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Jump Start Your Grant - Navigating SAM.gov and grants.gov

THANK YOU for joining us for this webinar. We will get started in a moment.
While you are waiting, please respond to the poll question on your screen.

ksutab.org



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Technical Notes

If you experience technical difficulties with your connection:



Dial 785.532.0783



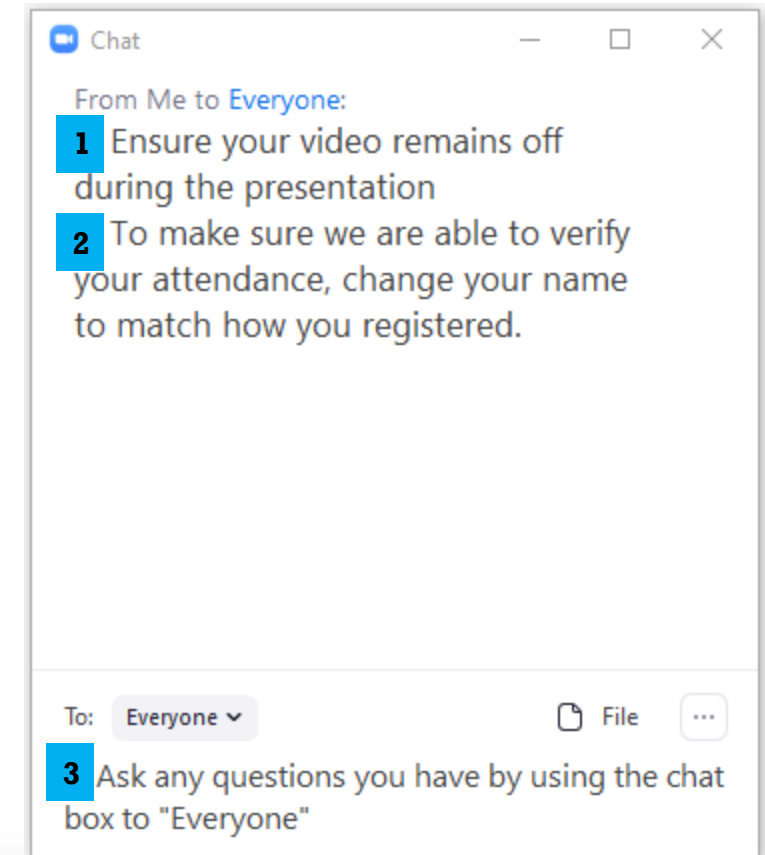
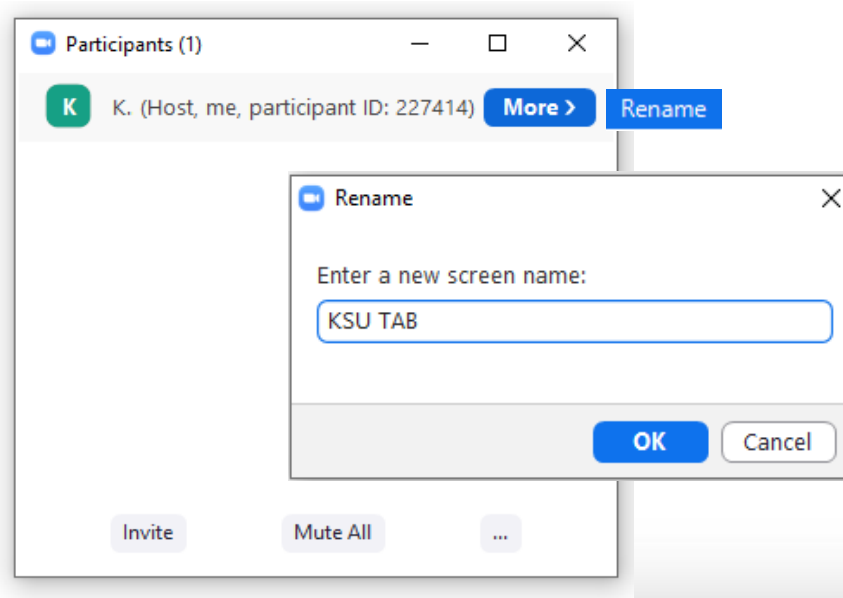
Email chsr@ksu.edu

Additionally, please note:



The presentation is being recorded and will be available on the website. The link has also been placed in the chat box.

