

REQUEST A NEW EXPENDITURE

THIS GUIDE SHOWS HOW TO ADD A NEW EXPENDITURE LINE

STEP 1: FROM THE HOME SCREEN, CLICK THE **EXPENDITURE LIST ITEMS** HYPERLINK UNDER THE PENDING TASKS SECTION

TRAINING 2006 UASI Progress Report
 Status: **Approved**
 Grant Amount: \$1,211,000.00

- Uncommitted -- \$126750.00
- Review -- \$100000.00
- Needs POE -- \$0.00
- On-Order -- \$803975.00
- Invoiced -- \$180275.00
- Complete -- \$0.00
- Change Requested -- \$0.00

PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
Expenditure List Items	0	0	13	37
		Build	At SAA	Approved
Grant Applications		0	0	2
	Build	Submitted	Verified	Completed
Reimbursement Requests	33	1	0	0
		Pending	Submitted	Paid
Voucher Requests		0	0	0

GRANT APPLICATIONS

Title	Grant Number	Award	Status
more...			

[Click here for Information Page](#)

STEP 2: ON THE SUBGRANTEE EXPENDITURE LIST SCREEN. CLICK THE [REQUEST NEW EXPENDITURE] HYPERLINK TO BEGIN THE PROCESS OF ADDING A NEW ITEM.

SUBGRANTEE EXPENDITURE LIST [\[Excel \]](#) [\[PDF \]](#) [\[FoI Report \]](#) [\[Progress Report \]](#)

Keywords:

Region: District of Columbia

Subgrantee: TRAINING Fairfax County Police Department

Project: **Enhance capabilities to respond to all-hazards events** ▼

Item Status: - Filter by Item Status - ▼

Sort Order: Item status - Build to Complete ▼

Group by Project Show Cancelled Items

Grant Number: **6UASI116**

Grant Application: **Approved** [\[view grant application \]](#)

Grant Period: 01-Jan-2005 to 31-Dec-2063

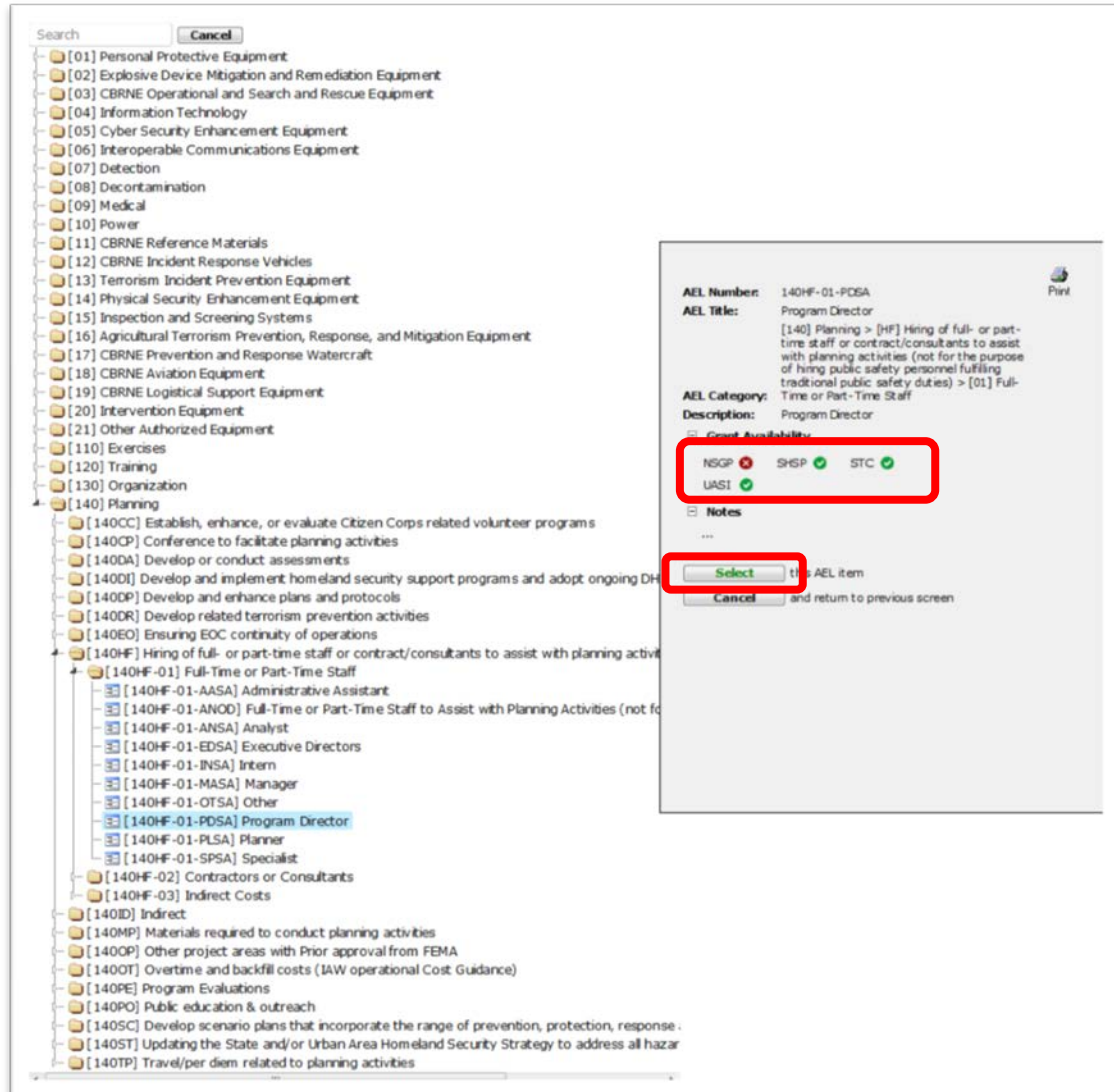
TRAINING FAIRFAX COUNTY POLICE DEPARTMENT EXPENDITURE LIST [\[request new expenditure \]](#)

