

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

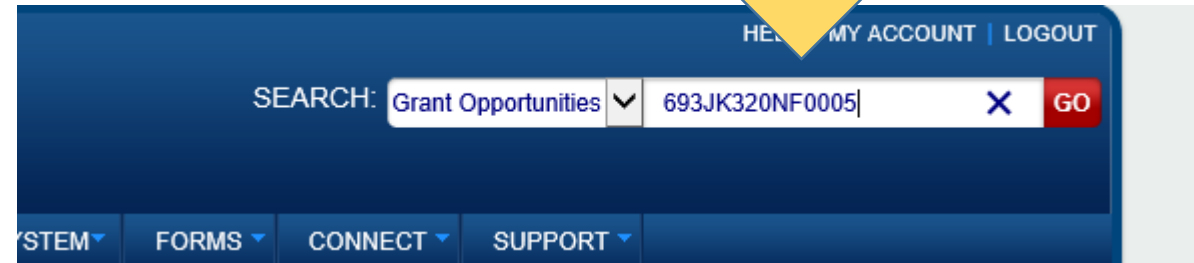
In the upper right under Search Opportunities, enter the Funding Opportunity Number:

693JK320NF0005 for One Call

693JK320NF0006 for State Damage Prevention

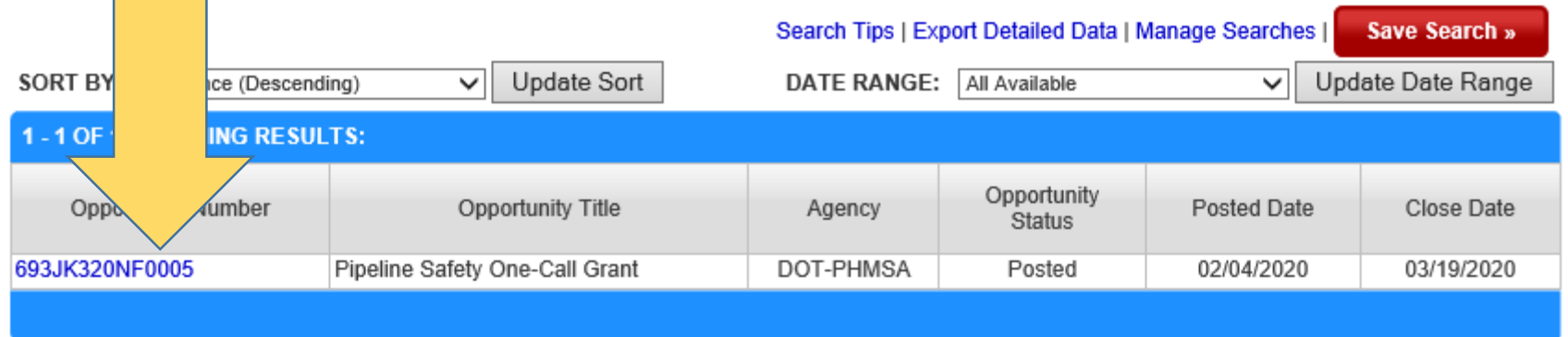
693JK320NF0003 for Technical Assistance

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

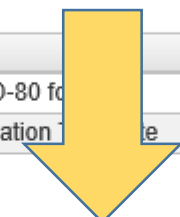
Print Related Documents List ?

Notification History:

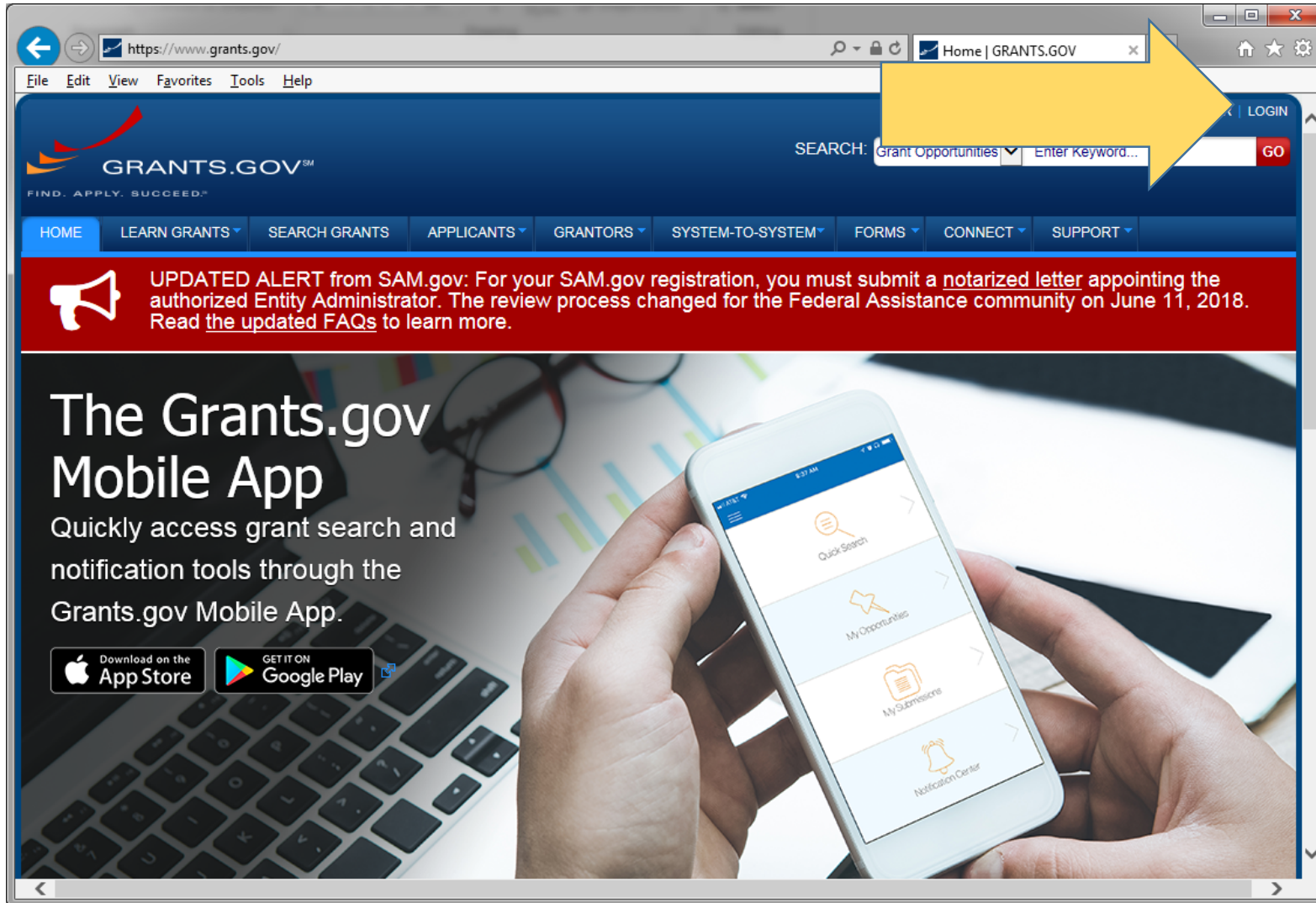
Type	Date	Modification Description
Related Documents	Feb 04, 2020	Removing ED-80 fo
Related Documents	Feb 04, 2020	Added Application T

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
FIND. APPLY. SUCCEED.SM

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 computer on 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

GRANTS.GOVSM

FIND. APPLY. SUCCEED.SM

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.

[View 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.

https://apply07.grants.gov/apply/jsf/workspace/createWorkspace.faces?activityID=C

Grants.gov - Manage ...

File Edit View Favorites Tools Help

GRANTS.GOVSM
FIND. APPLY. SUCCEED.™

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

CONNECT WITH US: Blog Twitter YouTube Alerts RSS Get Adobe Reader

HEALTH & HUMAN SERVICES: HHS.gov EEOC / No Fear Act Accessibility

COMMUNITY: USA.gov WhiteHouse.gov USAspending.gov SBA.gov CFDA M.gov DUNS Request Report

Enter the Funding Opportunity Number:

693JK320NF0005 for One Call

693JK320NF0006 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 Owner: 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.