Using Zoom – The Basics



- A national program funded by U.S. EPA
- Dedicated TAB services provider for each EPA region & a dedicated TAB services provider for all federally recognized Tribes & Alaska Native villages
- Services provided are **FREE** and tailored to address specific community needs
- Assist communities and tribes with the brownfield assessment, cleanup and redevelopment process
- Planning, environmental and economic development expertise
- Webinars, workshop, e-tools (e.g., BiT, TAB EZ) and online resources
- And much, much more...

KSU – ITEP – ANTHC – Tribal TAB



Speakers



Carrie Staton

*Director
Mid-Atlantic TAB*



Kate Lucas

*Regional Director for EPA Region 8
KSU TAB Program*



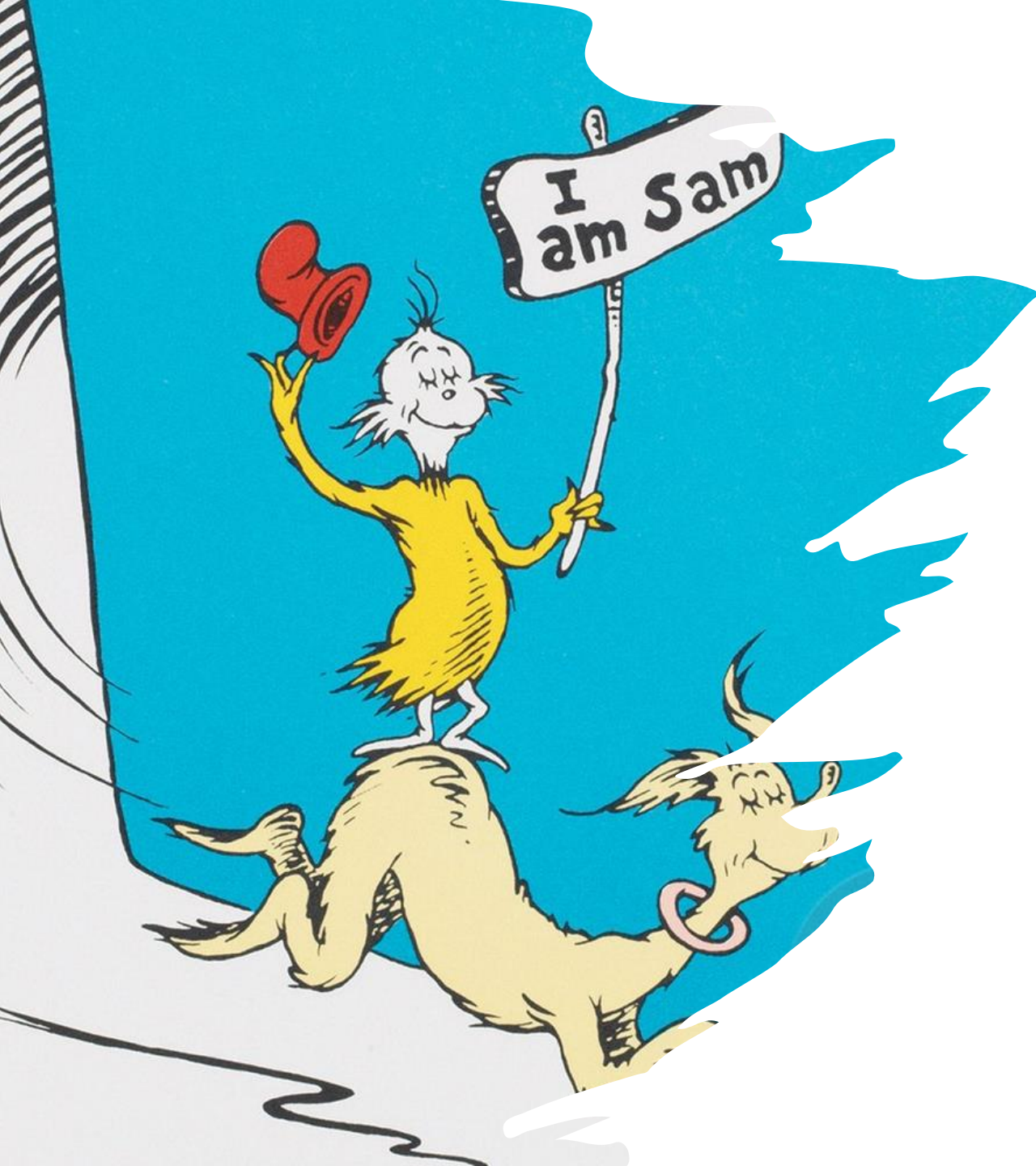
Preparing to Prepare Your Application

Key government systems

Where do You Even Begin?

