

The State Grant Information Technology Application makes grant information accessible to EPA Personnel, OMB, and State agencies. Grant pages contain general information as well as electronic copies of workplans and progress reports. The information is searchable and editable (based on user role). The following document serves as a guide to basic functionality.

## Registering

All users must register in order to use SGITA.

- 1) Go to: <https://ofmext.epa.gov/apex/sgita/f?p=SGITA>
- 2) Then click on the “New User Registration” link (see Figure 1)
- 3) If you already have an EPA LAN ID and password, proceed to step seven (7) of these instructions
- 4) If you do not have a LAN ID and password you will need to register on the Web Application Access (WAA) site and with the SGITA database. First you’ll need to register on the WAA site. Go to: <https://waa.epa.gov/waa/selfregistration/index.do>  
Follow the instructions in the Registration – Step 1 section on the New User Registration page.
- 5) Once your access has been approved, you will receive an email confirmation containing your Login ID.  
**NOTE:** It may take a day or so to receive an approval email.
- 6) You do not need to wait for your WAA email confirmation to register with SGITA (Registration – Step 2).

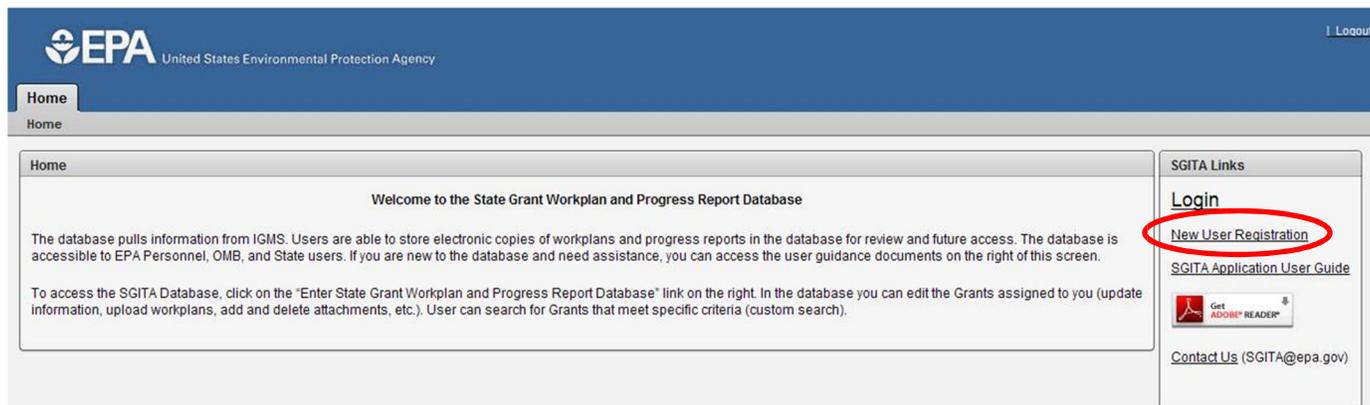
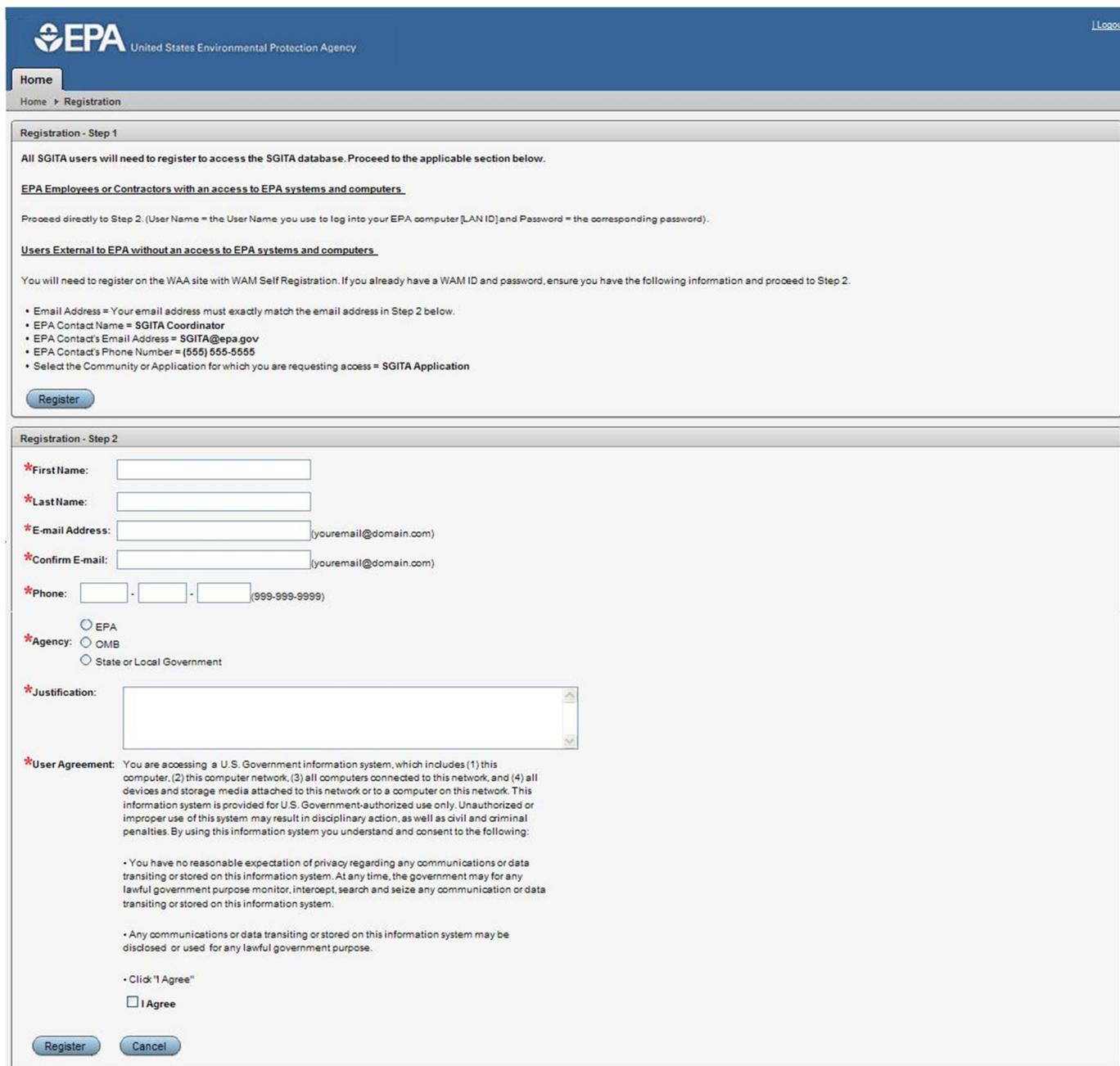


