

# 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](http://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

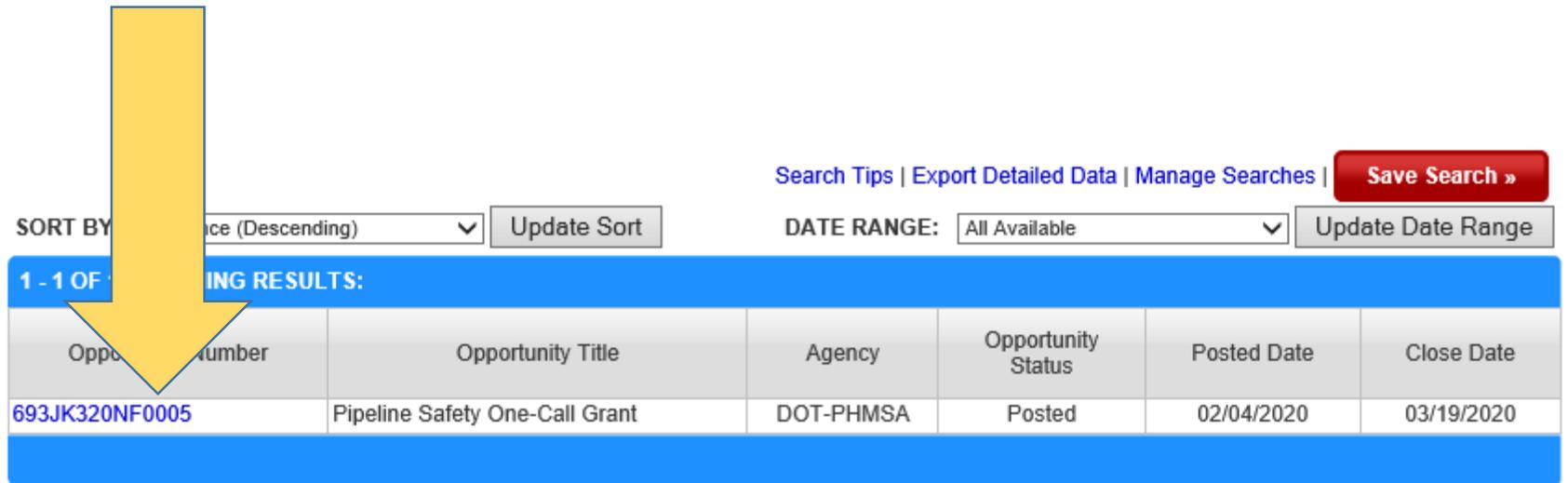
Click Go



SEARCH: Grant Opportunities | 693JK320NF0005 | X GO

HEALTHY MY ACCOUNT | LOGOUT

SYSTEM | FORMS | CONNECT | SUPPORT



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

SORT BY: Relevance (Descending) | Update Sort | DATE RANGE: All Available | Update Date Range

1 - 1 OF 1 SEARCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
<a href="#">693JK320NF0005</a>	Pipeline Safety One-Call Grant	DOT-PHMSA	Posted	02/04/2020	03/19/2020

Click the opportunity number in the first column

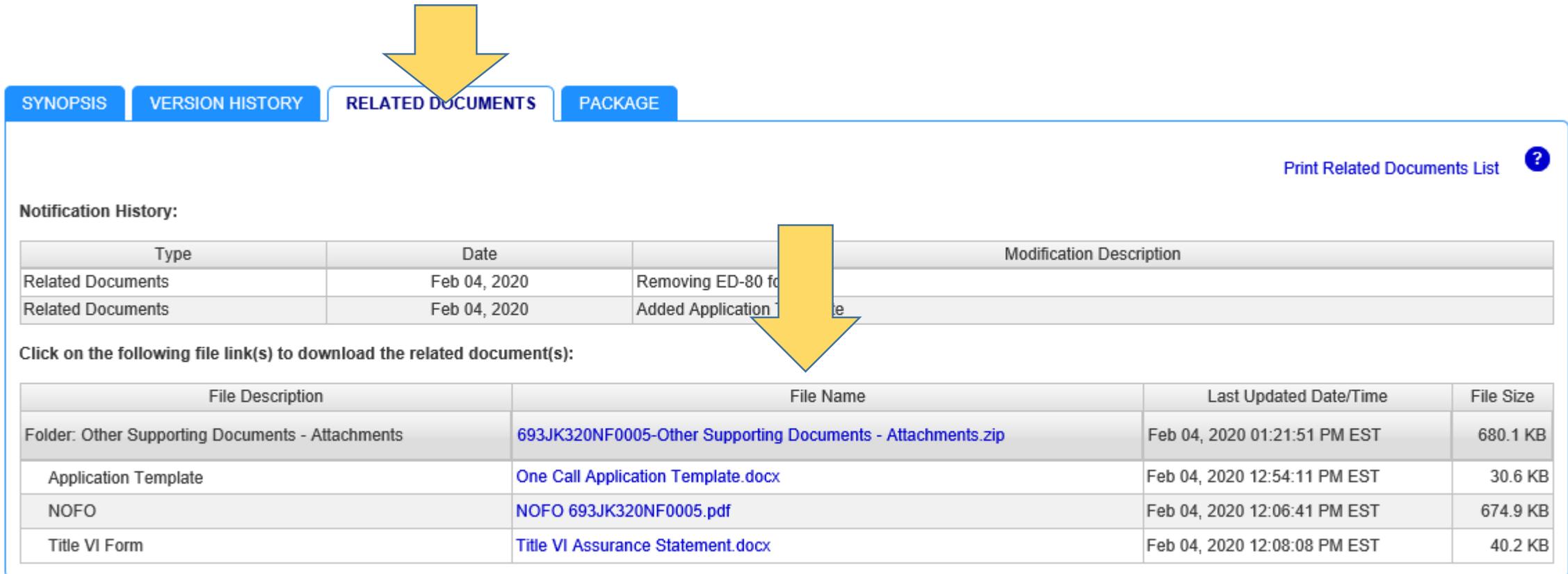
Then click the “Related Documents” tab.