- To apply for EPA grants, you **must** complete:
 - Registration with **SAM.gov**
 - Registration with **Grants.gov**





SAM.gov

- The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:
 - Register to do business with the U.S. government
 - Update or renew your entity registration
 - Check status of an entity registration
 - Search for entity registration and exclusion records

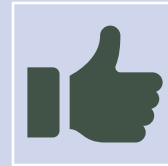
Beware of Scam-I-Am

- **Registration & renewal on SAM.gov are completely FREE.**
- If you get an email or end up on a site that wants to charge for renewal or registration, this is not the official site!
- If you do have questions:
 - Federal Help Desk
 - TAB troubleshoot support





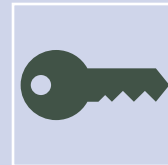
Grants.gov is a centralized location for users to find and apply for federal funding opportunities.



Register online with Grants.gov in advance



All grants must be submitted through this site, it is the federal clearinghouse for funding opportunities



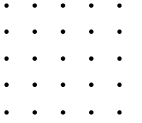
You must have an account to be considered for funding!

Step 1:

- Before you can apply at **grants.gov**, you must register in the **System for Award Management (SAM)**
- Can take at least 2 weeks or more to complete – don't wait!



SAM.gov



You may already have this

- If your organization has applied for federal funding – not just EPA funding – in the past you may already have a SAM.gov account and number.

People to check with

- Organization's Leadership
 - City/County Clerk
 - City Manager
 - Grant writer/manager

SAM.gov

www.sam.gov

You will need:

- Unique Entity ID
- Core Data
- Reps & Certs
- Points of Contact (POCs)



- Must be renewed every 12 months
- Must be active when applying for grants
- Make sure contact info is up to date

Unique Entity Identifier

- **You will need:**

- Legal Business Name
- Physical Address (A post office box may not be used as your physical address)
- Date of Incorporation
- State of Incorporation (Entities outside the U.S. may need to provide alternate information)
- National Provider Identifier (NPI) (Non-U.S. entities only)

Information must be validated before you receive your UEI and can continue with SAM.gov registration.



Core Data

- **Business Information**
- **IRS Consent Form**
- **CAGE or NCAGE Code**
 - CAGE Code (U.S. entities only)
 - If you do not have a CAGE code, select “No” and one will be assigned to your entity after you submit your registration
- **Ownership Details**
- **Predecessor Details**
- **General Information**
- **Financial Information**
- **Executive Compensation Questions**
- **Proceedings Questions**

Representations & Certifications

Series of questions concerning:

- Responsibility for determining prices in bids and proposals
- Small business concerns and labor surplus area concerns
- Organizational structure, disadvantaged business information, and regulation of certain end products
- Regulation of certain provided services
- Architect-Engineer Response
- Defense Response
- Financial Assistance Response



Points of Contact

Mandatory POCs

- Accounts Receivable
- Electronic Business
- Government Business

Optional POCs

- Past Performance
- Past Performance Alternate
- Electronic Business Alternate
- Government Business Alternate
- Additional Optional as needed



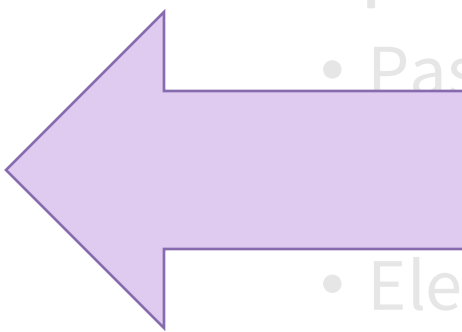
Points of Contact

Mandatory POCs

- Accounts Receivable
- **Electronic Business**
- Government Business

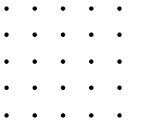
Optional POCs

- Passbook
- Electronic
- Government
- Additional Optional as needed



**This EBiz POC is
important for your
grants.gov
account, so keep it
updated!**

SAM.gov → Grants.gov



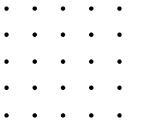
- Ensure you enter your EBiz POC name and EBiz POC email in SAM and your organizational/entity registration process is complete in SAM, this will allow you to register with grants.gov.
- Contact the Federal Support Help Desk.



Question Break!



Register Your Organization in grants.gov



- The main contact (EBiz POC) should create a Grants.gov account using the same email used for the Electronic Business Point of Contact in SAM.gov.
- They should add an organization applicant profile using the Unique Entity ID (UEI) from SAM.gov.

