

HOW TO RETRIEVE AND SUBMIT AWARD

THIS GUIDE PROVIDES INSTRUCTIONS ON HOW TO RETRIEVE AND SUBMIT
SUBAWARD DOCUMENTS IN SAA.SP

Subaward Notification

- Subaward notifications are issued via SAA.SP.
- The primary and secondary point of contact for the project and the designated SAA program manager will receive the notification email.
- The notification contains two links.
 - Instructions on how to download the award letter from SAA.SP
 - Direct link to view the subaward details in SAA.SP

Your organization has been approved to receive the following Homeland Security Grant Program (HSGP) subaward from the District of Columbia Homeland Security and Emergency Management Agency (HSEMA), which is the DHS/FEMA designated State Administrative Agency (SAA) for this grant program.

Grant: **FY 2018 UASI**
Subrecipient: [REDACTED]
Title: [REDACTED]
ID: [REDACTED]
Amount: **\$128,500.00**
End Date: **5/31/2020**
SAA PM: [REDACTED]

The instructions provided at the link below will walk you through how to download the award letter from SAA.SP.

[View instructions.](#)

You can locate the award letter in SAA.SP using the following link:

[View Subaward Details in SAA.SP](#)

When you have downloaded the award letter and reviewed the associated subaward terms and conditions, your organization's authorization official should sign the letter accepting the subaward and you will upload the fully signed subaward agreement in CGMS by following the instructions linked above. Please return the fully signed subaward agreement within 30 days or notify your SAA Program Manager when your organization will be able to accept and return the subaward.

Please save a copy of the fully signed subaward agreement and the required terms and conditions and compliance documents in your files.

The authority to expend funds associated with this subaward is contingent on the following:

1. Any component of the project that requires Environmental and Historic Preservation (EHP) review must be submitted for review and approved in writing by FEMA prior to funds being expended on that activity.
2. A project management plan (PMP) must be submitted to the SAA and approved prior to submitting any requests for reimbursement. Any expenditure of funds must be consistent with this approved PMP.
3. The fully signed subaward agreement must be returned to the SAA prior to submitting any requests for reimbursement.
4. Full compliance with all of the terms, conditions, and requirements listed in this document and in the subaward agreement.

Please contact your SAA Program Manager if you have any questions about this subaward or the associated terms and conditions.

Subaward Details Page

- Direct link goes to subaward details page
 - Subaward Details
 - Project Management Plan
 - Award and Adjustments
 - Quarterly Status Reports
 - Information and Action Log
 - Equipment Purchases
 - Reimbursements

SAA.SP

Home

Subaward Details

Subaward ID :	18NSGP000-01
Grant Type :	NSGP
Grant Year :	2018
Subrecipient :	Training Subrecipient
Subaward Title :	Nonprofit Security Grant
Award :	\$75,000.00
Subaward Period of Performance Start Date :	9/1/2018
Subaward Period of Performance End Date :	9/30/2020
SAA :	Ross, Cembrye (HSEMA)

Project Management Plan

PMP :	Draft
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Award and Adjustments

Terms and Conditions	<ul style="list-style-type: none">• 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards• Subrecipient Handbook• FY 2018 DHS Nonprofit Security Grant Program Agreement Articles• FY 2018 DHS Standard Terms and Conditions• FY 2018 Nonprofit Security Grant Program Notice of Funding Opportunity• FY 2018 District of Columbia Homeland Security and Emergency Management Agency Terms and Conditions
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Quarterly Status Reports

