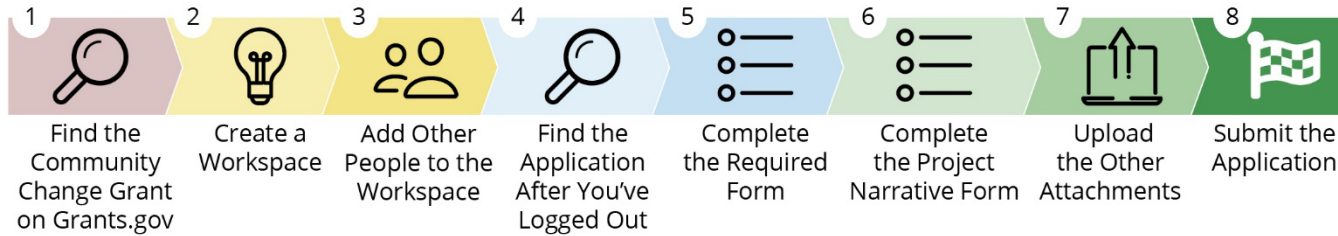




Propósito: Este formulario le muestra cómo enviar una solicitud al programa de Subvenciones para el Cambio Comunitario utilizando los espacios de trabajo (*Workspace*) en Grants.gov. Lo lleva paso a paso a través del proceso con capturas de pantalla de lo que puede esperar ver en cada paso del proceso. 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](#))

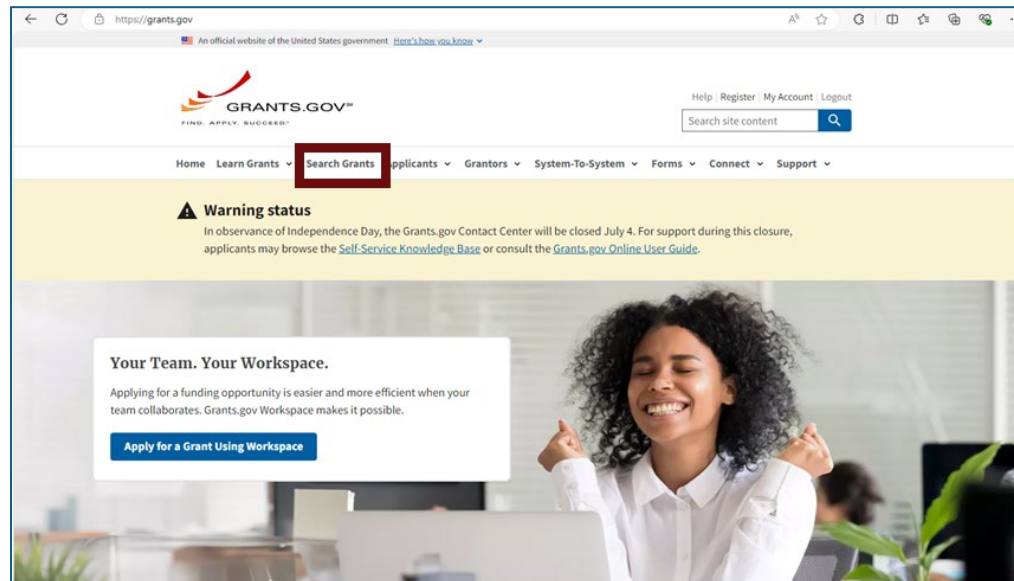
## Contenido

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## Paso 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*).

The screenshot shows the Grants.gov search interface. The search criteria section includes a text box with "community change" and a "Search" button. The opportunity status filters are checked for "Forecasted (438)" and "Posted (2,476)". The results table is as follows:

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



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

**SEARCH GRANTS**

**BASIC SEARCH CRITERIA:**

Keyword(s):

Opportunity Number:

CFDA:

**SEARCH**

**OPPORTUNITY STATUS:**

- Forecasted (266)
- Posted (1,283)
- Withdrawn (1,944)

**SEARCH RESULTS:**

1 2 3 4 ... 52 Next

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
<b>EPA-R-OEJECR-OCS-23-04</b>	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 is a navigation menu with links: Home, Learn Grants, Search Grants, Applicants, Grantors, System-To-System, Forms, Connect, and Support. A search bar is located in the top right corner. 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, and Environmental Protection Agency. Two buttons, "Apply" and "Subscribe", are visible on the right side. Below the grant details, there are four tabs: SYNOPSIS, VERSION HISTORY, RELATED DOCUMENTS, and PACKAGE. The "General Information" section is expanded, showing a table of key details.

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

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](#)





## 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*).

The screenshot displays the 'MANAGE WORKSPACE' interface on Grants.gov. The top navigation bar includes 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The breadcrumb trail shows 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE' with progress indicators for 'Created', 'Forms Passed', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. The application details section includes the EPA logo and application ID 'EPA-R-OEJECR-OCS-23-04 - PKG00283845', workspace ID 'WS01371487', and status 'In Progress'. The 'PARTICIPANTS' tab is highlighted with a red box, and a tooltip 'Click to view workspace participants' is visible. Below the tabs are 'Workspace Actions' and buttons for 'Check Application', 'Complete and Notify AOR', and 'Delete'. A blue banner at the bottom encourages following antivirus best practices and provides a 'Download Instructions' button. A table at the bottom lists application package forms with columns for 'Include in Package', 'Form Name (Click to Edit)', 'Requirement', 'Form Status', 'Last Updated Date/Time', 'Locked By', and '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*).