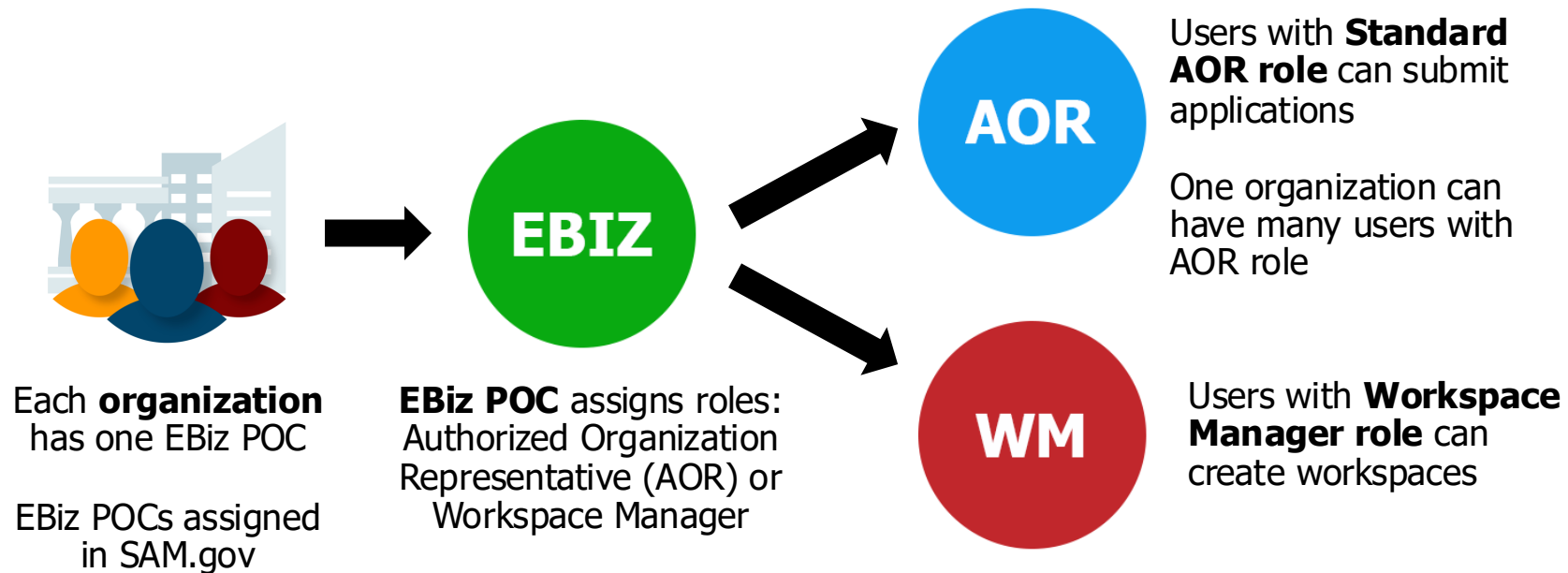


Adding other users

- EBiz POC can assign roles to others in or on behalf of the organization:
 - Authorized Organization Representative (AOR)
 - Workspace Manager
 - Custom roles
- This allows multiple users to work on applications



Registration: Grants.gov Roles



Question Break!

