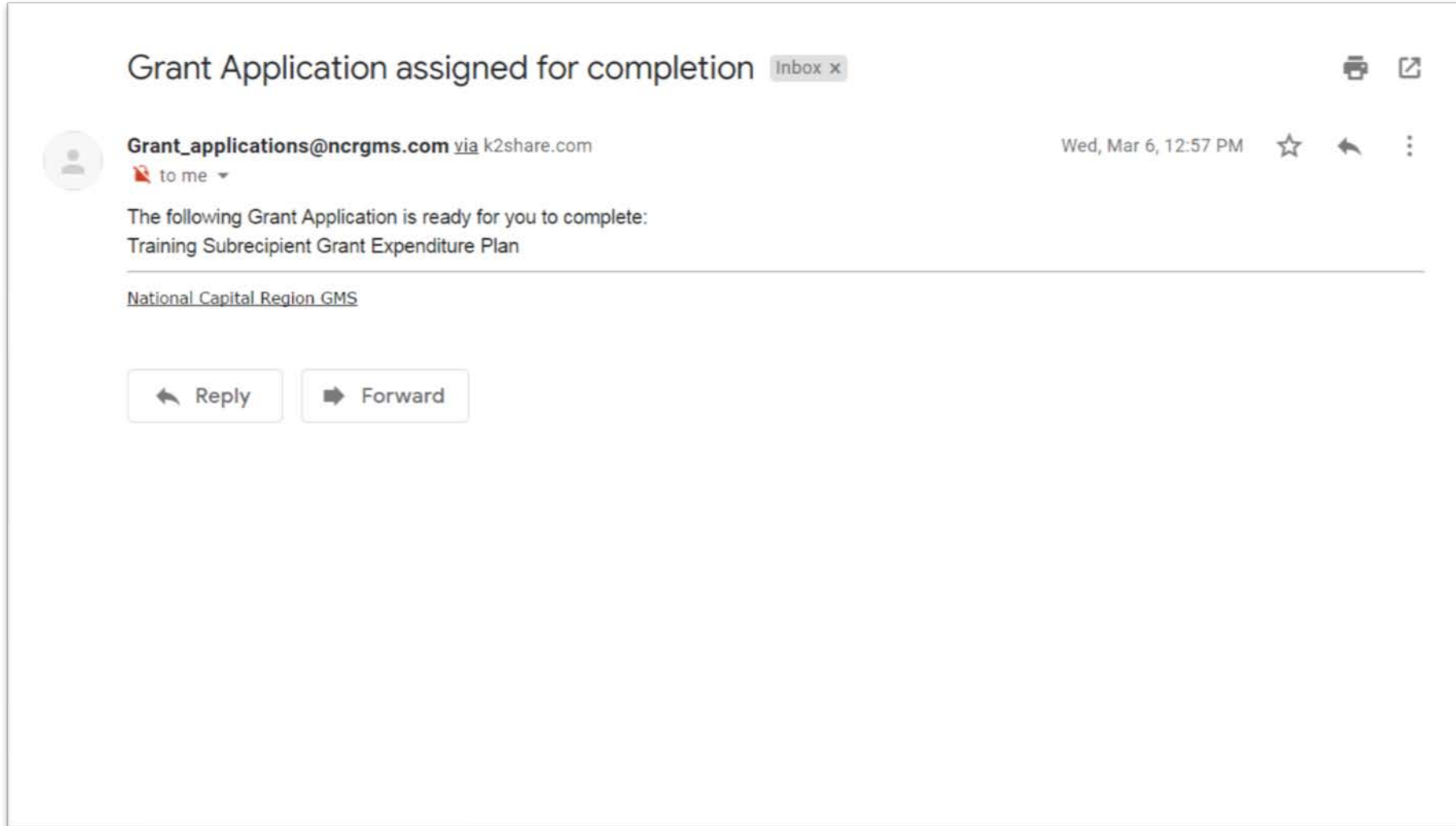


BUILD A GRANT APPLICATION

THIS GUIDE SHOWS HOW TO ADD PROJECT DETAILS TO A NEW GRANT
APPLICATION

Email Notification: Grant Application Assigned for Completion



The SAA will create the Grant Application prior to issuing the award.

