



Proposed Grants Tab

Proposed Grants Tab Layout

The **Proposed Grants** tab contains all grant applications that the grantee is working on or has submitted to OLDCC. This is where any changes or additions will be made if the Project Manager (PM) sends the application back during review. For any new grant applications, the grantee must be invited by the PM to submit an application (this includes supplemental grants).

Grants Management						
PROPOSED GRANTS (1)						
AWARDED GRANTS						
GRANT AGREEMENTS & CLOSEOUT (3)						
GRANT AMENDMENTS (2)						
GRANT DELIVERABLES (9)						
KICK OFF MEETINGS						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test February	Test Organization	Emilee Grantee	Non-Construction	Draft	Open

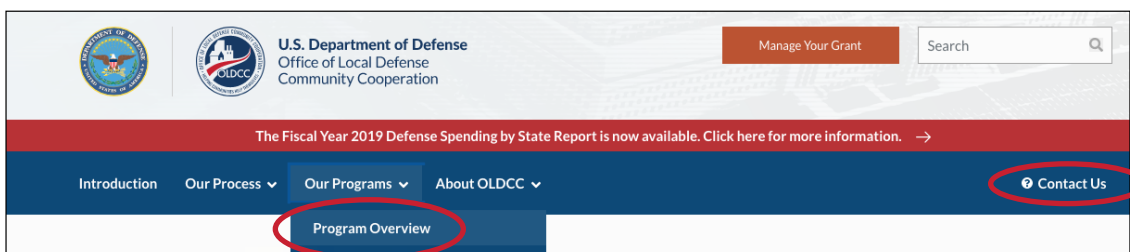
A grant is officially awarded when the Director approves a Grant Agreement, not an application. It is possible for a community to turn down an award after it has been approved by the Director. If the community's Authorizing Official does not return a signed Grant Agreement, no money will be obligated.

Community users are “applicants” until a grant is awarded, then they become “grantees.”

Contacting OLDCC

The old version of the OLDCC website (www.oldcc.gov) had an Inquiry page, where applicants could submit a request for assistance. This capability is not currently on the new website; if it is added back this manual will be updated. To reach out to OLDCC with questions on a specific program, use either one of the following two options:

1. Click the **Our Programs** drop-down menu then click **Program Overview**. Select the desired program type and use the contact information at the bottom.
2. Click **Contact Us**.



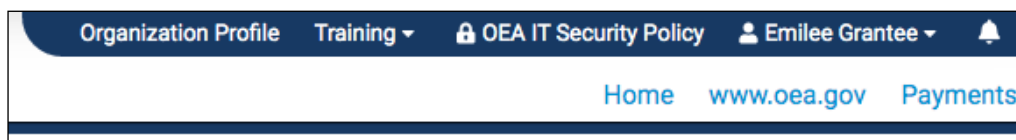


Verify Organization Profile

Once OLDCC has completed their review of a grant request and approved it, they will send an application invitation email to the PDA. The application will also show up under the **Proposed Grants** tab.

Before completing the grant application, the PDA should complete or verify their organization's profile by following the steps below.

1. Click the **Organization Profile** link located in the upper right-hand corner of the screen.



2. The organization page will appear.
3. The **Profile Information** tab has two sections for data entry. The top section contains basic location details, while the bottom section, **Administration**, is where the EIN and DUNS numbers can be found.

4. The **Contacts** tab contains a list of all contacts currently assigned to the organization. This tab cannot be edited by the community user. If contacts are out of date, contact the Project Manager.

▼ Profile Information	
First Name: Emilee	Organization Name: Test Organization
Middle Name:	Address: 123 Test Street
Last Name: Grantee	Address 2:
Title:	City: Arlington
Prefix: Ms.	Country: United States
Suffix:	State: VA
Preferred Name:	Zip: 22202
▼ Contact Information	
Office Telephone:	Office Extension:

5. Enter or verify the following information: Address, EIN Number, DUNS Number, and Legal Name.
 - a. When entering the address, be sure to enter all nine digits of the zip code.
 - b. These details must match what's entered in System for Award Management (www.SAM.gov) or OLDCC will be unable to process the award.



Filling Out an Application

The following instructions give detailed steps for an existing grantee or new applicant to follow when filling out a new grant application.

1. All grants that have not been awarded will be under the **Proposed Grants** tab.
2. Click **Open** next to the grant to be edited.
 - a. The grant application will be in “Draft” status.

Grants Management						
PROPOSED GRANTS (1) AWARDED GRANTS GRANT AGREEMENTS & CLOSEOUT (3) GRANT AMENDMENTS (2) GRANT DELIVERABLES (9) KICK OFF MEETINGS						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test February	Test Organization	Emilee Grantee	Non-Construction	Draft	Open

3. There are four tabs to complete before the grant application can be submitted to OLDCC for review. The tabs are **Application (SF 424)**, **Application Narrative**, **Budget**, and **Assurances and Certifications**, all located under the **Main** tab.
 - a. The **Contacts** tab is managed by the Project Manager. If the users that the PM assigned to the application are wrong, contact the PM with details on what should be updated.

Main Details

The basic application details will be on the top half of the **Main** tab.

1. Review each item and verify the information is correct.
2. Click **Open** next to **View Grant Application** to see a preview of the grant application.
 - a. This window will have the option to export in PDF.

Main	Test February
Notes	Project Status ID: 22635
Contacts 6	Grant Type: Non-Construction
More...	Last Updated: 02/11/2021 16:13
	* Grant Title: Test February
	* Organization Name: Test Organization
	* Primary Delegated Authority: Emilee Grantee
	* Project Manager: Emilee Projectmanager
	Status: Draft
	AO Name: Emilee Authorizingofficial
	* Grant Action: Original
	Project Name: Test Project February
	Project Type: Realignment



Application (SF 424) Tab

The **Application (SF 424)** tab contains basic grant information.

Test February

APPLICATION (SF 424) APPLICATION NARRATIVE BUDGET ASSURANCES AND CERTIFICATIONS

This section of the application builds the Standard Form (SF) 424-Application for Federal Assistance. For additional instructions regarding the SF424, visit <http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html>

* Type of Submission: Preapplication Application Changed/Corrected Application

* Type of Application: New Continuation Revision Other

▼ State Use Only

Date Received by State: State Application Identifier:

▼ Applicant Information

* Catalog of Federal Domestic Assistance Number:

* Proposed Start Date: * Proposed End Date:

Funding Opportunity Number: Funding Opportunity Title:

Competition Identification Number: Competition Title:

Areas Affected by Project (Cities, Counties, States, etc.):

* Descriptive Title of Applicant's Project:

* Type of Applicant:

Attach supporting documents as specified in agency instructions.

