

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

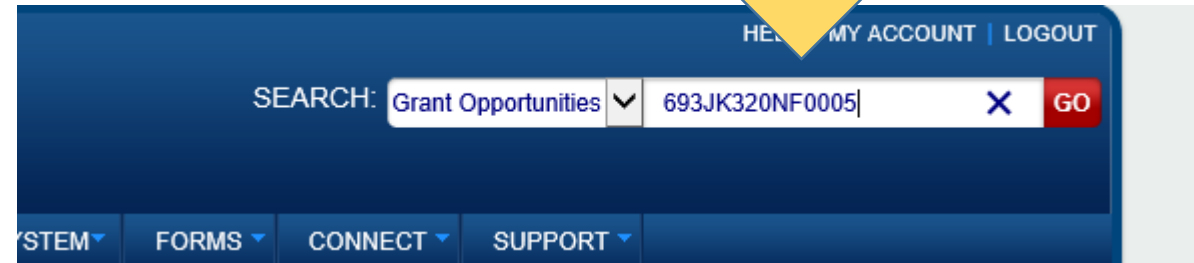
In the upper right under Search Opportunities, enter the Funding Opportunity Number:

693JK320NF0005 for One Call

693JK320NF0006 for State Damage Prevention

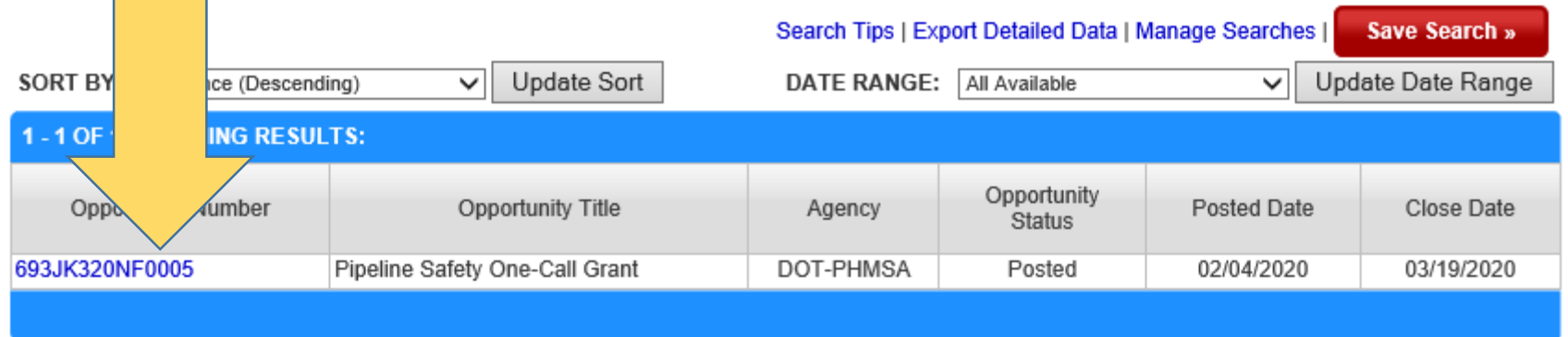
693JK320NF0003 for Technical Assistance

Click Go



SEARCH: Grant Opportunities 693JK320NF0005 X GO

SYSTEM FORMS CONNECT SUPPORT



Search Tips | Export Detailed Data | Manage Searches | Save Search »

SORT BY: Date (Descending) Update Sort

DATE RANGE: All Available Update Date Range

1 - 1 OF 1 RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
693JK320NF0005	Pipeline Safety One-Call Grant	DOT-PHMSA	Posted	02/04/2020	03/19/2020

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 printed, 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.



SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

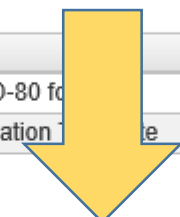
[Print Related Documents List](#) ?

Notification History:

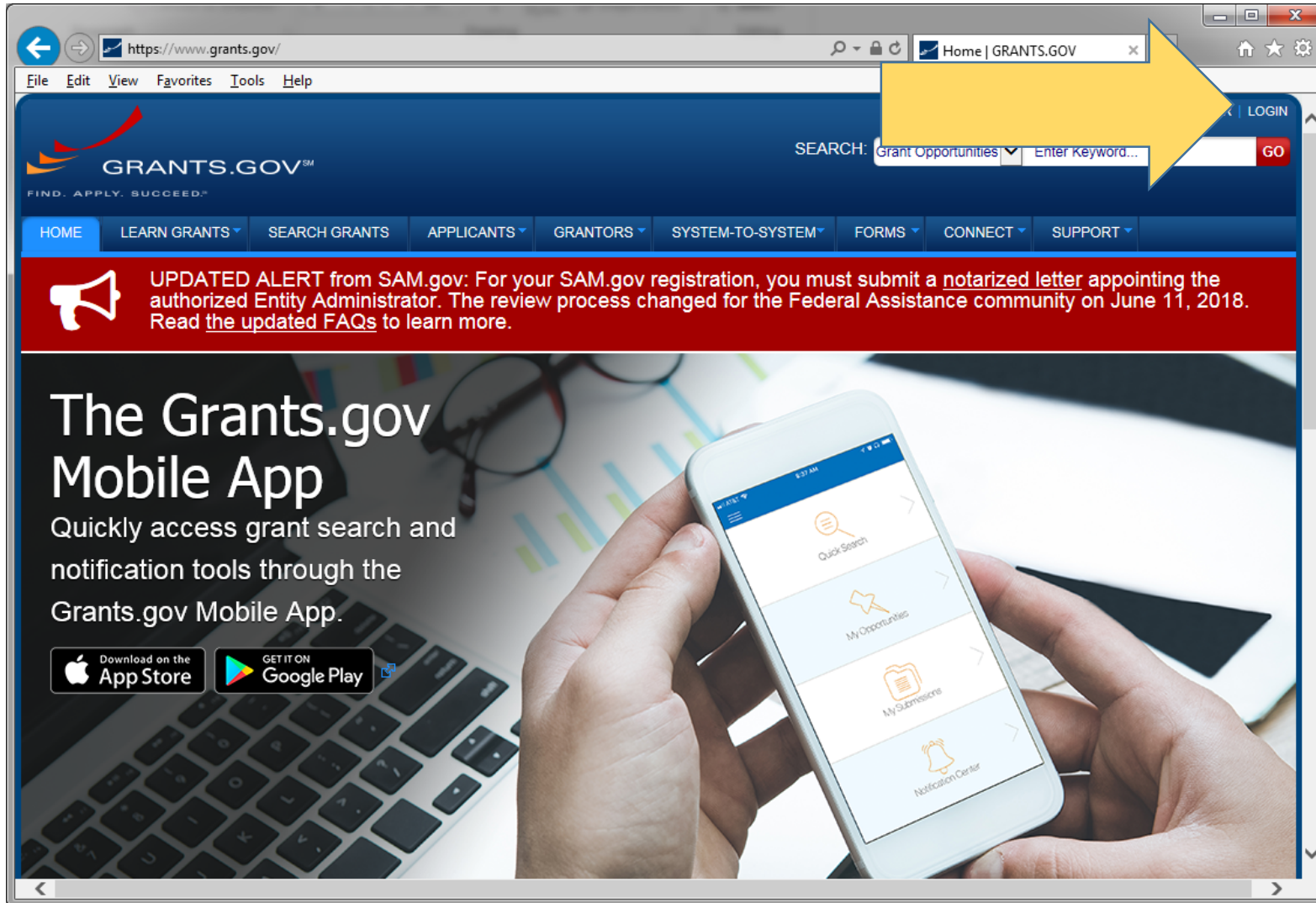
Type	Date	Modification Description
Related Documents	Feb 04, 2020	Removing ED-80 fo
Related Documents	Feb 04, 2020	Added Application T

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Other Supporting Documents - Attachments	693JK320NF0005-Other Supporting Documents - Attachments.zip	Feb 04, 2020 01:21:51 PM EST	680.1 KB
Application Template	One Call Application Template.docx	Feb 04, 2020 12:54:11 PM EST	30.6 KB
NOFO	NOFO 693JK320NF0005.pdf	Feb 04, 2020 12:06:41 PM EST	674.9 KB
Title VI Form	Title VI Assurance Statement.docx	Feb 04, 2020 12:08:08 PM EST	40.2 KB



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



Go to www.grants.gov

Click “LOGIN” in the upper right

https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1

File Edit View Favorites Tools Help

GRANTS.GOVSM
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SEARCH: Grant Opportunities Enter Keyword...

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT

GRANTS.GOV > Login

LOGIN

Login below for enhanced features. If you do not have a Username and Password, please [Register as a New User](#).

*Username:

*Password: (Case Sensitive)

Login

[Forgot My Username](#) | [Click to login word/Unlock My Account](#)

Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, the Government may terminate your access to this system without notice.

https://apply07.grants.gov/apply/login.faces

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!

https://apply07.grants.gov/apply/landingPage.faces

File Edit View Favorites Tools Help

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HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicant Center

APPLICANT CENTER

WELCOME:

GRANT APPLICATION

- » How to Apply for Grants
- » Apply Now
- » Manage Workspace
- » Check Application Status

APPLICANT MANAGEMENT

- » Manage Applicants
- » Manage Organization Profile
- » Manage Organization Roles

APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

APPLY USING WORKSPACE

Are you new to Grants.gov Workspace? Grants.gov Workspace allows applicants and organizations to tailor their application workflow to provide the best fit for your team. Each of the approaches contains links to help articles and video tutorials.

[Explore Approaches to Workspace»](#)

GRANTS.GOV TRAINING RESOURCES AND VIDEOS

Learn how to find funding opportunities and apply for a grant in Grants.gov using our training resources and videos. Resources are available in the online user guide and Grants.gov YouTube channel.

[Browse the Applicant Training Resources»](#)

GRANTS.GOV COMMUNITY BLOG

Stay up to date with the latest updates and resources on the Grants.gov system on the Community Blog. Get previews of release updates, grant process and writing basics, eligibility insights, and #FundingFriday.

[Visit the Grants.gov Community Blog »](#)

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.

The screenshot shows a web browser window with the URL <https://apply07.grants.gov/apply/jsf/workspace/createWorkspace.faces?activityID=C>. The page title is "APPLY NOW USING WORKSPACE". It features a search bar at the top with "Grant Opportunities" selected. Below the search bar is a navigation menu with "APPLICANTS" highlighted. The main content area has a heading "APPLY NOW USING WORKSPACE" and a subheading "If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to Grants to search open Opportunities." There are two sections for input: "Please enter Opportunity information:" with fields for "Funding Opportunity Number:" and "Opportunity Package ID:", and "Please enter required information for new Workspace:" with a field for "*Application Filing Name:". At the bottom of the form are "Create Workspace" and "Cancel" buttons. Three yellow arrows are overlaid on the page: one pointing to the "Funding Opportunity Number" field, one pointing to the "*Application Filing Name" field, and one pointing to the "Create Workspace" button.

File Edit View Favorites Tools Help

GRANTS.GOVSM FIND. APPLY. SUCCEED.SM

SEARCH: Grant Opportunities Enter Keyword...