You will receive an email notification at start of the grant application process.

Once the subrecipient has received their notification of award , they should log into NCR|GMS to begin the process.


Once the SAA has issued the subaward, the subrecipient has 60 days to build and submit their expenditure list in NCR|GMS.

Step 1: From the dashboard, the subrecipient will see a list of available Grant Applications at the bottom of the screen. Click the [\[edit\]](#) hyperlink to the right of the Title of the Grant Application you are working on.

Training Progress Report

Status: **Build**
Grant Amount: \$500,000.00

- Uncommitted -- \$500,000.00
- Needs POE -- \$0.00
- Invoiced -- \$0.00
- Change Requested -- \$0.00
- Review -- \$0.00
- On-Order -- \$0.00
- Complete -- \$0.00



PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
Expenditure List Items	0	0	0	0
		Build	At SAA	Approved
Grant Applications		1	0	0
	Build	Submitted	Verified	Completed
Reimbursement Requests	33	0	0	0
		Pending	Submitted	Paid
Voucher Requests		0	0	0

GRANT APPLICATIONS

Title	Grant Number	Award	Status	
Training Subrecipient Grant Expenditure Plan	18TRAIN116	\$500,000.00	Build	[edit]

[Click here for Information Page](#)

Step 2: The Grant Application screen shows all approved projects and their award amount. To create the budget, click [\[edit\]](#).

GRANT APPLICATION [\[print application \]](#)
denotes required

Grant Number: **18TRAIN116**
Subgrantee: **Training Subrecipient**
Application Title: >> Training Subrecipient Grant Expenditure Plan
Point of Contact (L,F): >> Woodall, Rachel
E-mail: >> hsema.grant@gmail.com
Phone: >> 2023138767
Grant Award: Training \$500,000.00 Allocated: \$0.00
App Status: Build [\[view expenditure list \]](#)

INDIRECT COST

Responses in this section will impact the allowed indirect rate on your award agreement. If you have any questions about how to complete this section please contact your SAA.

If you have an approved indirect cost rate check Yes. SPARS will then require you to enter the approved indirect rate and the expiration date. SPARS will also require you to attach a copy of your approval letter.

If you do not have an approved indirect rate check No. You will then be asked if you ever had an approved rate.

If your answers are No and Yes you indicated that you do not have an approved indirect cost rate and you have had an approved rate but it has expired. By rule your allowed rate will be zero (0) by default.

If your answers are No and No you indicated that you do not have an approved indirect cost rate and you have never had an approved rate. By rule your allowed rate will be ten percent (10) by default.

Do you have a current indirect cost rate? Yes No
Have you ever had an approved rate? Yes No
Your approved rate is: 0.0000 %

PROJECTS

Project	Subgrant No.	Project Value	Allocation	
Interoperable Communications Infrastructure (ICI) (Continuation)	18TRAIN116-01	\$300,000.00	\$0.00	[edit]
Cybersecurity Regional Coordination	18TRAIN116-02	\$200,000.00	\$0.00	[edit]
Project Value Total:		\$500,000.00	\$0.00	

APPLICATION NOTES

Subgrantee Grant Application Notes: [Add Note](#)

Attached Documents [Attach Document](#) Attach documents to this grant application.

ACTIONS

[Save](#) Save grant application changes
[Submit](#) Submit this application to SAA for review.
[Cancel](#) Cancel application changes.

Subrecipients must identify if they have an approved Indirect Cost Rate agreement. If so, enter the approved rate.

Subrecipients must provide a copy of their approved Indirect Cost Rate agreement to the SAA via NCR.SAA@dc.gov.

Step 3: To add a new item, click the [\[add new expenditure/service\]](#) hyperlink.