Browser window showing the Grants.gov workspace page. The URL is https://apply07.grants.gov/apply/jsf/workspace/workspace.faces?workspaceId=WS00163489&fromCreate=1. The page title is "MANAGE WORKSPACE". The workspace ID is WS00163489. The workspace status is New. The application filing name is Wyoming 2018 One Call Application. The workspace owner is David Piroutek. The workspace has AOR. The last submitted date is ---. The SAM expiration date is Mar 28, 2019. The opening date is Jun 20, 2018. The closing date is Jul 20, 2018. The DUNS number is 1104141380000. The workspace is in the "Created" state. The workspace has a "Download Instructions" button. A yellow arrow points to the "Download" link in the table below.

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!)

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

Manage Workspace

File Edit View Favorites Tools Help

GRANTS.GOVSM
FIND. APPLY. SUCCEED.™

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 Administrat

Application Filing Name: Wyoming 2018 One Call Application [\[Edit Name\]](#)

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

28, 2019

FORMS VIEW APPLICATION ATTACHMENTS

Workspace Actions:

Check Application Sign and Submit Delete

Lock Form

If you plan to update this form, we recommend you lock it now. Do you want to lock 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	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 address bar: <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:** ---
Workspace Owner: David Piroutek **SAM Expiration Date:** Mar 28, 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 Delete

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

Download Instructions »

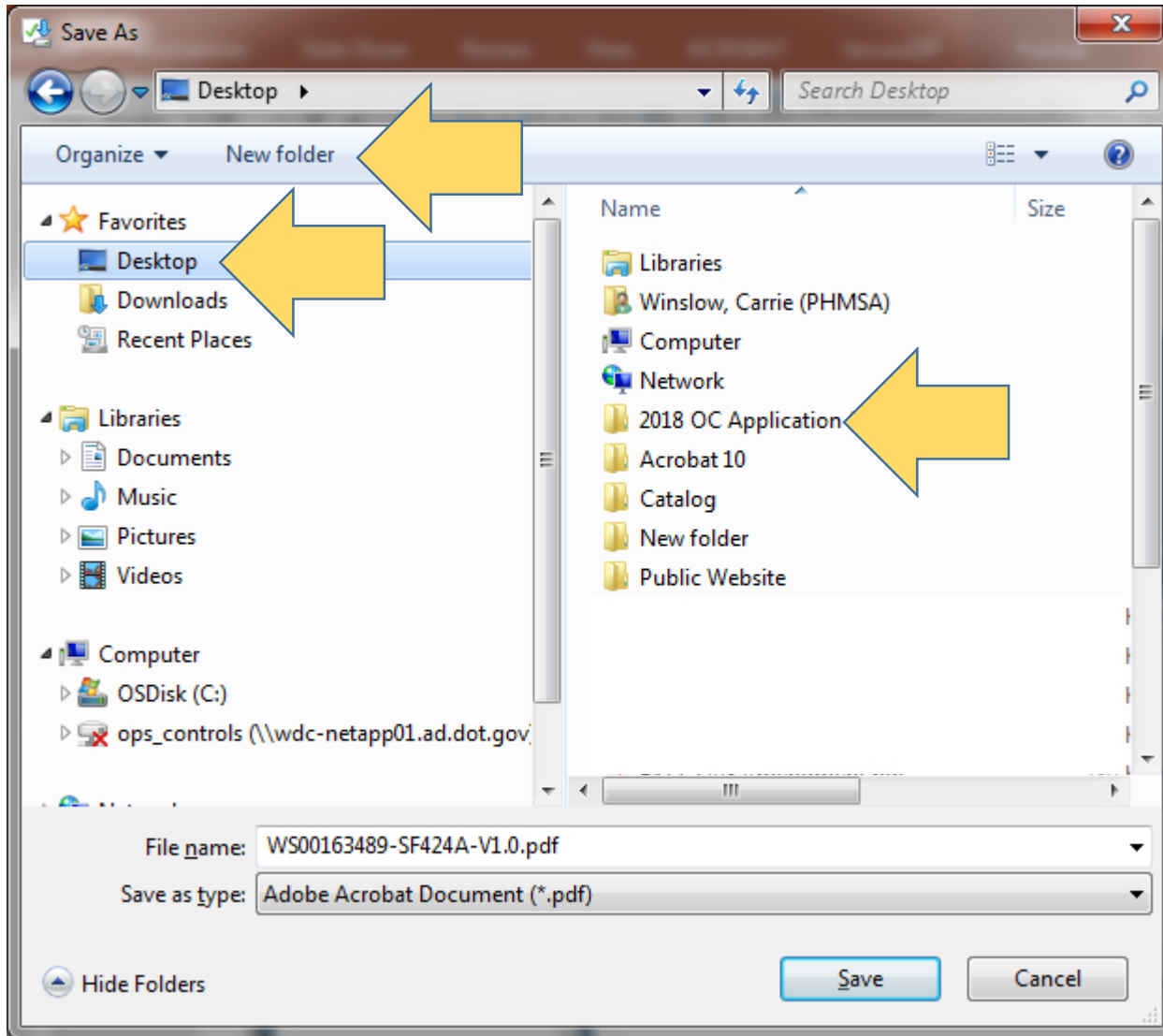
Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	In Progress [Locked]	---	David Piroutek	Download Upload Reuse Web
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.01]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