The screenshot displays the 'MANAGE WORKSPACE' interface on Grants.gov. At the top, there are navigation tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the tabs, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE'. A progress bar shows stages: 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.

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

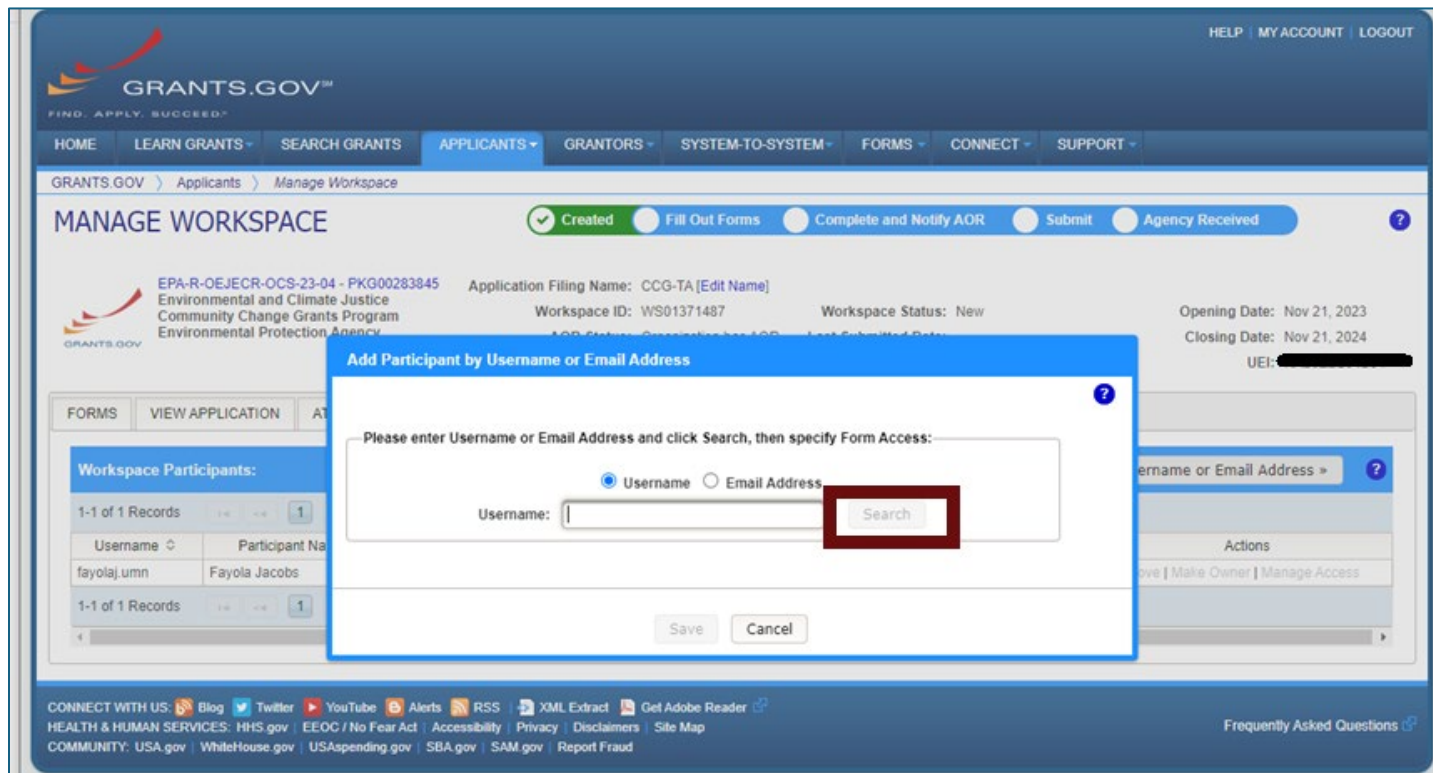
The 'PARTICIPANTS' tab is active, showing a table of workspace participants. The table has columns for Username, Participant Name, Phone Number, Email Address, Form Access, Authorized to Submit, and Actions. One participant is listed: fayolaj.umn, Fayola Jacobs, 6124607763, [Redacted], All, No. The 'Add by Username or Email Address' button is highlighted with a red box.