GRANT APPLICATION

[\[view project \]](#)

Grant Number: 18TRAIN116 (Training Subrecipient)
Application Title: Training Subrecipient Grant Expenditure Plan
Project: Cybersecurity Regional Coordination
Subgrant Number: 18TRAIN116-02

Grant	Project Value	Allocated	Remaining
Training	\$200,000.00	\$0.00	\$200,000.00

PROJECT EXPENDITURES

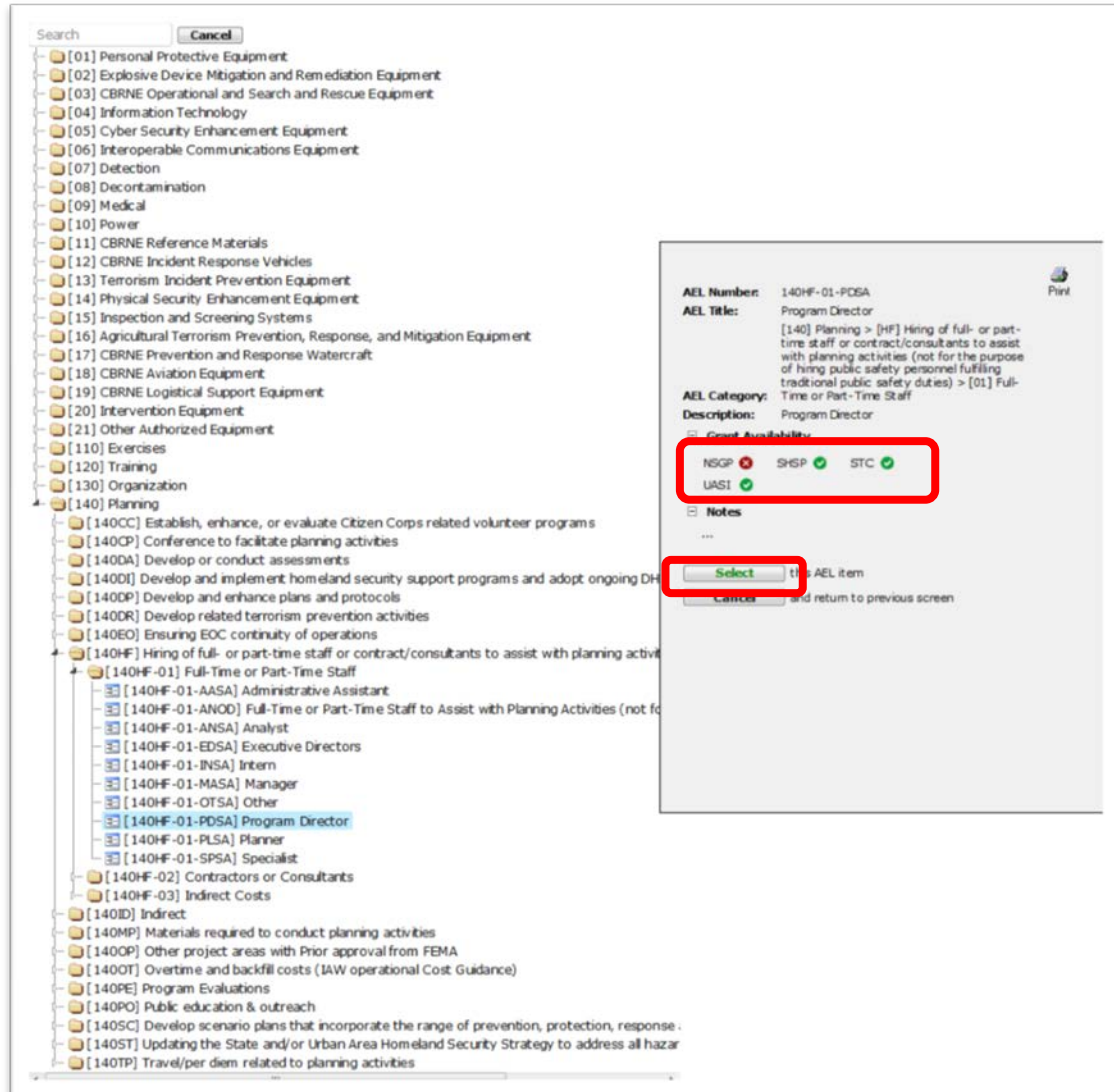
[\[add new expenditure/service \]](#)

Expenditures	Qty	Cost	Total
<i>No expenditures currently in list</i>			

ACTIONS

- [Grant App](#) Return to the Grant Application.
- [Return](#) Return to the Grant Application Manager.