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State	
Project: Enhance capabilities to respond to all-hazards events								[details]
(04.02.01.0) Hardware, Computer, Integrated	Laptops	On-Order	1	\$80,000.00	\$80,000.00	Needs Invoice	No Invoice	[edit]
Project Expense Total:					\$80,000.00			
Project Total Award:					\$100,000.00			
Project Uncommitted Funds:					\$20,000.00			

Tip: If you have multiple projects you must filter the list by selecting a specific project from the Project dropdown menu at the top of the screen. Also, you will only be able to add a new expenditure if you have funding that has not yet been committed.

All current expenditure items will be listed on the expenditure list screen.

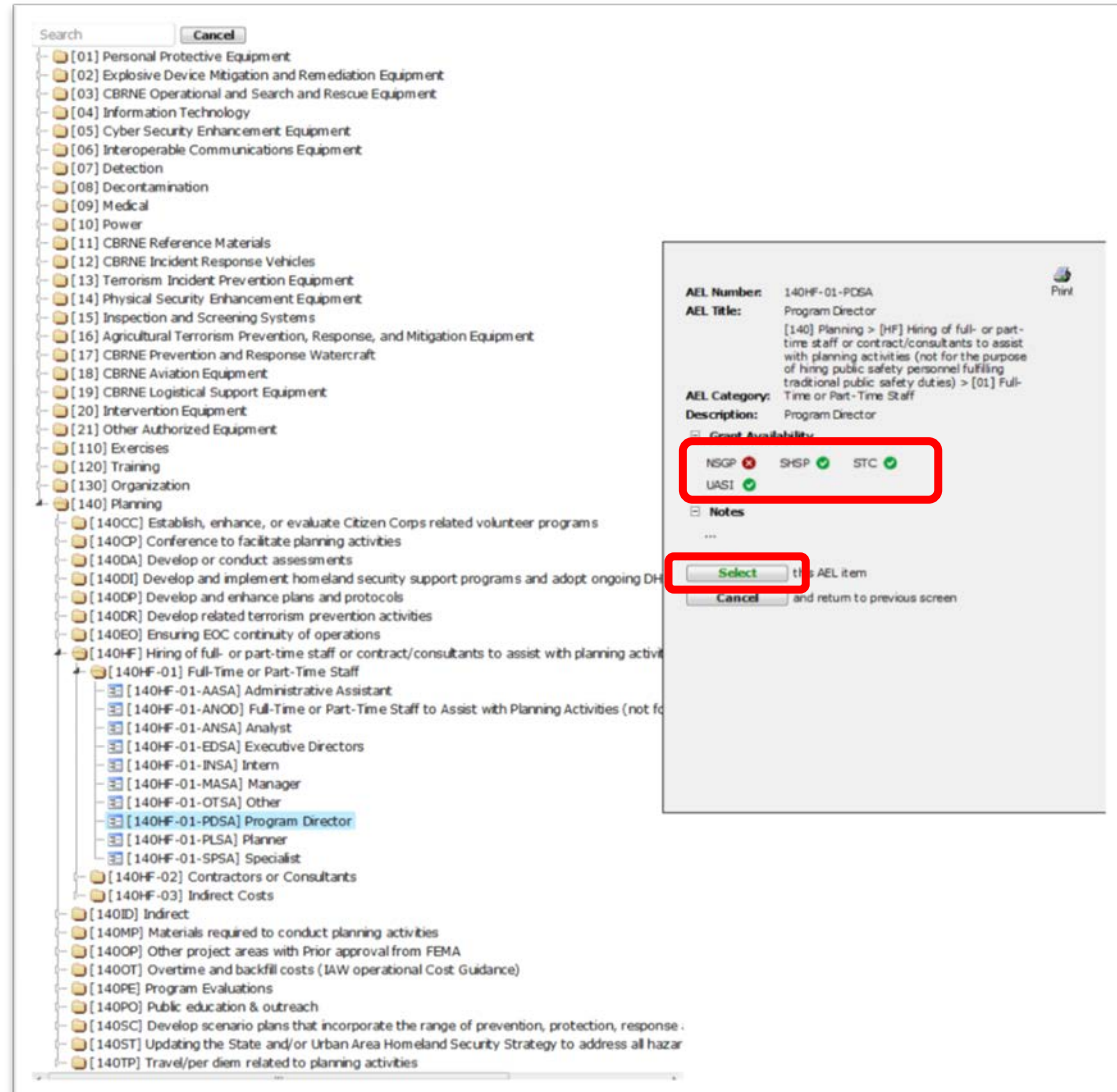
Step 3: On the Authorized Equipment List (AEL) screen, select the **AEL** code associated with the item being added.