Congressional District of Applicant: Congressional District of the Program/Project:

▼ Estimated Funding(\$)

* Federal: * Applicant: * State: * Local: * Other: * Program Income: * Total:

Executive Order 12372 structures the federal government's system of consultation with state and local governments on its decisions involving grants and other forms of financial assistance. Under E.O. 12372, states, in consultation with their local governments, design their own review processes and select those federal financial assistance and direct development activities they wish to review. To determine if your state requires this review you must contact your state-level grant Single Point of Contact (SPOC).

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

Is the Applicant Delinquent on Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes No

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Save Draft Submit

NEXT >

1. Enter required information into the **Application (SF 424)** tab. Sections with a red asterisk are the only ones required by the system, but some grants may need more sections completed.
2. The following list contains further details on what information each section needs. Hovering over section titles will also show additional information.



- **Type of Submission**
- **Type of Application**
 - Continuation is for supplemental grants.
- **State Use Only**
 - Only enter information if it applies for this particular grant.
- **Applicant Information**
 - Catalog of Federal Domestic Assistance Number
 - Proposed Start Date and Proposed End Date
 - Funding Opportunity Number
 - Funding Opportunity Title
 - Competition Identification Number
 - Competition Title
 - Areas Affected by Project
 - Descriptive Title of Applicant's Project
 - Type of Applicant
 - Congressional District of Applicant
 - Grants can cross several districts.
 - Grantees can choose more than one district.
 - Congressional District of the Program/Project
- **Estimated Funding**
 - Funding Amounts
 - At this point, the system has no validations to ensure matching totals.
 - Enter funds requested from OLDCC in these fields: Federal, Applicant, State, Local, Other, and Program Income.
 - Enter "0" for the dollar amount if the amount is unknown. Otherwise, the system will not move forward.
 - Click **Save Draft** for the system to add the total amount.
 - Executive Order 12372
 - Is the applicant delinquent on any Federal debt?



3. The following options will be available once the information is complete:
 - a. **Save Draft** to save and continue working later.
 - i. Once the application has been saved, it can only be deleted by a system administrator.
 - b. **Submit** once the entire application is completed.



4. Click **Save Draft** and continue to the next tab.



Application Narrative Tab

The **Application Narrative** tab is where the applicant describes the proposed project that the grant money will be used to fund and justifies the need for financial assistance. Also listed are key personnel, contractor services they intend on procuring, and any sub recipients the grant may require.

The screenshot shows the 'Application Narrative' tab selected in the 'Test February' application. The tab is circled in red. The page includes a sidebar with 'Main', 'Notes', 'Contacts', and 'More...'. The main content area has tabs for 'APPLICATION (SF 424)', 'APPLICATION NARRATIVE', 'BUDGET', and 'ASSURANCES AND CERTIFICATIONS'. Below the tabs, there is a text area for the narrative, followed by sections for 'Key Personnel', 'Contractor Services', 'Sub Recipient', 'Deliverables Instructions', 'Grant Deliverable List', and 'Goals related to OLDCC mission instructions'. The 'Contractor Services' and 'Sub Recipient' sections are marked with a red asterisk, indicating they are required.

1. Enter required information into the **Application Narrative** tab. Sections with a red asterisk are the only ones required by the system, but some grants may need more sections completed.
2. The following list contains further details on what information each section needs. Hovering over section titles will also show additional information.



■ Adding Key Personnel

- Key personnel are Community Contacts who are essential to the execution of the grant, but don't necessarily need access to the system.
- Grantees should enter only **one** Key Personnel due to the requirement to publicly post award data.
- Click the **Add or Remove Key Personnel** button to add personnel information. When the dialog box opens, click on the **X** button to remove any personnel that are no longer there or **Save** to preserve new entries.

Name	Title	Email	
Test Person	Title	testperson@email	X
			X

ADD

Save Clear Close

- Once saved, Key Personnel will appear on the Application Narrative tab.

■ Adding Contractors

- Note whether or not contractor services will be required on the grant.
- A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor.

■ Adding Sub Recipients

- If Yes, add details for sub award recipients.
- A sub-award is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the sub-recipient.

* Provide details of sub award recipients



FSRS:

If the applicant intends to have sub recipients, they will need to comply with additional requirements for reporting the use of Federal funds. These can be found at the Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS) at the following url: <https://www.fsrs.gov>.

■ Adding Grant Deliverables

- A grant deliverable is a work product that can be measured or tracked. At the end of the grant, the grantee should be able to provide proof so OLDCC can verify the work was completed in accordance with the Grant Agreement.

The screenshot shows the 'Test February' application page. The 'Grant Deliverable List' section is active, displaying a table with columns for Name, Description, and Deliverable Date. A blue button labeled 'Add Grant Deliverables' is highlighted with a red circle. Below this button, there is a section titled '* Goals related to OLDCC mission instructions' which includes a mission statement and several checkboxes for selecting goals.

- Click the **Add Grant Deliverables** button to add deliverables. When the dialog box opens, click on the **X** button to remove any deliverables or **Save** to preserve new entries.
- Add the name, description, grant type, and estimated date for completion of the grant deliverables that are expected to be included on the grant. This includes expected work from the contractors.

The screenshot shows the 'Add Grant Deliverables' dialog box. It has four input fields: 'Name' (containing 'Deliverable Name'), 'Description' (containing 'Description Here'), 'Type' (a dropdown menu set to 'Original Grant'), and 'Date' (containing '02/28/2021'). There is a plus sign button on the left and 'Save', 'Clear', and 'Close' buttons at the bottom.

- Once saved, Grant Deliverables will appear on the Application Narrative tab.



Application Narrative Text Boxes

- The Application Narrative section has seven (7) text boxes for information entry. If no information is available, write “N/A” or “TBD” as the system requires text input.
- **Goals related to OLDCC mission**
 - Enter the CAGE code here.
- **Grant Introduction/Background**
- **Need for Assistance**
 - Example sentence: “But for the OLDCC program of assistance, the [applicants] do not have the resources to carry out this activity. The [applicants] do not have the financial resources available to support the ongoing unfunded requirements generated by the DoD Program.”
- **Grant Abstract**
- **Results or Benefits Expected**
- **Approach and Timeline**
- **Scope of Work/Work Program**
 - Upload any necessary SOW documents.
- Attach any additional supporting documents.

The screenshot shows the 'Test February' application page with the 'APPLICATION NARRATIVE' tab selected. The page contains seven text input fields, each with a red asterisk indicating a required field. The fields are: 'Goals related to the OLDCC mission' (with a 'CAGE Code:' label and input box), 'Grant Introduction/Background', 'Need for Assistance', 'Grant Abstract', 'Results or Benefits Expected', 'Approach and Timeline', and 'Scope of Work/Work Program'. Each text box has a character or word count indicator below it (e.g., '0 words typed' or '4000 characters left'). A left sidebar contains navigation options: 'Main', 'Notes', 'Contacts' (with a count of 6), and 'More...'. At the top right, there are tabs for 'APPLICATION (SF 424)', 'APPLICATION NARRATIVE', and 'BUDGET'.