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



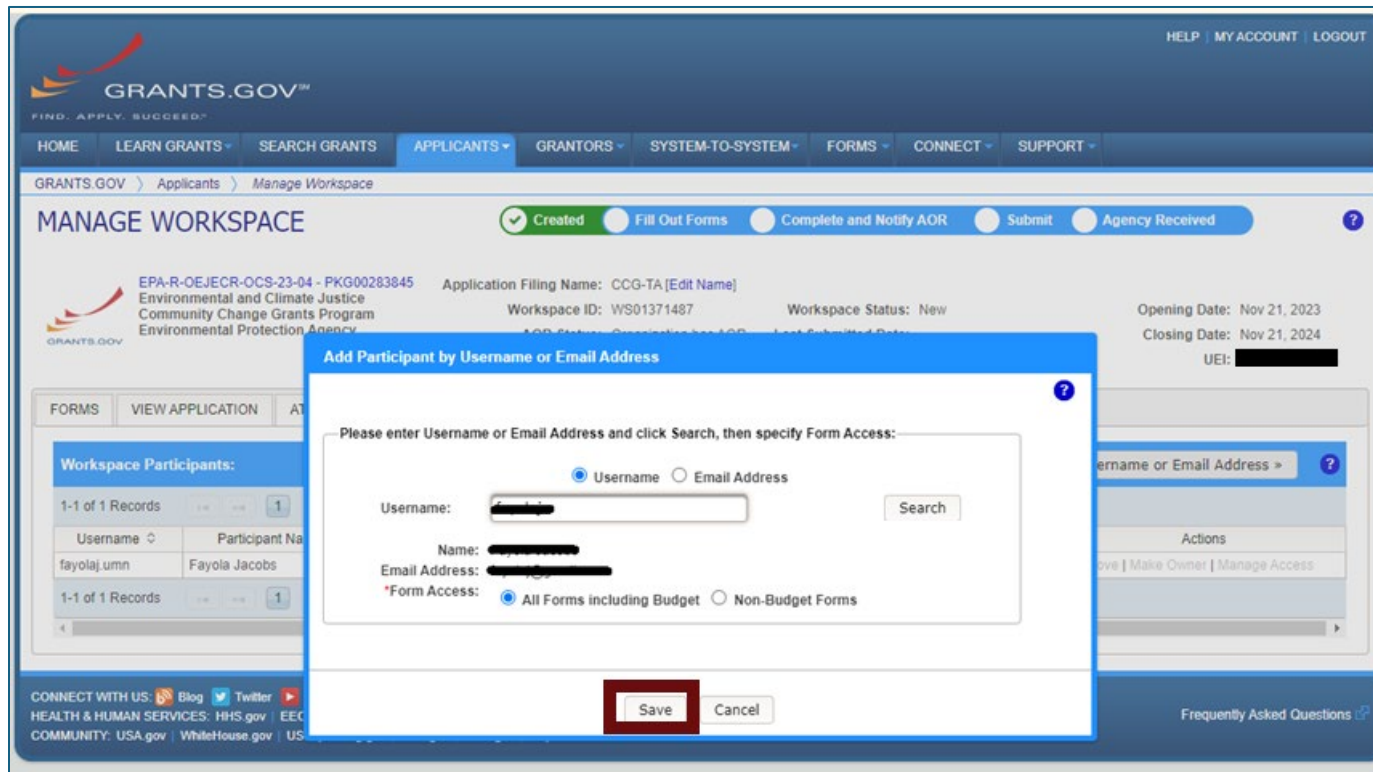


- Ingrese el Nombre de Usuario (*Username*) o la Dirección de Correo Electrónico (*Email Address*) de la persona en la ventana emergente que aparece, luego seleccione en Buscar (*Search*).





□ 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*).





□ 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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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  
 AOR Status: Organization has AOR  
 Last Submitted Date: ---  
 Closing Date: Nov 21, 2024  
 Workspace Owner: [REDACTED]  
 SAM Expiration Date: May 07, 2025  
 UEI: [REDACTED]

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

Workspace Actions:

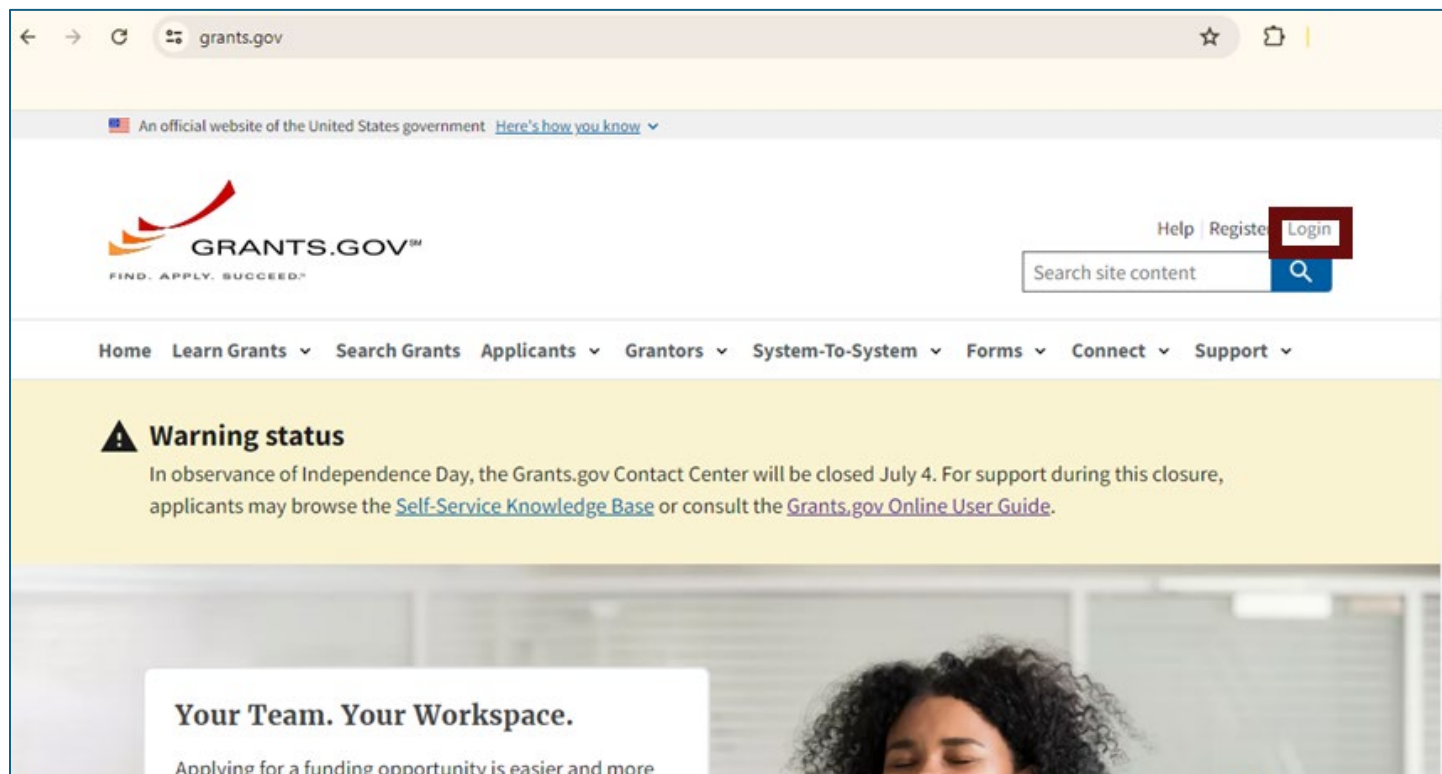
Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:  ?