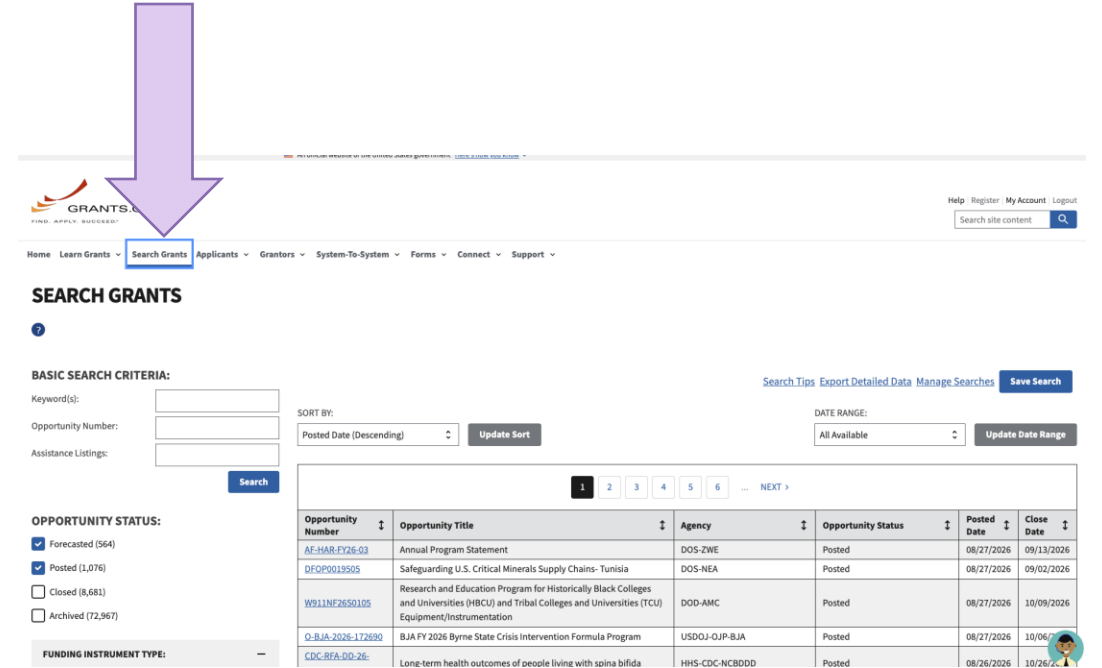


Grants.gov Workspaces

You have an account – now what?

Finding Opportunities

- EPA Brownfields program usually posts links to [Notices of Funding Opportunities \(NOFOs\)](#) on their [website](#)
- You can also search directly at [grants.gov](https://www.grants.gov)



The screenshot shows the Grants.gov website interface. A large purple arrow points to the 'Search Grants' link in the top navigation bar. Below the navigation bar, the 'SEARCH GRANTS' section is visible. It includes a 'BASIC SEARCH CRITERIA' section with input fields for 'Keyword(s)', 'Opportunity Number', and 'Assistance Listings'. There are also 'SORT BY' and 'DATE RANGE' dropdown menus. Below these are checkboxes for 'OPPORTUNITY STATUS' (Forecasted, Posted, Closed, Archived) and a 'FUNDING INSTRUMENT TYPE' dropdown. The main content area displays a table of search results with columns for Opportunity Number, Opportunity Title, Agency, Opportunity Status, Posted Date, and Close Date. The table lists several opportunities, including 'Annual Program Statement', 'Safeguarding U.S. Critical Minerals Supply Chains- Tunisia', and 'Research and Education Program for Historically Black Colleges and Universities (HBCU) and Tribal Colleges and Universities (TCU) Equipment/Instrumentation'.

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
AE-HAR-FY26-03	Annual Program Statement	DOS-ZWE	Posted	08/27/2026	09/13/2026
DFOP0019505	Safeguarding U.S. Critical Minerals Supply Chains- Tunisia	DOS-NEA	Posted	08/27/2026	09/02/2026
W911NF26S0105	Research and Education Program for Historically Black Colleges and Universities (HBCU) and Tribal Colleges and Universities (TCU) Equipment/Instrumentation	DOD-AMC	Posted	08/27/2026	10/09/2026
O-BJA-2026-172690	BJA FY 2026 Byrne State Crisis Intervention Formula Program	USDJ-OJP-BJA	Posted	08/27/2026	10/06/2026
CDC-RFA-DD-26-	Long-term health outcomes of people living with spina bifida	HHS-CDC-NCBDD	Posted	08/26/2026	10/26/2026

Don't Wait Until the Last Minute!

- Log into grants.gov and start your Workspace early to identify any potential issues and make note of all requirements.
- Write your narrative and collect your attachments in Word, other software.
- Upload final information to grants.gov before deadline.



Starting your Application

Home Learn Grants ▾ Search Grants Applicants ▾ Grantors ▾ System-To-System ▾ Forms ▾ Connect ▾ Support ▾

VIEW GRANT OPPORTUNITY

EPA-OLEM-OBLR-26-01

FY27 Brownfields Job Training (JT) Grants

Environmental Protection Agency

Environmental Protection Agency

[View similar opportunities](#)

Apply

Subscribe

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

General Information

?

