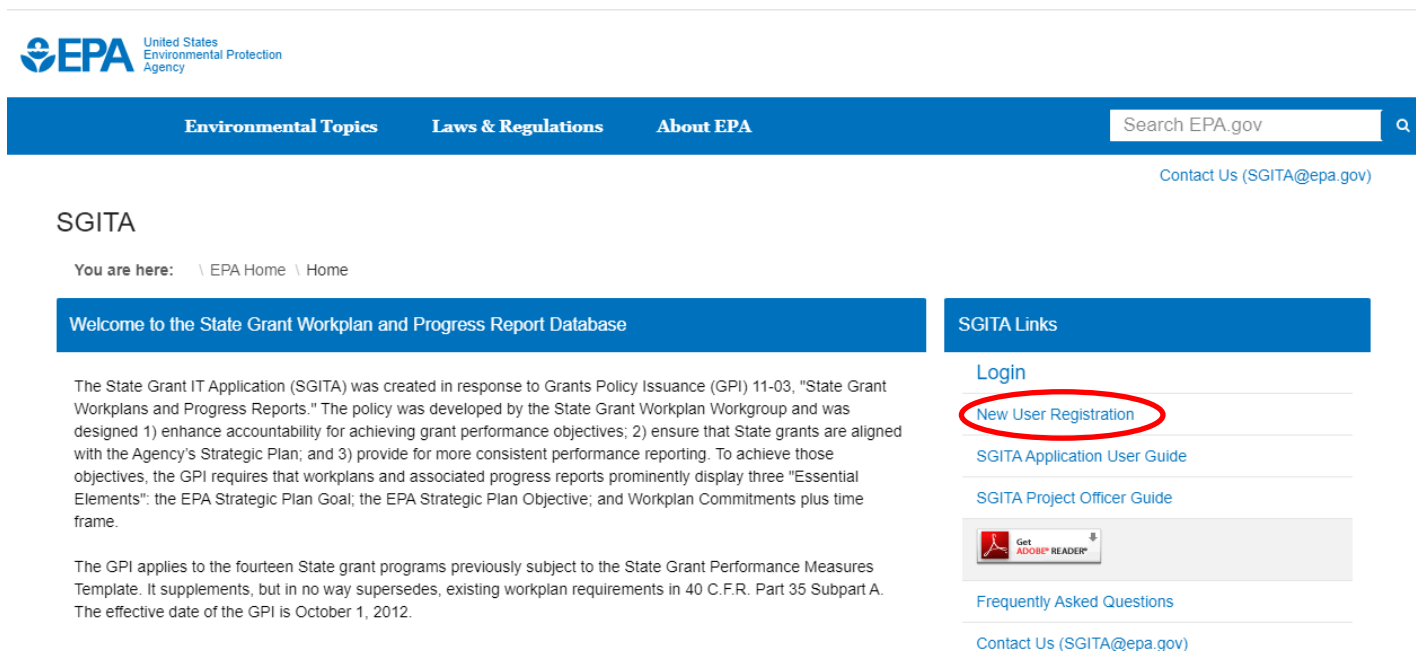


The State Grant Information Technology Application makes grant information accessible to EPA Personnel, OMB, and state agencies. Grant pages contain general information as well as electronic copies of workplans and progress reports. The information is searchable and editable (based on user role). The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

## Registering

All users must register to use SGITA. To register, do the following:

- 1) Go to: <https://sgita.epa.gov>
- 2) Click on the **New User Registration** link. (See Figure 1 below.)
- 3) If you already have an EPA PIV card, proceed to step seven (7) of these instructions.
- 4) If you do not have an EPA PIV card, you will need to register on the Web Application Access (WAA) site and with the SGITA database. If you do not already have a Login.gov account, [create an account](#) before proceeding.
- 5) Click the **Register @ WAA** button, and complete the Web Application Access Registration form. Follow the instructions in the **Registration – Step 1** section on the **New User Registration** page.
- 6) Once your access has been approved, you will receive an email confirmation. (**NOTE:** It may take a day or so to receive an approval email.)
- 7) You do not need to wait for your WAA email confirmation to register with SGITA. (See Step 2).



