Grants.gov Workspace Instructions

note some screen shots are from the 2018 process

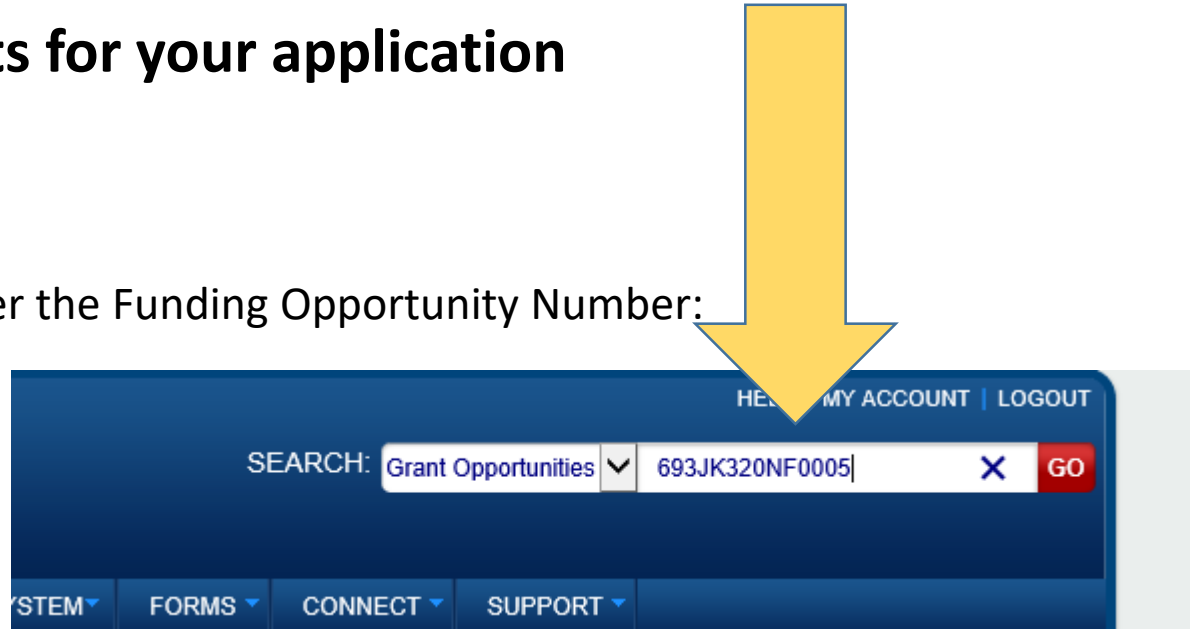
Download the related documents for your application

Go to www.grants.gov

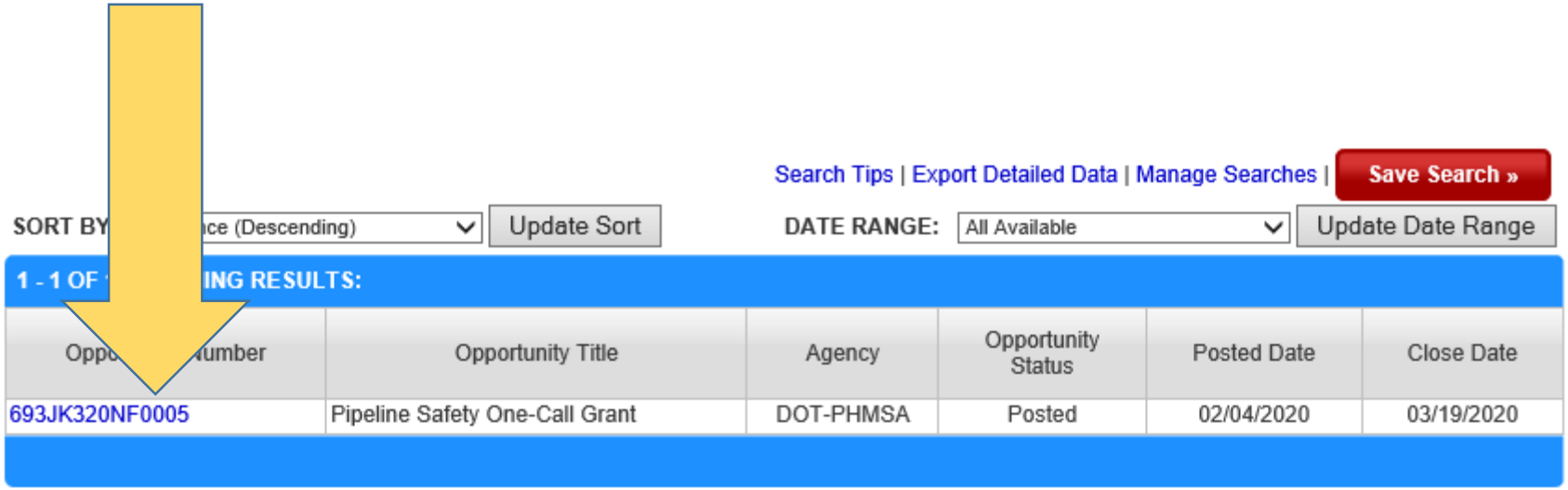
In the upper right under Search Opportunities, enter the Funding Opportunity Number:

This will start 693JK321NF…

Click Go



Click the opportunity number in the first column

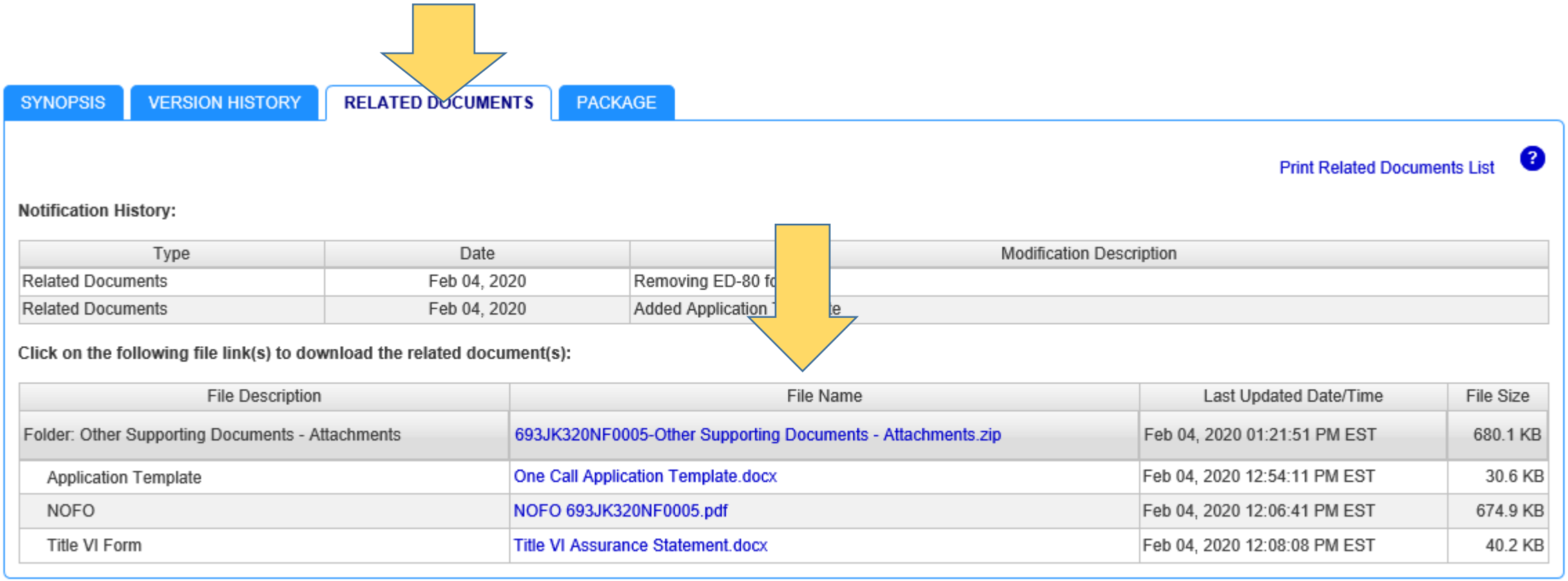


Then click the “Related Documents” tab.
Click on the .zip file for all the related documents, or click on each one separately to download and save to your computer.

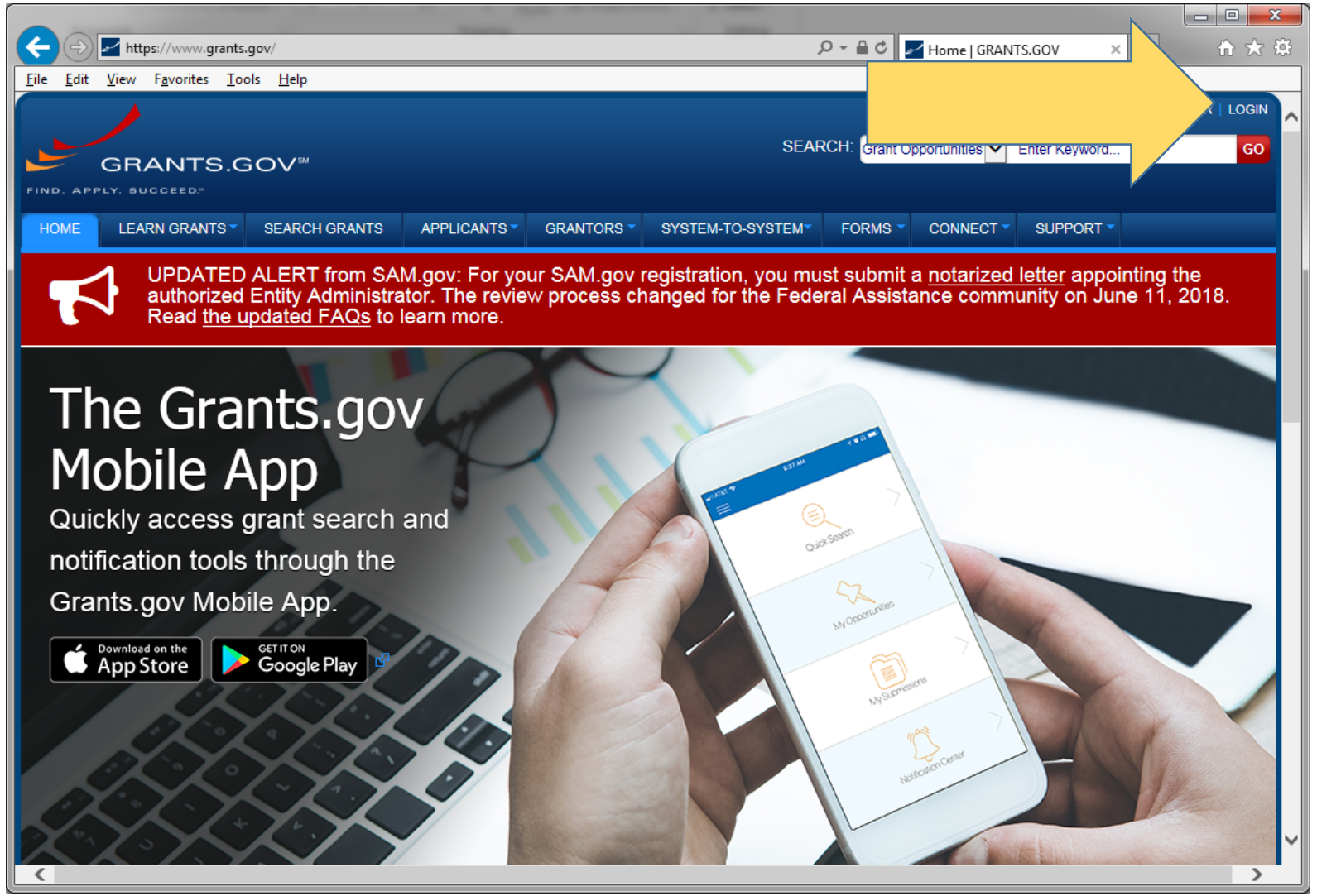
Locate and open the documents to begin filling them out:

The Title VI Assurances must be signed by your organization Authority and then scanned to an Adobe PDF document so it can be uploaded to the forms package.

It is best to complete the project and budget narrative templates before you begin to fill out the forms package.