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](#) 

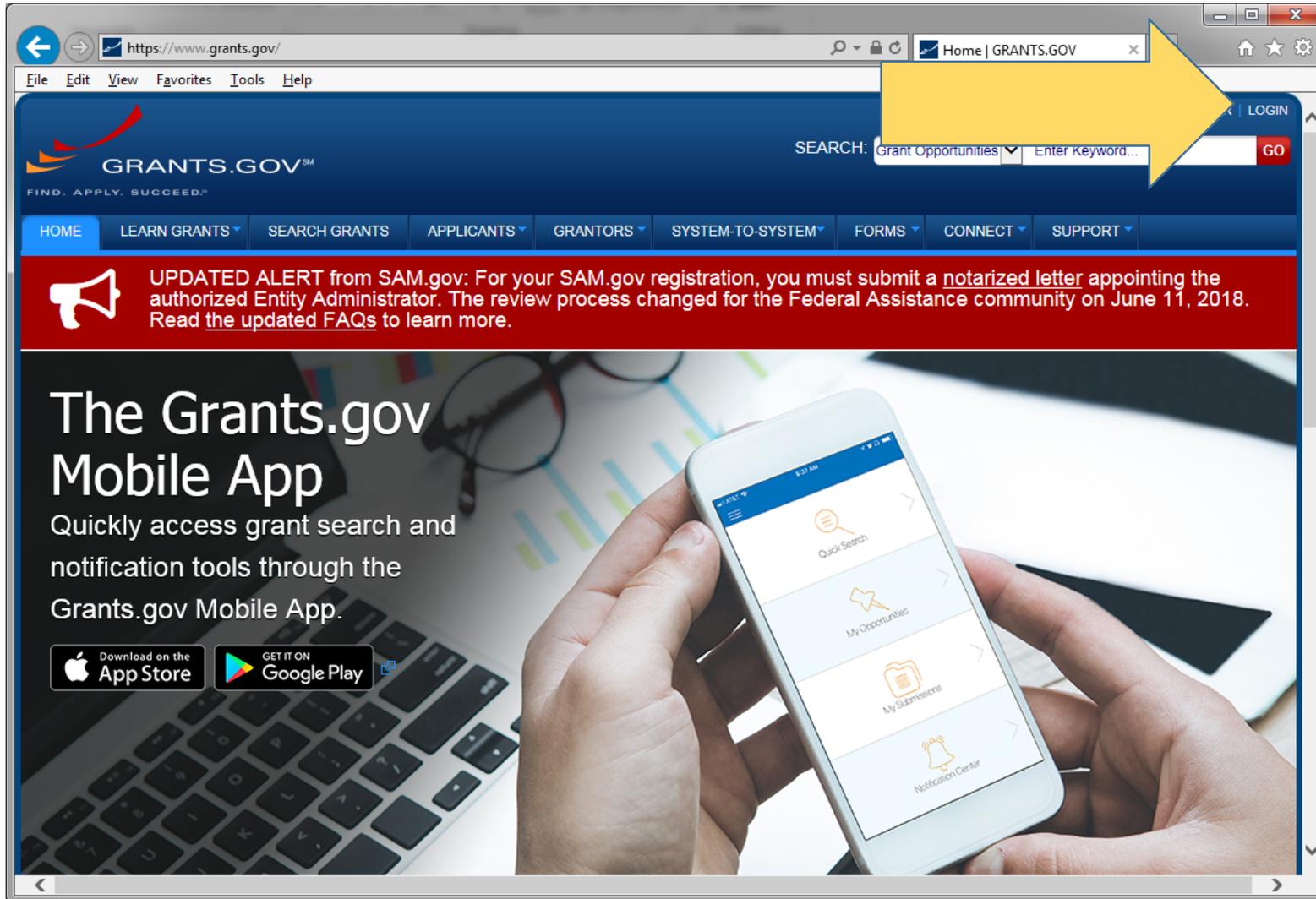
**Notification History:**

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

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

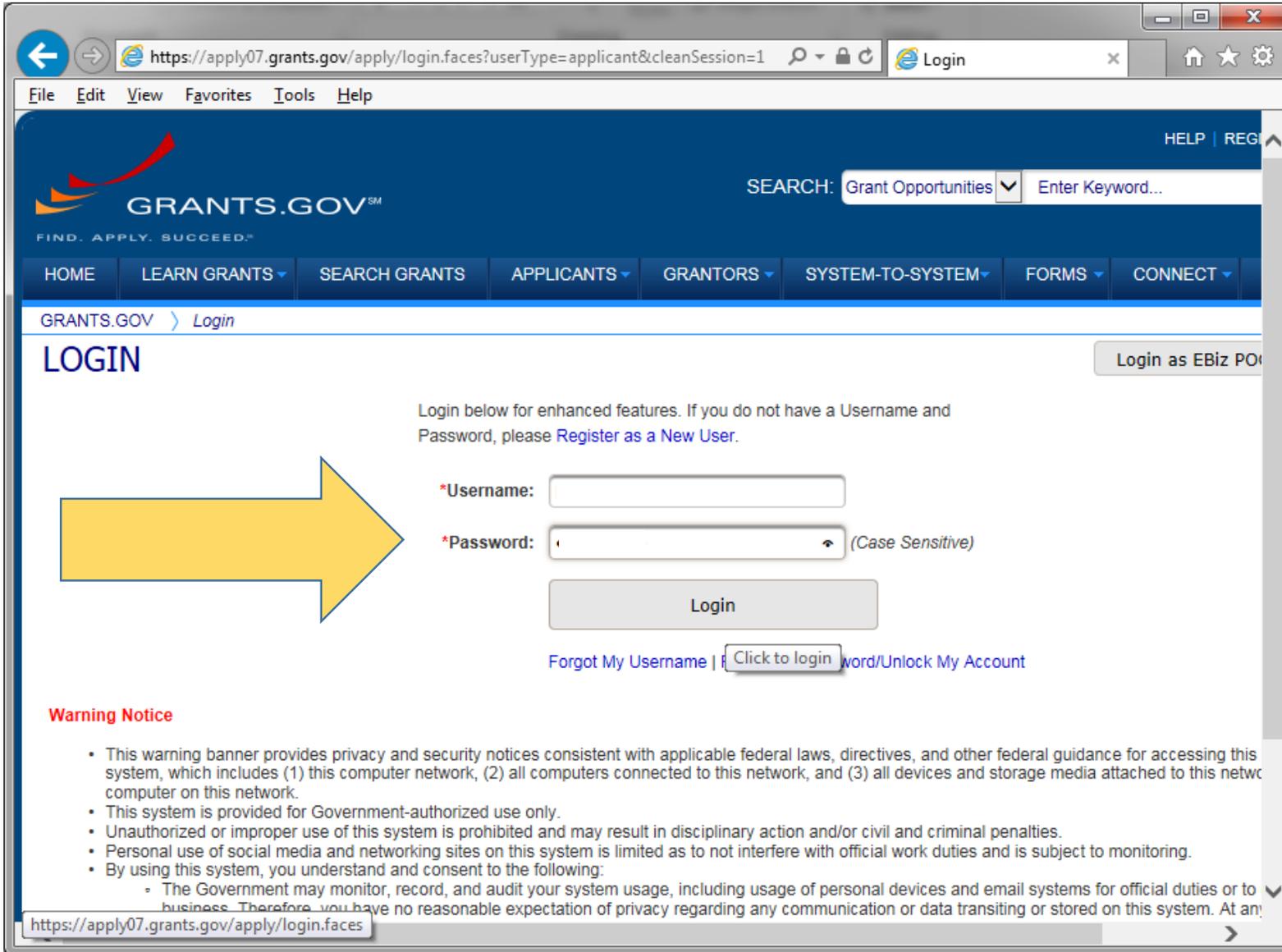
File Description	File Name	Last Updated Date/Time	File Size
Folder: Other Supporting Documents - Attachments	<a href="#">693JK320NF0005-Other Supporting Documents - Attachments.zip</a>	Feb 04, 2020 01:21:51 PM EST	680.1 KB
Application Template	<a href="#">One Call Application Template.docx</a>	Feb 04, 2020 12:54:11 PM EST	30.6 KB
NOFO	<a href="#">NOFO 693JK320NF0005.pdf</a>	Feb 04, 2020 12:06:41 PM EST	674.9 KB
Title VI Form	<a href="#">Title VI Assurance Statement.docx</a>	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](https://www.grants.gov)