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

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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?





- 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.

The screenshot shows the Grants.gov Applicant Center interface. At the top, there is a navigation bar with the Grants.gov logo and the tagline 'FIND. APPLY. SUCCEED.'. Below the navigation bar, there are several tabs: HOME, LEARN GRANTS, SEARCH GRANTS, **APPLICANTS**, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled 'APPLICANT CENTER' and features a 'WELCOME' message for 'Fayola Jacobs'. The left sidebar contains a 'GRANT APPLICATIONS' section with links for 'How to Apply for Grants', 'Track My Application', 'Apply Now', and 'Manage Workspaces' (highlighted with a red box). Below this are sections for 'APPLICANT MANAGEMENT' and 'APPLICANT RESOURCES'. The main content area includes a 'WELCOME' message, a 'GRANT APPLICATIONS' section with a 'Manage Workspaces' link, an 'APPLY USING WORKSPACE' section with a 'Browse the Approaches to Workspaces' button, an 'OFFICIAL GRANTS.GOV MOBILE APP' section with 'Download from Apple's App Store' and 'Download from Google Play' buttons, and a 'GRANTS.GOV TRAINING RESOURCES AND VIDEOS' section with a 'Browse the Applicant Training Resources' button.



□ 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*).

The screenshot displays the 'MANAGE WORKSPACES' search interface on the Grants.gov website. The page includes a navigation menu with options like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled 'MANAGE WORKSPACES' and contains a search form with the following fields and options:

- Funding Opportunity Number:
- Funding Opportunity Title:
- Opportunity Package ID:
- Workspace Owner:
- Grant Tracking Number:
- Workspace ID:
- UEI:
- Application Filing Name:
- Last Activity Date: From:  To:
- Workspace Status:  New,  In Progress,  Ready for Submission,  Submitted,  Archived
- A red-bordered 'Search' button is located at the bottom right of the search form.



□ 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*)).

**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:   Ready for Submission

Grant Tracking Number:  To:   Submitted

Archived

**Results:**

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 <b>Manage</b>

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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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  
AOR Status: Organization has AOR  
Last Submitted Date: ---  
SAM Expiration Date: May 07, 2025  
Workspace Owner: [REDACTED] UEI: [REDACTED]

FORMS VIEW APPLICATION ATTACHMENTS PAR

Workspace Actions:

**Lock Form**

If you plan to update this form, we recommend you lock it now. Do you want to lock this form?

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
<input checked="" type="checkbox"/>	<a href="#">Application for Federal Assistance (SF-424) [V4.0]</a>	Mandatory	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">EPA Form 4700-4 [V5.0]</a>	Mandatory	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Project Narrative Attachment Form [V1.2]</a>	Mandatory	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">EPA KEY CONTACTS FORM [V2.0]</a>	Mandatory	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Budget Information for Non-Construction Programs (SF-424A) [V1.0]</a>	Mandatory	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Other Attachments Form [V1.2]</a>	Mandatory	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>