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 3: 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 4: EXPENDITURE ITEM DETAIL

EXPENDITURE ITEM

Project: Enhance capabilities to respond to all-hazards events
 Expenditure: Hardware, Computer, Integrated
 AEL category: (04.02.01.0) Hardware, Computer, Integrated
 Request Date: 02/26/2019 11:39 AM EST
 Is this request a package: Yes No
 Grant Number: 6UASI116
 Item Status: **Build**

Please complete the form to report the quantity by disciplines and unit cost.

- The total cost must be distributed across available grant sources.
- Use the Subgrantee Funds field to handle funds exceeding grant award.

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

Grant	Total	Allocated	Available	Assigned
TRAINING 2006 UASI	\$ 100,000.00	\$80,000.00	\$20,000.00	\$0.00
Subgrantee Funds	-	-	-	\$0.00
Required:				\$0.00
Delta:				\$0.00

[auto adjust]

ITEM NOTES

Expenditure Item Notes:

Attached Documents

Document to attach: No file chosen
 Description:

A) Enter the **Quantity** in the appropriate discipline quantity box(es). An explanation of the discipline abbreviations can be found at the bottom of the page.

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

STEP 4: EXPENDITURE ITEM DETAIL (CON'T)

Grant Number: **6UASI116**

Item Status: **Build**

Please complete the form to report the quantity by disciplines and unit cost.

- The total cost must be distributed across available grant sources.
- Use the Subgrantee Funds field to handle funds exceeding grant award.

Delta: Assigned funding is too low Please adjust the amount of money assigned to each grant source so that the total amount from all funding sources equals the item total.

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	\$20,000.00	\$20,000.00
0	0	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	1	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
TRAINING 2006 UASI	\$ 100,000.00	\$80,000.00	\$20,000.00	\$0.00
Subgrantee Funds		-	-	\$0.00

Required: \$20,000.00
Delta: \$20,000.00

ITEM NOTES

Expenditure Item Notes:

Attached Documents

Document to attach: No file chosen

Description:

ACTIONS

Save changes and return to the expenditure list.

Return to the expenditure list.

A If an error message appears that says the "Assigned Funding is too low" – the subrecipient will need to select the [auto adjust] button before saving.

B

C

A) Ensure the amount **Assigned** equals the total for the request and utilizes only grant funds.

B) If this is not the case, an **[auto adjust]** hyperlink will appear to correct this issue. Attach any **Additional Documents** that support/explain the expenditure request or provide details in the **Subgrantee Notes** section.

C) Click the **Save** button in the Actions section to add this request to the expenditure list to send to the SAA.

STEP 5: EXPENDITURE ITEM BEING REVIEWED BY THE SAA

SUBGRANTEE EXPENDITURE LIST [\[Excel \]](#) [\[PDF \]](#) [\[FoI Report \]](#) [\[Progress Report \]](#)

Keywords:

Region: District of Columbia

Subgrantee: TRAINING Fairfax County Police Department

Project: Enhance capabilities to respond to all-hazards events

Item Status: - Filter by Item Status -

Sort Order: Item status - Build to Complete

Group by Project Show Cancelled Items

Grant Number: **6UASI116**

Grant Application: **Approved** [\[view grant application \]](#)

Grant Period: 01-Jan-2005 to 31-Dec-2063

TRAINING FAIRFAX COUNTY POLICE DEPARTMENT EXPENDITURE LIST [\[request new expenditure \]](#)

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State
Project: Enhance capabilities to respond to all-hazards events [details]							
(04.02.01.0) Hardware, Computer, Integrated	Hardware, Computer, Integrated	Review At SAA	1	\$20,000.00	\$20,000.00	No Invoice	No Invoice [view]
(04.02.01.0) Hardware, Computer, Integrated	Laptops	On-Order	1	\$80,000.00	\$80,000.00	Needs Invoice	No Invoice [edit]
Project Expense Total:					\$100,000.00		
Project Total Award:					\$100,000.00		
Project Uncommitted Funds:					\$0.00		

When the item shows a status of “Review at SAA”, the user is done submitting the next expenditure request.

SAA program manager’s are notified of the submission and typically respond to these requests within 3-5 business days.

If you have a time sensitive request, it would be appropriate to reach out to your PM and request that it be reviewed sooner.

The subrecipient will be notified via email if the request is denied. If approved, the item will move to “Needs POE” status on the expenditure list.