

OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

Grantee Guide (6.0)

OLDCC Grantee Guide (6.0)

MAY 2024 GRANTEE GUIDE CHANGES

This version of the OLDCC Grantee Guide (6.0) includes the following changes:

- Updated instructions for using DocuSign to sign Grant Agreements;
- Updated file upload instructions for using the “drag and drop” feature;
- Updated Section 2 (Introduction) to include more details on the OLDCC website;
- Added screenshots of the new “Jump To” menu in Section 3 (System Navigation);
- Removed old Section I (Supplemental Grant) and updated Increase in Federal Funding Amendment instructions in Section F (Grant Amendments);
- Updated descriptions of system layout, including navigation menu bar, links, and icons;
- Moved Grant Workflow chart to Appendices; and
- All new screenshots and wording when necessary.



OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

Grantee Guide (6.0)

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OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

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Section 2 (Introduction)

THE OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION (OLDCC)

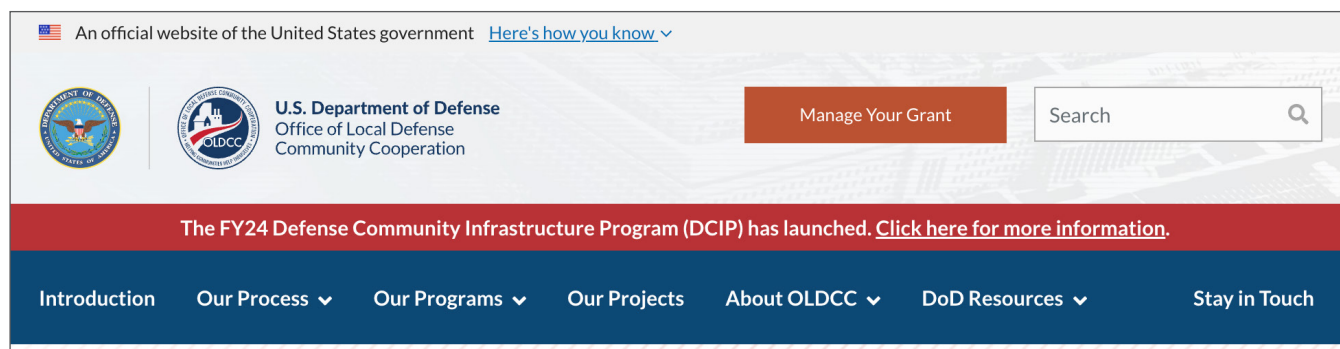
The Office of Local Defense Community Cooperation, in coordination with the other Federal Agencies, delivers a program of technical and financial assistance to enable states, territories, and communities to:

- Plan and carry out civilian responses to workforce, business, and community needs arising from Defense actions and policies;
- Cooperate with their military installations and leverage public and private capabilities to deliver public infrastructure and services to enhance the military mission, achieve facility and infrastructure savings as well as reduced operating costs; and,
- Increase military, civilian, and industrial readiness and resiliency, and support military families.



OLDCC WEBSITE

The OLDCC website (<https://oldcc.gov>) contains helpful information for applicants and current grantees. Use the main navigation bar to access resources explained below.



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

Contact Us

Click **Stay in Touch** then complete the Contact Us form to connect with OLDCC.

Contact Us

NAME *

SEND →

EMAIL ADDRESS *

SUBJECT *

Stay connected to OLDCC

To sign up for updates or to access your subscriber preferences, please enter your contact information below.

SELECT METHOD OF CONTACT

Email ▼

Grant Blurbs

Click **Our Programs** and scroll down to view publicly available grant data. Once grants are awarded, some information may be made public here, including the Federal Grant Award amount and a brief description.