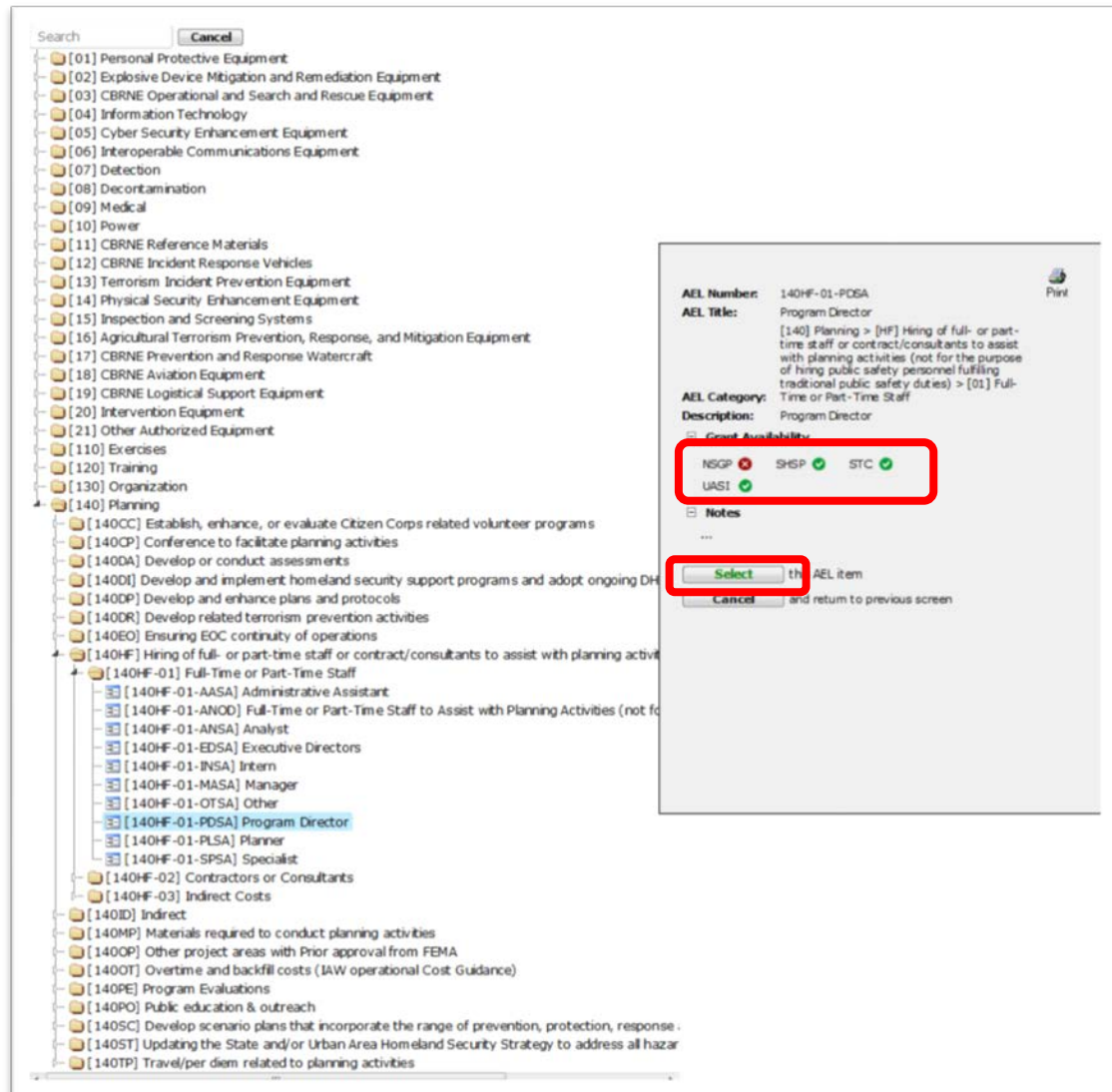
Step 4: On the Authorized Equipment List (AEL) screen, select the **AEL** code associated with the item being added.



