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.

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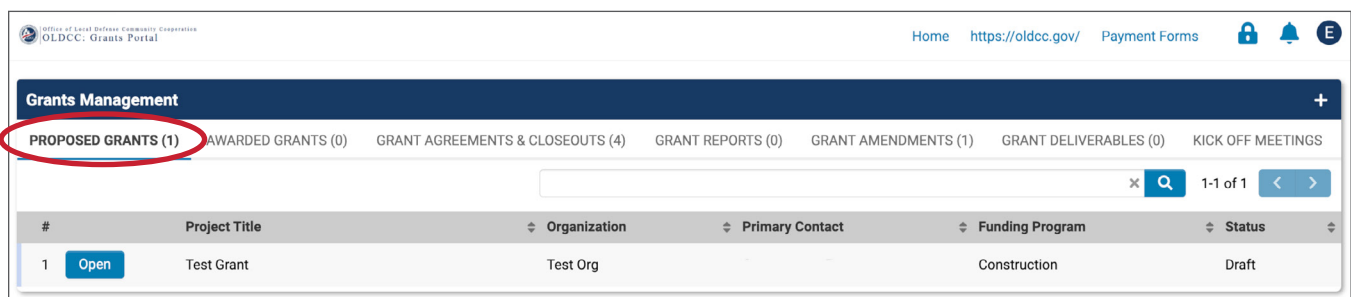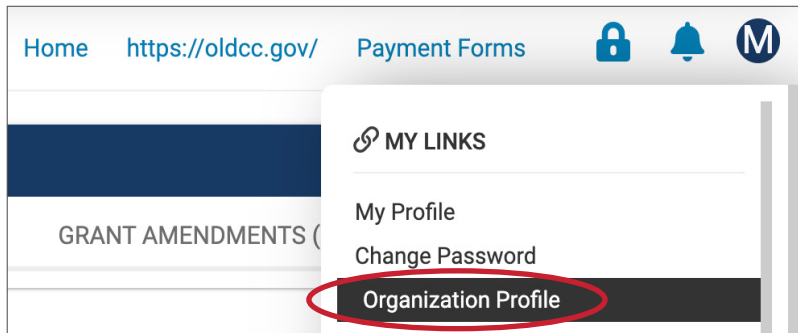
U.S. Department of Defense
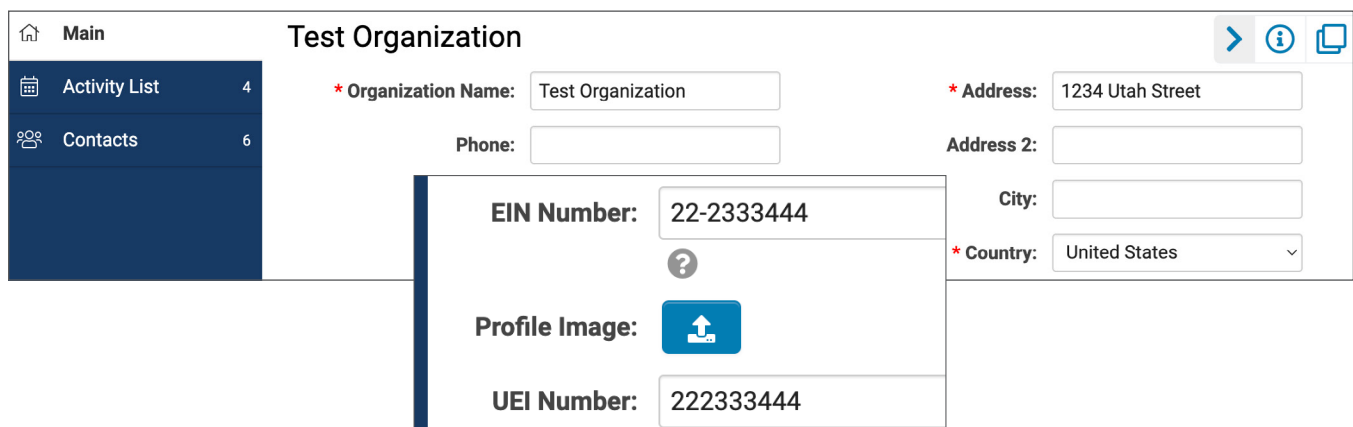Office of Local Defense
Community Cooperation