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT

GRANTS.GOV > Applicants > Apply Now Using Workspace

APPLY NOW USING WORKSPACE

If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to [Grants](#) to search open Opportunities.

Please enter Opportunity information:

Funding Opportunity Number:

Opportunity Package ID:

Please enter required information for new Workspace:

*Application Filing Name:

Create Workspace Cancel

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HEALTH & HUMAN SERVICES: [HHS.gov](#) | [EEOC / No Fear Act](#) | [Accessibility](#) | [Disclaimers](#) | [Site Map](#)

COMMUNITY: [USA.gov](#) | [WhiteHouse.gov](#) | [USAspending.gov](#) | [SBA.gov](#) | [CFDA](#) | [M.gov](#) | [DUNS Request](#) | [Report](#)

Fraud

Enter the Funding Opportunity Number:
693JK320NF0005 for One Call
for State Damage Prevention
693JK320NF0003 for Technical Assistance

Leave Opportunity Package ID blank

Enter the Application Filing Name as:
Statename 2020 One call Application or
OrgName2020 SDP Application
OrgName2020 TAG Application

Click Create Workspace

Browser address bar: <https://apply07.grants.gov/apply/jsf/workspace/workspace.faces>

Page Title: MANAGE WORKSPACE

Progress: Created Forms Passed Complete and Notify AOR Submit Agency Received

Application Filing Name: Wyoming 2018 One Call Application [Edit Name]

Workspace ID: WS00163489 Workspace Status: In Progress

AOR Status: Workspace has AOR Last Submitted Date: Jun 20, 2018

Opening Date: Jun 20, 2018 Closing Date: Jul 20, 2018

Workspace Manager: David Piroutek Expiration Date: Mar 28, 2019 DUNS: 1104141380000

Workspace Actions: [Check Application] [Sign and Submit] [Delete]

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions »]

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed [Locked]	Jun 20, 2018 09:20:12 AM EDT	David Piroutek	Unlock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Passed	Jun 20, 2018 09:13:30 AM EDT	---	Lock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform

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.

https://apply07.grants.gov/apply/jsf/workspace/workspace.faces?workspaceId=WS00163489&fromCreate=1

Manage Workspace

File Edit View Favorites Tools Help

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

DOT-PH-PHP-18-OC - PKG00243259
Pipeline Safety 2018 State One-Call Grant
Department of Transportation
Pipeline and Hazardous Material Safety Administrator

Application Filing Name: Wyoming 2018 One Call Application [Edit Name]
Workspace ID: WS00163489 Workspace Status: New Opening Date: Jun 20, 2018
AOR Status: Workspace has AOR Last Submitted Date: --- Closing Date: Jul 20, 2018
Workspace Owner: David Piroutek SAM Expiration Date: Mar 28, 2019 DUNS: 1104141380000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions »

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	---	---	---	Lock Download Upload Reuse Webform

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!)



The screenshot shows the Grants.gov 'Manage Workspace' page. A blue 'Lock Form' dialog box is overlaid on the page, asking: 'If you plan to update this form, we recommend you lock it now. Do you want to lock this form?'. The dialog has 'Yes' and 'No' buttons. A large yellow arrow points from the left towards the 'Yes' button. Below the dialog, a table lists application forms. The first row is 'Application for Federal Assistance (SF-424) [V2.1]', which is marked as 'Mandatory' and 'Locked By' is empty. The second row is 'Budget Information for Non-Construction Programs (SF-424A) [V1.0]', also 'Mandatory' and 'Locked By' is empty. The third row is 'Grants.gov Lobbying Form [V1.1] READ-ONLY', 'Mandatory', and 'Locked By' is empty. The 'Actions' column for each row contains links: 'Lock | Download | Upload | Reuse | Webform'.

Grants.gov logo and navigation menu (HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, SUPPORT).

SEARCH: Grant Opportunities Enter Keyword... GO

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

Application Filing Name: Wyoming 2018 One Call Application [Edit Name]

Opening Date: Jun 20, 2018 Closing Date: Jul 20, 2018 DUNS: 1104141380000

Workspace Actions:

Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions »

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	---	---	---	Lock Download Upload Reuse Webform

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

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

Browser window showing the Grants.gov workspace management interface. The URL is <https://apply07.grants.gov/apply/jsf/workspace/workspace.faces>. The page title is "MANAGE WORKSPACE". The workspace is for the "DOT-PH-PHP-18-OC - PKG00243259 Pipeline Safety 2018 State One-Call Grant". The workspace status is "In Progress". The workspace owner is David Piroutek. The workspace ID is WS00163489. The workspace has AOR. The workspace is created, and the user is currently in the "Fill Out Forms" stage. The workspace opening date is Jun 20, 2018, and the closing date is Jul 20, 2018. The workspace SAM expiration date is Mar 28, 2019. The workspace DUNS is 1104141380000.

The workspace actions are: Check Application, Sign and Submit, Delete.