GRANTS			
Search by grantee, type of grant, federal grant award, and description			
GRANTEE	TYPE OF GRANT	FEDERAL GRANT AWARD	DESCRIPTION
Alaska Energy Authority	FY22 Defense Community	\$12,752,540.00	Enables the Alaska Energy Authority to undertake a project to extend electric service approximately

Grant Resources and Terms and Conditions

Click **Manage Your Grant** to access tutorials, the OLDCC Grants Portal, OLDCC's Grant Terms and Conditions and reference them as needed. Access Terms and Conditions directly at this link: <https://oldcc.gov/grant-terms-and-conditions>

Grant Resources

Below is a list of grant resources and the federal statutes that guide OLDCC funding and federal grant law for OLDCC grantees.

- If you are an OLDCC Grantee, [click here](#) for a quick overview of using the OLDCC Grants Portal.
- For the latest version of the OLDCC Grants Portal Grantee Guide, [click here](#) to download.
- For an overview on submitting an application on the OLDCC Grants Portal, [click here](#).
- **Payment Management System:** The Payment Management System is a tool to help OLDCC grant recipients draw down funds

[Grant Terms and Conditions](#)

OLDCC GRANTS PORTAL

The OLDCC Grants Portal (often referred to as EADS II) is designed to improve management of projects and grants from inception to closure. The portal is built using SmartSimple's GMS360° platform, an industry leading information management software that provides support to major grant and research institutions in North America and Europe.

The OLDCC Grants Portal provides:

- A seamless interface for improved collaboration between OLDCC and the grantee community;
- Improved user experience that reduces time spent on repetitive tasks;
- Improved service delivery; and
- Improved interface with access to all of the forms needed to complete the application process, request amendments, and submit deliverables and reports.

OLDCC Grants Portal Home Page

After logging in to the OLDCC Grants Portal (either as a first time applicant or a returning grantee - see Section A), the user will see the screen below with all their assigned grants and activities.

Community Contacts (CC) and Authorizing Officials (AO) will have the same view.

The home page includes the following features:

- Grant applications and grant activities displayed as tabs within two main sections (Grants Management and Grant Reports);
- Tabs organized in the “standard” workflow order;
- Links to the OLDCC website and payment forms; and
- Links for viewing PDFs of submitted applications or a Grant Agreement.

Office of Local Defense Community Cooperation
OLDCC: Grants Portal

Home <https://oldcc.gov/> Payment Forms

Grants Management

PROPOSED GRANTS (0) AWARDED GRANTS (4) GRANT AGREEMENTS & CLOSEOUTS (6) GRANT REPORTS (31) GRANT AMENDMENTS (6) GRANT DELIVERABLES (0)

0 of 0

#	Project Title	Organization	Primary Contact	Funding Program	Status
No Results Found					

Grant Reports

UPCOMING REPORTS REPORTS PAST DUE REVISIONS REQUIRED (0) SUBMITTED TO AO (1) UNDER REVIEW (0) FUTURE REPORTS HISTORIC (17)

Print 0 of 0

Upcoming Reports Due

Grant Name	Grant Number	Activity Type	Date Due	Report Period	Status
------------	--------------	---------------	----------	---------------	--------

Grants Management

The Grants Management section contains grants and activities and is the main hub of the OLDCC Grants Portal for grantees.

- **Proposed Grants:** Contains all grant applications that the grantee is working on or has submitted to OLDCC.
- **Awarded Grants:** Contains all awarded grant applications.
- **Grant Agreements & Closeouts:** Contains the Grant Agreement and closeout activities for all awarded grants.
- **Grant Reports:** Contains all reports regardless of status.
- **Grant Amendments:** Contains all amendments for all awarded grants.
- **Grant Deliverables:** Contains all deliverables for all awarded grants.
- **Kick Off Meetings:** Contains a list of the meetings that the grantee has been included on for all awarded grants.

Grants Management						
PROPOSED GRANTS (0)	AWARDED GRANTS (4)	GRANT AGREEMENTS & CLOSEOUTS (6)	GRANT REPORTS (31)	GRANT AMENDMENTS (6)	GRANT DELIVERABLES (36)	KICK OFF MEETINGS
<div><input type="text"/></div> <div><input type="button" value="x"/> <input type="button" value="Q"/> 0 of 0 <input type="button" value="←"/> <input type="button" value="→"/></div>						
#	Project Title	Organization	Primary Contact	Funding Program	Status	

Grant Reports

The Grant Reports section separates all reports by status, so that users can go directly to upcoming reports or reports that need revisions, etc. See Section E (Grant Reports).