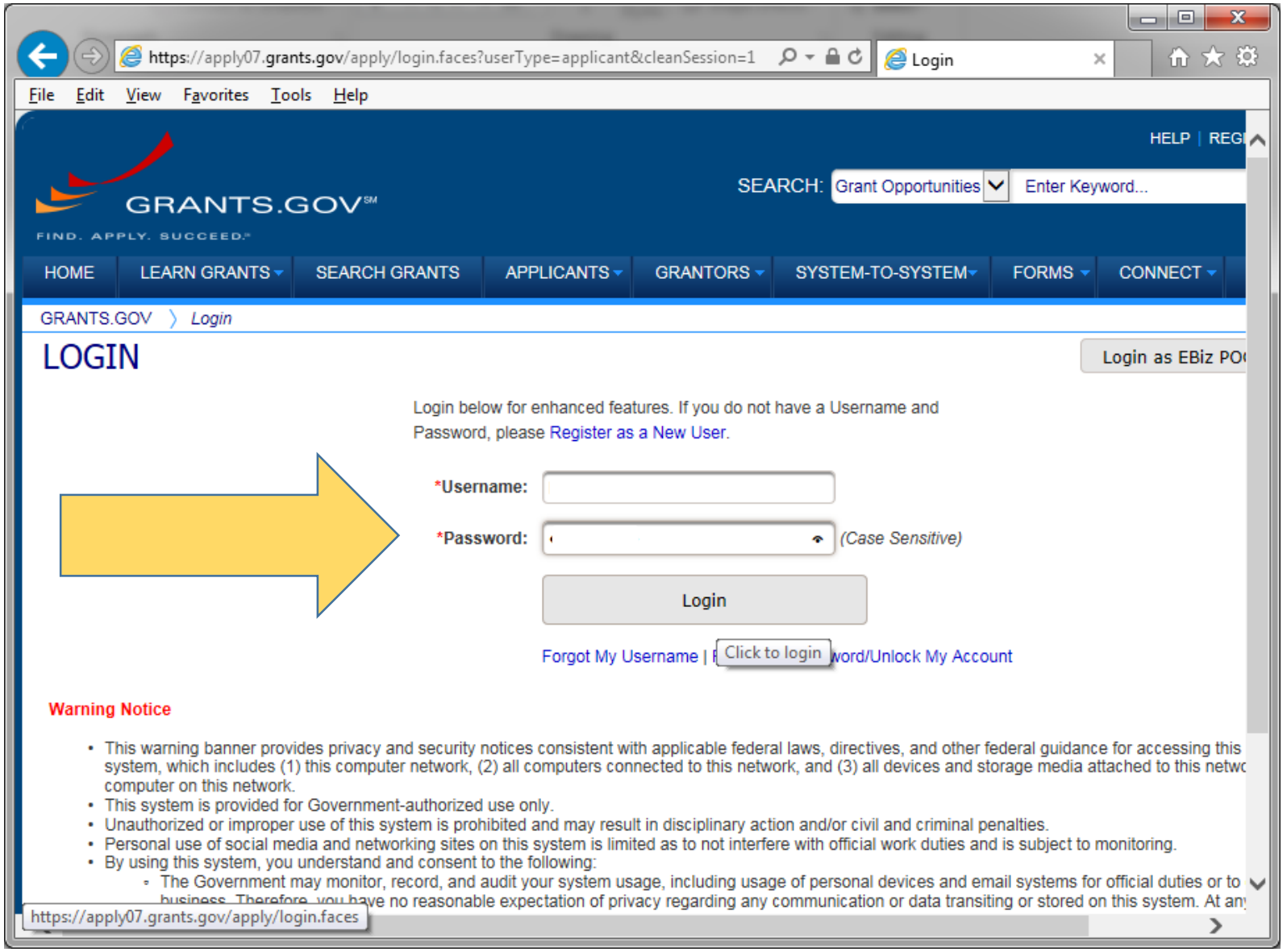


When you are ready to start filling out the forms package:



Go to www.grants.gov

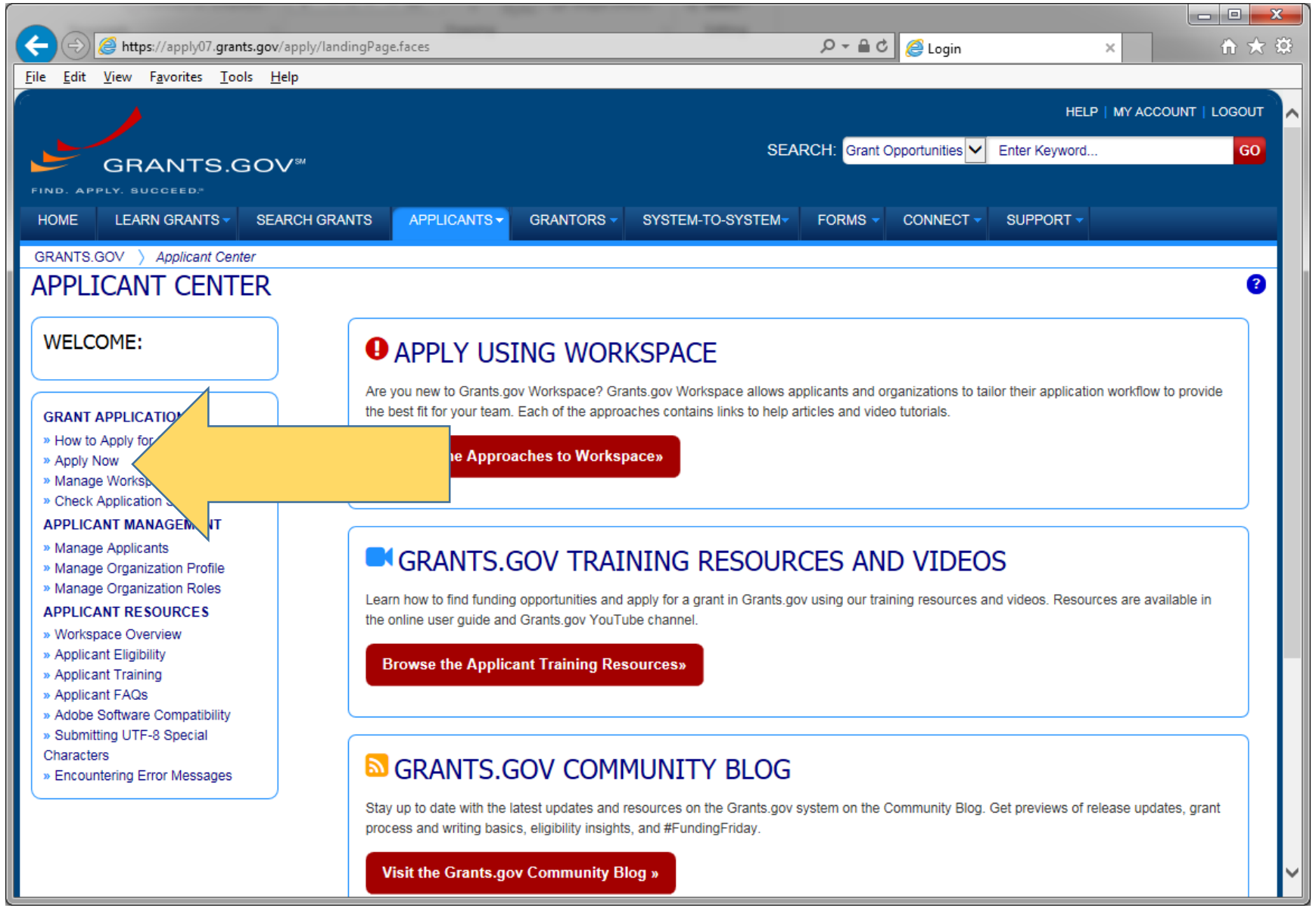
Click “LOGIN” in the upper right



Enter your username and password

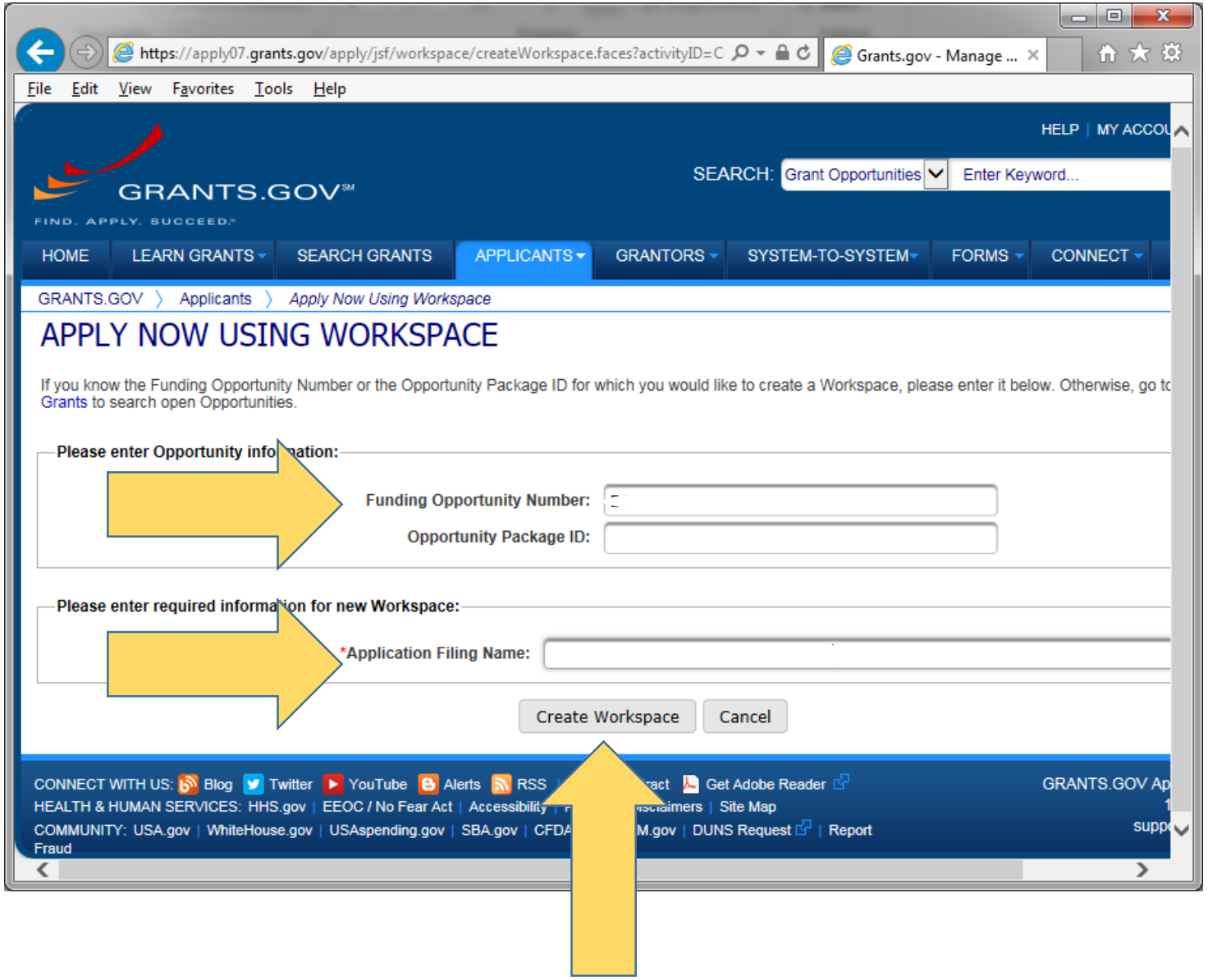
Then click Login

If you need your password reset, Grants.gov has instituted a new method where a code is sent to your Email or phone!



Click Apply Now

If this option is not available to you, you do not have the Workspace role assigned to your account. You will either need to have someone else in your organization create the workspace and give you access to the forms, or request your EPOC assign you the Manage Workspace role.

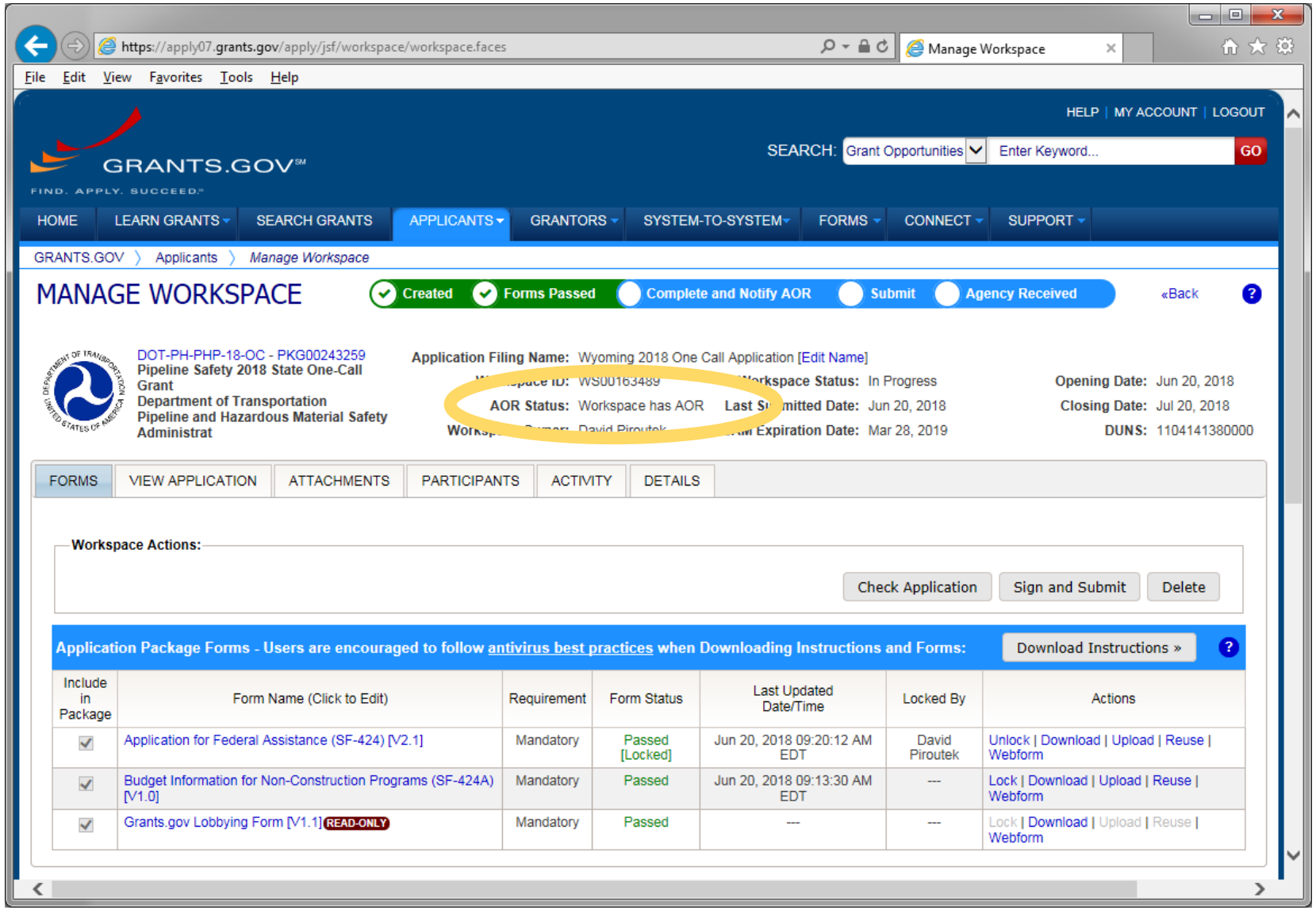


Enter the Funding Opportunity Number:

Leave Opportunity Package ID blank

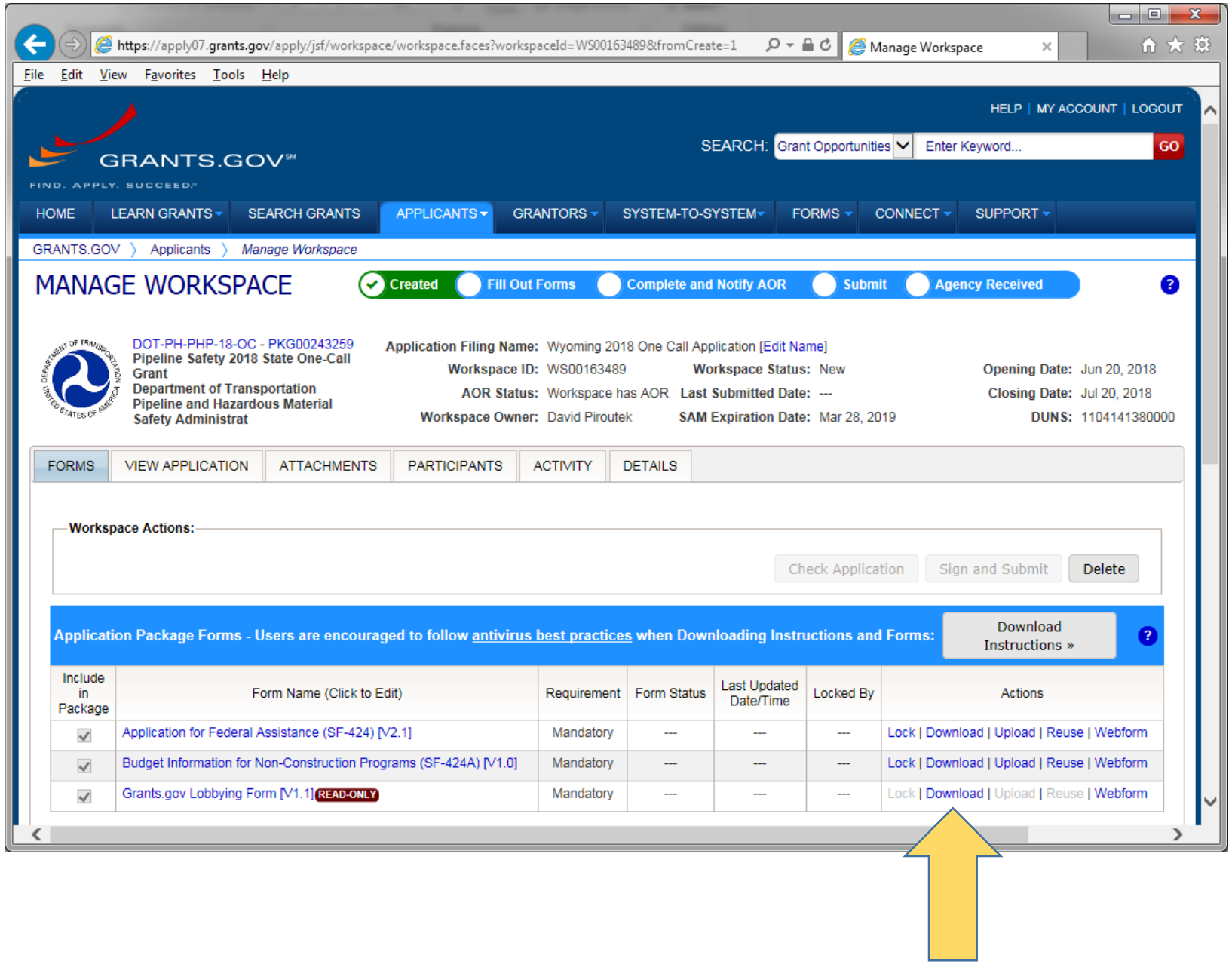
Enter the Application Filing Name as:
Statename 2021 One call Application *or*
*OrgName*2021 SDP Application
*OrgName*2021 TAG Application

Click Create Workspace



If you do not have this AOR Status, then you are not authorized to submit the package.

This is okay if someone else in your Organization usually submits the forms packages. In this case however, it is most likely that person will create the Workspace and then allow you to have access to the forms.



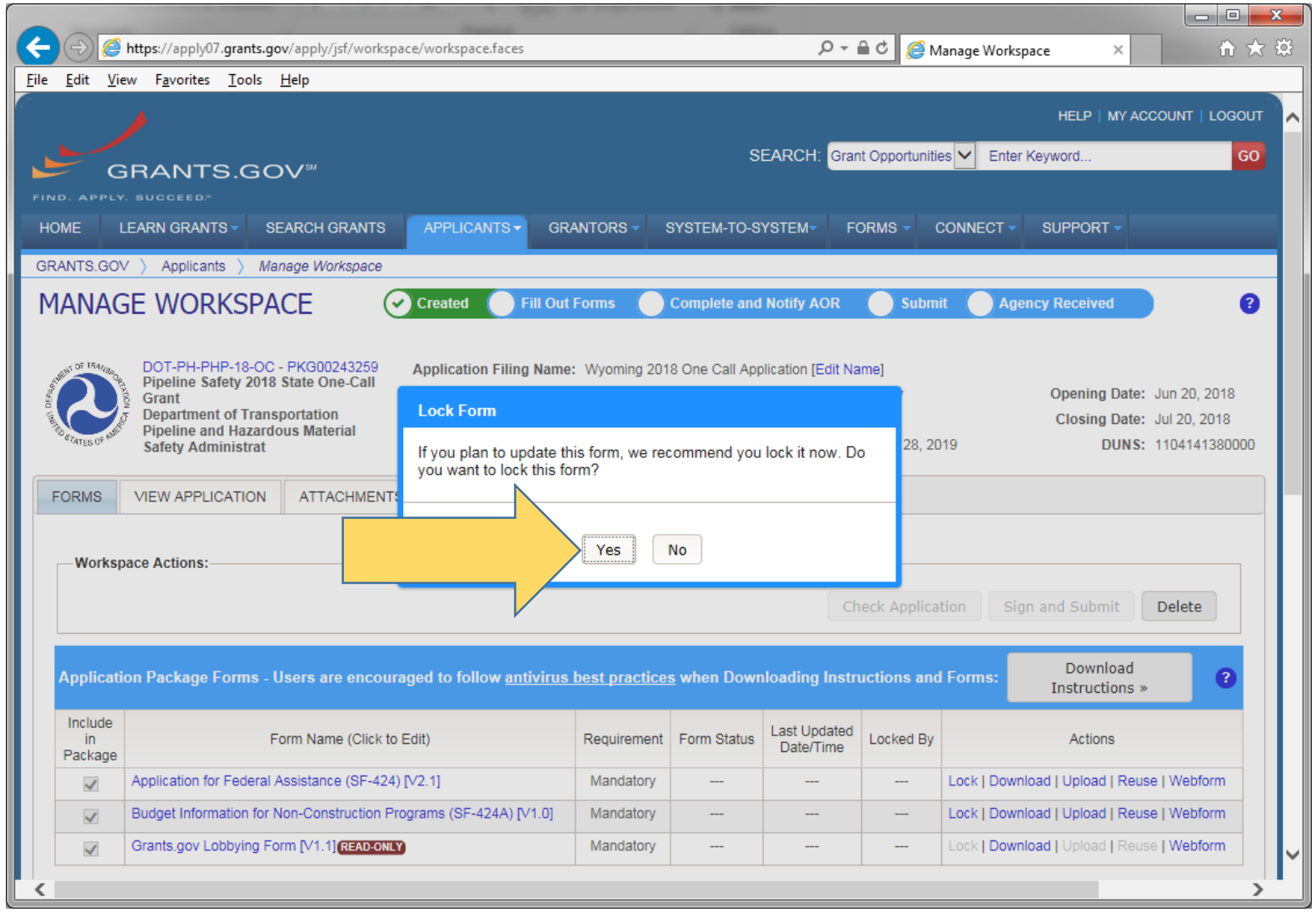
This is your Workspace main page.

The Download Instructions button Will download the Notice of Funding Opportunity document. This is not the instructions for filling out the forms!

You can fill out the forms 2 ways – Download: download the fillable pdf's to your computer, fill them out, and then upload them back to the workspace.

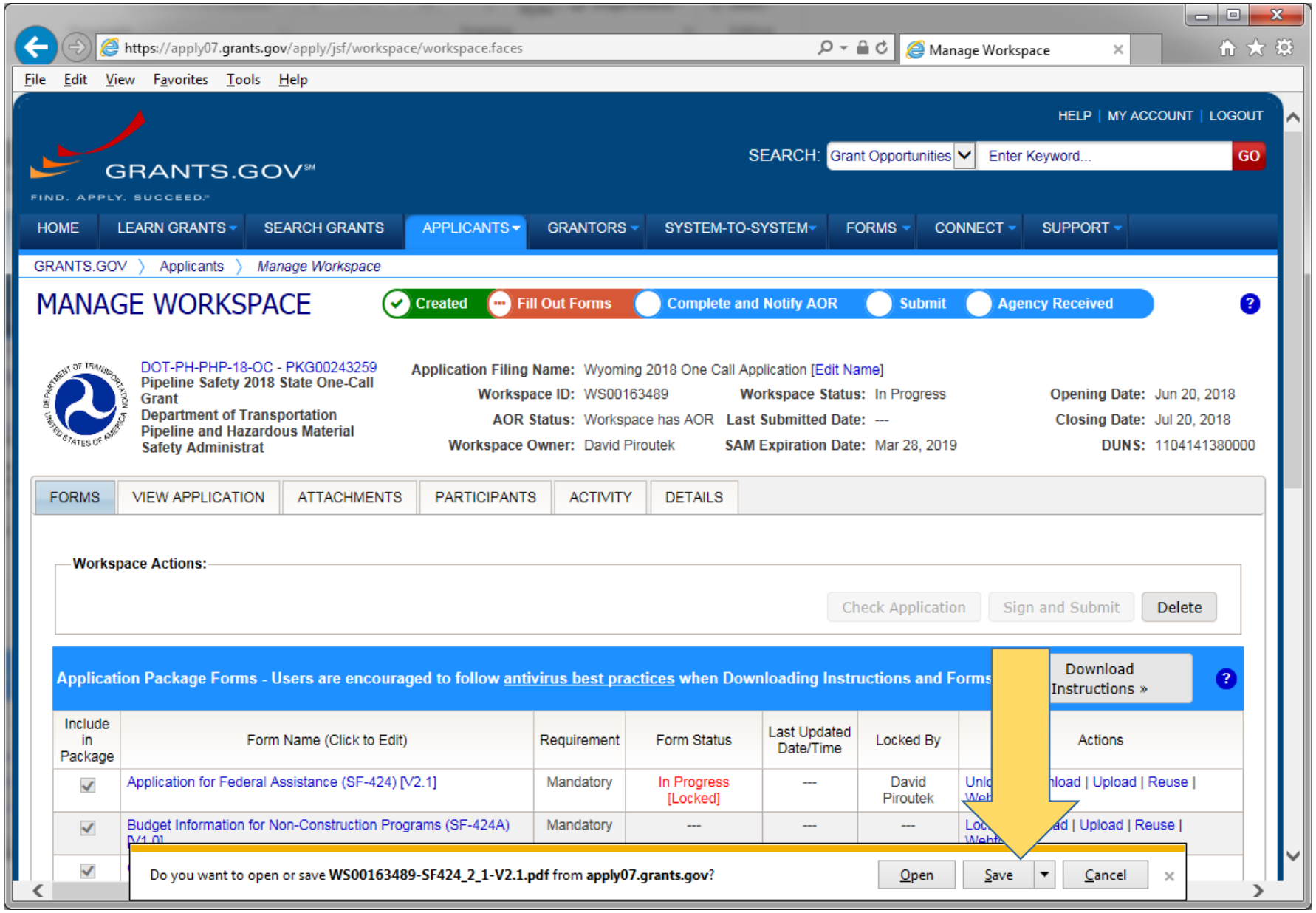
OR

Webform: fill the forms out online (for this grant application I am providing instructions for the download option. If you feel comfortable filling out the forms online you may do so!)



