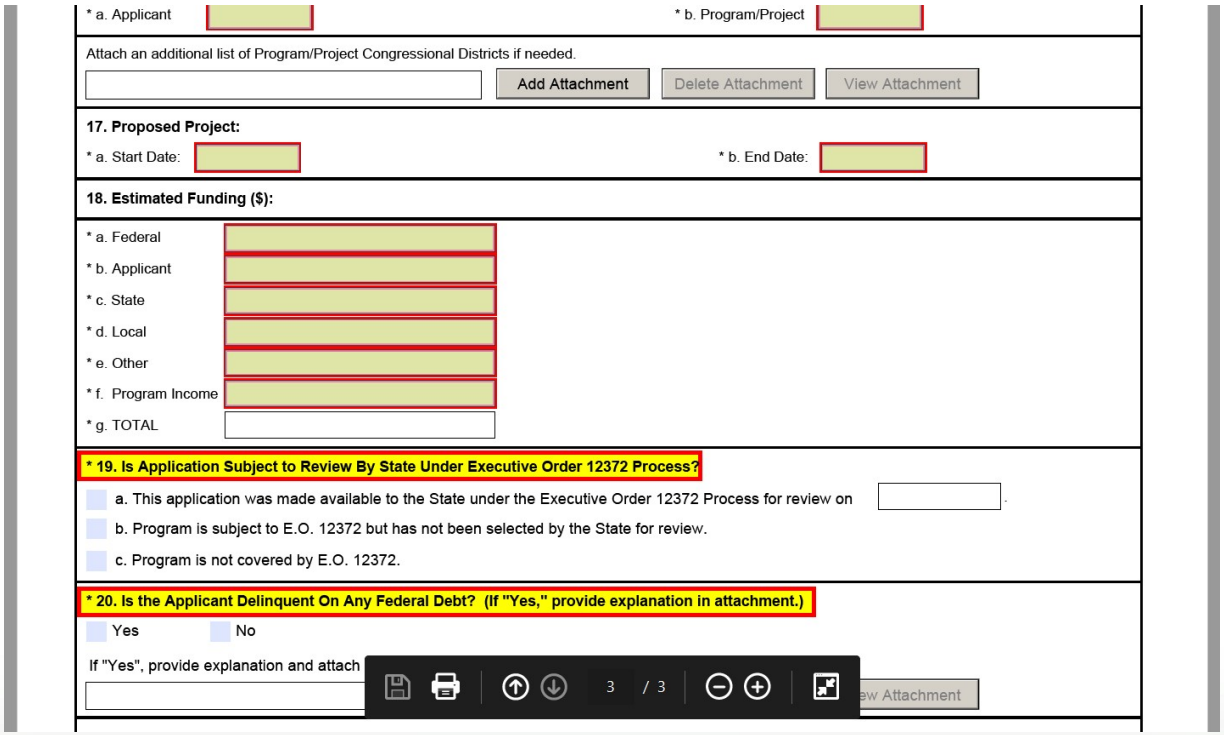
d. Address:

* Street1:

1 / 3

EPA at 50
Progress for a Stronger Future

Applying for EPA Assistance Agreements
SF 424



* a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding ($):

* a. Federal
* b. Applicant
* c. State
* d. Local
* e. Other
* f. Program Income
* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

3 / 3

ew Attachment

EPA at 50 Progress for a Stronger Future

Application components: 424A

View Burden Statement

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. COLUMBIA RIVER BASIN PROJECT		$	$	$ 75,000.00	$ 10,000.00	$ 85,000.00
2.						
3.						
4.						
5. Totals		$	$	$ 75,000.00	$ 10,000.00	$ 85,000.00

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1

Application components: 424A

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1) Columbia River Basin Project - federal	(2) Columbia River Basin Project - non-federal	(3)	(4)	Total (5)
a. Personnel	$ 38,022.00	$	$	$	$ 38,022.00
b. Fringe Benefits	11,787.00				11,787.00
c. Travel	100.00	316.00			416.00
d. Equipment					
e. Supplies		476.00			476.00
f. Contractual	7,100.00	2,900.00			10,000.00
g. Construction					
h. Other	683.00	4,000.00			4,683.00
i. Total Direct Charges (sum of 6a-6h)	57,692.00	7,692.00			$ 65,384.00
j. Indirect Charges	17,308.00	2,308.00			$ 19,616.00
k. TOTALS (sum of 6i and 6j)	$ 75,000.00	$ 10,000.00	$	$	$ 85,000.00
7. Program Income	$	$	$	$	$

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

Applying for EPA Assistance Agreements: Budget Detail

- Follow **federal cost principles** of 2 CFR 200 Subpart F. Matching funds must also follow federal cost principles.
- Show your math in the Budget Detail with appropriate detail.
    - e.g., Personnel cost = 1 Biologist * $35.25/hour * 0.3 FTE (626.4 hours/year) = $22,081.
- All elements of Budget Detail should be reflected in Workplan.
    - e.g., Going to Boise is line item in Travel; this must be in the Workplan.

Applying for EPA Assistance Agreements: Cost Principles

- Allowable (2 CFR 200.403)
  - Is this cost allowed under 2 CFR 200.400-476 (Subpart E)?
- Allocable (2 CFR 200.405)
  - Is this cost allocable to the workplan?
- Reasonable (2 CFR 200.404)
  - Is the cost itself reasonable?

Applying for EPA Assistance Agreements: Budget Detail

- The Budget Detail must **exactly** match the 424A across all cost categories (Personnel, Travel, etc.). The totals must match the SF 424 and Workplan.
- Do not include cents.

Applying for EPA Assistance Agreements Grants.gov

- Submit all forms via Grants.gov.
- Do not e mail applications forms or other information to EPA unless explicitly requested.
- You may request an exception to grants.gov submittal if you have no internet access or intermittent internet access. Submit requests to OGDWaivers@epa.gov at least **15 calendar days** before your application due date.