- **Upcoming Reports:** Reports that are due within the next 30 days.
- **Reports Past Due:** Reports that have gone over the due date.
- **Revisions Required:** Reports that were returned by OLDCC and need revisions from the grantee.
- **Submitted to AO:** Reports that are waiting for AO review.
- **Under Review:** Reports that are waiting for OLDCC review. No action is required from the grantee.
- **Future Reports:** Reports that are due in more than 30 days.
- **Historic:** Reports that have been completed and approved.

Grant Reports						
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (0)	SUBMITTED TO AO (1)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (17)
<div><input type="button" value="Print"/></div> <div>0 of 0 <input type="button" value="←"/> <input type="button" value="→"/></div>						
Upcoming Reports Due						
Grant Name	Grant Number	Activity Type	Date Due	Report Period	Status	

OLDCC GRANTS PORTAL MENU BAR

The following links and icons appear in the top right-hand corner of all OLDCC grantee profiles. Use the links to navigate the system and access additional information.



Home Link

Clicking the first link, **Home**, will return the grantee to the main screen as they are navigating the portal. Clicking the OLDCC logo in the top left also returns the user to the main screen.

https://oldcc.gov Link

The second link, **https://oldcc.gov**, opens the OLDCC homepage in a new tab or window, depending on the web browser.

Payment Forms Link

The third and final link, **Payment Forms**, will open the screen below. Clicking an icon will bring up one of three blank Payment Forms: SF 270, SF 271, and SF 3881. The forms will open up within the OLDCC window.

Instructions

These forms are provided for your convenience only. The OEA Grants System DOES NOT accept payment information. Please download and complete the forms as needed and submit to OEA payment mailbox as directed by your Project Manager.

PAYMENT FORMS

SF 270

SF 271

SF 3881

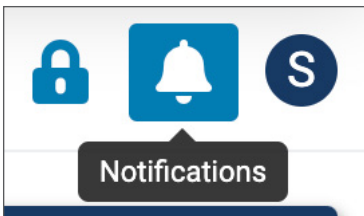
Lock Icon

The lock icon will open OLDCC’s IT Security Policy and Rules of Behavior. The option to view the full policy details will appear mid-screen.



Notification Icon

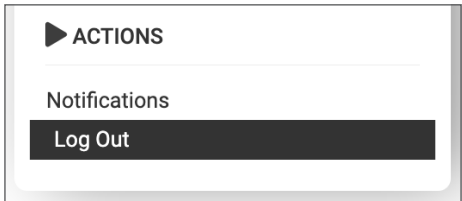
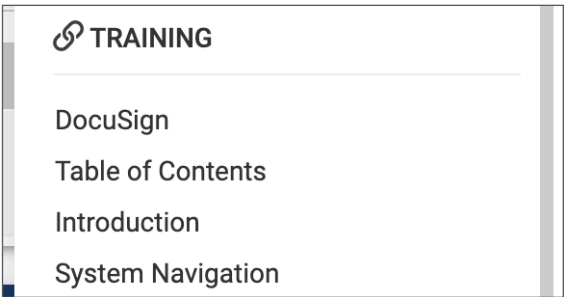
The notification (bell) icon will show notifications such as password expiration reminders.



Letter Icon

The far right icon (with the first letter of the user’s first name) contains links to the following:

- **My Profile**, where users can verify their personal contact information;
- **Change Password**, where users can change their password if needed;
- **Organization Profile**, where users can update the address, EIN, etc. of their organization;
- **Training**, which contains PDF links to all available training materials, including this manual; and
- **Log Out**, to safely exit the system.



OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

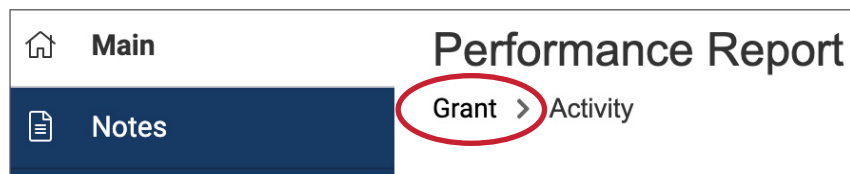
Grantee Guide (6.0)

Section 3 (System Navigation)

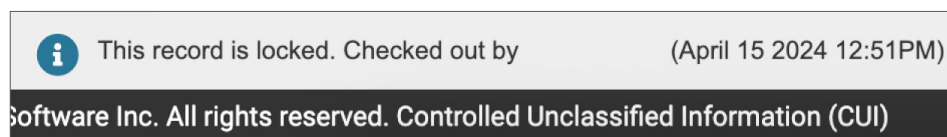
The OLDCC Grants Portal (often referred to as EADS II) is designed to improve management of projects and grants from inception to closure. This section contains instructions and tips for using the portal's navigation features.

SYSTEM RULES AND FEATURES

1. When working in activities, click **Grant** in the navigation links at the top of the screen to go back to the main grant page.

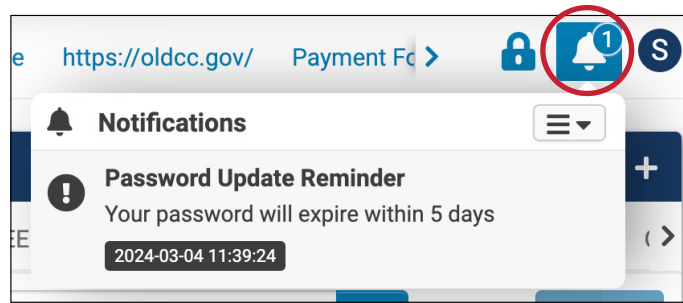


2. Once logged in, users can open multiple tabs within a web browser.
3. Per DoD policy, the OLDCC Grants Portal will log the user out automatically after 15 minutes of inactivity.
 - a. The portal will provide a 30 second warning when the session is about to time out.
4. The notification below will appear on the bottom of the screen when two users have the same grant or activity open.
 - a. The second user can view the activity, but not make any changes, until the first user exits. The name of the first user will appear on the notification.



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Community Cooperation


5. After logging in to the portal, any notifications will be accessible in the upper right-hand corner.



6. All sections with a red asterisk require information before the system will move to the next status in the workflow.



*** Basis for the Indirect Cost Rate:** ☐ Total Direct Cost ☐ Modified Direct Cost

7. Hover over question marks throughout the system for a pop-up explanation of the field being completed.

Funding Opportunity Number: 

Pre "This is the number of the opportunity announcement from the Federal Register."

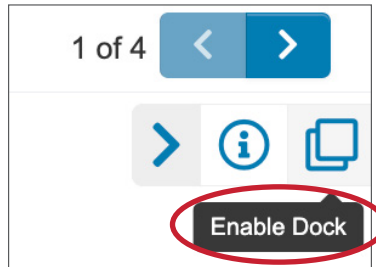
8. When navigating through the tabs of the grant or an activity, the **Jump To** menu will appear on the right of the screen.
- Click the section titles to navigate to that section immediately.
 - Click the gray button to hide the menu.

