

Guía de Grants.gov



**COMMUNITY
CHANGE GRANTS**

Environmental and Climate Justice

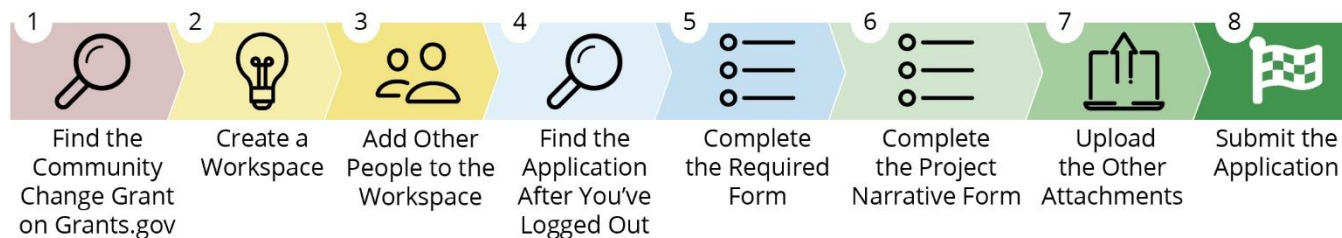
U.S. Environmental Protection Agency



Purpose: This worksheet shows you how to submit an application to the Community Change Grants program using the workspaces on Grants.gov. It takes you step by step through the process with screenshots of what you can expect to see at each step of the process. In order to use Grants.gov you must have usernames and passwords for Login.gov, SAM.gov, and Grants.gov. If you do not have these accounts yet, first go to SAM.gov and create an account. See the [SAM.gov](#) and [Grants.gov checklists](#) and the [Registering to Apply for a Grant fact sheet](#).

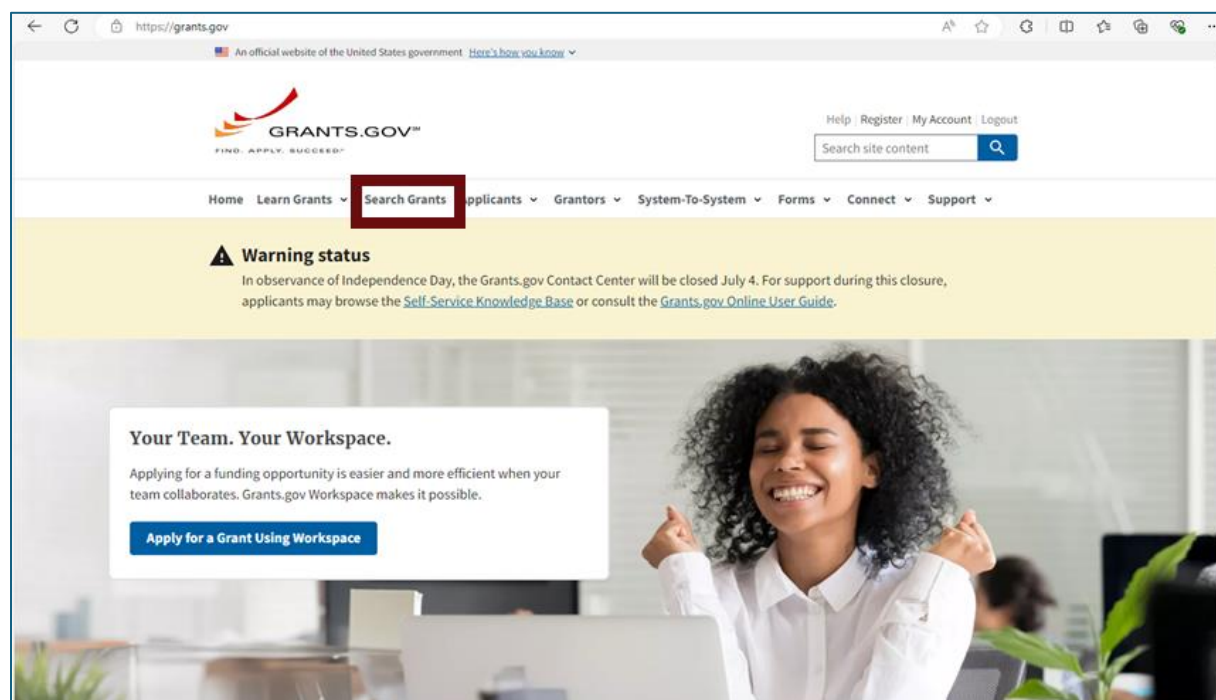
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Step 1: Find the Community Change Grant on Grants.gov

- Go to Grants.gov and click Search Grants.





- A page where you can search for grants will load. Under Opportunity Status, Forecasted and Posted are selected. You can leave these as the default or unselect Forecasted. Enter “community change” into the Keyword(s): box under BASIC SEARCH CRITERIA and click Search.

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s): **community change**

Opportunity Number:

CFDA:

Search

OPPORTUNITY STATUS:

☒ Forecasted (438)

☒ Posted (2,476)

☐ Closed (7,412)

SORT BY:

Posted Date (Descending) **Update Sort**

DATE RANGE:

All Available **Update Date Range**

Search Tips **Export Results**

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
72061324RFA00001	Scaling Up Prevention, Oversight, Reach and Treatment of Tuberculosis in Zimbabwe (SUPPORT-TB) Activity	USAID-ZIM	Posted	06/28/2024	07/31/2024
PGO-MRT-FY2023	PGO Request for SSH Proposals	DOS-MRT	Posted	06/28/2024	08/06/2024
	USAID Global Information Integrity				



- In the table of search results that loads, scroll down to and click on EPA-R-OEJECR-OCS-23-04.

← ↻ https://grants.gov/search-grants

An official website of the United States government [Here's how you know](#)

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Help | Register | My Account | Logout

Search site content 

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

SEARCH GRANTS

[Search Tips](#) [Export Results](#)

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

Search

OPPORTUNITY STATUS:

☒ Forecasted (266)

☒ Posted (1,283)

SORT BY: Relevance (Descending)  **Update Sort**

DATE RANGE: All Available  **Update Date Range**

1 2 3 4 ... 52 Next

Opportunity Number 	Opportunity Title 	Agency 	Opportunity Status 	Posted Date 	Close Date 
EPA-R-OEJECR-OCS-23-04	Environmental and Climate Justice Community Change Grants Program	EPA	Posted	11/21/2023	11/21/2024
22-607	Building Synthetic Microbial Communities for Biology, Mitigating	NSF	Posted	06/24/2022	08/01/2024



Step 2: Create a Workspace

□ A page with details on the grant opportunity will load. Click Apply. This will allow you to create a Workspace. Workspace is the standard way for organizations or individuals to apply for federal grants in Grants.gov. Workspace allows a grant team to access and edit different forms, online or offline, within an application.

The screenshot shows the Grants.gov website interface. At the top, there's a navigation bar with the Grants.gov logo, a search bar, and links for Help, Register, and Login. Below the navigation bar is a menu with links: Home, Learn Grants, Search Grants, Applicants, Grantors, System-To-System, Forms, Connect, and Support. The main heading is "VIEW GRANT OPPORTUNITY". Below this, the grant details are listed: EPA-R-OEJECR-OCS-23-04, Environmental and Climate Justice Community Change Grants Program, Environmental Protection Agency, and Environmental Protection Agency. To the right of these details are two red buttons: "Apply" and "Subscribe". Below the grant details are four blue buttons: "SYNOPSIS", "VERSION HISTORY", "RELATED DOCUMENTS", and "PACKAGE". The "General Information" section is expanded, showing a table of details:

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	EPA-R-OEJECR-OCS-23-04	Posted Date:	Nov 21, 2023
Funding Opportunity Title:	Environmental and Climate Justice Community Change Grants Program	Last Updated Date:	Nov 21, 2023
		Original Closing Date for Applications:	Nov 21, 2024



□ The Apply Now Using Workspace page will load. The Funding Opportunity Number should be automatically populated. If not, enter EPA-R-OEJECR-OCS-23-04. Create an Application Filing Name, which is your project's workspace name. Then click Create Workspace.

apply07.grants.gov/apply/jsf/workspace/createWorkspace.faces?activityID=CreateWorkspace&cleanSession=1&oppld=351071

HELP | MY ACCOUNT | LOGOUT

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

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: EPA-R-OEJECR-OCS-23-04

Opportunity Package ID:

Please enter required information for new Workspace:

*Application Filing Name: CCG-TA

Create Workspace Cancel

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](#)

COMMUNITY: [USA.gov](#) [WhiteHouse.gov](#) [USAspending.gov](#) [SBA.gov](#) [SAM.gov](#) [Report Fraud](#)

[Frequently Asked Questions](#)



Step 3: Add Other People to the Workspace.

□ You may want to add other people to the Workspace so they can help fill out and edit the application. On the Manage Workspace page, click on the Participants tab.

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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 ?

EPA-R-OEJECS-23-04 - PKG00283845
Environmental and Climate Justice
Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
AOR Status: Organization has AOR
Workspace Owner: [Redacted]

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [Redacted]

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

Click to view workspace participants

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
--------------------	---------------------------	-------------	-------------	------------------------	-----------	---------

Grants.gov Guide



□ On the Participants tab, people can be added by using their Grants.gov username or email address. If they do not have a Grants.gov account, they must create one before you are able to add them to the workspace, Click on Add by Username or Email Address.

The screenshot shows the Grants.gov 'MANAGE WORKSPACE' interface. The top navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb trail reads 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE'. A progress bar at the top indicates the status: 'Created' (checked), 'Forms Passed' (checked), 'Complete and Notify AOR' (unchecked), 'Submit' (unchecked), and 'Agency Received' (unchecked). A 'Back' button and a help icon are also present.

On the left, the workspace details for 'EPA-R-OEJECR-OCS-23-04 - PKG00283845' are shown, including the organization 'Environmental and Climate Justice Community Change Grants Program' and 'Environmental Protection Agency'. On the right, key dates and status are listed: 'Application Filing Name: CCG-TA [Edit Name]', 'Workspace ID: WS01371487', 'Workspace Status: In Progress', 'Opening Date: Nov 21, 2023', 'Closing Date: Nov 21, 2024', 'AOR Status: Organization has AOR', 'Last Submitted Date: ---', 'SAM Expiration Date: May 07, 2025', and 'UEI: [REDACTED]'. The 'Workspace Owner' is also listed as '[REDACTED]'.

The 'PARTICIPANTS' tab is selected, showing a table of workspace participants. Above the table, there are buttons for 'Export Detailed Data', 'Add from Workspace Organization', and 'Add by Username or Email Address' (highlighted with a red box). The table has columns for Username, Participant Name, Phone Number, Email Address, Form Access, Authorized to Submit, and Actions. One participant is listed: 'fayolajumn' (Username), 'Fayola Jacobs' (Participant Name), '6124607763' (Phone Number), '[REDACTED]' (Email Address), 'All' (Form Access), 'No' (Authorized to Submit), and 'Remove | Make Owner | Manage Access' (Actions). The table shows '1-1 of 1 Records'.



- Enter the person's username or email address into the popup that appears, then click Search.

The screenshot shows the Grants.gov 'MANAGE WORKSPACE' interface. A modal titled 'Add Participant by Username or Email Address' is open in the center. The modal contains a text input field for 'Username' and a 'Search' button, which is highlighted with a red rectangle. Above the input field, there are radio buttons for 'Username' (selected) and 'Email Address'. The background page shows workspace details for 'EPA-R-OEJECSR-OCS-23-04 - PKG00283845' and a table of workspace participants.

MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

EPA-R-OEJECSR-OCS-23-04 - PKG00283845
Environmental and Climate Justice
Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
Workspace Status: New
Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [REDACTED]

Add Participant by Username or Email Address

Please enter Username or Email Address and click Search, then specify Form Access:

☒ Username ☐ Email Address

Username: **Search**

Workspace Participants:

Username	Participant Name
fayolaj.umn	Fayola Jacobs

1-1 of 1 Records

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

COMMUNITY: USA.gov | WhiteHouse.gov | USAspending.gov | SBA.gov | SAM.gov | Report Fraud

Frequently Asked Questions



□ If you are sure the person has a Grants.gov account, double check the email address or username. Once you find the right person, select whether to give them access to All Forms including Budget or Non-Budget Forms. If they will not be working on the budget forms, giving them access may not be necessary. Click Save.

The screenshot shows the Grants.gov 'MANAGE WORKSPACE' page. A modal titled 'Add Participant by Username or Email Address' is open. The modal contains a search form with fields for Username, Name, and Email Address, and a 'Search' button. Below the search fields, there is a 'Form Access' section with two radio buttons: 'All Forms including Budget' (selected) and 'Non-Budget Forms'. At the bottom of the modal, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box. The background page shows application details for EPA-R-OEJECR-OCS-23-04 - PKG00283845, including the workspace ID WS01371487 and the workspace status 'New'.

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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

EPA-R-OEJECR-OCS-23-04 - PKG00283845
Environmental and Climate Justice
Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
Workspace Status: New
Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [REDACTED]

FORMS | VIEW APPLICATION | AT

Workspace Participants:

1-1 of 1 Records

Username	Participant Name
fayolaj.umn	Fayola Jacobs

1-1 of 1 Records

CONNECT WITH US: Blog | Twitter | YouTube

HEALTH & HUMAN SERVICES: HHS.gov | EEOC.gov

COMMUNITY: USA.gov | WhiteHouse.gov | USDOJ.gov

Save | Cancel

Frequently Asked Questions



□ On the Forms tab, there is a list of forms that should be included in the application, whether they're required, the status, when they were last updated, and who they were locked by. Each form listed in the CCG application's Workspace is required for the application: Application for Federal Assistance (SF-424); Budget Information for Non-Construction Programs; EPA Key Contacts Form 5700-54; EPA Preaward Compliance Review Report Form 4700-4; and Project Narrative Attachment Form. **Please note that there is no dedicated form on the list to upload the documentation to demonstrate that your Lead Organization or Statutory Partner is a non-profit as required in Section III.A of the Notice of Funding Opportunity (NOFO). There are also no dedicated forms for each of the attachments (Attachments A-G for Track I and Attachments A-C for Track II). These are still required, and you will upload them under the Other Attachments form.**

Anyone added to the Workspace can lock a form to prevent anyone else from editing it. The form can only be unlocked by the user who locked it. You may download the forms to fill out offline and upload the form that you've filled out, reuse the form from another application, or fill out the form online by selecting Webform.