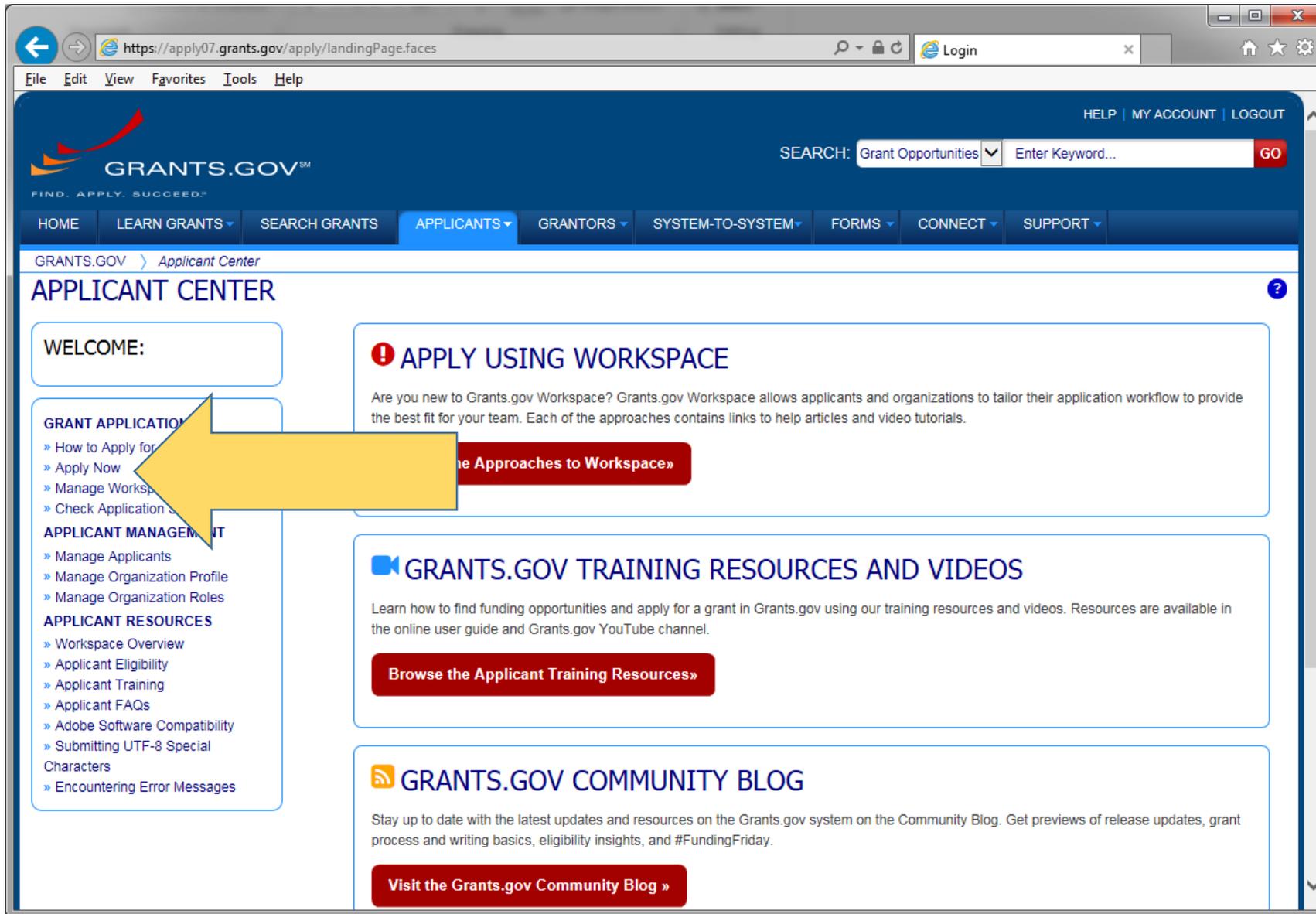
Click “LOGIN” in the upper right



Enter your username and password

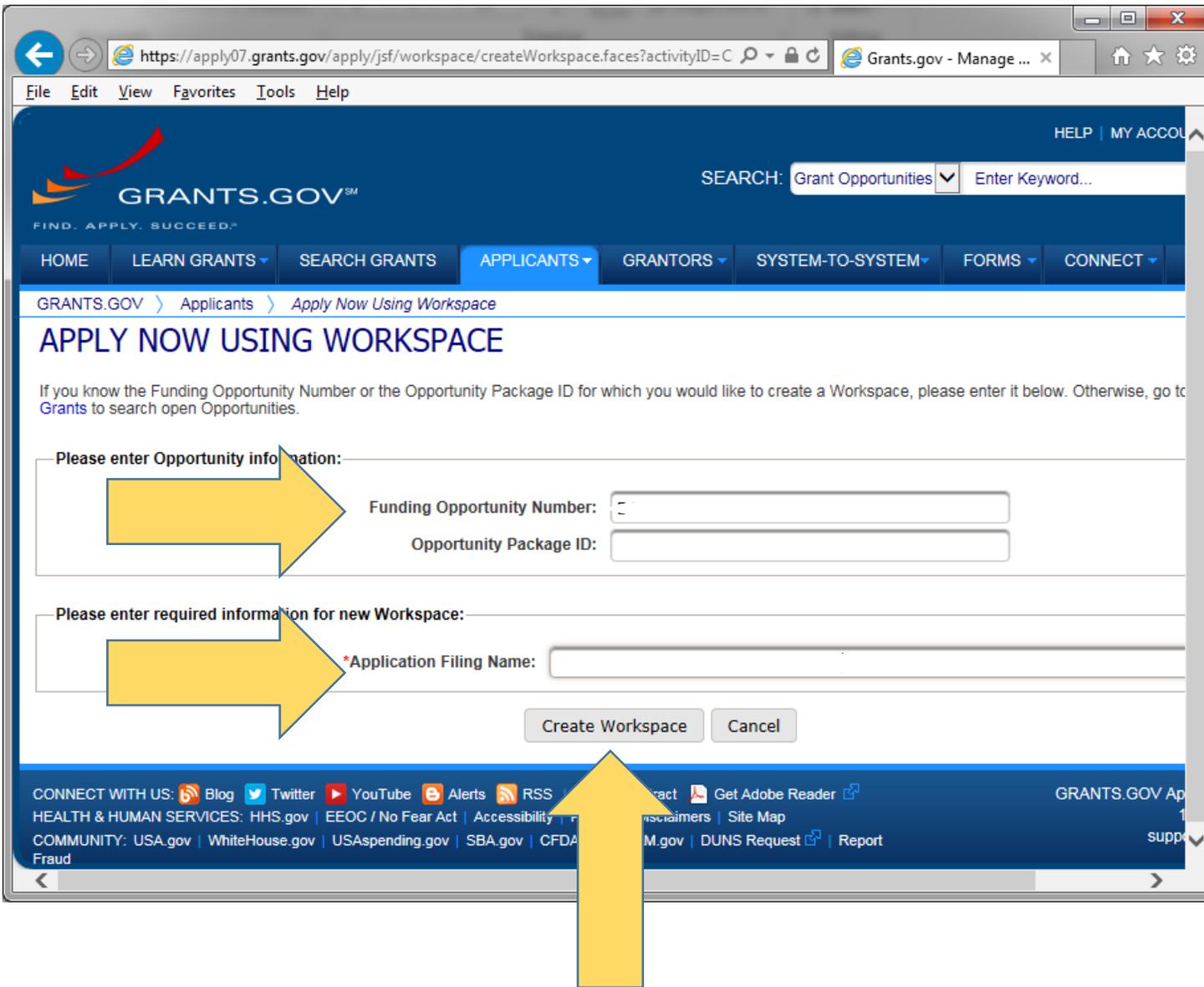
Then click Login

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:

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

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

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 Support: David Piroutek 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
<input checked="" type="checkbox"/>	<a href="#">Application for Federal Assistance (SF-424) [V2.1]</a>	Mandatory	Passed [Locked]	Jun 20, 2018 09:20:12 AM EDT	David Piroutek	<a href="#">Unlock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Budget Information for Non-Construction Programs (SF-424A) [V1.0]</a>	Mandatory	Passed	Jun 20, 2018 09:13:30 AM EDT	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Grants.gov Lobbying Form [V1.1]</a> <b>READ-ONLY</b>	Mandatory	Passed	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>

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

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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]  
 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
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] <b>READ-ONLY</b>	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!)

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SEARCH: Grant Opportunities Enter Keyword... GO

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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

FORMS VIEW APPLICATION ATTACHMENTS

Workspace Actions:

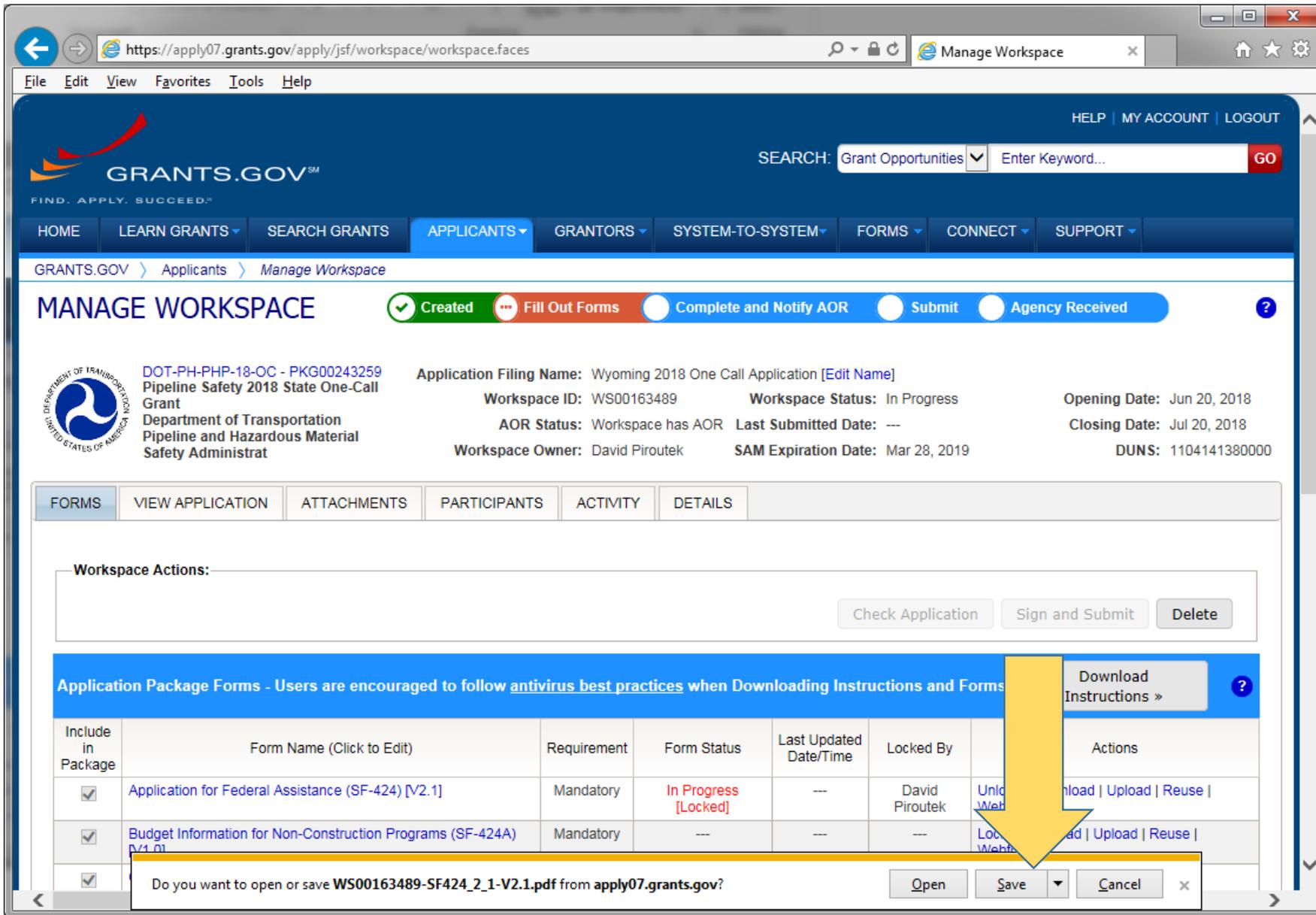
Check Application Sign and Submit Delete

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
<input checked="" type="checkbox"/>	<a href="#">Application for Federal Assistance (SF-424) [V2.1]</a>	Mandatory	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Budget Information for Non-Construction Programs (SF-424A) [V1.0]</a>	Mandatory	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Grants.gov Lobbying Form [V1.1] <b>READ-ONLY</b></a>	Mandatory	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>

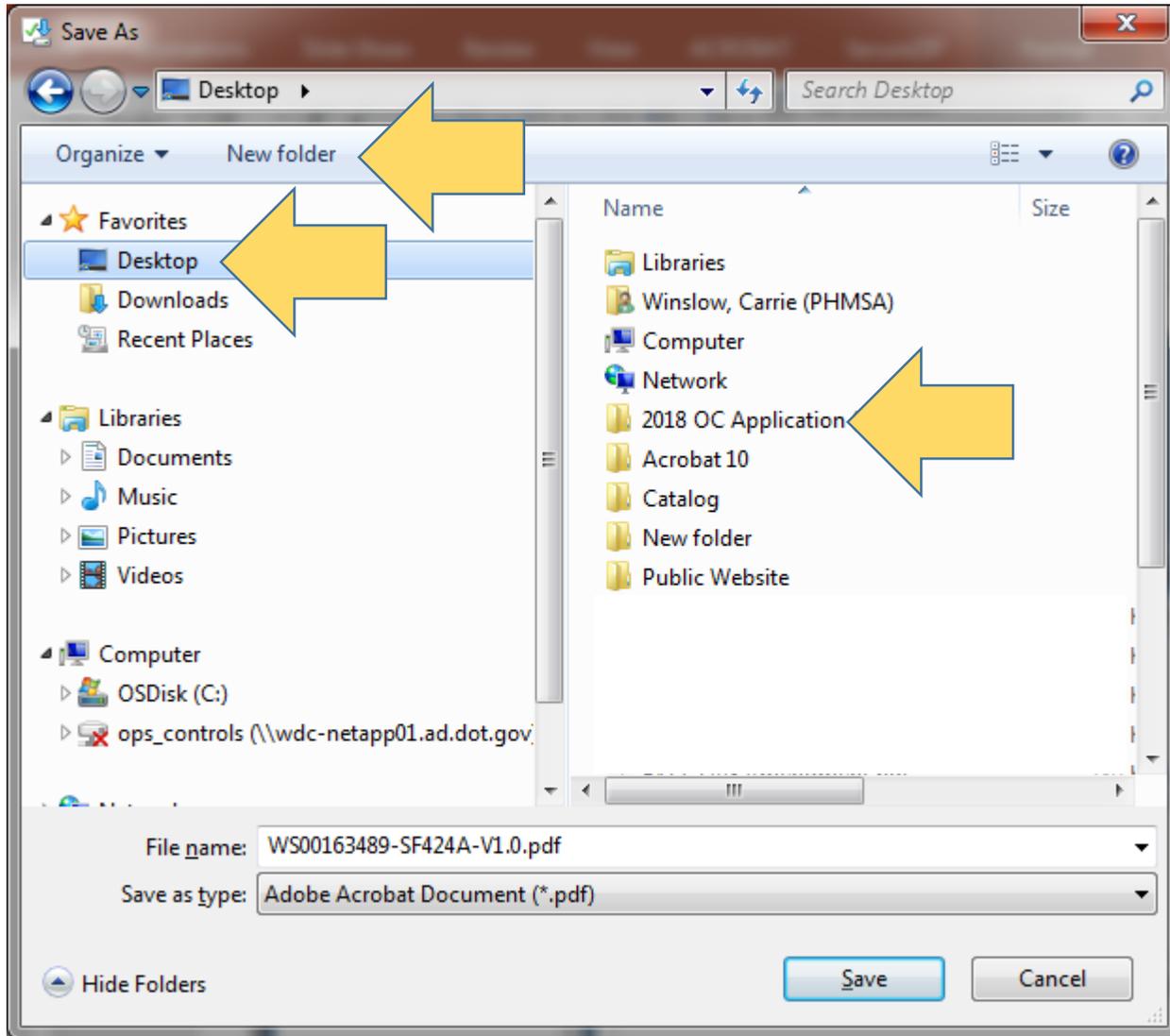
To start downloading forms, click Download next to the first form listed.