APPLICATION (SF 424)	APPLICATION NARRATIVE	BUDGET	ASSURANCES AND CERTIFICATIONS
<p>This section of the application builds the necessary Standard Forms (SF) from the SF-424 Family to allow for the request of Federal Assistance. Additional instructions regarding the SF-424 Family of forms is available at: https://www.grants.gov/web/grants/forms/sf-424-family.html</p> <p>Type of Submission: Application </p>			
<div> JUMP TO</div> <div>State Use Only Applicant Information Estimated Funding(\$)</div>			

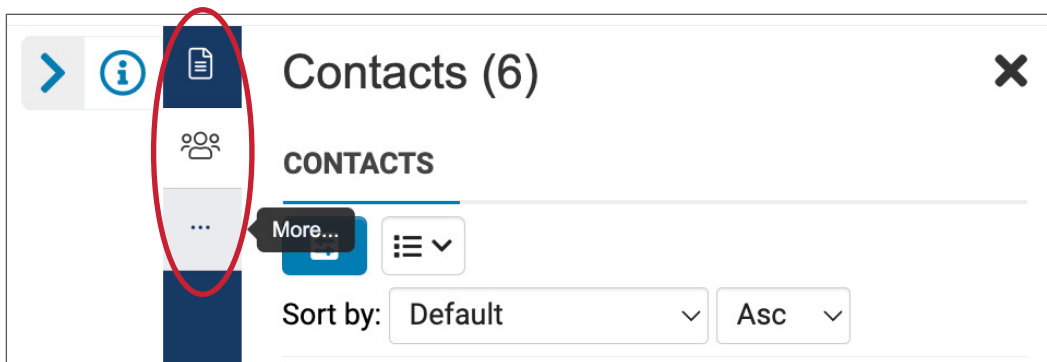
DISABLE AND ENABLE DOCKS

When the user has a grant or activity (reports, deliverables, etc.) open, they have the option to open the dock.

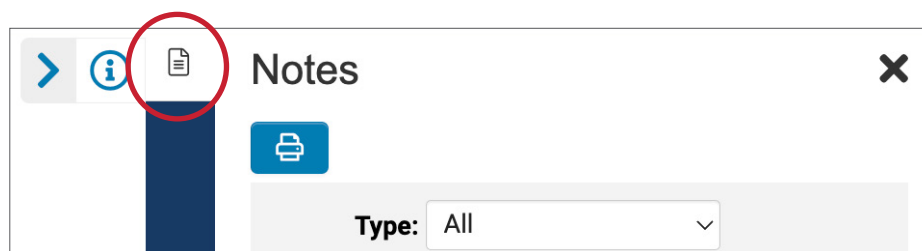
1. Click **Enable Dock** on the small menu in the upper right-hand corner.



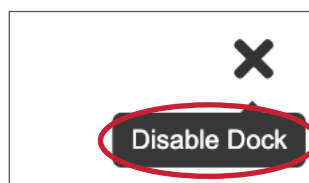
2. The dock will have different information to view, depending on whether the user is working on a grant or activity.
 - a. For grants, the dock will have the option to view **Notes**, **Contacts**, or **More** (containing information such as EIN).



- b. For activities, the dock will have the option to view **Notes** or activities in greater detail.



3. Click **Disable Dock** in the upper right-hand corner to close the dock.

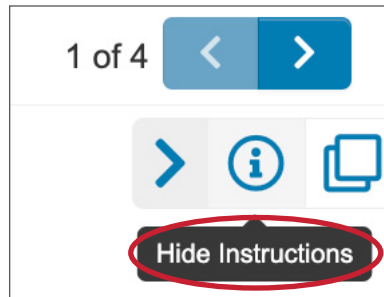


HIDE INSTRUCTIONS

Instructions can be hidden to save on screen space. Be sure to hide only after reviewing the provided information.

There are two options for hiding instructions.

1. Click **Hide Instructions** on the small menu in the upper right-hand corner.



2. Click the **minus (-) sign** in the top right corner of the gray space.
 - a. The instruction box will shrink.



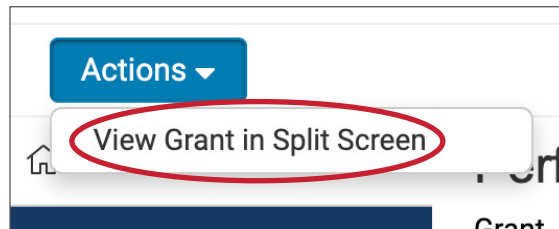
- b. Click the **plus (+) sign** to open the instructions again if needed.