Subrecipients must identify proposed equipment and supplies with the corresponding AEL code where one exists, and if it does not exist, the subrecipient must notify the SAA in order to get written approval. Each DHS grant program has an AEL and the subrecipient must ensure they reference the correct AEL when developing their spend plan.

If the grant program does not have a green check mark, it is not allowable.

Step 4: On the Authorized Equipment List (AEL) screen, select the **AEL** code associated with the item being added.



- AEL categories #1-#21 are for equipment purchases. Items entered with a unit price of over \$5,000 will be flagged as capitalized equipment, and at the time of submitting reimbursement, a serial number for the equipment will be requested.
- AEL categories #110, #120, #130, and #140 are for other allowable exercise, training, organization, and planning purchases. These categories will not require serial numbers during the reimbursement process.
- Please use the AEL code (140.HF.01.OTSA) Other for Management & Administration (M&A) Costs.

Step 5: Grant Application – Expenditure Item

GRANT APPLICATION
Grant App: Training Subrecipient Grant Expenditure Plan
Grant Number: 18TRAIN16
Project: Interoperable Communications Infrastructure (ICI) (Continuation)
Subgrant Number: 18TRAIN16-01

EXPENDITURE ITEM
AEL category: (140.HF.01.PDSA) Program Director
Expenditure: Program Director

A

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AC	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	0	\$0.00	\$0.00
HC	EHA	PH	GA	CYB	NP	RTS				

B

Grant	Project Value	Allocated	Remaining	Assigned
Training	\$300,000.00	\$0.00	\$300,000.00	\$0.00
Total:	\$300,000.00			\$0.00
Required:				\$0.00
Delta:				\$0.00

C

Please identify if this item is deployable or shareable: Deployable Shareable

THIRA/SPA Information:
Please identify if this item is sustaining/maintaining an existing capability or building a new capability: Sustain/maintain Build new capability
Please identify the primary capability this item supports: Common: Planning

EXPENDITURE NOTES
Subgrantee Notes:
Attached Documents: [Attach Document](#) Attach documents to this expenditure item.

ACTIONS
[Save](#) Save changes and return to the grant application.
[Return](#) Cancel changes.

- A** Identify your discipline (an explanation can be found at the bottom of the page) and enter a **Quantity of 1** in the appropriate box to allow multiple invoicing.
- B** Enter the **Unit Cost** for the item.
- C** Ensure the amount **Assigned** equals the total for the request and uses only grant funds. If not, an **[auto adjust]** hyperlink will appear to correct this issue.

Step 5: Grant Application – Expenditure Item

GRANT APPLICATION
Grant App: Training Subrecipient Grant Expenditure Plan
Grant Number: 18TRAI116
Project: Interoperable Communications Infrastructure (ICI) (Continuation)
Subgrant Number: 18TRAI116-01

EXPENDITURE ITEM
AEL category: (140.HF.01.PDSA) Program Director
Expenditure: Program Director
Program Director

Discipline								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	\$115,000.00	\$115,000.00
HC	EMA	PH	CA	CYB	NP	RIS				
	1									

Grant	Project Value	Allocated	Remaining	Assigned
Training	\$300,000.00	\$300,000.00	\$0.00	\$115,000.00
Total:	\$300,000.00			\$115,000.00
Required:				\$115,000.00
Delta:				\$0.00

Please identify if this item is deployable or shareable:

Deployable **Shareable**

THIRA/SPA Information:
Please identify if this item is sustaining/maintaining an existing capability or building a new capability:
Please identify the primary capability this item supports:

Sustain/maintain Build new capability
Common: Planning

EXPENDITURE NOTES

Subgrantee Notes:

Attached Documents
[Attach Document](#) Attach documents to this expenditure item.