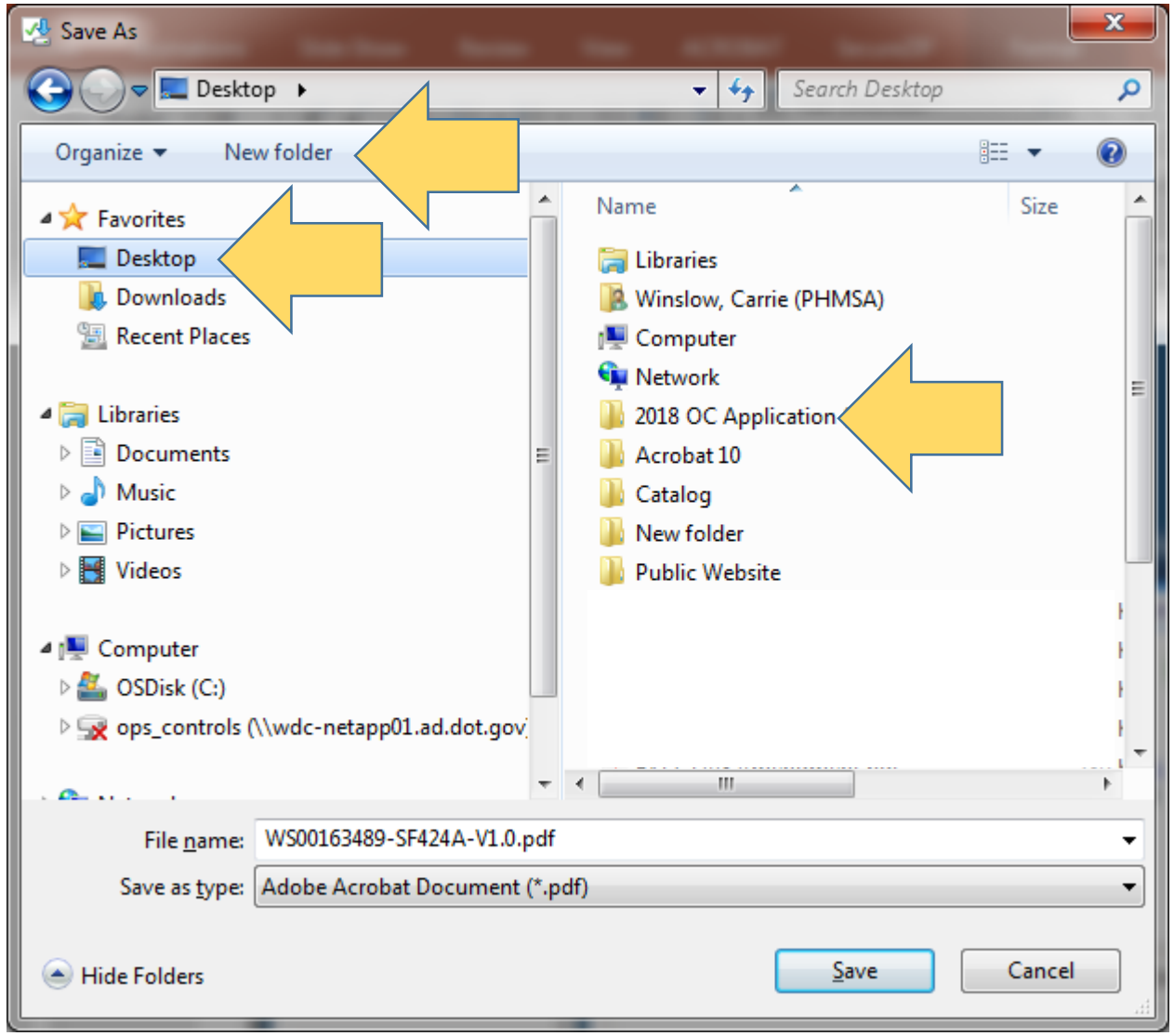
To start downloading forms, click Download next to the first form listed.

Click yes when asked if you want to lock the form.



Click the down arrow on Save Select Save As.

You will now be in the standard Windows explorer window.



Click on Desktop

Then click New Folder

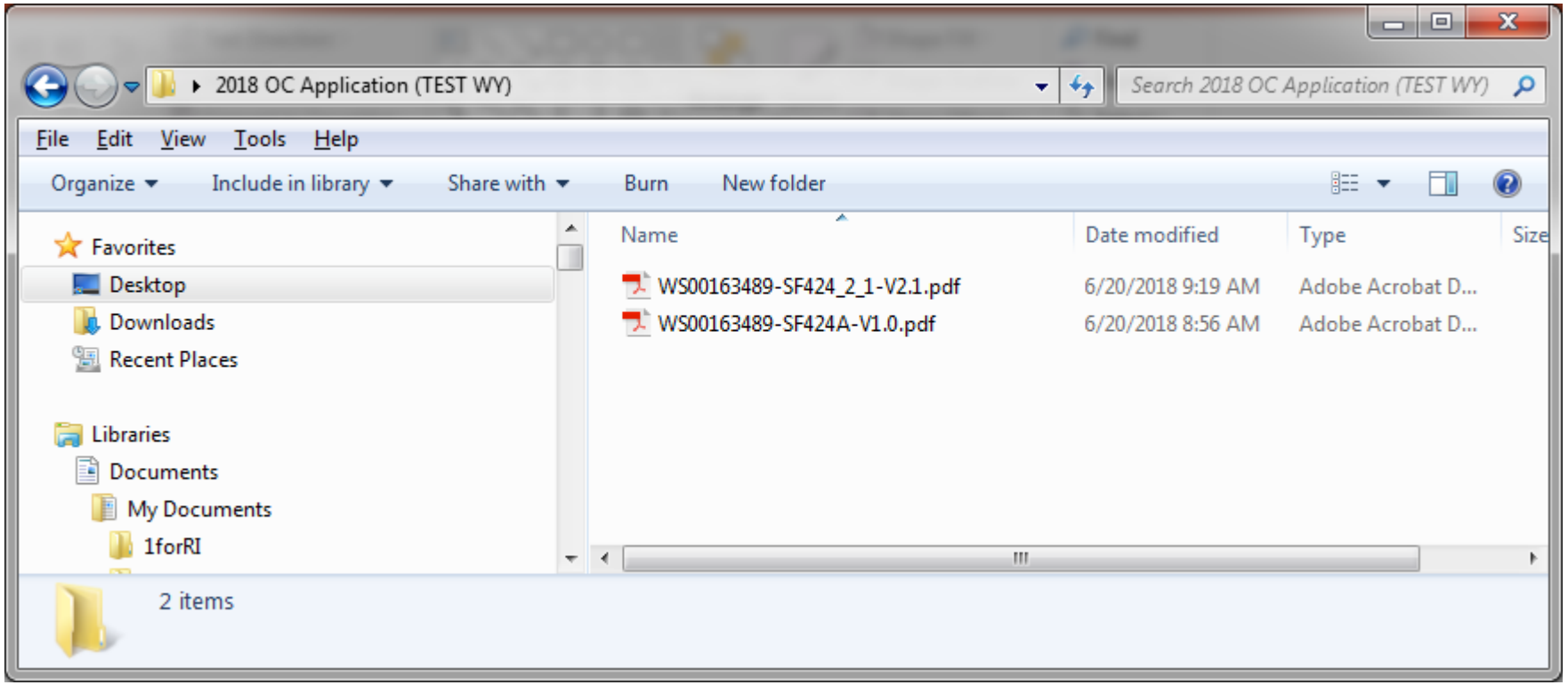
Name the new Folder something similar to 2021 OC/SDP/TAG Application and hit Enter

Click OPEN and then SAVE

Repeat for the SF-424A form, this time it should default save to the folder you just created so just click SAVE.

If it doesn't default, click Desktop then double click the folder you created and then click SAVE.

Repeat for the Attachments form.

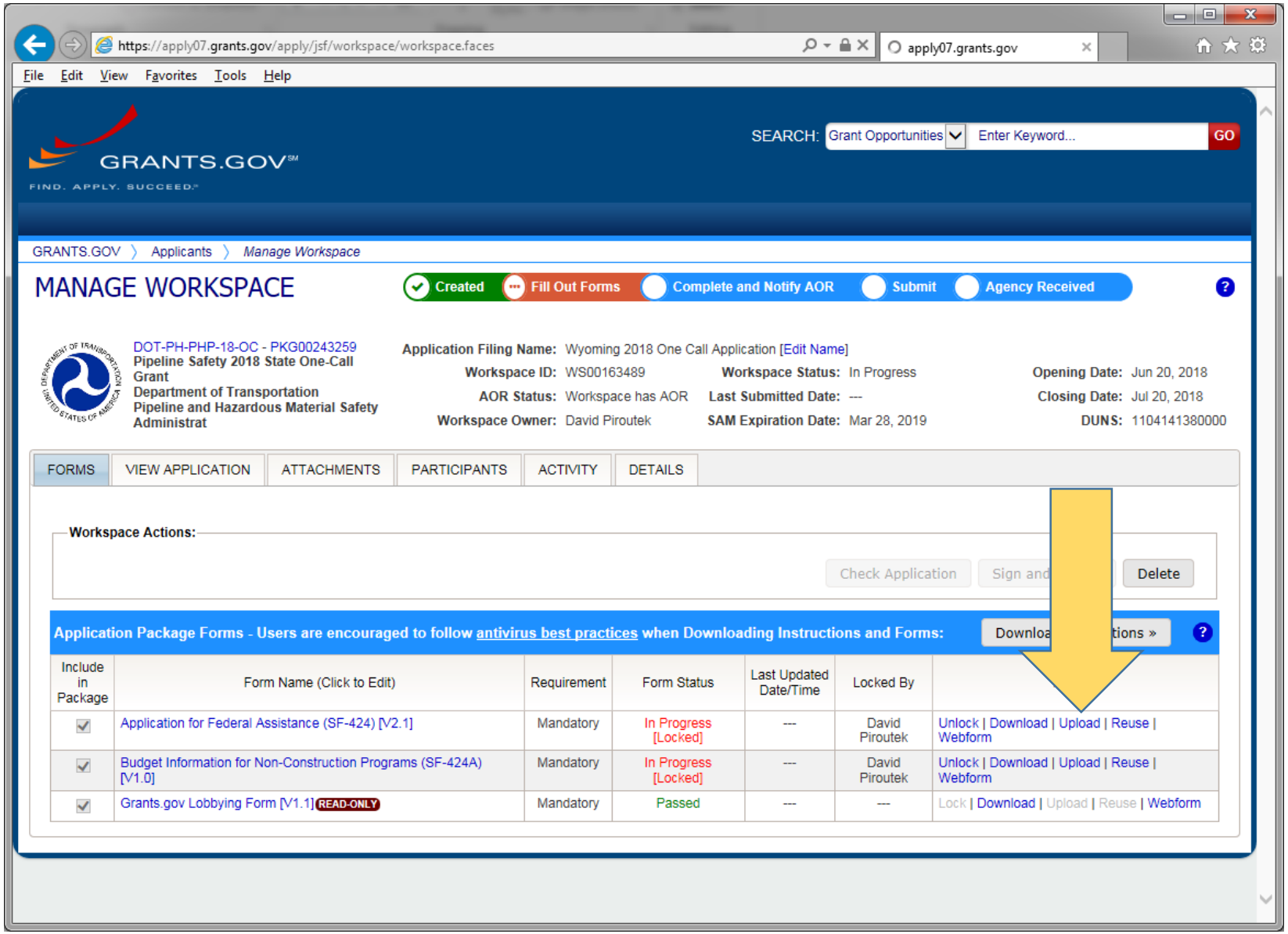


<u>Have your application templates and title VI assurances printed out, signed and scanned before beginning to fill out the forms!</u> these documents are located in Grants.gov on the "related documents" tab.

Open the SF424A-V1.0 file first and fill it out using the forms instructions document section B.