Figure 1 – New User Registration Link

- 7) Complete the New User Registration form (Registration – Step 2). Then click “Register”.



The screenshot displays the EPA website's registration interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are visible, along with a 'Logout' link. A navigation bar shows 'Home' and 'Registration'. The main content area is titled 'Registration - Step 1' and contains instructions for users. It is divided into two sections: 'EPA Employees or Contractors with an access to EPA systems and computers' and 'Users External to EPA without an access to EPA systems and computers'. The external users section lists requirements for registration, including email address, contact name, and phone number. A 'Register' button is located at the bottom of this section. Below this is 'Registration - Step 2', which is a form with several fields: 'First Name', 'Last Name', 'E-mail Address', 'Confirm E-mail', and 'Phone'. There are radio buttons for 'Agency' (EPA, OMB, State or Local Government) and a 'Justification' text area. A 'User Agreement' section follows, with a checkbox for 'I Agree'. At the bottom of the form are 'Register' and 'Cancel' buttons.

Figure 2 – SGITA Registration Page

**NOTE:** “Justification” should be the reason you need access to the SGITA db.

- 8) Once your registration is approved, you will receive a confirmation email and you will have access to SGITA based on your role.
- 9) You must have both a confirmation email for access to SGITA and a User ID and password to access SGITA.

## Search for Grant Information

To access the SGITA database click "Login". The WAA Login page will open. Enter your User ID and Password (either your LAN ID and password or the User ID and Password from your WAA registration).

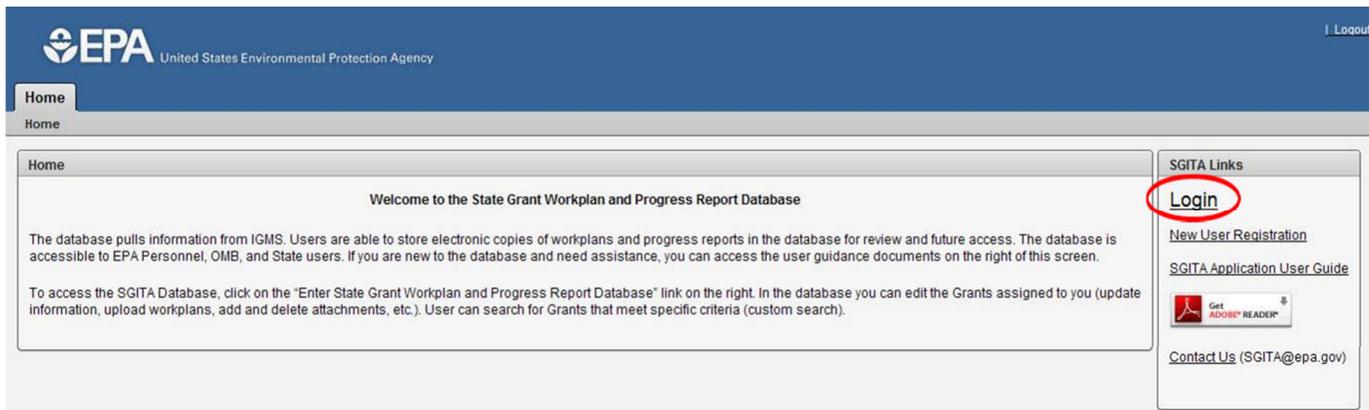


Figure 3 – Login Link

Once you have logged in your will be able to view the SGITA database. SGITA contains grant information. Users can search for and view grant information. Editing information is limited to the Project Officers that is assigned to the grant.

Using the search filters, select the parameters of your search. Then click the Search button.

