

OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

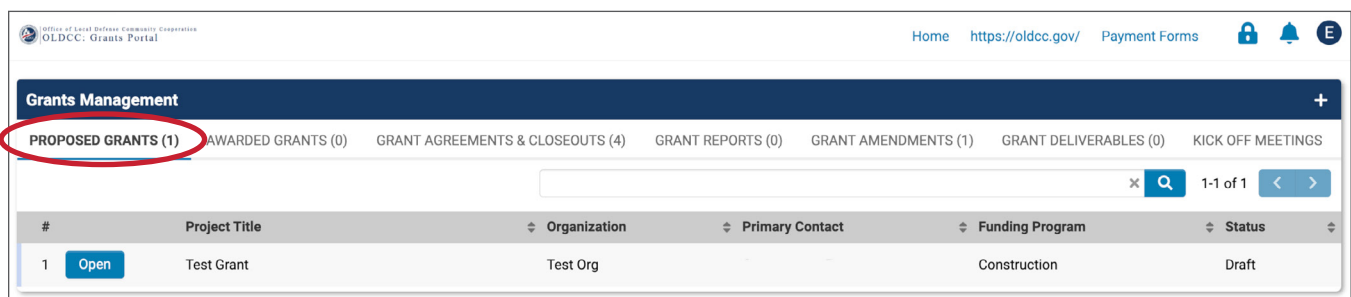
Grantee Guide (6.0)

Section B (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.



#	Project Title	Organization	Primary Contact	Funding Program	Status
1	Test Grant	Test Org		Construction	Draft

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.

NOTE:

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

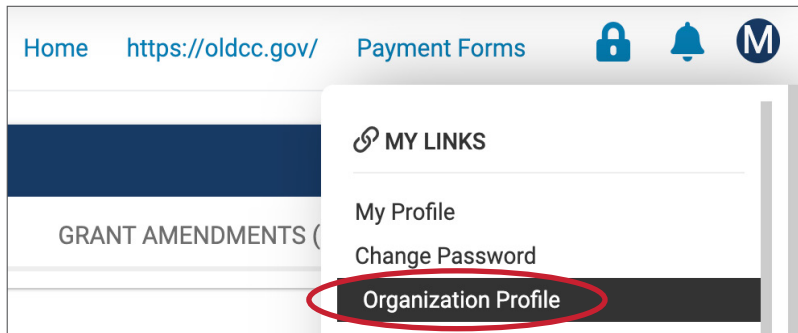


U.S. Department of Defense
Office of Local Defense
Community Cooperation

VERIFY ORGANIZATION PROFILE

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

1. Click the **Letter** icon located in the upper right-hand corner of the screen, then click **Organization Profile**.



2. The organization page will appear.
3. The **Main** tab has two sections for organization data.
 - a. The top section contains basic location details.
 - i. Verify the organization's address.
 - ii. Enter all nine digits of the zip code.
 - b. The bottom section, **Administration**, is where the EIN and UEI numbers can be found.
 - i. Verify the EIN Number, UEI Number, and Legal Name.
 - ii. These details must match what's entered in System for Award Management (SAM - <https://www.sam.gov/portal/SAM/>) or OLDCC will be unable to process the award.

A screenshot of the 'Test Organization' profile page. On the left is a sidebar with 'Main', 'Activity List' (4 items), and 'Contacts' (6 items). The main content area is titled 'Test Organization' and contains several input fields: 'Organization Name' (Test Organization), 'Address' (1234 Utah Street), 'Address 2', 'City', 'Country' (United States), 'Phone', 'EIN Number' (22-2333444), 'Profile Image' (with an upload icon), and 'UEI Number' (222333444). A question mark icon is visible below the EIN Number field.

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 If contacts are out of date, contact the OLDCC Project Manager.

FILLING OUT AN APPLICATION

Once OLDCC has completed their review of a grant request and approved it, the PDA will receive an invitation email to apply. The application will also show up under the **Proposed Grants** tab. When the application appears, the PDA should follow the instructions on pages B-3 through B-28 to complete the 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) AWARD GRANTS (0) GRANT AGREEMENTS & CLOSEOUTS (4) GRANT REPORTS (0) GRANT AMENDMENTS (1) GRANT DELIVERABLES (0) KICK OFF MEETINGS						
x Q 1-1 of 1 < >						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test Grant	Test Org		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.

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 **Grant Preview** to see a preview of the grant application.

Home

Main

Notes

Contacts 6

More...

Test Grant

Last Updated: 04/14/2024 14:23 ?

Grant Type: Construction

* Grant Title: Test Grant

* Organization Name: Test Org

* Primary Delegated Authority: ?

* Project Manager:

Status: Draft

AO Name: Test Test

PAL Name:

* Grant Action: Original

Project Name:

Program Activity Type: Growth

Project Number:

Grant Preview: Open

Submission Number:

APPLICATION (SF 424) APPLICATION NARRATIVE BUDGET ASSURANCES AND CERTIFICATIONS

Application (SF 424) Tab

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

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 list on page B-5 contains further details on what information each section needs. Hovering over section titles will also show additional information.

- **Application Type**
 - Type of Submission
 - Type of Application
 - If **Revision**, select appropriate letter(s)
- **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 (Cities, Counties, States, Etc.)
 - 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 in the process, the totals do not have to match.
 - 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.
 - 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 Application Narrative 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.

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.