3. The following options will be available once the information is complete:
 - a. **Save Draft** to save and continue working later.
 - b. **Submit** once the entire application is completed.



4. Click **Save Draft** and continue to the next tab.



Budget Tab

The instructions below explain the process of completing a budget. The financial information for the grant application will be entered into the **Budget** tab. The majority of the information will be in the **Budget Worksheet**, which can be found by clicking the **Open Budget Worksheet** button. Note that the system does not verify if the Budget totals match.

The screenshot shows the 'Test February' application page with the 'BUDGET' tab selected. The page includes a sidebar with 'Main', 'Notes', 'Contacts', and 'More...'. The main content area has a breadcrumb trail: 'APPLICATION (SF 424) > APPLICATION NARRATIVE > BUDGET > ASSURANCES AND CERTIFICATIONS'. Below this, there is a 'Budget' section with a text prompt: 'Click to open the form to fill budget worksheet and SF424A/C'. A blue button labeled 'Open Budget Worksheet' is present. The 'Budget Justification Files' section prompts the user to upload budget justification files (PDF only) with an 'Upload Budget Justification' button. The 'Basis for the Indirect Cost Rate' section has radio button options: Total Direct Cost, Modified Direct Cost, Salaries, Salaries and Fringe, De Minimis Modified Total Direct Cost, and No Indirect Cost. The 'Indirect Cost Rate Percentage' section has a text input field. The 'Upload indirect cost rates for your community' section has an upload button. The 'Is the Indirect Cost rate good for the life of the Grant?' section has radio button options: Yes, No, and N/A.


1. Enter required information into the **Budget** tab. Sections with a red asterisk are the only ones required by the system, but some grants may need more sections completed.
2. The following list contains further details on what information each section needs.
 - **Budget**
 - Complete the Budget Worksheet. See pages B-13 through B-29 for full details on completing the worksheet (non-construction or construction and the SF 424 A or C).
 - **Budget Justification Files**
 - Use the **Upload Budget Justification** button to attach the file.



- The Budget Justification should include, if applicable: %FTE for personnel, contractual costs broken down by tasks, %LOE, breakout of travel expenses, etc.

*** Budget Justification Files**

Please upload the budget justification for this grant application. ***PDF Files Only***

 Upload Budget Justification

- **Basis for the Indirect Cost Rate**
 - If the organization does not have an indirect cost rate or is not claiming indirect costs for this grant, click the button for **No Indirect Cost**.
 - The indirect cost rate percentage is just for information and tracking purposes; it is not used to calculate the amount of indirect cost in the Budget Worksheet.
 - **Indirect Cost Rate Percentage**
 - If **No Indirect Cost** was selected in the previous section, enter “0.” There must be a number in order to submit later.
 - **Upload Indirect Cost Rates for Your Community**
 - If requesting indirect cost for the term of the award, upload a letter signed and dated by the organization’s CFO. The letter should reflect usage of current indirect cost for the term of the award.
 - Use the **Upload** button. The upload must be a single PDF document, the system will reject Microsoft Word.
 - **Is the Indirect Cost Rate good for the life of the grant?**
 - If the organization does not have an indirect cost rate, select **N/A**.
3. The following options will be available once the information is complete:
- a. **Save Draft** to save and continue working later.
 - b. **Submit** once the entire application is completed.

Save Draft

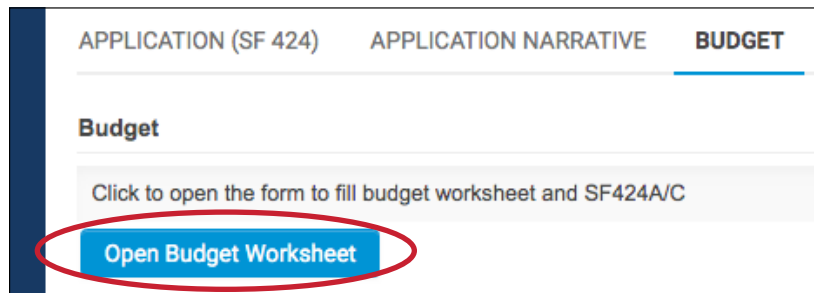
Submit

4. Click **Save Draft** and continue to the next tab.

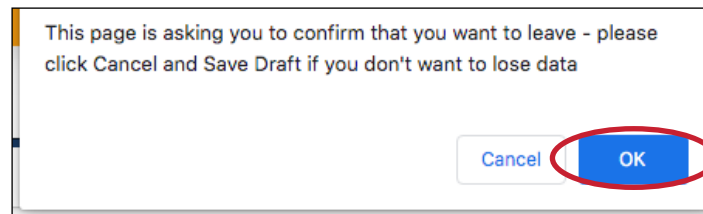


Completing the Budget Worksheet

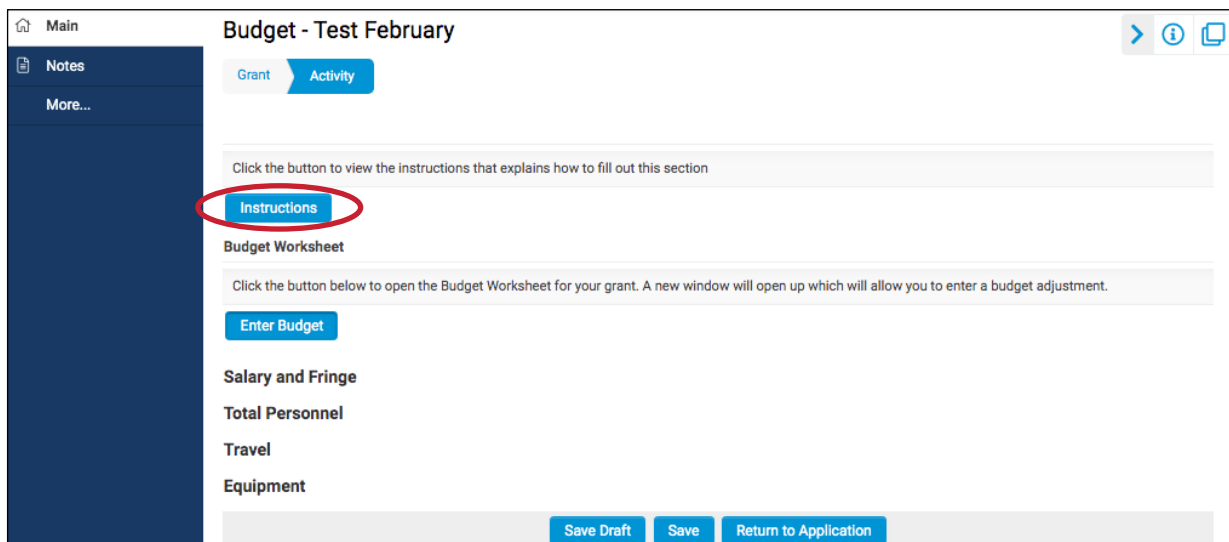
1. To open the budget activity, click on the **Open Budget Worksheet** button.