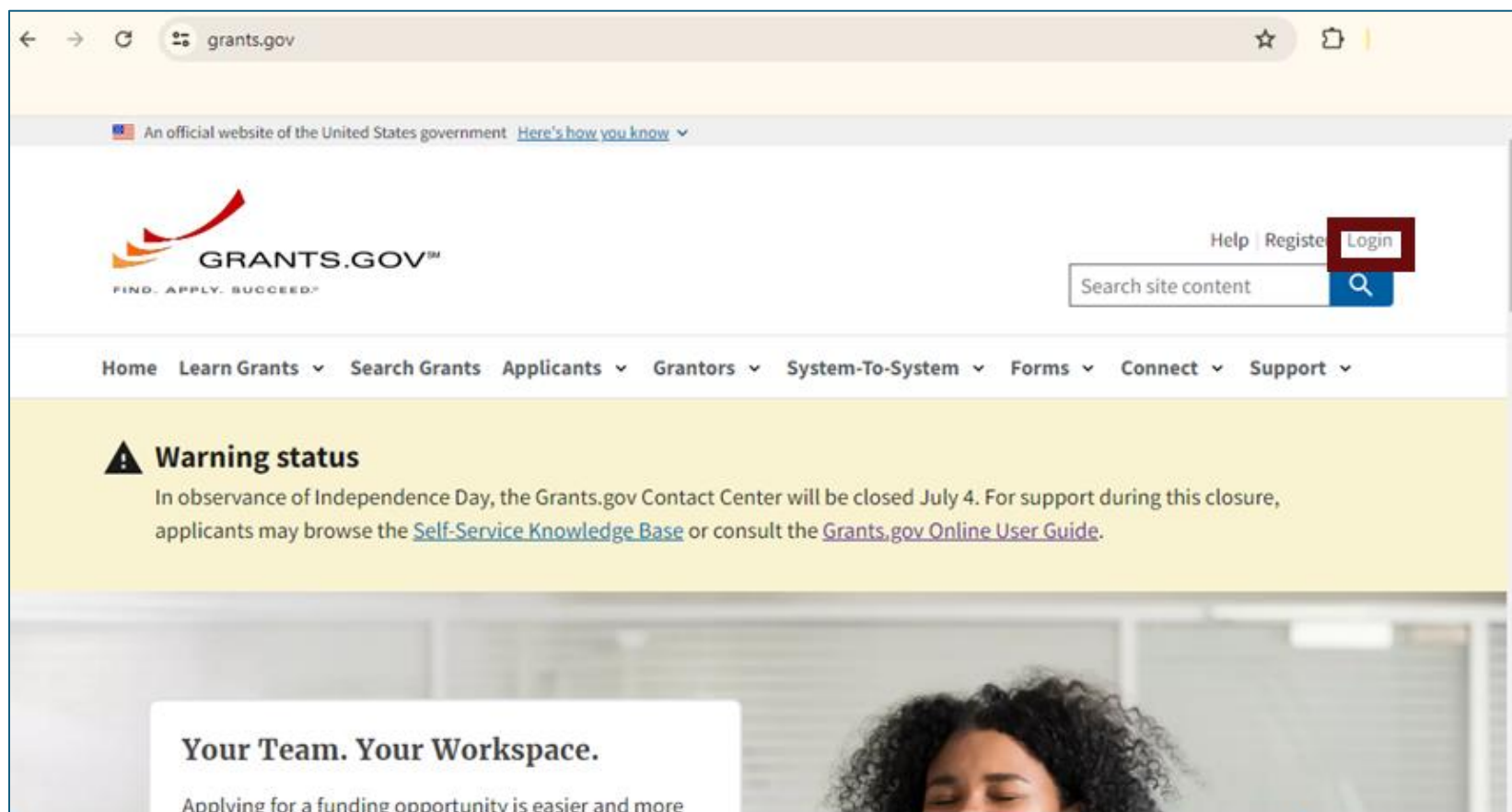
The screenshot shows the Grants.gov MANAGE WORKSPACE page. At the top, there's a navigation bar with links like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the 'MANAGE WORKSPACE' section is active, showing a progress bar with steps: Created (checked), Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. The workspace details include: Application Filing Name: CCG-TA, Workspace ID: W501371487, Workspace Status: New, Opening Date: Nov 21, 2023, Closing Date: Nov 21, 2024, and SAM Expiration Date: May 07, 2025. The 'FORMS' tab is selected, showing a table of required forms. The table has columns for Include in Package, Form Name, Requirement, Form Status, Last Updated Date/Time, Locked By, and Actions. The forms listed are: Application for Federal Assistance (SF-424) [V4.0], EPA Form 4700-4 [V5.0], Project Narrative Attachment Form [V1.2], EPA KEY CONTACTS FORM [V2.0], Budget Information for Non-Construction Programs (SF-424A) [V1.0], and Other Attachments Form [V1.2]. The 'Other Attachments Form' row is highlighted with a red box.

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



Step 4: Find the Application After You Have Logged Out

□ Quite often, at some point during Steps 1 to 3, the system may automatically log you out of Grants.gov. If this happens at, log back into the system and find your application. To do this, go to Grants.gov and select Login in the top, right corner.



Grants.gov Guide



□ On the Login page, select Login.gov

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

GRANTS.GOV > Login

LOGIN

Applicants: Use the Login.gov option below.

If you do not have a Grants.gov username and password, please [register for an applicant account](#). You will be prompted to link your Grants.gov account to a Login.gov account.

Grantors: Login with the method required by your agency.

For more information about login options, refer to [Grants.gov Online Help: Login and My Account](#).

LOGIN.GOV

Click to login as Login.Gov User

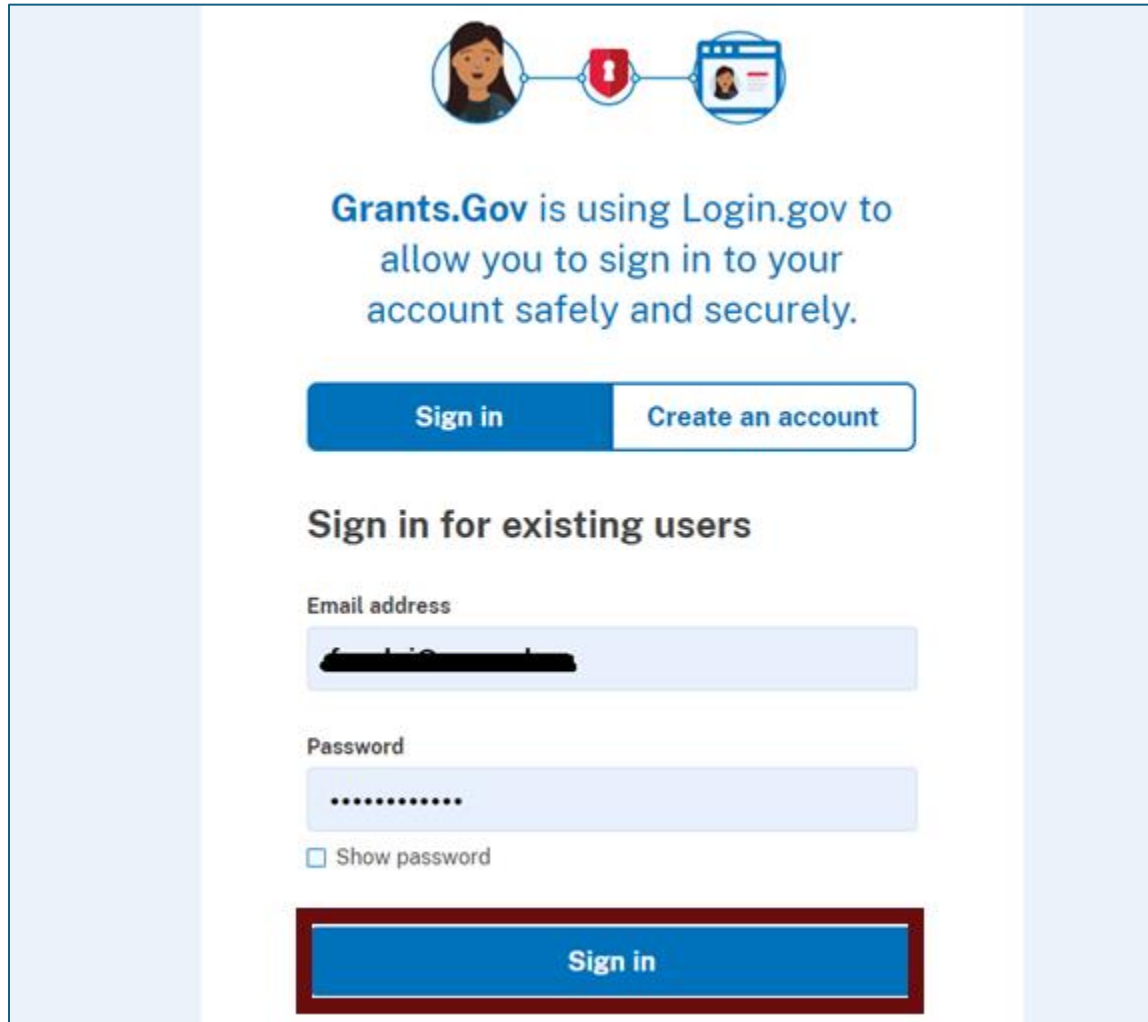
PIV / CAC
For Federal Users - Insert
PIV / CAC Card

AMS
For HHS Grantors

Looking for EBiz Login?



- Enter your Login.gov email address and password. Then click Sign in.



The image shows the Grants.gov sign-in page. At the top, there is a diagram showing a user profile icon connected to a shield icon, which is connected to a browser icon. Below this, the text reads: "Grants.Gov is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" (highlighted with a red border) and "Create an account". Below these buttons, the heading "Sign in for existing users" is displayed. Under this heading, there are two input fields: "Email address" (containing a masked email) and "Password" (containing masked characters). Below the password field is a checkbox labeled "Show password". At the bottom, there is a large blue "Sign in" button, which is also highlighted with a red border.

Grants.Gov is using Login.gov to allow you to sign in to your account safely and securely.

Sign in **Create an account**

Sign in for existing users

Email address

Password

☐ Show password

Sign in



- On the Applicant Center page, click on Manage Workspaces under Grant applications in the left-hand panel.

The screenshot shows the Grants.gov Applicant Center interface. At the top, there's a navigation bar with links like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the page title is 'APPLICANT CENTER'. On the left, a sidebar lists various options under 'GRANT APPLICATIONS', with 'Manage Workspaces' highlighted. The main content area features three primary sections: 'APPLY USING WORKSPACE' with a red warning icon and a button to 'Browse the Approaches to Workspace'; 'OFFICIAL GRANTS.GOV MOBILE APP' with buttons to 'Download from Apple's App Store' and 'Download from Google Play'; and 'GRANTS.GOV TRAINING RESOURCES AND VIDEOS' with a button to 'Browse the Applicant Training Resources'. A small user profile icon is visible in the bottom right corner of the page.



- On the Manage Workspaces page, make sure the Last Activity Date range includes the date of the last time you updated the application. If you have forgotten when the document was last edited, you can set your “From” date to be years ago. Then click Search.

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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: ☒ New ☒ In Progress ☒ Ready for Submission ☒ Submitted ☐ Archived
Funding Opportunity Title:		UEI:		
Opportunity Package ID:		Application Filing Name:		
Workspace Owner:		Last Activity Date: From:	04/01/2024	
Grant Tracking Number:		To:	07/01/2024	



- In the search results that appear, click Manage next to the relevant workspace (check the Funding Opportunity Number and Application Filing Name Columns).

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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: UEI:

Opportunity Package ID: Application Filing Name:

Workspace Owner: Last Activity Date: From: To:

Grant Tracking Number:

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

Search

Results: Export Detailed Data

1-1 of 1 Records

Workspace ID	UEI	Workspace Status	Funding Opportunity Number	Closing Date	Application Filing Name	Workspace Owner	Last Activity Date	Actions
WS01371487		In Progress	EPA-R-OEJECR-OCS-23-04	11/21/2024	CCG-TA		07/01/2024	Copy Manage

1-1 of 1 Records



Step 5: Complete the Required Forms

You have two main options for filling out forms. Either download them to fill out in a PDF application on your computer or fill them out by using Webform online. After uploading a form, you may continue to edit it as a Webform, or you can download a Webform you've started to continue editing offline. Different methods can be used for each form.

Step 5, Option 1: Download the Forms

❑ Click Download under Actions. You will be asked whether you want to lock the form, which can be useful if you have multiple users working on the application and want to ensure they are not working on the same form at the same time. Click Yes.

The screenshot shows the Grants.gov 'MANAGE WORKSPACE' interface. A 'Lock Form' dialog box is open, asking: 'If you plan to update this form, we recommend you lock it now. Do you want to lock this form?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. Below the dialog is a table of 'Application Package 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) [V4.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Other Attachments Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform



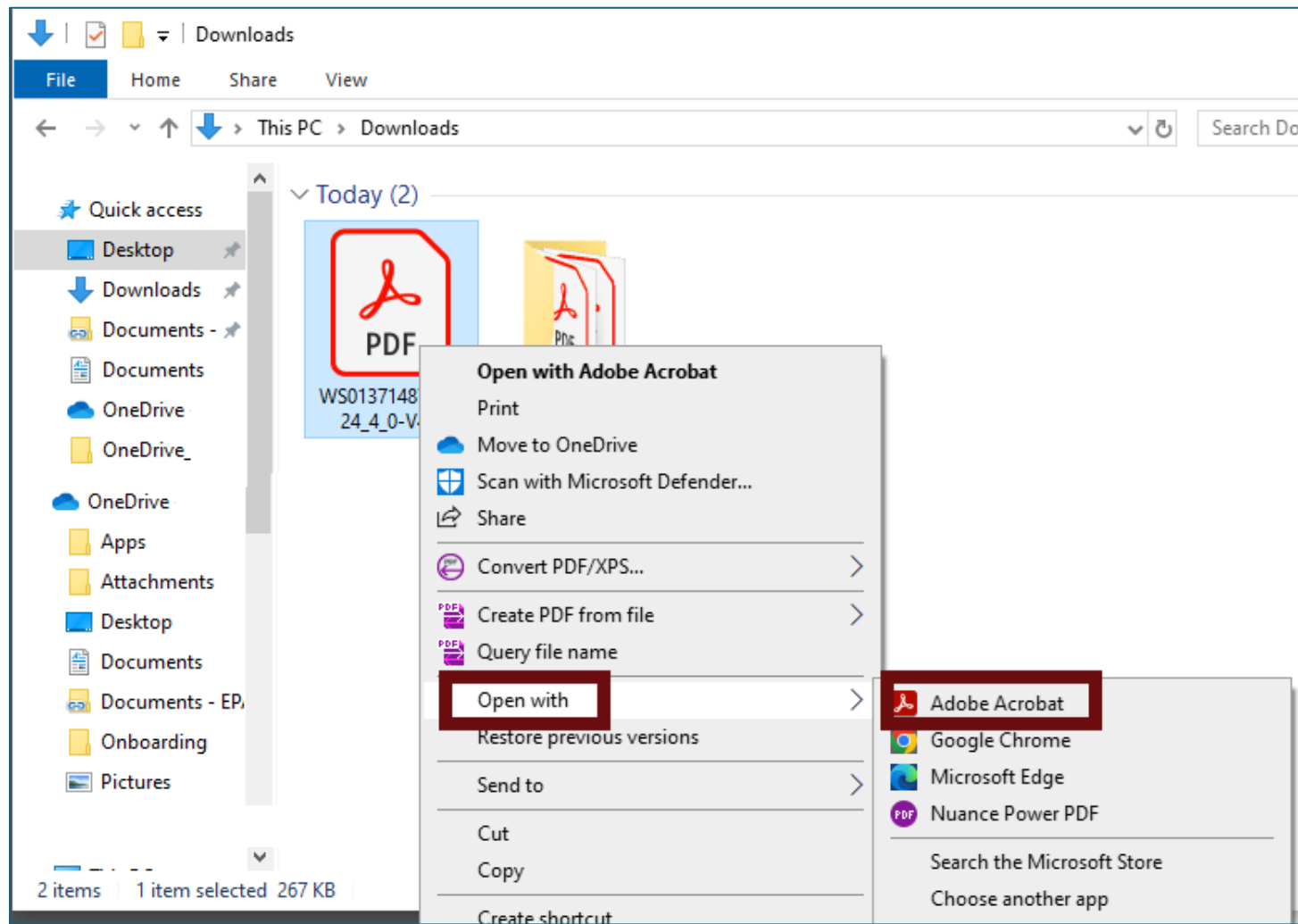
□ If you get the message below when attempting to open the form, go to your Downloads folder or to the folder where your downloads are saved.