The screenshot shows the EPA website header with navigation links for Environmental Topics, Laws & Regulations, and About EPA. A search bar is present on the right. Below the header, the page title is 'SGITA' and the breadcrumb trail is 'You are here: \ EPA Home \ Home'. The main content area is divided into two columns. The left column has a blue header 'Welcome to the State Grant Workplan and Progress Report Database' and contains introductory text about the SGITA application. The right column has a blue header 'SGITA Links' and contains a list of links: 'Login', 'New User Registration' (circled in red), 'SGITA Application User Guide', 'SGITA Project Officer Guide', 'Frequently Asked Questions', and 'Contact Us (SGITA@epa.gov)'. There is also an Adobe Reader icon and a link to 'Contact Us (SGITA@epa.gov)' at the bottom of the right column.

Figure 1 – New User Registration Link

- 8) Complete the **New User Registration** form. (See Figure 2 below.) Then click **Register**.

**Registration - Step 2**

First Name: \*

Last Name: \*

E-mail Address: \*

Instructions: Enter your epa.gov email address. If you do not have epa.gov email, use the email address registered with Login.gov.

Confirm E-mail: \*

Phone: \*

Agency: \*  
 EPA  
 OMB  
 State or Local Government

Justification: \*

**User Agreement**

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

• Click "I Agree"

I Agree

Figure 2 – SGITA Registration Page

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

- 9) Once your registration is approved, you will receive a confirmation email, and you will have access to SGITA based on your role.
- 10) You must have both a confirmation email for access to SGITA and an EPA PIV card or Login.gov account to access SGITA.

## Search for Grant Information

To access the SGITA database, click **Login**. This will open the **Select a Login Method** page. EPA users may login with a PIV Card. Alternately, users may select Login.gov and login with an email address and multi-factor authentication. EPA Users who are already logged into an EPA computer with a PIV Card may be logged into SGITA automatically.

Welcome to the State Grant Workplan and Progress Report Database

The State Grant IT Application (SGITA) was created in response to Grants Policy Issuance (GPI) 11-03, "State Grant Workplans and Progress Reports." The policy was developed by the State Grant Workplan Workgroup and was designed 1) enhance accountability for achieving grant performance objectives; 2) ensure that State grants are aligned with the Agency's Strategic Plan; and 3) provide for more consistent performance reporting. To achieve those objectives, the GPI requires that workplans and associated progress reports prominently display three "Essential Elements": the EPA Strategic Plan Goal; the EPA Strategic Plan Objective; and Workplan Commitments plus time frame.

The GPI applies to the fourteen State grant programs previously subject to the State Grant Performance Measures Template. It supplements, but in no way supersedes, existing workplan requirements in 40 C.F.R. Part 35 Subpart A. The effective date of the GPI is October 1, 2012.

Awards made under Program Code "I" for State and Tribal Underground Storage Tanks Program utilizing ST&G funds

SGITA Links

- Login**
- New User Registration
- SGITA Application User Guide
- SGITA Project Officer Guide
- Get ADOBE® READER®
- Frequently Asked Questions
- Contact Us (SGITA@epa.gov)

Figure 3 – Login Link

Once you have logged in, you 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 Officer that is assigned to the grant.