Test Grant

APPLICATION (SF 424) **APPLICATION NARRATIVE** BUDGET ASSURANCES AND CERTIFICATIONS

Use this section to describe the proposed project and justify the need for financial assistance. The Narrative should include the following sections, in the following order: Application Abstract; Introduction/Background; Need for Assistance; Project Goals and Objectives Related to OLDCC Mission; Results or Benefits Expected; Approach & Timeline; and Deliverables/Products. Each section is limited to 1,000 words, unless otherwise noted. Appendices, charts, maps and other illustrative materials may be attached to further describe the proposal.

Key Personnel

(All resumes must be PDF)

Name	Title	Email	Resume Upload
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[Add or Remove Key Personnel](#)

*** Contractor Services**

Does this grant require use of contractor services?

☐ Yes

☒ No

*** Sub Recipient**

Do you anticipate awards to any sub recipients?

☒ No

☐ Yes

Deliverables Instructions

- Identify tangible products and/or other projected work program accomplishments
- Examples include, but are not limited to, Joint Land Use Study Final Report; Base Redevelopment Plan and Homeless Assistance Submission; Infrastructure Analysis and Recommended Improvements; Defense Industry Supply Chain Map; or Growth Management Plan

Grant Deliverable List

Name	Description	Deliverable Date
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[Add/Edit Deliverables](#) ?

*** Goals related to OLDCC mission instructions**

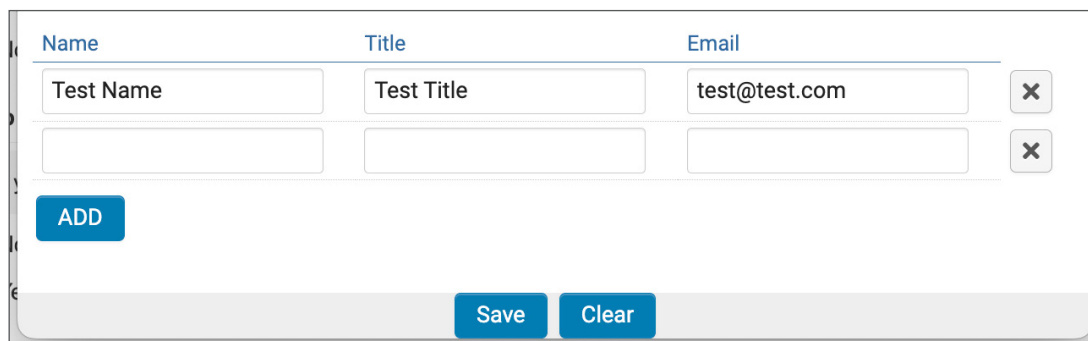
☒ N/A

☐ Assist state and local governments to address and prevent the encroachment of civilian communities from impairing the operational utility of military installations

2. The list on page B-8 contains further details on what information each section needs. Hovering over section titles will also show additional information.

- **Adding or Removing 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 discuss whether or not to add Key Personnel with their Project Manager.
- 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.
- Once saved, Key Personnel will appear on the Application Narrative tab.



Name	Title	Email	
Test Name	Test Title	test@test.com	X
			X

ADD

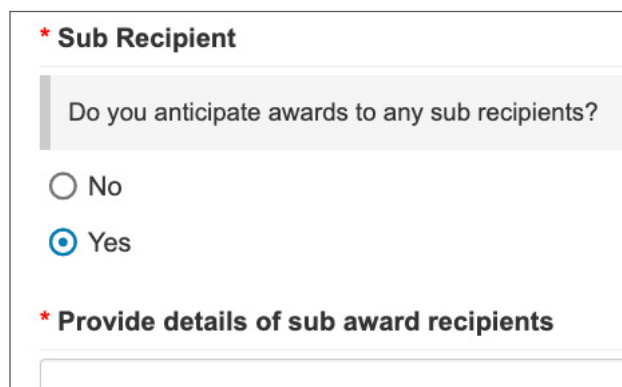
Save Clear

- **Adding Contractor Services**

- 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**, a box will appear for details for sub award recipients.
- See 2 CFR § 200.1 for sub award and sub recipient definitions.



*** Sub Recipient**

Do you anticipate awards to any sub recipients?

☐ No

☒ Yes

*** 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.fsrc.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.
 - Deliverables can include expected work from contractors.

Deliverables Instructions

- Identify tangible products and/or other projected work program accomplishments
- Examples include, but are not limited to, Joint Land Use Study Final Report; Base Redevelopment Recommended Improvements; Defense Industry Supply Chain Map; or Growth Management Plan

Grant Deliverable List

Name	Description
Add/Edit Deliverables ?	

- Click the **Add/Edit 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 deliverable.
- Once saved, Grant Deliverables will appear on the Application Narrative tab.

Name	Description	Type	Date
Deliverable Name	Description here.	Original Grant	05/31/2024
+ Save Clear			

- **Adding Goals Related to OLDCC Mission**
 - Select the applicable goals from the provided list.

* **Goals related to OLDCC mission instructions**

☐ N/A
☐ Assist state and local governments to address and prevent the encroachment of ci
☐ Preserve and protect the public health, safety, and general welfare of those living r
☐ Protect and preserve military readiness and defense capabilities while supporting c

- **Application Narrative Text Boxes**
 - The Application Narrative section has seven 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.

APPLICATION (SF 424)	APPLICATION NARRATIVE	BUDGET
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* **CAGE Code:**

* **Grant Introduction/Background**

0 words typed

* **Need for Assistance**

0 words typed

* **Grant Abstract**

4000 characters left

* **Results or Benefits Expected**

0 words typed

* **Approach and Timeline**

0 words typed

* **Scope of Work/Work Program**

0 words typed

Please attach any additional supporting documents (PDF Only)

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

Save Draft

Submit

- Click **Save Draft** and continue to the Budget 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.