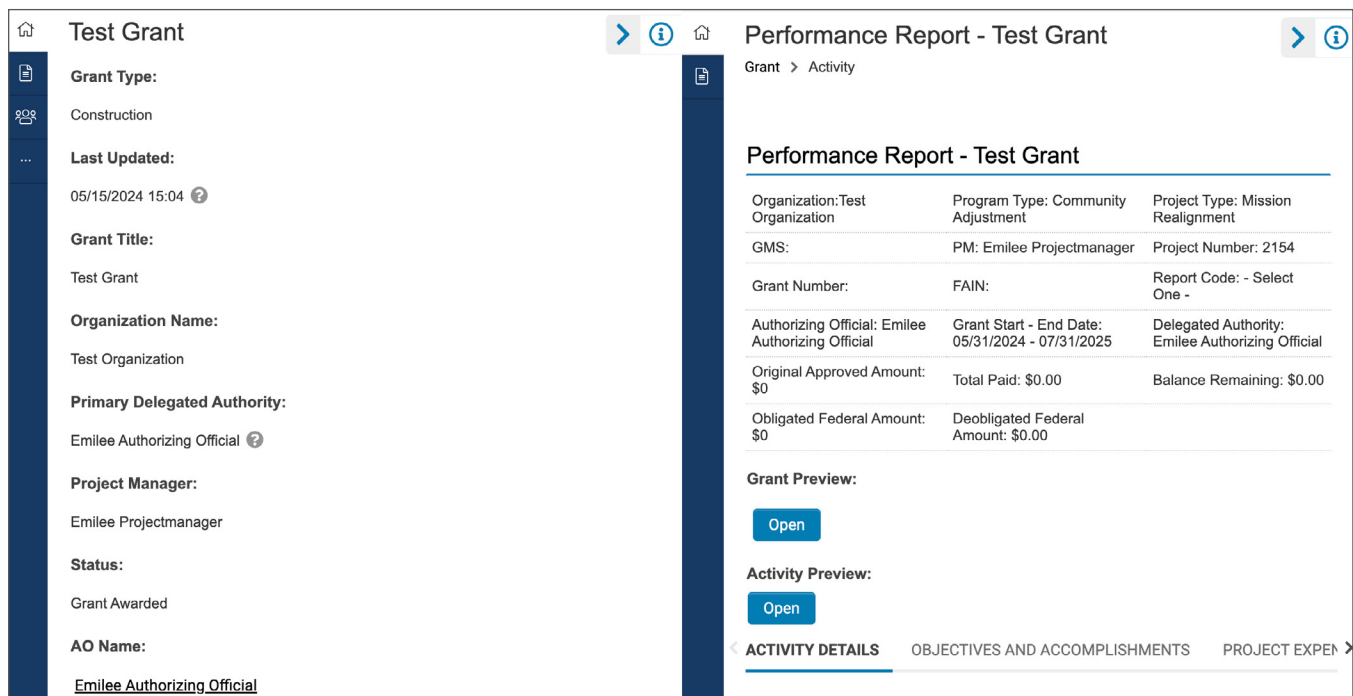
SPLIT SCREEN

When the user has an activity (reports, deliverables, etc.) open, they have the option to view the grant at the same time using the Split Screen mode.

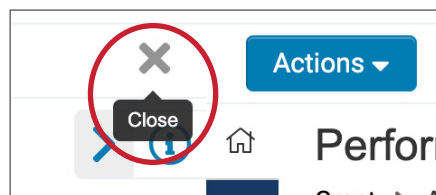
1. Click the **Actions** menu then select **View Grant in Split Screen**.



2. The screen will change so that the grant is on the left and the grant activity is on the right.



3. To go back to the normal view, click **Close** on the left-hand panel.
 - a. If the **X** is hidden, click the arrow so that the small menu closes and the **X** can be selected.



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Section 4 (Payments)

This section contains details on grant payments, the information the OLDCC Grants Portal provides, and how grantees prepare and submit Standard Forms.

