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Grants Management Bureau

SUBRECIPIENT HANDBOOK



WE ARE DISTRICT OF COLUMBIA
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

Overview

Grants from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) are awarded to a single responsible State Administrative Agent (SAA) for administration of the grant. Grant program objectives are implemented by passing through funds to localities and other eligible subrecipients.

The District of Columbia (District) is the SAA for grants awarded to the District and the National Capital Region (NCR) Urban Area. District officials appointed the Homeland Security and Emergency Management Agency (HSEMA) to carry out the administrative tasks of the SAA. The SAA's function is supported by HSEMA's Grants Bureau. The Grants Bureau is responsible for providing and managing Federal and state assistance programs.

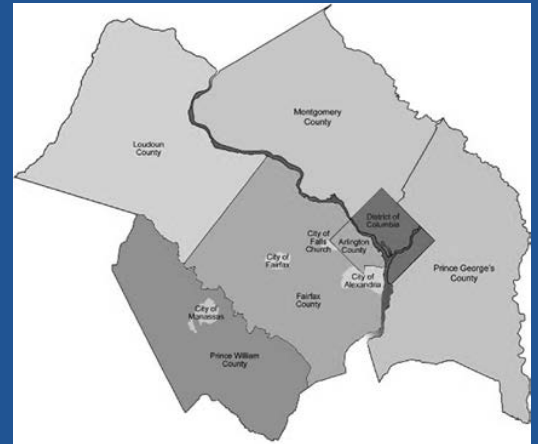
The SAA developed this Subrecipient Handbook as a tool for subrecipients to use in their day-to-day grant management administration. It is intended to increase the subrecipient's understanding of how these grant management activities fit within the subaward lifecycle.

This handbook will discuss in detail the following subaward lifecycle phases:

- Pre subaward grant administration
- Active subaward grant administration
- Post subaward grant administration

The SAA is pleased to respond to any questions not covered by the Subrecipient Handbook and welcomes suggestions to improve the utility and content of the guide. Please contact your SAA Program Manager with any questions or suggested revisions. As a reminder all templates, forms and guidance documents are available on the SAA website.

Figure 1: National Capital Region



Per the National Capital Planning Act of 1952 (40 U.S.C. § 8702), the NCR is composed of: "The District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities in Maryland or Virginia in the geographic area bounded by the outer boundaries of the combined area of the counties listed".

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Grant Systems

Subrecipients will receive access to the State Administrative Agency SharePoint (SAA.SP) and the National Capital Region Grant Management System (NCR|GMS) in order to perform grant management activities. If there have been any staff changes, please notify your Program Manager via email to ensure points of contact are up to date and to request training on either of the systems. Login instructions can be found on the Grants Management website.



Email your SAA Program Manager to request a password reset, add a new user, or remove a user, and to share any system-related concerns.

Include the following contact information in the email when requesting a new user:

- Name
- Organization
- Title
- Email
- Phone Number

State Administrative Agency SharePoint (SAA.SP)

SAA.SP is the SAA's online system for subaward project management and reporting for District and non-District subrecipients. The website is hsema.sp.dc.gov/SAA.SP.

All subrecipients should identify at least one SAA.SP user for each subaward who will have access. The Primary (and Secondary) contact(s) in SAA.SP should include the individual(s) responsible for implementing and leading the project and the individual(s) responsible for reporting on the project and working with the SAA.

National Capital Region Grant Management System (NCR|GMS)

NCR|GMS is the SAA's online financial system for non-District subrecipients to seek reimbursement from the SAA for expenses. The website is www.ncrgms.com.

Non-District subrecipients are required to designate an NCR|GMS point of contact. Users must receive training before obtaining an account. The individual program manager will schedule training with new users on a case by case basis.

Chapter 1: Pre Subaward Grant Administration

The pre subaward grant administration phase begins when the SAA announces the prospective subrecipients after funding decisions are made, continues through the approval and acceptance of Federal award from DHS/FEMA, and concludes with the issuance of the subaward to the subrecipient.

This chapter will address the necessary steps in the pre subaward grant administration phase. These steps should begin approximately 30 days before approval of Federal award from DHS/FEMA and conclude approximately 60 days after issuance of subaward letter.

1. Create Project Management Plan (PMP) or Scope of Work (SOW)

All subrecipients are required to submit a PMP/SOW in the SAA.SP within 30 days of request from the SAA. The PMP for non-disaster projects must:

- Align to threats and capability gaps identified in the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR);
- Build or sustain a core capability;
- Comply with the applicable Notice of Funding Opportunity (NOFO);
- Comply with Environmental and Historic Preservation (EHP) requirements;
- Comply with all the requirements in [2CFR§200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and;
- Identify deliverables and milestones to occur during the subaward period of performance (POP)

A Scope of Work (SOW) is utilized for Mitigation based projects. The SOW for these projects must:

- Explain the work that will be done on the project and why it is important;
- Provide a detailed description of the tasks associated with completing the project (including start and end dates);
- Estimate the budget expenditures and how they tie back into the project scope;
- Identify the mitigation strategy that will be addressed with the funding.

The SAA will receive a notification when the subrecipient submits a PMP. As part of the review process, the SAA may ask for additional information and documentation. The subrecipient is not approved to expend funds without an approved PMP **and** a fully executed subaward letter or Memorandum of Understanding. Refer to [Attachment A](#) to review the PMP planning guide.

2. Allowable Activities and Costs

Subrecipients must meet all conditions listed in the subaward terms and conditions prior to incurring costs against the subaward or those costs are considered unallowable.

Subrecipients receiving grant funds can only use funds for the purpose set forth in the NOFO or otherwise approved in writing by DHS. Refer to [Attachment B](#) for a list of allowable costs and activities, and [Attachment C](#) for a list of unallowable cost and activities for the preparedness grants.

3. Subaward Issuance

The SAA will issue a subaward package in SAA.SP after approval of the PMP. The subaward package will include the following:

- Subaward letter to be signed by the authorized official for the subrecipient, indicating acceptance of the subaward and the terms of the subaward
- [2CFR§200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- DHS Agreement Articles and Standard Terms and Conditions
- HSEMA Terms and Conditions
- NOFO and any other relevant grant guidance
- Subrecipient Handbook

The subaward letter identifies the authorized official responsible for accepting the subaward on behalf of the subrecipient. The subrecipient official must sign and upload the subaward letter in SAA.SP in order to fully accept subaward. By uploading the signed document, the subrecipient accepts and understands the roles and responsibilities presented in the aforementioned documents. Failure to sign and return the agreement may result in the withholding or disallowance of reimbursements on active subawards. A number of other standard or special conditions may be attached or included in the Subaward Details page in the SAA.SP. A sample subaward letter can be found in [Attachment F](#).

4. Payment Set Up and Reimbursement Request

The District of Columbia has implemented a new financial system, the District Integrated Financial System (DIFS), effective October 1, 2022. A Non-District subrecipient is treated as a vendor for the purpose of receiving payments from the District. DIFS requires suppliers to register into the system to streamline financial business for suppliers.

Once registered, suppliers will have the option to make updates to contact, address, banking, and business classification information as needed.

For more information on how to set up payment and request reimbursement for District subrecipients, refer to [Attachment D](#). For non-District subrecipients, refer to [Attachment E](#).

Subrecipients should review reimbursement documentation submitted to the SAA to determine if the documents include Protected Personally Identifiable Information (Protected PII). Protected PII is described in [2CFR§200 part 82](#), and includes information such as:

- Social security number
- Credit card numbers
- Bank account numbers
- Date and place of birth
- Medical records
- Individual's home address or personal phone number

Subrecipients should take steps to redact or otherwise remove Protected PII from reimbursement requests so it does not become part of the final reimbursement documentation on file with the SAA and with the DC Office of the Chief Financial Officer (OCFO).

Chapter 2: Active Subaward Grant Administration

The active subaward grant administration phase includes the implementation of the subaward activities, reimbursement of funds for those activity costs, and submission of grant reports throughout the subaward period of performance (POP).

This chapter will address the necessary steps in the active reimbursement request is for and that the expense in question is both in compliance with the approved PMP and allowable under the NOFO.

1. Requirements for Quarterly Reporting

All subrecipients are required to submit a QSR for all active subawards in SAA.SP. The purpose of the QSR is to identify issues that may affect timely implementation, limit exposure to underperforming subawards, and identify and implement corrective actions to mitigate risks.

Subrecipients should update the PMP regularly to account for any proposed changes before those changes are implemented and reimbursed in NCR|GMS.

A recommended best practice is to regularly upload the proof of deliverables (e.g. proof of equipment, training, plans/procedures, exercise product, etc.) in the Attachments section of the Subaward Details page in SAA.SP and complete the Equipment Purchases form, if applicable.

As part of the review, the SAA will coordinate with subrecipients to request and receive additional information as necessary. Refer to [Attachment I](#) for more information on understanding your QSR.

Quarterly Status Report (QSR)			
Submission Schedule			
Quarter #	Period Covered	Due Date	
1	Jan 1 – Mar 31	Apr 10	
2	Apr 1 – Jun 30	Jul 10	If the 10 th falls on a weekend or holiday, the QSR will be due on the previous business day.
3	Jul 1 – Sept 30	Oct 10	
4	Oct 1 – Dec 31	Jan 10	

2. Requirements for Financial Documentation

Non-District subrecipients who seek reimbursement for subaward-related expenses are required to provide documentation that supports the proof of encumbrance, proof of purchase, and the proof of payment. It is imperative that the subrecipient ensure that the documentation is complete and accurate to prevent delays in the SAA review, approval, and payment process. All documentation submitted with the reimbursement request to the SAA must clearly demonstrate what product (or work) the reimbursement request is for and that the expense in question is both in compliance with the approved PMP and allowable under the NOFO.

Additionally, all subrecipients must submit reimbursement requests no later than 90 days after the subrecipient has paid for the goods and/or services. The SAA, at its own discretion, can deny a reimbursement request if the submission date exceeds the 90-day limit.

For more information on how to set up payment and reimbursements for District subrecipients, see [Attachment D](#). For non-District subrecipients, refer to [Attachment E](#).

If a subrecipient elects to pass through funds via a subaward agreement or Memorandum of Understanding (MOU) to any organization, the SAA requires the same documentation mandated for proof of encumbrance, proof of purchase and proof of payment from that organization to validate the funds were properly expended. For example, if a subrecipient receives funds to purchase medical supplies for the region and elects to pass through these funds to area hospitals, the subrecipient is responsible for providing documentation to support the hospital's proof of encumbrance, proof of purchase and proof of payment.

3. Subaward Adjustment Requests

Any proposed changes to the PMP must be approved by the SAA before those changes can be implemented. Expenditures inconsistent with the approved PMP may not be reimbursed.

The SAA may ask the subrecipient to provide additional information and documentation as part of the review process. The SAA may also ask the subrecipient to submit a revised PMP prior to approving the requested change.

The subrecipient may request the following:

- Revise spend plan
- Extension of subaward
- Reduce or rescind subaward

Revise Spend Plan

Changes that involve moving funds between approved spending categories that do not affect the deliverables may be approved or rejected by the SAA.

A subaward adjustment involving a change to the spend plan will require a revision to the PMP. The SAA will send the PMP back to the subrecipient in SAA.SP to be modified and resubmitted. Once the PMP has been approved by the SAA, the subrecipient must also update NCR|GMS to reflect the changes.

A subaward adjustment notice is NOT required for revisions to the spend plan.

Extension of Subaward

If the subaward experiences significant delays, the subrecipient may request a period of performance extension. Subaward extensions are only possible if they are within the Federal award period of performance or if the SAA has received an extension from DHS.

For some grant programs, the relevant governing body (District or NCR) may have placed specific limitations or requirements on how to handle extensions for that grant, and the SAA will enforce compliance with those policies.

The subrecipient must utilize [Attachment J](#) to request an extension, and submit the extension request in SAA.SP under the Information and Action Log. The request must include the following:

- The reason the extension is needed, including a strong justification as to why the additional time is required.
- Any unusual circumstances that caused the delay and an explanation of how they are being mitigated.
- A brief timeline and explanation of how the subrecipient plans to accomplish the remaining tasks within the extension period.
- Any funding at risk of lapsing if the extension is not granted.