The document you are trying to load requires Adobe Reader 8 or higher. You may not have the Adobe Reader installed or your viewing environment may not be properly configured to use Adobe Reader.

For information on how to install Adobe Reader and configure your viewing environment please see http://www.adobe.com/go/pdf_forms_configure.



- Right click on the form you downloaded, go to Open with, and select Adobe Acrobat. If you do not have Adobe Acrobat installed on your computer, you may have to fill out the forms using Webforms, which is described later in this document.





- Once you have opened the file, read the Workspace Form instructions on the first page. Scroll down and note that required fields are highlighted in yellow with a red border.

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: Completed by Grants.gov upon submission.		4. Applicant Identifier: 	
5a. Federal Entity Identifier: 		5b. Federal Award Identifier: 	
State Use Only:			
6. Date Received by State:		7. State Application Identifier:	
8. APPLICANT INFORMATION:			
* a. Legal Name:			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 		* c. UEI: 	
d. Address:			
* Street1:			
Street2:			
* City:			



- Fill out all required fields and optional fields, as necessary. When finished, click Check for Errors on the first page to note any errors and to correct them.

The screenshot shows the Grants.gov Workspace Form interface. At the top left is the Grants.gov logo. The title "WORKSPACE FORM" is centered at the top. On the top right, the contact information "1-800-518-4726" and "SUPPORT@GRANTS.GOV" is displayed. Below the header, there is a paragraph of instructions: "This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the 'Save' button and see any errors by clicking the 'Check For Errors' button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature." Another paragraph follows: "When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab." Below this is a section titled "OPPORTUNITY & PACKAGE DETAILS:" in a blue header. Under this section, the "Opportunity Number:" is listed as "EPA-R-OEJECR-OCS-23-04". To the right, the "Grants Program" is listed. A JavaScript error dialog box is overlaid on the form. The dialog box has a title bar that says "Warning: JavaScript Window -". It contains a red 'X' icon and the text: "Application for Federal Assistance (SF-424)", "Type of Submission is required. Select one type of submission in accordance with agency instructions.", and "Organization Name is required. Enter the legal name of the applicant that will undertake the assistance activity." There is an "OK" button at the bottom right of the dialog box.

Grants.gov Guide



- Once all errors are corrected, click Save on the first page of the form and save the form using an easily identifiable name in an easy to find folder. You can always Save the form and return to complete it later.
- Back on Grants.gov on the Forms tab under Actions, select Upload next to the relevant form.

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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 «Back ?

EPA-R-OEJECS-23-04 - PKG00283845
Environmental and Climate Justice
Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
AOR Status: Organization has AOR
Workspace Owner: [REDACTED]

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [REDACTED]

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

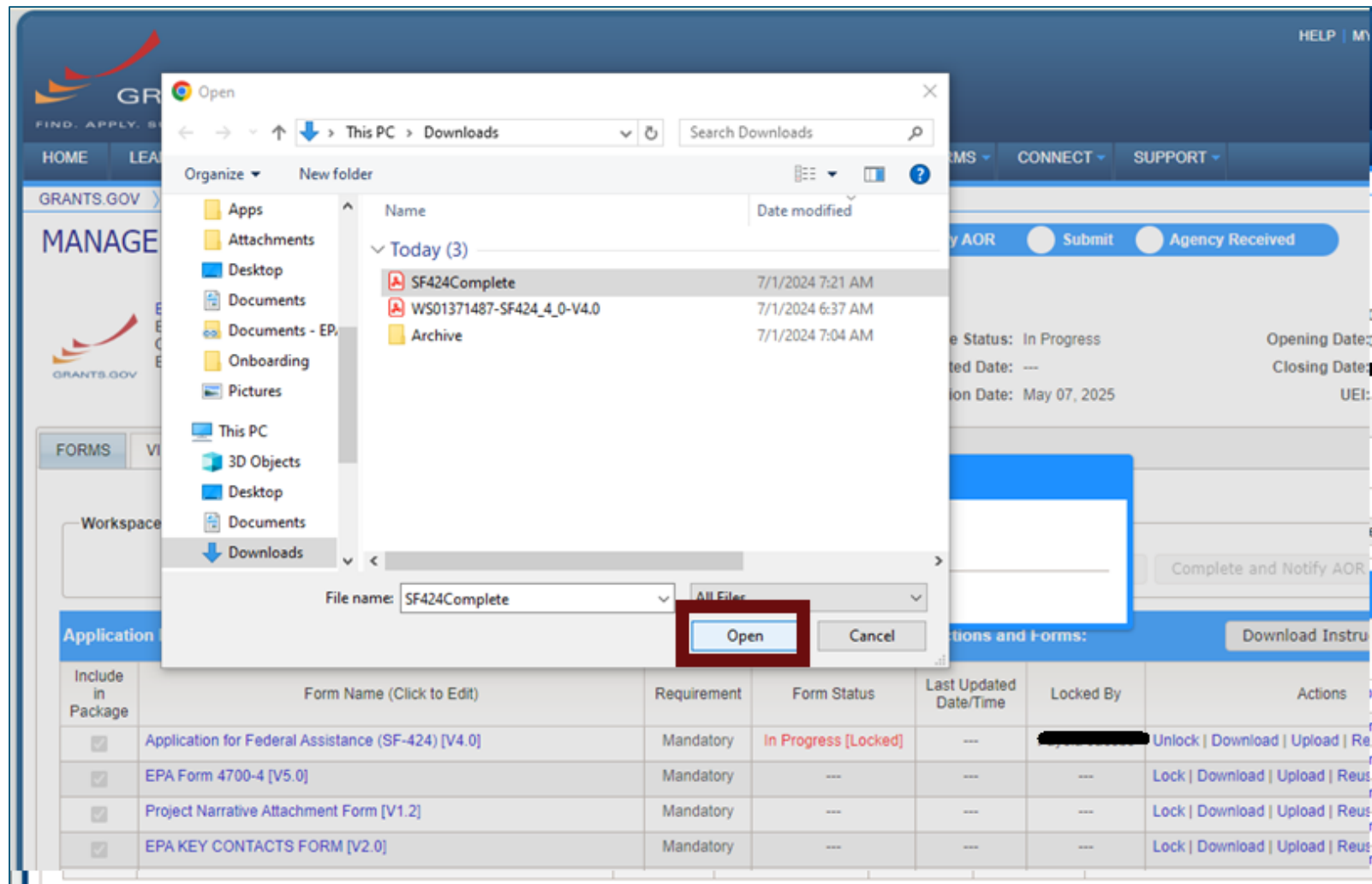
Check Application Complete and Notify AOR Delete

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



- Next to Application Package Form, select Choose and navigate to the folder where you saved the form. Select the completed form and click on Open.



Grants.gov Guide



- Click Upload.

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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 | «Back | ?

EPA-R-OEJECR-OCS-23-04 - PKG00283845
Environmental and Climate Justice
Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
AOR Status: Organization has AOR
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SAM Expiration Date: May 07, 2025
Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [REDACTED]

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

Workspace Actions:

Form Upload

*Application Package Form: + Choose

SF424Complete.pdf

Upload Cancel

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



Step 5, Option 2: Use Webforms

- Under Actions, Click Webform.

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GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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

Form successfully uploaded and unlocked

EPA-R-OEJECR-OCS-23-04 - PKG00283845
 Environmental and Climate Justice Community Change Grants Program
 Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
 Workspace ID: WS01371487
 AOR Status: Organization has AOR
 Workspace Owner: [REDACTED]

Workspace Status: In Progress
 Last Submitted Date: ---
 SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
 Closing Date: Nov 21, 2024
 UEI: [REDACTED]

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

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) [V4.0]	Mandatory	In Progress	Jul 01, 2024 08:28:18 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse

Click to edit EPA Form 4700-4 [V5.0] webform



- ☐ Read any relevant instructions before completing the form.
- ☐ Fill out all required fields and other fields, as applicable. You can save the form at any point by clicking on Save to return to it later.
- ☐ Click Check for Errors at the bottom of the screen.

C. Applicant/Recipient Point of Contact

Name: *

Phone Number: *

Email: *

Title: *

II. Is the applicant currently receiving EPA Assistance?

☐ Yes

SAVE CHECK FOR ERRORS CLOSE



□ Note the errors and correct them.

EPA FORM 4700-4 Version 5.0	OMB Number: 2030-0020 Expiration Date: 06/30/2024
 Errors! Check for Errors revealed the following errors: • Applicant Info: ◦ Name is required: Enter the legal name of the applicant that will undertake the assistance activity. ◦ Address is required: Enter the address. ◦ City is required: Enter the City. ◦ State is required: Select the state, US possession or military code from the provided list. ◦ Zip Code is required: Enter the Postal Code (e.g., ZIP code).	
Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance	
INSTRUCTIONS: Note: Read Instructions before completing form. Instructions for EPA FORM 4700-4 (Rev. 04/2021)	



- Click Save at the bottom of the page, then OK on the popup dialog.

EPA FORM 4700-4
Version 5.0

OM
Expir

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

INSTRUCTIONS

Note: Read Instructions for Recipients before completing this report.

General. Recipients must comply with the following regulations.

Success: Form successfully saved.

OK

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no individual in the United States shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

SAVE CHECK FOR ERRORS CLOSE



- Select Close at the bottom of the page.

EPA FORM 4700-4
Version 5.0

OMB Number: 2030-
Expiration Date: 06/30/

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

INSTRUCTIONS:

Note: Read Instructions before completing form.

Instructions for EPA FORM 4700-4 (Rev. 04/2021)

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the

SAVE

CHECK FOR ERRORS

CLOSE



Step 6: Complete the Project Narrative Form

□ When you have written your Project Narrative, ensure that it is in a readable format. It is recommended that applicants use a standard font (e.g., Times New Roman, Calibri, and Arial) and a 12-point font size with one-inch margins. Ensure the file is within page limits for the relevant Track (20 pages for Track I, 15 pages for Track II). Select Webform next to Project Narrative Attachment Form [V1.2].

The screenshot shows the Grants.gov 'MANAGE WORKSPACE' page. The workspace is for EPA-R-OEJECR-OCS-23-04 - PKG00283845, Environmental and Climate Justice Community Change Grants Program, Environmental Protection Agency. The workspace status is 'In Progress'. The 'Project Narrative Attachment Form [V1.2]' is highlighted in the 'Application Package Forms' table.

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	In Progress	Jul 01, 2024 08:28:18 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	In Progress	Jul 01, 2024 08:49:08 AM EDT	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	In Progress	Jul 01, 2024 08:48:12 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	In Progress	Jul 01, 2024 08:49:24 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	In Progress	Jul 01, 2024 08:49:39 AM EDT	---	Lock Download Upload Reuse Webform
☒	Other Attachments Form [V1.2]	Mandatory	In Progress	Jul 01, 2024 08:50:02 AM EDT	---	Lock Download Upload Reuse Webform



- Under Mandatory Project Narrative File, click Add Attachment.

SECTIONS:

Mandatory File

Optional File(s)

PROJECT NARRATIVE ATTACHMENT FORM

Version 1.2

PROJECT NARRATIVE FILE(S)

MANDATORY PROJECT NARRATIVE FILE:

Mandatory Project Narrative Filename:

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

OPTIONAL PROJECT NARRATIVE FILE(S):

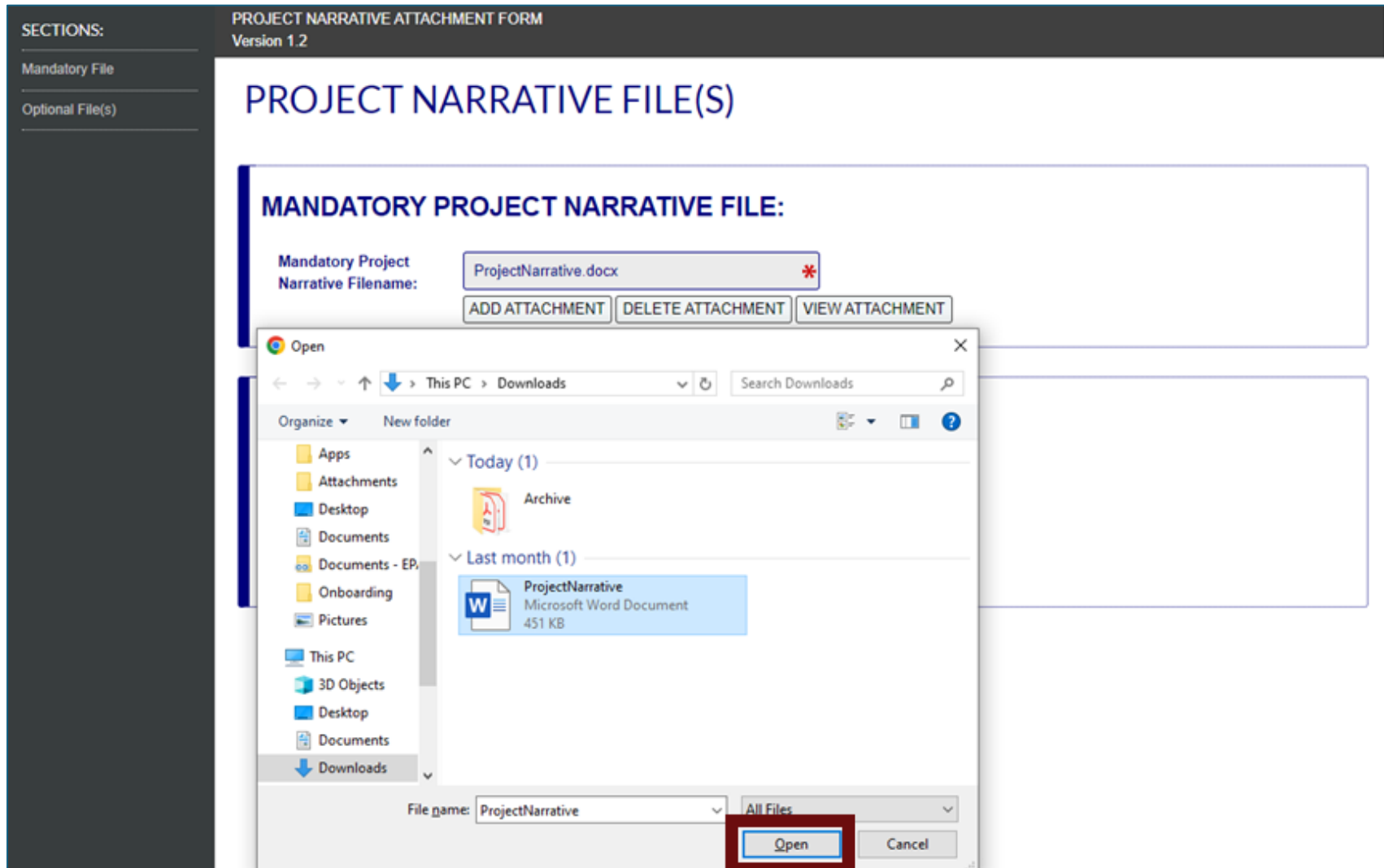
To add more Project Narrative File attachments, please use the Add Attachments button below.

ADD ATTACHMENTS

33



- Navigate to where you have saved your Project Narrative, then select Open.





□ Click on Save, and then Close.