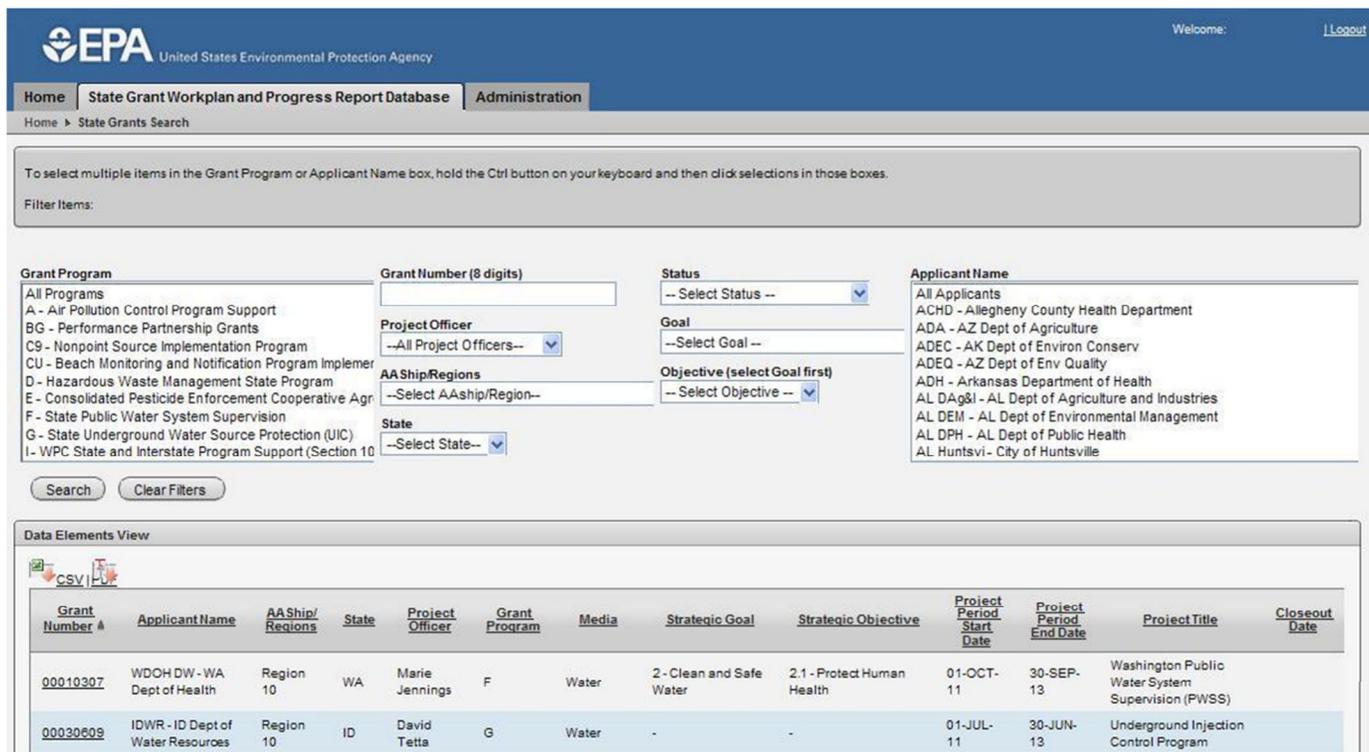


Figure 4 – SGITA Search Page



SGITA will display the results below the filters.

To select multiple items in the Grant Program or Applicant Name box, hold the Ctrl button on your keyboard and then click selections in those boxes.

Filter Items:

Grant Program: All Programs, A - Air Pollution Control Program Support, BG - Performance Partnership Grants, CG - Nonpoint Source Implementation Program, CU - Beach Monitoring and Notification Program Implem, D - Hazardous Waste Management State Program, E - Consolidated Pesticide Enforcement Cooperative Agr, F - State Public Water System Supervision, G - State Underground Water Source Protection (UIC), I - WPC State and Interstate Program Support (Section 10)

Grant Number (8 digits): [input field]

Project Officer: Katherine Griffith

AAShip/Regions: --Select AAship/Region--

Status: -- Select Status --

Goal: --Select Goal --

Objective (select Goal first): -- Select Objective --

State: --Select State--

Applicant Name: All Applicants, ACHD - Allegheny County Health Department, ADA - AZ Dept of Agriculture, ADEC - AK Dept of Environ Conserv, ADEQ - AZ Dept of Env Quality, ADH - Arkansas Department of Health, AL DAggi - AL Dept of Agriculture and Industries, AL DEIM - AL Dept of Environmental Management, AL DPH - AL Dept of Public Health, AL Huntsvi - City of Huntsville

Search Clear Filters

Data Elements View

Grant Number #	Applicant Name	AAShip/Regions	State	Project Officer	Grant Program	Media	Strategic Goal	Strategic Objective	Project Period Start Date	Project Period End Date	Project Title	Closeout Date
00031509	ODEQ - OR Dept. of Environ. Quality	Region 10	OR	Katherine Griffith	L	Solid Waste	3 - Land Preservation and Restoration	3.1 - Preserve Land	01-JUL-11	30-JUN-12	Underground Storage Tanks Program	
00031510	ODEQ - OR Dept. of Environ. Quality	Region 10	OR	Katherine Griffith	L	Solid Waste	3 - Land Preservation and Restoration	3.2 - Restore Land	01-JUL-12	30-JUN-13	UST Compliance and Outreach Activities	
96068003	ODEQ - OR Dept. of Environ. Quality	Region 10	OR	Katherine Griffith	L	Solid Waste	3 - Land Preservation and Restoration	3.1 - Preserve Land	01-JUL-11	30-JUN-12	ODEQ LUST Prevention FY 11	
96068004	ODEQ - OR Dept. of Environ. Quality	Region 10	OR	Katherine Griffith	L	Solid Waste	3 - Land Preservation and Restoration	3.2 - Restore Land	01-JUL-12	30-JUN-13	Oregon LUST Prevention Compliance Inspections	