A subaward adjustment involving a change to the timeline will require a revision to the PMP. The SAA will send the PMP back to the subrecipient in SAA.SP to be modified and resubmitted. Once the PMP has been approved by the SAA, the subrecipient must also update NCR|GMS to reflect the changes outlined in the subaward adjustment notice.

A subaward adjustment notice is required for an extension to the subaward POP.

Reduce or Rescind Subaward

A subrecipient may request a decrease to their subaward amount if the project has changed significantly and/or all funds will not be expended within the current subaward period of performance. A decrease may also occur if a project is not able to be implemented at all.

A subaward adjustment involving a change to the spend plan will require a revision to the PMP, a revised MOU (and Budget Establishment Form for DC subawards). The SAA will send the PMP back to the subrecipient in SAA.SP to be modified and resubmitted. Once the PMP has been approved by the SAA, the subrecipient must also update NCR|GMS to reflect the changes outlined in the subaward adjustment notice.

A subaward adjustment notice is required to reduce or rescind the subaward.

Subaward Adjustment Notice

When a subaward adjustment request has been received and reviewed by the SAA and any other necessary parties, the SAA may make a final determination to approve or deny the adjustment request. If the request is approved, the SAA will issue a subaward adjustment notice to the subrecipient authorizing the modification to the subaward. The subaward adjustment becomes effective when the SAA signs it. The subrecipient must then have the subaward adjustment notice signed by the authorization official and uploaded to the Subaward Details page in SAA.SP. The SAA may also update NCR|GMS to reflect the changes outlined in the subaward adjustment notice.

4. Monitoring and Other Requirements

Record Keeping

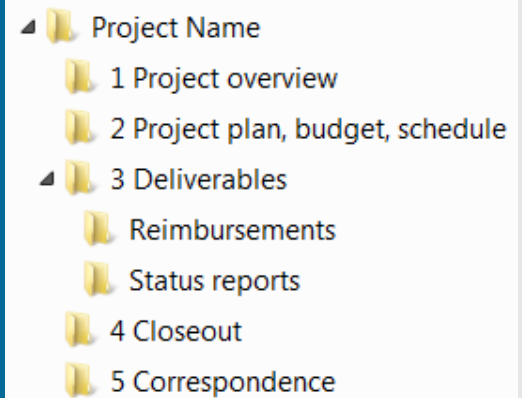
The subrecipient is responsible for maintaining a subaward file that contains complete and up-to-date records. These records may be paper files and/or electronic, provided that the files are easily and quickly accessible and available for review. SAA.SP and NCRGMS are utilized for SAA record keeping. Subrecipients should also keep their records through their own internal source.

Additionally, subaward files should be transitioned between subrecipient staff during any staff turnover. The subaward files must be kept by the subrecipient for a period of no less than three (3) years from the date of the end of the Federal award period of performance, or three (3) years from the date of any audit that includes the subaward as part of the tested sample, whichever is later.

At a minimum, the subaward file should contain the following documents:

- Subaward (signed)
- Applicable Federal terms and conditions
- Applicable District terms and conditions
- NOFO
- All award adjustments (signed)
- Current approved PMP
- All quarterly status reports
- Noteworthy results and/or deliverables (proof of equipment, training, plans/procedures, exercise product, etc.)
- Procurement files (including contracts and purchase orders) associated with the subaward
- Payment information that supports subaward-related charges, including invoices, reimbursement requests and proofs of payment
- Subrecipient handbook
- Equipment inventory

Figure 2: Suggested Folder Structure



The SAA understands that procurement and payment documents may be stored elsewhere if that is the subrecipient's standard procedure; however, the subrecipient must ensure that procurement and payment information for all grant-funded purchases are clearly identified and produced when requested.

Subrecipient Monitoring

The SAA will conduct periodic monitoring of subrecipients in addition to collecting quarterly status reports. Program Managers will conduct virtual monitoring meetings or in person site visits to have in-depth conversations with subrecipients that are in need of technical assistance or that are underperforming. The purpose of subrecipient monitoring is to demonstrate that the subrecipient is in compliance with the programmatic and financial administration requirements placed on the Federal grant programs by DHS/FEMA and the SAA.

The SAA will monitor a subrecipient through a monitoring meeting. During monitoring, it is the subrecipient's responsibility to answer the questions asked by the SAA and provide any documentation necessary to substantiate those responses.

The subrecipient is expected to make all grant-related files available upon request for an on-site monitoring review.

Based on the SAA's risk assessment, the SAA staff will select a number of subrecipients that will receive an monitoring meeting during the fiscal year.

Download the [SAA Monitoring document](#) for more information.

Single Audit

Any subrecipient that expends over \$750,000 in Federal funds in a given fiscal year must conduct an independent audit in accordance with [2CFR§200 Subpart F—Audit Requirements](#). The subrecipient is responsible for providing the auditor's report to the SAA for review.

5. Equipment

Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the amount set by the subrecipient's policy or \$5,000, whichever is less.

Equipment Inventory

The subrecipient is responsible for maintaining property records (inventory) of all grant-funded equipment, including, but not limited to:

- Description of the property
- Serial number or other identification number
- Source of funding for the property (including the Federal award identification number)
- Title holder
- Acquisition date
- Cost of the property

Consult [2CFR§200.313 Equipment](#) for more information.

The subrecipient must agree to make the equipment available for inspection at the SAA's request.

- Percentage of Federal funding contributing to the cost of the property
- Location of the property
- Use and condition of the property
- Disposition data, including the date of disposal and sale price

In addition:

- A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- A control system must be in place to ensure adequate safeguards to prevent the loss, damage, theft or misuse of the property.

Any loss, damage, theft, or misuse of property shall be promptly and properly reported to the SAA for a complete investigation by the SAA and the subrecipient, as appropriate.

Equipment Transfer

Subrecipients that perform collective or unified purchases for the purpose of distributing or delivering equipment to other stakeholders must keep accurate and complete records of the items purchased and to whom those items were delivered or transferred. The subrecipient purchasing the items must follow its own organization's policies for transferring equipment to other entities. The subrecipient must maintain documentation to demonstrate a transfer took place, and the documents should minimally include the subaward funding source, contact information for the transferring and receiving entities, and a summary of what is being transferred, as well as any ongoing obligations that the receiving entity must agree to as a condition of receiving the equipment. Furthermore, the organization receiving the equipment must maintain the equipment in an equipment inventory and management structure consistent with [2CFR§200.313](#). To assist in equipment transfer, the SAA has provided a model Equipment Transfer form located in [Attachment L](#).

Equipment Disposition

Before proceeding with any disposition of grant-funded property, the SAA may need to obtain a final determination from DHS/FEMA. Therefore, at a minimum, the subrecipient must provide the following information, using [Attachment K](#):

- Subaward numbers

For the purpose of disposition, property includes equipment with an acquisition cost of \$5,000 or more and supplies with an aggregate value of \$5,000 or more.

- Method of disposition, including any applicable policies
- Reason for disposition
- Any capability gap resulting from the disposition, and
- steps taken to mitigate the gap
- Property list
 1. Description
 2. Identification number
 3. Condition
 4. Acquisition date
 5. Acquisition cost
 6. Current fair market value

Federal disposition requirements are outlined in [2CFR§200.313 Equipment \(e\) Disposition](#) and [2CFR§200.314 Supplies](#).

Chapter 3: Post Subaward Grant Administration

The post subaward grant administration phase begins when one or more of the following occur:

- The subrecipient submits a final QSR in SAA.SP indicating the project is complete
- The subrecipient expends all funds or notifies the SAA that all expenditures are complete
- The subaward period of performance ends

The SAA will work with the subrecipient to ensure all closeout activities are completed. When closeout is fully complete, the subaward will be moved to “archived” status in SAA.SP.

1. Requirements For Final Quarterly Reporting

All subrecipients are required to submit a QSR for all active subawards in SAA.SP. When all activities have been completed, the subrecipient should mark the QSR as final to start the closeout process.

A recommended best practice is to regularly upload the proof of deliverables (e.g. proof of equipment, training, plans/procedures, exercise product, etc.) in the Attachments section of the Subaward Details page in SAA.SP and complete the Equipment Purchases form, if applicable.

2. Requirements for Closeout

Non-District subrecipients must submit all reimbursements no later than 30 days after the end of the performance period in NCR|GMS. The subrecipient should complete all activities and mark the QSR as final.

It is the responsibility of the subrecipient to ensure they have submitted all reimbursement requests to the SAA and received all payments before closeout is completed.

- District subrecipients should de-obligate any remaining purchase orders or obligations in PASS.
- Non-District subrecipients should cancel any unobligated expenditure(s) in NCR|GMS.

If a subrecipient issues a refund after the subaward has been closed (e.g. a closeout adjustment has been issued), the SAA will process the refund and record it in NCR|GMS, but will not issue a revised final subaward adjustment.

3. SAA File Review

The SAA will complete a file review of the subaward files in SAA.SP to ensure all the appropriate documentation is saved. If anything is missing from the Subaward Detail page in SAA.SP, the SAA will request from the subrecipient any outstanding item(s). The SAA may request additional information as necessary and may request an on-site visit to view the project accomplishments during the file review process.

4. Final Subaward Adjustment

The SAA will issue a final subaward adjustment to the subrecipient when the subrecipient has received all reimbursements and determined the amount of funding to be rescinded (if applicable). The subrecipient must sign and return the final subaward adjustment in SAA.SP as soon as possible.

Closed subawards will periodically be moved to “archived” status in SAA.SP and will not appear on the main SAA.SP page. Subrecipients can view archived subawards by clicking the “show all” button at the top of the SAA.SP menu.

5. Record Retention and Equipment Management

Subrecipients should maintain all grant records for a minimum of three (3) years from the date the grant was closed ([2CFR200.334](#)), unless organization record retention rules dictate a longer timeframe. (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken ([2CFR200.334 \(a\)](#)). Federal regulations dictate that the retention period for equipment records starts from the date of the equipment disposition ([2CFR200.334 \(c\)](#)). Once the retention period is complete, the subrecipient should follow its own organization’s procedures to archive the files as necessary.

Equipment should continue to be used for its original intended purpose as long as a need exists, whether or not the subaward continues to be supported by Federal funds. When no longer needed for the original subaward, the equipment may be used in other activities, and/or disposed after notifying the SAA.

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Attachment A: PMP Planning Guide

All subrecipients are required to submit a PMP in SAA.SP within 30 days of the request from the SAA. The SAA will receive a notification when the subrecipient submits a PMP. As part of the review process, the SAA may ask for additional information and documentation.

Any proposed changes to the PMP must be approved by the SAA, in writing, before those changes can be implemented. Expenditures inconsistent with the approved PMP may not be reimbursed.

This planning guide serves to provide instructions on how to complete the PMP in SAA.SP.

1. SUBAWARD INFORMATION

The Subaward ID, Grant Type, Grant Year, Subaward Title, Subrecipient, Award Amount, Subaward Period of Performance Start Date, and Subaward Period of Performance End Date are pre-populated based on funding decisions.

2. SUBRECIPIENT PROFILE

This section captures the subrecipient's points of contact. The Authorized Official is pre-populated.

Quick note: Please contact your SAA Program Manager via email to update contact information. These points of contact receive all system-generated notifications related to the subaward, and should maintain regular contact with the SAA throughout the grant administration.

3. ENVIRONMENTAL AND HISTORIC PRESERVATION (EHP)

All subawards are subject to EHP review. The reimbursement of items subject to EHP review without proper approval will be denied by the SAA.

Subrecipients receiving grant funds must submit through the SAA to FEMA for EHP review and approval before initiation, unless expressly exempted from the requirement. Exercise and Training with any field-based component (drills and full-scale exercises) requires EHP review.

Subrecipients indicating that their project falls within one of the exempted project types must include a written explanation in the PMP explaining why the project fits within that exemption. The SAA may reject the PMP to revise the EHP section if the justification is not sufficient.

4. SUBAWARD OVERVIEW

The subrecipient must describe how the solution objectives will be implemented. Additionally, this section should clearly identify what will be achieved through the subaward period of performance.

- If the plan is to buy equipment, what is it, who is it for and how will it be used?
- If the solution will pay for services and/or staff, what are the deliverables and milestones that the service and/or staff will perform and how will the staffing method accomplish this goal?

