



Registering to Apply for a Grant

The deadline to apply is November 21st, 2024.

To apply for a Community Change Grant, your organization must have active registrations at both SAM.gov and Grants.gov. Instructions on how to register for both sites are provided below. [Registration for SAM.gov and Grants.gov is FREE.](#)

Step 1. SAM.gov Registration Instructions

Registration includes obtaining a Unique Entity ID (UEI) and requires information about your organization. Please review the [Entity Registration Checklist](#) online or in the NOFO for more specific details on this process and the information required.



If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. You will be directed to create an account on login.gov when you press the “Get Started” button on SAM.gov. **First-time registration can take up to 10 days to become active – apply early!**



If you have done business with the Federal Government previously, you can press the “Check Entity Status” button on SAM.gov and input your government issued UEI to determine if your registration is active. SAM.gov requires you to renew your registration every 365 days to keep it active.

Whether you are new to SAM.gov or a long-time user, make sure your SAM.gov registration includes a current e-Business (eBiz) point of contact name and email address.

The eBiz point of contact is critical for SAM.gov and Grants.gov registration. The eBiz POC is likely to be your organization’s chief financial officer or authorizing official. The eBiz POC will:

- Manage the SAM.gov account and login.
- Set up the Grants.gov profile for the organization.
- Oversee all activities for the organization within Grants.gov.
- 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).



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 8 a.m. – 8 p.m. ET.

Step 2. Grants.gov Registration Instructions

Once your [SAM.gov](#) account is active, you must register in [Grants.gov](#). If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration instructions](#).



Whether you are new to Grants.gov, or have used it previously, you must have an eBiz POC and an Authorized Organization Representative (AOR). The AOR is the only person who can submit the application once it is completed.



Registering in grants.gov for the first time can take a month or more for new registrants. Ensure all requirements have been met in advance of the submission deadline.



Contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. The Grants.gov Support Center is available 24 hours a day, 7 days a week, excluding federal holidays.

Step 3. Application Submission Process

Once you have active registration at both SAM.gov and Grants.gov, you are ready to start the application process! Navigate to the [Grants.gov application page](#) and press the red “Apply” button. Your AOR must submit your complete application package (including any resubmission as explained in Section II.C) electronically to EPA through Grants.gov no later than November 21, 2024, at 11:59 p.m. ET.



Please refer to the NOFO Section IV.A for more information on submitting your application, including a list of required forms.

Technical Issues with Submission – NOFO Section IV.A3

If you experience technical issues during the submission of an application that you are unable to resolve:

1. Contact the Grants.gov Support Center at 1-800-518-4726 or support@grants.gov before the application deadline on November 21, 2024, at 11:59 p.m. ET.
2. Record your Grants.gov ticket or case number.
3. Send an email to CCGP@epa.gov with EPA-R-OEJECR-OCS-23-04 as the subject. In the email, include the ticket or case number, the issue, and attach a PDF of your application.

Exceptions – NOFO Section IV.A

If your organization has limited/no access to the Internet, you may request an exception to this requirement. Exception requests should be submitted to the Office of Grants and Department (OGD) at OMS-ARM-OGDWaivers@epa.gov. The email subject should be “Grants.gov Exception Request” and the body of the email must include the following information:

[Funding Opportunity Number \(FON\)](#), [Organization Name and Data Universal Numbering System \(DUNS\)](#), [Organization’s Contact Information](#), [Explanation of the lack of technical capability to apply through grants.gov](#)



For further questions regarding technical assistance on registering to apply for a Community Change Grant, please contact EJ_TechAssist@epa.gov or call 1(800) 540-8123.



For questions regarding the Notice of Funding Opportunity (NOFO), please contact CCGP@epa.gov.



<http://bit.ly/CCGTA>