2. The notification below will appear. Click **OK** to move to the budget page, which will appear in a new window.



3. The page below will appear. Click the blue **Instructions** button to see detailed instructions on completing the budget.
 - a. This section also includes instructions for the Budget Justification upload from page B-11.





4. Read the instructions thoroughly before completing the budget.
 - a. Work with the assigned OLDCC Project Manager for any additional questions.

ii. Fringe Benefits

Provide the total fringe benefits for the grant period and the percentage of time devoted to the project for each person funded with Federal or non-Federal project money and salary base. Reference the applicant's written Fringe Benefit Rate Agreement or applicable internal policy, i.e. Human Resource Policy or Employee Benefits.

iii. Travel

- Provide separate trip itemizations for local and long-distance project-related travel. Itemizations should capture data on: airfare, lodging, rental cars, ground transportation, conference fees, and meals and incidentals.
- Identify specific objectives, the destination (if known), number of travelers, justification and estimated cost per trip, basis for computation and any deliverables associated with each trip
- Reference the applicant's written travel reimbursement policies in accordance with 2 CFR Part 200.474

5. Click **Enter Budget** under **Budget Worksheet** to open the worksheet in a separate pop-up window and enter the required information.

Budget Worksheet

Click the button below to open the Budget Worksheet for your grant. A new window will open up which will allow you to enter a budget adjustment.

Enter Budget

- a. Non-construction grants and construction grants have different fields to complete on the Budget Worksheet.
 - i. Non-construction grant instructions begin on page B-15.
 - ii. Construction grant instructions begin on page B-20.
6. Click **Open the 424A (Or C)** to open the form in a separate pop-up window and enter the required information.
 - a. Non-construction grants and construction grants have a different SF 424.
 - i. SF 424A form instructions begin on page B-22.
 - ii. SF 424C form instructions begin on page B-26.

SF 424A

You must open and save the form using the button below in order to populate the SF 424 A. The numbers entered in the budget worksheet (above) will automatically populate the corresponding object class categories.

Open the 424A

Section A - Budget Summary



Budget Worksheet for Non-Construction Grants

The **Budget Worksheet** for non-construction grants maps to the object class categories (Travel, Supplies, Contractual, etc.) of the SF 424A.

1. Open the worksheet by following the instructions under **Complete the Budget** on B-13.

Grant Budget

Grant Title: Test February

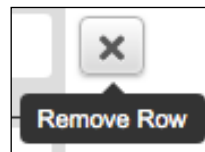
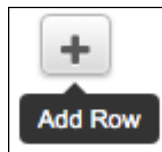
Applicant Organization: Test Organization

Grant Number:

Instructions: Please click on the "+" button to add a new line to any budget category. *The fields with grey backgrounds are calculated fields and cannot be edited. Do Not* enter negative numbers. You must enter what the new amount will be for each budget line item.

Salary and Fringe

2. Enter the required information in each section.
 - a. Some sections can have multiple entries. Click the **Add Row (+)** button to add new rows under that category.
 - b. To delete a line item, click the **Remove Row (x)** button to the right.



3. Salary and Fringe

- a. Salary and Fringe no longer has built in calculations. Enter the exact number into the appropriate column.

Salary and Fringe							
Position	OEA Salary	Non-Federal Salary	OEA Fringe	Non-Federal Fringe	Total Salary	Total Fringe	Total
Position Here	\$90,000	\$90,000	\$50,000	\$50,000	\$180,000	\$100,000	\$280,000
	\$90,000	\$90,000	\$50,000	\$50,000	\$180,000	\$100,000	\$280,000

- b. **Position:**
 - i. Enter the individual's title.
- c. **OLDCC Salary**



- d. Non-Federal Salary**
- e. OLDCC Fringe**
- f. Non-Federal Fringe**
- g. Total Salary**
 - i.** OLDCC Salary column + Non-Federal Salary column
- h. Total Fringe**
 - i.** OLDCC Fringe column + Non-Federal Fringe column
- i. Total**
 - i.** Total Salary column + Total Fringe column

NOTE:

Grantee share must be equal or greater to 10% of the Federal share plus grantee share.

4. Total Salaries + Fringe Benefits

- a.** This section will automatically populate with the amounts entered above in the Salary and Fringe section.

Total Salaries + Fringe Benefits			
	OEA Funds	Non-Federal Funds	Total
Total Salaries + Fringe Benefits	\$140,000	\$140,000	\$280,000

5. Travel

- a.** Enter the amount of funding being requested from OLDCC and the amount the grantee will be paying.

Travel				
Description	Local/Out-of-Area	OEA Funds	Non-Federal Funds	Total
Travel Description Here	Local	\$10,000	\$10,000	\$20,000
		\$10,000	\$10,000	\$20,000

6. Equipment

- a.** Equipment is \$5,000 or more.



Equipment			
Description	OEA Funds	Non-Federal Funds	Total
Equipment Description Here	\$5,000	\$5,000	\$10,000
	\$5,000	\$5,000	\$10,000

7. Supplies

- a. Supplies are \$5,000 or less.

Supplies			
Description	OEA Funds	Non-Federal Funds	Total
Supplies Description Here	\$4,000	\$4,000	\$8,000
	\$4,000	\$4,000	\$8,000

8. Other

- a. Other can be used for sub-award costs, procurement fees, subscriptions, memberships, outreach, periodicals, etc.

Other			
Description	OEA Funds	Non-Federal Funds	Total
Additional Descriptions Here	\$5,000	\$5,000	\$10,000
	\$5,000	\$5,000	\$10,000

9. SUBTOTAL OPERATIONS

- a. This section will automatically populate with the amounts entered above in the **Salary and Fringe, Travel, Equipment, Supplies, and Other** sections.

SUBTOTAL OPERATIONS			
	OEA Funds	Non-Federal Funds	Total
SUBTOTAL OPERATIONS	\$164,000	\$164,000	\$328,000

10. Contractual

- a. Enter procurement costs here.