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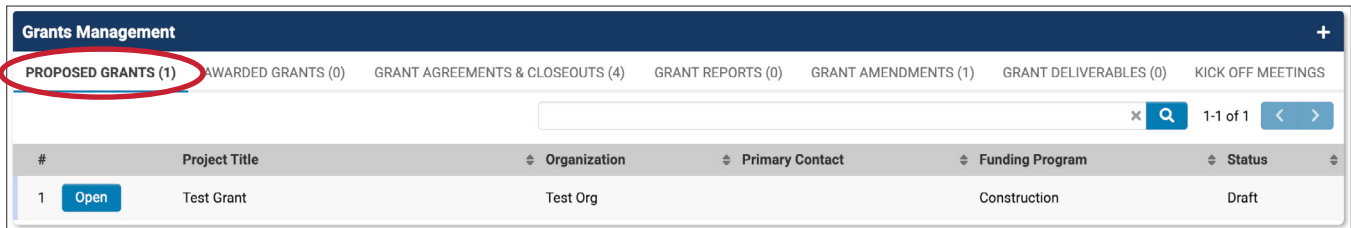
4. The **Contacts** tab contains a list of all contacts currently assigned to the organization. This tab cannot be edited by the applicant. If contacts are out of date, contact the OLDCC Project Manager.

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.

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.

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.

<div align="center">

Save Draft	Submit

</div>

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.

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.

- **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.

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.
    - 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 n
>
> ☐ Protect and preserve military readiness and defense capabilities while supporting (

- **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
>
> *** 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)**

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 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.

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.

* 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 Rate Percentage**
    - ▪ If **No Indirect Cost** was selected in the previous section, enter "0." There must be a number in order to submit later.
  - • **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.

   [Save Draft] [Submit]

4. Click **Save Draft**.

Completing the Budget Worksheet

1. To open the budget activity, click on the **Open Budget** button.
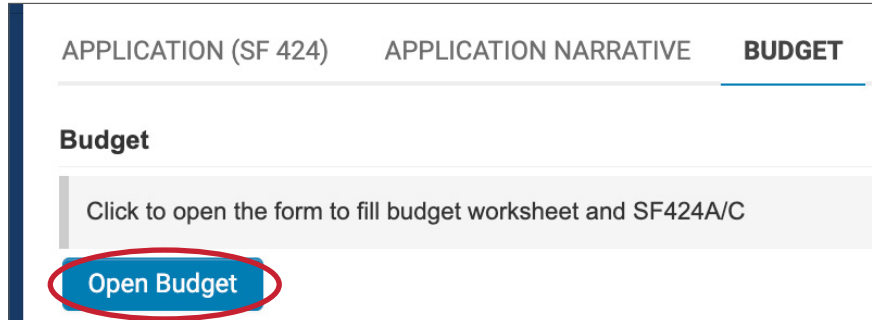
2. The notification below will appear. Click **OK** to move to the budget page, which will appear in a new window.
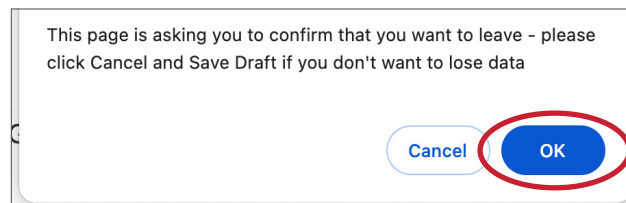
3. The main **Budget** page below will appear.
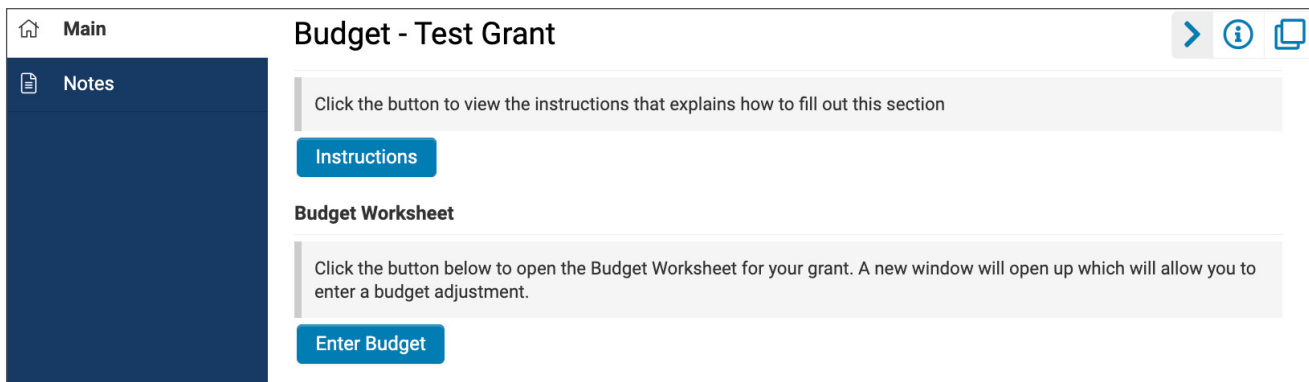
4. Click the blue **Instructions** button and review the provided instructions thoroughly before completing the budget.