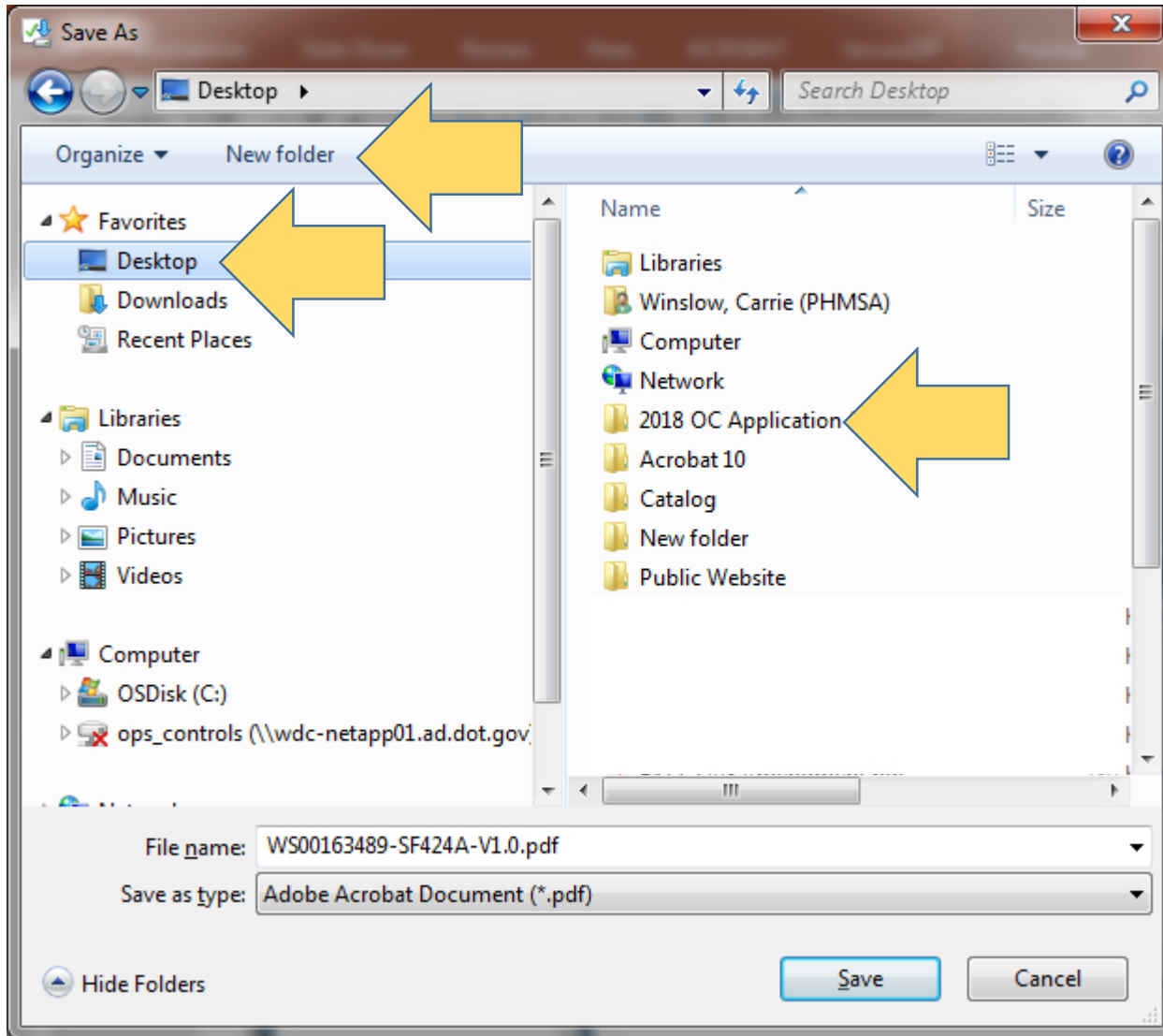
The application package forms are:

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	In Progress [Locked]	---	David Piroutek	Download Upload Reuse
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.01]	Mandatory	---	---	---	Download Upload Reuse

A yellow arrow points to the "Save" button in the "Do you want to open or save WS00163489-SF424_2_1-V2.1.pdf from apply07.grants.gov?" dialog box.

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

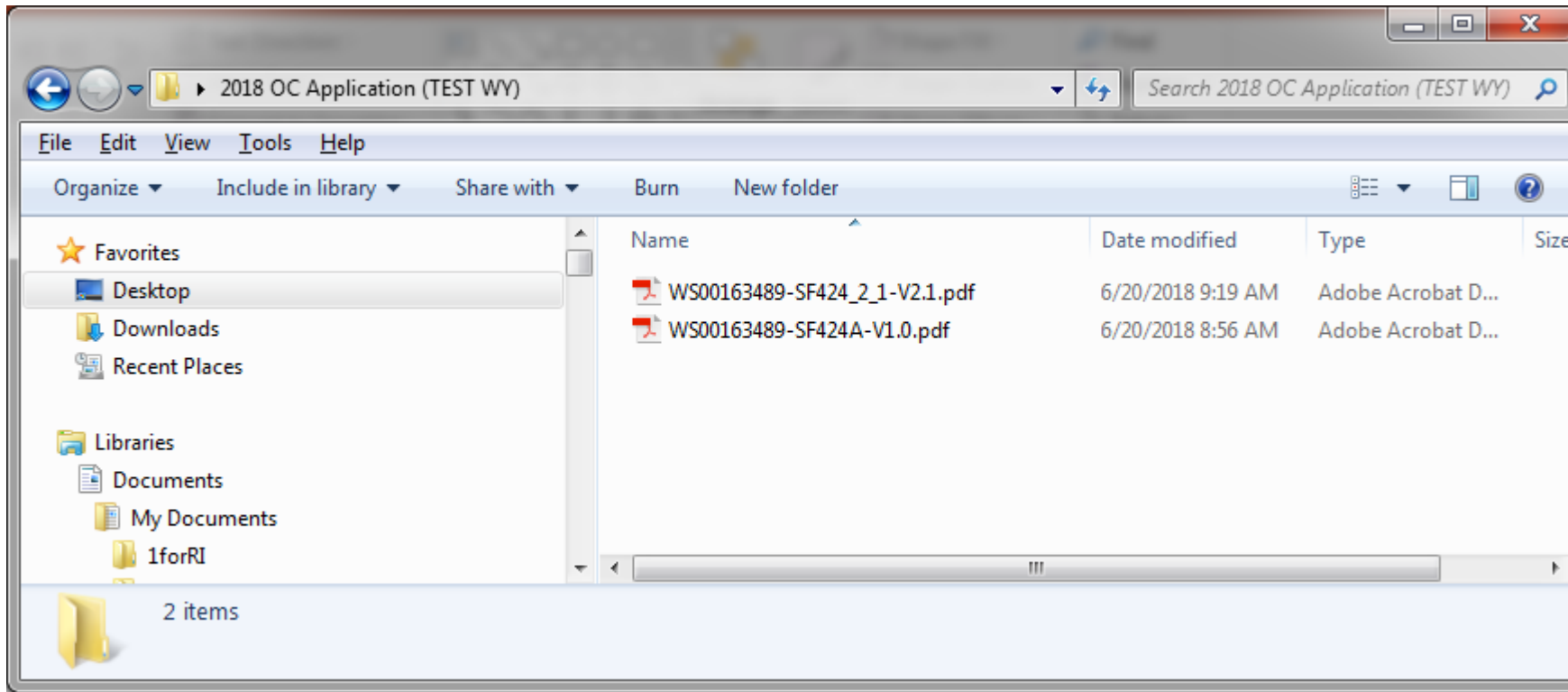
Name the new Folder something similar to 2020 OC/SDP/TAG Application and hit Enter

