



Grants Management Applicant FAQs

Q1. Do I need to submit a portfolio as part of my application?

A1. No, this application package does not require a portfolio.

Q2. Do I need to submit a writing sample?

A2. You may be required to complete a writing assessment (see Question 3).

Q3. Will I have to take an assessment?

A3. After submitting your online application, you will be notified whether or not you are required to take the additional online assessment. This message will be delivered to you via email notification. The email may be routed to your "Spam" or "Junk" folder. This assessment must be completed within 48-hours of the closing date of the announcement. If the assessment is not completed, your application package is not complete and therefore you will not be eligible for consideration.

Q4. How many interviews will there be?

A4. Interviews are completed by the hiring agencies. The number of interviews will be dependent on which agencies are interested in hiring you.

Q5. How many agencies can I select?

A5. There are 9 agencies participating initially. Additional agencies may request to consider applicants at various points. You must opt in to be considered for all agencies.

Q6. Can I receive more than one offer?

A6. Yes, you may receive offers from multiple agencies. Once a job offer is extended to you by an agency and you accept, decline, or fail to respond, you are no longer guaranteed any additional offers, however, it is possible to receive one from another agency.

Q7. How many vacancies are there? How many people will be hired?

A7. There are over 30 potential vacancies across the nine agencies. However, there is not guarantee of how many people will be hired from this recruitment.

Q8. Is remote work or telework an option?

A8. The option for remote or telework arrangements varies by agency and is subject to supervisory approval.

Q9. How many pages should my resume be?

A9. There is no limit to the number of pages for your resume, however subject matter experts (SMEs) will only review three (3) pages of your resume, starting at your work experience.

Q10. Do I need to submit a cover letter?

A10. Cover letters are optional.

Q11. Do I have to be vaccinated?

A11. The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements.

Please visit <https://www.usajobs.gov/help/working-in-government/vaccine> for more information.

Q12. Is travel part of this job?

A12. Some agencies require occasional travel.

Q13. What documents am I required to submit?

A13. All applicants are required to submit a resume. Please list of all significant jobs held and duties performed, with dates specified in month and year, and indicates hours worked per week. As a reminder, only the first three pages after your work experience will be reviewed.

If qualifying based on education, you must submit a copy of your **graduate transcripts**. An unofficial copy is sufficient with the application if it includes your name, necessary course information, and date degree conferred (if applicable); however, if you are selected, official transcripts will be required prior to entering on duty.

If you qualify for Veteran's Preference you must submit a copy of your **DD-214** showing character of discharge (Member 4 copy), or other Documentation of Service and Separation under Honorable Conditions, as listed on the **SF15**. CPS or CP eligible veterans must also submit a **letter from Department of Veterans Affairs** showing your service connected disability percentage.

If you are a displaced Federal Employee within the local commuting area, please submit documentation for [Interagency/Career Transition Assistance Plan](#) consideration. You must include: 1) Proof you are a displaced Federal employee, e.g., Reduction-in-Force (RIF) Separation Notice, Notice of Proposed Removal, etc.; 2) SF-50s (Notifications of Personnel Action) showing career/conditional tenure, competitive status, promotion potential, and duty location; and 3) your most recent performance appraisal.

Please see the "Required Documents" section of the job announcement for more details on each of these documents. (<https://www.usajobs.gov/GetJob/ViewDetails/656532400>)

Testimonial 1

From a current Federal Grants Manager

I am the Grants Management Officer in the Colorado office for the Environmental Protection Agency (EPA). I joined the EPA in 2010 under a student hiring program while I was finishing my Master's in public administration (MPA). Prior to going back to school, I worked for a nonprofit and applied and managed a variety of local, State and Federal grants. I took my experience as a recipient of grants and have utilized it in my current position, now awarding grants.

In making a career change it was important for me to find an Agency with a mission that aligned with my values. I enjoy coming to work knowing that I am helping protect human health and the environment. I have built meaningful relationships with the state partners, the small communities in our region as well as the local Tribal governments. It is rewarding to see the positive impacts EPA assistance makes within our communities.

Through my work with Tribal governments in Colorado I have had the opportunity to work with a variety of different federal agencies; working together to ensure we are providing consistent guidance and multi-agency support. I have been able to expand my knowledge of other federal agencies and work together to create a meaningful impact.

The grant specialist position is unique as it allows an individual to gain perspective of the wide variety of work carried out by the Agency. The specialist may oversee superfund cooperative agreements cleaning up old mining sites, state water monitoring agreements ensuring communities have clean water, and working closely with Tribal governments to build capacity and expand their environmental departments.

The EPA provides a great work, life culture and I appreciate the flexible work schedule as well as the telework and remote work options. I appreciate the strong team environment of the Agency and the meaningful relationships I have built with my team and co-workers. I hope that you consider joining the federal government and joining in the important work we do at the EPA!

Testimonial 2

From a current Federal Grants Manager

I am the Grants Management Officer (GMO) in the Environmental Protection Agency (EPA) working out of the New York Office. I began my career with the EPA in 1989 as an intern while I was completing my Master's in Environmental Management. My internship involved performing special tasks and projects for the Policy and Program Integration Branch. I was subsequently hired as a Project Officer responsible for coordinating the oversight and negotiation of workplans for the Clean Air Act Section 105 and Clean Water Act Section 106 grant programs for Puerto Rico and the U.S. Virgin Islands. After serving in this position for seven years, I was hired as a Team Leader/Associate Grants Management Officer in the grants office where I served for 26 years before being promoted to the GMO position and Chief of the Grants and Audit Management Branch. Prior to my career with the EPA, I worked for the US Department of Agriculture as a Plant Protection and Quarantine Aide in the U.S. Virgin Islands.

My interest in the environmental and life sciences and the opportunity to help address environmental issues in a meaningful way attracted me to seek a career with the EPA. Through my work on grant programs as Project Officer with the governments of Puerto Rico and the U.S. Virgin Islands, I have had the opportunity to work with scientists, engineers, attorneys and managers within the Regional Office, our Headquarters office, and the territories. My career in the grants office has further expanded my knowledge of multiple programs from the administrative perspective. We work with all types of grantee organizations, including State, local and Tribal governments, non-profits, institutions of higher education, special districts, and others. Most rewarding is receiving feedback from our grantees and the public about how the grants we award are helping them to address environmental issues. From time to time we visit grantees at their project sites and get to see our grant work in action. I enjoy providing technical assistance to our grantees to help them ensure that they can effectively comply with Federal grant requirements or to help them resolve audit findings. Also extremely rewarding are the relationships developed and cultivated over the years with coworkers, staff, and even individuals in our grantee organizations.

A career in grants management is never dull. I often say to new hires that as long as I have been working on grant programs with the EPA, I am still learning new things. There are a variety of issues that come up throughout all phases of the grant lifecycle. At EPA, Grants Management Specialists have opportunities to get involved in activities beyond the routine grant management work. Examples of special projects that our Grants Management Specialists are involved in include development and delivery of training to grantees or EPA personnel on grants management topics; assisting in the testing of grants management systems; writing procedures; evaluating grantees' policies and procedures for compliance with federal requirements and providing technical assistance to grantees. Detail opportunities to work in other positions in the program or within an office are not uncommon.

The Federal Government is a great place to work. EPA, like many of the Federal Agencies offer various types of flexible work schedules, telework and remote work options as applicable. Join us!