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.

The screenshot displays the 'Test Grant' application interface. On the left is a dark blue sidebar with navigation links: 'Main', 'Notes', 'Contacts' (with a count of 3), and 'More...'. The main content area has a header 'Test Grant' and a tabbed interface with four tabs: 'APPLICATION (SF 424)', 'APPLICATION NARRATIVE', 'BUDGET' (which is selected and circled in red), and 'ASSURANCES AND CERTIFICATIONS'. Below the tabs, the 'Budget' section contains a button labeled 'Open Budget' and a section titled '* Budget Justification Files'. This section includes instructions to upload a PDF file for budget justification, a list of requirements (identifying non-Federal match, avoiding duplication, validating costs, and using the budget builder), and a file upload area with the text 'Drop files here or browse files' and 'Maximum file size: 2 GB | Allowed file types: PDF'. At the bottom, there is a section for '* Basis for the Indirect Cost Rate' with two radio button options: 'Total Direct Cost' and 'Modified Direct Cost'.

2. The following list contains further details on what information each section needs.

- **Budget**
 - Complete the Budget Worksheet. See pages [B-13](#) through [B-28](#) for full details on completing the worksheet (non-construction or construction) and the SF 424 (A or C).
- **Budget Justification Files**
 - Review the instructions for the Budget Justification.
 - Use the **upload** area to attach the Budget Justification file.
 - The Budget Justification should include, if applicable: %FTE for personnel, contractual costs broken down by tasks, %LOE, breakout of travel expenses, etc.

- **Completing Indirect Cost Rate Section**

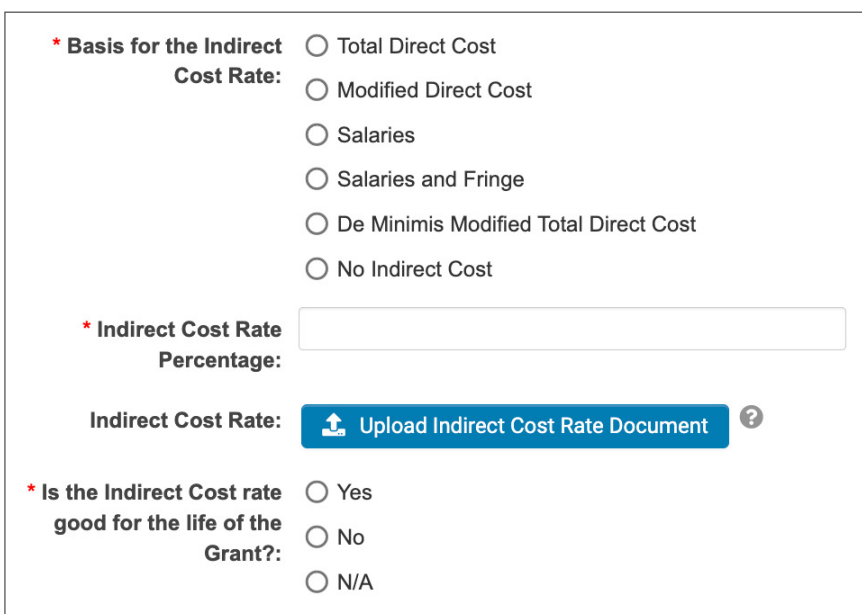
- **Basis for the Indirect Cost Rate**

- 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.

A screenshot of a web form for entering indirect cost rate information. The form is titled "Basis for the Indirect Cost Rate:" and contains several radio button options: "Total Direct Cost", "Modified Direct Cost", "Salaries", "Salaries and Fringe", "De Minimis Modified Total Direct Cost", and "No Indirect Cost". Below these is a text input field for "Indirect Cost Rate Percentage:". Underneath that is a button labeled "Upload Indirect Cost Rate Document" with an upward arrow icon and a question mark icon. At the bottom, there is a question "Is the Indirect Cost rate good for the life of the Grant?:" with radio button options for "Yes", "No", and "N/A".

*** Basis for the Indirect Cost Rate:**

☐ Total Direct Cost

☐ Modified Direct Cost

☐ Salaries

☐ Salaries and Fringe

☐ De Minimis Modified Total Direct Cost

☐ No Indirect Cost

*** Indirect Cost Rate Percentage:**

Indirect Cost Rate: [Upload Indirect Cost Rate Document](#) ?

*** Is the Indirect Cost rate good for the life of the Grant?:**

☐ Yes

☐ No

☐ N/A

- **Indirect Cost Rates (Upload)**

- 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.

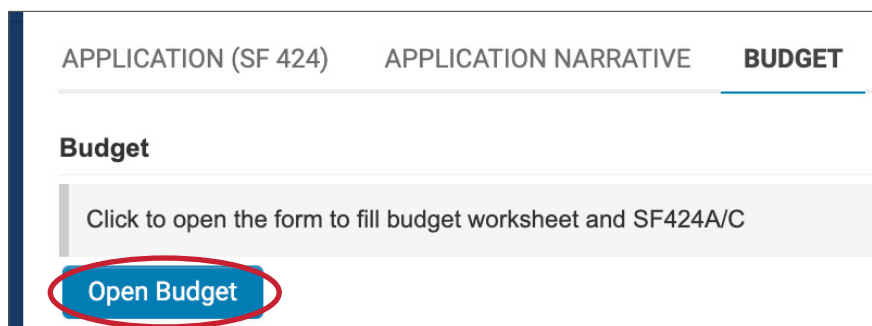
A screenshot showing two blue buttons side-by-side. The left button is labeled "Save Draft" and the right button is labeled "Submit".