SECTIONS:

Mandatory File

Optional File(s)

PROJECT NARRATIVE ATTACHMENT FORM
Version 1.2

PROJECT NARRATIVE FILE(S)

MANDATORY PROJECT NARRATIVE FILE:

Mandatory Project Narrative Filename:

ProjectNarrative.docx

*

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

OPTIONAL PROJECT NARRATIVE FILE(S):

To add more Project Narrative File attachments, please use the Add Attachments button below.

ADD ATTACHMENTS

SAVE

CHECK FOR ERRORS

CLOSE

35



Step 7: Upload the Other Attachments

□ Check all Attachments as required by the NOFO including community-based non-profit organization (CBO) eligibility documentation (see NOFO Section III.A), Attachments A-G for Track I, Attachments A-C for Track II. Ensure the Attachments are in a readable format. It is recommended that applicants use a standard font (e.g., Times New Roman, Calibri, and Arial) and a 12-point font size with one-inch margins. Ensure the file is within page limits for the relevant Attachments. To upload, select Webform next to Other Attachments Form [V1.2].

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GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received < Back

EPA-R-OEJECR-OCS-23-04 - PKG00283845
Environmental and Climate Justice Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
AOR Status: Organization has AOR
Workspace Owner: [Redacted]
Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: May 07, 2025
Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [Redacted]

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	Passed	Jul 01, 2024 09:44:30 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	In Progress	Jul 01, 2024 08:49:08 AM EDT	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	Passed	Jul 01, 2024 09:37:56 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	In Progress	Jul 01, 2024 08:49:24 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	In Progress	Jul 01, 2024 08:49:39 AM EDT	---	Lock Download Upload Reuse Webform
☒	Other Attachments Form [V1.2]	Mandatory	In Progress [Locked]	Jul 01, 2024 08:50:02 AM EDT	[Redacted]	Unlock Download Upload Reuse Webform



- Click Add Attachment.

SECTIONS:

- Mandatory Attachment
- Optional Attachment(s)

OTHER ATTACHMENTS FORM
Version 1.2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment Filename:

✖

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

Click to Add an Attachment.

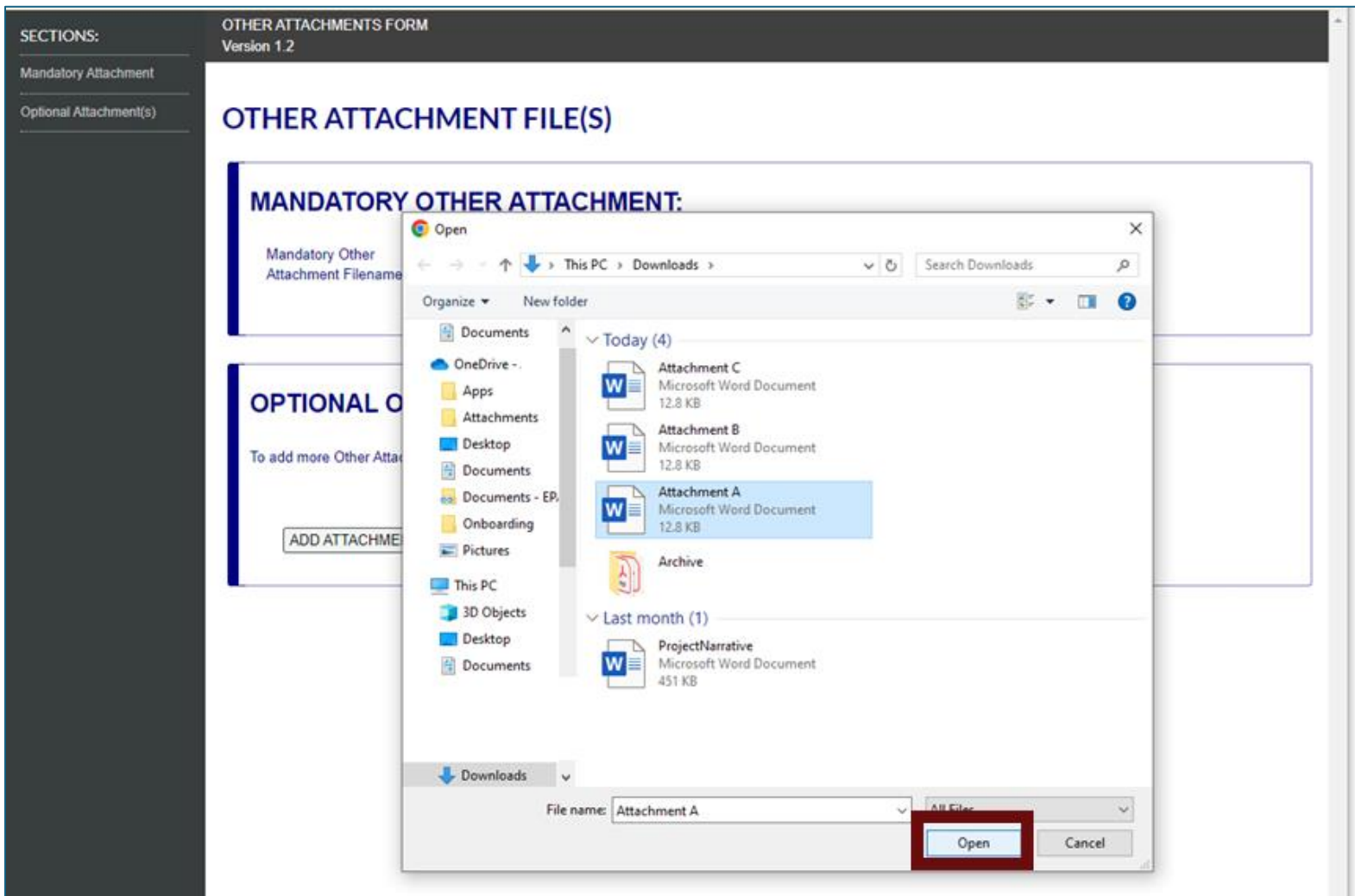
OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.

ADD ATTACHMENTS



- Navigate to the folder in which you have saved the attachments. Select the first attachment you would like to upload and click Open.





- Click Save at the bottom of the window.

SECTIONS:

Mandatory Attachment

Optional Attachment(s)

OTHER ATTACHMENTS FORM

Version 1.2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment Filename:

Attachment A.docx *

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.

ADD ATTACHMENTS

SAVE

CHECK FOR ERRORS

CLOSE



- Click on Add Attachments under Optional Other Attachment(s).

SECTIONS:
[Mandatory Attachment](#)
[Optional Attachment\(s\)](#)

OTHER ATTACHMENTS FORM
Version 1.2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment Filename: Attachment A.docx *

[ADD ATTACHMENT](#)[DELETE ATTACHMENT](#)[VIEW ATTACHMENT](#)

OPTIONAL OTHER ATTACHMENT(S):

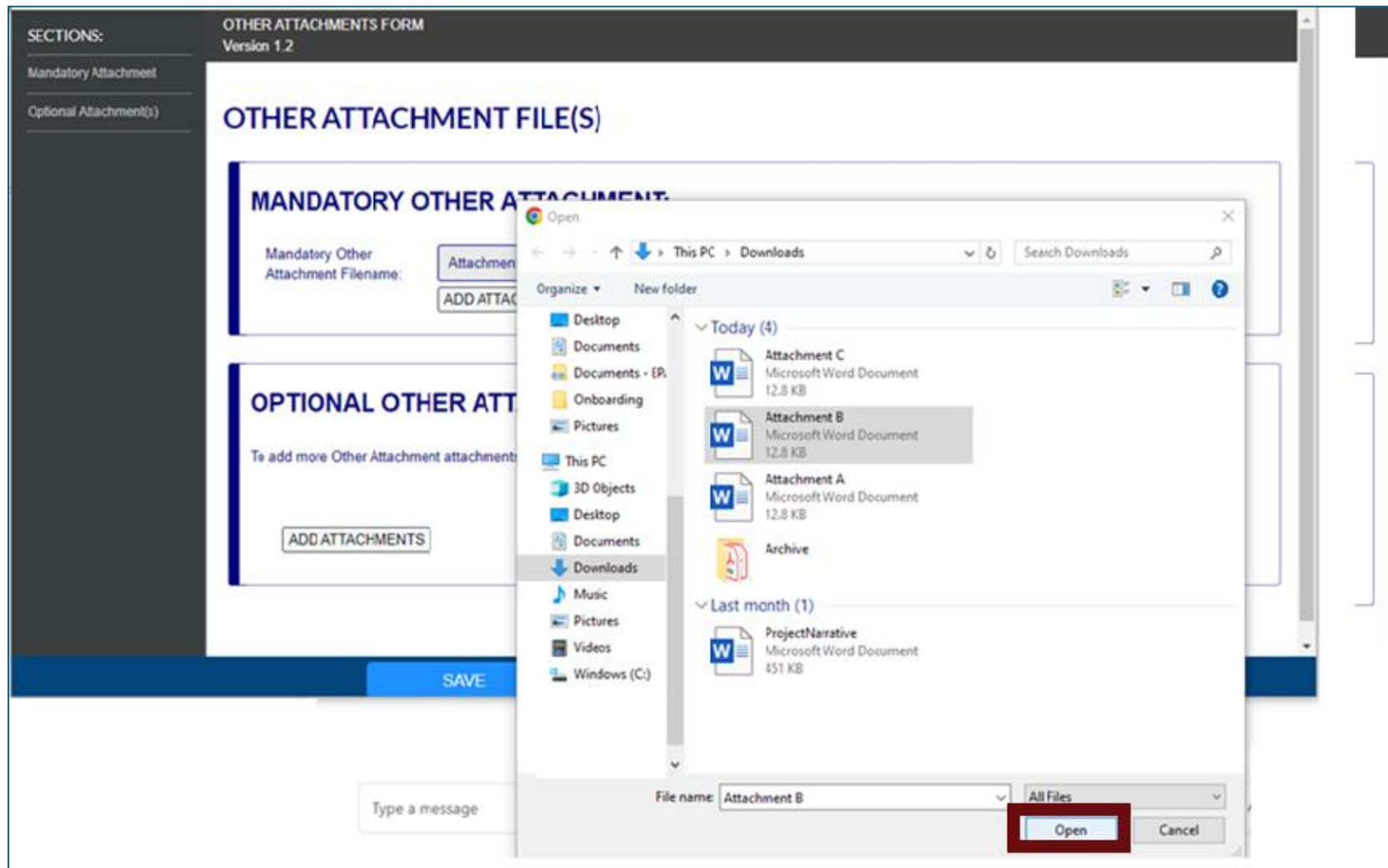
To add more Other Attachment attachments, please use the Add Attachments button below.

[ADD ATTACHMENTS](#)

[Click here to Add Optional Other Attachment file\(s\). A maximum of 99 Attachments are allowed.](#)



- Navigate to the folder where you saved the attachments. Select the first attachment you would like to upload, and then click Open.





□ Click Save.

SECTIONS:

Mandatory Attachment

Optional Attachment(s)

OTHER ATTACHMENTS FORM

Version 1.2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment Filename:

Attachment A.docx *

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.

Attachment B.docx

DELETE ATTACHMENT

VIEW ATTACHMENT

ADD ATTACHMENTS

SAVE

CHECK FOR ERRORS

CLOSE



- To add more attachments, click on Add Attachments, and repeat the process until you have added all required attachments.
- Click Save, and then click Close.

SECTIONS:

- Mandatory Attachment
- Optional Attachment(s)

OTHER ATTACHMENTS FORM
Version 1.2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment Filename: Attachment A.docx

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.

Attachment B.docx DELETE ATTACHMENT VIEW ATTACHMENT

Attachment C.docx DELETE ATTACHMENT VIEW ATTACHMENT

ADD ATTACHMENTS

SAVE CHECK FOR ERRORS CLOSE



Step 8: Submit the Application

□ When your application is ready for submission, the Form Status field for all items should say Passed. If your organization has an Authorized Organizational Representative, the button under Workspace Actions (between Check Application and Delete) will say Complete and Notify AOR. Click on this button, and your application will be routed to the AOR who will review it and complete the submission process. Otherwise, the button will say Submit. Click on it to submit your application.

The screenshot shows the Grants.gov 'MANAGE WORKSPACE' interface. At the top, a progress bar indicates the application status: Created (checked), Forms Passed (checked), Complete and Notify AOR (selected), Submit, and Agency Received. A yellow banner states 'Form successfully saved and unlocked'. Below this, application details are listed, including the EPA logo, application filing name, workspace ID, and various dates. The 'Workspace Actions' section contains three buttons: 'Check Application', 'Complete and Notify AOR' (highlighted with a red box), and 'Delete'. Below the actions, a table lists the application package forms, all of which have a 'Passed' status.

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	Passed	Jul 01, 2024 09:44:30 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	Passed	Jul 01, 2024 10:09:29 AM EDT	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	Passed	Jul 01, 2024 09:37:56 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	Passed	Jul 01, 2024 10:08:52 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Passed	Jul 01, 2024 10:10:12 AM EDT	---	Lock Download Upload Reuse Webform
☒	Other Attachments Form [V1.2]	Mandatory	Passed	Jul 01, 2024 10:06:54 AM EDT	---	Lock Download Upload Reuse Webform



Resources

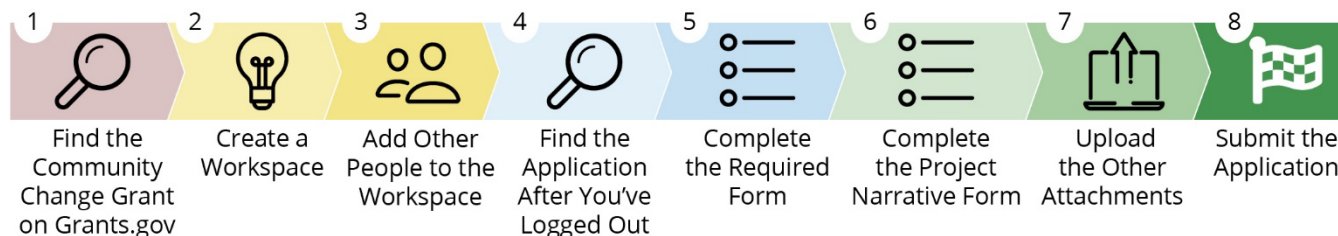
1. Grants.gov has a Support Center which is available 24/7 by email or phone, except on federal holidays.
1-800-518-4726 (U.S.), 1-606-545-5035 (International), support@grants.gov or <https://www.grants.gov/support>
2. Grants.gov has an online help portal with articles that provide explanations and step-by-step instructions for applicants to complete various steps of the application process.
<https://apply07.Grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm>
3. Grants.gov has a YouTube channel with instructional videos on how to search for and apply for grants. There are also instructional videos to learn about workspace functions.
<https://www.youtube.com/@GrantsGovUS>



Propósito: Este formulario le muestra cómo enviar una solicitud al programa de Subvenciones para el Cambio Comunitario utilizando los espacios de trabajo (*Workspace*) en Grants.gov. Lo lleva paso a paso a través del proceso con capturas de pantalla de lo que puede esperar ver en cada paso del proceso. Para utilizar Grants.gov, debe tener nombres de usuario y contraseñas para Login.gov, SAM.gov y Grants.gov. Si aún no tiene esas cuentas, primero vaya a SAM.gov y cree una cuenta. Consulte las listas de verificación de SAM.gov y Grants.gov y la hoja informativa ([Grants.gov checklists](#)) sobre cómo registrarse para solicitar una subvención ([Registering to Apply for a Grant fact sheet](#))

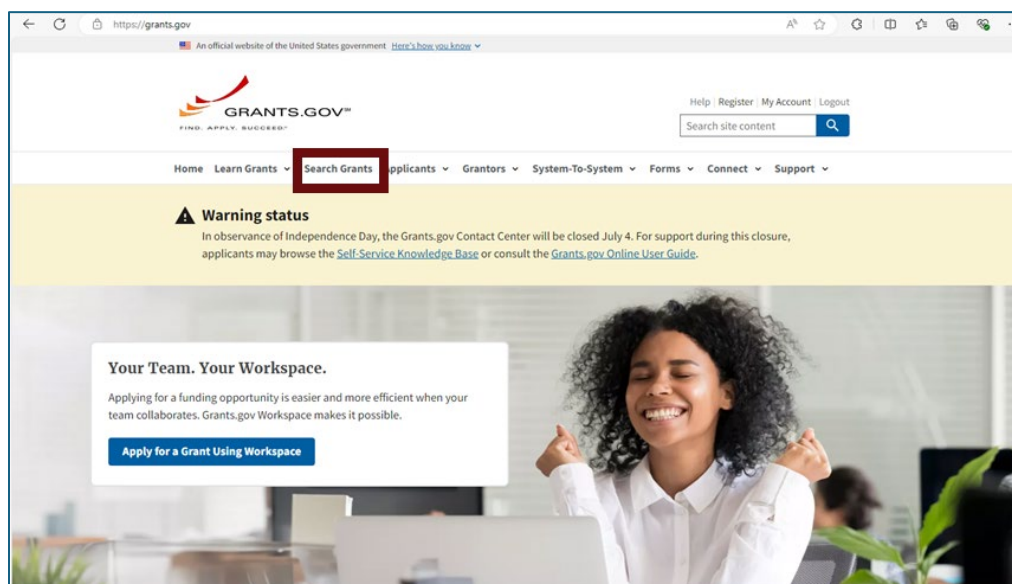
Contenido

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Paso 2: Cree un Espacio de Trabajo (<i>Workspace</i>).....	5
Paso 3: Agregue otras Personas al Espacio de Trabajo.....	7
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Paso 1: Busque la Subvención para Cambios Comunitarios en Grants.gov

□ Vaya a Grants.gov y seleccione Buscar Subvenciones (*Search Grants*).