Contractual			
Description	OEA Funds	Non-Federal Funds	Total
Contractual Description Here	\$5,000	\$5,000	\$10,000
	\$5,000	\$5,000	\$10,000



11. Total Direct Costs

- a. This section will automatically populate with the amounts from the **SUBTOTAL OPERATIONS** section with the **Contractual** section.

Total Direct Costs			
	OEA Funds	Non-Federal Funds	Total
Total Direct Costs	\$169,000	\$169,000	\$338,000

12. Indirect Costs

Indirect Costs			
Description	OEA Funds	Non-Federal Funds	Total
Indirect Costs Description Here	\$10,000	\$6,000	\$16,000
	\$10,000	\$6,000	\$16,000

13. Grand Total

- a. This section will automatically populate with the amounts from the **Total Direct Costs** section with the **Indirect Costs** section.

Grand Total			
	OEA Funds	Non-Federal Funds	Total
Grand Total	\$179,000	\$175,000	\$354,000

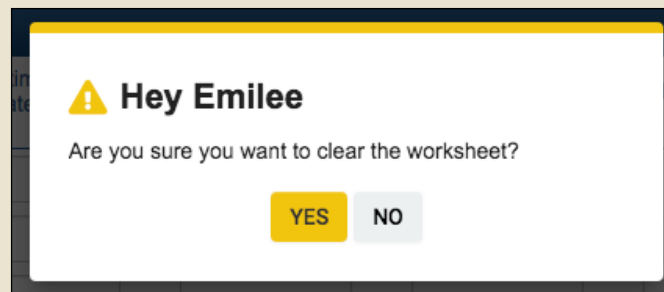
- 14. Click **Save** once the worksheet is completed.

- 15. Click **Close** to return the budget window.



WARNING:

CLICK **CLEAR** ONLY IF ALL LINES NEED TO BE REMOVED. **CLEAR** DELETES ALL LINES EVEN IF THEY WERE PREVIOUSLY SAVED. The system will require confirmation before clearing the worksheet.





16. The information that was entered on the pop-up **Budget Worksheet** can now be found on the main budget window in the portal.
- a. The system does not verify if the totals match.

Main
Budget - Test February
> ⓘ 📄

Notes

More...

Budget Worksheet

Click the button below to open the Budget Worksheet for your grant. A new window will open up which will allow you to enter a budget adjustment.

[Enter Budget](#)

Salary and Fringe

Position	OEA Salary	Non-Federal Salary	OEA Fringe	Non-Federal Fringe	Total Salary	Total Fringe	Total
Position Here	\$90,000	\$90,000	\$50,000	\$50,000	\$180,000	\$100,000	\$280,000
	\$90,000	\$90,000	\$50,000	\$50,000	\$180,000	\$100,000	\$280,000

Total Personnel

	OEA Funds	Non-Federal Funds	Total
Total Salaries + Fringe Benefits	\$140,000	\$140,000	\$280,000

Travel

Description	Local/Out-of-Area	OEA Funds	Non-Federal Funds	Total
Travel Description Here	Local	\$10,000	\$10,000	\$20,000
		\$10,000	\$10,000	\$20,000

Equipment

Description	OEA Funds	Non-Federal Funds	Total
Equipment Description Here	\$5,000	\$5,000	\$10,000
	\$5,000	\$5,000	\$10,000

Supplies

Description	OEA Funds	Non-Federal Funds	Total
Supplies Description Here	\$4,000	\$4,000	\$8,000
	\$4,000	\$4,000	\$8,000

17. Click **Return to Application**.



NOTE:

*As long as the status of the grant application is “Draft,” the numbers in the Budget Worksheet can be edited by clicking **Enter Budget**.*



Budget Worksheet for Construction Grants

1. Open the worksheet by following the instructions under **Complete the Budget** on B-13.

Grant Budget

Grant Title: Test February
 Applicant Organization: Test Organization
 Grant Number:
 Instructions: Please click on the "+" button to add a new line to any budget category. The fields with grey backgrounds are calculated fields and cannot be edited. Do **Not** enter negative numbers. You must enter what the new amount will be for each budget line item.

Construction

2. Enter the required information in each section.
 - a. Some sections can have multiple entries. Click the **Add Row (+)** button to add new rows under that category.
 - b. To delete a line item, click the **Remove Row (x)** button to the right.



3. Construction

- a. Construction costs must be itemized and entered individually.

Construction					
Description	Category	OEA Funds	Non-Federal Funds	Total	
Description 1 Here	Administrative and legal expenses	\$5,000	\$5,000	\$10,000	
Description 2 Here	Project inspection fees	\$10,000	\$10,000	\$20,000	
Description 3 Here	Other architectural and engineering	\$10,000	\$10,000	\$20,000	
Description 4 Here	Construction	\$5,000	\$5,000	\$10,000	
		\$30,000	\$30,000	\$60,000	

4. Total Direct Costs

- a. The totals will calculate automatically based on what is entered in the **OLDCC Funds** and **Non-Federal Funds** columns under **Construction**.

Total Direct Costs			
	OEA Funds	Non-Federal Funds	Total
Total Direct Costs	\$30,000	\$30,000	\$60,000



5. Grand Total

- a. The totals will calculate automatically based on what is entered in the **OLDCC Funds** and **Non-Federal Funds** columns under **Construction**.

Grand Total			
	OEA Funds	Non-Federal Funds	Total
Grand Total	\$30,000	\$30,000	\$60,000

6. Click **Save** once the worksheet is completed.

7. Click **Close** to return the budget window.



8. The information that was entered on the pop-up **Budget Worksheet** can now be found on the main budget window in the portal.

Budget - Test February				
Budget Worksheet				
Click the button below to open the Budget Worksheet for your grant. A new window will open up which will allow you to enter a budget adjustment.				
Enter Budget				
Construction				
Description	Category	OEA Funds	Non-Federal Funds	Total
Description 1 Here	Administrative and legal expenses	\$5,000	\$5,000	\$10,000
Description 2 Here	Project inspection fees	\$10,000	\$10,000	\$20,000
Description 3 Here	Other architectural and engineering fees	\$10,000	\$10,000	\$20,000
Description 4 Here	Construction	\$5,000	\$5,000	\$10,000
		\$30,000	\$30,000	\$60,000
Total Direct Costs				
		OEA Funds	Non-Federal Funds	Total
Total Direct Costs		\$30,000	\$30,000	\$60,000
Grand Total				
		OEA Funds	Non-Federal Funds	Total
Grand Total		\$30,000	\$30,000	\$60,000

9. Click **Return to Application**.





Filling out the SF 424A

Follow the instructions on the form and the advice from the assigned OLDCC Project Manager to complete each section of the SF 424A. Enter potential funding that might be utilized for this project, such as state or local sources.