[Save Draft](#) [Submit](#)

4. Click **Save Draft**.

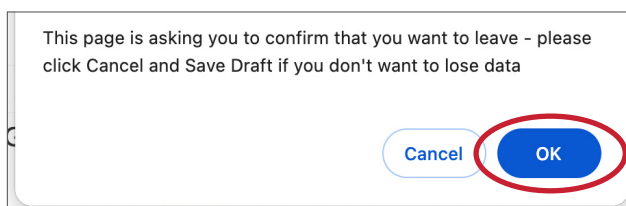
Completing the Budget Worksheet

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



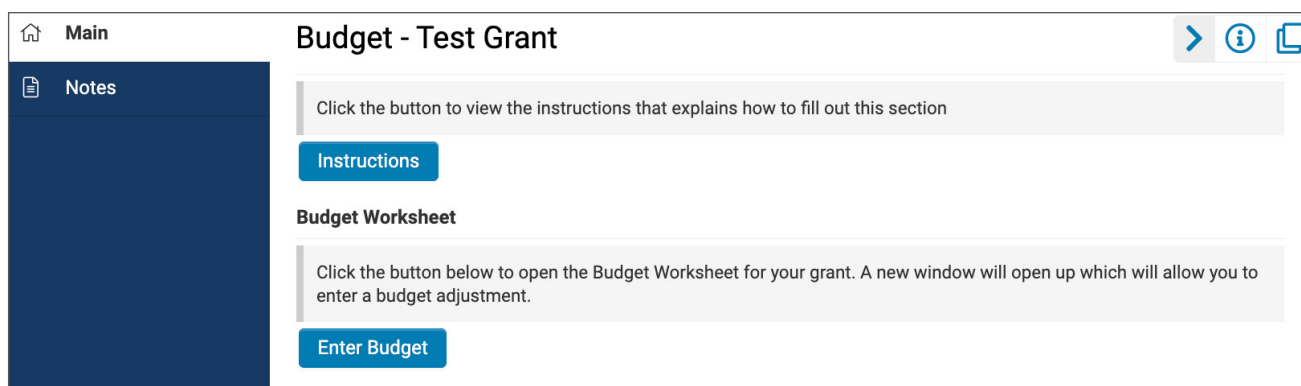
The screenshot shows the 'BUDGET' tab selected in a navigation bar. Below the tab, the heading 'Budget' is followed by a light gray instruction box: 'Click to open the form to fill budget worksheet and SF424A/C'. Below this box is a blue button labeled 'Open Budget', which is circled in red.

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



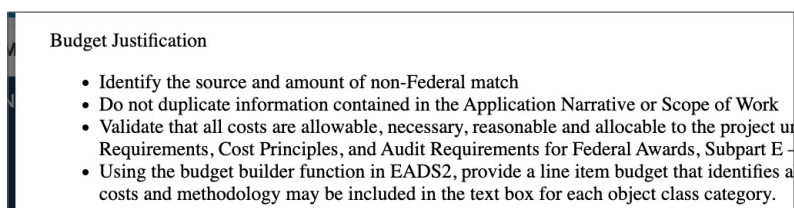
The screenshot shows a confirmation dialog box with the text: 'This page is asking you to confirm that you want to leave - please click Cancel and Save Draft if you don't want to lose data'. At the bottom right, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is circled in red.

3. The main **Budget** page below will appear.



The screenshot shows the 'Budget - Test Grant' page. On the left is a dark blue sidebar with 'Main' and 'Notes' options. The main content area has a heading 'Budget - Test Grant' and a light gray instruction box: 'Click the button to view the instructions that explains how to fill out this section'. Below this is a blue 'Instructions' button. Further down is a 'Budget Worksheet' section with another light gray instruction box: '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.' Below this is a blue 'Enter Budget' button.

4. Click the blue **Instructions** button and review the provided instructions thoroughly before completing the budget.
 - a. The instructions pop-up window will also include Budget Justification details, see page B-11.



The screenshot shows the 'Budget Justification' section. It contains a list of bullet points: 'Identify the source and amount of non-Federal match', 'Do not duplicate information contained in the Application Narrative or Scope of Work', 'Validate that all costs are allowable, necessary, reasonable and allocable to the project up Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E', and 'Using the budget builder function in EADS2, provide a line item budget that identifies a costs and methodology may be included in the text box for each object class category.'

5. Click **Enter Budget** under **Budget Worksheet** to open the worksheet in a separate pop-up window and enter the required information.
 - a. Work with the assigned OLDCC Project Manager to address any additional questions.
 - b. Non-construction grants and construction grants will 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)** at the bottom of the page 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 number budget worksheet (above) will automatically populate the corresponding object class categories.

Open the 424A

7. Once the two forms above are completed, click **Save Draft** and continue to the Assurance and Certifications tab.

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**.

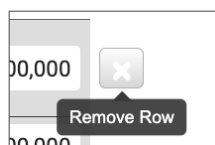
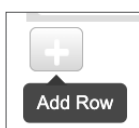
Budget Worksheet for Non-Construction Grants

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 page [B-13](#).

Grant Budget	
Grant Title:	Test Grant
Applicant Organization:	Test Organization
Grant Number:	
Instructions:	Please click on the "+" button to add a new line to any budget category. <i>The fields with grey backgrounds are calculated fields and cannot be edited. Do Not</i> 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. To add a new row, click the **Add Row (+)** button under the categories that can have multiple entries.
 - b. To delete a line item, click the **Remove Row (x)** button to the right.



