

Application and Submission Information

U.S. EPA Environmental and Climate Justice Community Change Grants

READINESS CHECK:
This document is part of a series of tools for school districts created by a collaborative of non-profit partners and funded with generous support from Flu Lab.

UNDERSTANDING THE SYSTEMS TO FILE YOUR APPLICATION

Applications must be filed through grants.gov. To register for grants.gov, the organization filing must also have a SAM account.

- The System for Award Management (SAM.gov) registers organizations to conduct business with the U.S. Government, which includes federal grants.
- Grants.gov is the official system for managing all federal grant applications.

These two systems share information. Together, they provide access to everything needed to identify federal grant opportunities and to complete the online application process.

Note that individuals access both systems through a single user account set up in [Login.gov](https://login.gov). Creating a Login.gov account is easy. If you do not have a Login.gov account, you will be prompted to create one when you register with SAM.gov or Grants.gov.

While creating a Login.gov account is easy, registration for both SAM and grants.gov takes time. So, start the process as soon as possible.

STEP 1: REGISTER FOR A SAM ACCOUNT

IF YOUR ORGANIZATION HAS DONE BUSINESS WITH THE FEDERAL GOVERNMENT

Contact your legal or finance teams to determine if you have a UEI number. Check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires the organization to renew its registration every 365 days to keep it active.

The UEI stands for a Unique Entity ID, a 12-character alphanumeric ID assigned to an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization.

IF YOUR ORGANIZATION HAS NEVER DONE BUSINESS WITH THE FEDERAL GOVERNMENT

The organization will need to register in SAM.gov. If the organization does not have a SAM.gov account, then you will need to create an account using login.gov to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registration includes obtaining a

Unique Entity ID (UEI), a 12-character alphanumeric ID assigned to an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining a UEI only validates your organization's legal business name and address. Organizations should ensure that their SAM.gov registration includes a current e-Business point of contact (EBiz POC) name and email address. The EBiz POC is critical for Grants.gov registration and system functionality. More about EBiz POC designation is explained below.

Follow these steps to get started:

- Go to the [SAM.gov Entity Registration](#) page. Review the “Before You Get Started” section and download the Entity Registration Checklist to help prepare.
- Click the “Get Started” button when you are ready. You may be prompted to accept the usage terms and sign in through Login.gov. If necessary, click the “Get Started” button again after you sign in.
- You will be prompted to choose what you want to do. Most grant applicants will select the option to “Register for Financial Assistance Awards Only.”
- Select the appropriate option and click the Next button.
- Proceed through the registration process by answering the questions and providing the necessary information.

STEP 2: DESIGNATE AN UP-TO-DATE EBIZ POC

The e-Business point of contact (EBiz POC) is likely to be your organization's chief financial officer or authorizing official. There can be only one EBiz POC for each unique organization. The EBiz POC will:

- Manage the SAM.gov account and login.
- Set up the Grants.gov profile for the organization (see below).
- Oversee all activities for the organization within Grants.gov and assign all roles in Grants.gov for individuals from the organization who will be involved in applying for grants, including the Authorized Organization Representative (AOR), Expanded AOR roles, Workspace Manager, and Custom roles.

Note that the EBiz POC does not submit proposals for the organization. Proposals are submitted by an Authorized Organization Representative in Grants.gov.

After the information submitted through the SAM registration process is authenticated, the EBiz POC will receive an email from SAM.gov indicating that the registration is active.

Contact the Federal Service Desk for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

STEP 3: REGISTER THE ORGANIZATION WITH GRANTS.GOV

Once the organization's SAM.gov account is active, you must register in Grants.gov. Grants.gov registration is FREE. When you log in, Grants.gov will electronically receive your organization information, such as e-Business point of contact (EBiz POC) email address and UEI.

As part of the Grants.gov registration process, the EBiz POC is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in Grants.gov.

In Grants.gov, the EBiz POC will set up the organization's profile in two steps:

1. Create a user account in Grants.gov with the same email address used by the EBiz POC in SAM.gov. The email address is used to match the EBiz POC from SAM.gov to Grants.gov.
2. Create the applicant profile in Grants.gov using the UEI obtained from SAM.gov.

STEP 4: REGISTER TEAM MEMBERS IN GRANTS.GOV

Each member of the organization who will participate in the online grant application process needs to register an individual account on Grants.gov by going to the [Grants.gov registration](#) page. On this page, you will complete a form, which includes specifying a username and password. This username and password are used to create the Grants.gov account. You will be prompted to link the Grants.gov account to your Login.gov account. Next, associate your individual account with the organization's UEI, enter the organization's profile name, and enter your job title.

The organization's EBiz POC can delegate administrative roles to other Grants.gov users associated with the UEI, as necessary. Learn more about [managing roles in Grants.gov](#).

Contact Grants.gov for assistance at support@grants.gov to resolve technical issues with Grants.gov.

STEP 5: SUBMIT A GRANT APPLICATION

To begin the application process for the EPA's Community Change Grants, log into Grants.gov and search for the grant using the Funding Opportunity Number: **EPA-R-OEJECR-OCS-23-04**. You may also want to check the grant's Assistance Listing Number: 66.616. Click the red "Apply" button at the top of the "View Grant Opportunity" page associated with this opportunity.

The electronic submission of your application to this NOFO must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role in Grants.gov to submit in your organization (Authorized Organization Representative). Contact your organization's EBiz point of contact or contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov.

Applications submitted through Grants.gov will be time and date stamped electronically. Please note that successful submission of your application through Grants.gov does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not considered.