1. On the main Budget page under **SF 424A**, click **Open the SF 424A** to bring up the SF 424A worksheet in a separate window.

SF 424A

You must open and save the form using the button below in order to populate the SF 424 A. The numbers entered in the budget worksheet (above) will automatically populate the corresponding object class categories.

[Open the 424A](#)

Section A - Budget Summary

2. The SF 424A will open in a separate pop-up window.

424A

Section A - Budget Summary

(a) Grant Program Function or Activity	(b) Catalog of Federal Domestic Assistance Number	(c) Estimated Unobligated Funds: Federal	(d) Estimated Unobligated Funds: Non Federal	(e) New or Revised Budget Federal	(f) New or Revised Budget: Non Federal	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section B - Budget Categories

Object Class Categories	(1) Federal Grant Program, Function or Activity	(2) Non Federal Grant Program, Function or Activity	(3)	(4)	(5) Total
a. Personnel	\$90,000	\$90,000	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Enter the required information in each section.



4. Section A - Budget Summary

Section A - Budget Summary						
(a) Grant Program Function or Activity	(b) Catalog of Federal Domestic Assistance Number	(c) Estimated Un-obligated Funds: Federal	(d) Estimated Un-obligated Funds: Non Federal	(e) New or Revised Budget Federal	(f) New or Revised Budget: Non Federal	Total
Program	1234	\$500	\$500	\$500	\$500	\$2,000
Activity	4321	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
Total		\$1,500	\$1,500	\$1,500	\$1,500	\$6,000

5. Section B - Budget Categories

- a. This section is updated automatically with information from the Budget Worksheet.

Section B - Budget Categories					
Object Class Categories	(1) Federal Grant Program, Function or Activity	(2) Non Federal Grant Program, Function or Activity	(3)	(4)	(5) Total
a. Personnel	\$90,000	\$90,000	\$0	\$0	\$180,000
b. Fringe Benefits	\$50,000	\$50,000	\$0	\$0	\$100,000
c. Travel	\$10,000	\$10,000	\$0	\$0	\$0
d. Equipment	\$5,000	\$5,000	\$0	\$0	\$10,000
e. Supplies	\$4,000	\$4,000	\$0	\$0	\$0
f. Contractual	\$5,000	\$5,000	\$0	\$0	\$0
g. Construction	\$0	\$0	\$0	\$0	\$0
h. Other	\$5,000	\$5,000	\$0	\$0	\$0
i. Total Direct Charges (Sum of a - h)	\$0	\$0	\$0	\$0	\$290,000
j. Indirect Charges	\$10,000	\$6,000	\$0	\$0	\$0
Totals (sum of i - j)	\$0	\$0	\$0	\$0	\$290,000
Program Income	\$0	\$0	\$0	\$0	\$0

6. Section C - Non-Federal Resources

Section C - Non-Federal Resources				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Resources	(e) Totals
Non-Federal Resources Text	\$500	\$1,000	\$1,500	\$3,000
Non-Federal Resources Text 2	\$1,500	\$1,000	\$500	\$3,000
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Total	\$2,000	\$2,000	\$2,000	\$6,000



7. Section D - Forecasted Cash Needs

Section D - Forecasted Cash Needs					
Forecast	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Federal	\$3,000	\$1,000	\$0	\$1,000	\$1,000
Non-Federal	\$8,000	\$2,000	\$2,000	\$2,000	\$2,000
Total	\$11,000	\$3,000	\$2,000	\$3,000	\$3,000

8. Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

Section E - Budget Estimates of Federal Funds Needed for Balance of The Project				
(a) Grant Program	(b) First Funding Period	(c) Second	(d) Third	(e) Fourth
Budget Estimates Text	\$500	\$500	\$500	\$500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Total	\$500	\$500	\$500	\$500

9. Section F - Other Budget Information

Section F - Other Budget Information	
Direct Charges	Direct charges information here.
Indirect Charges	Indirect charges information here.
Remarks	Remarks here.

10. Click **Save** then **Close**.

Save	Clear	Close
-------------	--------------	--------------



- 11. The system will fill in the SF 424A information in the budget activity on the main Budget page.

SF 424A

You must open and save the form using the button below in order to populate the SF 424 A. The numbers entered in the budget worksheet (above) will automatically populate the corresponding object class categories.

[Open the 424A](#)

Section A - Budget Summary

(a) Grant Program Function or Activity	(b) Catalog of Federal Domestic Assistance Number	(c) Estimated Un-obligated Funds: Federal	(d) Estimated Un-obligated Funds: Non Federal	(e) New or Revised Budget Federal	(f) New or Revised Budget: Non Federal	Total
Program	1234	\$500	\$500	\$500	\$500	\$2,000
Activity	4321	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
Total		\$1,500	\$1,500	\$1,500	\$1,500	\$6,000

Section B - Budget Categories

Object Class Categories	(1) Federal Grant Program, Function or Activity	(2) Non Federal Grant Program, Function or Activity	(3)	(4)	(5) Total
a. Personnel	\$90,000	\$90,000	\$0	\$0	\$180,000



Filling out the SF 424C

Follow the instructions on the form and the advice from the assigned OLDCC Project Manager to complete each section of the SF 424C. Enter potential funding that might be utilized for this project, such as state or local sources.

1. On the main Budget page under **SF 424C**, click **Open the SF 424C** to bring up the SF 424C worksheet in a separate window.

SF 424C

You must open and save the form using the button below in order to populate the SF 424C. The numbers entered in the budget worksheet (above) will automatically populate the corresponding object class categories.

[Open the 424C](#)

2. The SF 424C will open in a separate pop-up window.

424C

	Total Cost	Costs Not Allowable for Participation	Total Allowable Costs
Administrative and legal expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Land, structures, rights-of-way, appraisals, etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relocation expenses and payments	<input type="text"/>	<input type="text"/>	<input type="text"/>
Architectural and engineering fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other architectural and engineering fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project inspection fees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Site work	<input type="text"/>	<input type="text"/>	<input type="text"/>
Demolition and removal	<input type="text"/>	<input type="text"/>	<input type="text"/>
Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Miscellaneous	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUBTOTAL (sum of lines 1-11)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contingencies	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUBTOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project (program) income	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL PROJECT COSTS (subtract #5 from #14)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Federal assistance requested, calculate as follows		<input type="text"/>	<input type="text"/>



3. Enter the required information in each section.
 - a. The **Total Allowable Costs** column will automatically add the entered numbers.
4. Click **Save** then **Close**.



5. The system will fill in the SF 424C information in the budget activity on the main Budget page.

SF 424C

You must open and save the form using the button below in order to populate the SF 424C. The numbers entered in the budget worksheet (above) will automatically populate the corresponding object class categories.