3. Salary and Fringe

- a. Salary and Fringe does not have built in calculations. Enter the exact number into the appropriate column.
- b. In the Position column, enter the individual's title.

Salary and Fringe							
Position	OLDCC Salary	Non-Federal Salary	OLDCC Fringe	Non-Federal Fringe	Total Salary	Total Fringe	Total
Position here.	\$100,000	\$100,000	\$50,000	\$50,000	\$200,000	\$100,000	\$300,000
	\$100,000	\$100,000	\$50,000	\$50,000	\$200,000	\$100,000	\$300,000

NOTE:

For IR, BRAC, and Core Programs, grantee share must be equal or greater to 10% of the Federal share plus grantee share.

For PSMI and DMSCP, grantee share must be equal or greater to 20% of the Federal share plus grantee share.

For DCIP, grantee share must be equal or greater to 30% of the Federal share plus grantee share.

4. Total Salaries + Fringe Benefits

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

Total Salaries + Fringe Benefits			
	OLDCC Funds	Non-Federal Funds	Total
Total Salaries + Fringe Benefits	\$150,000	\$150,000	\$300,000

5. Travel

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

Travel				
Description	Local/Out-of-Area	OLDCC Funds	Non-Federal Funds	Total
Travel description here.	Local	\$10,000	\$10,000	\$20,000
		\$10,000	\$10,000	\$20,000

6. Equipment

- Equipment is \$5,000 or more. Note that this number will be changing in FY 2025.

Equipment			
Description	OLDCC Funds	Non-Federal Funds	Total
Equipment description here.	\$10,000	\$10,000	\$20,000
	\$10,000	\$10,000	\$20,000

7. Supplies

- a. Supplies are \$5,000 or less. Note that this number will be changing in FY 2025.

Supplies			
Description	OLDCC Funds	Non-Federal Funds	Total
Supply 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	OLDCC Funds	Non-Federal Funds	Total
Description here.	\$0	\$0	0
	0	0	0

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			
	OLDCC Funds	Non-Federal Funds	Total
SUBTOTAL OPERATIONS	\$174,000	\$174,000	\$348,000

10. Contractual

- a. Enter procurement costs here.

Contractual			
Description	OLDCC Funds	Non-Federal Funds	Total
Contractual description here.	\$15,000	\$15,000	\$30,000
	\$15,000	\$15,000	\$30,000

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			
	OLDCC Funds	Non-Federal Funds	Total
Total Direct Costs	\$189,000	\$189,000	\$378,000

12. Indirect Costs

Indirect Costs			
Description	OLDCC Funds	Non-Federal Funds	Total
Indirect costs description here.	\$20,000	\$20,000	\$40,000
	\$20,000	\$20,000	\$40,000

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			
	OLDCC Funds	Non-Federal Funds	Total
Grand Total	\$209,000	\$209,000	\$418,000

14. Click **Save** once completed, then close the window to return to the Budget page.

Save

Clear

WARNING:

THE **CLEAR** BUTTON WILL DELETE ALL LINES, EVEN IF THEY WERE PREVIOUSLY SAVED. Click **Clear** then **Yes** on the pop-up **ONLY** if the sheet should be cleared.

 **Alert**

Are you sure you want to clear the worksheet?

YES

NO

15. 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.

Total Personnel				
		OLDCC Funds	Non-Federal Funds	Total
Total Salaries + Fringe Benefits		\$150,000	\$150,000	\$300,000
Travel				
Description	Local/Out-of-Area	OLDCC Funds	Non-Federal Funds	Total
Travel description here.	Local	\$10,000	\$10,000	\$20,000
		\$10,000	\$10,000	\$20,000
Equipment				
Description		OLDCC Funds	Non-Federal Funds	Total
Equipment description here.		\$10,000	\$10,000	\$20,000
		\$10,000	\$10,000	\$20,000

16. Click **Return to Application** when the Budget is complete.

Save Draft	Save	Return to Application
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Budget Worksheet for Construction Grants

The **Budget Worksheet** for construction grants allows applicants to break down construction costs.

1. Open the worksheet by following the instructions under **Complete the Budget** on page [B-13](#).

Grant Budget	
Grant Title:	Test Grant
Applicant Organization:	Test Organization
Grant Number:	
Instructions:	Please click on the "+" button to add a new line to any budget category. <i>The fields with grey backgrounds are calculated fields and cannot be edited. Do Not</i> 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. To add a new row, click the **Add Row (+)** button under the categories that can have multiple entries.
 - 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	OLDCC Funds	Non-Federal Funds	Total	
Construction description 1 here.	Relocation expenses and payment	\$2,000	\$2,000	\$4,000	x
Construction description 2 here.	Project inspection fees	\$5,000	\$5,000	\$10,000	x
Construction description 3 here.	Construction	\$3,000	\$3,000	\$6,000	x
		\$10,000	\$10,000	\$20,000	
+					

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			
	OLDCC Funds	Non-Federal Funds	Total
Total Direct Costs	\$10,000	\$10,000	\$20,000

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**.