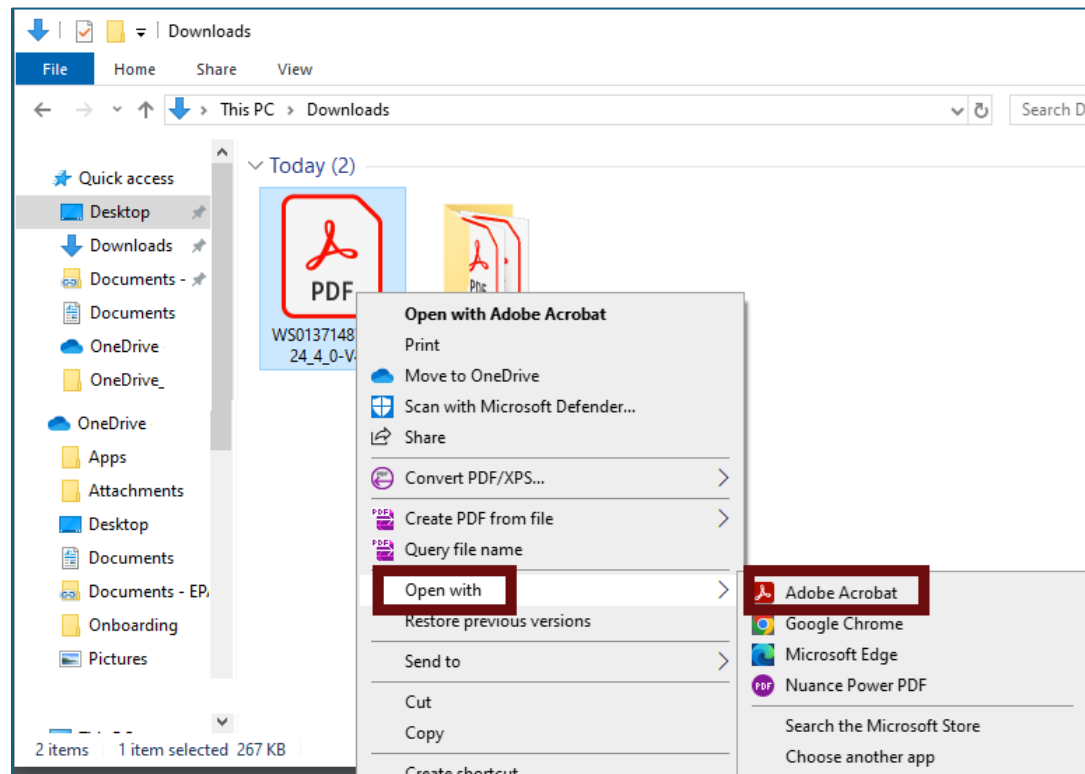
- Si recibe el siguiente mensaje al intentar abrir el formulario, vaya a su carpeta de Descargas (*Downloads*) o a la carpeta donde están guardadas sus descargas.

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](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**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="Completed by Grants.gov upon submission."/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. UEI: <input type="text"/>	
<b>d. Address:</b>		
* Street1: <input type="text"/>	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: <input type="text"/>	<input type="text"/>	

[Create shortcut](#)



- 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, the contact information "1-800-518-4726" and "SUPPORT@GRANTS.GOV" is displayed. Below the title, 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:" with a dark blue background. Underneath, the "Opportunity Number:" is listed as "EPA-R-OEJECR-OCS-23-04". A form field for "Opportunity Name:" is partially visible, containing the text "ants Program". Overlaid on the form is a JavaScript warning dialog box with a red 'X' icon. The dialog box title is "Warning: JavaScript Window -" and the main text reads: "Application for Federal Assistance (SF-424) ----- Type of Submission is required. Select one type of submission in accordance with agency instructions. Organization Name is required. Enter the legal name of the applicant that will undertake the assistance activity." An "OK" button is located at the bottom right of the dialog box.



- 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.

**MANAGE WORKSPACE**

Application Filing Name: CCG-TA [Edit Name]  
Workspace ID: WS01371487  
Workspace Status: In Progress  
Opening Date: Nov 21, 2023  
AOR Status: Organization has AOR  
Last Submitted Date: ---  
Closing Date: Nov 21, 2024  
Workspace Owner: [Redacted]  
SAM Expiration Date: May 07, 2025  
UEI: [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
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	In Progress [Locked]	---	[Redacted]	Unlock   Download   <b>Upload</b>   Reuse   Webform
<input checked="" type="checkbox"/>	EPA Form 4700-4 [V5.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	EPA KEY CONTACTS FORM [V2.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	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*).

The screenshot shows the Grants.gov 'MANAGE' interface. A Windows File Explorer window is open, displaying the 'Downloads' folder. The file list shows three items under 'Today (3)': 'SF424Complete' (7/1/2024 7:21 AM), 'WS01371487-SF424\_4\_0-V4.0' (7/1/2024 6:37 AM), and 'Archive' (7/1/2024 7:04 AM). The 'File name' field contains 'SF424Complete'. The 'Open' button is highlighted with a red box.

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	In Progress [Locked]	---	---	Unlock   Download   Upload   Re...
<input checked="" type="checkbox"/>	EPA Form 4700-4 [V5.0]	Mandatory	---	---	---	Lock   Download   Upload   Reu...
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock   Download   Upload   Reu...
<input checked="" type="checkbox"/>	EPA KEY CONTACTS FORM [V2.0]	Mandatory	---	---	---	Lock   Download   Upload   Reu...





- Seleccione en Cargar (*Upload*).

**MANAGE WORKSPACE**

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  
UEI: [REDACTED]

**Form Upload**

\*Application Package Form:   
SF424Complete.pdf

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



## Paso 5, Opción 2: Utilizar Formularios Web

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

GRANTS.GOV™  
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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 ?

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: 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
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	In Progress	Jul 01, 2024 08:28:18 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	EPA Form 4700-4 [V5.0]	Mandatory	In Progress	---	---	Lock   Download   Upload   Reuse   <b>Webform</b>
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	EPA KEY CONTACTS FORM [V2.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   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

The 'CHECK FOR ERRORS' button is highlighted with a red rectangular border.



- 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

**INSTRUC**

**SUCCESS**

Note: Read Inst  
Instructions for E  
General. Recipi  
regulations.

Success: Form successfully saved.