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.



Have your application templates and title VI assurances printed out, signed and scanned before beginning to fill out the forms!
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.

https://apply07.grants.gov/apply/jsf/workspace/workspace.faces

File Edit View Favorites Tools Help

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SEARCH: Grant Opportunities Enter Keyword... GO

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

☒ Created
 ☒ Fill Out Forms
 ☐ Complete and Notify AOR
 ☐ Submit
 ☐ Agency Received


DOT-PH-PHP-18-OC - PKG00243259
 Pipeline Safety 2018 State One-Call Grant
 Department of Transportation
 Pipeline and Hazardous Material Safety Administration

Application Filing Name: Wyoming 2018 One Call Application [Edit Name]
Workspace ID: WS00163489 **Workspace Status:** In Progress **Opening Date:** Jun 20, 2018
AOR Status: Workspace has AOR **Last Submitted Date:** --- **Closing Date:** Jul 20, 2018
Workspace Owner: David Piroutek **SAM Expiration Date:** Mar 28, 2019 **DUNS:** 1104141380000

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS

Workspace Actions:

Check Application Sign and Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions »

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	In Progress [Locked]	---	David Piroutek	Unlock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	In Progress [Locked]	---	David Piroutek	Unlock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform

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.

Browser window showing the Grants.gov workspace interface. The URL is <https://apply07.grants.gov/apply/jsf/workspace/workspace.faces>. The page title is "MANAGE WORKSPACE".

The interface includes a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, SUPPORT. The "APPLICANTS" tab is selected.

The main content area displays the "MANAGE WORKSPACE" section. It shows the application filing name: "Wyoming 2018 One Call Application [Edit Name]". The workspace ID is "WS00163489". The workspace status is "In Progress". The opening date is "Jun 20, 2018" and the closing date is "Jul 20, 2018". The DUNS number is "1104141380000".

A "Form Upload" dialog box is open, prompting the user to "Choose" an application package form. A large yellow arrow points to the "Choose" button.

The "Workspace Actions" section includes buttons: "Upload", "Cancel", "Check Application", "Sign and Submit", and "Delete".

The "Application Package Forms" table lists the forms included in the package:

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	In Progress [Locked]	---	David Piroutek	Unlock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	In Progress [Locked]	---	David Piroutek	Unlock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] (READ-ONLY)	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform

The footer contains links for "CONNECT WITH US" (Blog, Twitter, YouTube, Alerts, RSS, XML Extract, Get Adobe Reader) and "HEALTH & HUMAN SERVICES" (HHS.gov, EEOC / No Fear Act, Accessibility, Privacy, Disclaimers, Site Map). The Grants.gov Applicant Support contact information is also provided: 1-800-518-4726.

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

https://apply07.grants.gov/apply/jsf/workspace/workspace.faces Manage Workspace

File Edit View Favorites Tools Help

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received


DOT-PH-PHP-18-OC - PKG00243259
 Pipeline Safety 2018 State One-Call Grant
 Department of Transportation
 Pipeline and Hazardous Material Safety Administration

Application Filing Name: Wyoming 2018 One Call Application [Edit Name]
 Workspace ID: WS00163489 Workspace Status: In Progress
 AOR Status: Workspace has AOR Last Submitted Date: ---
 Opening Date: Jun 20, 2018 Closing Date: Jul 20, 2018
 DUNS: 1104141380000

FORMS VIEW APPLICATION ATTACHMENTS

Workspace Actions:

Form Upload

*Application Package Form: Choose

WS00163489-SF424_2_1-V2.1.pdf

Upload Cancel

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions »

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	In Progress [Locked]	---	David Piroutek	Unlock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	In Progress [Locked]	---	David Piroutek	Unlock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform

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GRANTS.GOV Applicant Support 1-800-518-4726

Now click Upload

https://apply07.grants.gov/apply/jsf/workspace/workspace.faces Manage Workspace

File Edit View Favorites Tools Help

GRANTS.GOVSM FIND. APPLY. SUCCEED.SM

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

☒ Created
 ☒ Fill Out Forms
 ☐ Complete and Notify AOR
 ☐ Submit
 ☐ Agency Received


DOT-PH-PHP-18-OC - PKG00243259
 Pipeline Safety 2018 State One-Call Grant
 Department of Transportation
 Pipeline and Hazardous Material Safety Administration

Application Filing Name: Wyoming 2018 One Call Application [Edit Name]
 Workspace ID: WS00163489 Workspace Status: In Progress
 AOR Status: Workspace has AOR Last Submitted Date: ---
 Opening Date: Jun 20, 2018 Closing Date: Jul 20, 2018
 DUNS: 1104141380000

FORMS VIEW APPLICATION ATTACHMENTS

Workspace Actions:

Unlock Form

Do you want to unlock this form?