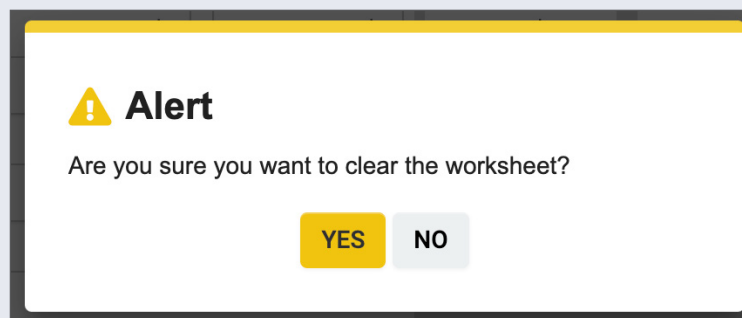
Grand Total			
	OLDCC Funds	Non-Federal Funds	Total
Grand Total	\$10,000	\$10,000	\$20,000

6. Click **Save** once completed, then close the window to return to the Budget page.



WARNING:

THE **CLEAR** BUTTON WILL DELETE ALL LINES, EVEN IF THEY WERE PREVIOUSLY SAVED. Click **Clear** then **Yes** on the pop-up **ONLY** if the sheet should be cleared.



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

Construction				
Description	Category	OLDCC Funds	Non-Federal Funds	Total
Construction description 1 here.	Relocation expenses and payments	\$2,000	\$2,000	\$4,000
Construction description 2 here.	Project inspection fees	\$5,000	\$5,000	\$10,000
Construction description 3 here.	Construction	\$3,000	\$3,000	\$6,000
		\$10,000	\$10,000	\$20,000
Total Direct Costs				

8. Click **Return to Application** when the Budget is complete.



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 num budget worksheet (above) will automatically populate the corresponding object class categories.

Open the 424A

2. The SF 424A will open in a separate pop-up window.
 - a. Enter the required information in each section.

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
		\$0	\$0	\$0	\$0	0
		\$0	\$0	\$0	\$0	0
		\$0	\$0	\$0	\$0	0
		\$0	\$0	\$0	\$0	0
Total		0	0	0	0	0

Section B - Budget Categories

3. 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
		\$0	\$0	\$0	\$0	0
		\$0	\$0	\$0	\$0	0
		\$0	\$0	\$0	\$0	0
		\$0	\$0	\$0	\$0	0
Total		0	0	0	0	0

4. 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	\$100,000	\$100,000	\$0	\$0	\$200,000
b. Fringe Benefits	\$50,000	\$50,000	\$0	\$0	\$100,000
c. Travel	\$10,000	\$10,000	\$0	\$0	\$20,000
d. Equipment	\$10,000	\$10,000	\$0	\$0	\$20,000
e. Supplies	\$4,000	\$4,000	\$0	\$0	\$8,000
f. Contractual	\$15,000	\$15,000	\$0	\$0	\$30,000
g. Construction	\$0	\$0	\$0	\$0	0
h. Other	\$0	\$0	\$0	\$0	0
i. Total Direct Charges (Sum of a - h)	\$189,000	\$189,000	0	0	\$378,000
j. Indirect Charges	\$20,000	\$20,000	\$0	\$0	\$40,000
Totals (sum of i - j)	\$209,000	\$209,000	0	0	\$418,000
Program Income	\$0	\$0	\$0	\$0	0

5. Section C - Non-Federal Resources

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

6. Section D - Forecasted Cash Needs

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

7. 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
Estimate here.	\$0	\$2,000	\$1,000	\$2,000
Estimate 2 here.	\$1,000	\$1,000	\$1,000	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Total	\$1,000	\$3,000	\$2,000	\$2,000

8. 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.

9. Click **Save** once completed, then close the window to return to the Budget page.

WARNING:

THE **CLEAR** BUTTON WILL DELETE ALL LINES, EVEN IF THEY WERE PREVIOUSLY SAVED. Click **Clear** then **Yes** on the pop-up **ONLY** if the sheet should be cleared.


Alert

Are you sure you want to clear the worksheet?

10. The information that was entered on the pop-up SF 424A can now be found on the main budget window in the portal.

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 window 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
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
Total		\$0	\$0	\$0	\$0	\$0

Section B - Budget Categories

11. Click **Return to Application** when the Budget is complete.

Save Draft

Save

Return to Application

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 budget worksheet (above) will automatically populate the corresponding object class

Open the 424C

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



424C

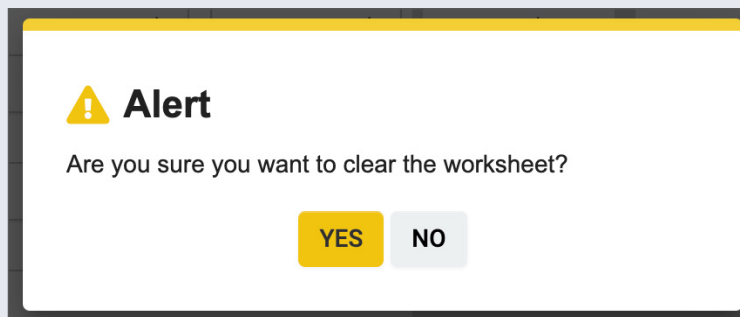
	Total Cost	Costs Not Allowable for Participation	Total Allowable Costs
Administrative and legal expenses	0		0
Land, structures, rights-of-way, appraisals, etc.	0		0
Relocation expenses and payments	4000		\$4,000
Architectural and engineering fees	0		0
Other architectural and engineering fees	0		0
Project inspection fees	10000		\$10,000
Site work	0		0
Demolition and removal	0		0
Construction	6000		\$6,000
Equipment	0		0
Miscellaneous	0		0
SUBTOTAL (sum of lines 1-11)	\$20,000		\$20,000
Contingencies	0		0
SUBTOTAL	\$20,000		\$20,000
Project (program) income			
TOTAL PROJECT COSTS (subtract #5 from #14)	\$20,000		\$20,000
Federal assistance requested, calculate as follows		50.00%	10000

3. Enter the required information in each section.
 - a. The **Total Allowable Costs** column will automatically add the entered numbers.
4. Click **Save** once completed, then close the window to return to the Budget page.