Document Type: Grants Notice

Funding Opportunity Number: EPA-OLEM-OBLR-26-01

Funding Opportunity Title: FY27 Brownfields Job Training (JT) Grants

Opportunity Category: Discretionary

Opportunity Category Explanation:

Funding Instrument Type: Cooperative Agreement

Category of Funding Activity: Environment

Category Explanation:

Expected Number of Awards: 20

[Assistance Listings:](#) 66.815 -- Brownfields Job Training Cooperative Agreements

Cost Sharing or Matching Requirement: No

Version: Synopsis 2

Posted Date: Jul 17, 2026

Last Updated Date: Jul 17, 2026

Original Closing Date for Applications: Sep 23, 2026

Current Closing Date for Applications: Sep 23, 2026

Archive Date: Oct 23, 2026

Estimated Total Program Funding: \$ 6,000,000

Award Ceiling: \$300,000

Award Floor: \$

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VIEW GRANT OPPORTUNITY

EPA-OLEM-OBLR-26-01
FY27 Brownfields Job Training (JT) Grants
Environmental Protection Agency
Environmental Protection Agency

- SYNOPSIS
- VERSION HISTORY
- RELATED DOCUMENTS
- PACKAGE

General Information



Document Type:	Grants Notice	Version:	Synopsis 2
Funding Opportunity Number:	EPA-OLEM-OBLR-26-01	Posted Date:	Jul 17, 2026
Funding Opportunity Title:	FY27 Brownfields Job Training (JT) Grants	Last Updated Date:	Jul 17, 2026
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Sep 23, 2026
Opportunity Category Explanation:		Current Closing Date for Applications:	Sep 23, 2026
Funding Instrument Type:	Cooperative Agreement	Archive Date:	Oct 23, 2026
Category of Funding Activity:	Environment	Estimated Total Program Funding:	\$ 6,000,000
Category Explanation:		Award Ceiling:	\$300,000
Expected Number of Awards:	20	Award Floor:	\$
Assistance Listings:	66.815 -- Brownfields Job Training Cooperative Agreements		
Cost Sharing or Matching Requirement:	No		

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[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 [Search 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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[GRANTS.GOV](#) > [Applicants](#) > [Manage Workspace](#)

MANAGE WORKSPACE

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

[«Back](#)



EPA-OLEM-OBLR-26-01 - PKG00293689
FY27 Brownfields Job Training (JT) Grants
Environmental Protection Agency

Application Filing Name: TAB Job Training Test [\[Edit Name\]](#)
Workspace ID: WS01749374
AOR Status: Organization has AOR
Workspace Owner: Carrie M Staton

Workspace Status: New
Last Submitted Date: ---
SAM Expiration Date: Jan 22, 2027

Opening Date: Jul 17, 2026
Closing Date: Sep 23, 2026
UEI: M7PNRH24BBM8

[FORMS](#) [VIEW APPLICATION](#) [ATTACHMENTS](#) [PARTICIPANTS](#) [ACTIVITY](#) [DETAILS](#)

Workspace Actions:

[Check Application](#)

[Complete and Notify AOR](#)

[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) [V4.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☐	Other Attachments Form [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform

Returning to your Application



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APPLICANT CENTER

WELCOME:
Carrie M Staton

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- » [How to Apply for Grants](#)
- » [Track My Application](#)
- » [Apply Now](#)
- » [Manage Workspaces](#)

APPLICANT MANAGEMENT

- » [Manage Applicants](#)

APPLICANT RESOURCES

- » [Workspace Overview](#)
- » [Applicant Eligibility](#)
- » [Applicant Training](#)
- » [Applicant FAQs](#)
- » [Adobe Software Compatibility](#)
- » [Submitting UTF-8 Special Characters](#)
- » [Encountering Error Messages](#)

Welcome, **Carrie M Staton**

Want to view all your activity on one screen? [Try the dashboard view.](#)

! 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.

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



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GRANTS.GOV > [Applicants](#) > [Manage Workspaces](#)

MANAGE WORKSPACES



Please enter criteria and click Search:

Funding Opportunity Number:

Workspace ID:

Workspace Status:

Funding Opportunity Title:

UEI:

- ☒ New
- ☒ In Progress
- ☒ Ready for Submission
- ☒ Submitted
- ☐ Archived

Opportunity Package ID:

Application Filing Name:

Workspace Owner:

Last Activity Date:

From:

Grant Tracking Number:

To:

Search

Results:

Export Detailed Data

0-0 of 0 Records

[1-6](#) [<<](#) [>>](#) [1-1](#)

Workspace ID	UEI	Workspace Status	Funding Opportunity Number	Closing Date	Application Filing Name	Workspace Owner	Last Activity Date	Actions
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0-0 of 0 Records

[1-6](#) [<<](#) [>>](#) [1-1](#)

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GRANTS.GOV > Applicants > Manage Workspaces

MANAGE WORKSPACES

Please enter criteria and click Search:

Funding Opportunity Number:

Funding Opportunity Title:

Opportunity Package ID:

Workspace Owner:

Grant Tracking Number:

Workspace ID:

UEI:

Application Filing Name:

Last Activity Date:

From:

05/27/2026

To:

08/27/2026

Workspace Status:

☒ New

☒ In Progress

☒ Ready for Submission

☒ Submitted

☐ Archived

Search

Results:								Export Detailed Data
1-2 of 2 Records								1
Workspace ID	UEI	Workspace Status	Funding Opportunity Number	Closing Date	Application Filing Name	Workspace Owner	Last Activity Date	Actions
WS01749374	M7PNRH24BBM8	New	EPA-OLEM-OBLR-26-01	09/23/2026	TAB Job Training Test	Carrie M Staton	08/27/2026	Copy Manage
WS01749371	M7PNRH24BBM8	New	EPA-OLEM-OBLR-26-01	09/23/2026	TAB Job Training Test	Carrie M Staton	08/27/2026	Copy Manage
1-2 of 2 Records								1

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Question Break!



Common Federal Forms



Required Federal Forms

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- EPA Key Contacts Form 5700-54
- EPA Form 4700-4 Preaward Compliance Review Report



Key Tip

Follow the Sample Federal Forms provided by EPA – they tell you exactly how they expect them to be filled in.



SF-424

- Basic application & cover sheet
- Make sure everything matches other forms and submissions

View Burden Statement

OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application

* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Enter submission date

4. Applicant Identifier: Leave blank

5a. Federal Entity Identifier: Leave blank

5b. Federal Award Identifier: SF

State Use Only:

6. Date Received by State: Leave blank

7. State Application Identifier: Leave blank

8. APPLICANT INFORMATION:

* a. Legal Name: Enter the organization's legal name as listed in www.sam.gov

* b. Employer/Taxpayer Identification Number (EIN/TIN): Enter the organization's EIN/TIN

* c. UEI: Enter the correct Unique Entity Identifier for the organization/department

4. Address:

* Street1: Enter the organization's address as listed in www.sam.gov

Street2:

* City: Enter the organization's city as listed in www.sam.gov

County/Parish:

* State: Enter the organization's state as listed in www.sam.gov

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: Enter the organization's 9 digit zip code as listed in www.sam.gov

e. Organizational Unit:

Department Name: Enter information as appropriate

Division Name: Enter information as appropriate

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: * First Name: Enter contact's first name

Middle Name:

* Last Name: Enter contact's last name

Suffix:

Title: Enter information as appropriate

Organizational Affiliation:

* Telephone Number: Enter contact's telephone number

Fax Number:

* Email: Enter contact's email address

SF-424A

List Grant Type and Cost Share, if applicable. DO NOT separate requests for hazardous substance and petroleum funding.

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	Brownfields Assessment/ RLF/Cleanup Grants	66.818	\$ Leave blank	\$ Leave blank	\$ Enter amount Enter amount of funding being requested from EPA	\$ Enter \$0	\$
2.							
3.							
4.							
5.	Totals		\$	\$	\$	\$	\$

Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A-102) Page 1

- Basic Budget form
- Save for when you've finalized your budget!

EPA Key Contacts Form 5700-54

- Basic contact information
- It's okay if some of the roles are the same person

 **EPA KEY CONTACTS FORM** OMB Control No. 2030-0020
Approval expires 06/30/2024

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 1501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 36, 40 CFR Part 31, and 40 CFR Part 33) for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1.5 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Authorized Representative: Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.

Name: Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:
Complete Address:
Street1:
Street2:
City: State:
Zip / Postal Code: Country:
Phone Number: Fax Number:
E-mail Address:

Provide information for the Authorized Organization Representative who is submitting the forms through Grants.gov

Payee: Individual authorized to accept payments.

Name: Prefix: First Name: Middle Name:
Last Name: Suffix:
Title:
Complete Address:
Street1:
Street2:
City: State:
Zip / Postal Code: Country:
Phone Number: Fax Number:
E-mail Address:

Provide information for the Financial Contact who process payments

EPA Form 5700-54 (Rev 4-02)

EPA Form 4700 Preaward Compliance

Additional guidance on how to complete this form is available at www.epa.gov/grants/tips-completing-epa-form-4700-4.

OMB Control No. 2030-0020
Approval expires: 06/30/2024

**Preaward Compliance Review Report for
All Applicants and Recipients Requesting EPA Financial Assistance**

Note: Read instructions before completing form.