OK

st comply with the following s

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

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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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  
Workspace Status: In Progress  
Opening Date: Nov 21, 2023  
AOR Status: Organization has AOR  
Last Submitted Date: ---  
Closing Date: Nov 21, 2024  
Workspace Owner: [Redacted]  
SAM Expiration Date: May 07, 2025  
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
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	In Progress	Jul 01, 2024 08:28:18 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	EPA Form 4700-4 [V5.0]	Mandatory	In Progress	Jul 01, 2024 08:49:08 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]	Mandatory	In Progress	Jul 01, 2024 08:48:12 AM EDT	---	Lock   Download   Upload   Reuse   <b>Webform</b>
<input checked="" type="checkbox"/>	EPA KEY CONTACTS FORM [V2.0]	Mandatory	In Progress	Jul 01, 2024 08:49:24 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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*).

SECTIONS:  
Mandatory File  
Optional File(s)

PROJECT NARRATIVE ATTACHMENT FORM  
Version 1.2

## PROJECT NARRATIVE FILE(S)

### MANDATORY PROJECT NARRATIVE FILE:

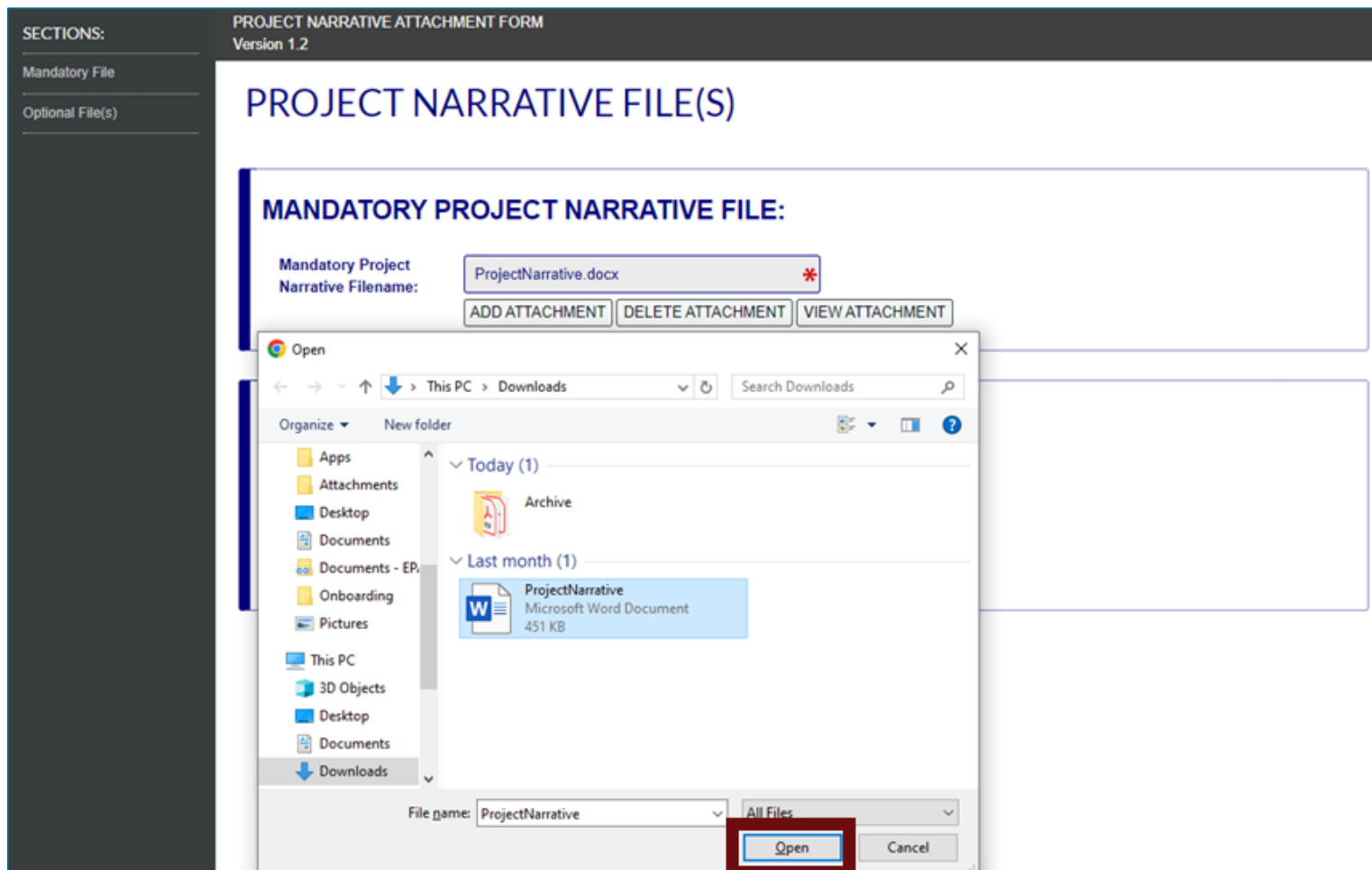
Mandatory Project Narrative Filename:  \*

### OPTIONAL PROJECT NARRATIVE FILE(S):

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



- 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]*).

The screenshot displays the 'MANAGE WORKSPACE' page on Grants.gov. At the top, there are navigation tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the navigation, the workspace details are shown for application EPA-R-OEJGR-OCS-23-04 - PK000283845. The workspace ID is WS01371487 and the status is 'In Progress'. The opening date is Nov 21, 2023, and the closing date is Nov 21, 2024. The workspace owner is redacted.