WARNING:

THE **CLEAR** BUTTON WILL DELETE ALL LINES, EVEN IF THEY WERE PREVIOUSLY SAVED. Click **Clear** then **Yes** on the pop-up **ONLY** if the sheet should be cleared.



5. The information that was entered on the pop-up SF 424C can now be found on the main budget window in the portal.

424C			
	Total Cost	Costs Not Allowable for Participation	Total Allowable Costs
Administrative and legal expenses	\$0	\$0	\$0
Land, structures, rights-of-way, appraisals, etc.	\$0	\$0	\$0
Relocation expenses and payments	\$4,000	\$0	\$4,000
Architectural and engineering fees	\$0	\$0	\$0

6. Click **Return to Application** when the Budget is complete.



Assurance and Certifications Tab

The final tab of the grant application is **Assurance and Certifications**. The top of the section will contain detailed instructions on what forms are required.

1. Upload required information into the **Assurances and Certifications** tab.
 - a. The **SF-LLL Form** is required for all grants. Some grants may need additional forms completed.

The screenshot shows a web application interface for a 'Test Grant'. On the left is a dark blue sidebar with navigation links: 'Main' (with a house icon), 'Notes' (with a document icon), 'Contacts' (with a group of people icon and a count of 3), and 'More...'. The main content area has a header with 'Test Grant' and four tabs: 'APPLICATION (SF 424)', 'APPLICATION NARRATIVE', 'BUDGET', and 'ASSURANCES AND CERTIFICATIONS'. The 'ASSURANCES AND CERTIFICATIONS' tab is selected and highlighted with a red oval. Below the tabs, there is a list of instructions for the applicant, including requirements for Federal requirements, disclaimers, lobbying restrictions, and disclosure of lobbying activities. Below these instructions is a section titled 'SF LLL' with a text box containing information about the SF LLL form and a link to download it. Below the text box is a blue button labeled 'Upload SF LLL'. At the bottom of the main content area, there is a text box with a certification statement and a checkbox labeled 'I Agree' with a question mark icon.

Test Grant

APPLICATION (SF 424) APPLICATION NARRATIVE BUDGET **ASSURANCES AND CERTIFICATIONS**

- The applicant must ensure that certain Federal requirements are met as part of the grant application. Please download, review and
- Grantees will be required to include a disclaimer on all grant deliverables to acknowledge that were prepared under contract with the grantee, and does not necessarily reflect the views of OEA
- The applicant must also certify that requirements are met restricting use of Federal funds for lobbying under 2 CFR Part 200.450. T exceeding \$100,000. No Federal funds may be used for lobbying.
- Disclosure of Lobbying Activities (SF LLL) – If non-Federal funds are used for lobbying activities, this disclosure form shall be comp 31 U.S.C. 1352; the filing is required for each payment or agreement to make payment to any lobbying entity for influencing or alter Federal action. Applicants should refer to the implementation guidance published by OMB for further information.
- Conflict of interest – Under 2 CFR Part 200.112, the Federal awarding agency must establish conflict of interest policies for Federal Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.
- Mandatory disclosures – Under 2 CFR Part 200.113, the non-Federal entity or applicant for a Federal award must disclose, in a tim Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required c noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 31 U.S.C. 3321).

SF LLL

Required by OMB, the information requested through this form is authorized by title 31 U.S.C. §1352. This information will be reported lobbying has occurred. Further guidance on lobbying is available [here](#).

Please download the SF LLL form [here](#). After completing, please upload it using the button below.

[Upload SF LLL](#)

*By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements here required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or penalties. (U.S. Code, Title 218, Section 1001)

☐ I Agree ?

2. Download the SF LLL form by clicking **here** in the instructions.
 - a. The form will open in a new browser window. Complete the form and upload it using the **Upload SF LLL** button.
3. Review the certification at the bottom and click “I Agree.”
4. 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.
5. Click **Save Draft**.

Two blue buttons with white text. The first button is labeled 'Save Draft' and the second button is labeled 'Submit'.

Save Draft **Submit**

SUBMITTING AN APPLICATION TO OLDCC

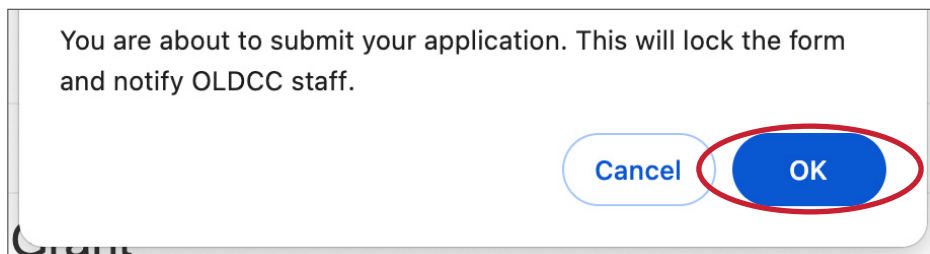
Once an applicant has verified that all required documents have been uploaded and the Budget Worksheet is correct, the application can be submitted to the assigned Project Manager at OLDCC.