ACTIONS

Save changes and return to the grant application.
 Cancel changes.

- D** Check your project management plan for the appropriate response.
- E** Skip this section.
- F** Click the **Save** button in the Actions section to add this request to the expenditure list.

Step 6: Grant Application – Project Expenditures

GRANT APPLICATION

[\[view project \]](#)

Grant Number:	18TRAIN116 (Training Subrecipient)
Application Title:	Training Subrecipient Grant Expenditure Plan
Project:	Interoperable Communications Infrastructure (ICI) (Continuation)
Subgrant Number:	18TRAIN116-01

Grant	Project Value	Allocated	Remaining
Training	\$300,000.00	\$300,000.00	\$0.00

PROJECT EXPENDITURES

[\[add new expenditure/service \]](#)

Expenditures	Qty	Cost	Total	
(140.MP.01.CPBL) Cell phones/Blackberry expenses required to directly support planning activities	1	\$3,600.00	\$3,600.00	[edit] [delete]
(120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training	1	\$5,000.00	\$5,000.00	[edit] [delete]
(130.HF.01.FPCC) Hiring of Full or Part-Time Staff or Contractors for Emergency Management Activities	1	\$4,000.00	\$4,000.00	[edit] [delete]
(120.HF.01.FPCC) Hiring of Full or Part-Time Staff or Contractors/Consultants to Assist with Training Activities	1	\$84,400.00	\$84,400.00	[edit] [delete]
(110.ID.01.IDCO) Indirect Costs	1	\$36,000.00	\$36,000.00	[edit] [delete]
(120.OE.01.OBFT) Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes	1	\$10,000.00	\$10,000.00	[edit] [delete]
(140.HF.01.PDSA) Program Director	1	\$115,000.00	\$115,000.00	[edit] [delete]
(06.CP.01.BASE) Radio, Base	1	\$36,000.00	\$36,000.00	[edit] [delete]
(130.TR.01.TAPD) Travel and Per Diem	1	\$6,000.00	\$6,000.00	[edit] [delete]
Total:			\$300,000.00	

ACTIONS

<input type="button" value="Grant App"/>	Return to the Grant Application.
<input type="button" value="Return"/>	Return to the Grant Application Manager.

The project expenditures must match the spend plan in the project management plan.

Step 7: Subrecipients must create the budget for all additional projects by clicking the appropriate [\[edit\]](#) button. Repeat Steps 2–6 for each project.

GRANT APPLICATION [\[print application \]](#)
» denotes required

Grant Number: 18TRAIN116
Subgrantee: Training Subrecipient
Application Title: » Training Subrecipient Grant Expenditure Plan
Point of Contact (L,F): » Woodall, Rachel
E-mail: » hsema.grants@gmail.com
Phone: » 2023138767
Grant Award: Training \$500,000.00 Allocated: \$300,000.00
App Status: Build [\[view expenditure list \]](#)

INDIRECT COST

Responses in this section will impact the allowed indirect rate on your award agreement. If you have any questions about how to complete this section please contact your SAA.

Do you have a current indirect cost rate? Yes No
Have you ever had an approved rate? Yes No
Your approved rate is: 0.0000 %

If you have an approved indirect cost rate check Yes. SPARS will then require you to enter the approved indirect rate and the expiration date. SPARS will also require you to attach a copy of your approval letter.
If you do not have an approved indirect rate check No. You will then be asked if you ever had an approved rate.
If your answers are No and Yes you indicated that you do not have an approved indirect cost rate and you have had an approved rate but it has expired. By rule your allowed rate will be zero (0) by default.
If your answers are No and No you indicated that you do not have an approved indirect cost rate and you have never had an approved rate. By rule your allowed rate will be ten percent (10) by default.

