SSDN SOUTHEAST SUSTAINABILITY DIRECTORS NETWORK

EPA Community Grants
Training Session 3

July 24, 2024

Training Objectives

- Share resources to apply for and manage Community Grants
- Create a supportive peer-to-peer network
- Increase local grant writing and management capacity

Disclaimer!

The training provides guidance, but not authoritative interpretations of federal laws, rules or regulations.

Curriculum

1. Possibilities, Limitations & Requirements: June 26

2. Project Scope; Waiver Eligibility: July 10

3. Entity Registration; Listening Session: July 24

4. NEPA & Cross-Cutting Regulations: August 7

5. Budgeting & Procurement: August 21

6. Application Submittal: September 4

Bonus: Other Water TA Providers: September 18 - to be confirmed

7. Grant Management & Reporting: October 2

8. Troubleshooting & Closing: October 16

SSDN MULTIMEDIA ENVIRONMENTAL FINANCE CENTER

Session 3 Agenda

1. Session 2 recap

2. Entity registration

3. Q&A and peer connections

1. Session 2 Recap

Session 2 Topics

- Project Workplan
- Cost Share Waiver
  - Interactive map

    https://experience.arcgis.com/experience/4b1ca95da70949d6b31 4b6c6e3c6283b/

2. Entity Registration

SAM.gov - Intro

- **S**ystem for **A**ward **M**anagement
- **U**nique **E**ntity **I**D: 12 alphanumeric characters
  - Replaces the DUNS Number
- Validates existence of your entity
- Entity Validation Service may take a few days
- Entity Administrator/EBiz Point of Contact

Getting Started: https://sam.gov/content/entity-registration

SAM.gov - Registration

- Must be authorized to conduct business on behalf of entity
- Sign in with Login.gov account, if already have one
- Info needed:
  - Legal business name
  - Physical address
  - Year of incorporation/start year
  - State of incorporation

SAM.gov - Troubleshooting

- Verify if your entity is registered
  - Requires a login
- Locked out of the account (personnel change, lost password)
  - Submit an Entity Administrator Appointment Letter
    - Federal Service Desk: FSD.gov (same login as SAM)
    - Select "Create an Incident"
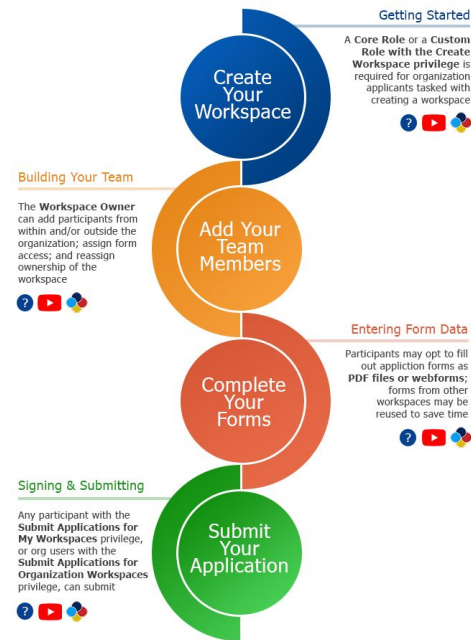
Intro to roles in SAM.gov: https://youtu.be/22cL6VXDQiI

Live Chat

grants.gov

- EBiz POC: **E**lectronic **B**usiness **P**oint of **C**ontact
- Workspace
  - "Shared online environment"
  - Create one for each funding opportunity
  - Different roles
    - Workspace Manager
    - Authorized Organization Representative

Applicant registration guide:

https://www.grants.gov/applicants/applicant-registration

Application Workflow for Organizations

Getting Started
A **Core Role** or a **Custom Role** with the **Create Workspace privilege** is required for organization applicants tasked with creating a workspace

Create Your Workspace

Building Your Team
The **Workspace Owner** can add participants from within and/or outside the organization; assign form access; and reassign ownership of the workspace

Add Your Team Members

Entering Form Data
Participants may opt to fill out appliction forms as **PDF files or webforms**; forms from other workspaces may be reused to save time

Complete Your Forms

Signing & Submitting
Any participant with the **Submit Applications for My Workspaces** privilege, or org users with the **Submit Applications for Organization Workspaces** privilege, can submit

Submit Your Application

KEY
? Click to read a Help Article
▶ Click to watch a Training Video
Click to learn more about Roles & Privileges

SSDN MULTIMEDIA ENVIRONMENTAL FINANCE CENTER

3. Q&A, Peer Exchange

Discussion Prompts

- Where are you in the application process?
- What has been the most challenging step?
- How can SSDN and the group better assist you?

SSDN
MULTIMEDIA
ENVIRONMENTAL
FINANCE CENTER

Contact Information

Catherine Mercier-Baggett, Director of Federal Technical Assistance
catherine@southeastsdn.org

Michael Dexter, Director of Federal Programs
michael@southeastsdn.org

Next Session

1. Possibilities, Limitations & Requirements: June 26

2. Project Scope; Waiver Eligibility: July 10

3. Entity Registration; Listening Session: July 24

4. NEPA & Cross-Cutting Regulations: August 7

5. Budgeting & Procurement: August 21

6. Application Submittal: September 4

Bonus: Other Water TA Providers: September 18 - to be confirmed

7. Grant Management & Reporting: October 2

8. Troubleshooting & Closing: October 16