row(s) 1 - 4 of 4

Figure 5 – Search Results

## View Grant Information

Click on the Grant Number to view the information for the specific grant on the Data Record page for that grant.

Data Record Page

State Grant Workplan and Progress Report Record

Grant Program: L  
 Grant Number: 00031509  
 Applicant Name: ODEQ - OR Dept. of Environ. Quality  
 State: OR  
 AAShip/Region: 10  
 Media: Solid Waste  
 Project Officer: Katherine Griffith  
 Essential Element I - Strategic Goal: 3 - Land Preservation and Restoration  
 Essential Element I - Strategic Objective: 3.1 - Preserve Land  
 Project Period Start Date: 01-JUL-11  
 Project Period End Date: 30-JUN-12  
 Project Title: Underground Storage Tanks Program  
 Closeout Date:

Workplan: Add Delete (no data found)  
 Progress Reports: Add Delete (no data found)

Back to Search

Figure 6 – Data Record Page

If you have access rights for the grant, you will be able to add or delete Workplans or Progress Reports for the grant.

## Export Search Results

The results of any search can be exported to Excel or PDF format.

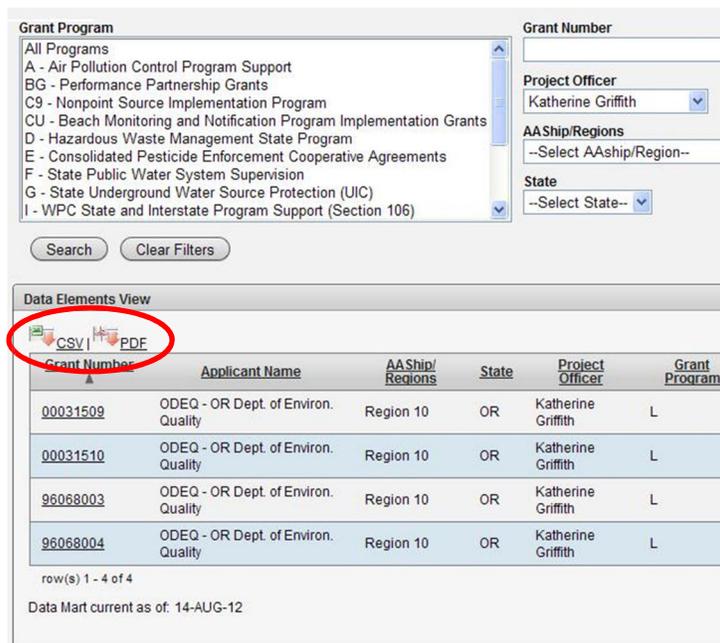


Figure 7 – Export Search Results Icons

To export the results to Excel:

- 1) Click on the CSV icon.
- 2) Click the Open button to open the spreadsheet *or* click on the Save button to save the spreadsheet.