   a. The instructions pop-up window will also include Budget Justification details, see page *B-11*.
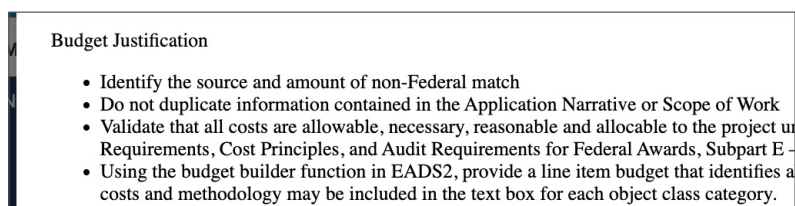
5. Click **Enter Budget** under **Budget Worksheet** to open the worksheet in a separate pop-up window and enter the required information.

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

Open the 424A

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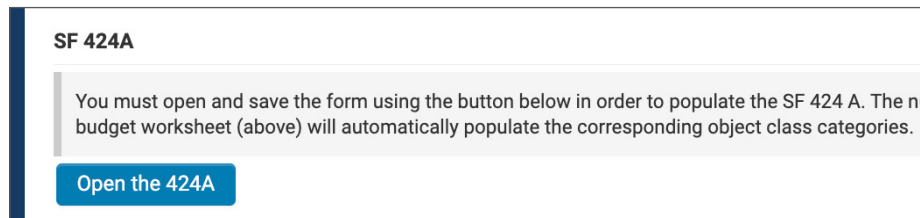
7. Once the two forms above are completed, click **Save Draft** and continue to the Assurance and Certifications tab.

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. *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. 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.
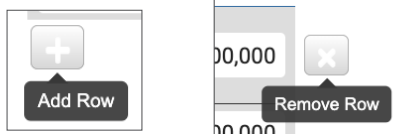
3. **Salary and Fringe**

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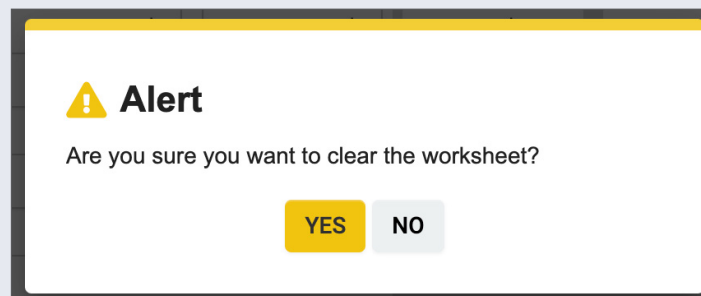
15. The information that was entered on the pop-up **Budget Worksheet** can now be found on the main budget window in the portal.