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

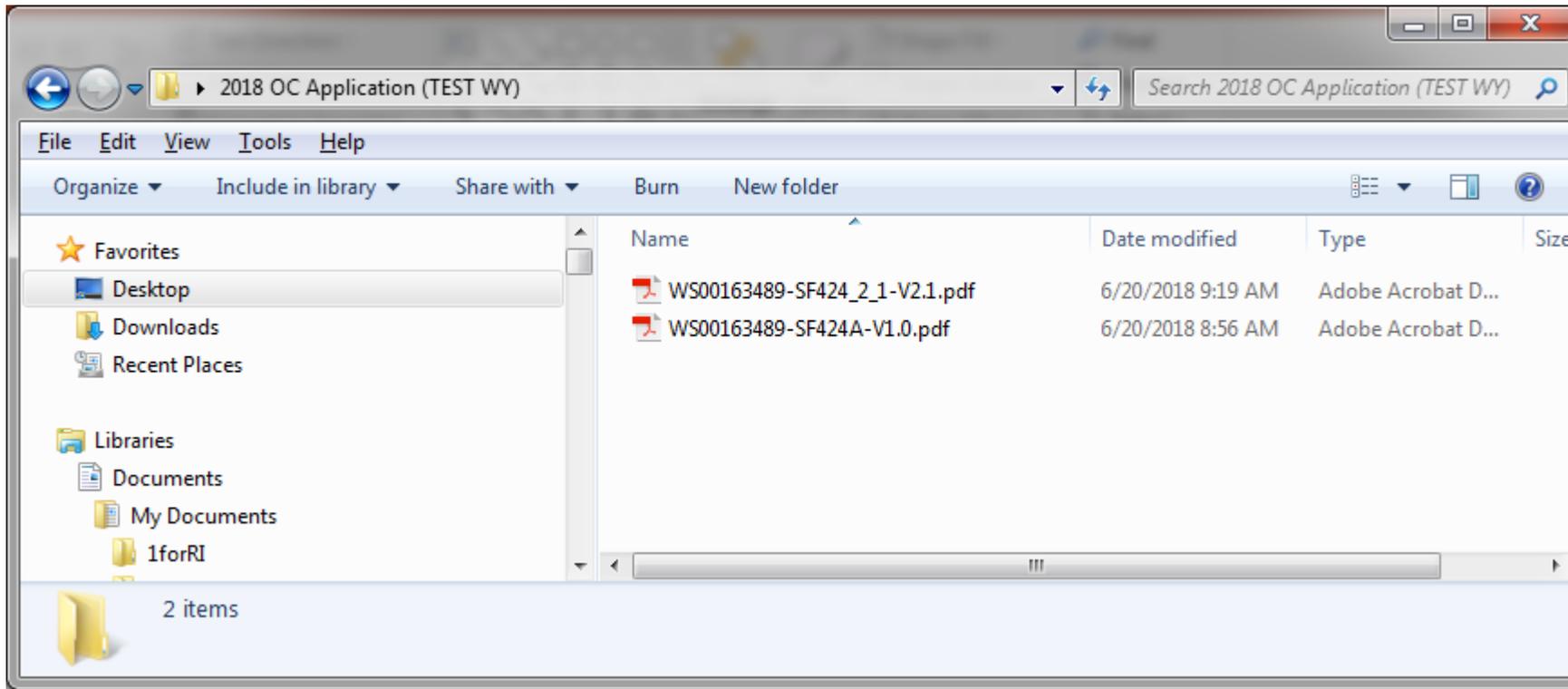
Name the new Folder something similar to 2020 OC/SDP/TAG Application and hit Enter

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

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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 Administrator

**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	
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	In Progress [Locked]	---	David Piroutek	Unlock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	In Progress [Locked]	---	David Piroutek	Unlock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] <b>READ-ONLY</b>	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.

The screenshot shows the Grants.gov 'Manage Workspace' interface. A modal dialog titled 'Form Upload' is centered on the screen, with a yellow arrow pointing to the 'Choose' button. The dialog contains the text '\*Application Package Form:' followed by the 'Choose' button, and 'Upload' and 'Cancel' buttons at the bottom. The background page shows the following details:

- 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
- AOR Status: Workspace has AOR
- Last Submitted Date: ---
- DUNS: 1104141380000

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

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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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  
 DUNS: 1104141380000

FORMS VIEW APPLICATION ATTACHMENTS

**Form Upload**

\*Application Package Form:

WS00163489-SF424\_2\_1-V2.1.pdf

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)	Required	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	In Progress [Locked]	---	David Piroutek	Unlock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	In Progress [Locked]	---	David Piroutek	Unlock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] <b>READ-ONLY</b>	Mandatory	Passed	---	---	Lock   Download   Upload   Reuse   Webform

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Now click Upload

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

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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?

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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Progress [Locked]	---	David Piroutek	Unlock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] <b>READ-ONLY</b>	Mandatory	Passed	---	---	Lock   Download   Upload   Reuse   Webform

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

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 Administrat

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](#) | [DETAILS](#)

Workspace Actions:

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

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

The screenshot shows the 'Manage Workspace' page for a grant application. At the top, there is a navigation menu with options like 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. Below this, a progress bar indicates the application status: 'Created' (checked), 'Forms Passed' (checked), 'Complete and Notify AOR' (unchecked), 'Submit' (unchecked), and 'Agency Received' (unchecked). A green message box states 'Form successfully uploaded and unlocked'.