In the Terrorism Risk subsection for HSGP awards, the solution should address how the Federal funding will enhance planning, organization, equipment, training, and exercise needs at the state and organization levels to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. The subrecipient should provide details on the risk(s) this solution addresses.

5. SCHEDULE OF DELIVERABLES AND MILESTONES

The subrecipient must provide SMART deliverables and milestones that explain how the solution timeline and milestones will be achieved during the period of performance. Subrecipient should work with the ESF/RPWG/ERS to ensure deliverables tie to the approved solution objective and can be achieved in the subaward period of performance specified in section 1. Use the following instructions when writing SMART deliverables and milestones.

- **Specific:** A specific goal is distinct and defines as much of the goal as possible, and contains no ambiguous language.
- **Measurable:** A specific goal provides feedback and lets the reader know when the goal is complete.
- **Assignable:** A specific goal must be assignable to an individual or group.
- **Realistic:** A specific goal should be attainable within the given timeframe.
- **Time-based:** Timeframe must be realistic.

These deliverables and milestones will be reported on each quarter in the QSR in the form of a percent of completion report as well as a narrative explaining progress or delays.

6. FINANCIAL PLAN

The subrecipient should show how funds will be utilized and expended over the subaward period of performance.

In the Spend Plan subsection, the subrecipient must create line items and include:

- Item Description: Use common terminology to describe spending category.
- AEL: The Authorized Equipment List (AEL) can be found here.
- Deliverable/Milestone: Expenditure should link to a deliverable and milestone.
- Item Type: Expenditure should fall under one of the following categories: Personnel, Travel, Equipment, Supplies, Consultants/Contracts, Other Costs, Indirect Costs or M&A.
- Cost Computation: Column is free-form and should provide detail on how the Estimated Cost is calculated. For example, if an employee's costs are \$30/hr 40hrs/wk × 52 wks, enter that in the computation field. The total amount (\$62,400) will go in the Estimated Cost field.

The subrecipient must take full responsibility for every expense that occurs under the subaward. If the subrecipient enters into agreements with a third-party entity, it takes on full responsibility for these activities (compliant or not) as well.

In the Personnel subsection, the subrecipient must identify any staff and/or contractual support funded. If the subrecipient has not yet identified an employee or contractor, the anticipated role should still be detailed. The subrecipient may use "vacant" for positions that have yet to be filled or "TBD" for contractors who have yet to be identified as placeholders. The subrecipient should indicate the percent (100%, 50%, etc) level of effort supported by the grant funds.

7. STRATEGY

This section gives the subrecipient the opportunity to provide additional detail or highlight important information that may not fit in other sections.

- In the Core Capabilities subsection, the subrecipient should select no more than three Core Capabilities.
- In the THIRA/SPR section, the subrecipient should identify which THIRA and/or SPR capability gap this project addresses or which THIRA/SPR capability it sustains. For each capability listed, the subrecipient should briefly explain how this project addresses that capability gap or sustains that capability level.

8. FEMA REQUIREMENTS

This section gives the subrecipient the opportunity to provide additional detail or highlight important information that may not fit in other sections.

In the Asset Accessibility subsection, the subrecipient should use the following definition when identifying the appropriate solution accessibility type:

- **Deployable:** An asset that is physically mobile and can be used anywhere in the United States and territories via Emergency Management Assistance Compacts or other mutual aid/assistance agreements.
- **Shareable:** An asset that can be utilized as a organization, state, regional, or national capability, but is not physically deployable (e.g., fusion centers).

In the Management Step subsection, the subrecipient should select the primary management step carried out by the subaward.

In the NIMS Resource Types subsection, FEMA has defined a set of resource types as part of the National Incident Management System (NIMS), and has required the SAA to report on how grant funds are used in support of developing these typed resources/capabilities. Enter the resource ID and type of resource from the Resource Typing Library Tool.

Attachment B: Allowable Activities and Costs

Proposed subaward costs must be reasonable and allowable under Federal regulations and guidelines, and consistent with the subrecipient's approved PMP. The NOFO is the primary guide for determining if a cost is allowable. For FEMA Preparedness grants, the FEMA Preparedness Grants Manual also provides information on allowable costs.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Consult 2CFR§200.404 Reasonable costs for more information.

1. PERSONNEL

Personnel expenses are charges for individuals who are employed by the jurisdiction or organization. Personnel expenses are only allowable when listed in the NOFO and only to perform allowable planning, organization, training, equipment, and exercise activities listed in the NOFO. The subrecipient must reference the NOFO to determine whether the type of activity is allowable. Personnel costs cannot extend beyond the subaward period of performance.

2. OVERTIME

These expenses are limited to the additional costs that result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of approved activities (as specified in the applicable NOFO). Overtime associated with any other activity is not eligible. Overtime is only allowable under the limited circumstances permitted by the NOFO and must comply with the subrecipient's existing policies regarding overtime pay.

When in doubt, give the SAA a shout! If you are not sure about the allowability of a particular item, please review the NOFO and the AEL. If you are still uncertain after reviewing the guidelines, please contact the SAA for a ruling.

3. OVERTIME AS BACKFILL

These expenses are limited to overtime costs which result from personnel who are working overtime (as identified previously) to perform the duties of other personnel who are temporarily assigned to approved activities (specified in the applicable NOFO) that are outside of their core responsibilities.

4. COMPENSATORY TIME

Because costs associated with compensatory time cannot be easily substantiated and associated with activities in support of the grant, the SAA will not accept any reimbursement requests for compensatory time.

5. TRAVEL

Travel costs are allowable as expenses by employees and contractors who are in travel status on official business in support of grant program activities.

The subrecipient must follow its jurisdiction's or organization's established travel policy, which must generally conform to the Federal travel policy. Any costs not clearly in compliance with the jurisdiction/organization's written travel policy will be considered unallowable. Acceptable Documentation for Travel can be found [Attachment H](#).

The SAA encourages every subrecipient to provide a copy of their travel policy in advance of requesting reimbursement to help expedite the review and approval process.

6. CONTRACTUAL SERVICES

Any type of service that is procured through a contract agreement is a contractual service. The subrecipient must follow its jurisdiction's or organization's procurement procedures and regulations, provided that the procurement conforms to applicable Federal laws and standards.

All contracts relating to or derived from the subaward must be on a competitive bid agreement. The subrecipient's own specific policy and all Federal regulations applicable to grants and cooperative agreements (with a record of the procedure, bids received, and rationale for the final decisions) must be maintained to assure the SAA proper procedures were followed.

PROFESSIONAL SERVICES

Services performed by independent contractors or consultants to assist with accomplishing solution goals and objectives are considered professional services. The subrecipient cannot pay for professional services that extend beyond the subaward period of performance. For example, if a subaward period is two years and the contract agreement is three years, only the costs associated with the first two years of the agreement would be allowable. Examples include plan development, exercise development, project management support, advertisement, etc.

SERVICE AGREEMENTS

Service agreements such as wireless services, data services, hosting services (e.g. website), and service renewals cannot extend beyond the subaward period of performance. For example, if a subrecipient's subaward period ends on 12/31/2025, only the costs for services rendered through this date are allowable.

MAINTENANCE/WARRANTY SERVICES

Warranties/maintenance, contracts/licenses and user fees coverage have an exception for exceeding the subaward period of performance only if they are purchased at the same time and on the same invoice or purchase order as the original equipment or system which the warranty/maintenance, contract/license and users fees serve to cover, and are reasonable and consistent with that which is typically provided for or available through these types of agreements.

FEMA policy on this subject is described in Information Bulletin #336, #379-C, and FEMA Policy FP-205-402-125-1. See additional information at: [warranties/maintenance](#).

7. ORGANIZATION

Organizational activities include, but are not limited to:

- Intelligence analysts, working at a DHS approved Intelligence fusion center.
- Operational overtime for (1) staffing the regional fusion centers, (2) increased security measures at critical infrastructure sites, and (3) public safety, but only with prior approval provided in writing by the FEMA Administrator, per IB 379.
- Program management, though generally limited to those activities carried out by one of the regional Program Management Offices (National Capital Region PMO, DC Emergency Response System, Maryland Emergency Response System, and Northern Virginia Emergency Response System).

For more information on eligible operational costs, see the most recent Notice of Funding Opportunity (NOFO) announcement on the FEMA website.

Costs charged to this subaward must be consistent with the Cost Principles for Federal Awards located at [2CFR§200](#),

[Subpart E:](#)

- Building and Sustaining Capabilities
- Planning to Deliver Capabilities
- Validating Capabilities

Subrecipients must be able to demonstrate how investments support closing capability gaps or sustaining capabilities identified in the THIRA/SPR, areas for improvement identified from real-world incidents and preparedness exercises, and national areas for improvement identified in the most recent National Preparedness Report.

Subrecipients should document these priorities and use them to deploy a schedule of exercise events and supporting training activities in a multi-year Integrated Preparedness Plan (IPP).

Training and exercise priorities should be documented through a schedule of exercise events and support training activities in a IPP. The exercise program must be consistent with HSEEP. This involves specific planning steps, scope and method of conducting the exercise, and production of an after-action report.

8. PLANNING, TRAINING AND EXERCISE

For HSGP, allowable planning, exercise, and training-related costs must have a nexus to terrorism preparedness and must be aligned to capability gaps identified during the THIRA/SPR process.

PLANNING

Grant funds may be used for a range of emergency preparedness and management planning activities, including, but not limited to:

- Development, review and revision of the THIRA/SPR
- Continuity of operations plans
- Planning activities that support the strategic goal and Emergency Operation Plan (EOP) that conforms to the guidelines outlined in Comprehensive Preparedness Guide (CPG) 101 v 2.0

TRAINING

Any training or training gaps should be identified in a multi-year Integrated Preparedness Plan (IPP) and addressed in the state or Urban Area training cycle. Recipients are encouraged to use existing training rather than developing new courses.

When developing new courses, recipients are encouraged to apply the Analyze, Design, Develop, Implement, and Evaluate (ADDIE) model of instructional design. Recipients are also encouraged to utilize the National Training and Education Division's National Preparedness Course Catalog.

Training conducted should address a performance gap identified through an IPP and contribute to building a capability that will be evaluated through a formal exercise.

EXERCISES

All grant funded exercises must be consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). This involves specific planning steps, scope and method of conducting the exercise, and production of an after-action report. The after-action report must be submitted to hseep@fema.dhs.gov within 90 days and upload to the Attachments section of the Subaward Details page in SAA.SP.

9. FOOD AND/OR BEVERAGES

Food and/or beverages are allowable if provided to participants at a training and exercise session, planning meeting, or conference that is allowable under the particular grant program guidelines. The food and/or beverages must be provided on site where the training and exercise session, meeting, or conference is being held. Any and all such costs must be clearly allowable under the subrecipient's own purchasing and procurement regulations.

Expenses incurred for food and/or beverages provided at training sessions, meetings, or conferences must be:

- Considered reasonable
- Incidental to a work-related event. Costs will not be reimbursed for shorter events scheduled to coincide with meals.
- Not directly related to amusement and/or social events

Use AEL code 120.oc.01.othr "Other Items" for food and/or beverages in the spend plan.

- Food and beverage costs are unallowable under the Securing the Cities (STC) program.
- No working lunches.
- Any event where alcohol is being served is considered a social event, and costs

10. EQUIPMENT/SUPPLIES

The NOFO is the primary reference tool to determine allowability. For equipment and supplies costs, DHS has developed an AEL that assigns a numeric code to pre-approved categories of equipment and supplies. Proposed equipment and supplies purchased must list 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 from DHS. Each DHS grant program has an AEL and the subrecipient must ensure they reference the correct AEL when developing their spend plan.

11. INDIRECT COSTS

Indirect costs are costs of a jurisdiction or organization that are not readily assignable to a particular subaward, but are necessary to the operation of the jurisdiction or organization and the performance of the subaward. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Indirect costs should be:

- Submitted regularly
- Included in the PMP budget
- applied consistently

The indirect rate agreement must be approved by the cognizant federal agency and provided to the SAA prior to seeking reimbursement. Subrecipients that do not have a federally negotiated and approved indirect rate may elect to charge the de minimis rate of 10% of modified total direct costs as described in [2cfr200.414 \(f\)](#). No approval is required for the 10% de minimis rate, but it must be clearly stated that the subrecipient is basing their indirect claim on the 2CFR200 de minimis rate, and they must show their calculations of the modified total direct cost base and the indirect cost rate in the reimbursement that is submitted.