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 30, 40 CFR Part 31, and 40 CFR Part 33 for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1.5 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimate and any suggested methods for minimizing respondent burden to the Regulatory Support Division, U.S. Environmental Protection Agency (2021T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)

Name:

Address:

City:

State: Zip Code:

B. Unique Entity Identifier (UEI):

C. Applicant/Recipient Point of Contact

Name: Phone: Email:

Title:

II. Is the applicant currently receiving EPA Assistance? ☐ Yes ☐ No *Select 'yes' if the organization has an active/open agreement from EPA*

III. List all pending civil rights lawsuits and administrative complaints filed under federal law against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints, unless covered by 40 C.F.R. Parts 5 and 7.)

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that alleged discrimination under federal law based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints, unless covered by 40 C.F.R. Parts 5 and 7.)

V. List all civil rights compliance reviews of the applicant/recipient conducted under federal nondiscrimination laws by any federal agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.50(c)(3))

VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.

☐ Yes ☒ No *Select 'No' and proceed to VII.*

a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).

☐ Yes ☐ No

b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.

VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R. 5.140 and 7.95)

Select the appropriate responses

a. Do the methods of notice accommodate those with impaired vision or hearing? ☐ Yes ☐ No

b. Is the notice posted in a prominent place on the applicant's/recipient's website, in the offices or facilities or for education programs and activities, in appropriate periodicals and other written communications? ☐ Yes ☐ No

c. Does the notice identify a designated civil rights coordinator? ☐ Yes ☐ No

EPA Form 4700-4

- Complete it accurately
- If you do not have all of the listed policies, say so – you will have time to get into compliance if you are awarded during the Cooperative Agreement process

Helpful Hints For Forms



Just in case...

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access

TEST 1

Application Filing Name: Example Workspace Application [Edit Name]
Workspace ID: WS00010875 Workspace Status: New Opening Date: May 08, 2017
AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Actions:

Preview Application Forms 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 Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	SF424 (R & R) [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☐	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	Research & Related Budget [V1.4]	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT [V1.4] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	R & R Subaward Budget Attachment(s) Form [V1.4] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT [V1.4] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock Download Upload Reuse Webform

Screenshot from grants.gov training slide

If you find that the “Upload” option will not allow you to upload completed forms, use the “Webform” option. While frustrating to re-enter information, it works more often.

The “Lock” option is for being able to ensure others within your workspace don’t inadvertently make changes to the form or attachment once completed.

Checking for Errors

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
- 5.A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information

SF-424 (R&R)
Version 2.0

OMB Number: 4040-0001
Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission:

- ☐ Pre-application
- ☒ Application
- ☐ Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE

CHECK FOR ERRORS

CLOSE

When completing a Webform in grants.gov, highly suggest running a “Check for Errors” before finalizing, as it will call out any issues and allow you to correct it right away.

Screenshot from grants.gov training slide

Nearing the finish line

This column helps to see the status of each form. If you checked for errors and no errors were identified, it should have a status of “Passed.”

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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

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☒	SF424 (R & R) [V2.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
☒	PHS 398 Modular Budget [V1.2]	Optional	Passed [Locked]	Jun 06, 2017 04:51:19 PM EDT	Thomas Jefferson	Unlock Download Upload Reuse Webform
☐	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	Optional	---	---	---	Lock Download Upload Reuse Webform

Screenshot from grants.gov training slide

Once all of your forms and attachments are in “Passed” status, you can run “Check Application” and once cleared, you can either sign and submit or notify your AOR.

Question Break!



We Want to Hear Your Feedback

Please provide feedback on today's event:

1. Click this link
https://kstate.qualtrics.com/jfe/form/SV_3mvO0TVOJ2GGWH4
2. Click the link provided in the chat box
3. Scan this QR image from your smartphone



Coming Soon

- EPA Brownfield Grant Notice of Funding Opportunity (NOFO) for Assessment, Cleanup, and RLF are anticipated in the fall
 - <https://www.epa.gov/brownfields/marc-grant-application-resources>
- Be watching for TAB grant webinars and workshops after the NOFOs are released





Brownfields 2027

MAY 25-28, 2027
SALT LAKE CITY



The National Brownfields Training Conference is the largest event in the nation focused on land revitalization and economic redevelopment.

Registration Opens Fall 2026

For more information, visit gobrownfields.org



 EPA | ICMA

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Let's Connect!

Scan to get in touch with a TAB member or to join our mailing list



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Thank You

For joining us for this webinar! Please get in touch if you have any questions or comments.

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