No QSRs found

Information and Action Log

View All Information and Action Logs Add

Equipment Purchases

No equipment purchases found

View All Equipment Purchases Add Equipment

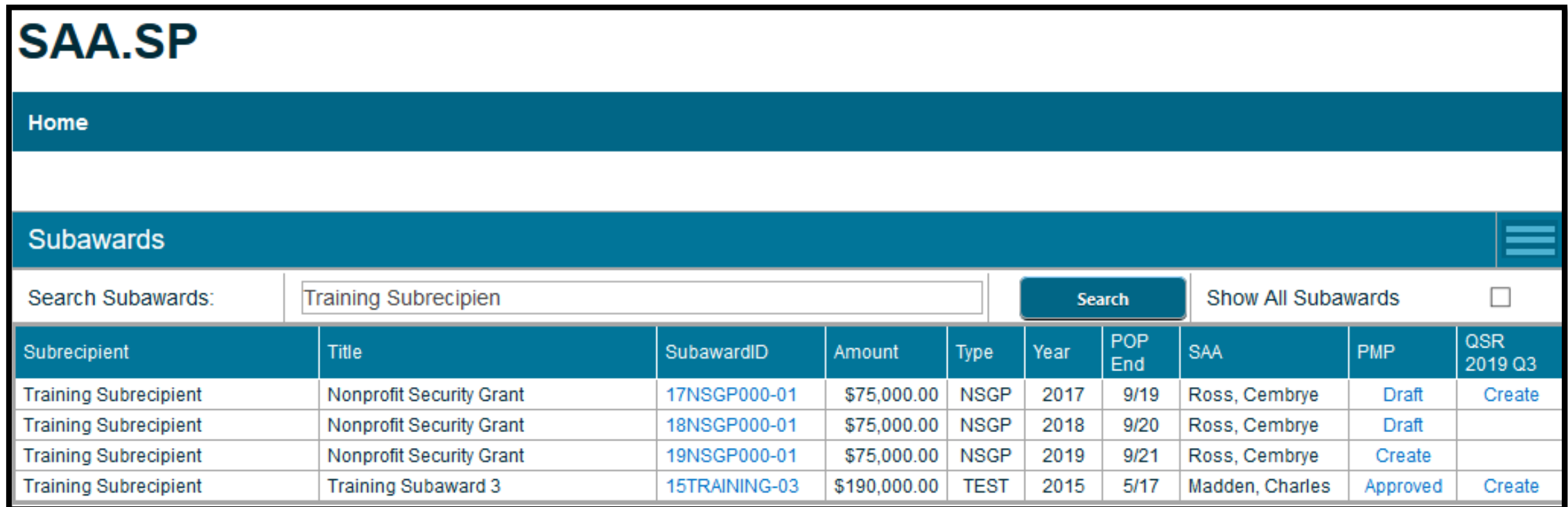
Reimbursements

No reimbursements found

View All Reimbursements

Subaward Access from Homepage

- You can also access the subawards from the homepage when you are already logged in



The screenshot shows the SAA.SP homepage. At the top left is the logo "SAA.SP". Below it is a "Home" button. The main section is titled "Subawards" and contains a search bar with the text "Training Subrecipien", a "Search" button, and a "Show All Subawards" checkbox. Below the search bar is a table with the following columns: Subrecipient, Title, SubawardID, Amount, Type, Year, POP End, SAA, PMP, and QSR 2019 Q3. The table contains four rows of data.

Subrecipient	Title	SubawardID	Amount	Type	Year	POP End	SAA	PMP	QSR 2019 Q3
Training Subrecipient	Nonprofit Security Grant	17NSGP000-01	\$75,000.00	NSGP	2017	9/19	Ross, Cembrye	Draft	Create
Training Subrecipient	Nonprofit Security Grant	18NSGP000-01	\$75,000.00	NSGP	2018	9/20	Ross, Cembrye	Draft	
Training Subrecipient	Nonprofit Security Grant	19NSGP000-01	\$75,000.00	NSGP	2019	9/21	Ross, Cembrye	Create	
Training Subrecipient	Training Subaward 3	15TRAINING-03	\$190,000.00	TEST	2015	5/17	Madden, Charles	Approved	Create

Step 1: Identify the desired subaward and click the hyperlink in the Subaward ID column to go to the Subaward Details page

SAA.SP

Home

Subawards

Search Subawards: Show All Subawards

Subrecipient	Title	SubawardID	Amount	Type	Year	POP End	SAA	PMP	QSR 2019 Q3
Training Subrecipient	Nonprofit Security Grant	17NSGP000-01	\$75,000.00	NSGP	2017	9/19	Ross, Cembrye	Draft	Create
Training Subrecipient	Nonprofit Security Grant	18NSGP000-01	\$75,000.00	NSGP	2018	9/20	Ross, Cembrye	Draft	
Training Subrecipient	Nonprofit Security Grant	19NSGP000-01	\$75,0						
Training Subrecipient	Training Subaward 3	15TRAINING-03	\$190,0						

SAA.SP

Home

Subaward Details

Subaward ID :	15TRAINING-03
Grant Type :	TEST
Grant Year:	2015
Subrecipient :	Training Subrecipient
Subaward Title :	Training Subaward 3
Award :	\$190,000.00
Subaward Period of Performance Start Date :	9/1/2015
Subaward Period of Performance End Date :	5/31/2017
SAA :	Madden, Charles (HSEMA)

Step 2: In the Award and Adjustments section, you will find the Terms and Conditions and the subaward document signed by the SAA

- Click on the document hyperlink to view the file
- Review and obtain appropriate signatures

Award and Adjustments						
Adjustment #	Type	Description	SAA Signed Document	Subrecipient Signed Document		
Terms and Conditions			<ul style="list-style-type: none">• FY 2015 Homeland Security Grant Program Notice of Funding Opportunity• FY 2015 District of Columbia Homeland Security and Emergency Management Agency Terms and Conditions• FY 2015 DHS Homeland Security Grant Program Agreement Articles• FY 2015 DHS Standard Terms and Conditions• 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards• Subrecipient Handbook			
0	Award		15Training-01 - Award		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

Step 3: Once you have obtained the appropriate signature, click the **Choose File** button to locate the document and the **Upload** button to attach the document

Award and Adjustments						
Terms and Conditions			<ul style="list-style-type: none">• FY 2015 Homeland Security Grant Program Notice of Funding Opportunity• FY 2015 District of Columbia Homeland Security and Emergency Management Agency Terms and Conditions• FY 2015 DHS Homeland Security Grant Program Agreement Articles• FY 2015 DHS Standard Terms and Conditions• 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards• Subrecipient Handbook			
Adjustment #	Type	Description	SAA Signed Document	Subrecipient Signed Document		
0	Award		15Training-01 - Award		<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

Step 4: Once you have successfully uploaded the subaward, the Subrecipient Signed Document column will be updated to reflect the signed version

Adjustment #	Type	Description	SAA Signed Document	Subrecipient Signed Document		
0	Award		15Training-01 - Award	15Training-01 - Signed Award Letter	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

- If you wish to upload a different version of the subaward later, click the Choose File button and repeat the process; doing so will overwrite the existing document. If you have any questions, contact your SAA Program Manager.