12. MANAGEMENT AND ADMINISTRATION

Management and Administration (M&A) costs are direct and necessary costs incurred to manage and administer a subaward. Subrecipients must reference the NOFO to determine what percentage of their subaward can be used for M&A activities. M&A must be documented just like any other allowable personnel, equipment, or supplies costs.

Management and Administration and Indirect expenditures are different and should not be confused. If a subrecipient is unsure about a particular expenditure, please contact the SAA

In addition, M&A costs must be:

- Integral to the subaward
- Specifically identified within that subaward
- Explicitly included in the budget
- Easily separable for accounting and reporting purposes
- Not also recovered as indirect costs

Examples of M&A activities:

- Completing the subaward application process, including the PMP
- Preparing and submitting required programmatic and financial reports
- Performing financial management activities and monitoring compliance with applicable regulations and requirements
- Establishing and/or maintaining equipment inventory/usage logs
- Responding to activities such as requests for programmatic and or financial data by state and or Federal oversight authorities related to the grant

13. SUPPLANTING

Subrecipients are reminded to be sensitive to supplanting issues. Grant funds can only be used to supplement existing funds, and cannot supplant (replace) funds that have been appropriated in its jurisdiction or organization's budget for the same purpose. Therefore, equipment, supplies, contractual services and personnel previously funded with state and/or organization funds cannot be supplanted with Federal grant funding. The subrecipient may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

If a state pays the salaries of three intelligence analysts, it cannot begin to pay the salary of one of them with Federal grant funding, just because the grant funding is now available. It could, however, be used to hire a fourth analyst.

Attachment C: Unallowable Activities and Costs

Subrecipients must reference the NOFO to determine if any costs have been specifically called out as unallowable under a particular grant program. In addition, any costs that are not listed as allowable in the NOFO or otherwise approved in writing by DHS must be considered unallowable.

Subrecipients must meet all conditions listed in 2CFR§200, the NOFO and all of the subaward terms and conditions prior to incurring costs against the subaward. Otherwise, those costs are considered unallowable, including:

- Construction and renovation are generally prohibited; however there are a few exceptions and the subrecipient must reference the NOFO for these exceptions.
- Land acquisition costs are unallowable unless otherwise noted in the NOFO.
- Motor vehicles are unallowable unless otherwise noted in the NOFO.
- For HSGP, non-terrorism-related costs are unallowable. HSGP funds may only be used to build capabilities to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. A dual or secondary use of those capabilities is permitted, but if the capability has no nexus to terrorism, it is not allowable under HSGP.
- Operational costs are generally prohibited. This includes personnel expenses incurred during an activation or deployment, and any equipment or supplies procured during an emergency. There are very limited exceptions allowed for operational overtime, but only with prior approval provided in writing by the FEMA Administrator.
- Preparedness items (e.g. food, water, disaster ready kits, emergency blankets, first-aid kits) that are part of a stockpile for critical emergencies, kept in a manner consistent with a DHS/FEMA approved 5-year viable inventory management plan, may be allowable. Any other type of cache of preparedness items, and particularly any distribution or hand-out of these items to the general public outside of an emergency event is not allowable.
- Promotional materials (bags, pens/pencils, pins, patches, magnets, souvenir clothing/headwear, etc.) are unallowable.
- Training and exercise equipment and supplies for permanent installation and/or use beyond the scope of the conclusion of the training or exercise.
- Training and exercise costs for maintenance and/or wear and tear of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).

- Travel costs considered unallowable: entertainment, sporting events, visa fees, passport charges, bar charges and/or alcoholic beverages, laundry charges, and mileage and fuel for a vehicle owned or leased by the subrecipient's organization. Any costs not clearly in compliance with the jurisdiction/organization's written travel policy, or General Services Administration (GSA) policy, if lack thereof, are considered unallowable.
- Work or services performed after the end of the period of performance, unless otherwise exempted under Maintenance/warranty services. Goods may be received during the subrecipient's liquidation period only if funds were obligated (e.g. contract or purchase order issued) during the period of performance. In those cases, consult with your SAA program manager.
- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds.
- Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA.

Attachment D: Payment Set Up and Reimbursement Requests for District Subrecipients

District subrecipients must be current with the submission of required status reports in order for the SAA to approve any purchase requests in the Procurement Automated Support System (PASS).

After a District subrecipient receives Inter-Agency budget authority, the agency can enter purchase requests (requisitions) in PASS. The SAA reviews every PASS requisition funded with homeland security grant funds (please add the Grants Bureau Chief and financial managers to the PASS approval flow) to determine if it is allowable, aligns with the subaward scope, is within the subaward period of performance, and is included in the spend plan. The PASS request must match the spend plan in the PMP.

1. ESTABLISHING THE BUDGET

The SAA uses the District's Inter-Agency process as a means to pass through funds to a District subrecipient. The spend plan section in the PMP serves as the budget and must identify the items to be purchased and the item amount.

The District subrecipient should complete and submit the budget establishment form (BEF), signed subaward/MOU and signed Interagency Standard Request Form (IASRF) in SAA.SP to initiate the budget establishment process each fiscal year.

It takes approximately 45 days to establish Inter-Agency budget authority; therefore a District subrecipient is encouraged to give the SAA a 45-day lead on such requests. (The subrecipient may begin spending after the Inter-Agency budget is established.)

After receiving a completed BEF, the SAA:

- Works with the subrecipient to gather all of the appropriate data and signature.
- Prepares the Interagency Standard Request Form (IASRF) for the budget establishment.
- Forwards the signed award/MOU, BEF and IASRF to the DC OCFO for processing.
- Receives approval or denial of the request from the OCFO team. If denied, the SAA works with the OCFO to provide the appropriate modifications for approval.

Reprogramming:

Please note if the District subrecipient wishes to modify their current budget within the same fiscal year, an updated BEF must be submitted in SAA.SP and the above mentioned steps will be followed.

2. PROCUREMENT

With our transition to DIFS, we no longer use FT0. All budget loads now fall under BNO. Please add the grants bureau chief and financial managers to the PASS approval flow. It is imperative that the District subrecipient send confirmation of this to your program manager before spending begins. This allows the SAA to maintain financial oversight of spending progress, ensure only allowable costs are charged to the Federal grants, and produce consistent, timely, and accurate financial reports.

In order to procure using grant funds, the designated user must first ensure he or she has the authority to create requisitions in PASS under their own agency. Simply gaining BNO access without the authority to procure will not work.

ACCESS BNO IN DISTRICT INTEGRATED FINANCIAL SYSTEM (DIFS)

The user must submit a user maintenance request to gain access to BNO by:

- In PASS, click on create in the menu bar and select user maintenance request
- Select maintain under maintenance selector
- Select the appropriate name under user
- Select BNO Query All under roles
- Include the following in the comments section: “[User’s agency] is the subrecipient of HSGP funds and needs access to BNO to procure with these grant funds.”
- Submit the request

The designated user for the District subrecipient must complete the following steps to access and view funds established under BNO:

- Register and complete the PASS Buyer training #7100 course in PeopleSoft. After 3 business days, secure the PeopleSoft transcript following the actions below:

Sign into PeopleSoft, then select...

1. Request Training
2. Learning & Development
3. Transcripts & Certificates
4. Generate “My Transcript” and email the PDF to the the PSJC Cluster Financial Manager, Rosanne Etinoff (rosanne.etinoff@dc.gov).

- Register and complete the DIFS training course using the OCFO training request form (consult the Office of Financial Operations and Systems [OFOS] website for the training schedule)
- Submit the PASS Access form with the PeopleSoft Transcript to PSJC Cluster AP Financial Manager, Rosanne Etinoff rosanne.etinoff@dc.gov. For DIFS Access, please go to the DIFS Access Site <https://difsforms.zendesk.com/> and submit the ticket with your completed access form ([Attachment Q](#)). Please cc rosanne.etinoff@dc.gov so she can approve the request.

CREATE A NEW REQUISITION IN PROCUREMENT AUTOMATED SUPPORT SYSTEM (PASS)

A District subrecipient should consider the following when creating a requisition in PASS:

- All requisitions must have the grants bureau chief and financial managers added to the PASS approval flow.
- The subaward and DIFS project number (e.g. 2FAUA2; 401098) must be included as part of the title.
- When nearing the end of the fiscal year, only enter requisitions that can be fully received and paid by September 30.
- PSJC Accounts Payable process all invoices for purchase orders funded under BNO. Provide all invoices to Rosanne Etinoff (rosanne.etinoff@dc.gov) in a timely manner.
- Requisitions for subawards with delinquent QSRs will be denied.
- Subawards with a period of performance extending beyond the fiscal year will have their remaining budget reestablished on October 1.

If the District subrecipient experiences difficulties entering a requisition, the SAA recommends the following:

- Check with your program manager to verify that the subaward budget has been established.
- Check the distribution codes to ensure the budget is the same as established in DIFS.
- Check that the person entering the requisition has proper access to BNO in PASS.
- Contact the PASS helpdesk at 202.727.8700.

3. INTER-AGENCY PROCESS

The SAA uses the Inter-Agency process as a means to reimburse funds to a District subrecipient. The subrecipient is reimbursed for expenses incurred against its Inter-Agency subawards through an Inter-Agency advance. The subrecipient is only able to receive the advance after the funds are expended in DIFS.

As audit requirements may change during the course of the year, support documents may be requested.

Attachment E: Payment Set Up and Reimbursement Requests for Non-District Subrecipients

1. PAYMENT METHOD

Non-District subrecipients set up and manage their own payment profile in the DC financial system (DIFS). DIFS and the subrecipient's payment profile is handled by the DC OCFO and the subrecipient. HSEMA cannot provide assistance.

New Supplier Registration (non-purchase order):

Non-District subrecipients are treated as a vendor for the purpose of receiving payments from the District. To be established as a vendor for the first time, non-District subrecipients need to [register as a new supplier in DIFS](#). In the Supplier Portal, click the New Supplier Registration button to log in and follow the steps to register. Non-District subrecipients will receive notification from DIFS once registration is complete.

A dark blue rounded rectangular button with white text that reads "NEW SUPPLIER REGISTRATION".

Existing Suppliers:

Non-District subrecipients already registered with the District and previously set up to receive payments should [access the Supplier Portal](#) to enroll in the Automated Clearing House (ACH) program and/or to update existing information (e.g. address change, bank account change). Non-District subrecipients will receive notification from DIFS once the update is complete.

A dark blue rounded rectangular button with white text that reads "EXISTING SUPPLIERS".

- In the Supplier Portal, click the Existing Suppliers button to log in and make updates.
- On the login page, enter your User ID and Password, then click the 'Sign In' button.
- To access the supplier portal, an email address must be on the supplier record.
- Contact the District at (202) 442-6870 or email at suppliers@dc.gov if there are any questions or assistance required. Once the supplier record has been updated with the email address, the supplier portal will be accessible.

New non-District subrecipients should set up payment information early in the subaward period to avoid delays in processing payments by following the process referenced above.

Registered non-District subrecipients that are previously set up to receive payments should periodically verify that their payment information is still accurate. For updates and/or changes to payment information, the subrecipient should follow the process referenced above as soon as possible.

2. SPEND PLAN SUBMISSION

Non-District subrecipients are responsible for developing and submitting a spend plan through the grant application screen in NCR|GMS within 60 days of being available in NCR|GMS. The subrecipient will have access to the funds once the SAA releases them in the NCR|GMS system, shortly after issuing the subaward letter.

In order to submit the spend plan in NCR|GMS, the subrecipient must create line items for each proposed expenditure and select the appropriate Authorized Equipment List (AEL) code and associated amount. The spend plan in NCR|GMS must match the spend plan in the PMP in SAA.SP.

Non-District subrecipients should use the following NCR|GMS How-To Guides to provide instruction regarding:

- [Build Grant Application](#) – First step for new awards
- [Proof of Encumbrance](#) - Submit Proof of Encumbrances (POE) & Build Expenditure Lines using key description titles, plus how to cancel or edit POE lines
- [Invoicing](#) – Single or Multiple Invoices, plus how to cancel or edit lines for reimbursements
- [Request New Expenditure](#) – Do this if you have to cancel an entire line after the SAA approves change request

The spend plan should reflect the current approved PMP or is subject to denial. The SAA must approve the spend plan in NCR|GMS before the subrecipient can submit reimbursement requests. Additional instructions can be found [here](#).

