BUILD A GRANT APPLICATION

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

Email Notification: Grant Application Assigned for Completion

+	Grant Application assigned for completion Inbox × Grant_applications@ncrgms.com via k2share.com	Wed, Mar 6, 12:57 PM	☆) ال	12 ::	The SAA will create the Grant Application prior to issuing the award.
	k to me ▼ The following Grant Application is ready for you to complete: Training Subrecipient Grant Expenditure Plan					You will receive an email notification at start of the grant
	National Capital Region GMS Reply Forward					 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 I: 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.

Status Grant Amount:					
Uncommitted \$500,000e00ew \$0.00					
Needs POE \$0.00 On-Order \$0.00					
Invoiced \$0.00 Complete \$0.00					
Change Requested \$0.00					
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NDING TASKS					
	Bu	ild	Needs POE	On-Order	Inv/Complete
xpenditure List Items	()	0	0	0
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rant Applications			1	0	0
	Bu	ild	Submitted	Verified	Completed
eimbursement Requests	3	3	0	0	0
			Pending	Submitted	Paid
oucher Requests			0	0	0
ANT APPLICATIONS					
le			nt Number	Award	Status
aining Subrecipient Grant Expenditure Plan		187	RAIN116	500,000.00	Build [edit]
	nformation Pag				

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

GRANT APPLICATIO						require
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: \$0.00					
App Status:	Build [siew.expenditure.list]					
INDIRECT COST						
	will impact the allowed indirect rate on your award agreement. If to complete this section please contact your SAA.	you have to	rou have an approved indirect cost enter the approved indirect rate an u to attach a copy of your approval	d the expiration date.		
Do you have a current ind	irect cost rate? 💮 Yes 💿 No		ou do not have an approved indired	ct rate check No. You	will then be aske	dif
Have you ever had an app	roved rate? 🔘 Yes 🖲 No	you	ever had an approved rate.			
Your approved rate is:	0.0000 %	ind	our answers are No and Yes you in irect cost rate and you have had a ur allowed rate will be zero (0) by d	n approved rate but it	ot have an appro has expired. By r	ved ule
			your answers are No and No you ind	icated that you do not		
		ind	rect cost rate and you have never e will be ten percent (10) by defaul	had an approved rate t.	. By rule your allo	wed
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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 <u>NCR.SAA@dc.gov</u>.

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

rant Number:	18TRAIN116 (Training Subrecipient)	Grant	Project Value	Allocated	Remaining
pplication Title:	Training Subrecipient Grant Expenditure Plan	Training	\$200,000.00	\$0.00	\$200,000.00
roject:	Cybersecurity Regional Coordination				
Subgrant Number:	18TRAIN116-02				
214			Qty	[add new e	xpenditure/service
ROJECT EXPENDI	TURES		Qty		
	TURES No expenditures currently in list		Qty		xpenditure/service] Total
			Qty		
cpenditures			Qty		

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

rant Number: roject: ubgrant Numbe	18TRAIN116	cipient Grant Expenditu Communications Infrast 01		tinuation)				
XPENDITURE								
	40.HF.01.PDSA) P				\sim			
	Program Director							
	Dia	scipline Quantities		Qty Tet		Total Cost \$0.00		
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HC EN	A PH	GA CYB I	NP RTS				\frown	
	-		_					
		Grant	Project Value	Allocated	Remaining	Assigned		
		Training	\$300,000.00	\$0.00	\$300,000.00	\$0.00		
		Total	\$300,000.00			\$0.00		
		Required: Delta:				\$0.00		
						1000P2		
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Identify your discipline (an explanation can be found at the bottom of the page) and enter a **Quantity of I** in the appropriate box to allow multiple invoicing.

Enter the **Unit Cost** for the item.