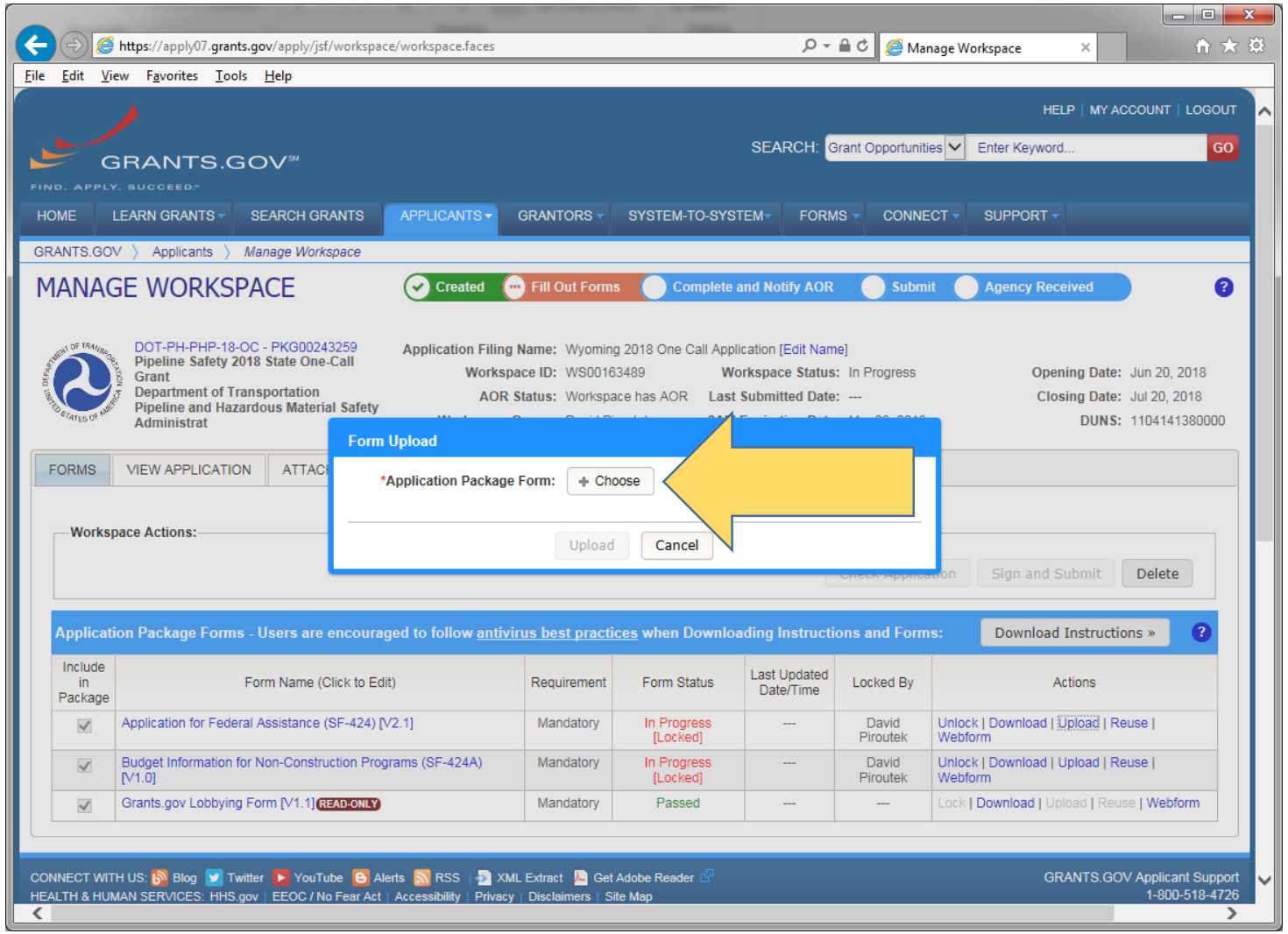
Once you are done with that file, open the SF-424_2_1-V2.1 file and fill it out using the forms instructions document section C.

Finally, open the Attachments form to attach your signed scanned Title VI assurances and template documents.



Once you have completed filling out the forms on your computer, they are ready to be uploaded to the Workspace.

Click Upload next to the SF-424 form.

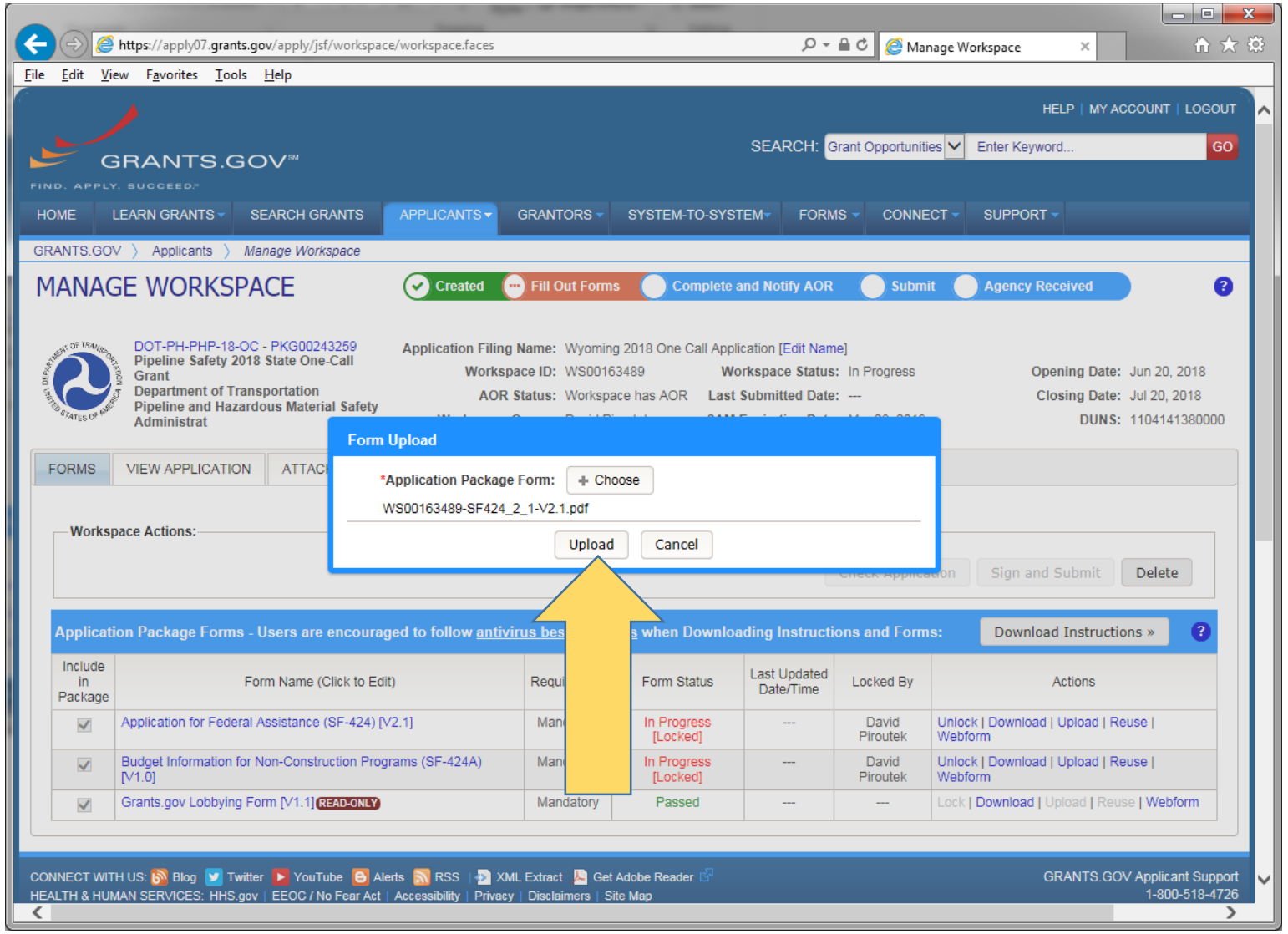


Click the Choose button.

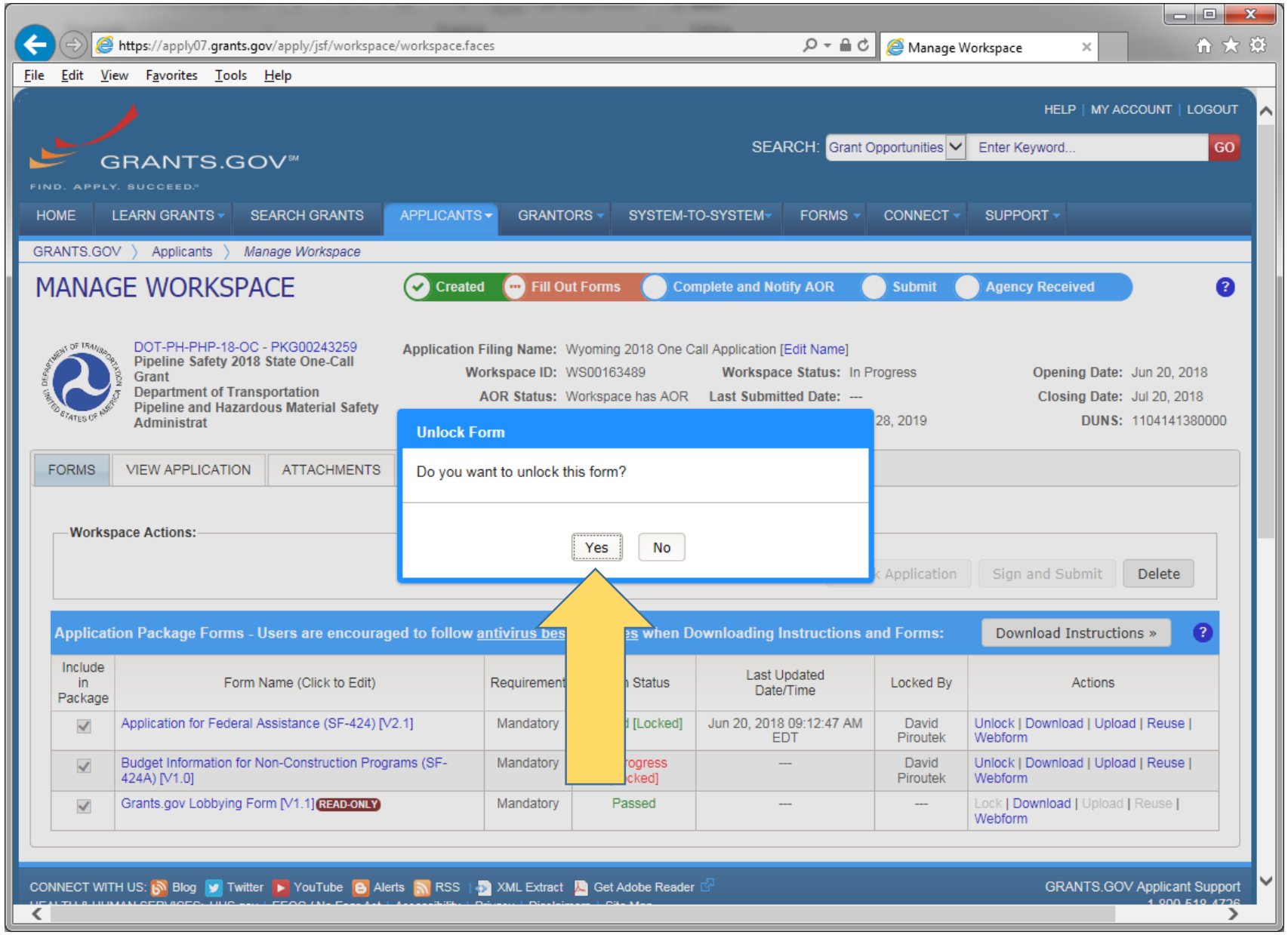
This will open the standard windows file explorer window.

Browse to the Desktop folder you created and click on the SF-424 file.

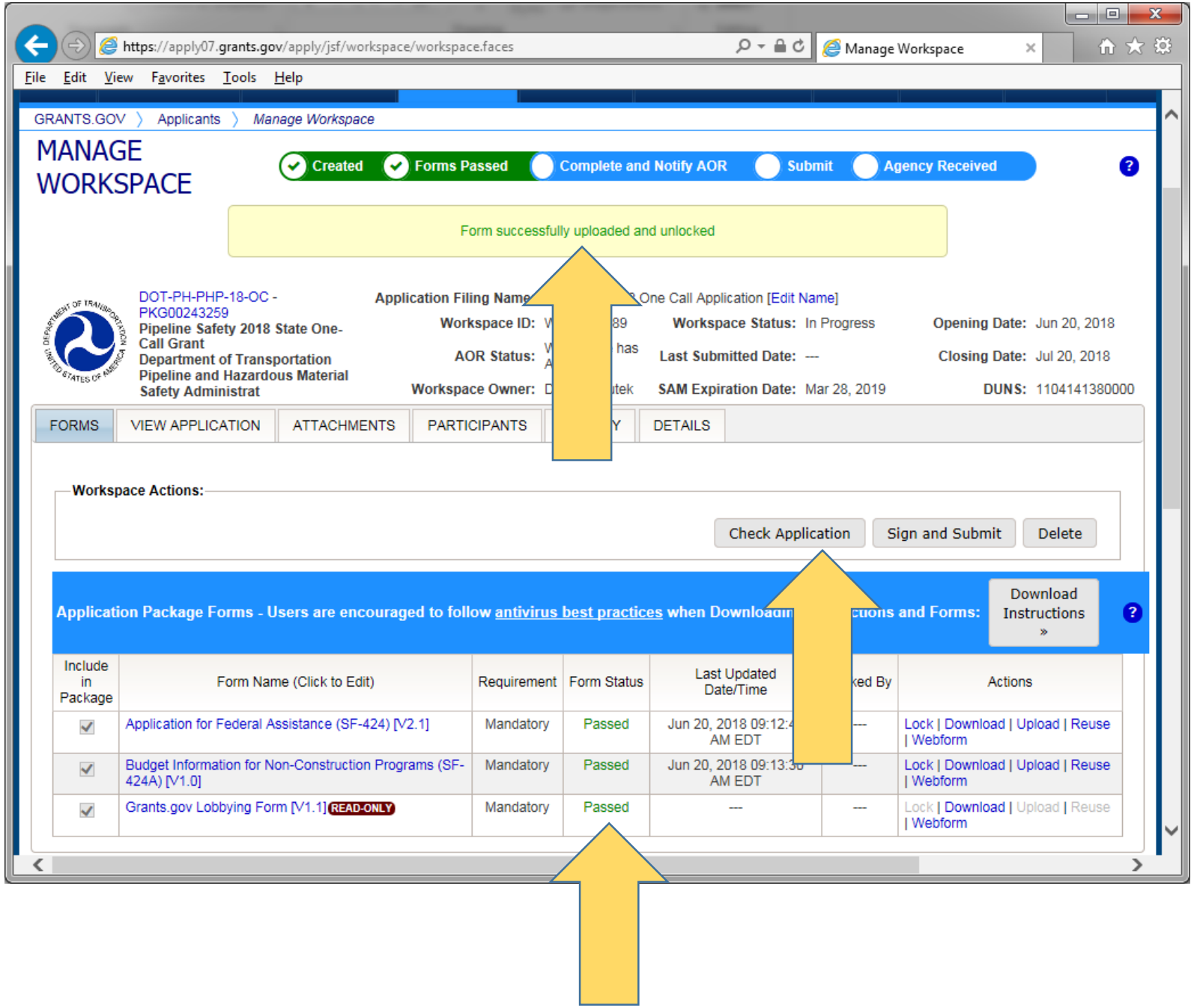
Then click Open



Now click Upload



When asked if you want to unlock the form click Yes.