NCR|GMS will not allow a subrecipient to submit a grant application until all funding has been allocated for every subaward. The subrecipient may then submit the grant application to the SAA for review.

3. PROCUREMENT

A non-District subrecipient must upload documentation that identifies what goods and/or services have been ordered or procured after submission and approval of the Spend Plan in NCR|GMS. The expenditure line item is marked as “Needs POE” (proof of encumbrance) in NCR|GMS.

In order to submit in NCR|GMS, the non-District subrecipient is required to assign an accurate description for the expenditure item that also includes the billing period and period of service.

Non-District subrecipients should use the following instruction [guide to enter proof of encumbrance \(POE\)](#) in NCR|GMS:

The spend plan should reflect the current approved PMP or is subject to denial. Additional instructions can be found [here](#).

4. REIMBURSEMENT REQUESTS

Non-District subrecipients must be current with the submission of required status reports in order for the SAA to process reimbursement requests. The subrecipient must submit invoices, receipts, proof of payment, and any other documentation to verify the amount being requested in NCR|GMS.

Reimbursements must be based upon authorized and allowable expenditures consistent with the PMP. Expenditures must be supported with documentation.

Non-District subrecipients should use the following instruction guides to submit proof of invoices and payments in NCR|GMS:

- [Submit invoices and payments](#)
- [Adjust reimbursement amount](#)
- [Cancel expenditure](#)

Subrecipients must submit reimbursement requests no later than 90 days after the subrecipient has paid for the goods and/or services. The SAA, at its own discretion, can deny a reimbursement request if the submission date exceeds the 90-day limit. The SAA will not accept any reimbursement requests after the subaward liquidation period, which is 30 days after the end of the subaward period of performance. Please refer to the subaward letter or applicable subaward adjustment to determine the end of the subaward period of performance.

If a Subrecipient requests partial payment for an expenditure item, the subrecipient must include a written explanation. This explanation can be in the form of an additional attachment, a cover memo, or a note written directly onto the payment documentation.

5. SAA REVIEW

The SAA reviews the documentation loaded into NCR|GMS to ensure the documentation is sufficient and the reimbursement can be processed. This review takes approximately 15 business days:

The SAA staff member reviews the documentation for mathematical accuracy, and confirms the expenses are allowable, timely, and consistent with the PMP.

- The SAA staff member reviews the documentation for mathematical accuracy and compliance with [2CFR§200 Subpart E—Cost Principles](#).
- The Grants Bureau Chief reviews the documentation and signs off on the request for payment to the OCFO.
- The SAA submits the reimbursement request to the OCFO for payment after the above three-step review process is complete.

If a reimbursement request has discrepancies, the SAA will deny the request in NCR|GMS and add comments in the textbox providing an explanation and steps to correct the submission. A system generated notification will be sent to the subrecipient point of contact explaining the denial.

6. OCFO REVIEW AND PAYMENT

The OCFO has 30 business days to pay the subrecipient's reimbursement request in accordance with the District's Quick Payment Act. In total, the subrecipient must allow 45 business days to receive payment after submitting a proper reimbursement request. The subrecipient is encouraged to contact the SAA for status of payment if it does not receive payment after the 45th business day. portal will be accessible.

In some instances, the OCFO may bundle multiple reimbursement requests into one payment. For a breakout of payments, please reference NCR|GMS and SAA.SP. If a subrecipient cannot easily match a payment to a reimbursement request, please contact your program manager for assistance.

7. REFUNDING THE SAA

In the event of overpayment, the subrecipient must issue a refund to the District. The subrecipient must first notify the program manager of this issue and provide an explanation. The SAA will review the notification and work with the subrecipient to ensure the refund is processed correctly. The District's tax identification number is: 536001131.

Subrecipients must follow these steps:


- Refund checks must be **made out to District of Columbia Treasury**.
- Refund checks must be **mailed to the attention of the Grants Bureau Chief** at the following address:
District of Columbia Homeland Security and Emergency Management Agency
2720 Martin Luther King Jr Ave SE
Washington, DC 20032
- The subrecipient should notify the SAA when the refund is sent.
- Once the OCFO has deposited the refund and repaid FEMA, the SAA will notify the subrecipient that the refund is complete.
- Refunds for items paid to non-District subrecipients through NCR|GMS will be reflected in NCR|GMS. The SAA will deduct the refunded amount from the completed item(s) in NCR|GMS that were affected by the refund, and the item(s) in NCR|GMS will show that a refund has been applied. Subrecipients can open the NCR|GMS item to review the original amount requested/paid and the details of the refund.

If a subaward has been closed (e.g. a closeout adjustment has been issued) and a refund is made after closeout, the SAA will process the refund and record it in NCR|GMS, but a revised closeout adjustment will not be issued.

Attachment F: Subaward Letter

1. Program Information: The Program Name, Subrecipient Name, Subaward Title, Subaward ID, Subaward Amount, Subaward Performance Period and Subrecipient UEI is pre-populated based on funding decisions.
2. Federal Identification Information: The Federal Award Identification, Federal Award Date, Federal Awarding Agency, CFDA and State Administrative Agent is identified on the Federal Award documents.
3. Terms and Conditions: Each subaward has specific terms and conditions that are laid out by both the District and NCR leadership and the SAA.
4. Awarding Official Signature: The HSEMA Director will sign the subaward letter to make the agreement official.
5. Subrecipient Official Signature: The Director or Lead Official of the Subrecipient Agency must sign the subaward letter before funding can be spent.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
 Homeland Security and Emergency Management Agency



Muriel Bowser Mayor Dr. Christopher Rodriguez Director

Subaward

<p>1. PROGRAM FY 2022 Homeland Security Grant Program Urban Areas Security Initiative</p> <p>SUBRECIPIENT Agency Name</p> <p>SUBAWARD TITLE Project Name</p> <p>SUBAWARD ID Subaward ID</p> <p>SUBAWARD AMOUNT Amount</p> <p>SUBAWARD PERFORMANCE PERIOD POP Start–POP End</p> <p>SUBRECIPIENT UEI UEI Identification</p>	<p>2. FEDERAL AWARD IDENTIFICATION NUMBER EMW-2022-SS-00084</p> <p>FEDERAL AWARD DATE 09/06/2022</p> <p>FEDERAL AWARDOING AGENCY U.S. Department of Homeland Security Federal Emergency Management Agency</p> <p>CFDA 97.067 Homeland Security Grant Program</p> <p>STATE ADMINISTRATIVE AGENT / PASS-THROUGH ENTITY District of Columbia Homeland Security and Emergency Management Agency</p>
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3. As the duly authorized representative of the above-listed organization, you hereby accept the subaward and certify that you have read and understand the terms and conditions presented in the following documents:

- 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- FY 2021 DHS Standard Terms and Conditions
- FY 2022 DHS Homeland Security Grant Program Agreement Articles
- FY 2022 DHS Standard Terms and Conditions
- FY 2022 District of Columbia Homeland Security and Emergency Management Agency Terms and Conditions
- FY 2022 FEMA Preparedness Grants Manual
- FY 2022 Homeland Security Grant Program Notice of Funding Opportunity
- HSEMA Subrecipient Handbook

<p>AWARDING OFFICIAL Dr. Christopher Rodriguez Director</p>	<p>SUBRECIPIENT OFFICIAL Name Title Agency Name</p>
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<p>4. _____ Signature Date</p>	<p>5. _____ Signature Date</p>
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2720 Martin Luther King Jr Ave SE • Washington, DC 20032 202.727.6161 hsema.dc.gov

Attachment G: Acceptable Forms of Documentation

Item	Description	Proof of Encumbrance	Proof of Purchase	Proof of Payment
		Shows that a subrecipient has made a commitment or obligation to pay for goods and/or services.	Required to prove that the subrecipient has received goods and/or services and thereby is obligated to pay for such costs.	Required to prove that the subrecipient has released funds for an expense and is therefore owed a reimbursement from the SAA.
Personnel and personal services	Remuneration for services or work performed by individuals who are employees of the subrecipient; includes wages, salaries and fringe benefits.	<ul style="list-style-type: none"> Any record that specifies the person’s level of effort, such as timesheets or activity reports For overtime or backfill, provide the approval form along with the timesheet. For overtime, properly demonstrate the overtime hours. If the documentation does not distinguish overtime from regular time, the approval form may suffice. For a variable percentage level of effort, include: <ul style="list-style-type: none"> How that percentage was calculated Total cost for the employee (salary, fringe, etc.) for the period Percentage billed to the grant For a flat percentage fringe multiplier applied to the payroll amount, explain the percentage calculation in a memo or directly on the submitted documentation. Otherwise, provide a fringe report that details the fringe cost. For multiple payrolls (i.e. combination of one employee for multiple pay periods, multiple employees for one pay period, or multiple employees for multiple pay periods), include an “invoice” summary sheet that details who and what pay periods and amounts are included. 		<ul style="list-style-type: none"> Pay stub Payroll register Documentation must clearly be generated from the subrecipient’s official system of record. The SAA cannot accept an Excel spreadsheet, a Word document or a handwritten notation as a justification for payment.
Goods and nonpersonal services	Includes materials and supplies, equipment, contractors and consultants, rental costs, and other services and charges.	<ul style="list-style-type: none"> Purchase order (associated amendments or modifications) Contract (associated amendments or modifications) Online purchase: order confirmation 	Invoice <ul style="list-style-type: none"> Equipment purchase invoices must list: <ul style="list-style-type: none"> Item purchased Unit cost Number of units delivered Total amount Shipping costs should be rolled up into the relevant line item in NCR GMS; submitting them separately creates confusion. 	<ul style="list-style-type: none"> Copy of a check Copy of a receipt (receipts can function as invoice and pop) Printout from the subrecipient’s financial system of record that shows the payment detail
Food and beverages	Consumable products that are provided at allowable training sessions, meetings, or conferences.	The subrecipient must provide one document from each of the following: <ul style="list-style-type: none"> Event registration list, or on-site sign-in sheet, or attendee list; and Event agenda, or schedule, or program. 	<ul style="list-style-type: none"> Receipts Invoices 	Receipts
Travel	Expenses for transportation, lodging, subsistence, and related items incurred by employees or contractors who are in travel status on official business of the subrecipient.	<ul style="list-style-type: none"> Personnel <ul style="list-style-type: none"> Approved travel request form, including detailed purpose of travel (e.g. conference agenda) Online reservations Contractors/consultants <ul style="list-style-type: none"> Purchase order (associated amendments or modifications) Contract (associated amendments or modifications) Travel must be included as part of the purchase order or contract. 	<ul style="list-style-type: none"> Personnel <ul style="list-style-type: none"> Receipts Invoices Mileage, to include: <ul style="list-style-type: none"> Date of travel Total distance traveled Points of origin and destination (street addresses are optional; city-to-city is sufficient) Explanation of any abbreviations used for points of origin/destination Contractors/consultants <ul style="list-style-type: none"> Invoice 	Copy of payment the subrecipient made to the person(s) on travel

Attachment H: Acceptable Documentation for Travel

Travel costs are allowable as expenses by employees and contractors who are in travel status on official business in support of grant program activities.

Use this document as a quick reference guide.

Provide a copy of your travel policy in advance of requesting reimbursement to help expedite the review and approval process.

