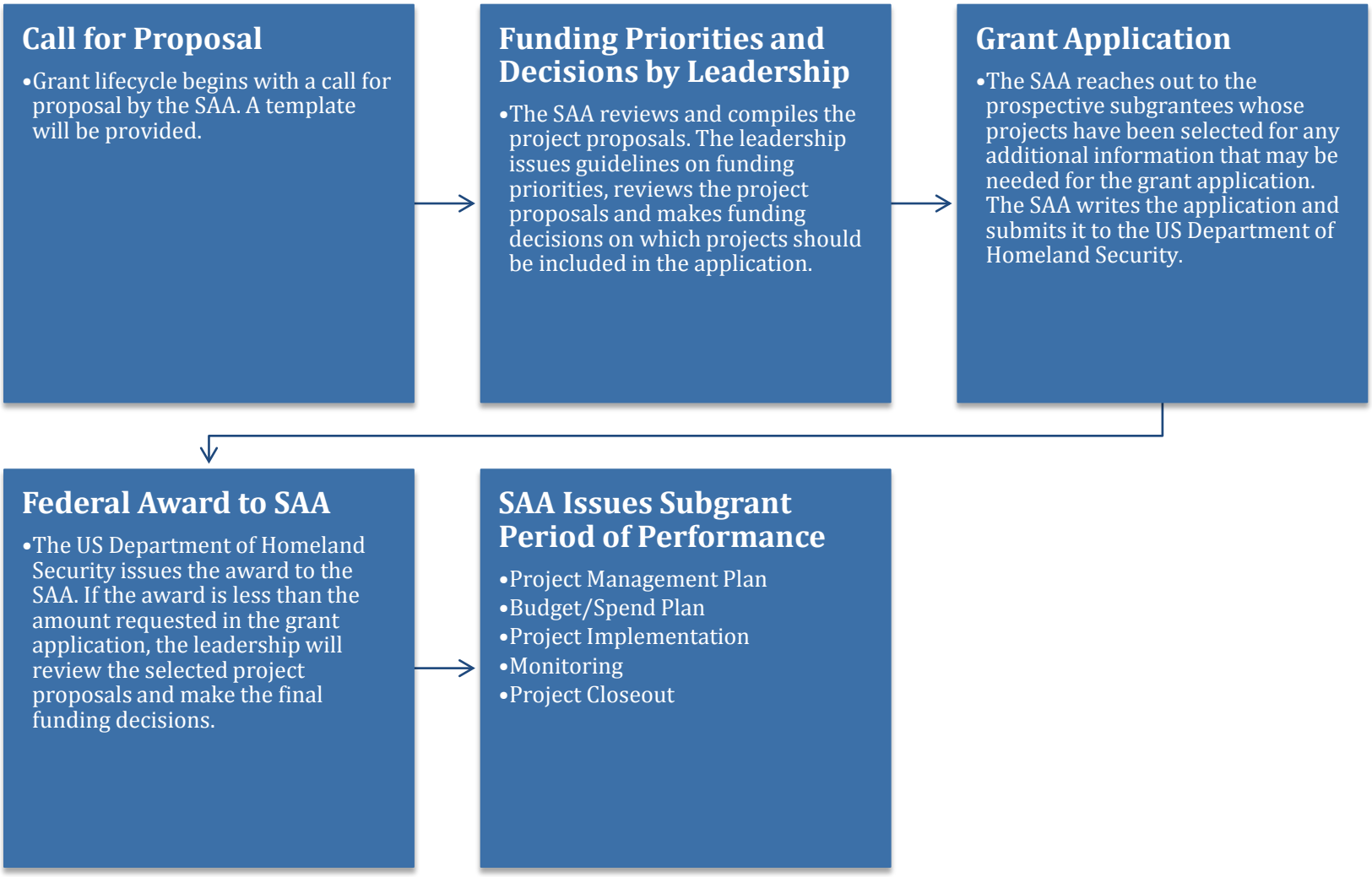
Grant Lifecycle Process



Subgrantee Grant Lifecycle

Project Management Plan

- After the leadership finalizes the funding decisions, the subgrantee is responsible for forwarding the completed PMP to the SAA in order for the award to be issued.

Budget/Spend Plan

- **Non-District Agency:** The subgrantee is responsible for submitting a grant application, which includes the spend plan, in NCR|GMS 60 days after receipt of the subgrantee award package.
- **District Agency:** The subgrantee must submit a Budget Establishment Form (BEF) for each project which identifies the items to be purchased, funding amounts, and how much should be loaded by comptroller object. Once submitted, the SAA will coordinate with the subgrantee and OCFO to have the budget loaded. This process must be completed at the start of each fiscal year.

Project Implementation

- **Quarterly Status Report:** The subgrantee is required to submit a QSR to the SAA on the following dates – January 10, April 10, July 10 and October 10. If the subgrantee is not current with the QSR(s), the SAA will deny any pending reimbursements or procurement requests.
- **Procurement/Reimbursements:** A District subgrantee uses PASS, the application that supports the District's online procurement process, to purchase goods and/or services. A non-District agency uses the NCR|GMS, the application that the SAA uses to track and approve expenditures. Subgrantees must submit reimbursement requests within 90 days of payment.
- **Extension Request:** The SAA issues guidance on extensions and provides an Extension Request form. The subgrantee can only make a request during the period identified by the SAA and should submit the form within the deadline to be considered.
- **GANs:** The subgrantee may be issued a GAN if there is a change in project scope and deliverables, extension of the subgrant period of performance or decrease/increase in the award amount.

Monitoring

- The SAA is required by the Department of Homeland Security - Federal Emergency Management Agency to conduct periodic monitoring of subgrantees to ensure compliance with federal grant regulations and program guidance.
- During the Monitoring Visit, the SAA program manager, financial manager and deputy will review project files, inspect deliverables, and discuss your overall grant management processes with your project staff.

Project Closeout

- At closeout, the SAA ensures all work is completed, funds expended, and reimbursement(s) paid.
- The SAA will initiate the closeout process by sending the subgrantee a final GAN and closeout report template. This process will confirm that any relevant documentation is filed, balance remaining on the project is accurate, all equipment was received and/or services rendered, notate future maintenance requirements, and report project accomplishments.