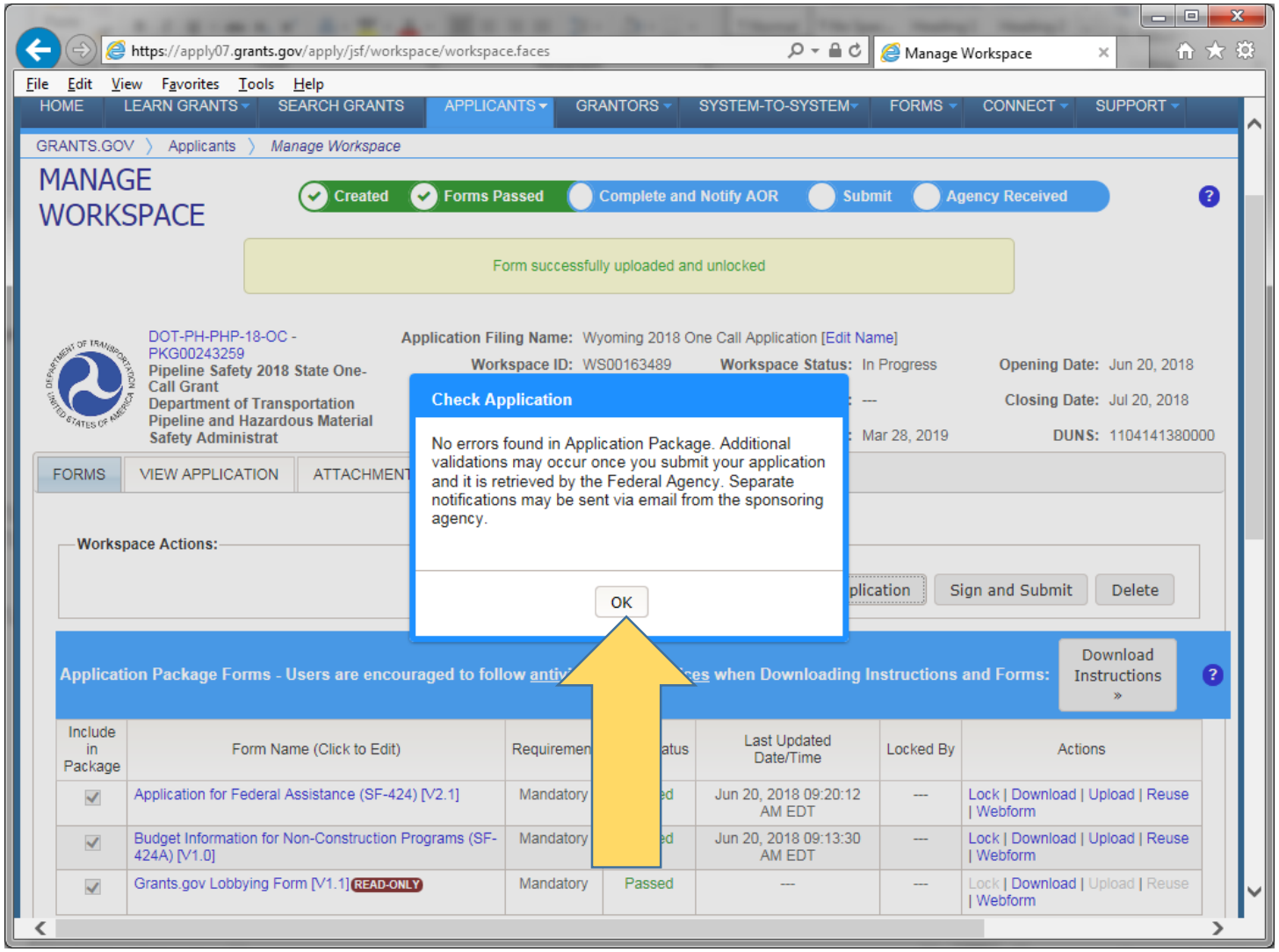


Your form will be uploaded.

Repeat this process for the SF-424A form.

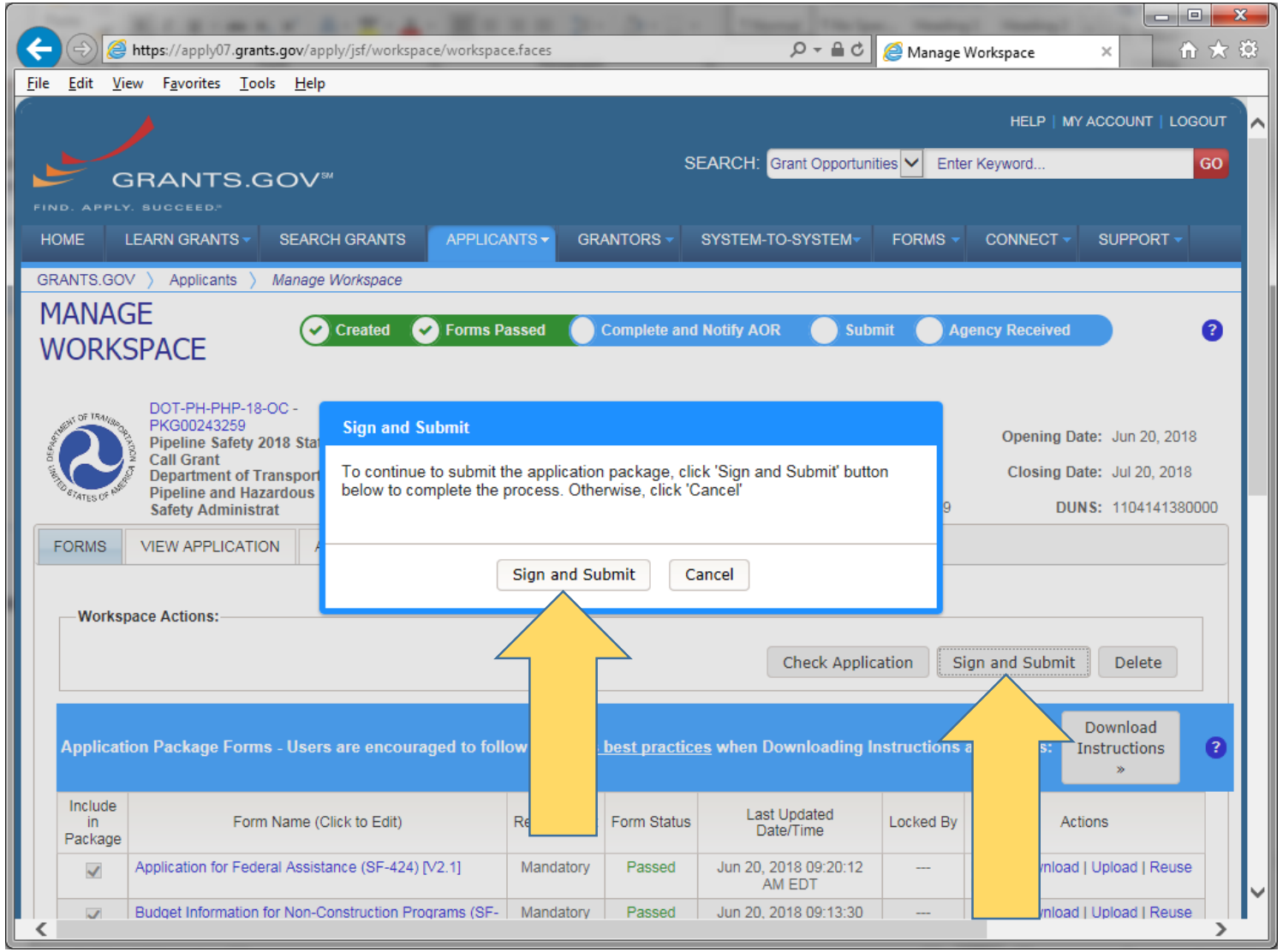
Once you have the forms uploaded you will see the ‘form status’ should be passed.

Now you can click on the Check Application Button to check the forms for any errors.



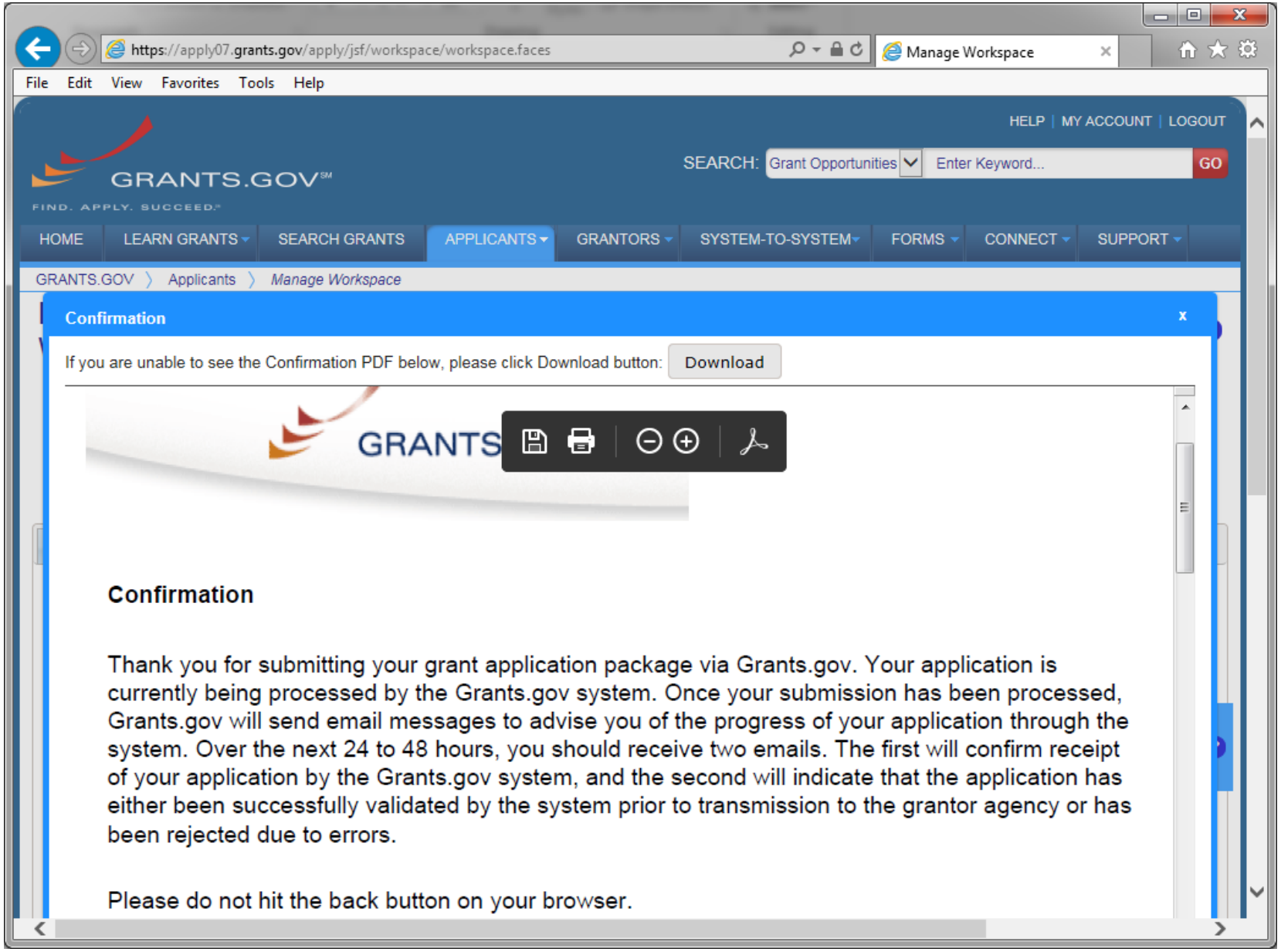
There should not be any errors found, if there are, you can fix them on the form on your computer then re-upload to the workspace.

Click OK.