    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

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. *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. 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.
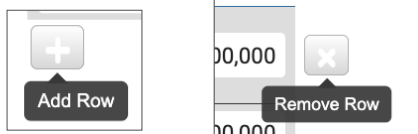
3. **Construction**
    a. Construction costs must be itemized and entered individually.

Construction				
Description	Category	OLDCC Funds	Non-Federal Funds	Total
Construction description 1 here.	Relocation expenses and payment	$2,000	$2,000	$4,000
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

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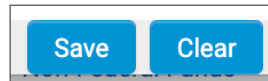
Grand Total			
	OLDCC Funds	Non-Federal Funds	Total
Grand Total	$10,000	$10,000	$20,000

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

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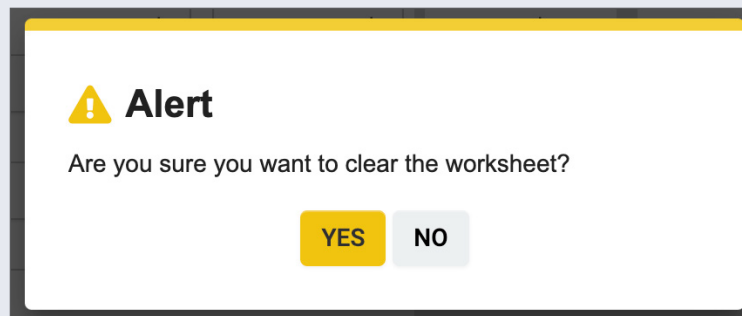
7. The information that was entered on the pop-up **Budget Worksheet** can now be found on the main budget window in the portal.

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.

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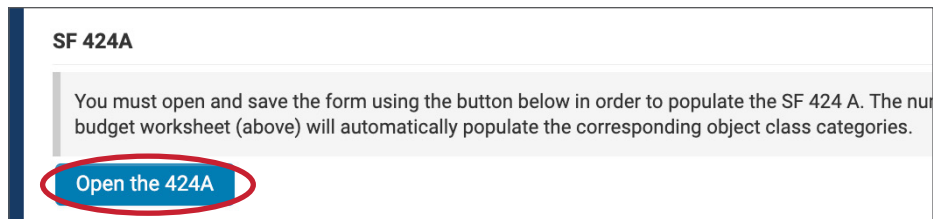
2. The SF 424A will open in a separate pop-up window.

    a. Enter the required information in each section.

3. **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.

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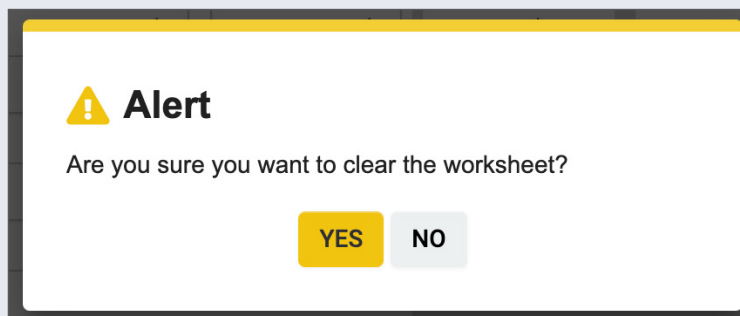
10. The information that was entered on the pop-up SF 424A can now be found on the main budget window in the portal.