□ Se cargará una página donde puede buscar subvenciones. En “ESTADO DE OPORTUNIDAD” (*OPPORTUNITY STATUS*), están seleccionados “Pronosticado” (*Forecasted*) y “Publicado” (*Posted*). Puede dejarlos como predeterminados o anular la selección de Pronosticado (*Forecasted*). Escriba “cambio en la comunidad” (*community change*) en el cuadro Palabra(s) Clave(s) (*Keyword(s)*): debajo de CRITERIOS DE BÚSQUEDA BÁSICOS (*BASIC SEARCH CRITERIA*) y seleccione Buscar (*Search*).

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

Sort By: **Update Sort**

DATE RANGE: **Update Date Range**

OPPORTUNITY STATUS:

☒ Forecasted (438)

☒ Posted (2,476)

☐ Closed (7,412)

Search Results:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
72061324RFA00001	Scaling Up Prevention, Oversight, Reach and Treatment of Tuberculosis in Zimbabwe (SUPPORT-TB) Activity	USAID-ZIM	Posted	06/28/2024	07/31/2024
PGO-MRT-FY2023	PGO Request for SSH Proposals	DOS-MRT	Posted	06/28/2024	08/06/2024
USAID-Federal Information Integrity					



- En la tabla de resultados de búsqueda que se carga, desplácese hacia abajo y seleccione EPA-R-OEJECR-OCS-23-04.

← ↻ https://grants.gov/search-grants

An official website of the United States government [Here's how you know](#)

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SEARCH GRANTS

[Search Tips](#) [Export Results](#)

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

Search

OPPORTUNITY STATUS:

☒ Forecasted (266)

☒ Posted (1,283)

☐ Withdrawn (1,946)

SORT BY:

Relevance (Descending)  **Update Sort**

DATE RANGE:

All Available  **Update Date Range**

1 2 3 4 ... 52 Next

Opportunity Number 	Opportunity Title 	Agency 	Opportunity Status 	Posted Date 	Close Date 
EPA-R-OEJECR-OCS-23-04	Environmental and Climate Justice Community Change Grants Program	EPA	Posted	11/21/2023	11/21/2024
22-607	Building Synthetic Microbial Communities for Biology, Mitigating	NSF	Posted	06/24/2022	08/01/2024



Paso 2: Cree un Espacio de Trabajo (*Workspace*)

□ Se cargará una página con detalles sobre la oportunidad de subvención. Seleccione Aplicar (*Apply*). Esto le permitirá crear un Espacio de Trabajo (*Workspace*). *Workspace* es la forma estándar para que organizaciones o individuos soliciten subvenciones federales en Grants.gov. *Workspace* permite que un equipo de subvenciones acceda y edite diferentes formularios, en línea o fuera de línea, dentro de una solicitud.

The screenshot shows the Grants.gov website interface. At the top, there's a navigation bar with the Grants.gov logo, a search bar, and links for Help, Register, and Login. Below the navigation bar, there's a main heading 'VIEW GRANT OPPORTUNITY' for the grant opportunity EPA-R-OEJECR-OCS-23-04, titled 'Environmental and Climate Justice Community Change Grants Program' by the 'Environmental Protection Agency'. To the right of the title, there are two buttons: 'Apply' (highlighted with a red box) and 'Subscribe'. Below the title, there are four tabs: 'SYNOPSIS', 'VERSION HISTORY', 'RELATED DOCUMENTS', and 'PACKAGE'. The 'General Information' section is expanded, showing details about the document type, funding opportunity number, title, version, posted date, last updated date, and original closing date for applications.

General Information	
Document Type:	Grants Notice
Funding Opportunity Number:	EPA-R-OEJECR-OCS-23-04
Funding Opportunity Title:	Environmental and Climate Justice Community Change Grants Program
Version:	Synopsis 1
Posted Date:	Nov 21, 2023
Last Updated Date:	Nov 21, 2023
Original Closing Date for Applications:	Nov 21, 2024



- Se cargará la página Aplicar Ahora Usando Espacio de Trabajo (*Apply Now Using Workspace*). El Número de Oportunidad de Financiación (*Funding Opportunity Number*) debe completarse automáticamente. En caso contrario, ingrese EPA-R-OEJECR-OCS-23-04. Cree un nombre de archivo de aplicación, que es el nombre del espacio de trabajo de su proyecto. Luego seleccione Crear Espacio de Trabajo (*Create Workspace*).

apply07.grants.gov/apply/jst/workspace/createWorkspace.faces?activityID=CreateWorkspace&cleanSession=1&oppld=351071

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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: EPA-R-OEJECR-OCS-23-04

Opportunity Package ID:

Please enter required information for new Workspace:

*Application Filing Name: CCG-TA

Create Workspace Cancel

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COMMUNITY: [USA.gov](#) [Whitehouse.gov](#) [USAspending.gov](#) [SBA.gov](#) [SAM.gov](#) [Report Fraud](#)

[Frequently Asked Questions](#)



Paso 3: Agregue otras Personas al Espacio de Trabajo.

□ Es posible que desee agregar otras personas al Espacio de Trabajo para que puedan ayudar a completar y editar la solicitud. En la página ADMINISTRAR ESPACIO DE TRABAJO (*MANAGE WORKSPACE*), seleccione la pestaña de PARTICIPANTES (*PARTICIPANTS*).

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GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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

EPA-R-OEJECS-23-04 - PKG00283845
Environmental and Climate Justice
Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
AOR Status: Organization has AOR
Workspace Owner: [REDACTED]

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [REDACTED]

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

Click to view workspace participants

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
--------------------	---------------------------	-------------	-------------	------------------------	-----------	---------



□ En la pestaña PARTICIPANTES (*PARTICIPANTS*), se pueden agregar personas utilizando su nombre de usuario o dirección de correo electrónico de Grants.gov. Si no tienen una cuenta de Grants.gov, deben crear una antes de que pueda agregarlos al espacio de trabajo. Seleccione Agregar por Nombre de Usuario o Dirección de Correo Electrónico (*Add by Username or Email Address*).

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MANAGE WORKSPACE

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

EPA-R-OEJECR-OCS-23-04 - PKG00283845
Environmental and Climate Justice
Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
Workspace Status: In Progress
Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
AOR Status: Organization has AOR
Last Submitted Date: ---
Workspace Owner: [REDACTED]
SAM Expiration Date: May 07, 2025
UEI: [REDACTED]

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

Workspace Participants: [Export Detailed Data] [Add from Workspace Organization »] **[Add by Username or Email Address »]** [?]

1-1 of 1 Records

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
fayolaj.umn	Fayola Jacobs	6124607763	[REDACTED]	All	No	Remove Make Owner Manage Access

1-1 of 1 Records



- Ingrese el Nombre de Usuario (*Username*) o la Dirección de Correo Electrónico (*Email Address*) de la persona en la ventana emergente que aparece, luego seleccione en Buscar (*Search*).

The screenshot shows the Grants.gov 'MANAGE WORKSPACE' interface. A modal window titled 'Add Participant by Username or Email Address' is open. The modal contains a text input field for 'Username' and a 'Search' button, which is highlighted with a red rectangle. The background page shows the workspace details for 'EPA-R-OEJECR-OCS-23-04 - PKG00283845' and a table of workspace participants.

MANAGE WORKSPACE

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
Workspace Status: New

Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [REDACTED]

Add Participant by Username or Email Address

Please enter Username or Email Address and click Search, then specify Form Access:

☒ Username ☐ Email Address

Username: **Search**

Save Cancel

Workspace Participants:

Username	Participant Name
fayolaj.umn	Fayola Jacobs



□ Si está seguro de que la persona tiene una cuenta de Grants.gov, verifique nuevamente la dirección de correo electrónico o el nombre del usuario. Una vez que encuentre a la persona adecuada, seleccione si desea darle acceso a Todos los Formularios (*All Forms*), incluyendo los Formularios Presupuestarios y No Presupuestarios. Si no van a trabajar en los formularios de presupuesto, puede que no sea necesario darles acceso. Seleccione Guardar (*Save*).

The screenshot shows the Grants.gov 'MANAGE WORKSPACE' interface. A modal titled 'Add Participant by Username or Email Address' is open. The modal contains the following fields and options:

- Please enter Username or Email Address and click Search, then specify Form Access:**
- ☒ Username ☐ Email Address
- Username: [Redacted] [Search]
- Name: [Redacted]
- Email Address: [Redacted]
- *Form Access: ☒ All Forms including Budget ☐ Non-Budget Forms
- [Save] [Cancel]

The background page shows the 'Workspace Participants' table with one record:

Username	Participant Name
fayolaj umn	Fayola Jacobs



□ En la pestaña Formularios (*Forms*), hay una lista de formularios que deben incluirse en la solicitud, si son obligatorios, el estado, cuándo se actualizaron y quién fue el último en bloquearlos. Todos los formularios enumerados en el Espacio de Trabajo de la solicitud CCG son necesarios para la solicitud: Solicitud de Asistencia Federal (*Application for Federal Assistance (SF-424)*); Información Presupuestaria para Programas no Relacionados con la Construcción (*Budget Information for Non-Construction Programs*); Formulario De Contactos Clave de la EPA (*EPA Key Contacts Form (5700-54)*); Formulario del Informe de Revisión del Cumplimiento Previo a la Adjudicación de la EPA (*EPA Preaward Compliance Review Report Form (4700-4)*); y Formulario de Adjunto Narrativo del Proyecto (*Project Narrative Attachment Form*).

Tenga en cuenta que no hay ningún formulario específico en la lista para cargar la documentación que demuestre que su Organización Principal o Socio Estatutario es una organización sin fines de lucro; como se requiere en la Sección III.A del Aviso de Oportunidad de Financiamiento (NOFO). Tampoco existen formularios específicos para cada uno de los anexos (Anexos A-G para la Pista I y Anexos A-C para la Pista II). Estos aún son necesarios y los deberá cargar con el formulario “Otros Archivos adjuntos”.

Cualquier persona agregada al Espacio de Trabajo puede bloquear un formulario para evitar que otra persona lo edite. El formulario sólo puede ser desbloqueado por el usuario que lo bloqueó. Puede descargar los formularios para completarlos sin conexión y cargar el formulario que completó, reutilizar el formulario desde otra aplicación o completar el formulario en línea seleccionando Formulario Web (*Webform*).



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GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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

EPA-R-OEJECR-OCS-23-04 - PKG00283845
 Environmental and Climate Justice
 Community Change Grants Program
 Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
 Workspace ID: WSO1371487
 AOR Status: Organization has AOR
 Workspace Owner: [Redacted]

Workspace Status: New
 Last Submitted Date: ---
 SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
 Closing Date: Nov 21, 2024
 UEI: [Redacted]

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

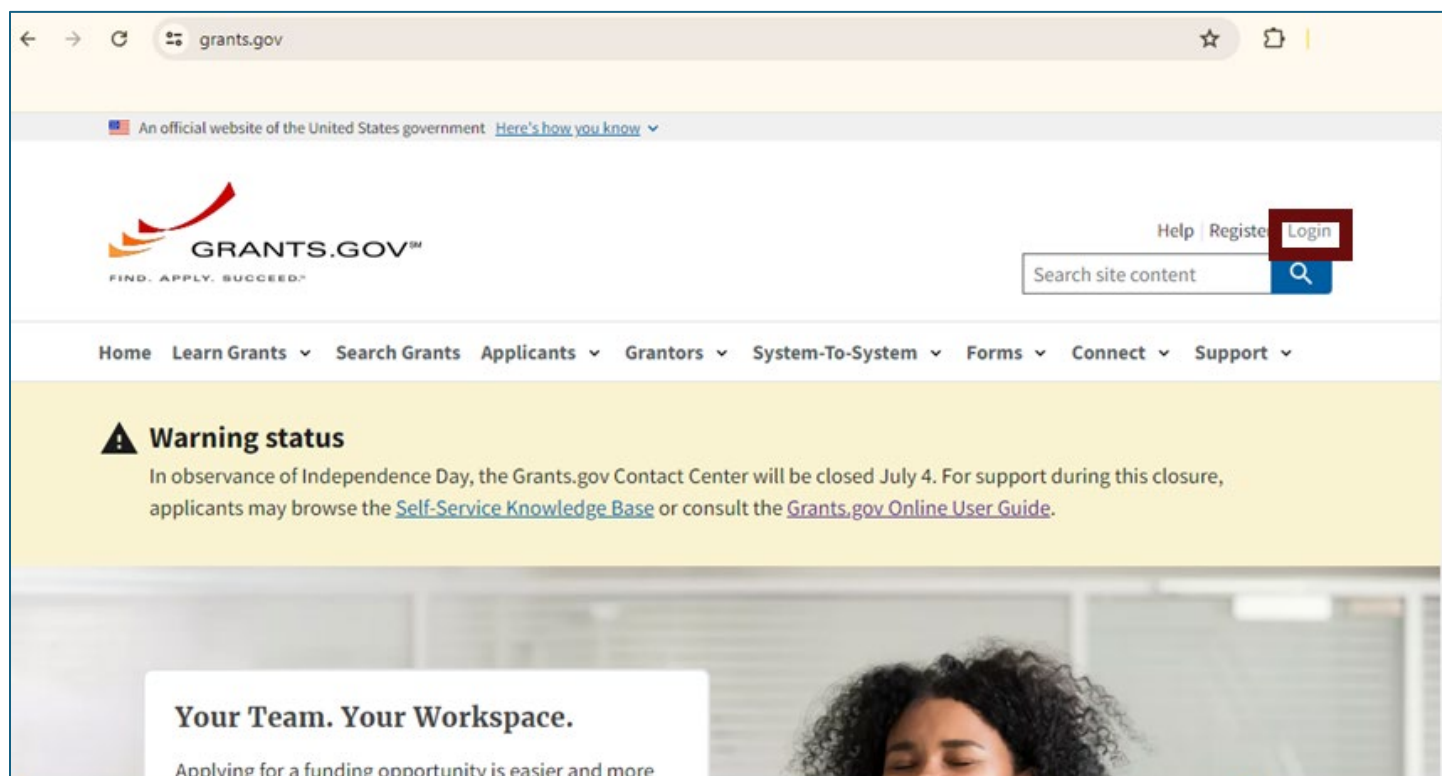
Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions >](#) ?

