USASpending Applicant/Recipient Look-up Instructions

This Recipient/Applicant Information Notice (RAIN) informs applicants of a new training requirement that must be completed by new applicants/recipients prior to receiving grant funds. This requirement will ensure that all new grant applicants/recipients are prepared to apply for and manage grant funds in compliance with all federal grant regulations and EPA-specific grants policy. New applicants are only required to complete the training once.

USASpending.gov is the federal government's "official open data source of federal spending information, including information about federal awards such as contracts, grants, and loans." This website compiles funding data from across all federal agencies, not just EPA.

In order for an applicant/recipient or Grant Specialists and Project Officers to determine if an applicant/recipient will be considered "new" (i.e., has not entered into an EPA grant/Cooperative Agreement in or after October 1, 2014), they will have to search USASpending.gov using the following identifying information: the recipient name and their Unique Entity Identifier (UEI).

See below for a step-by-step walkthrough of how to use USASpending filters to locate recipient information.

USASpending Recipient Look-up Walkthrough: Step-by-Step
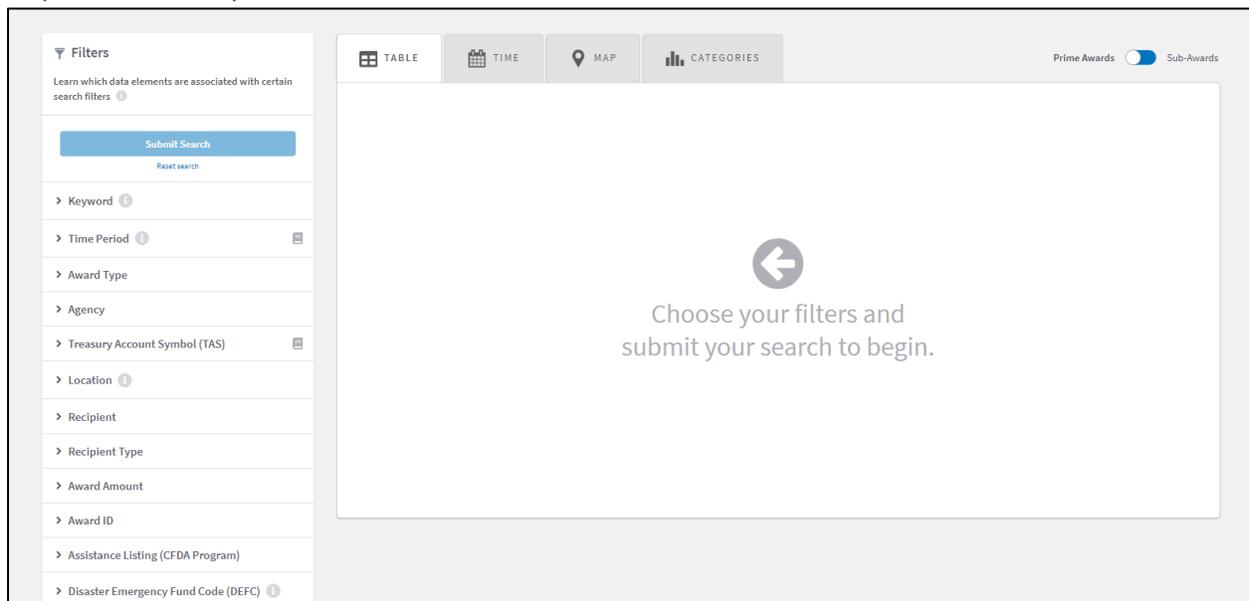
1. Navigate to USASpending.gov

Using an internet browser, head to USASpending.gov

From the homepage, select "Start Searching Awards"

2. Advanced Search

This will launch the Advanced Search page. From here, you can select from numerous search filters to help narrow down your results.

3. Selecting Filters

To determine if the recipient has had EPA grants in or after FY 2014, you will need to use the following filters: Time Period, Award Type, Awarding Agency, and Recipient. **It is important to note that you must apply *all* of the necessary filters before clicking "submit search."**

3. a. Time Period Filter

EPA will consider any recipient who has not entered into an EPA grant since 2014 a "new recipient." As such, when conducting the search in USASpending you must utilize the "Time Period" filter. Select FY2024 through FY2014. Do not click "Submit Search" until you add all necessary filters (see steps 3.b through 3.d).