The main content area displays application details:
 

- 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
- Submission Date: Mar 28, 2019
- DUNS: 1104141380000

A 'Check Application' dialog box is open in the center, containing the following text:
 

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.

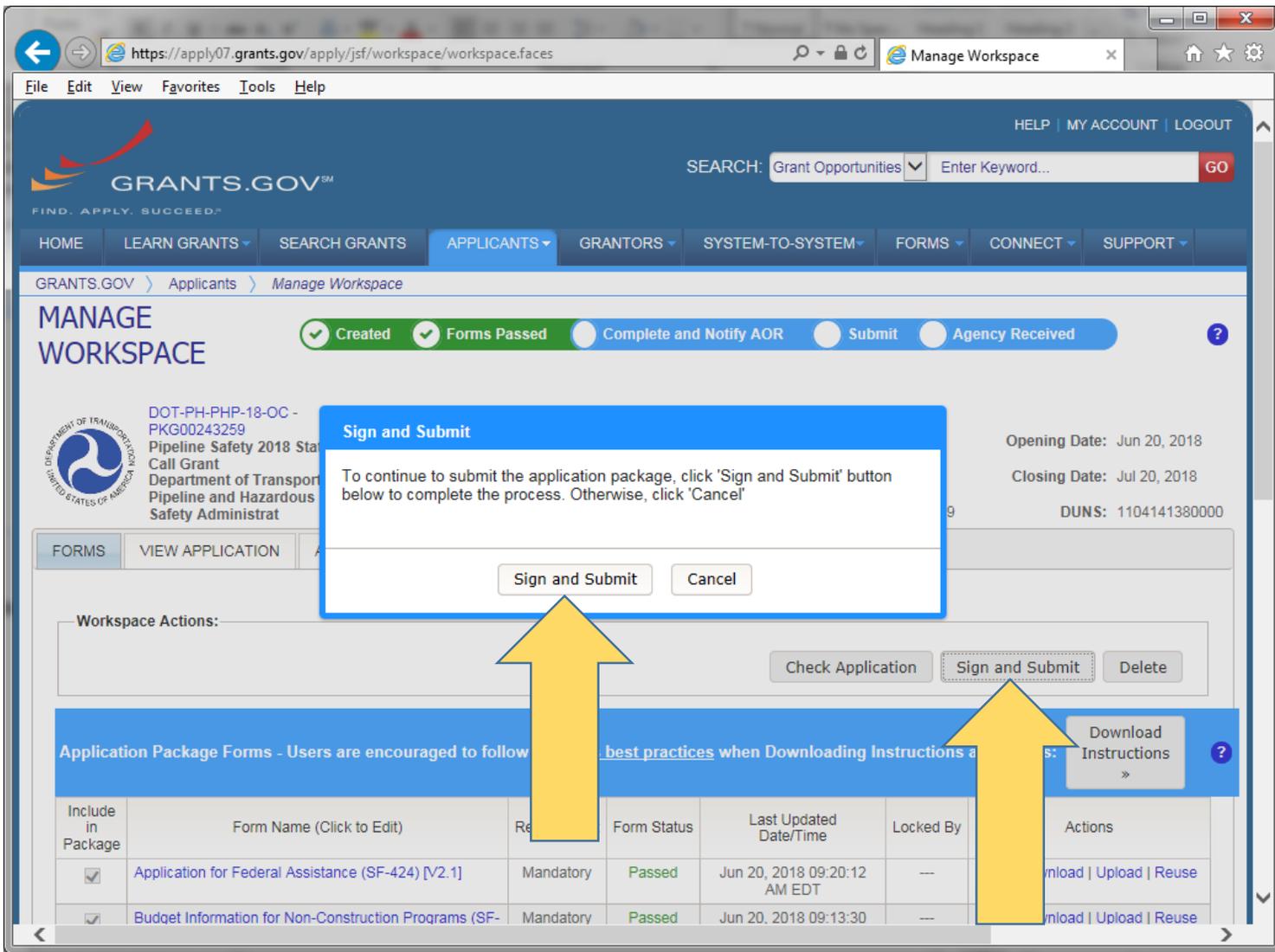
 An 'OK' button is located at the bottom of the dialog box, and a large yellow arrow points to it from below.

At the bottom of the page, there is a table titled 'Application Package Forms - Users are encouraged to follow [activities](#) when Downloading Instructions and Forms:'. The table has columns for 'Include in Package', 'Form Name (Click to Edit)', 'Requirement', 'Status', 'Last Updated Date/Time', 'Locked By', and 'Actions'. The table contains three rows of data:

Include in Package	Form Name (Click to Edit)	Requirement	Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Failed	Jun 20, 2018 09:20:12 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] <b>READ-ONLY</b>	Mandatory	Passed	---	---	Lock   Download   Upload   Reuse   Webform