Yes No

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions »

Include in Package	Form Name (Click to Edit)	Requirement	Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	[Locked]	Jun 20, 2018 09:12:47 AM EDT	David Piroutek	Unlock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Progress [Locked]	---	David Piroutek	Unlock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform

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GRANTS.GOV Applicant Support 1-800-548-4726

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

The screenshot shows the 'MANAGE WORKSPACE' interface on the GRANTS.GOV website. At the top, a progress bar indicates the status: 'Created' (checked), 'Forms Passed' (checked), 'Complete and Notify AOR' (unchecked), 'Submit' (unchecked), and 'Agency Received' (unchecked). A yellow notification box states 'Form successfully uploaded and unlocked'. Below this, application details are listed, including the workspace ID, status, and dates. A yellow arrow points from the notification box to the 'FORMS' tab. The 'FORMS' tab is active, showing a table of application package forms. Another yellow arrow points from the 'Check Application' button to the table. A third yellow arrow points from the bottom of the screen to the table. The table lists three forms: 'Application for Federal Assistance (SF-424) [V2.1]', 'Budget Information for Non-Construction Programs (SF-424A) [V1.0]', and 'Grants.gov Lobbying Form [V1.1] READ-ONLY'. All forms are marked as 'Passed'.

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received

Form successfully uploaded and unlocked

DOT-PH-PHP-18-OC - PKG00243259
Pipeline Safety 2018 State One-Call Grant
Department of Transportation Pipeline and Hazardous Material Safety Administrator

Application Filing Name: One Call Application [Edit Name]
Workspace ID: V 89
Workspace Status: In Progress
Opening Date: Jun 20, 2018
AOR Status: V has
Last Submitted Date: ---
Closing Date: Jul 20, 2018
Workspace Owner: D tek
SAM Expiration Date: Mar 28, 2019
DUNS: 1104141380000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS Y DETAILS

Workspace Actions:

Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Applications and Forms: Download Instructions

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Created By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed	Jun 20, 2018 09:12:4 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Passed	Jun 20, 2018 09:13:3 AM EDT	---	Lock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform

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.

https://apply07.grants.gov/apply/jsf/workspace/workspace.faces Manage Workspace

File Edit View Favorites Tools Help
HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

☒ Created
 ☒ Forms Passed
 ☐ Complete and Notify AOR
 ☐ Submit
 ☐ Agency Received

Form successfully uploaded and unlocked

DOT-PH-PHP-18-OC - PKG00243259
 Pipeline Safety 2018 State One-Call Grant
 Department of Transportation Pipeline and Hazardous Material Safety Administration

Application Filing Name: Wyoming 2018 One Call Application [Edit Name]
 Workspace ID: WS00163489 Workspace Status: In Progress Opening Date: Jun 20, 2018
 Closing Date: Jul 20, 2018
 DUNS: 1104141380000

FORMS VIEW APPLICATION ATTACHMENTS

Workspace Actions:

Check Application

No errors found in Application Package. Additional validations may occur once you submit your application and it is retrieved by the Federal Agency. Separate notifications may be sent via email from the sponsoring agency.

OK

Application Package Forms - Users are encouraged to follow [antivirus](#) practices when Downloading Instructions and Forms: [Download Instructions](#)

Include in Package	Form Name (Click to Edit)	Requirement	Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Failed	Jun 20, 2018 09:20:12 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Failed	Jun 20, 2018 09:13:30 AM EDT	---	Lock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform

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.

Browser address bar: <https://apply07.grants.gov/apply/jsf/workspace/workspace.faces>

Manage Workspace

File Edit View Favorites Tools Help

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received

DOT-PH-PHP-18-OC - PKG00243259
Pipeline Safety 2018 State Call Grant
Department of Transportation Pipeline and Hazardous Safety Administration

Opening Date: Jun 20, 2018
Closing Date: Jul 20, 2018
DUNS: 1104141380000

FORMS VIEW APPLICATION

Sign and Submit

To continue to submit the application package, click 'Sign and Submit' button below to complete the process. Otherwise, click 'Cancel'

Sign and Submit Cancel

Workspace Actions:

Check Application Sign and Submit Delete

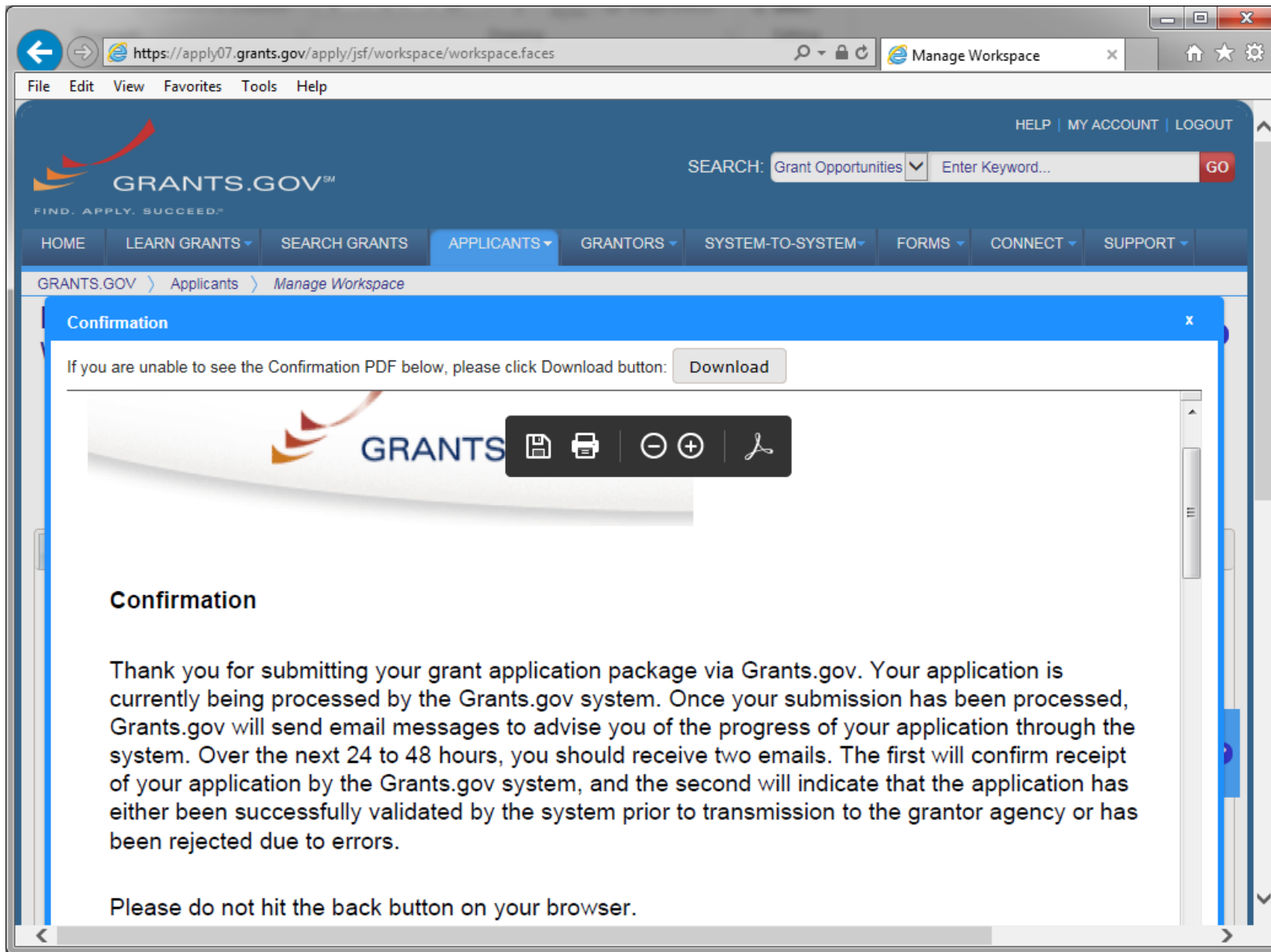
Application Package Forms - Users are encouraged to follow best practices when Downloading Instructions

Download Instructions

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed	Jun 20, 2018 09:20:12 AM EDT	---	Download Upload Reuse
☒	Budget Information for Non-Construction Programs (SF-	Mandatory	Passed	Jun 20, 2018 09:13:30	---	Download Upload Reuse

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.

https://apply07.grants.gov/apply/jsf/workspace/workspace.faces?workspaceId=WS00163489

File Edit View Favorites Tools Help

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SEARCH: Grant Opportunities Enter Keyword... GO

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

☒ Created
 ☒ Forms Passed
 ☒ Completed and Notified AOR
 ☒ Submitted
 ☐ Agency Received
 «Back ?


DOT-PH-PHP-18-OC - PKG00243259
 Pipeline Safety 2018 State One-Call Grant
 Department of Transportation
 Pipeline and Hazardous Material Safety Administration

Application Filing Name: Wyoming 2018 One Call Application [Edit Name]
 Workspace ID: WS00163489
 AOR Status: Workspace has AOR
 Workspace Owner: David Piroutek

Workspace Status: Submitted
 Last Submitted Date: Jun 20, 2018
 SAM Expiration Date: Jun 20, 2019

Opening Date: Jun 20, 2018
 Closing Date: Jul 20, 2018
 DUNS: 1104141380000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Check Application Sign and Submit Reopen Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions » ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed	Jun 20, 2018 09:20:12 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Passed	Jun 20, 2018 09:13:30 AM EDT	---	Lock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform

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.

The screenshot shows the Grants.gov Applicant Center workspace page. The browser address bar displays `https://apply07.grants.gov/apply/landingPage.faces`. The page header includes the Grants.gov logo, a search bar with 'Grant Opportunities' selected, and navigation links for 'HELP', 'MY ACCOUNT', and 'LOGOUT'. The main navigation bar contains links for 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS' (highlighted), 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The 'APPLICANT CENTER' section is active, showing a 'WELCOME: David Piroutek' message. A large red box titled 'APPLY USING WORKSPACE' contains a message about the workspace and a red button labeled 'Browse the Approaches to Workspace'. A yellow arrow points from this button to the 'Manage Workspaces' link in the left sidebar under the 'GRANT APPLICATIONS' section. Below this, there is a section for 'GRANTS.GOV TRAINING RESOURCES AND VIDEOS' with a red button 'Browse the Applicant Training Resources', and a 'GRANTS.GOV COMMUNITY BLOG' section. The browser's status bar at the bottom shows the URL `https://apply07.grants.gov/apply/jsf/workspace/searchWorkspace.faces?activityID=Manage...`.

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

Browser window showing the Grants.gov "MANAGE WORKSPACES" page. The URL is <https://apply07.grants.gov/apply/jsf/workspace/searchWorkspace.faces?activityID=ManageWorkSpa>.

The page header includes the Grants.gov logo, navigation links (HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, SUPPORT), and a search bar with the text "SEARCH: Grant Opportunities Enter Keyword... GO".