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

EPA View

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, C9 - Nonpoint Source Implementation Program, CU - Beach Monitoring and Notification Program Implementation G, D - Hazardous Waste Management State Program, E - Consolidated Pesticide Enforcement Cooperative Agreements, F - State Public Water System Supervision, G - State Underground Water Source Protection (UIC), I - WPC State and Interstate Program Support (Section 106), K - Toxic Substances Compliance Monitoring Cooperative Agreements, K1 - State Indoor Radon Grants, K3 - PCB State Enhancement Grant Program, L - STATE and TRIBAL Underground Storage Tanks Program, PB - State Lead Grants, RP - State and Tribal Response Program Grants

Grant Number (8 digits): [Input Field]

Project Officer: --All Project Officers--

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

State: --Select State--

Status: -- Select Status --

Goal: --Select Goal --

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

Applicant Name: All Applicants, AA CO - Anne Arundel Co, AADA - African American Development Assn., ACHD - Allegheny County Health Department, ADA - AZ Dept of Agriculture

Search [Clear Filters]

Data Elements View

Download

Grant Number	Applicant Name	State	AAShip/Region	Project Officer	Grant Program	Media	Strategic Goal	Strategic Objective	Project Period Start Date	Project Period End Date	Project Title	Closeout Date
00001201	OR DEPT. OF ENVIRON. QUALITY	OR			A	N	-	-	07/01/1972	06/30/1973		06/30/1973

Figure 4 – SGITA Search Page



SGITA will display the results below the filters.

Data Elements View												
Download												
Grant Number	Applicant Name	State	AA Ship/Region	Project Officer	Grant Program	Media	Strategic Goal	Strategic Objective	Project Period Start Date	Project Period End Date	Project Title	Closeout Date
00030613	IDWR - ID Dept of Water Resources	ID	Region 10	EVAN OSBORNE	G	Water	1 - Core Mission	1.2 - Provide for Clean and Safe Water	07/01/2019	11/30/2021	Underground Injection Control	
00030614	IDWR - ID Dept of Water Resources	ID	Region 10	EVAN OSBORNE	G	Water	-	-	07/01/2021	06/30/2023	Underground Injection Control Grant - Idaho Department of Water Resources 2021-2023	
00031220	OHA - Oregon Health Authority	OR	Region 10	NEVERLEY WAKE	F	Water	1 - Core Mission	1.2 - Provide for Clean and Safe Water	10/01/2019	03/30/2022	State Public Water System Supervision	

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**

Grant Program: **G**  
Grant Number: **00030613**  
Applicant Name: **IDWR - ID Dept of Water Resources**  
State: **ID**  
AAShip/Region: **10**  
Media: **Water**  
Project Officer: **EVAN OSBORNE**  
Essential Element I - Strategic Goal: **1 - Core Mission**  
Essential Element I - Strategic Objective: **1.2 - Provide for Clean and Safe Water**  
Project Period Start Date: **07/01/2019**  
Project Period End Date: **11/30/2021**  
Project Title: **Underground Injection Control**  
Closeout Date:

[Back to Search](#)