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

Subgrant Number: 18TRAIN1	de Communications Infrast	ructure (ICI) (Conti	inuation)				
EXPENDITURE ITEM							
AEL category: (140.HF.01.PDS Expenditure: Program Direct							
Program Direct							
	Discipline Quantities		Qty Total	UnitCost	Total Cost		
AG LE EMS-NF	EMS-F FS H	IZ PW	PSC 1	\$115,000.00	\$115,000.00		
HC ENA PH	GA CYB N	IP RTS					
1							
	Grant	Project Value	Allocated	Remaining	Assigned		
	Training	\$300,000.00	\$300,000.00	\$0.00	\$115,000.00		
	Totak	\$300,000.00	Service .		\$115.000.00		
	Required:	4500,000.00			\$115,000.00		
	Delta:				\$0.00		
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THIRA/SPA Information: Please identify if this item is su or building a new capability: Please identify the primary cap EXPENDITURE NOTES	Septoryadae Jaerofies the availab jurisdictions: regions, mobiley of assets in a and can be used any via Emergency Manag aid/assistance agreed add/assistance agreed staining/maintaining an exist	, and the Nation: pro an area. An asset thi where in the United pement Assistance C ments. sting capability	vides information on at is physically mobile States and territories a mpacts or other mutu Sustain/maint ain	Provides inform asset in a regin be utilized as not physically Build new cap	ion ; identifies the az forced response wit a local, state, region deployable (i.e., fus ability	set's ability to augment a hin a region. An asset that a hal, or national capability. I ion canters).	nd can butis
THIRA/SPA Information: Please identify if this item is su or building a new capability: Please identify the primary cap EXPENDITURE NOTES	Septoryadae Jaerofies the availab jurisdictions: regions, mobiley of assets in a nand can be used any via Emergency Manag aid/assistance agrees aid/assistance agrees	, and the Nation: pro an area. An asset thi where in the United pement Assistance C ments. sting capability	vides information on at is physically mobile States and territories a mpacts or other mutu Sustain/maint ain	Provides inform asset in a regin be utilized as not physically Build new cap	ion ; identifies the az forced response wit a local, state, region deployable (i.e., fus ability	set's ability to augment a hin a region. An asset that a hal, or national capability. I ion canters).	nd can butis
deployable constantable: D IHIRA/SPA Information: Please identify if this item is su or building a new capability: Please identify the primary cap EXPENDITURE NOTES Subgrantee Notes: ACTIONS	Septoryadae Jaerofies the availab jurisdictions: regions, mobiley of assets in a nand can be used any via Emergency Manag aid/assistance agrees aid/assistance agrees	and the Nation pro- mares. An asset the where in the United perment Assistance C ments. sting capability	vides information on ti physically mobile States and territories ampacts or other mutu Sustain/maintain Common: Planning	Provides inform asset in a regin be utilized as not physically Build new cap	ion ; identifies the az forced response wit a local, state, region deployable (i.e., fus ability	set's ability to augment a hin a region. An asset that a hal, or national capability. I ion canters).	nd can butis

Check your project management plan for the appropriate response.

ESkip this section.

Click the **Save** button in the Actions section to add this request to the expenditure list.

Step 6: Grant Application – Project Expenditures

rant Number:	18TRAIN116 (Training Subrecipient)	Grant	Project Value	Allocated	d Remaining
pplication Title:	Training Subrecipient Grant Expenditure Plan	Training	\$300,000.0	\$300,000	0.00 \$0.00
roject:	Interoperable Communications Infrastructure (ICI) (Continuation)				
ubgrant Number:	18TRAIN116-01				
OJECT EXPENDI	TURES			[add new ex	penditure/service
xpenditures		Qty	Cost	Total	
(140.MP.01.CPBL) Cell p	hones/Blackberry expenses required to directly support planning activities	1	\$3,600.00	\$3,600.00	[<u>edit</u>] [<u>delete</u>]
120.0C.01.OTHE) Expe	enses 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) Indire	ct Costs	1	\$36,000.00	\$36,000.00	edit] [delete]
120.0E.01.0BFT) Over approved training classe	time and backfill for emergency preparedness and response personnel attending FEMA-sponse es	ored and 1	\$10,000.00	\$10,000.00	edit] [delete]
140.HF.01.PDSA) Progr	ram 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) Trav	el and Per Diem	1	\$6,000.00	\$6,000.00	[<u>edit</u>] [<u>delete</u>]
			Total:	\$300,000.00	
TIONS		ne project ex	pondituros	must	
Grant App		• •	•		
Grain App	Retart to the Grant Application.	match the spo	end plan in	the	

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 Number:				
tak manager and a set	18TRAIN116			
Subgrantee: Application Title: >>	Training Subrecipient			
Application Title: >> Point of Contact (L.F): >>				
	hsema.grant.s@gmail.com			
	2023138767			
Grant Award:	Training \$500,000.00 Allocated: \$300,000.00			
App Status:	Build [view_expenditure_list]			
App Status.	name [Mest schemente war]			
NDIRECT COST				
	will impact the allowed indirect rate on your award agreement. If you have to complete this section please contact your SAA.	If you have an approved indirect cost ra to enter the approved indirect rate and you to attach a copy of your approval l	the expiration date.	
Do you have a current ind	irect cost rate? 🔘 Yes 💿 No	If you do not have an approved indirect	rate check No. You	will then be asked if
Have you ever had an app	roved rate? 🕘 Yes 🔍 No	you ever had an approved rate.		
Your approved rate is:	0.0000 %	If your answers are No and Yes you ind		
		indirect cost rate and you have had an your allowed rate will be zero (0) by def		has expired. By rule
		If your answers are No and No you indic	ated that you do no	t have an approved
		indirect cost rate and you have never h rate will be ten percent (10) by default.	ad an approved rate	. By rule your allowed
PROJECTS				
Project	the state of the s	Subgrant No.	Project Value	Allocation
	tions Infrastructure (ICI) (Continuation)	18T RAIN116-01	\$300,000.00	\$300,000.00 [edit]
Cybersecurity Regional Co	portination	18T RAIN1 16-02	\$200,000.00	\$0.00 [edit]
		Project Value Totak	\$500,000.00	\$300,000.00
APPLICATION NOTE				
Subgrantee Grant Applic	cation Notes: Attac	hed Documents		
		Attach Document Attach documents	to this grant applicat	io n.
Add Note				
ACTIONS				
Save	Save grant application changes			
	Submit this application to SAA for review.			
Calman	SUDINE THIS ADDICATION TO SAA FOR REVIEW.			
Submit				