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



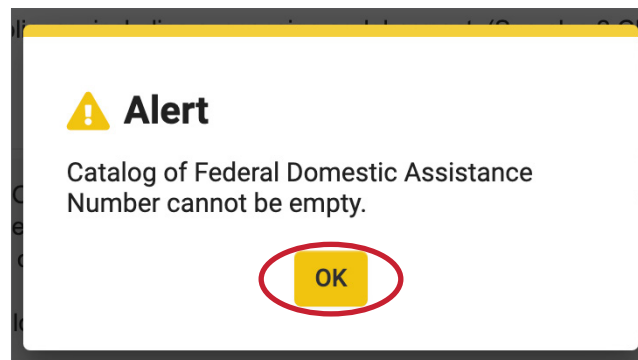
2. This pop-up will appear after clicking **Submit**, alerting the applicant that the application will be submitted to OLDCC and will be locked for editing.

- a. Click **OK**.



3. The alert below will appear if there are any incomplete sections. The missing sections must be fixed before the application can be submitted to OLDCC.

- a. Click **OK**.



NOTE:

Notify the Project Manager if the Authorizing Official listed on the application is *not* the correct, most up-to-date person who will sign the Grant Agreement. If the listed AO is incorrect, it may delay the Grant Agreement signature process.

4. Once any errors have been fixed and the application sent, the notification below will appear.

Submission Successful

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

Grant Title: Test Grant
Organization: Test Organization
Submission Date: 2024-05-14 12:44:04

5. The application's status will change from "Draft" to "Submitted."

Grants Management						
+						
< PROPOSED GRANTS (1) AWARDED GRANTS (0) GRANT AGREEMENTS & CLOSEOUTS (1) GRANT REPORTS (0) GRANT AMENDMENTS (0) GRANT DELIVERABLES (0) >						
x 1-1 of 1 < >						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Open	Test Grant	Test Organization	Emilee Authorizing Official	Construction	Submitted

6. 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 Activity Lead (PAL). 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. Click **Open** next to the correct grant application under **Proposed Grants**.
 - a. The status will be “Revisions Required.”

Grants Management						
PROPOSED GRANTS (1) AWARDED GRANTS (0) GRANT AGREEMENTS & CLOSEOUTS (1) GRANT REPORTS (0) GRANT AMENDMENTS (0)						
1-1 of 1						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test Grant	Test Organization	Emilee Authorizing Official	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.

Main

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More...

Test Grant

Grant Preview:

Open

Submission Number: C2024-2469

Staff Comments
OLDCC requested revisions will appear here.

- 3. Make changes to the grant based on Staff Comments.
- 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.

Save Draft

Submit Revision

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

Submission Successful

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

Grant Title: Test Grant
Organization: Test Organization
Submission Date: 2024-05-14 12:44:04

7. The application's status will change from "Revisions Required" to "Revision Submitted."

Grants Management						
PROPOSED GRANTS (1) AWARDED GRANTS (0) GRANT AGREEMENTS & CLOSEOUTS (1) GRANT REPORTS (0) GRANT AMENDMENTS (0) GRANT DELIVERABLES (0)						
1-1 of 1						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Open Test Grant	Test Organization	Emilee Authorizing Official	Construction	Revision Submitted	

NOTE:

Please work closely with the assigned OLDCC Project Manager on any revisions. Note that some PMs will ask for any required edits prior to the submission steps on page [B-29](#), so Staff Comments will not be necessary.

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

Grants Management					
PROPOSED GRANTS (1) AWARDED GRANTS (0) GRANT AGREEMENTS & CLOSEOUTS (1) GRANT REPORTS (0) GRANT AMENDMENTS (0) GRANT DELIVERABLES (0)					
1-1 of 1					
#	Project Title	Organization	Primary Contact	Funding Program	Status
1	Test Grant	Test Organization	Emilee Authorizing Official	Construction	Final Signature Required - PDA

2. Navigate to the new **Final Signature** tab.

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Test Grant

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

* Primary Delegated Authority Name:

* Date Primary Delegated Authority signed the application:

mm/dd/yyyy

3. Enter name and date to digitally “sign” the application.
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 notification 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 Grant
Organization: Test Organization
Submission Date: 2024-05-14 12:44:04

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

- Grants Management

PROPOSED GRANTS (1)

AWARDED GRANTS (0)

GRANT AGREEMENTS & CLOSEOUTS (1)

GRANT REPORTS (0)

GRANT AMENDMENTS (0)

GRANT DELIVERABLES (0)

1-1 of 1

#	Project Title	Organization	Primary Contact	Funding Program	Status
1	Test Grant	Test Organization	Emilee Authorizing Official	Construction	Final Signature Required - AO

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More...

Test Grant

APPLICATION (SF 424)APPLICATION NARRATIVEBUDGETASSURANCES AND CERTIFICATIONS**FINAL SIGNATURE**

* Primary Delegated Authority Name:

Emilee PrimaryDelegatedAuthority

* Date Primary Delegated Authority signed the application:

05/31/2024

* Authorizing Official Name:

?

* Date Authorizing Official signed the application:

mm/dd/yyyy

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More...

Test Grant

APPLICATION (SF 424) APPLICATION NARRATIVE BUDGET **ASSURANCES AND CERTIFICATIONS**

* I acknowledge that I have read the assurance document

☐ Yes

* I acknowledge that I have read the Lobbying Activities document

☒ Yes

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

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

Grant Title: Test Grant
 Organization: Test Organization
 Submission Date: 2024-05-14 12:44:04

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.

See Section D (Grant Agreements and Closeouts) for more details.

Grants Management						
PROPOSED GRANTS (1) AWARDED GRANTS (0) GRANT AGREEMENTS & CLOSEOUTS (1) GRANT REPORTS (0) GRANT AMENDMENTS (0) GRANT DELIVERABLES (0)						
1-1 of 1						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test Grant	Test Organization	Emilee Authorizing Official	Construction	Grant Agreement in Process	