**Workplans** [Add Workplan](#)

**Progress Reports** [Add Progress Report](#)

No Workplans

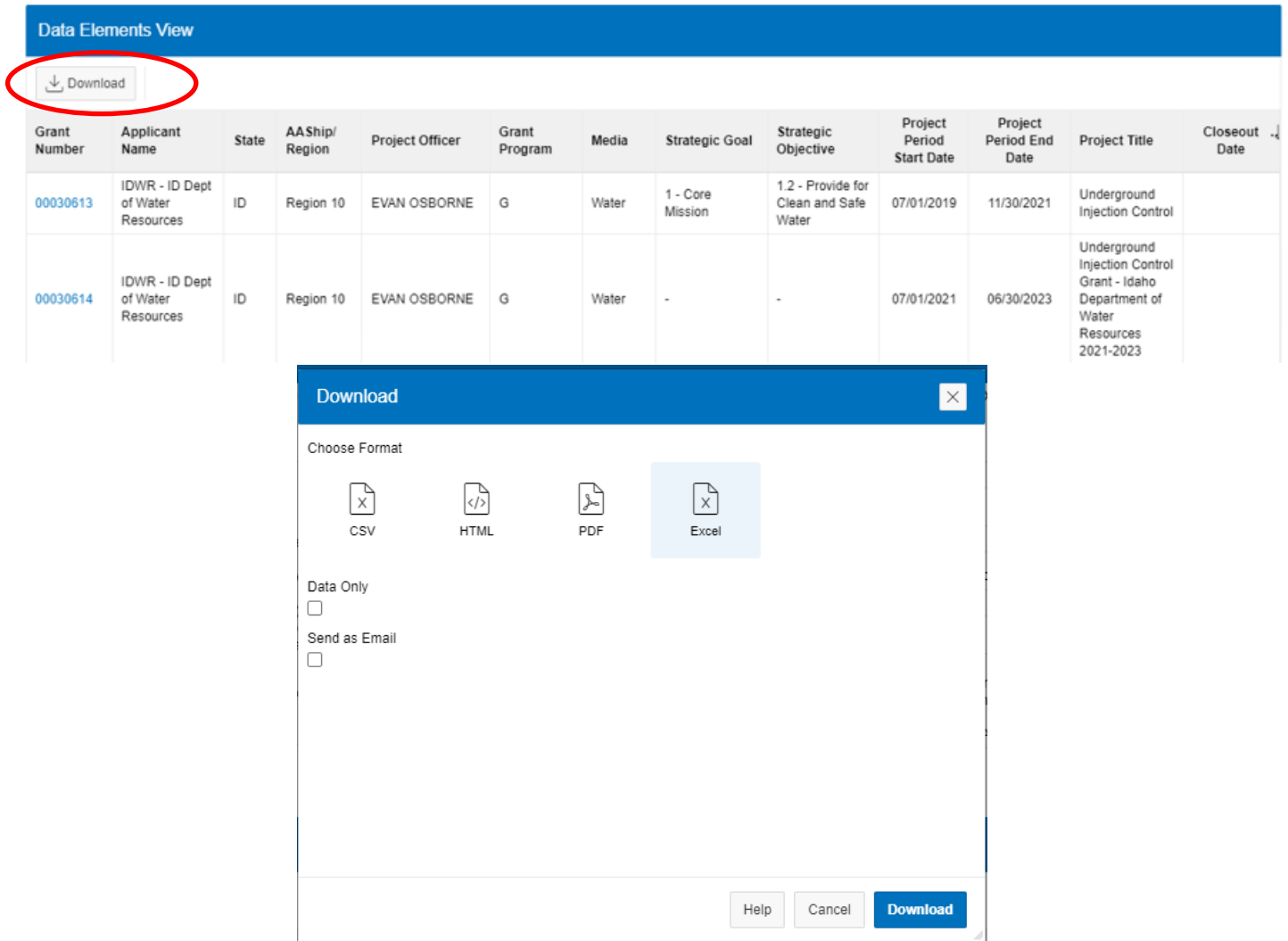
No Progress Reports

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

Click the **Download** button to export search results to Excel or PDF format.



**Data Elements View**

Download

Grant Number	Applicant Name	State	AAShip/Region	Project Officer	Grant Program	Media	Strategic Goal	Strategic Objective	Project Period Start Date	Project Period End Date	Project Title	Closeout Date
00030613	IDWR - ID Dept of Water Resources	ID	Region 10	EVAN OSBORNE	G	Water	1 - Core Mission	1.2 - Provide for Clean and Safe Water	07/01/2019	11/30/2021	Underground Injection Control	
00030614	IDWR - ID Dept of Water Resources	ID	Region 10	EVAN OSBORNE	G	Water	-	-	07/01/2021	06/30/2023	Underground Injection Control Grant - Idaho Department of Water Resources 2021-2023	

**Download**

Choose Format

CSV HTML PDF Excel

Data Only

Send as Email

Help Cancel Download

Figure 7 – Download 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).