PAYMENT INFORMATION

Grant Payments

Grantees should refer to NOA Section 5 to determine the Federal Award Date. Utilize the applicable grant payment guidance dependent upon the Federal Award Date occurring prior to or after 6/1/2019.

Grant Payments Guidance for Federal Award Date AFTER 6/1/2019:

- Grant payments will be processed through the U.S. Department of Health and Human Services Payment Management System (PMS).
- Due to the requirements of Chapter 19 of Volume 10 of the Department of Defense (DoD) Financial Management Regulation, 7000.14-R, grantees are required to submit Standard Form (SF)-270 (non-construction) or SF-271 (construction) to the Grantor AND submit a payment request within PMS for all payments. Any funds paid to the grantee in excess of the approved payment amount will constitute a debt to DoD.
- **Current PMS Users:** For organizations that currently use PMS for a grant awarded by another Federal Agency, a new PMS account number will be created for this Grant. Everyone that currently has access to PMS will need to submit an Update Privileges request in PMS to gain access to this account.
- **New PMS Users:** For organizations that do not currently use PMS, the staff will need to gain access to PMS and enter banking information. Access can be requested at <https://pms.psc.gov>. Instructions for requesting access and entering banking details can be found on the same website under the "Grant Recipients" tab. In addition, organizations will need to complete PMS training. For a list of training dates, please go to <https://pms.psc.gov/training/grant-recipient-training.html>.



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OLDCC GRANTS PORTAL FORMS

Payments are currently made outside of the OLDCC Grants Portal following the steps on page [Payments-3](#). The OLDCC Grants Portal contains a copy of the Standard Forms for convenience only.

1. Navigate to the **Payment Forms** tab of the OLDCC Grants Portal to access the forms.
 - a. SF 270
 - b. SF 271
 - a. SF 3881 (Automated Clearing House/ACH Form)

Instructions +

These forms are provided for your convenience only. The OEA Grants System DOES NOT accept payment information. Please download and complete the forms as needed and submit to OEA payment mailbox as directed by your Project Manager.

PAYMENT FORMS

SF 270

SF 271

SF 3881

2. Prior to submitting the payment request, verify the following:
 - a. The organization's information in the System for Award Management (SAM - <https://www.sam.gov>):
 - i. Legal Name
 - ii. UEI Number
 - iii. Bank Account Number
 - iv. Routing Number
 - b. That the SF 3881 OLDCC has on file matches the information on SAM.

NOTE:

If the award was issued prior to June 2019, contact OLDCC as soon as possible if any changes are made to the organization's bank account information or SAM.

SF 270 OR SF 271 PREPARATION AND SUBMISSION

SF 270 or SF 271 Preparation

Grantees must submit current OMB-approved Standard Forms to request payment. First, review NOA Section 3 to determine the Type of Award. Then utilize the appropriate set of directions to prepare the payment request.

- **Non-Construction**
 - Grantees with non-construction grants should complete and sign SF 270, “Request for Advance or Reimbursement.” Refer to OLDCC’s presentation “Grant Payment Process: Successfully using the SF-270 to receive timely payments” for detailed instructions. SF-270, Section 7 must include the Federal Award Identification Number (FAIN) provided in the NOA’s Section 10.
- **Construction**
 - Grantees with construction grants should complete SF 271, “Outlay Report and Request for Reimbursement for Construction Programs.” The instructions for this form are on the second page of the SF-271 PDF file. The Adobe Acrobat Pro form is “fillable.” This will allow users to type into the form and as data is entered, the form will autofill and calculate sums. SF-271, Section 7 must include the FAIN provided in the NOA’s Section 10. Upon completion print, sign, and date the form. The signed form should be scanned and saved as a PDF file.