Details of Expense	Documentation Required for Reimbursement
Airline Flights	<p>Receipt from a travel agent or airline that must show:</p> <ul style="list-style-type: none"> • Name of traveler • Dates of travel • Cost of travel <p>Note that you may also need to produce your boarding pass.</p>
Airline Baggage	<p>Your airline ticket or voucher may show the quantity and cost of your accompanying baggage. If it doesn't, or you find you need to pay extra baggage costs on arrival at the airport, travel will need to submit:</p> <ul style="list-style-type: none"> • Baggage receipts • Justification for any baggage costs not included in your reimbursement package
Ground Transportation	<p>Traveler will need:</p> <ul style="list-style-type: none"> • A taxi or shuttle receipt, preferably showing not only the cost but the date, origin, and destination
Personal Vehicles	<p>The subrecipient is responsible for submitting claims that match the travel policy and support them with clear documentation of your travel, such as:</p> <ul style="list-style-type: none"> • Mileage traveled • Cost of travel at organization, state or GSA rates that match the program activities • Maps showing routes and dates of travel • A trip report of routes taken and purpose of travel • Highway and bridges toll receipts • Parking receipts
Rental Vehicles	<p>In this case, you will need to show the cost of rental, supported by:</p> <ul style="list-style-type: none"> • Rental contract showing name of renter and dates of rental • Zero balance receipt for the rental vehicle • Highway and bridge toll receipts • Parking receipts
Lodging	<p>The traveler will need to submit:</p> <ul style="list-style-type: none"> • Original hotel receipts showing a "zero" balance, e.g., paid in full
Meals	<p>Whether paid by per diem or receipt, it is often helpful to show a worksheet that identifies the per diem rates or actual costs.</p> <ul style="list-style-type: none"> • Receipts should be as specific as possible, e.g., showing the date, location, and number of personnel. • Receipts for meals should not include alcohol, as this is not an eligible expense.

Attachment I: Understanding Your Quarterly Status Report (QSR)

1. Subaward Information: The Subaward ID, Grant Type, Grant Year, Subaward Title, Subrecipient, Award Amount, Subaward Period of Performance Start Date, and Subaward Period of Performance End Date are pre-populated based on funding decisions.

2. Deliverables: The deliverables, along with milestones and start/end dates are populated from the approved PMP. The subrecipient will need to identify the percentage of completion for each deliverable/milestone in order to submit the QSR. If a deliverable/milestone needs to be changed, please complete and submit the current QSR, then coordinate with your Program Manager to make changes to the PMP for the next quarter.

3. Deliverables Notes: The subrecipient should explain any noteworthy items, delays or updates to the project implementation.

4. Spend Plan: The spend plan is prepopulated based on the information available in the PMP. The subrecipient must enter the total expended to date, whether the final reimbursement has been requested, and identify any funds that will be expended in the next quarter.

5. Spend Plan Notes: The subrecipient will identify spending projections or issues negatively impacting spending.

6. Personnel Notes: The subrecipient should use the personnel notes section to report any changes in positions funded during the quarter or anticipated changes in the next quarter.

7. Accomplishments: Subrecipients will need to highlight positive things that were accomplished during the quarter in the accomplishments section. It is also a place to identify items that impact the entire subaward, such as delays in obtaining budget approval from leadership.

Quarterly Status Report (QSR)						
1. Subaward Information						
SubawardID :	18UA5123-01					
Subrecipient :	Subrecipient Name					
Project Title :	Title of Approved Project					
Award Amount :	\$100,000.00					
Period of Performance Start Date :	10/1/17					
Period of Performance End Date :	9/30/19					
Reporting Period :	Q3 (July-Sept) 2018					
Is this the final QSR?	<input type="checkbox"/>					
No activity this quarter?	<input type="checkbox"/> If you report no activity this quarter, you must explain why in the 'Accomplishments and Subaward Updates' section below.					
Report Status :						
2. Deliverables						
If any deliverables were completed, please upload a copy or proof of the items (e.g plans, AARs, Photos, etc.) in the Subaward Uploads Section . If any equipment was acquired, please complete the property form .						
Equipment						
Deliverable #	Equipment	Milestone #	Milestone	Start Date	End Date	% Complete
1	Lighting for parking lot and building	1	Review proposals and select vendor	10/1/17	12/31/17	100
1	Lighting for parking lot and building	2	Installation of lighting	1/1/18	4/30/18	100
2	Security fencing	1	Review proposals and select vendor	3/1/18	8/31/18	100
2	Security fencing	2	Installation of fencing	9/1/18	11/30/18	60
Deliverables Notes						
Notes and description of progress against deliverables this quarter						
3. Spend Plan						
Item	Estimated Cost	Expended to Date	Balance	Final Reimbursement Requested?		
Lighting	\$55,000.00	\$52,500.00	\$2,500.00	Yes		
Fencing	\$45,000.00	\$38,000.00	\$7,000.00	No		
	Total: \$100,000.00	Total: \$90,500.00	Total: \$9,500.00			
Spend Plan Notes						
Notes and description of expenditures this quarter and projected spending for next quarter						
4. Personnel						
Name	Position	Employee / Contractor	Level of Effort	Start Date	End Date	
Personnel Notes						
Any changes to personnel positions funded under this subaward this quarter or projected for next quarter?						
Accomplishments						
Describe any significant activities or progress made on the project this quarter. Also note any delays, changes of scope, or other significant challenges to successful project implementation.						
If no activity has occurred, explain why and whether this represents a challenge to successful project implementation.						
If this is the final QSR, provide a description of the project as it was implemented, including any accomplishments and shortfalls. Upload a copy or proof of the deliverables (e.g plans, AARs, photos, etc.) in the Attachments section of the Subaward Details page, and complete the Equipment Purchases form, if applicable.						
All items have been purchased. The contractor is installing the fencing this quarter and final QSR will be submitted once complete.						

Attachment J: Extension Request

1. Subaward Information

**Fillable template is available on the HSEMA Grants website.*

Subrecipient:	Click or tap here to enter text.		
Subaward Title:	Click or tap here to enter text.		
Subrecipient Point of Contact Name and Email Address:	Click or tap here to enter text.		
Period of Performance:	Click or tap to enter a date.	-	Click or tap to enter a date.
End Date Requested:	Click or tap to enter a date.		

2. Financial Snapshot

Subaward Award	Expended to Date	Obligated (Encumbered)	Amount Reimbursed by the SAA	Balance (Award-Obligated-Expended)
\$ Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.

3. Amount that will be unspent (no invoice in hand) but the end of the current period of performance.

Click or tap here to enter text.

4. Explain why the subaward cannot be completed within the current period of performance.

Click or tap here to enter text.

5. Explain how you will ensure the subaward is completed within the extended period of performance.

Click or tap here to enter text.

Attachment K: Equipment Disposition Form

*Fillable template is available on the HSEMA Grants website.

Subrecipients must provide additional information for items meeting the threshold before taking steps towards disposition. Please provide this completed form to your designated Program Manager.

Items of interest, as outlined in 2CFR§200.313 Equipment (e) Disposition (items of equipment with a current per unit fair market value in excess of \$5,000) and 2CFR§200.314 Supplies (residual inventory of unused supplies exceeding \$5,000 in total aggregate value).

1. Subaward Number:	Click or tap here to enter text.	In the table below, please provide details for each item.
2. Briefly describe the disposition method the subrecipient will use, and whether it complies with the subrecipient’s disposition policy.		Description _____ _____
Click or tap here to enter text.		Serial/ID Number _____ _____
3. Briefly explain why the items are being disposed.		Acquisition Cost
Click or tap here to enter text.		_____ Cond. Code
4. What, if any, capability gap does dispoitoin create? How will the subrecipient address this gap?		_____
Click or tap here to enter text.		Current Fair Market Value _____

Cond. Code	Enter the applicable condition code from the following list.	
1	Excellent	Property that is in new condition or unused condition and can be used immediately without modification or repairs.
4	Usable	Property which shows some wear, but can be used without significant repair.
7	Repairable	Property which is unusable in its current condition, but can be economically repaired.
X	Salvage	Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap	Property which has no value except for its basic material content.

Attachment L: Sample Equipment Transfer Form

Federal Award Identification Number: _____	From (Name of Subrecipient Agency): _____	To (Name of Recipient Agency): _____
Subaward ID and Project Title _____	Subaward Point of Contact: _____	Recipient Point of Contact: _____
Date of Property Transfer: _____	Receipt Number: _____	Number of Items to be Transferred: _____

Description of Item	Model/Catalog Number	Serial Number	Quantity	Value (\$)

Grant Requirements: In accordance with the UASI grant requirements, the recipient agency understands and agrees to the following requirements of receiving equipment purchased through this UASI grant.

- The recipient understands that they are receiving equipment purchased through a regional grant program and that the equipment must be maintained and available for regional use and planned events and emergencies across the region at short notice (equipment cost of \$5,000 or more).
 - o Upon request for regional use, the recipient will deliver the requested equipment to the requested site in a timely manner.
- The recipient agency agrees to maintain original functionality, capability, and working order of the equipment through necessary and yearly maintenance at the agency's expense. The agency agrees not to alter the equipment in a manner that would delay the deployment of the equipment if requested.
- Recipient will comply with the grant guidance (Federal regulations) at the time that the equipment needs to be replaced, sold, or disposed of at the end of useful life (equipment cost of \$5,000 or more).
- Recipient is free to use the equipment within their agency as they deem necessary for _____ operations within the National Capital Region.
- If the recipient agency finds that they can no longer meet the deployment or maintenance requirements, they will notify the subrecipient so that the equipment can be redeployed to another agency in the National Capital Region.

Federal regulations regarding equipment can be found at the following website: 2CFR§200:313

Subrecipient (Transferring Agency): Acting on behalf of the subrecipient for the _____, I, _____, am authorized to transfer the property listed above under the terms of the grant to the recipient agency listed above.

_____ (Signature)
_____ Date

Recipient Agency: I, _____ (name), representing _____ (agency) am authorized to receive this property on behalf of _____ (agency) in accordance with the grant requirements.

_____ (Signature)
_____ Date

Attachment M: Acronyms

ACH	Automated Clearing House	NCR	National Capital Region
BEF	Budget Establishment Form	NCR GMS	National Capital Region Grant Management System
BRIC	Building Resilient Infrastructure and Communities		
DIFS	District Integrated Financial System	NOFO	Notice of Funding Opportunity
DHS	US Department of Homeland Security	NPS	Non-Personal Services
DUNS	Data Universal Numbering System	OBP	Office of Budget and Planning
EHP	Environmental and Historic Preservation	OCFO	Office of the Chief Financial Officer
FEMA	Federal Emergency Management Agency	PS	Personal Services
FMA	Flood Mitigation Program	PASS	Procurement Automated Support System
HMGP	Hazard Mitigation Grant Program	PMP	Project Management Plan
HSEMA	Homeland Security and Emergency Management Agency	QSR	Quarterly Status Report
		R-ESF	Regional Emergency Support Function
HSGP	Homeland Security Grant Program	RPWG	Regional Programmatic Working Group
IASRF	Inter-Agency Standard Request Form	SAA	State Administrative Agent
IB	Information Bulletin	SAA.SP	State Administrative Agent SharePoint
IDSR	Inter-Agency Standard Request	SPR	Stakeholder Preparedness Review
IPP	Integrated Preparedness Plan	STC	Securing the Cities Grant Program
M&A	Management and Administration	THIRA	Threat and Hazard Identification and Risk Assessment
MOU	Memorandum of Understanding		
		UASI	Urban Areas Security Initiative

Attachment N: Subaward Lifecycle Calendar Worksheet

Subrecipients can use this worksheet to plan for deadlines and other milestones and deliverables to meet during the grant award lifecycle.

Start: Click or tap here to enter text.

End: Click or tap here to enter text.

	January 1 – March 31 (Quarter 1)	April 1 – June 30 (Quarter 2)	July 1 – September 30 (Quarter 3)	October 1 – December 31 (Quarter 4)
Pre Subaward				
Active Subaward				
Post Subaward				

Subaward Lifecycle Calendar Worksheet

Attachment O: Sample Travel Summary Document

Subrecipients should include a cover sheet with all travel documentation that summarizes the request. Make sure to redact ALL Personal Identifiable Information (PII) before submitting requests to the SAA.

Traveler:	John King					
Conference:	National Homeland Security Conference					
Dates:	June 17-20					
		6/17/23	6/18/23	6/19/23	6/20/23	Total
Per Diem:		\$42.00	\$56.00	\$56.00	\$42.00	\$196.00
Airfare:	\$697.00					\$697.00
Hotel:		\$105.81	\$105.81	\$105.81		\$317.43
Registration:	\$675.00					\$675.00
Mileage:						
TOTAL:						\$1,885.43

Traveler:	Charles Austin					
Conference:	National Homeland Security Conference					
Dates:	June 17-20					
		6/17/23	6/18/23	6/19/23	6/20/23	Total
Per Diem:		\$42.00	\$56.00	\$56.00	\$42.00	\$196.00
Airfare:	\$697.00					\$697.00
Hotel:		\$105.81	\$105.81	\$105.81		\$317.43
Registration:	\$675.00					\$675.00
Mileage:						
TOTAL:						\$1,885.43

Attachment P: Sample Payroll Summary Document

Subrecipients should include a cover sheet with all payroll documentation that summarizes the request. Make sure to redact ALL Personal Identifiable Information (PII) before submitting requests to the SAA.