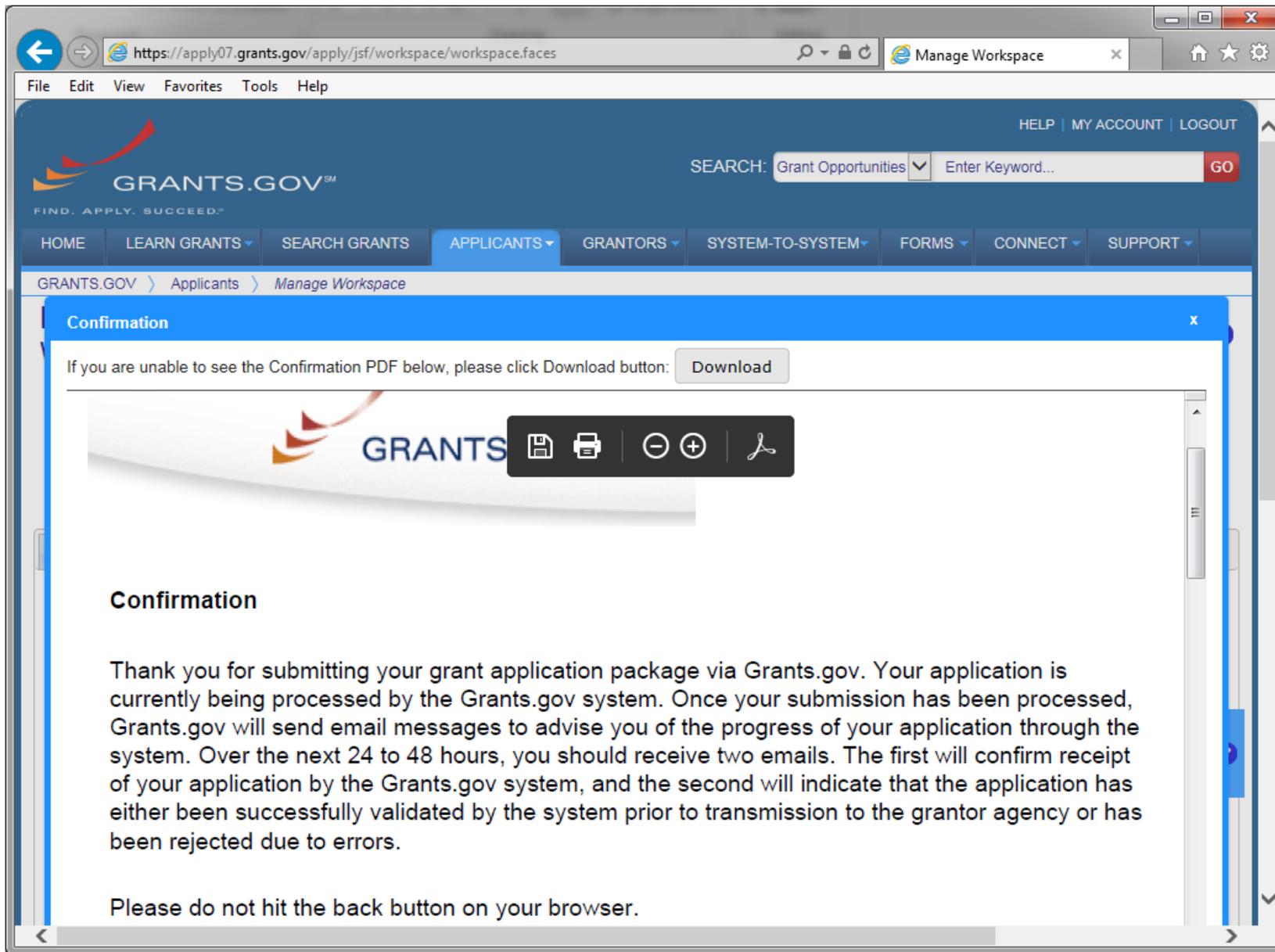
There should not be any errors found, if there are, you can fix them on the form on your computer then re-upload to the workspace.

Click OK.



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

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**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]
   
Workspace ID: WS00163489
   
Workspace Status: Submitted
   
AOR Status: Workspace has AOR
   
Last Submitted Date: Jun 20, 2018
   
Workspace Owner: David Piroutek
   
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
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed	Jun 20, 2018 09:20:12 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] <b>READ-ONLY</b>	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 interface. At the top, there is a navigation bar with links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (highlighted), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is also present. The main content area is titled 'APPLICANT CENTER' and features several sections:

- WELCOME:** David Piroutek
- GRANT APPLICATIONS:** A list of links including 'How to Apply for Grants', 'Apply Now', 'Manage Workspaces' (highlighted with a yellow arrow), 'Check Application Status', and 'Click to Manage Workspaces'.
- APPLY USING WORKSPACE:** A section with a red warning icon and a red button labeled 'Browse the Approaches to Workspace'.
- GRANTS.GOV TRAINING RESOURCES AND VIDEOS:** A section with a video icon and a red button labeled 'Browse the Applicant Training Resources'.
- GRANTS.GOV COMMUNITY BLOG:** A section with a blog icon and text about staying up to date with the latest updates and resources.

The browser's 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.

https://apply07.grants.gov/apply/jsf/workspace/searchWorkspace.faces?activityID=ManageWorkSpa

Manage Workspaces

File Edit View Favorites Tools Help

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:  To:   Ready for Submission

Submitted

Archived

Results:

0-0 of 0 Records

Workspace ID	Workspace DUNS	Workspace Status	Funding Opportunity Number	Application Filing Name	Workspace Owner	Last Activity Date	Action
0-0 of 0 Records							

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

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

GRANTS.GOV<sup>SM</sup> FIND. APPLY. SUCCEED.<sup>SM</sup>

SEARCH: Grant Opportunities Enter Keyword... GO

HELP | MY ACCOUNT | LOGOUT

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

GRANTS.GOV > Applicants > Manage Workspaces

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Opportunity Package ID:  Application Filing Name:   In Progress

Last Activity Date: From:  To:   Ready for Submission

Submitted

Archived

Search

Export Detail

Results:

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	<a href="#">Copy</a>   <a href="#">Manage</a>

1-1 of 1 Records

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From the results list, click the Manage link.



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 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
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed	Jun 20, 2018 09:20:12 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] <b>READ-ONLY</b>	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.

Workspace successfully reopened

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

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed	Jun 20, 2018 09:20:12 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424) [V1.0]	Mandatory	Passed	Jun 20, 2018 09:13:30 AM EDT	---	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>

Page Title: Manage Workspace

Navigation: File Edit View Favorites Tools Help

Top Right: HELP | MY ACCOUNT | LOGOUT

Search: Grant Opportunities | Enter Keyword...

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

Breadcrumbs: GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

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

**Application Details:**

- 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

Navigation: 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
<input checked="" type="checkbox"/>	<a href="#">Application for Federal Assistance (SF-424) [V2.1]</a>	Mandatory	Passed [Locked]	Jun 20, 2018 09:20:12 AM EDT	David Piroutek	<a href="#">Unlock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input type="checkbox"/>	<a href="#">Budget Information for Non-Construction Programs (SF-</a>	Mandatory	Passed	Jun 20, 2018 09:13:20		<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>



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