## Frequently Asked Questions

### 1. Why is my grant missing from SGITA?

SGITA includes only these grant programs:

- A - Air Pollution Control Program Support
- BG - Performance Partnership Grants
- C9 - Nonpoint Source Implementation Program
- CU - Beach Monitoring and Notification Program Implementation Grants
- D - Hazardous Waste Management State Program
- E - Consolidated Pesticide Enforcement Cooperative Agreements
- F - State Public Water System Supervision
- G - State Underground Water Source Protection (UIC)
- I - WPC State and Interstate Program Support (Section 106)
- K - Toxic Substances Compliance Monitoring Cooperative Agreements
- K1 - State Indoor Radon Grants
- K3 - PCB State Enhancement Grant Program
- PB - State Lead Grants
- RP - State and Tribal Response Program Grants

Program Code "L" for State and Tribal Underground Storage Tanks Program is no longer required to submit workplans and progress reports to SGITA as it is not an applicable program under GPI 11-03.

SGITA does not include Tribal grants.

If you are a State or Local government employee, you may access grants for your office only. Rarely, special requests are granted to allow you to view all grants in your state. If you believe you should be able to view additional grants, please contact us at [SGITA@epa.gov](mailto:SGITA@epa.gov).

### 2. Why are State and Tribal Underground Storage Tanks grants missing from SGITA?

Program Code "L" for State and Tribal Underground Storage Tanks Program is no longer required to submit workplans and progress reports to SGITA as it is not an applicable program under GPI 11-03.

### 3. How do I register for SGITA?

Please follow the instructions on the [New User Registration](#) form. If you are an EPA employee, skip directly to Step 2.

### 4. What is my Username and Password?

EPA employees and contractors: Login with PIV card or Login.gov account registered with your EPA email address. You must register to access SGITA.



OPM, State and Local government employees: use Login.gov to login with your email address and multi-factor authentication. You will receive SGITA permissions within 1-3 business days of submitting a registration request.

## 5. Why can't I upload a workplan or progress report?

Only the project officer assigned to a grant may upload documents. If the project officer is on leave of absence, the grant may be reassigned to a different project officer in IGMS. The updated project officer will appear in SGITA the next day.

If you are listed as project officer on the grant, you should be able to upload documents. From **the State Grants Search** screen, click the grant number. On the Workplan and Progress Reports page, you should have Add and Delete buttons. If the Add and Delete buttons are missing, fill in the **Contact Us** form at <https://sgita.epa.gov/ords/sgita/f?p=SGITA:SEARCH>.

The **Add** button opens a new popup window. Make sure your browser allow popups. There may be a warning message in your browser asking whether you want to allow popups for this site.

The **Add Workplan / Add Progress Report** popup window may be hidden behind your main browser window.

Large files may take a long time to upload from the **Add Workplan / Add Progress Report** popup window. Wait patiently for the file to complete uploading, especially from a remote location. When the upload is finished, the message "New file has been added successfully" will appear at the top of the popup window.

The list of uploaded files will refresh after you close the **Add Workplan / Add Progress Report** popup window.

## 6. What types of documents may I upload?

Common document files are acceptable, with these file extensions: *.pdf*, *.doc*, *.docx*, *.txt*, *.htm*, *.html*, *.xls*, and *.xlsx*. Zip files and executable files are not acceptable.

## 7. Is there a limit to the number of files that can be uploaded?

No. You may upload as many documents as you want. Previously, SGITA showed only the first 15 files uploaded. That limitation has been fixed.

## 8. Why do I receive an "IGMS - SGITA Quarterly Reporting Notification" email for a grant without a quarterly reporting requirement?

The "IGMS/NGGS - SGITA Quarterly Reporting Notification" email is generated by NGGS, not by SGITA. Some grants do not require quarterly reporting, but the project officer receives this email anyway. Entry of the progress reports is only required based on the terms and conditions of the award.

## 9. How do I contact the SGITA support team?

Fill in the **Contact Us** form at <https://sgita.epa.gov/ords/sgita/f?p=SGITA:SEARCH>, or email us at [SGITA@epa.gov](mailto:SGITA@epa.gov).