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 wor 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.
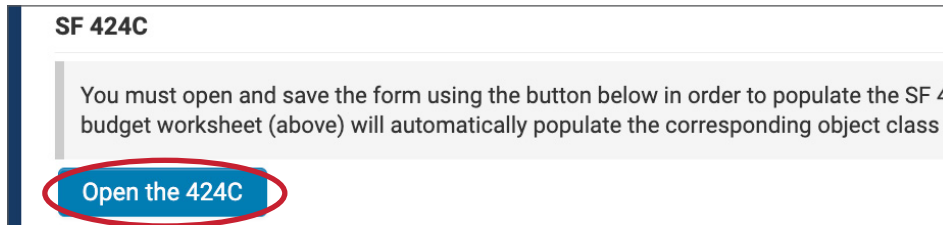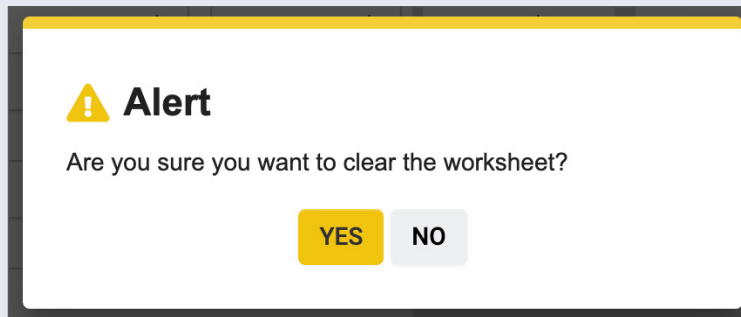

2. The SF 424C will open in a separate pop-up window.

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.

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]

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.

Save Draft	Save	Return to Application

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.

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.
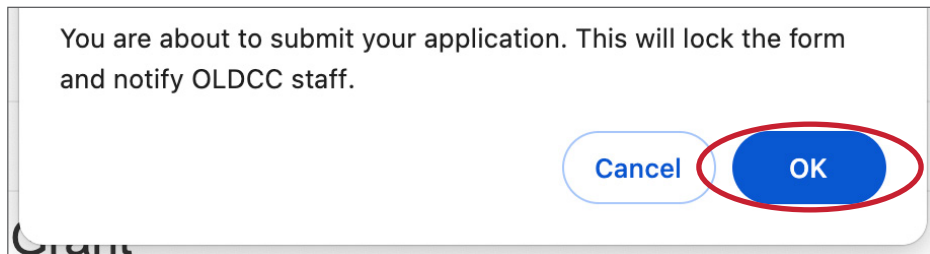
5. Click **Save Draft**.

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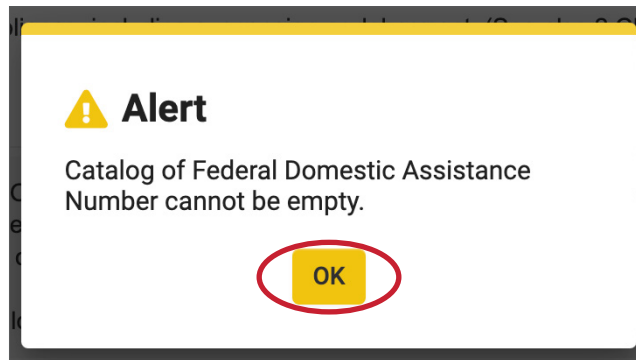
1. Click **Submit** on the bottom of the grant application screen.

Save Draft	Submit

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**.

    > You are about to submit your application. This will lock the form and notify OLDCC staff.
    >
    > Cancel   **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**.