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



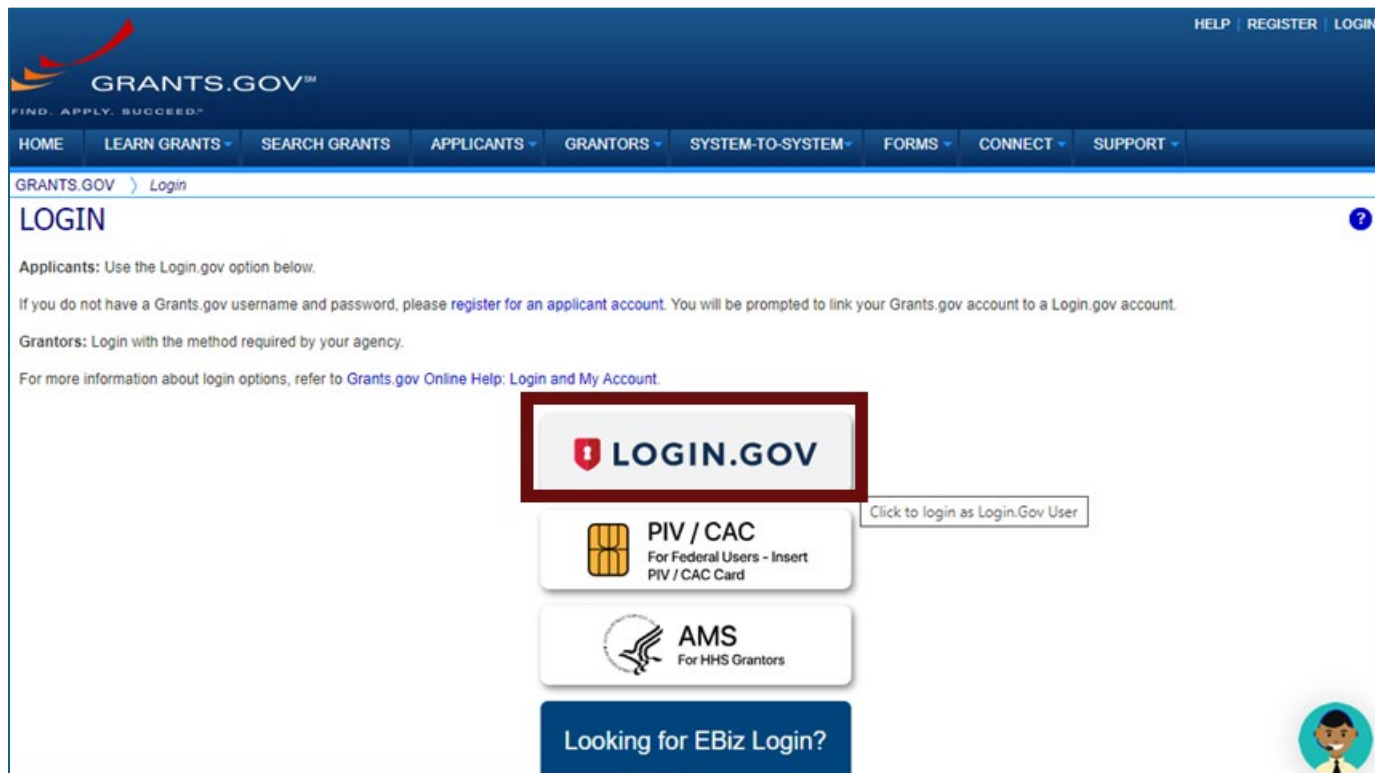
Paso 4: Busque la Solicitud después de Cerrar la Sesión

□ Muy a menudo, en algún momento durante los Pasos 1 a 3, el sistema en Grants.gov puede cerrar automáticamente su sesión. Si esto sucede, vuelva a iniciar la sesión en el sistema y busque su solicitud. Para hacer esto, vaya a Grants.gov y seleccione Iniciar Sesión (*Login*) en la esquina superior derecha.





- En la página de Inicio de Sesión (Login), seleccione LOGIN.GOV





- Ingrese su dirección de Correo electrónico (Email address) y Contraseña (Password) de Login.gov. Luego seleccione Iniciar sesión (Sign in).

Grants.Gov is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

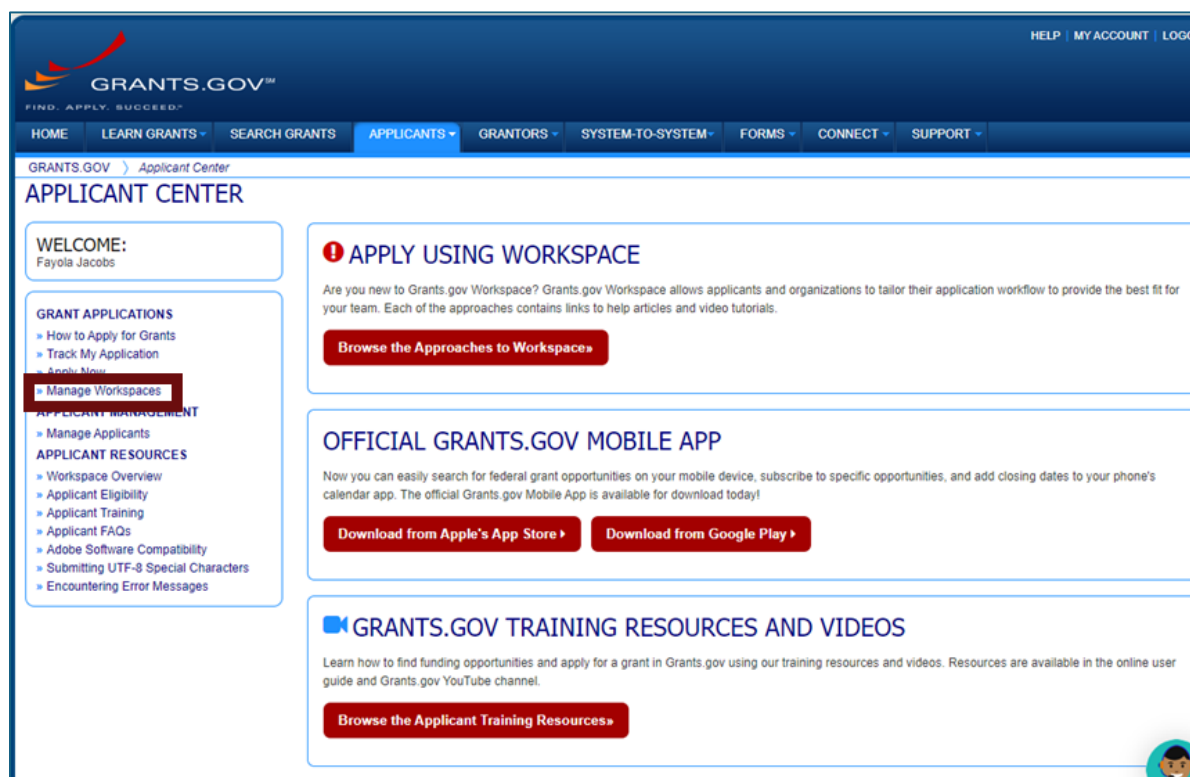
Password

☐ Show password

[Sign in](#)



- En la página CENTRO DE SOLICITANTES (*APPLICANT CENTER*), seleccione Administrar Espacios de Trabajo (*Manage Workspaces*) en SOLICITUDES DE CONCESIÓN (*GRANT APPLICATIONS*) en el panel izquierdo.





□ En la página Administrar Espacios de Trabajo (*Manage Workspaces*), asegúrese de que el rango de Fecha de Última Actividad incluya la fecha de la última vez que actualizó la aplicación. Si olvidó cuándo se editó el documento por última vez, puede configurar la fecha "Desde" (*From*) para que sea hace años. Luego seleccione en Buscar (*Search*).

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MANAGE WORKSPACES

Please enter criteria and click Search:

Funding Opportunity Number:		Workspace ID:		Workspace Status: ☒ New ☒ In Progress ☒ Ready for Submission ☒ Submitted ☐ Archived
Funding Opportunity Title:		UEI:		
Opportunity Package ID:		Application Filing Name:		
Workspace Owner:		Last Activity Date: From:	04/01/2024	
Grant Tracking Number:		To:	07/01/2024	



□ En los resultados de búsqueda que aparecen, seleccione Administrar (*Manage*) junto al espacio de trabajo correspondiente (verifique las columnas Número de Oportunidad de Financiamiento (*Funding Opportunity Number*) y Nombre de Presentación de la Solicitud (*Application Filing Name*)).

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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

Opportunity Package ID: Application Filing Name: ☒ In Progress

Workspace Owner: Last Activity Date: From: To: ☒ Ready for Submission

Grant Tracking Number: ☐ Submitted

☐ Archived

Search

Results: Export Detailed Data

1-1 of 1 Records

Workspace ID	UEI	Workspace Status	Funding Opportunity Number	Closing Date	Application Filing Name	Workspace Owner	Last Activity Date	Actions
WS01371487		In Progress	EPA-R-OEJECR-OCS-23-04	11/21/2024	CCG-TA		07/01/2024	Copy Manage

1-1 of 1 Records



Paso 5: Complete los Formularios Requeridos

Tiene dos opciones principales para completar los formularios. Descárguelos para completar una solicitud en PDF en su computadora o complételos usando Formulario Web (*Webform*) en línea. Después de cargar un formulario, puede continuar editándolo como un Webform o puede descargar un Webform que haya comenzado para continuar editándolo sin conexión. Se pueden utilizar diferentes métodos para cada formulario.

Paso 5, Opción 1: Descargue los Formularios

☐ En Acciones, seleccione Descargar (*Download*). Se le preguntará si desea bloquear el formulario, lo que puede resultar útil si tiene varios usuarios trabajando en la aplicación y desea asegurarse de que no estén trabajando en el mismo formulario al mismo tiempo. Seleccione Sí (*Yes*).



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MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

EPA-R-OEJECR-OCS-23-04 - PKG00283845
Environmental and Climate Justice
Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
Workspace Status: New
Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
AOR Status: Organization has AOR
Last Submitted Date: ---
Workspace Owner: [REDACTED]
SAM Expiration Date: May 07, 2025
UEI: [REDACTED]

FORMS VIEW APPLICATION ATTACHMENTS PARTIAL

Workspace Actions:

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



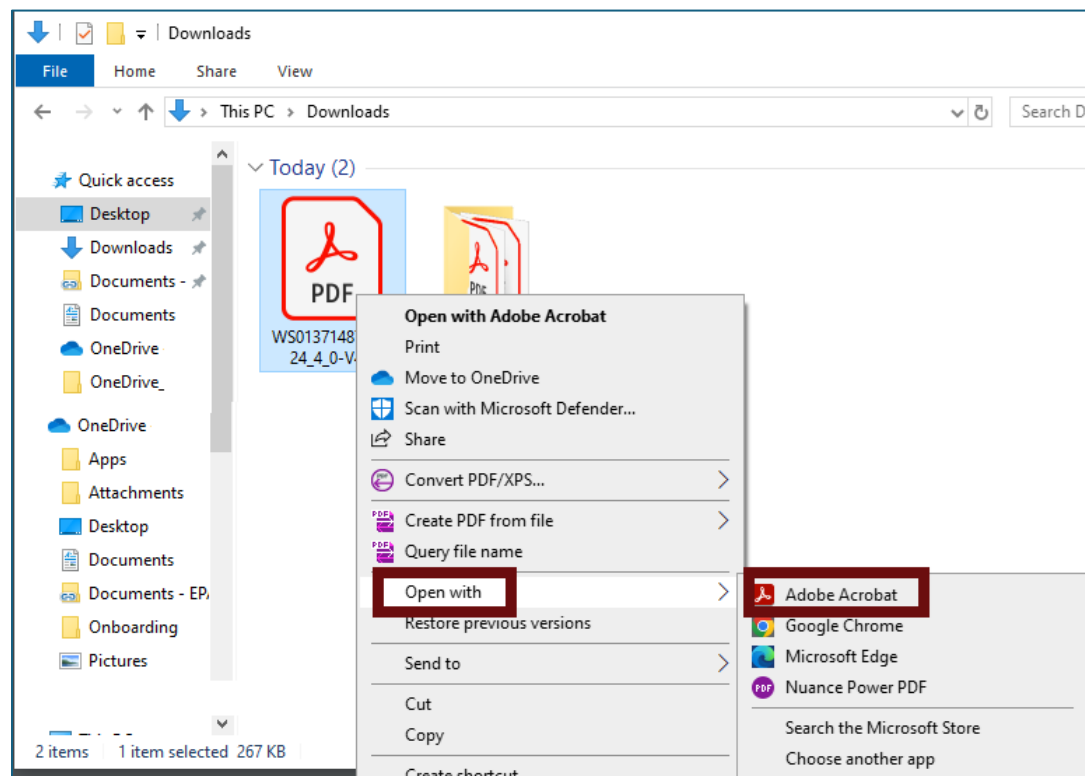
- ☐ Si recibe el siguiente mensaje al intentar abrir el formulario, vaya a su carpeta de Descargas (*Downloads*) o a la carpeta donde están guardadas sus descargas.

The document you are trying to load requires Adobe Reader 8 or higher. You may not have the Adobe Reader installed or your viewing environment may not be properly configured to use Adobe Reader.

For information on how to install Adobe Reader and configure your viewing environment please see http://www.adobe.com/go/pdf_forms_configure.



□ Seleccione a la derecha en el formulario que descargó, vaya a Abrir con (*Open with*) y seleccione Adobe Acrobat. Si no tiene Adobe Acrobat instalado en su computadora, es posible que deba completar los formularios utilizando Webforms, que se describe más adelante en este documento.





- Una vez que haya abierto el archivo, lea las instrucciones del Formulario de Espacio de Trabajo en la primera página. Desplácese hacia abajo y observe que los campos obligatorios están resaltados en amarillo con un borde rojo.

[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: Completed by Grants.gov upon submission.	4. Applicant Identifier:
---	---

5a. Federal Entity Identifier: 	5b. Federal Award Identifier:
---	--

State Use Only:

6. Date Received by State:	7. State Application Identifier:
--	--

8. APPLICANT INFORMATION:

* a. Legal Name:	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 	* c. UEI:

d. Address:

* Street1:	
Street2:	
* City:	



- Complete todos los campos obligatorios y opcionales, según sea necesario. Cuando termine, seleccione Buscar Errores (*Check for Errors*) en la primera página para anotar los errores y corregirlos.