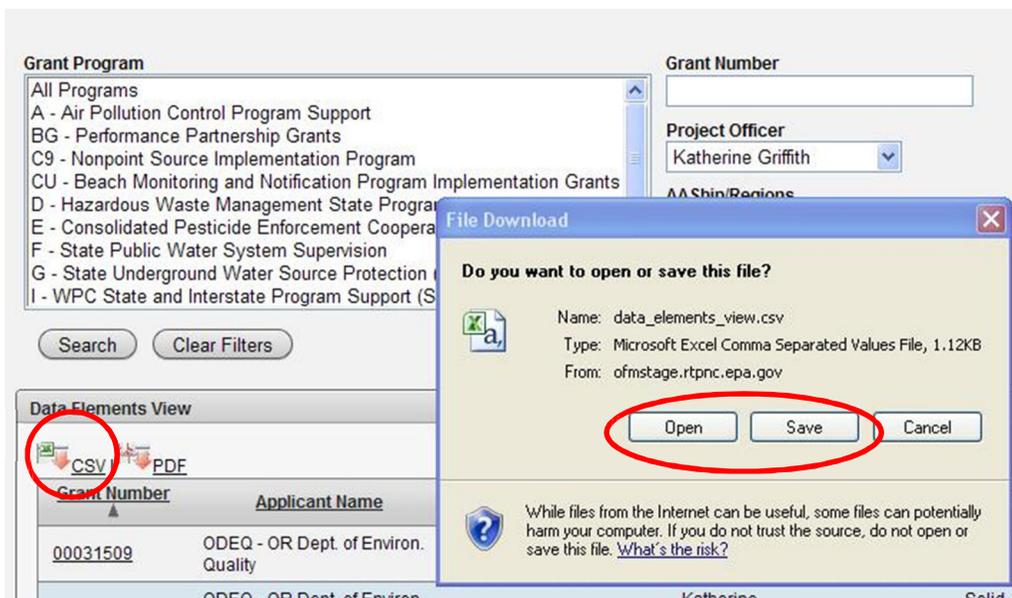


Figure 8 – Export an Excel Spreadsheet of Search Results

To export the results to PDF:

- 1) Click on the PDF icon.
- 2) Click the Open button to open the PDF document OR Click on the Save button to save the PDF document.

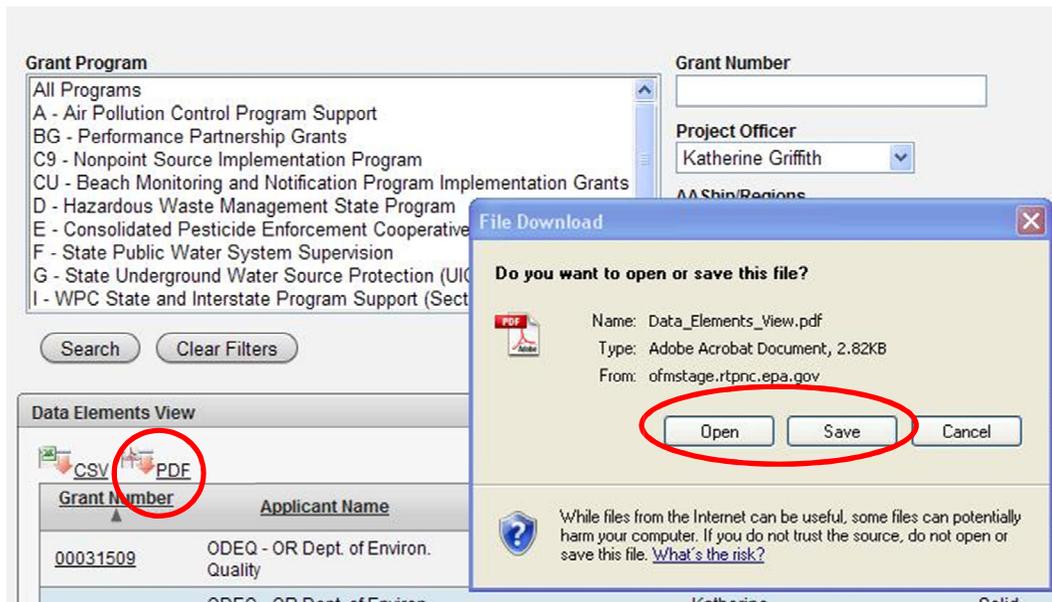


Figure 9 – Export a PDF of Search Results

## Questions?

If you have questions or need assistance with SGITA, send an email with the details to: [SGITA@epa.gov](mailto:SGITA@epa.gov)