

Build & Submit a Grant Application

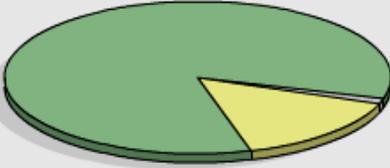
Once the SAA has issued the subgrant award, the subgrantee has 60 days to build and submit their expenditure list in NCR/GMS. The SAA will create the Grant Application prior to issuing the award. Once the subgrantee has received their notification of award, they should log into NCR/GMS to begin the process. This slick sheet serves to provide instruction on how to complete this process.

Step 1 | From the Home screen, the subgrantee will see a list of available Grant Applications at the bottom of the screen. Click the [\[edit\]](#) hyperlink to the right of the Title of the Grant Application you are working on.

TRAINING 2006 SHSP Progress Report

Grant Amount: \$132,500.00

- Uncommitted -- \$1,500.00
- Review -- \$0.00
- Needs POE -- \$0.00
- On-Order -- \$111,000.00
- Invoiced -- \$20,000.00
- Complete -- \$0.00
- Change Requested -- \$0.00



TREATMENT LEVEL
ELEVATED

PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
Expenditure List Items	0	0	1	1
		Build	At SAA	Approved
Grant Applications		1	0	1
	Build	Submitted	Verified	Completed
Reimbursement Requests	1	0	0	0
		Pending	Submitted	Paid
Voucher Requests		0	0	0

GRANT APPLICATIONS

Title	Grant Number	Award	Status	
TRAINING 2006 SHSP TRAINING Fairfax County Police Department Grant Expenditure Plan	6SHSP116	\$132,500.00	Approved	[view]
TRAINING Fairfax County Police Department 2006 UASI Grant Expenditure Plan	6UASI116	\$300,000.00	Build	[edit]

Step 2 | On the Grant Application – Projects screen, click the [\[edit\]](#) hyperlink to build the expenditure list for the project.

GRANT APPLICATION [\[print application \]](#)
denotes required

Grant Number: **6UASI116**
 Subgrantee: **TRAINING Fairfax County Police Department**
 Application Title: >> TRAINING Fairfax County Police Department 2006 UASI Grant Expenditure Plan
 Point of Contact (L,F): >> Test, User
 E-mail: >> testuser@
 Phone: >> 555-555-5555
 Grant Award: **TRAINING 2006 UASI \$ 300,000.00** Allocated: \$280,000.00
 App Status: **Build** [\[view expenditure list \]](#)

PROJECTS

Project	Subgrant No.	Project Value	Allocation	
TRAINING Automated Fingerprint Identification System (AFIS)	6UASI116-01	\$300,000.00	\$280,000.00	[edit]
Project Value Total:		\$300,000.00	\$280,000.00	

Step 3 | The Grant Application – Project Expenditures screen allows you to add new expenditure requests and displays any that have already been added. To add a new item, click the [\[add new expenditure/service\]](#) hyperlink.

GRANT APPLICATION [\[view project \]](#)

Grant Number: **6UASI116** (TRAINING Fairfax County Police Department)
 Application Title: TRAINING Fairfax County Police Department 2006 UASI Grant Expenditure Plan
 Project: TRAINING Automated Fingerprint Identification System (AFIS)
 Subgrant Number: **6UASI116-01**

Grant	Project Value	Allocated	Remaining
TRAINING 2006 UASI	\$300,000.00	\$280,000.00	\$20,000.00

PROJECT EXPENDITURES [\[add new expenditure/service\]](#)

Expenditures	Qty	Cost	Total	
(04.01.01.02) Device, Global Positioning System (GPS)	150	\$450.00	\$67,500.00	[edit] [delete]
(04.01.04.03) Software, Traffic Modeling	1	\$100,000.00	\$100,000.00	[edit] [delete]
(04.01.01.01) System, Automatic Vehicle Locating (AVL)	150	\$750.00	\$112,500.00	[edit] [delete]
Total:			\$280,000.00	

Step 4 | On the Authorized Equipment List (AEL) screen, select the **AEL** code associated with the item being added.

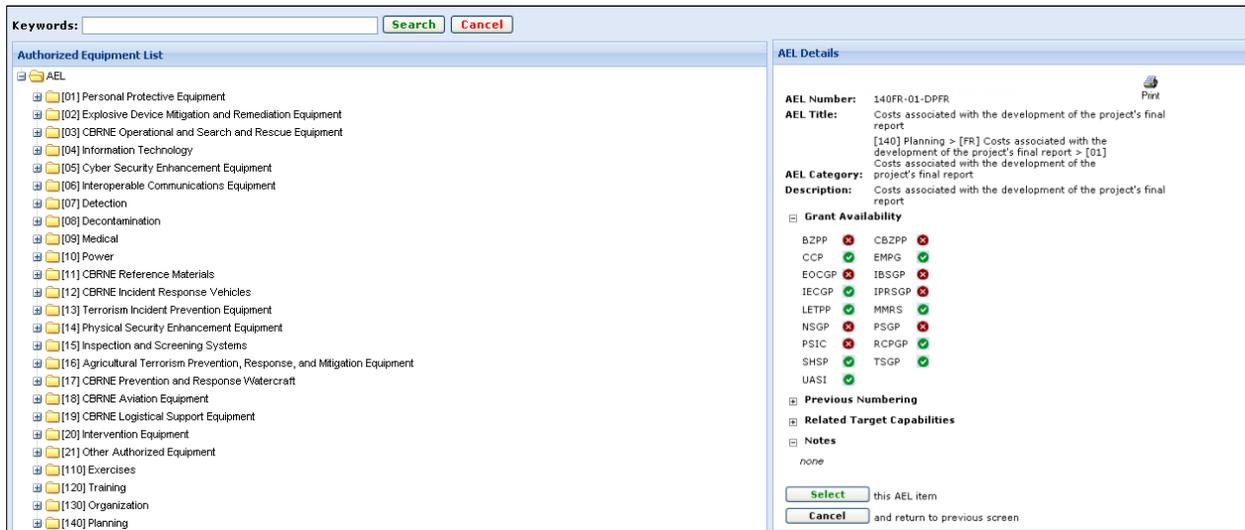
Keywords:

Authorized Equipment List

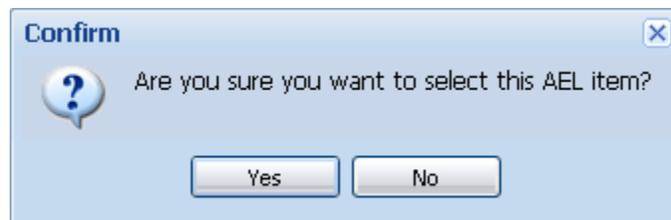
- [-] AEL
 - [+] [01] Personal Protective Equipment
 - [+] [02] Explosive Device Mitigation and Remediation Equipment
 - [+] [03] CBRNE Operational and Search and Rescue Equipment
 - [+] [04] Information Technology
 - [+] [05] Cyber Security Enhancement Equipment
 - [+] [06] Interoperable Communications Equipment
 - [+] [07] Detection
 - [+] [08] Decontamination
 - [+] [09] Medical
 - [+] [10] Power
 - [+] [11] CBRNE Reference Materials
 - [+] [12] CBRNE Incident Response Vehicles
 - [+] [13] Terrorism Incident Prevention Equipment
 - [+] [14] Physical Security Enhancement Equipment

Quick note: Refer to your PMP for guidance. If you can not find the AEL that matches your request, contact the SAA.

Step 5 | After selecting the appropriate AEL, the AEL Details section of the screen will populate with information specific to the AEL selected. Click the **Select** button.



Step 6 | A pop-up prompt will confirm the selection of the AEL. Click the **Yes** button to proceed or the **No** button to return to the previous screen.



Step 7 | On the Grant Application – Expenditure Item screen, take the following steps:

- Enter the **Quantity** in the appropriate discipline quantity box(es). An explanation of the discipline abbreviations can be found at the bottom of the page.
- Enter the **Unit Cost** for the item.
- Ensure the amount **Assigned** equals the total for the request and utilizes only grant funds. If this is not the case, an [\[auto adjust\]](#) hyperlink (not pictured) will appear to correct this issue.
- Attach any **Additional Documents** that support/explain the expenditure request or provide details in the **Subgrantee Notes** section.
- Click the **Save** button in the Actions section to add this request to the expenditure list.

GRANT APPLICATION

Grant App: TRAINING Fairfax County Police Department 2006 UASI Grant Expenditure Plan
Grant Number: 6UAS1116
Project: TRAINING Automated Fingerprint Identification System (AFIS)
Subgrant Number: 6UAS1116-01

EXPENDITURE ITEM

AEL category: (04.01.02.02) Data, Geospatial
Expenditure: Data, Geospatial
Includes the purchase of data related to positions on the earth's surface in the form of databases, maps, satellite and other remote sensing imagery. For use with Geospatial Information Systems (Item 4.1.2.1).

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	0	\$0.00	\$0.00
HC	EMA	PH	GA	CYB	NP	RTS				

Grant	Project Value	Allocated	Remaining	Assigned
TRAINING 2006 UASI	\$300,000.00	\$280,000.00	\$20,000.00	\$0.00
Total:	\$300,000.00			\$0.00
Required:				\$0.00
Delta:				\$0.00

EXPENDITURE NOTES

Subgrantee Notes:

Attached Documents
 Attach documents to this expenditure item.

ACTIONS

Save changes and return to the grant application.
 Cancel changes.

Step 8 | Once the project funds have been *fully* allocated, the subgrantee may submit the grant application to the SAA for review and approval. From the Grant Application – Projects screen, click the **Submit** button to send to the SAA for review.

GRANT APPLICATION [print application]
denotes required

Grant Number: 6UAS1116
Subgrantee: TRAINING Fairfax County Police Department
Application Title: TRAINING Fairfax County Police Department 2006 UASI Grant Expenditure Plan
Point of Contact (L,F): Test, User
E-mail: testuser@
Phone: 555-555-5555
Grant Award: TRAINING 2006 UASI \$ 300,000.00 Allocated: \$300,000.00
App Status: Build [view expenditure list]

PROJECTS

Project	Subgrant No.	Project Value	Allocation
TRAINING Automated Fingerprint Identification System (AFIS)	6UAS1116-01	\$300,000.00	\$300,000.00 [edit]
Project Value Total:		\$300,000.00	\$300,000.00

APPLICATION NOTES

Subgrantee Grant Application Notes:

SAA Notes:

Attached Documents
 Attach documents to this grant application.

ACTIONS

Submit this application to SAA for review.
 Cancel application changes.

After it has been submitted to the SAA, the Program Manager will review to make sure the items requested are in alignment with the PMP and all costs are allowable. If there are any questions regarding the submission, the SAA may return the grant application to you in the system (with notes, requesting additional information or updates). If changes are necessary, complete and resubmit to the SAA for approval. Until the SAA has approved the Grant Application, no requests for reimbursements can be submitted in the system.