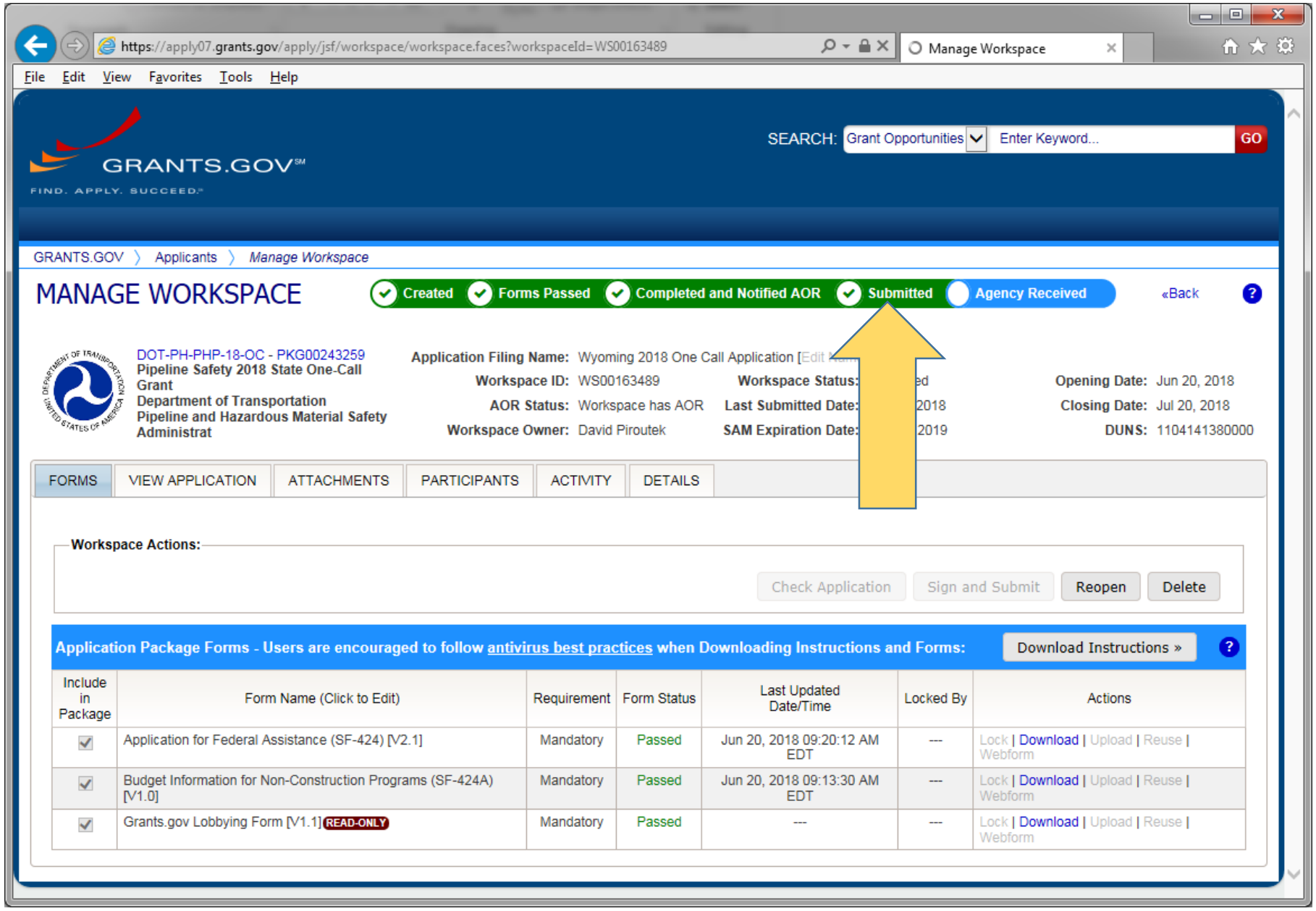


Now you will click on the Sign and Submit button.

Then click again on the Sign and Submit button.

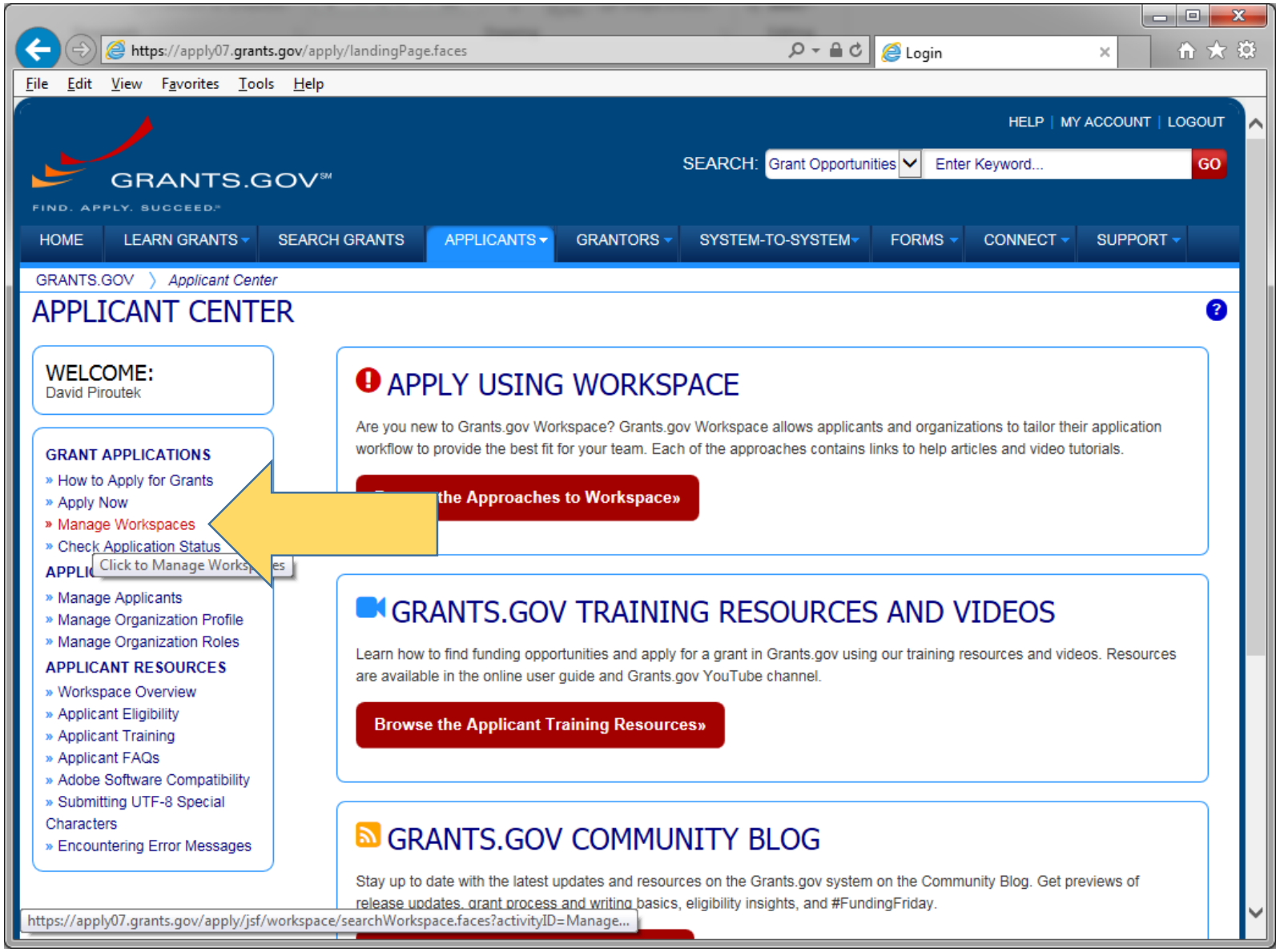


You will get a confirmation page which you can print and/or download to the folder you created on the desktop.

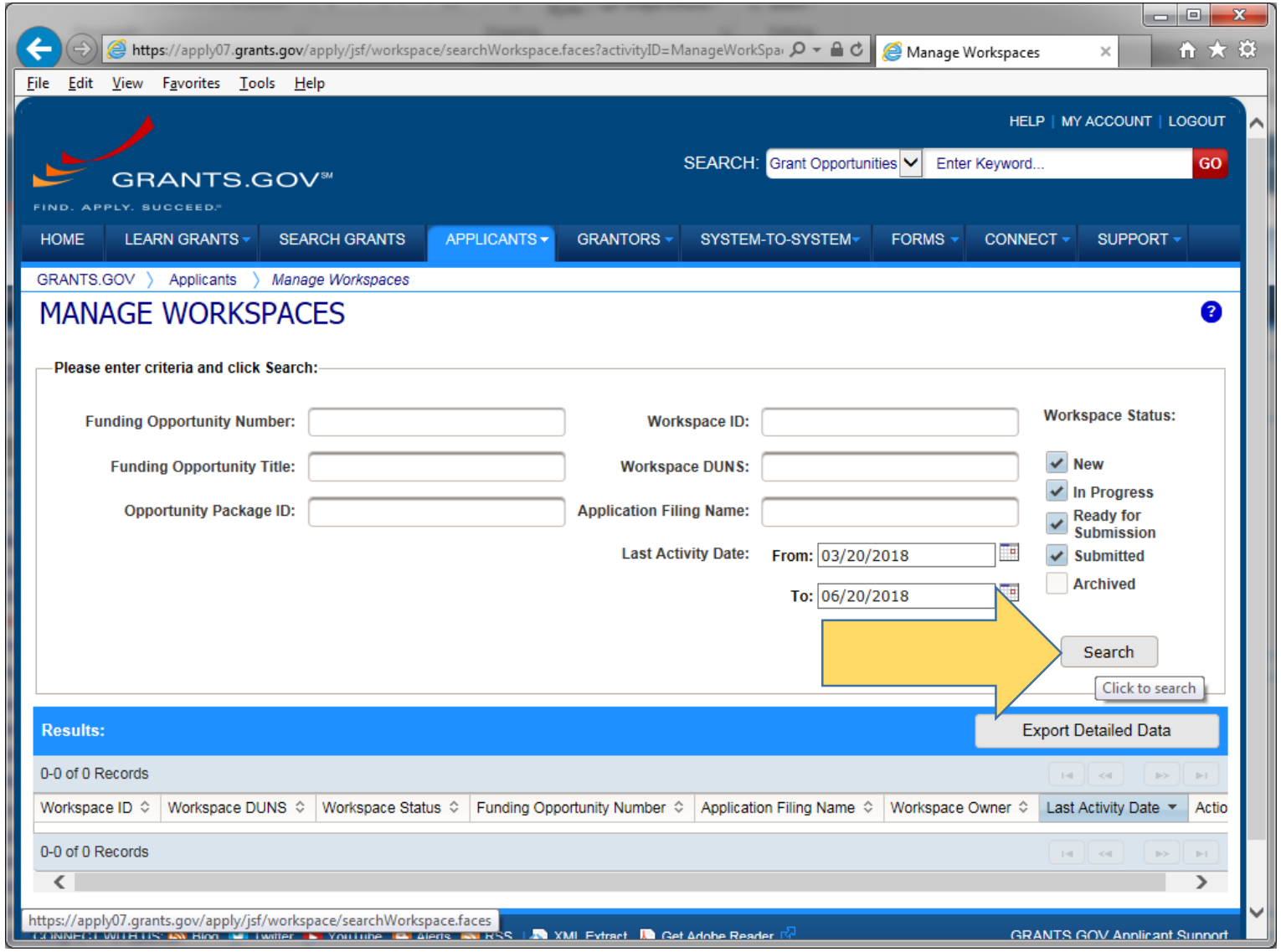


The status bar at the top will now move to ‘submitted’.

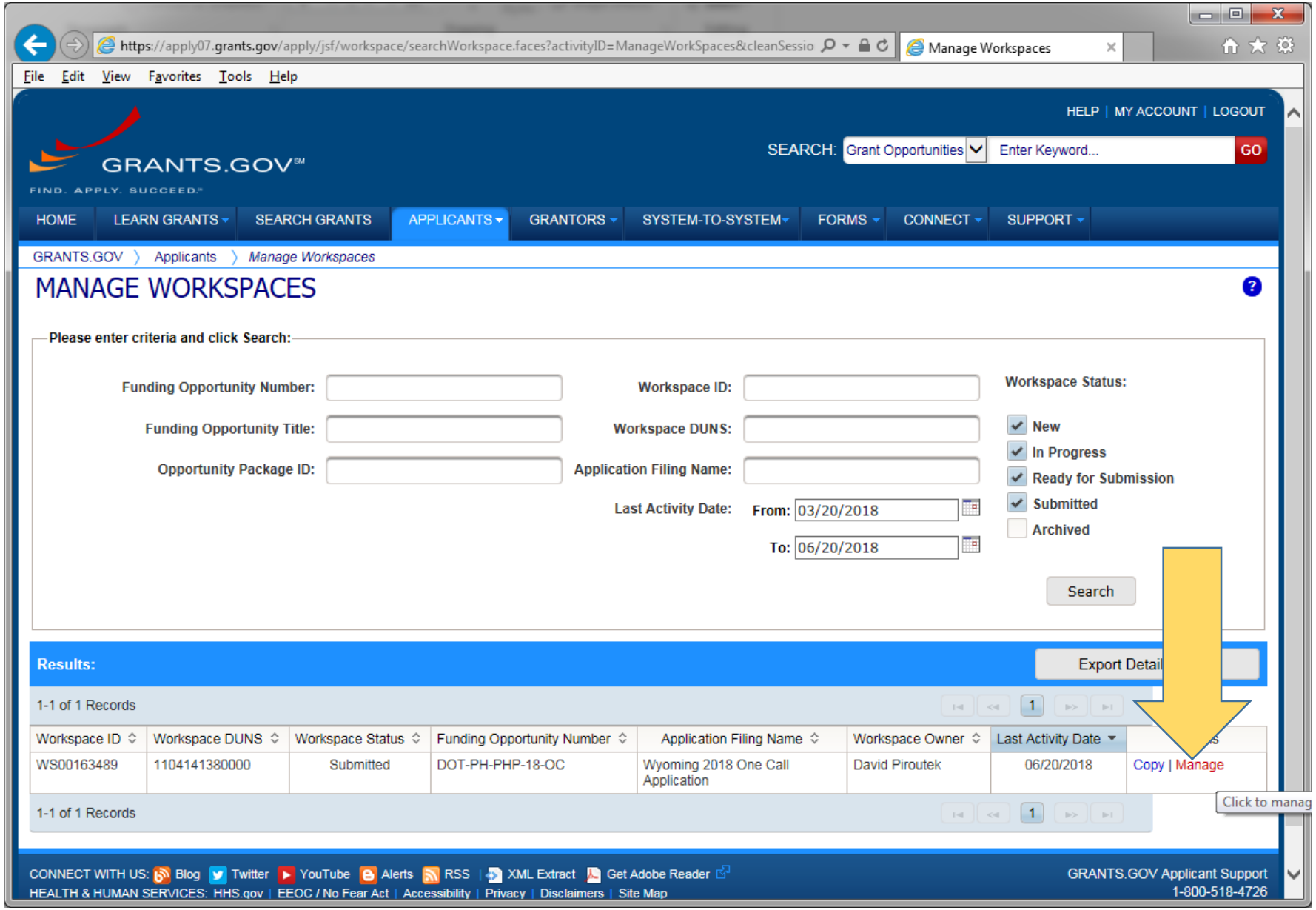
Once PHMSA downloads your submitted forms package, the Agency Received section will turn green.