The main section is titled "MANAGE WORKSPACES" and contains a search form with the following fields:

- Funding Opportunity Number:
- Funding Opportunity Title:
- Opportunity Package ID:
- Workspace ID:
- Workspace DUNS:
- Application Filing Name:
- Last Activity Date: From: To:
- Workspace Status: ☒ New, ☒ In Progress, ☒ Ready for Submission, ☒ Submitted, ☐ Archived

A large yellow arrow points to the "Search" button. Below the search form is a "Results:" section with a blue header and a table of results. The table has columns: Workspace ID, Workspace DUNS, Workspace Status, Funding Opportunity Number, Application Filing Name, Workspace Owner, Last Activity Date, and Action. The table currently shows "0-0 of 0 Records".

The footer includes the URL <https://apply07.grants.gov/apply/jsf/workspace/searchWorkspace.faces> and the text "GRANTS.GOV Applicant Support".

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

https://apply07.grants.gov/apply/jsf/workspace/searchWorkspace.faces?activityID=ManageWorkSpaces&cleanSessio Manage Workspaces

File Edit View Favorites Tools Help

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HELP | MY ACCOUNT | LOGOUT

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspaces

MANAGE WORKSPACES

Please enter criteria and click Search:

Funding Opportunity Number: Workspace ID: Workspace Status:

Funding Opportunity Title: Workspace DUNS: ☒ New

Opportunity Package ID: Application Filing Name: ☒ In Progress

Last Activity Date: From: 03/20/2018 ☒ Ready for Submission

To: 06/20/2018 ☒ Submitted

☐ Archived

Search

Results: Export Details

1-1 of 1 Records

Workspace ID	Workspace DUNS	Workspace Status	Funding Opportunity Number	Application Filing Name	Workspace Owner	Last Activity Date	
WS00163489	1104141380000	Submitted	DOT-PH-PHP-18-OC	Wyoming 2018 One Call Application	David Piroutek	06/20/2018	Copy Manage

1-1 of 1 Records

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1-800-518-4726

From the results list, click the Manage link.

Browser address bar: <https://apply07.grants.gov/apply/jsf/workspace/workspace.faces?workspaceId=WS00163489>

Manage Workspace

File Edit View Favorites Tools Help

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS **APPLICANTS** GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

☒ Created
 ☒ Forms Passed
 ☒ Completed and Notified AOR
 ☒ Submitted
 ☒ Agency Received
 «Back ?


DOT-PH-PHP-18-OC - PKG00243259
 Pipeline Safety 2018 State One-Call Grant
 Department of Transportation
 Pipeline and Hazardous Material Safety Administration

Application Filing Name: Wyoming 2018 One Call Application [Edit Name]
 Workspace ID: WS00163489 Workspace Status: Submitted
 AOR Status: Workspace has AOR Last Submitted Date: Jun 20, 2018
 Workspace Owner: David Piroutek SAM Expiration Date: Mar 28, 2019

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Check Application Sign and Submit **Reopen** Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions » ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed	Jun 20, 2018 09:20:12 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Passed	Jun 20, 2018 09:13:30 AM EDT	---	Lock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform

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

https://apply07.grants.gov/apply/jsf/workspace/workspace.faces?workspaceId=WS00163489

File Edit View Favorites Tools Help

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SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received «Back ?

Workspace successfully reopened

DOT-PH-PHP-18-OC - PKG00243259
 Pipeline Safety 2018 State One-Call Grant
 Department of Transportation
 Pipeline and Hazardous Material Safety Administration

Application Filing Name: One Call Application [Edit Name]
 Workspace ID: [ID]
 AOR Status: [Status]
 Workspace Owner: [Name]

Workspace Status: In Progress
 Last Submitted Date: Jun 20, 2018
 SAM Expiration Date: Mar 28, 2019
 Opening Date: Jun 20, 2018
 Closing Date: Jul 20, 2018
 DUNS: 1104141380000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACT DETAILS

Workspace Actions:

Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions » ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed	Jun 20, 2018 09:20:12 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Passed	Jun 20, 2018 09:13:30 AM EDT	---	Lock Download Upload Reuse Webform
☐	Grants.gov Lobbying Form 8/14/11 (Optional)	Mandatory	Passed			Lock Download Upload Reuse Webform

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

Browser address bar: <https://apply07.grants.gov/apply/jsf/workspace/workspace.faces>

Manage Workspace

File Edit View Favorites Tools Help

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SEARCH: Grant Opportunities Enter Keyword...

HELP | MY ACCOUNT | LOGOUT

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

☒ Created
 ☒ Forms Passed
 ☐ Complete and Notify AOR
 ☐ Submit
 ☐ Agency Received
 «Back



DOT-PH-PHP-18-OC -
 PKG00243259
 Pipeline Safety 2018 State One-
 Call Grant
 Department of Transportation
 Pipeline and Hazardous Material
 Safety Administrat

Application Filing Name: Wyoming 2018 One Call Application [Edit Name]
Workspace ID: WS00163489 **Workspace Status:** In Progress **Opening Date:** Jun 20, 2018
AOR Status: Workspace has AOR **Last Submitted Date:** Jun 20, 2018 **Closing Date:** Jul 20, 2018
Workspace Owner: David Piroutek **SAM Expiration Date:** Mar 28, 2019 **DUNS:** 1104141380000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:
 Download Instructions »

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed [Locked]	Jun 20, 2018 09:20:12 AM EDT	David Piroutek	Unlock Download Upload Reuse Webform
☐	Budget Information for Non-Construction Programs (SF-	Mandatory	Passed	Jun 20, 2018 09:12:20		Lock Download Upload Reuse

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