Do you want to open or save WS00163489-SF424_2_1-V2.1.pdf from apply07.grants.gov?

Open Save ▾ Cancel

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

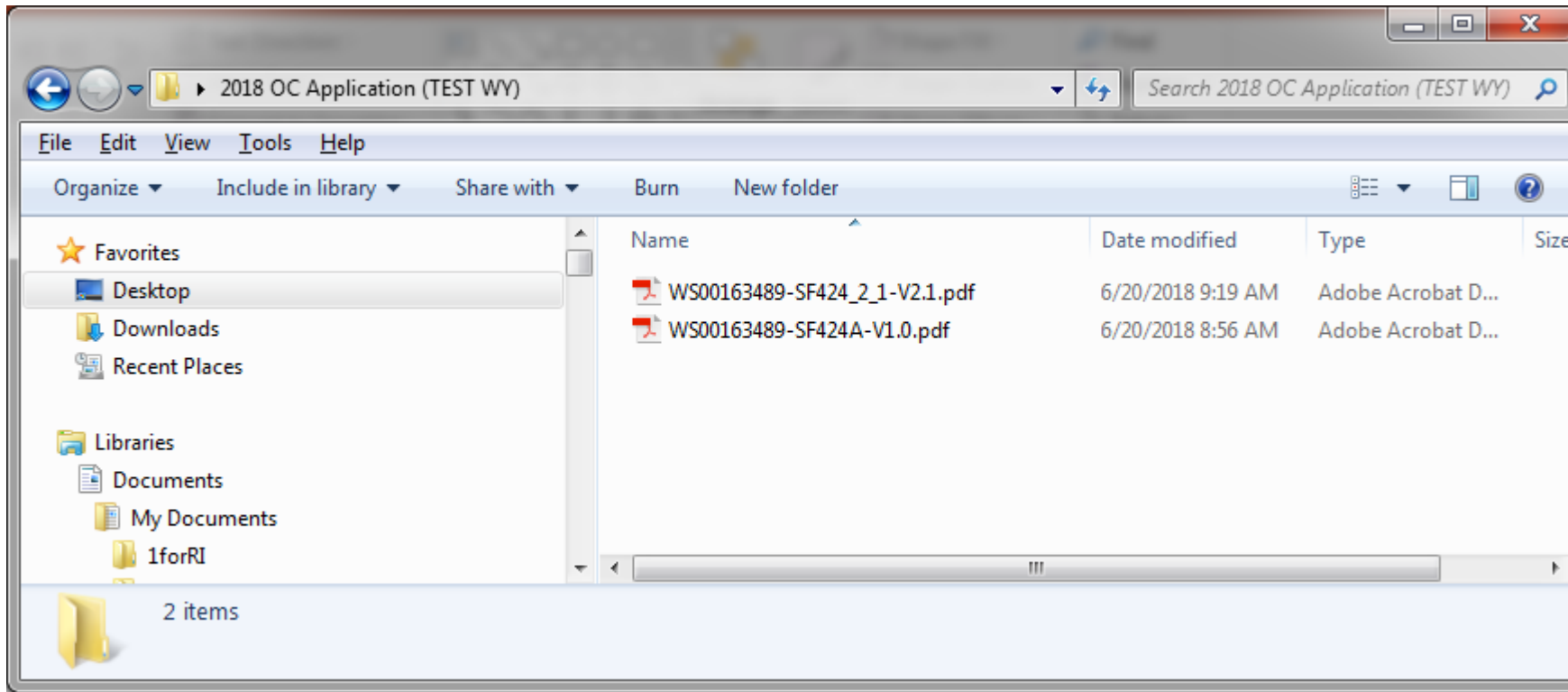
Name the new Folder something similar to 2020 OC/SDP/TAG Application and hit Enter

