

Retrieve and Submit Subaward

Comprehensive Grants Management System (CGMS)

Subaward notifications will be issued via CGMS. The primary and secondary point of contact for the project will receive the notification email, as well as the designated SAA Program Manager. The notification will direct users to the Subaward Details page, which includes a link to the subaward. This guide serves to provide instruction on retrieving and submitting subaward documents in CGMS.

Step 1 | Access <https://hsema.sp.dc.gov/cgms> and navigate to your Home screen.

Comprehensive Grants Management System				
Home e-Forms BI Finance Libraries Reports Tools Help				
Subawards				
Subrecipient	Title	Subaward Details	Amount	Grant Type
Alexandria Health Department	Public Health Planning and MRC Program Sustainment - City of Alexandria (Continuation)	15UA5679-01	\$100,150.00	UASI
American Red Cross of the National Capital Area	Mass Care (Maintenance)	15UA9189-01	\$304,322.00	UASI
Arlington County Office of Emergency Management	Exercise and Training Officer - Arlington County (Continuation)	15UA5879-01	\$129,379.35	UASI

Step 3 | In the Award and Adjustments section, you will find the Terms and Conditions and the subaward document signed by the SAA.

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 | Click on the document hyperlink to view the file.

Step 5 | Once you have obtained the appropriate signature, click the **Choose File** button to locate the document and the **Upload** button to attach the document.

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 6 | 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 at a later time, click the **Choose File** button and repeat the process; doing so will overwrite the existing document. If you have any questions, contact your Program Manager.