# **Grant Lifecycle Process**

### **Call for Proposal**

•Grant lifecycle begins with a call for proposal by the SAA. A template will be provided.

# Funding Priorities and Decisions by Leadership

•The SAA reviews and compiles the project proposals. The leadership issues guidelines on funding priorities, reviews the project proposals and makes funding decisions on which projects should be included in the application.

## **Grant Application**

•The SAA reaches out to the prospective subgrantees whose projects have been selected for any additional information that may be needed for the grant application. The SAA writes the application and submits it to the US Department of Homeland Security.

### **Federal Award to SAA**

•The US Department of Homeland Security issues the award to the SAA. If the award is less than the amount requested in the grant application, the leadership will review the selected project proposals and make the final funding decisions.

### SAA Issues Subgrant Period of Performance

- •Project Management Plan
- •Budget/Spend Plan
- Project Implementation
- Monitoring
- •Project Closeout

# 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 Dietrics subgrantee uses PASS
- 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.