May 2023 Salary					
Employee	Pay Period End	OT	Earnings	Fringe	Total
Bob Warren	5/4/23		\$3,458.89	\$1,321.64	\$4,780.53
Bob Warren	5/18/23		\$3,458.89	\$1,321.62	\$4,780.53
Bob Warren	6/1/23		\$2,567.25		\$2,567.25
TOTAL			\$9,485.03	\$2,643.26	12,128.29
21 UASI	\$3,413.82				
22 UASI	\$8,714.47				

Attachment Q: District Integrated Financial System Access Request Form

*This is for District Agencies only.



DIFS ACCESS REQUEST FORM

OCFO DIFS ACCESS REQUEST / MODIFICATION / DEACTIVATION REQUEST FORM

Instructions: Please complete the OCFO DIFS Access Request / Modification / Deactivation Form, then create a ZenDesk ticket and attach this form to the ticket. [Click here](#) to access ZenDesk.

- Please read the [OCFO DIFS Job Aid](#), [Security Role to Policy Crosswalk](#), and [Security Access Policy](#) before completing this form.
- Sections 1, 2, & 3A are mandatory. **Complete either Section 3B or 3C not both.**
- Section 4 is not mandatory for all users. Primarily Agency Security Officer (ASO), OCFO Agency budget staff; ORA, OBP, and EOM staff will complete this section.

Section 1 – User Details <i>(Required)</i> (Completed by User/Functional Manager)	
Instructions: <i>Tab through the fields to fill the information</i>	
Date:	Employee ID:
Employee Name:	Employee Email:
Title:	
Cluster: - Please Select -	Agency (Type the Agency Code or Name):
Justification:	

Section 2 – Request Type <i>(Required)</i> (Completed by User/Functional Manager)	
Instructions: <i>Tab through the fields to fill the information</i>	
**Request Type: - Please Select -	
**Note: For New Access Request – proof of training completion needs to be attached to the ZenDesk ticket. Click here for information on how to access training via OCFOLearn	
Training Completed?	<input type="checkbox"/> No - Note: If Training is Not Completed , per the Security Access Policy , access to DIFS will be DENIED. Training must be completed prior to submitting this form to ZenDesk. <input type="checkbox"/> Yes - Note: If Training is Completed , per the Security Access Policy , please attach proof to the ZenDesk Ticket.



DIFS ACCESS REQUEST FORM

Section 3 (Required)

Systems Access Request Details (Completed by User/Functional Manager)

Instructions:

Click on the desired checkboxes, or tab through the fields to fill the information

Section 3A - Business Unit (Mandatory)

SELECT A BUSINESS UNIT (REQUIRED)

- District of Columbia** (Select if not an HBX or Lottery & Gaming Employee)
- DC Health Benefit Exchange (HBX)** (All HBX & OBP employees & select OFOS & HSSC employees)
- DC Lottery & Gaming** (All Lottery & OBP employees, and select OFOS employees)
- DC Tobacco Corporation** (Select OFOS Employees only)
- DC Confidential** (Select OTR employees only)
- DC Green Bank** (Select OFOS employees only)

Section 3B - ERP Access – Requested User Group

Note: Complete either section 3B or 3C, but not both sections

SELECT ONE OR MORE USER GROUPS FROM SECTION 3B AS APPLICABLE

- Accounting User Group:** N/A
- Agency Security Officer:** No Yes
- Budgeting User Group:** N/A
- Inquiry/Reporting User Group:** Yes
- PCard/Travel User Group:** Travel, Expense Reimbrsmnts and/or P-Card Holder
- Supplier User Group:** N/A

Section 3C - ERP Access - Requested Role(s)

Note: Complete either section 3B or 3C, but not both sections

SELECT THE REQUESTED JOB ROLE(S)

BUDGET JOB ROLES		GRANTS JOB ROLES		PAYABLES JOB ROLES (Cont'd)	
<input type="checkbox"/> Budget Inquiry	<input type="checkbox"/> Grants Analyst	<input type="checkbox"/> A/P Maintain Payment			
<input type="checkbox"/> Budget Override	<input type="checkbox"/> Grants Inquiry	<input type="checkbox"/> A/P Manage Payment			
GENERAL LEDGER JOB ROLES		RECEIVABLES JOB ROLES		<input type="checkbox"/> A/P Payment Request Creation	
<input type="checkbox"/> General Ledger Inquiry	<input type="checkbox"/> Receivables Inquiry	<input type="checkbox"/> A/P Release Invoice Hold			
<input type="checkbox"/> GL Journal Entry	<input type="checkbox"/> A/R Adj and Write - offs	PURCHASING JOB ROLES			
<input type="checkbox"/> GL Journal Posting	<input type="checkbox"/> A/R Invoices Manager	<input type="checkbox"/> Purchasing Inquiry			
<input type="checkbox"/> GL Reserve Funds	<input type="checkbox"/> A/R Liability User	<input type="checkbox"/> Purchasing Req Entry Year End			
MONTH END/ OFOS ONLY JOB ROLES		<input type="checkbox"/> Purchasing Buyer Year End			
<input type="checkbox"/> Budget Month End	<input type="checkbox"/> A/R Maintain Invoices	<input type="checkbox"/> Purchasing Create PO			
<input type="checkbox"/> Fixed Assets Month End	<input type="checkbox"/> A/R Maintain Receipts	<input type="checkbox"/> Purchasing Create Req			
<input type="checkbox"/> General Ledger Month End	<input type="checkbox"/> A/R Receipts Manager	<input type="checkbox"/> Purchasing Entry Year End			
<input type="checkbox"/> General Ledger OFOS Review	CASH MANAGEMENT JOB ROLES		<input type="checkbox"/> Purchasing Receiving Year End		
<input type="checkbox"/> Payables Month End	<input type="checkbox"/> Cash Mgmt. Cash Maintenance				
<input type="checkbox"/> Payables OFOS Month End	<input type="checkbox"/> Cash Mgmt. Reconcile Bank	SUPPLIER PORTAL JOB ROLES			
<input type="checkbox"/> Projects Month End	<input type="checkbox"/> Fixed Assets Inquiry	<input type="checkbox"/> A/P Supplier Profile Inquiry			
<input type="checkbox"/> Purchasing Year End	<input type="checkbox"/> Fixed Assets Maintain Trans	<input type="checkbox"/> Supplier Maintenance			
<input type="checkbox"/> Receivables Month End	EXPENSE JOB ROLES		<input type="checkbox"/> Supplier Registration		
<input type="checkbox"/> Supplier Administration	<input type="checkbox"/> Expense Corp Card Admin				
PROJECTS JOB ROLES		<input type="checkbox"/> Expense Entry	ADDT'L REQUIRED NEW USER JOB ROLES		
<input type="checkbox"/> Project Billing Invoice	<input type="checkbox"/> Expense Processor	<input type="checkbox"/> BI Consumer			
<input type="checkbox"/> Projects Admin	PAYABLES JOB ROLES		<input type="checkbox"/> Employee Job Role		
<input type="checkbox"/> Projects Capitalization	<input type="checkbox"/> Payables Inquiry	<input type="checkbox"/> GL COA Map User			
<input type="checkbox"/> Projects Inquiry	<input type="checkbox"/> A/P Maintain Invoice				
<input type="checkbox"/> Projects Transactions					



DIFS ACCESS REQUEST FORM

Section 3 – Continued (Required) Systems Access Request Details (Completed by User/Functional Manager)

Instructions: Click on the desired checkboxes

Section 3C - ERP Access - Requested Role(s) – Note: Complete either section 3B or 3C, but not both sections

SELECT THE REQUESTED JOB ROLE(S)

DIFS SUPPORT CENTER (DSC) JOB ROLES	DIFS SUPPORT CENTER (DSC) JOB ROLES (Cont'd)	INFORMATION TECHNOLOGY JOB ROLES (Cont'd)
<input type="checkbox"/> Budget Setup	<input type="checkbox"/> Projects Admin Support	<input type="checkbox"/> IT Audit Administration
<input type="checkbox"/> Budget Transactions	<input type="checkbox"/> Projects Setup	<input type="checkbox"/> IT BI Administrator
<input type="checkbox"/> Cash Mgmt. Bank Maintenance	<input type="checkbox"/> Purchasing Setup Year End	<input type="checkbox"/> IT BIP Author
<input type="checkbox"/> Cash Mgmt. Setup	<input type="checkbox"/> Receivables Setup	<input type="checkbox"/> IT ESS Administration
<input type="checkbox"/> Customer Maintenance	INFORMATION TECHNOLOGY JOB ROLES	
<input type="checkbox"/> Expense Setup	<input type="checkbox"/> AAC Administration	<input type="checkbox"/> IT Maintain Integrations
<input type="checkbox"/> Fixed Assets Setup	<input type="checkbox"/> AAC Inquiry	<input type="checkbox"/> IT Maintenance Conversions
<input type="checkbox"/> General Ledger COA Map Admin	<input type="checkbox"/> AAC Investigator	<input type="checkbox"/> IT Role Administration
<input type="checkbox"/> General Ledger Setup	<input type="checkbox"/> AFC Administration	<input type="checkbox"/> IT Security Inquiry
<input type="checkbox"/> Grants Administration	<input type="checkbox"/> AFC Inquiry	<input type="checkbox"/> IT User Administration
<input type="checkbox"/> Grants Setup	<input type="checkbox"/> AFC Investigator	<input type="checkbox"/> IT View Audit
<input type="checkbox"/> HR Setup	<input type="checkbox"/> BI OTBI Author	<input type="checkbox"/> IT View Scheduled Job
<input type="checkbox"/> Payables Setup	<input type="checkbox"/> IT Application Administrator	<input type="checkbox"/> IT Workflow Administration

Section 4 (Required) This section is not mandatory for all users. Primarily ASO, OCFO Agency budget staff; ORA, OBP, and EOM staff will complete this section

Instructions: Click on the desired checkboxes

Section 4 EPM Access - Requested Role(s):

SELECT THE REQUESTED USER ROLE(S)