3.b. Award Type

Next, using the Award Type filter, select "Grants."
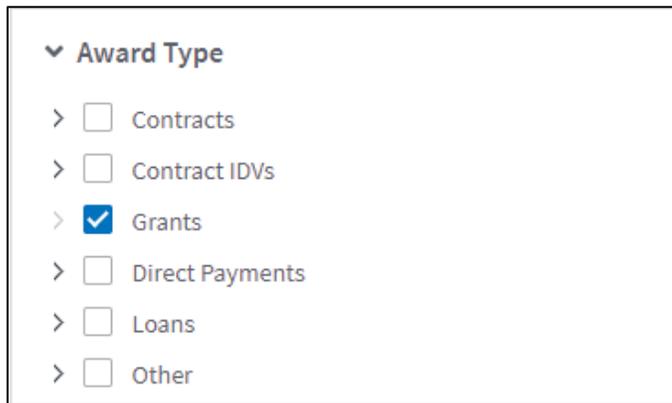

3.c. Awarding Agency Filter

Next, you will need to narrow the search to only grants that have been awarded by EPA. In the "Awarding Agency" box type "EPA." The dropdown will populate with "Environmental Protection Agency (EPA)." Click on that selection to add it to the Awarding Agency filter. Leave the "Funding Agency" filter blank.
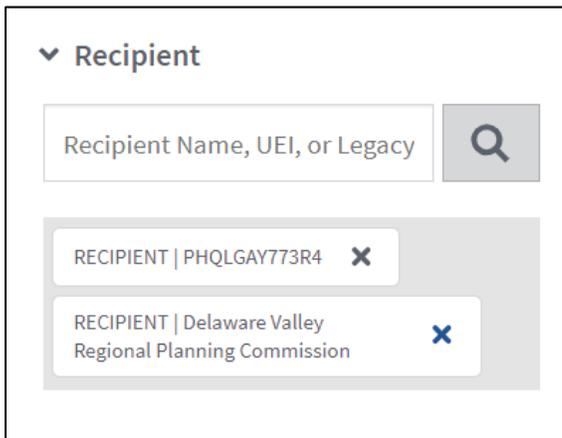
3.d. Recipient Filter

The final filter you will need to apply will narrow down the results to your specific recipient. Enter the recipient's UEI and click the magnifying glass icon to the right of the recipient field. **You must click the magnifying glass icon in order to add the UEI to your search.**
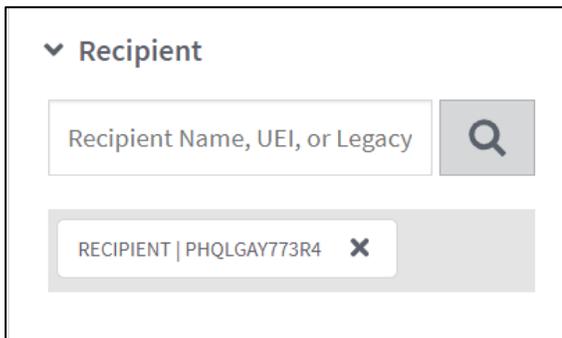
Note about Recipient Filters: Users can include more than one Recipient Filter in each search. If searching by UEI yields no results, you can also include the recipient name and/or recipient DUNS number if known. To add additional Recipient Filters, type in the recipient name or DUNS into the box. Click the magnifying glass to add the additional filter. Follow those steps to add recipient filters as needed.

4. Submit Search

Now that you've applied all necessary filters (Time Period, Award Type, Awarding Agency, and Recipient), scroll to the bottom of the page and click "Submit Search." The search table will populate with all applicable results. *Note: the bar across the top of the page will show the active search filters. This will allow you to confirm that you have applied all necessary search filters.*

In the results table, click on the "Grants" tab. Look closely at the Start Date for any grants listed there. The grant Start Date must be in calendar year 2014 or later in order for the recipient to be exempted from the New Recipient Training. If the recipient does not have any EPA grants that have a Start Date in 2014 or later, they will be required to take the training.

The sample search below confirms that this recipient has received three grants from EPA. However, of those three grants, only two began in 2014 or later. Based on the recipient's grant history, they will not be considered a "new recipient" and will not be required to take the grant training.

If your search does not yield any results, or if the results show that all of the recipient's grants have start dates before 2014, then they will be considered a "new recipient" and will be required to complete the New Recipient Training.