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

					require
Grant Number:	18TRAIN116				
Subgrantee:	Training Subrecipient				
Application Title:	>>> Training Subrecipient Grant Expenditure Plan				
oint of Contact (L,F)	:>> Woodall 🔄 , Rachel				
E-mail:	>> hsema.grant.s@gmail.com				
Phone:	>> 2023138767				
Grant Award:	Training \$500,000.00 Allocated: \$300,000.00				
App Status:	Build [view.exp.enditure.list.]				
NDIRECT COST					
	on will impact the allowed indirect rate on your award agreement. If you ow to complete this section please contact your SAA.	If you have an approved indirect cost in to enter the approved indirect rate and you to attach a copy of your approval	d the expiration date.		
Do you have a current	indirect cost rate? 🕐 Yes 💿 No	If you do not have an approved indirec	t rate check No. You	will then be aske	dif
Have you ever had an		you ever had an approved rate.			10.011 1
Your approved rate is:		If your answers are No and Yes you inc	feated that was do -	of have an average	had
		indirect cost rate and you have had an your allowed rate will be zero (0) by de If your answers are No and No you indi indirect cost rate and you have never rate will be ten percent (10) by default	efault. cated that you do no had an approved rate	t have an approv	ed
ROJECTS					
roject		Subgrant No.	Project Value	Allocation	
	nications Infrastructure (ICI) (Continuation)	Subgrant No. 18T RAIN116-01	Project Value \$300,000.00	Allocation \$300,000.00	[edit]
				\$300,000.00	[edit]
		18T RAIN1 16-01	\$300,000.00	\$300,000.00	
Interoperable Commun	I Coordination	18T RAIN1 16-01 18T RAIN1 16-02	\$300,000.00 \$200,000.00	\$300,000.00 \$0.00	
Interoperable Commun Cybersecurity Regiona	I Coordination	18T RAIN116-01 18T RAIN116-02 Project Value Total: Attached Documents	\$300,000.00 \$200,000.00	\$300,000.00 \$0.00 \$300,000.00	
Interoperable Commun Cybersecurity Regiona PPLICATION NO	I Coordination	18T RAIN116-01 18T RAIN116-02 Project Value Total: Attached Documents	\$300,000.00 \$200,000.00 \$500,000.00	\$300,000.00 \$0.00 \$300,000.00	
Interoperable Commun Cybersecurity Regiona PPLICATION NO Subgrantee Grant Ap	I Coordination	18T RAIN116-01 18T RAIN116-02 Project Value Total: Attached Documents	\$300,000.00 \$200,000.00 \$500,000.00	\$300,000.00 \$0.00 \$300,000.00	
Interoperable Commun Cybersecurity Regiona PPLICATION NO Subgrantee Grant Ap	I Coordination	18T RAIN116-01 18T RAIN116-02 Project Value Total: Attached Documents	\$300,000.00 \$200,000.00 \$500,000.00	\$300,000.00 \$0.00 \$300,000.00	
Interoperable Commun Cybersecurity Regions PPLICATION NO Subgrantee Grant Ap Add Note CTIONS Save	ATCOORDINATION	18T RAIN116-01 18T RAIN116-02 Project Value Total: Attached Documents	\$300,000.00 \$200,000.00 \$500,000.00	\$300,000.00 \$0.00 \$300,000.00	
Interoperable Commun Cybersecurity Regions PPLICATION NO Subgrantee Grant Ap Add Note	I Coordination TES plication Notes:	18T RAIN116-01 18T RAIN116-02 Project Value Total: Attached Documents	\$300,000.00 \$200,000.00 \$500,000.00	\$300,000.00 \$0.00 \$300,000.00	
Interoperable Commun Cybersecurity Regions PPLICATION NO Subgrantee Grant Ap Add Note CTIONS Save	ATCOORDINATION	18T RAIN116-01 18T RAIN116-02 Project Value Total: Attached Documents	\$300,000.00 \$200,000.00 \$500,000.00	\$300,000.00 \$0.00 \$300,000.00	

Grant Application being reviewed by the SAA

GRANT APPLICA	TION (currently under review at the SAA)			[print ap	plication
Grant Number:	18TRAIN116				
Subgrantee:	Training Subrecipient				
Application Title:	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]				
ROJECTS					
Project		Subgrant No.	Project Value	Allocation	
Interoperable Comm	unications Infrastructure (ICI) (Continuation)	18TRAIN116-01	\$300,000.00	\$300,000.00	[view
Cybersecurity Regio	nal Coordination	18TRAIN116-02	\$200,000.00	\$200,000.00	[view
		Project Value Total:	\$500,000,00	\$500.000.00	1

APPLICATION NOTES

Subgrantee Grant Application Notes:	Attached Documents	_
	Attach Document	Attach documents to this grant application.
TIONS		

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.