The screenshot shows the Grants.gov Workspace Form interface. At the top left is the Grants.gov logo. The title "WORKSPACE FORM" is centered at the top. On the top right is the contact information: "1-800-518-4726" and "SUPPORT@GRANTS.GOV". Below the title, there is a paragraph explaining the form's purpose and how to use it. Another paragraph provides instructions on field highlighting (yellow for required, white for optional/completed) and error handling. A dark blue header bar contains the text "OPPORTUNITY & PACKAGE DETAILS:". Below this bar, the "Opportunity Number" is displayed as "EPA-R-OEJECR-OCS-23-04". The form fields are partially visible, including "Opportunity Number", "Opportunity Title", "CFDA", "Component", "Open", and "Closing". A JavaScript warning dialog box is overlaid on the form, titled "Warning: JavaScript Window -". It contains a red 'X' icon and the text: "Application for Federal Assistance (SF-424)", "Type of Submission is required. Select one type of submission in accordance with agency instructions.", and "Organization Name is required. Enter the legal name of the applicant that will undertake the assistance activity." An "OK" button is at the bottom right of the dialog.



- Una vez que haya corregidos todos los errores, seleccione Guardar (*Save*) en la primera página del formulario y guarde el formulario con un nombre fácilmente identificable en una carpeta fácil de encontrar. Siempre puedes Guardar (*Save*) el formulario y regresar para completarlo más tarde.
- De regreso a Grants.gov, en la pestaña Formularios (*Forms*) en Acciones (*Actions*), seleccione Cargar (*Upload*) junto al formulario correspondiente.

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MANAGE WORKSPACE

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

EPA-R-OE/JE/CR-OCS-23-04 - PKG00283845
Environmental and Climate Justice
Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
AOR Status: Organization has AOR
Workspace Owner: [REDACTED]

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [REDACTED]

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

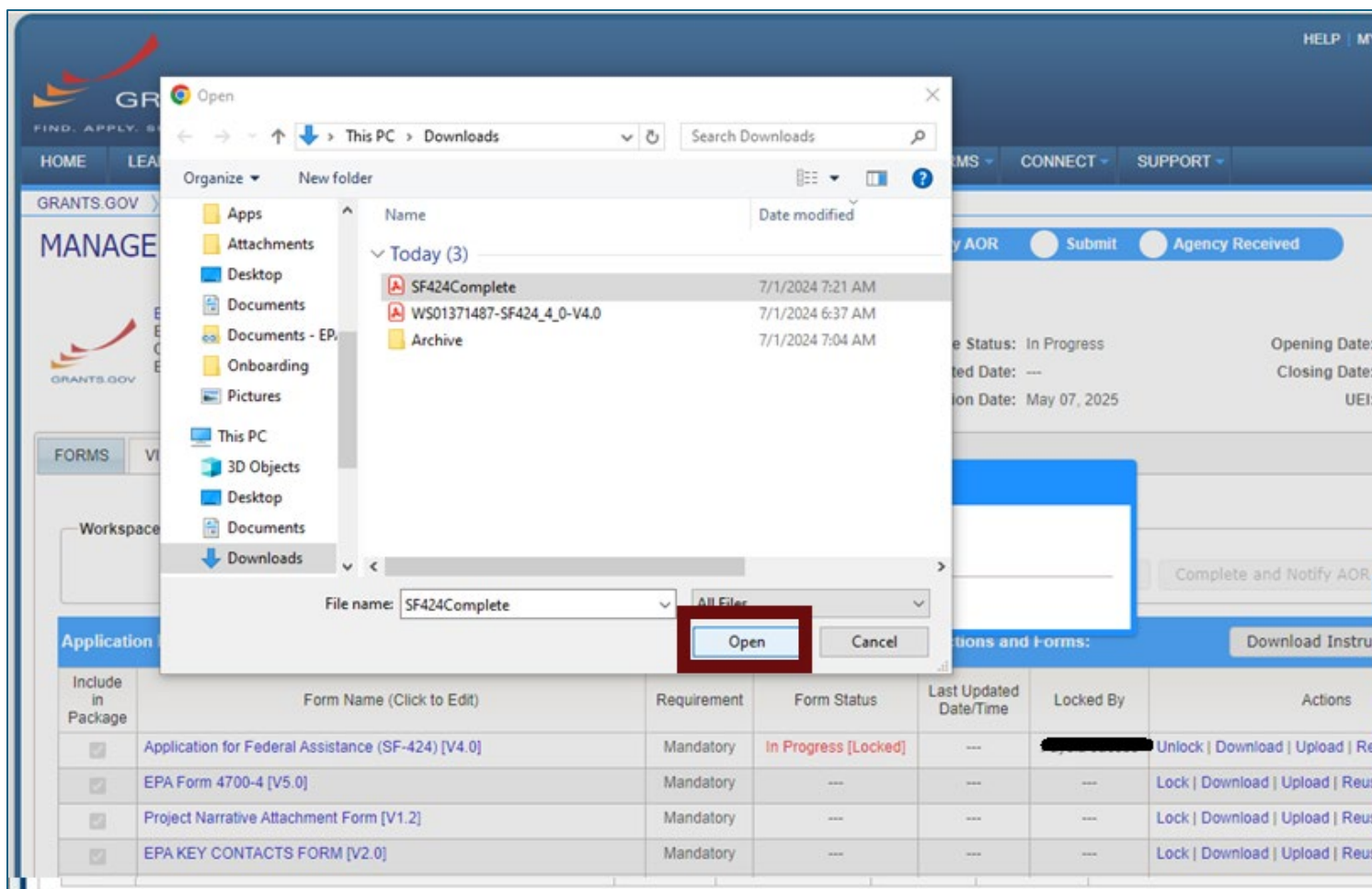
Check Application Complete and Notify AOR Delete

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



□ Junto al Formulario del Paquete de Solicitud (*Application Package Form*), seleccione Elegir (*Choose*) y navegue hasta la carpeta donde guardó el formulario. Seleccione el formulario completo y seleccione Abrir (*Open*).





- ❑ Seleccione en Cargar (*Upload*).

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MANAGE WORKSPACE

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

EPA-R-OEJECR-OCS-23-04 - PKG00283845
Environmental and Climate Justice Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
AOR Status: Organization has AOR
Workspace Owner: [Redacted]

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [Redacted]

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

and Notify AOR Delete

Form Upload

*Application Package Form: + Choose

SF424Complete.pdf

Upload Cancel

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

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	In Progress [Locked]	---	[Redacted]	Unlock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform



Paso 5, Opción 2: Utilizar Formularios Web

- En Acciones (Actions), seleccione Formulario Web (Webform).

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MANAGE WORKSPACE Created Fill Out Forms Complete and Notify AOR Submit Agency Received [«Back](#) [?](#)

Form successfully uploaded and unlocked

EPA-R-OEJECSR-OCS-23-04 - PKG00283845
Environmental and Climate Justice
Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
AOR Status: Organization has AOR
Workspace Owner: [REDACTED]

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UEI: [REDACTED]

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	In Progress	Jul 01, 2024 08:28:18 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform

Click to edit EPA Form 4700-4 [V5.0] webform



- ☐ Lea las instrucciones pertinentes antes de completar el formulario.
- ☐ Complete todos los campos obligatorios y otros campos, según corresponda. Puede guardar el formulario en cualquier momento seleccionando GUARDAR (SAVE) para volver a él más tarde.
- ☐ Seleccione BUSCAR ERRORES (CHECK FOR ERRORS) en la parte inferior de la pantalla.

C. Applicant/Recipient Point of Contact

Name: Jane Doe *

Phone Number: 555-555-5555 *

Email: janedoe@gmail.com *

Title: ED *

II. Is the applicant currently receiving EPA Assistance?

☐ Yes

SAVE CHECK FOR ERRORS CLOSE



☐ Tenga en cuenta los errores y corríjalos.

EPA FORM 4700-4 Version 5.0	OMB Number: 2030-0020 Expiration Date: 06/30/2024
 Errors! Check for Errors revealed the following errors: • Applicant Info: ◦ Name is required: Enter the legal name of the applicant that will undertake the assistance activity. ◦ Address is required: Enter the address. ◦ City is required: Enter the City. ◦ State is required: Select the state, US possession or military code from the provided list. ◦ Zip Code is required: Enter the Postal Code (e.g., ZIP code).	
Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance	
INSTRUCTIONS: Note: Read Instructions before completing form. Instructions for EPA FORM 4700-4 (Rev. 04/2021)	



- Seleccione GUARDAR (SAVE) en la parte inferior de la página y luego en Aceptar (OK) en el cuadro de diálogo emergente.

EPA FORM 4700-4
Version 5.0

OM
Expir

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

INSTRUCTIONS

Note: Read Instructions for Applicants and Recipients before completing this report.

Instructions for Recipients

General. Recipients must comply with the following regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no individual in the United States shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

SAVE CHECK FOR ERRORS CLOSE



- ☐ Seleccione CERRAR (CLOSE) en la parte inferior de la página.

EPA FORM 4700-4
Version 5.0

OMB Number: 2030-
Expiration Date: 06/30/

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

INSTRUCTIONS:

Note: Read Instructions before completing form.

Instructions for EPA FORM 4700-4 (Rev. 04/2021)

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all programs or activities. Section 504 of the

SAVE

CHECK FOR ERRORS

CLOSE



Paso 6: Complete el Formulario Narrativo del Proyecto

□ Cuando haya escrito la Narrativa de su Proyecto, asegúrese de que esté en un formato legible. Se recomienda que los solicitantes utilicen una fuente estándar (por ejemplo, Times New Roman, Calibri y Arial) y un tamaño de fuente de 12 puntos con márgenes de una pulgada. Asegúrese de que el archivo esté dentro de los límites de páginas para la Pista correspondiente (20 páginas para la pista I, 15 páginas para la pista II). Seleccione Formulario Web (*Webform*) junto a Formulario de Adjunto Narrativo del Proyecto (*Project Narrative Attachment Form [V1.2]*).

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MANAGE WORKSPACE

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

EPA-R-OEJECR-OCS-23-04 - PKG00283845
 Environmental and Climate Justice
 Community Change Grants Program
 Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
 Workspace ID: WS01371487
 AOR Status: Organization has AOR
 Workspace Owner: [Redacted]

Workspace Status: In Progress
 Last Submitted Date: ---
 SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
 Closing Date: Nov 21, 2024
 UEI: [Redacted]

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	In Progress	Jul 01, 2024 08:28:18 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	In Progress	Jul 01, 2024 08:49:08 AM EDT	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	In Progress	Jul 01, 2024 08:48:12 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	In Progress	Jul 01, 2024 08:49:24 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	In Progress	Jul 01, 2024 08:49:39 AM EDT	---	Lock Download Upload Reuse Webform
☒	Other Attachments Form [V1.2]	Mandatory	In Progress	Jul 01, 2024 08:50:02 AM EDT	---	Lock Download Upload Reuse Webform



- ☐ En Archivo Narrativo del Proyecto Obligatorio (*Mandatory Project Narrative File*), seleccione en AGREGAR ARCHIVO ADJUNTO (*ADD ATTACHMENT*).

PROJECT NARRATIVE ATTACHMENT FORM
Version 1.2

SECTIONS:
Mandatory File
Optional File(s)

PROJECT NARRATIVE FILE(S)

MANDATORY PROJECT NARRATIVE FILE:

Mandatory Project Narrative Filename: *

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

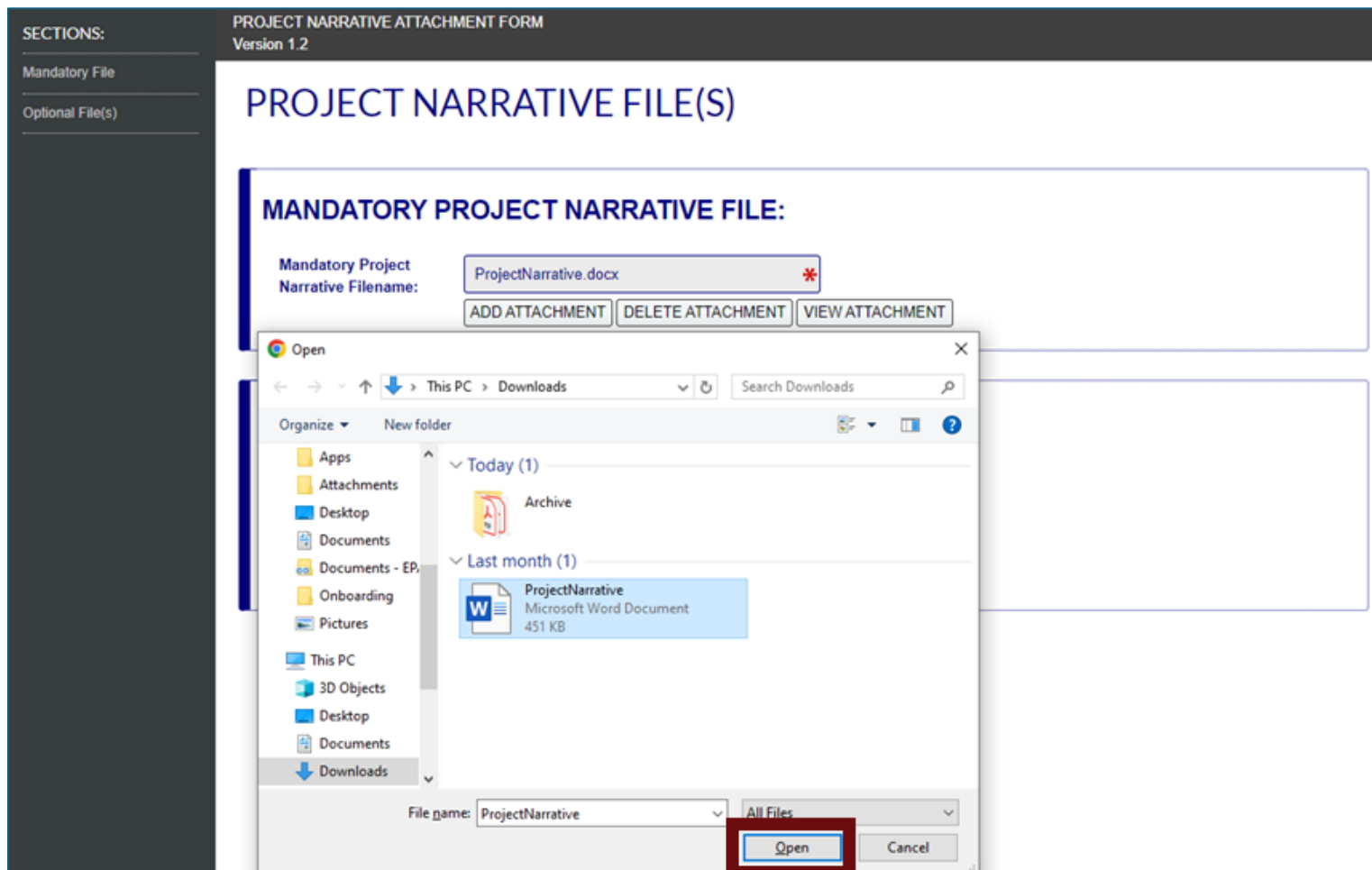
OPTIONAL PROJECT NARRATIVE FILE(S):

To add more Project Narrative File attachments, please use the Add Attachments button below.

ADD ATTACHMENTS



- Vaya hasta donde guardó la Narrativa del Proyecto (*Project Narrative*) y luego seleccione Abrir (*Open*).





- Seleccione GUARDAR (SAVE) y luego CERRAR (CLOSE).