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

GRANTS.GOVSM
FIND. APPLY. SUCCEED.™

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.

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

File Edit View Favorites Tools Help

GRANTS.GOV™ FIND. APPLY. SUCCEED.™

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:

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

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

CONNECT WITH US: Blog Twitter YouTube Alerts RSS XML Extract Get Adobe Reader

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

GRANTS.GOV Applicant Support 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

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:

Form Upload

*Application Package Form:

WS00163489-SF424_2_1-V2.1.pdf

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

Include in Package	Form Name (Click to Edit)	Required	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

CONNECT WITH US: [Blog](#) [Twitter](#) [YouTube](#) [Alerts](#) [RSS](#) [XML Extract](#) [Get Adobe Reader](#)
 HEALTH & HUMAN SERVICES: [HHS.gov](#) [EEOC / No Fear Act](#) [Accessibility](#) [Privacy](#) [Disclaimers](#) [Site Map](#)

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

CONNECT WITH US: Blog Twitter YouTube Alerts RSS XML Extract Get Adobe Reader

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

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

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

Manage Workspace

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: 89 Workspace Status: In Progress Opening Date: Jun 20, 2018
AOR Status: has Last Submitted Date: --- Closing Date: Jul 20, 2018
Workspace Owner: Ditek SAM Expiration Date: Mar 28, 2019 DUNS: 1104141380000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS 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 09:13:30 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