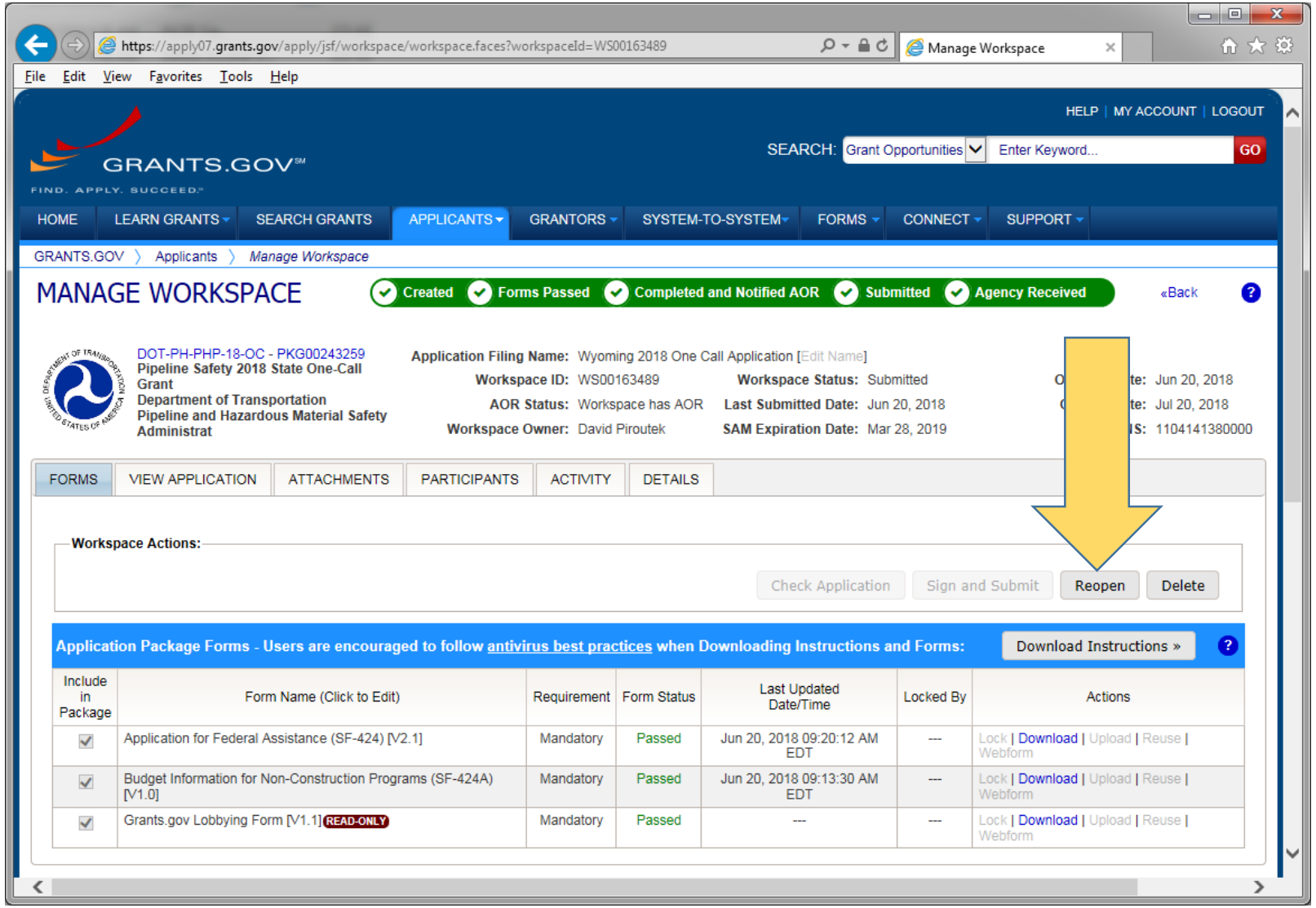
To get back to your Workspace, click the Manage Workspaces link from the main page of your grants.gov login.



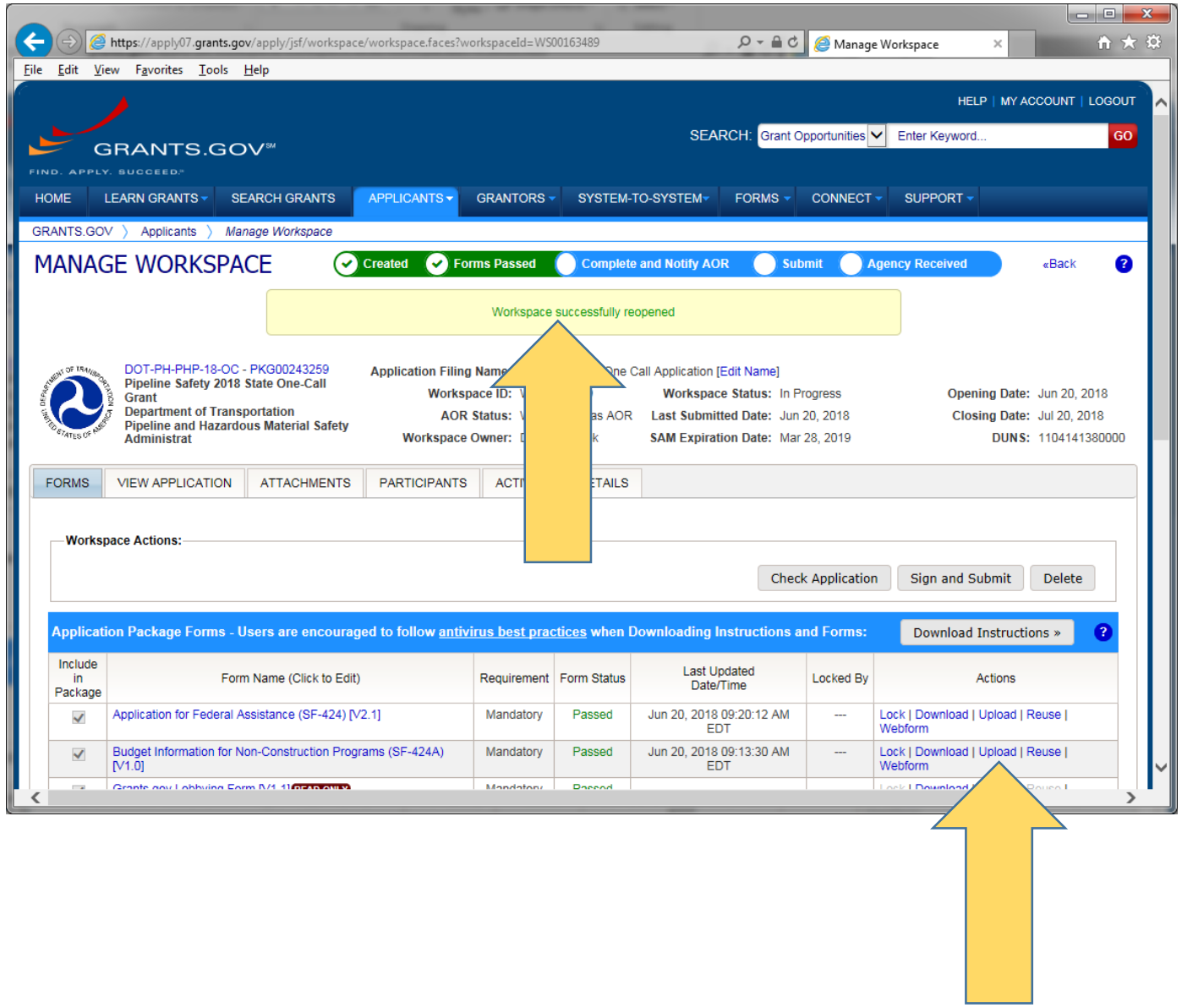
Do not enter any search criteria, just click the search button.



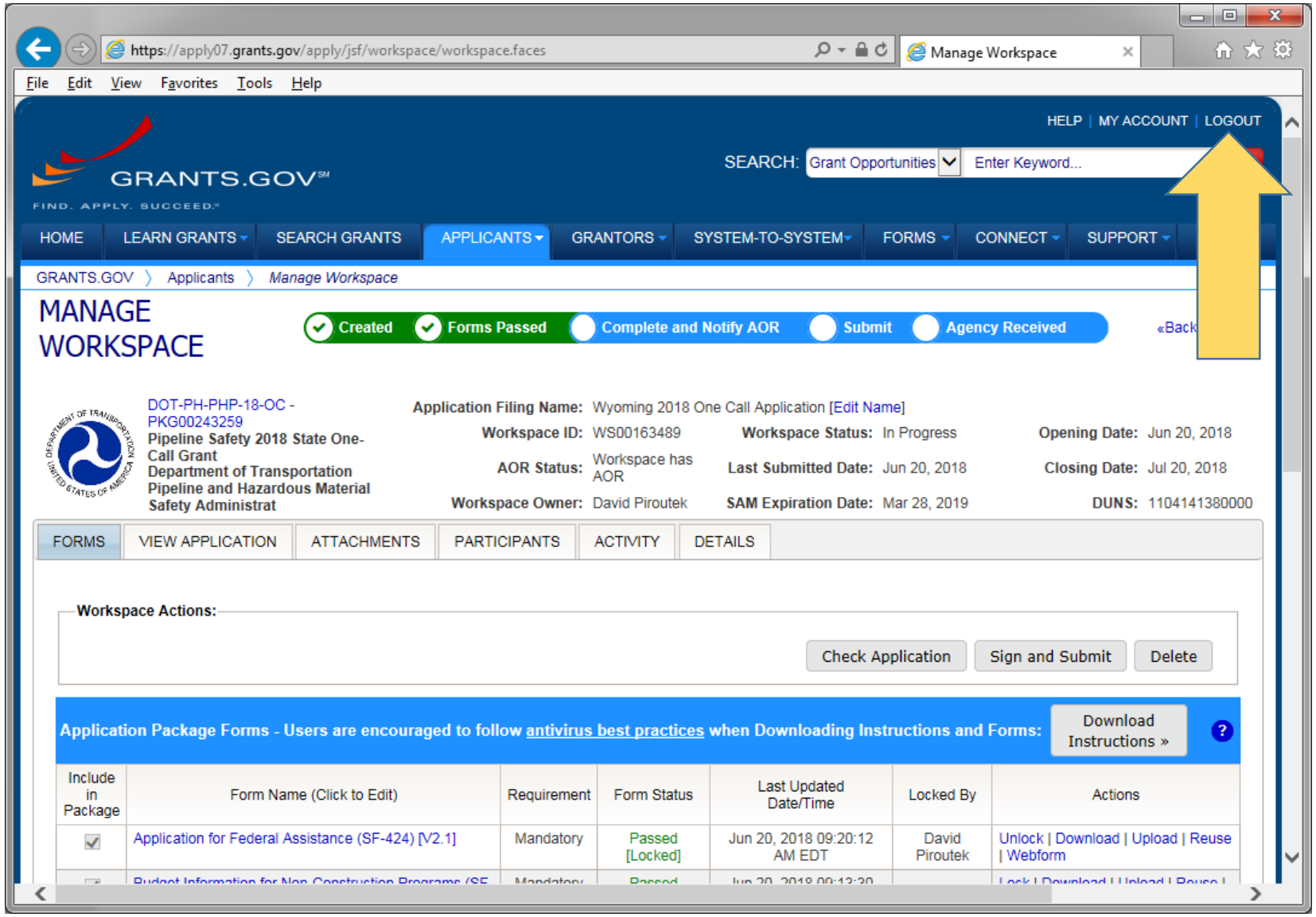
From the results list, click the Manage link.



From here you can see the status, or if you need to resubmit forms you can click the Reopen button.



Once the Workspace is reopened, you can upload new versions of the forms you have edited on your Computer.



When you are done, click LOGOUT in the upper right.