PROJECTS

Project	Subgrant No.	Project Value	Allocation	
Interoperable Communications Infrastructure (ICI) (Continuation)	18TRAIN116-01	\$300,000.00	\$300,000.00	[edit]
Cybersecurity Regional Coordination	18TRAIN116-02	\$200,000.00	\$0.00	[edit]
Project Value Total:		\$500,000.00	\$300,000.00	

APPLICATION NOTES

Subgrantee Grant Application Notes:

Attached Documents

[Attach Document](#) Attach documents to this grant application.

ACTIONS

[Save](#) Save grant application changes
[Submit](#) Submit this application to SAA for review.
[Cancel](#) Cancel application changes.

Step 8: When all project budgets are built and match the approved project management plan, hit the **Submit** button for SAA review and approval.

[print application]
>> denotes required

GRANT APPLICATION

Grant Number: **18TRAIN116**
Subgrantee: **Training Subrecipient**
Application Title: >> Training Subrecipient Grant Expenditure Plan
Point of Contact (L,F): >> Woodall [i], Rachel
E-mail: >> hserna.grants@gmail.com
Phone: >> 2023138767
Grant Award: **Training \$500,000.00** Allocated: \$300,000.00
App Status: **Build** [view expenditures list]

INDIRECT COST

Responses in this section will impact the allowed indirect rate on your award agreement. If you have any questions about how to complete this section please contact your SAA.

Do you have a current indirect cost rate? Yes No
Have you ever had an approved rate? Yes No
Your approved rate is: 0.0000 %

If you have an approved indirect cost rate check Yes. SPARS will then require you to enter the approved indirect rate and the expiration date. SPARS will also require you to attach a copy of your approval letter.
If you do not have an approved indirect rate check No. You will then be asked if you ever had an approved rate.
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PROJECTS

Project	Subgrant No.	Project Value	Allocation	
Interoperable Communications Infrastructure (ICI) (Continuation)	18TRAIN116-01	\$300,000.00	\$300,000.00	[edit]
Cybersecurity Regional Coordination	18TRAIN116-02	\$200,000.00	\$0.00	[edit]
Project Value Total:		\$500,000.00	\$300,000.00	

APPLICATION NOTES

Subgrantee Grant Application Notes: [Add Note]

Attached Documents: [Attach Document] Attach documents to this grant application.

ACTIONS

[Save] Save grant application changes
[Submit] Submit this application to SAA for review.
[Cancel] Cancel application changes.

Grant Application being reviewed by the SAA

GRANT APPLICATION (currently under review at the SAA) [\[print application \]](#)

Grant Number: **18TRAIN116**

Subgrantee: **Training Subrecipient**

Application Title: 1 Expenditure Plan

Point of Contact: 1

E-mail: 1

Phone: 2023138767

Grant Award: Training **\$500,000.00** Allocated: \$500,000.00

App Status: **At SAA** [\[view expenditure list \]](#)

PROJECTS

Project	Subgrant No.	Project Value	Allocation	
Interoperable Communications Infrastructure (ICI) (Continuation)	18TRAIN116-01	\$300,000.00	\$300,000.00	[view]
Cybersecurity Regional Coordination	18TRAIN116-02	\$200,000.00	\$200,000.00	[view]
Project Value Total:		\$500,000.00	\$500,000.00	

APPLICATION NOTES

Subgrantee Grant Application Notes:

Attached Documents

[Attach Document](#) Attach documents to this grant application.

ACTIONS

[Cancel](#) Cancel application changes.

After the Grant Application has been submitted to the SAA, the Program Manager will review to make sure the items requested are in alignment with the PMP and all costs are allowable.

If there are any questions regarding the submission, the SAA may return the grant application to the subrecipient (with notes, requesting additional information or updates).

If changes are necessary, complete and resubmit to the SAA for approval. Until the SAA has approved the Grant Application, no requests for reimbursements can be submitted in the system.