Below the workspace details, there are tabs for FORMS, VIEW APPLICATION, ATTACHMENTS, PARTICIPANTS, ACTIVITY, and DETAILS. The 'FORMS' tab is active, showing a table of application package forms. The table has columns for 'Include in Package', 'Form Name (Click to Edit)', 'Requirement', 'Form Status', 'Last Updated Date/Time', 'Locked By', and 'Actions'. The 'Other Attachments Form [V1.2]' row is highlighted, and the 'Webform' option in the 'Actions' column is circled in red.

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Jul 01, 2024 09:44:30 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	EPA Form 4700-4 [V5.0]	Mandatory	In Progress	Jul 01, 2024 08:49:08 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]	Mandatory	Passed	Jul 01, 2024 09:37:55 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	EPA KEY CONTACTS FORM [V2.0]	Mandatory	In Progress	Jul 01, 2024 08:49:24 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Other Attachments Form [V1.2]	Mandatory	In Progress (Locked)	Jul 01, 2024 08:50:02 AM EDT	[Redacted]	Unloc   Reuse   Webform



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

**OTHER ATTACHMENTS FORM**  
Version 1.2

**SECTIONS:**  
Mandatory Attachment  
Optional Attachment(s)

### OTHER ATTACHMENT FILE(S)

**MANDATORY OTHER ATTACHMENT:**

Mandatory Other Attachment Filename:  \*

**ADD ATTACHMENT** **DELETE ATTACHMENT** **VIEW ATTACHMENT**

Click to Add an Attachment.

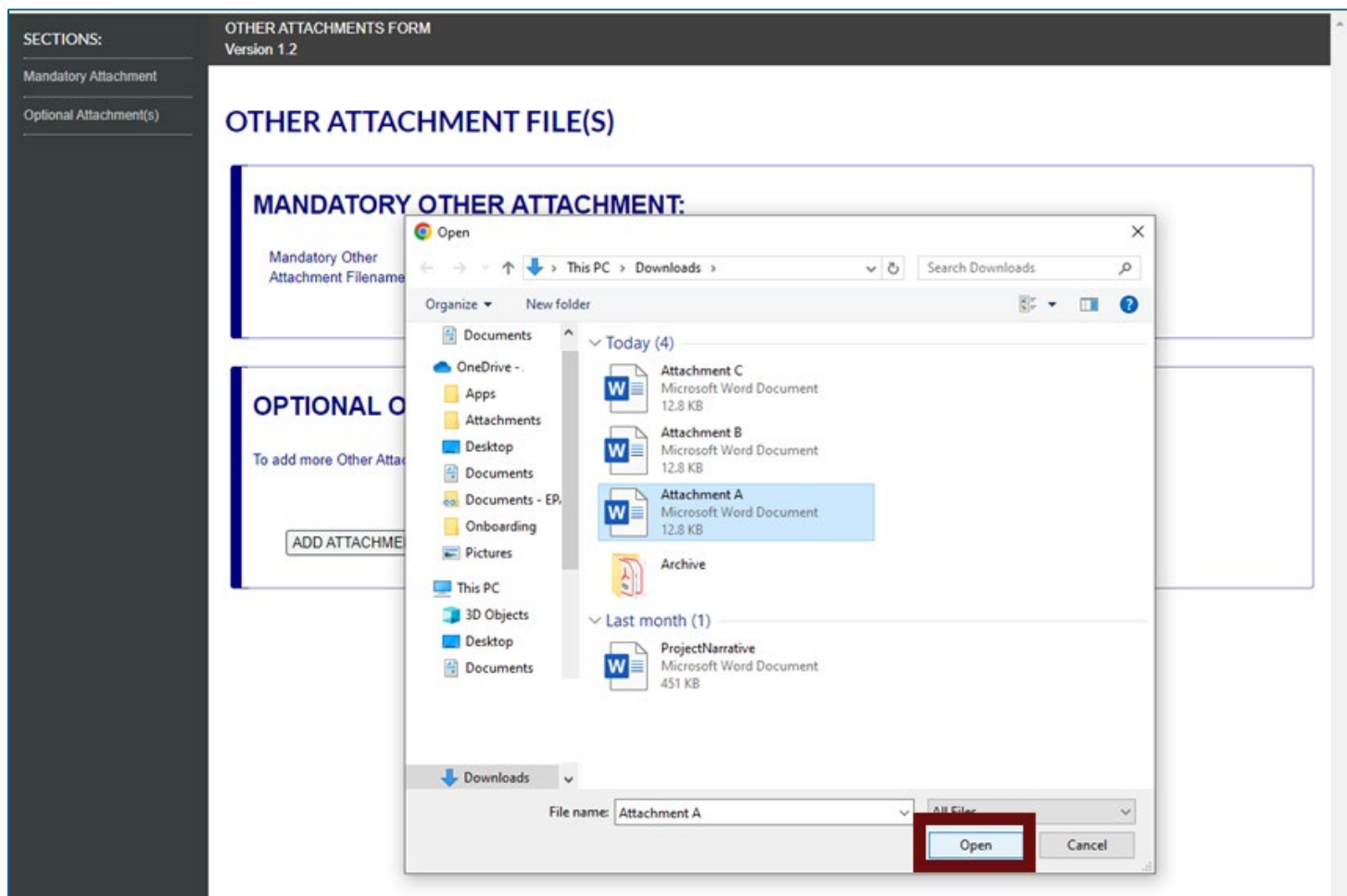
**OPTIONAL OTHER ATTACHMENT(S):**

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.