[Open the 424C](#)

424C

	Total Cost	Costs Not Allowable for Participation	Total Allowable Costs
Administrative and legal expenses	\$500	\$100	\$600
Land, structures, rights-of-way, appraisals, etc.	\$500	\$200	\$700
Relocation expenses and payments	\$0	\$0	\$0
Architectural and engineering fees	\$300	\$1,000	\$1,300
Other architectural and engineering fees	\$0	\$0	\$0
Project inspection fees	\$500	\$0	\$500
Site work	\$0	\$400	\$400
Demolition and removal	\$1,000	\$20,000	\$21,000
Construction	\$0	\$0	\$0
Equipment	\$5,000	\$5,000	\$10,000
Miscellaneous	\$0	\$0	\$0
SUBTOTAL (sum of lines 1-11)	\$7,800	\$26,700	\$34,500
Contingencies	\$0	\$0	\$0
SUBTOTAL	\$7,800	\$26,700	\$34,500
Project (program) income	\$0	\$0	\$0
TOTAL PROJECT COSTS (subtract #5 from #14)	\$7,800	\$26,700	\$34,500
Federal assistance requested, calculate as follows	0%	\$0	



Assurance and Certifications Tab

The final tab of the grant application is **Assurance and Certifications**. Instructions for each form can be found at the top of this section and each document name will have detailed descriptions explaining the document's purpose.

The screenshot shows the 'Test February' application page with the 'ASSURANCES AND CERTIFICATIONS' tab selected. The left sidebar includes 'Main', 'Notes', 'Contacts' (6), and 'More...'. The main content area is divided into sections:

- Lobbying Cert**: Required by 32 CFR Part 28. Includes an 'Upload Certification Regarding Lobbying' button.
- SF LLL**: Required by OMB. Includes an 'Upload SF LLL' button.
- Assurance Document**: Required by OMB. Includes an 'Upload Assurance Document' button.
- Tax Delinquency**: Document certifying no outstanding tax liabilities. Includes an 'Upload Tax Delinquency Form' button.

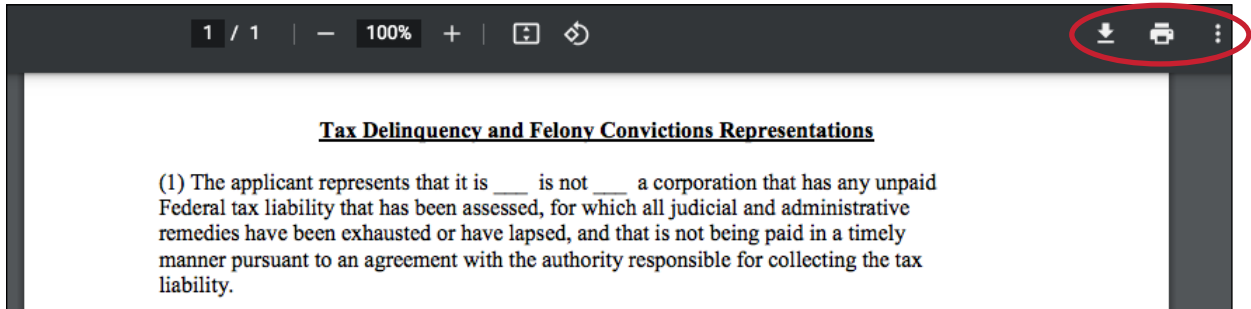
At the bottom, there is a certification statement and an 'I Agree' checkbox.

1. Upload required information into the **Assurances and Certifications** tab.
 - a. The **SF-LLL Form** and **Tax Delinquency Form** are required for all grants. Some grants may need additional forms completed.
2. Download each form.
 - a. Click **here** in the instructions above the various upload buttons.

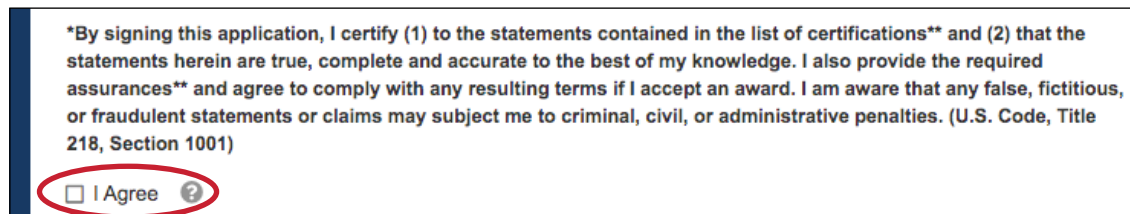
Please download the SF LLL form [here](#).



- b. Forms will open in a new browser window.
- c. Click the download button, or the print button to save the document as a PDF.



- 3. Complete, sign, and upload the necessary forms to the corresponding section.
 - a. See page J-3 for instructions on uploading files.
- 4. Click “I Agree” once each form has been uploaded and save the draft.



- 5. Click **Save Draft**.





Submitting an Application to OLDCC

Once an applicant has verified that all required documents have been uploaded and the Budget Worksheet is correct, the application can be submitted to the assigned Project Manager at OLDCC.

1. Click **Submit** on the bottom of the grant application screen.



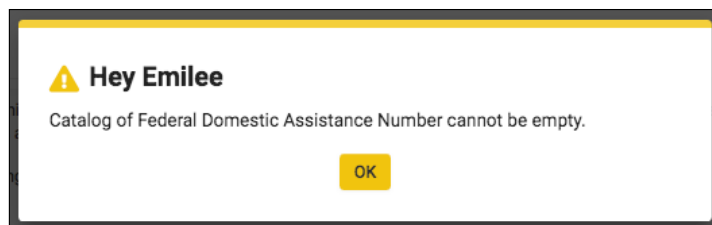
2. This pop-up will appear after clicking **Submit**, alerting the applicant that the application will be submitted to OLDCC and will be locked for editing.

You are about to submit your application. This will lock the form and notify OEA staff.

Cancel

OK

3. The system will provide alerts to the applicant if any sections are invalid or incomplete. These must be fixed before the application can be submitted to OLDCC.



4. Once any errors have been fixed and the application is sent, the applicant will receive a notification confirming submission.
 - a. The status will change from “Draft” to “Submitted to PM.”
5. The applicant will receive an email confirming submission of the application.

NOTE:

Please coordinate the application's submission with the assigned OLDCC Project Manager.



OLDCC Review of Application

After the application has been submitted to OLDCC, it must undergo review by the Project Manager (PM), Grants Management Specialist (GMS), and Program Director (PD). This is to ensure that the grant application has been reviewed thoroughly by both program and compliance personnel before it is reviewed by the Director at a TRC (Technical Review Committee). Some applications might not make it to the TRC step.