PROJECT NARRATIVE ATTACHMENT FORM
Version 1.2

SECTIONS:

- Mandatory File
- Optional File(s)

PROJECT NARRATIVE FILE(S)

MANDATORY PROJECT NARRATIVE FILE:

Mandatory Project Narrative Filename: *

OPTIONAL PROJECT NARRATIVE FILE(S):

To add more Project Narrative File attachments, please use the Add Attachments button below.



Paso 7: Cargue los Otros Archivos Adjuntos

☐ Verifique todos los Adjuntos según lo exige la NOFO, incluyendo la documentación de elegibilidad de organizaciones comunitarias sin fines de lucro (CBO) (consulte la Sección III.A de NOFO), los Adjuntos A-G para la Pista I, los Adjuntos A-C para la Pista II. Asegúrese de que los archivos adjuntos estén en un formato legible. Se recomienda que los solicitantes utilicen una fuente estándar (por ejemplo, Times New Roman, Calibri y Arial) y un tamaño de fuente de 12 puntos con márgenes de una pulgada. Asegúrese de que el archivo esté dentro de los límites de páginas para los Archivos Adjuntos relevantes. Para cargar, seleccione Formulario Web (*Webform*) junto a Otros Formularios Adjuntos (*Other Attachments Form [V1.2]*).

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MANAGE WORKSPACE

☒ Created
 ☐ Fill Out Forms
 ☐ Complete and Notify AOR
 ☐ Submit
 ☐ Agency Received
 [«Back](#)

EPA-R-OEJECR-OC9-23-04 - PK000283845
 Environmental and Climate Justice
 Community Change Grants Program
 Environmental Protection Agency

Application Filing Name: CCG-TA [\[Edit Name\]](#)
 Workspace ID: WS01371487
 AOR Status: Organization has AOR
 Workspace Owner: [REDACTED]

Workspace Status: In Progress
 Last Submitted Date: ---
 SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
 Closing Date: Nov 21, 2024
 UEI: [REDACTED]

[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	Passed	Jul 01, 2024 09:44:30 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	In Progress	Jul 01, 2024 08:49:08 AM EDT	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	Passed	Jul 01, 2024 09:37:56 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	In Progress	Jul 01, 2024 08:49:24 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	In Progress	Jul 01, 2024 08:49:39 AM EDT	---	Lock Download Upload Reuse Webform
☒	Other Attachments Form [V1.2]	Mandatory	In Progress (Locked)	Jul 01, 2024 08:50:02 AM EDT	[REDACTED]	Unlock Download Upload Reuse Webform



- ☐ Seleccione AGREGAR ARCHIVO ADJUNTO (*ADD ATTACHMENT*).

SECTIONS:
[Mandatory Attachment](#)
[Optional Attachment\(s\)](#)

OTHER ATTACHMENTS FORM
Version 1.2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment Filename:

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

Click to Add an Attachment.

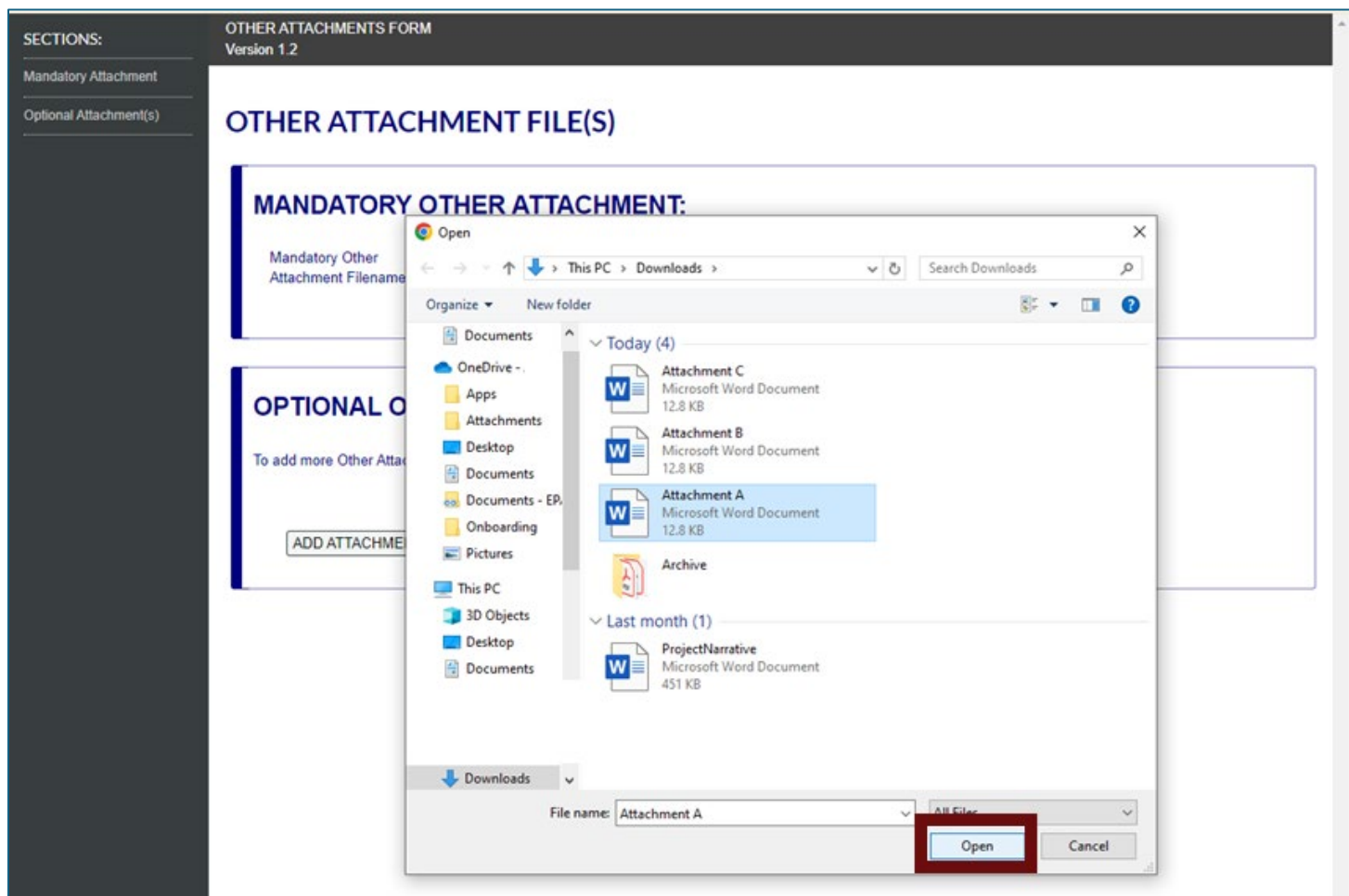
OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.

ADD ATTACHMENTS



- Navegue hasta la carpeta en la que guardó los archivos adjuntos. Seleccione el primer archivo adjunto que desea cargar y seleccione Abrir (*Open*).





- Seleccione GUARDAR (SAVE) en la parte inferior de la ventana.

SECTIONS:

- Mandatory Attachment
- Optional Attachment(s)

OTHER ATTACHMENTS FORM
Version 1.2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment Filename: *

OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.



- ☐ Seleccione AGREGAR ARCHIVOS ADJUNTOS (*ADD ATTACHMENTS*) en OTROS ARCHIVOS ADJUNTOS OPCIONALES (*OPTIONAL OTHER ATTACHMENT(S)*).

SECTIONS:
[Mandatory Attachment](#)
[Optional Attachment\(s\)](#)

OTHER ATTACHMENTS FORM
Version 1.2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment Filename: Attachment A.docx *

[ADD ATTACHMENT](#) [DELETE ATTACHMENT](#) [VIEW ATTACHMENT](#)

OPTIONAL OTHER ATTACHMENT(S):

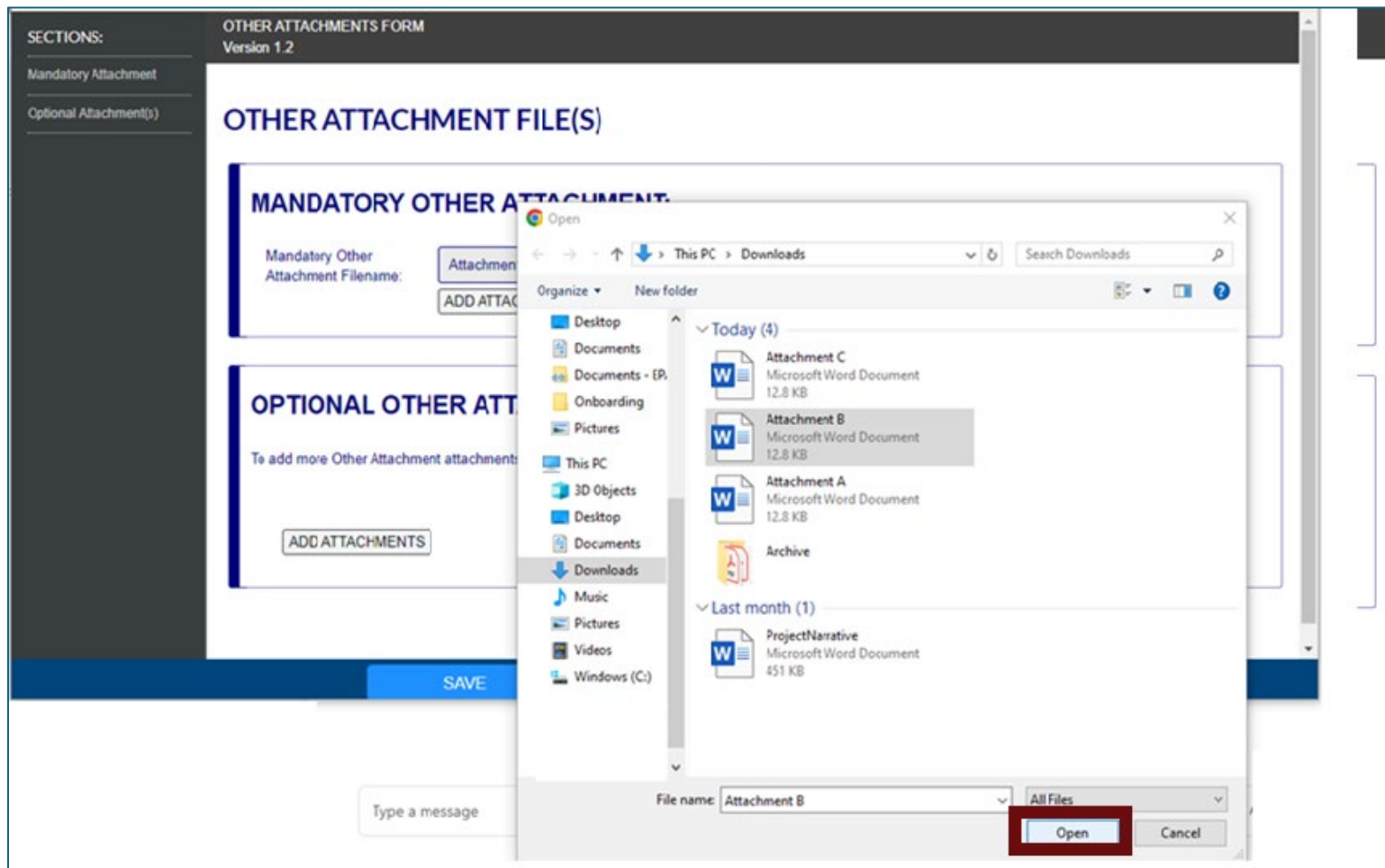
To add more Other Attachment attachments, please use the Add Attachments button below.

[ADD ATTACHMENTS](#)

[Click here to Add Optional Other Attachment file\(s\). A maximum of 99 Attachments are allowed.](#)



- Navegue hasta la carpeta donde guardó los archivos adjuntos. Seleccione el primer archivo adjunto que desea cargar y luego seleccione Abrir (*Open*).





☐ Seleccione GUARDAR (SAVE).

SECTIONS:
Mandatory Attachment
Optional Attachment(s)

OTHER ATTACHMENTS FORM
Version 1.2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment Filename: Attachment A.docx *
ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.

Attachment B.docx DELETE ATTACHMENT VIEW ATTACHMENT

ADD ATTACHMENTS

SAVE CHECK FOR ERRORS CLOSE



- Para agregar más archivos adjuntos, seleccione AGREGAR ARCHIVOS ADJUNTOS (*ADD ATTACHMENTS*) y repita el proceso hasta que haya agregado todos los archivos adjuntos necesarios.
- Seleccione GUARDAR (*SAVE*) y luego seleccione CERRAR (*CLOSE*).

SECTIONS:

- Mandatory Attachment
- Optional Attachment(s)

OTHER ATTACHMENTS FORM
Version 1.2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment Filename: Attachment A.docx *

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.

Attachment B.docx DELETE ATTACHMENT VIEW ATTACHMENT

Attachment C.docx DELETE ATTACHMENT VIEW ATTACHMENT

ADD ATTACHMENTS

SAVE CHECK FOR ERRORS CLOSE



Paso 8: Envíe la Solicitud

□ Cuando su solicitud esté lista para enviar, el campo Estado del Formulario (*Form Status*) para todos los elementos debe decir Aprobado (Forms Passed). Si su organización tiene un Representante Organizacional Autorizado (*Authorized Organizational Representative*), el botón debajo de Acciones del Espacio de Trabajo (*Workspace Actions*) (entre Verificar Solicitud (*Check Application*) y Eliminar (*Delete*)) dirá Completar y Notificar a AOR (*Complete and Notify AOR*). Seleccione este botón y su solicitud se enviará al AOR, quien la revisará y completará el proceso de envío. De lo contrario, el botón dirá Enviar (*Submit*). Seleccione él para enviar su solicitud.

MANAGE WORKSPACE

Form successfully saved and unlocked

EPA-R-OEJCR-OCS-23-04 - PKG00283845
Environmental and Climate Justice Community Change Grants Program
Environmental Protection Agency

Application Filing Name: CCG-TA [Edit Name]
Workspace ID: WS01371487
AOR Status: Organization has AOR
Workspace Owner: [Redacted]

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: May 07, 2025

Opening Date: Nov 21, 2023
Closing Date: Nov 21, 2024
UE: [Redacted]

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	Passed	Jul 01, 2024 09:44:30 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA Form 4700-4 [V5.0]	Mandatory	Passed	Jul 01, 2024 10:09:29 AM EDT	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	Passed	Jul 01, 2024 09:37:56 AM EDT	---	Lock Download Upload Reuse Webform
☒	EPA KEY CONTACTS FORM [V2.0]	Mandatory	Passed	Jul 01, 2024 10:08:52 AM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Passed	Jul 01, 2024 10:10:12 AM EDT	---	Lock Download Upload Reuse Webform
☒	Other Attachments Form [V1.2]	Mandatory	Passed	Jul 01, 2024 10:06:54 AM EDT	---	Lock Download Upload Reuse Webform



Recursos

1. Grants.gov tiene un Centro de soporte que está disponible las 24 horas del día, los 7 días de la semana por correo electrónico o por teléfono, excepto los días festivos federales.

1-800-518-4726 (EE. UU.), 1-606-545-5035 (Internacional), support@grants.gov o <https://www.grants.gov/support>

2. Grants.gov tiene un portal de ayuda en línea con artículos que brindan explicaciones e instrucciones paso a paso para que los solicitantes completen varios pasos del proceso de solicitud.

<https://apply07.Grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm>

3. Grants.gov tiene un canal de YouTube con videos instructivos sobre cómo buscar y solicitar subvenciones. También hay videos instructivos para aprender sobre las funciones del espacio de trabajo.

<https://www.youtube.com/@GrantsGovUS>