GRANTS.GOV™
FIND. APPLY. SUCCEED.®

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

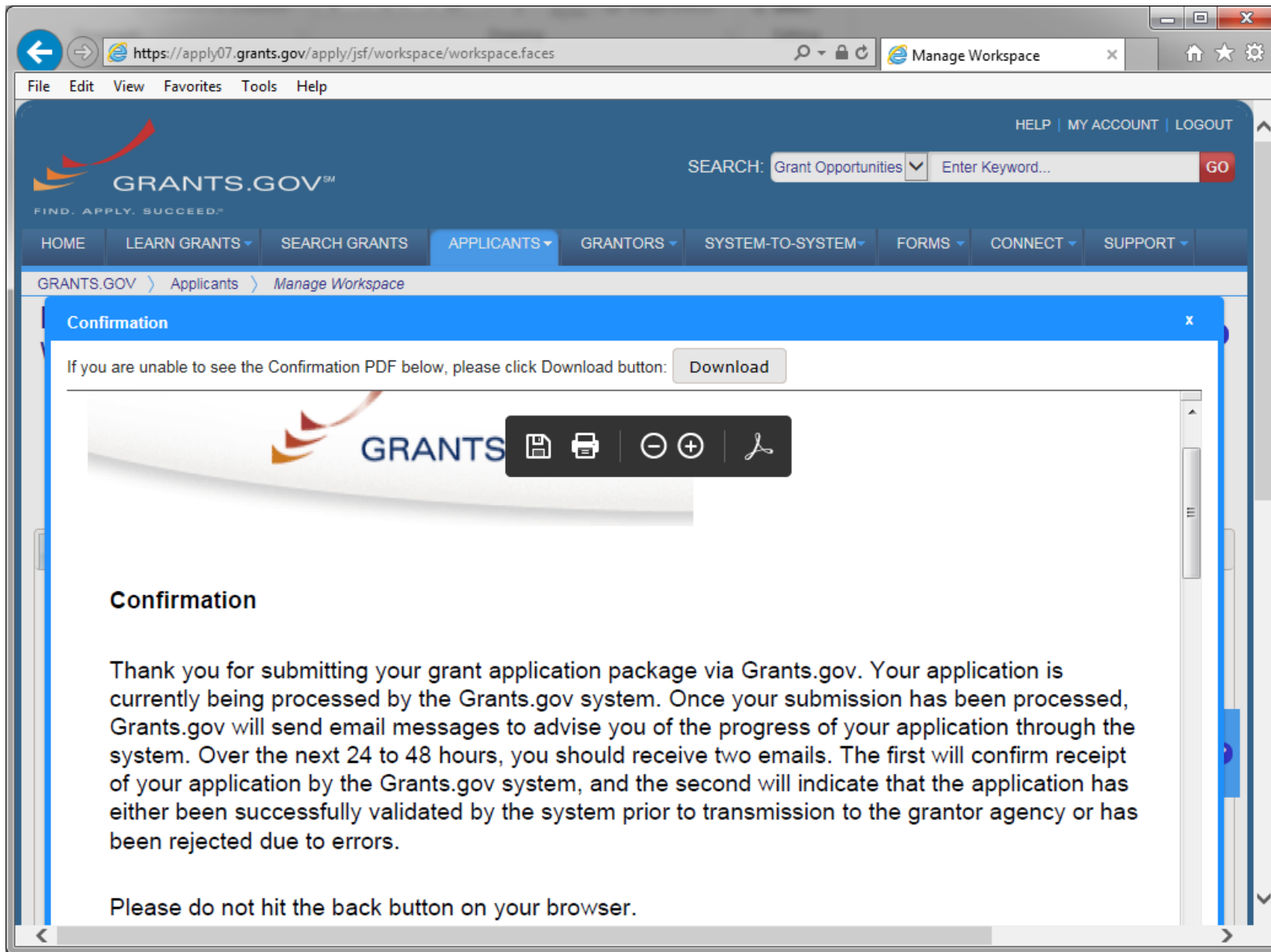
Application Package Forms - Users are encouraged to follow best practices when Downloading Instructions

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

GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

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 page title is "APPLICANT CENTER".

On the left sidebar, under "GRANT APPLICATIONS", the "Manage Workspaces" link is highlighted with a yellow arrow. Below it, under "APPLICANT RESOURCES", there are links for Workspace Overview, Applicant Eligibility, Applicant Training, Applicant FAQs, Adobe Software Compatibility, Submitting UTF-8 Special Characters, and Encountering Error Messages.

The main content area features three sections:

- WELCOME:** David Piroutek
- ! 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.
[Browse the 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.

The browser address 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 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" button is a "Click to search" link. To the right of the "Search" button is an "Export Detailed Data" button.

The "Results:" section shows "0-0 of 0 Records" and a table with columns: Workspace ID, Workspace DUNS, Workspace Status, Funding Opportunity Number, Application Filing Name, Workspace Owner, Last Activity Date, and Action. The table is currently empty.

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

GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

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

CONNECT WITH US: Blog Twitter YouTube Alerts RSS XML Extract Get Adobe Reader

HEALTH & HUMAN SERVICES: HHS.gov EEOC / No Fear Act Accessibility Privacy Disclaimers Site Map

GRANTS.GOV Applicant Support
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

GRANTS.GOVSM
FIND. APPLY. SUCCEED.®

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

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

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 Administrator

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

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 (SF-424B)	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

GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

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 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: 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-424-B)	Mandatory	Passed	Jun 20, 2018 09:12:30 AM EDT		Unlock Download Upload Reuse Webform

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