    > ⚠ **Alert**
    >
    > Catalog of Federal Domestic Assistance Number cannot be empty.
    >
    > 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) ›

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.
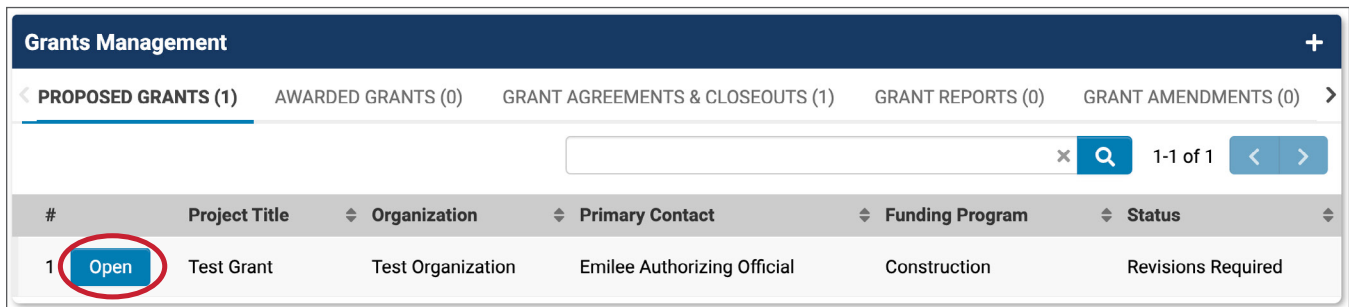
OLDCC REVIEW OF APPLICATION

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.
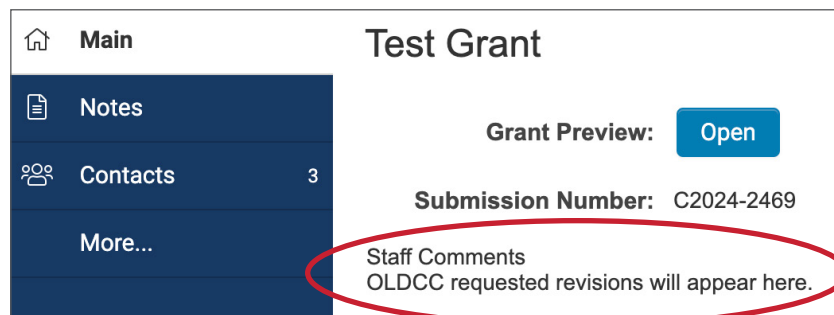
Revisions Required

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."

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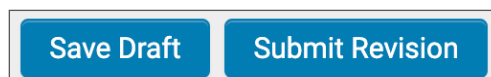

3. Make changes to the grant based on Staff Comments.

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.

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

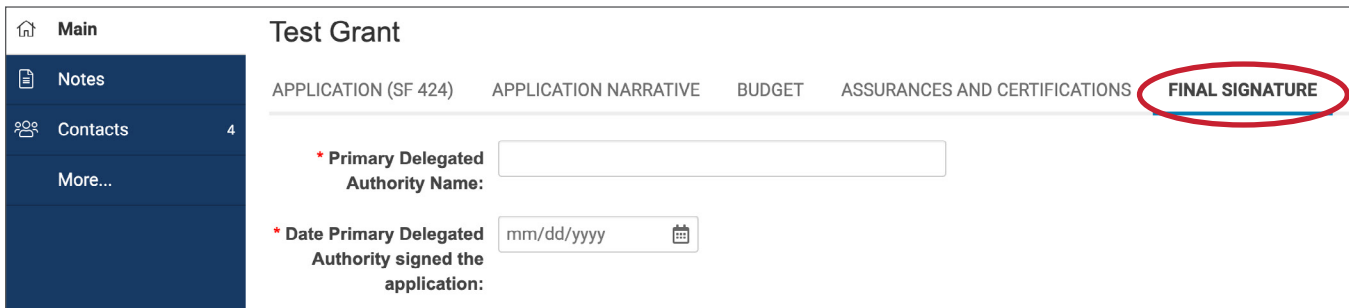**Primary Delegated Authority Signature**

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."

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

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.

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

Authorizing Official Signature

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

1. Click **Open** next to the correct grant application under **Proposed Grants**.

   a. The status will be "Final Signature Required - AO."

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

3. Enter name and date.

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

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."

Save Draft	Submit Final Signature	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	Open	Test Grant	Test Organization	Emilee Authorizing Official	Construction	Grant Agreement in Process