EPM USER ROLES	EDRC (Cont'd)	GOVERNMENT DIRECTION AND SUPPORT
<input type="checkbox"/> Agency Financial Entry (OCFO Only)	<input type="checkbox"/> C10-Off of Cable TV, Film, Music, and Entmt	<input type="checkbox"/> ALL CLUSTER
<input type="checkbox"/> Agency Fin Review & Submit (OCFO Only)	<input type="checkbox"/> CQ0 - Office of the Tenant Advocate	<input type="checkbox"/> AT0 - Office of the Chief Financial Officer
<input type="checkbox"/> Council User (OBP)	<input type="checkbox"/> CR0-Dept of Consumer and Reg Affairs	<input type="checkbox"/> CS0 - Cash Reserve
<input type="checkbox"/> EOM User	<input type="checkbox"/> CU0 - Dept of Buildings	<input type="checkbox"/> DO0 - Non-Departmental
<input type="checkbox"/> Internal DIFS Read Only	<input type="checkbox"/> DA0 - Real Property Tax Appeals COMM	<input type="checkbox"/> DY0 - DC Retirement Board
<input type="checkbox"/> OBP User	<input type="checkbox"/> DB0 - Dept of Housing and Community Dev	<input type="checkbox"/> EA0-Metropolitan WAS Council of Govs
<input type="checkbox"/> ORA User	<input type="checkbox"/> DH0 - Public Service COMM	<input type="checkbox"/> EL0 -
COMPONENT UNITS		<input type="checkbox"/> EL1 -
<input type="checkbox"/> ALL CLUSTER	<input type="checkbox"/> DJ0 - Office of the People's Counsel	<input type="checkbox"/> EP0 - Emergency Planning & Security Fund
<input type="checkbox"/> ES0-Washington Conv and Sports Authority	<input type="checkbox"/> DR0 - Rental Housing COMM	<input type="checkbox"/> EZ0 - Convention Center Transfer
<input type="checkbox"/> GF0 - University of the DC	<input type="checkbox"/> EB0 - Off of Dep Mayor for Plng & Econ Dev	<input type="checkbox"/> GS0-Sec103 Judgments-Gov Dir & Support
<input type="checkbox"/> HF0 - Housing Finance Agency	<input type="checkbox"/> NO - Dept of Small and Local Business Dev	<input type="checkbox"/> IC0 - Indirect Cost Pool
<input type="checkbox"/> HW0 - Not-For-Profit Hospital Corp	<input type="checkbox"/> HP0 - Housing Prod Trust Fund Subsidy	<input type="checkbox"/> KZ0 - Hwy Transportation Fund - Transfers
<input type="checkbox"/> KB0 - Green Finance Authority	<input type="checkbox"/> HY0 - Housing Authority Subsidy	<input type="checkbox"/> PA0 - Pay-As-You-Go Capital Fund
<input type="checkbox"/> LB0 - Washington Aqueduct	<input type="checkbox"/> ID0-Business Improvmtm Districts Transfer	<input type="checkbox"/> PM0 - Tax Revision COMM
<input type="checkbox"/> TF0 - DC Tobacco Settlemnt Financing Corp	<input type="checkbox"/> LQ0 - Alcoholic Beverage Regulation Admin	<input type="checkbox"/> PZ0 - Expenditure Commission
DEBT SERVICE		<input type="checkbox"/> SR0 - Dept of Ins, Securities, and Banking
<input type="checkbox"/> ALL CLUSTER	<input type="checkbox"/> TC0 - Dept of For-Hire Vehicles	<input type="checkbox"/> SM0 - Schools Modernization Fund
<input type="checkbox"/> DS0 - Repayment of Loans and Interest	<input type="checkbox"/> UZ0 - Housing Production Trust Fund	<input type="checkbox"/> SV0-Repayment of Emergency & Contingency Cash Reserve Funds (SV0)
<input type="checkbox"/> DT0 - Repayment of Revenue Bonds	ENTERPRISE AND OTHER FUNDS	
<input type="checkbox"/> RB0 - Refunding Bonds	<input type="checkbox"/> ALL CLUSTER	<input type="checkbox"/> UB0-Other Post-Employment Benefits Fund
<input type="checkbox"/> ZB0 - Debt Service - Issuance Costs	<input type="checkbox"/> BK0 - Ballpark Revenue Fund	<input type="checkbox"/> UP0 - Workforce Investments
<input type="checkbox"/> ZC0 - Commercial Paper Program	<input type="checkbox"/> DC0-Office of Lottery and Charitable Games	<input type="checkbox"/> UV0 - DC Office Of Personnel Trust Fund
EDRC		<input type="checkbox"/> ZA0-Repayment of Interest on ST Borrowing
<input type="checkbox"/> ALL CLUSTER	<input type="checkbox"/> LA0 - Water and Sewer Authority	<input type="checkbox"/> ZV0-Sec103 Judgements-Fin And Other Fds
<input type="checkbox"/> BD0 - Office of Planning	<input type="checkbox"/> TX0-Tax Increment Financing (TIF) Program	
<input type="checkbox"/> BJ0 - Office of Zoning	<input type="checkbox"/> TY0 - Repayment of Pilot Financing	
<input type="checkbox"/> BX0 - COMM on the Arts and Humanities	<input type="checkbox"/> UI0 - Unemployment Ins Trust Fund	
	<input type="checkbox"/> UL0 - Universal Paid Leave	
	<input type="checkbox"/> TY0 - Repayment of Pilot Financing	



DIFS ACCESS REQUEST FORM

Section 4 – Continued (Required)

This section is not mandatory for all users. Primarily ASO, OCFO Agency budget staff; ORA, OBP, and EOM staff will complete this section

Instructions:

Click on the desired checkboxes

Section 4 EPM Access - Requested Role(s):

SELECT THE REQUESTED USER ROLE(S)

GOVERNMENT OPERATIONS	GOVERNMENT OPERATIONS (Cont'd)	PUBLIC SAFETY AND JUSTICE	
<input type="checkbox"/> ALL CLUSTER	<input type="checkbox"/> ZH0 - Settlements and Judgments	<input type="checkbox"/> ALL CLUSTER	
<input type="checkbox"/> AA0 - Office of the Mayor	<input type="checkbox"/> ZZ0 - John A. Wilson Building Fund	<input type="checkbox"/> BN0 -Homeland Sec & Emer Mgmt Agency	
<input type="checkbox"/> AB0 - Council of the DC	HUMAN SUPPORT SERVICES		
<input type="checkbox"/> AC0 - Office of the DC Auditor	<input type="checkbox"/> ALL CLUSTER	<input type="checkbox"/> BT0 - Emergency And Disaster Response	
<input type="checkbox"/> AD0 - Office of the Inspector General	<input type="checkbox"/> DU0 - Medicaid Reserve	<input type="checkbox"/> DQ0 -COMM on Judicial Disabilities & Tenure	
<input type="checkbox"/> AE0 - Office of the City Administrator	<input type="checkbox"/> HA0 - Dept of Parks and Recreation	<input type="checkbox"/> DV0 - Judicial Nomination COMM	
<input type="checkbox"/> AF0 - Contract Appeals Board	<input type="checkbox"/> HC0 - Dept of Health	<input type="checkbox"/> ELC - Equipment Lease – Capital	
<input type="checkbox"/> AG0 - DC Board of Ethics & Gov Account	<input type="checkbox"/> HG0 -Office of the Dep Mayor for HHS	<input checked="" type="checkbox"/> FB0 -Fire & Emergency Medical Services Dept	
<input type="checkbox"/> AH0 - Mayor's Office of Legal Counsel	<input type="checkbox"/> HI0 - DC Health Benefit Exchange Authority	<input type="checkbox"/> FD0 -Police Offrs & Fire Fghtrs Retirement System	
<input type="checkbox"/> AIO - Office of the Senior Advisor	<input type="checkbox"/> HM0 - Office of Human Rights	<input type="checkbox"/> FH0 - Office of Police Complaints	
<input type="checkbox"/> AK0 - OFC OF Labor Rel & Coll Bargaining	<input type="checkbox"/> HT0 - Dept of Health Care Finance	<input type="checkbox"/> FI0 - Corrections Information Council	
<input type="checkbox"/> AL0 - Uniform Law COMM	<input type="checkbox"/> HX0 - Not-For-Profit Hospital Corp Subsidy	<input type="checkbox"/> FJ0 - Criminal Justice Coordinating Council	
<input type="checkbox"/> AM0 - Dept of General Services	<input type="checkbox"/> JA0 - Dept of Human Services	<input type="checkbox"/> FK0 - DC National Guard	
<input type="checkbox"/> AP0 – Off on Asian & Pacific Islander Affairs	<input type="checkbox"/> JM0 - Dept on Disability Services	<input type="checkbox"/> FL0 - Dept of Corrections	
<input type="checkbox"/> AR0 - Statehood Initiatives	<input type="checkbox"/> JR0 - Office of Disability Rights	<input type="checkbox"/> FO0 -Off of Victim Services & Justice Grants	
<input type="checkbox"/> AS0 - Office of Finance and Resource Mgmt	<input type="checkbox"/> JS0 -Off of the Deaf, Deafblind, & Hard of Hearing	<input type="checkbox"/> FQ0 -Off the Dep Mayor for Public Safety & Justice	
<input type="checkbox"/> BA0 - Office of the Secretary	<input type="checkbox"/> JY0 - Children Investment Trust	<input type="checkbox"/> FR0 - Dept of Forensic Sciences	
<input type="checkbox"/> BE0 - DC Dept of Human Resources	<input type="checkbox"/> JZ0 - Dept of Youth Rehabilitation Services	<input type="checkbox"/> FS0 - Office of Administrative Hearings	
<input type="checkbox"/> BG0 - Employees' Compensation Fund	<input type="checkbox"/> RH0 - District Retiree Health Contribution	<input type="checkbox"/> FT0 - Homeland Security Grants	
<input type="checkbox"/> BH0 - Unemployment Compensation Fund	<input type="checkbox"/> RL0 - Child and Family Services Agency	<input type="checkbox"/> FX0 - Office of the Chief Medical Examiner	
<input type="checkbox"/> BY0 - Dept of Aging and Community Living	<input type="checkbox"/> RM0 - Dept of Behavioral Health	<input type="checkbox"/> FW0 -Motor Vehicle Theft Prevention Comm	
<input type="checkbox"/> BZ0 - Mayor's Office on Latino Affairs	<input type="checkbox"/> RO0 - Office of Ombudsperson for Children	<input type="checkbox"/> FZ0 - DC Sentencing COMM	
<input type="checkbox"/> CB0 - Off of the Attorney General for the DC	PUBLIC EDUCATION		
<input type="checkbox"/> CE0 - DC Public Library	<input type="checkbox"/> ALL CLUSTER	<input type="checkbox"/> MA0 - Criminal Code Reform COMM	
<input checked="" type="checkbox"/> CF0 - Dept of Employment Services	<input type="checkbox"/> GA0 - DC Public Schools	<input type="checkbox"/> NS0 -Off of Neighborhood Safety & Engagement	
<input type="checkbox"/> CG0 - Public Employee Relations Board	<input type="checkbox"/> GB0 - DC Public Charter School Board	<input type="checkbox"/> PJ0 -Sec 103 Judgements-Pub Safety & Just	
<input type="checkbox"/> CH0 - Office of Employee Appeals	<input type="checkbox"/> GC0 - DC Public Charter Schools	<input type="checkbox"/> RC0 - Office of Returning Citizens Affairs	
<input type="checkbox"/> CJ0 - Office of Campaign Finance	<input type="checkbox"/> GD0 -Off of the State Superintendent of Ed	<input type="checkbox"/> SB0 - Inaugural Expenses	
<input type="checkbox"/> DL0 - Board of Elections	<input type="checkbox"/> GE0 - DC State Board of Education	<input type="checkbox"/> UC0 - Office of Unified Communications	
<input type="checkbox"/> DX0 - Advisory Neighborhood COMMs	<input type="checkbox"/> GG0 - University of the DC Subsidy Account	PUBLIC WORKS/GOVERNMENT SERVICES	
<input type="checkbox"/> PO0 -Office of Contracting and Procurement	<input type="checkbox"/> GL0 - DC State Athletics COMM	<input type="checkbox"/> ALL CLUSTER	
<input type="checkbox"/> PX0 - Purchase Card Transactions	<input type="checkbox"/> GN0 - Non-Public Tuition	<input type="checkbox"/> CC0 - DPM - Government Facilities	
<input type="checkbox"/> RK0 - DC Office of Risk Management	<input type="checkbox"/> GO0 - DC Special Education Transportation	<input type="checkbox"/> KA0 - District Dept of Transportation	
<input type="checkbox"/> RJ0 - Captive Ins Agency	<input type="checkbox"/> GW0 -Office of the Dep Mayor for Education	<input type="checkbox"/> KC0 -Washington Metro Area Transit COMM	
<input type="checkbox"/> TO0 - Office of the Chief Technology Officer	<input type="checkbox"/> GX0 - Teachers' Retirement System	<input type="checkbox"/> KE0 -Washington Metro Area Transit Authority	
<input type="checkbox"/> UI0 - Unemployment Ins Trust Fund		<input type="checkbox"/> KG0 - Dept of Energy & Environment	
<input type="checkbox"/> UJ0 -Unemployment Ins Trust Fund Transfer		<input type="checkbox"/> KO0 -Dep Mayor for Operations & Infrastructure	
<input type="checkbox"/> UL0 - Universal Paid Leave		<input type="checkbox"/> KT0 - Dept of Public Works	
<input type="checkbox"/> VA0 - Office of Veterans Affairs		<input type="checkbox"/> KV0 - Dept of Motor Vehicles	
		<input type="checkbox"/> PW0 -Section 103 Judgements-Public Works	

Submit Form (Required)

Instructions:

- Once the form is completed, please create a ZenDesk ticket and attach this form and proof of training completion to the ticket.
 - [Click here](https://difsforms.zendesk.com/hc/en-us/requests/new?ticket_form_id=10090349810327) to access ZenDesk or copy and paste the following URL on a browser page:
- Thank you for completing the form!