OTHER ATTACHMENTS FORM  
Version 1.2

SECTIONS:  
Mandatory Attachment  
Optional Attachment(s)

### 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





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

**OTHER ATTACHMENTS FORM**  
Version 1.2

**SECTIONS:**

- Mandatory Attachment
- Optional Attachment(s)

### OTHER ATTACHMENT FILE(S)

**MANDATORY OTHER ATTACHMENT:**

Mandatory Other Attachment Filename: Attachment A.docx \*

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

**OPTIONAL OTHER ATTACHMENT(S):**

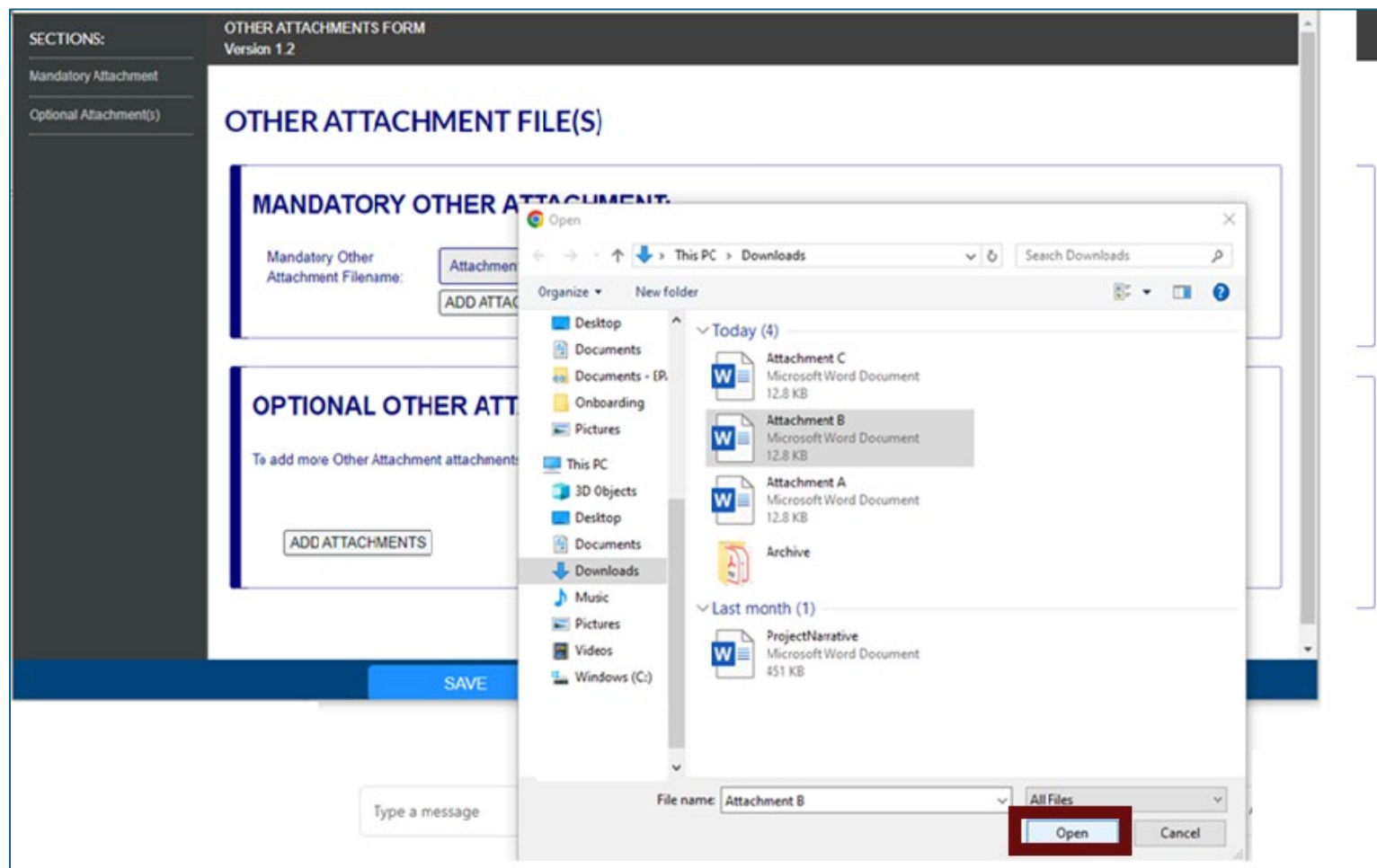
To add more Other Attachment attachments, please use the Add Attachments button below.

**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:  \*

**OPTIONAL OTHER ATTACHMENT(S):**

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



- 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**

Created Forms Passed Complete and Notify AOR Submit Agency Received

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  
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  
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
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Jul 01, 2024 09:44:30 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	EPA Form 4700-4 [V5.0]	Mandatory	Passed	Jul 01, 2024 10:09:29 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]	Mandatory	Passed	Jul 01, 2024 09:37:56 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	EPA KEY CONTACTS FORM [V2.0]	Mandatory	Passed	Jul 01, 2024 10:08:52 AM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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>