Revisions Required

During the TRC, OLDCC might determine that modifications need to be made to the grant application before it can be awarded. Follow the steps below to respond to a revision, if necessary.

1. **Open** the grant application under **Proposed Grants**.
 - a. The status will be “Revisions Required.”

Grants Management						
PROPOSED GRANTS (1) AWARDED GRANTS GRANT AGREEMENTS & CLOSEOUT (4) GRANT AMENDMENTS (2) GRANT DELIVERABLES (15) KICK OFF MEETINGS						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test February	Test Organization	Emilee Grantee	Non-Construction	Revisions Required	Open

2. Open the application and review the new **Staff Comments**. This will explain what needs to be corrected, removed, or revised.

Test February

View Grant Application: [Open](#)

Grant Preview: [Open](#)

Submission Number: NC2021-1508

Staff Comments
Revision comments for applicant (from OLDCC) here.

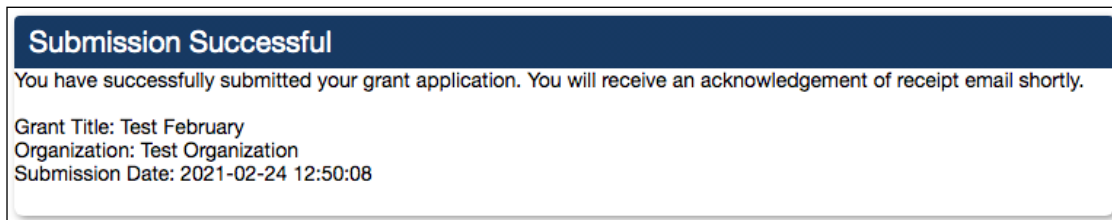
3. Make changes to the grant based on Staff Comments.
 - a. Create a note to explain the changes, if necessary.



4. The PDA will have the following options:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Submit Revision** once updates are completed.



5. Click **Submit Revision**.
6. Once submitted, the notification below will appear.



NOTE:

Please work closely with the assigned OLDCC Project Manager on any necessary revisions.



Submitting for Final Signature

Primary Delegated Authority Signature

Once OLDCC has finished reviewing the application (either the original or the revised version), the grant application will be routed back to the Primary Delegated Authority for signature.

1. **Open** the grant application under **Proposed Grants**.
 - a. The status will be “Final Signature Required - PDA.”

Grants Management						
PROPOSED GRANTS (1) AWARDED GRANTS GRANT AGREEMENTS & CLOSEOUT (4) GRANT AMENDMENTS (2) GRANT DELIVERABLES (15) KICK OFF MEETINGS						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test February	Test Organization	Emilee Grantee	Non-Construction	Final Signature Required - PDA	Open

2. Click on the new **Final Signature** tab.

APPLICATION (SF 424)	APPLICATION NARRATIVE	BUDGET	ASSURANCES AND CERTIFICATIONS	FINAL SIGNATURE
<p>* Primary Delegated Authority Name: <input type="text"/></p> <p>* Date Primary Delegated Authority signed the application: <input type="text" value="mm/dd/yyyy"/> </p>				

3. Enter name and date.
4. The PDA will have two options at this point:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Sign and Submit to AO** to provide final signature and complete the application.

Save Draft	Sign and Submit to AO
----------------------------	---------------------------------------



5. Click **Sign and Submit to AO**. The confirmation below will appear when the signature has been successfully submitted.

Submission Successful

You have successfully submitted your grant application. You will receive an acknowledgement of receipt email shortly.

Grant Title: Test February
 Organization: Test Organization
 Submission Date: 2021-02-24 12:50:08

Authorizing Official Signature

Once the PDA signs and submits the application, it will be routed to the Authorizing Official.

1. **Open** the grant application under **Proposed Grants**.
 - a. The status will be “Final Signature Required - AO.”

Grants Management						
PROPOSED GRANTS (1) AWARDED GRANTS GRANT AGREEMENTS & CLOSEOUT (4) GRANT AMENDMENTS (2) GRANT DELIVERABLES (15) KICK OFF MEETINGS						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test February	Test Organization	Emilee Grantee	Non-Construction	Final Signature Required - AO	Open

2. Click on the new **Final Signature** tab.

< APPLICATION (SF 424)
APPLICATION NARRATIVE
BUDGET
ASSURANCES AND CERTIFICATIONS
FINAL SIGNATURE

*** Primary Delegated Authority Name:** Emilee PDA

*** Date Primary Delegated Authority signed the application:** 02/25/2021

*** Authorizing Official Name:**

*** Date Authorizing Official signed the application:**



3. Enter name and date.
4. The AO is also required to complete acknowledgments under the **Assurances and Certifications** tab.

APPLICATION (SF 424)	APPLICATION NARRATIVE	BUDGET	ASSURANCES AND CERTIFICATIONS	FINAL SIGNATURE
<p>* Assurance Document</p> <p>This document is required by OMB and makes the grantee aware of numerous requirements pertaining to federal grant-making which are contained in Regulations.</p> <p>Please download the assurances form here. After completing, please upload it using the button below.</p> <p>Test_Document.pdf</p> <p>* I acknowledge that I have read the assurance document</p> <p><input checked="" type="checkbox"/> Yes</p> <p>* Tax Delinquency</p> <p>This document certifying that the grantee has no outstanding tax liabilities and it has no past felony convictions (required by OMB).</p> <p>Please download the Tax Delinquency and Felony Convictions Form here. After completing, please upload it using the button below.</p> <p>Test_Document.pdf Upload Tax Delinquency Form Delete</p> <p>* I acknowledge that I have read the Lobbying Activities document</p> <p><input checked="" type="checkbox"/> Yes</p>				

5. The AO will have the following options:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Submit Final Signature** to provide final signature and complete the application.
 - c. **Revisions Required** for any additional information, questions, or revisions. The status will be “Revisions Required.”



6. Click **Submit Final Signature**. The confirmation below will appear when the signature has been successfully submitted.

Submission Successful
<p>You have successfully submitted your grant application. You will receive an acknowledgement of receipt email shortly.</p> <p>Grant Title: Test February Organization: Test Organization Submission Date: 2021-02-24 12:50:08</p>



OLDCC Review

OLDCC will be notified once the final signatures have been submitted. The application’s status will change to “Grant Agreement in Process” and OLDCC will then prepare the Grant Agreement.

Grants Management +						
PROPOSED GRANTS (1) AWARDED GRANTS GRANT AGREEMENTS & CLOSEOUT (4) GRANT AMENDMENTS (2) GRANT DELIVERABLES (16) KICK OFF MEETINGS						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test February	Test Organization	Emilee Grantee	Non-Construction	Grant Agreement in Process	Open