SF 270 or SF 271 Submission

Follow the steps below to complete the submission of the SF 270 or SF 271. Additionally, grantees must simultaneously complete a payment request within PMS. For that action, follow these instructions: <https://pms.psc.gov/pms-user-guide/accessing-pms.html>

1. Once the correct form (SF 270 or SF 271) is completed, signed, and scanned as a PDF, the grantee should attach it to an email and submit it via email to: oea.ncr.oea.mbx.oea-pms@mail.mil.
 - a. Include the Federal Award Identification Number (FAIN) and grant title in the subject line.
 - b. Copy the assigned OLDCC Project Manager.
2. Users will receive an automated email acknowledging receipt of the payment request.

NOTE:

After submission, all inquiries into the status of a grant payment should be directed to the same email as submissions (oea.ncr.oea.mbx.oea-pms@mail.mil). Generally grantees are paid within ten business days after submission to Defense Finance and Accounting Service (DFAS). Allow ten calendar days after submission of a payment before following up with the OLDCC Project Manager.

Disclaimers

- Due to the requirements of Chapter 19 of Volume 10 of the Department of Defense (DoD) Financial Management Regulation, 7000.14-R, grantees must obtain Grantor approval through the successful submission and approval of SF-270 or SF-271 prior to receiving payment. Any funds paid to the grantee in excess of the approved payment amount will constitute a debt to DoD.
- All payments shall be made by electronic fund transfers to the bank account registered in System for Award Management (SAM) at <https://www.sam.gov/portal/SAM/>. The grantee agrees to maintain its registration in SAM including information necessary to facilitate payment via Electronic Funds Transfer (EFT). Should a change in registry or other incident necessitate the payment to an account other than that maintained in SAM, it is the grantee's responsibility to notify the Federal Agency Points of Contact identified in Section 19 of the Notice of Award, and obtain a modification to this Grant reflecting the change. The Government shall not be held responsible for any misdirection or loss of payment which occurs as the result of a grantee's failure to maintain correct/current EFT information within its SAM registration.
- The Grantor will reject all payment requests submitted without the Federal Award Identification Number (FAIN).

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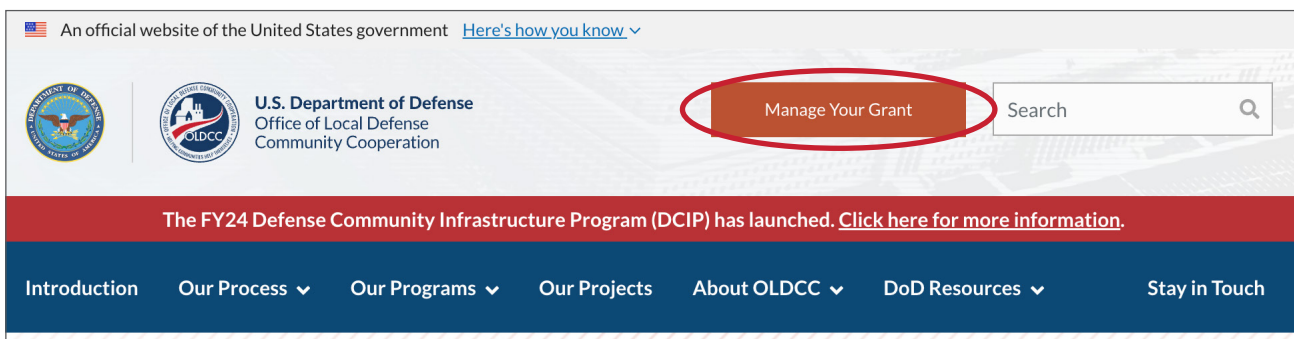
Section A (Login & Password)

OLDCC GRANTS PORTAL

The OLDCC Grants Portal/EADS II requires an email and password to authenticate and allow access to the system. Passwords must be changed before the first log in and every 60 days.

Community users (Authorizing Official, Primary Delegated Authority, Community Contact) must first be added to the system by OLDCC staff before they can access the OLDCC Grants Portal. Once users are successfully in the system, the OLDCC Grants Portal can be accessed one of two ways:

1. Open a new internet browser and enter: https://grants.oldcc.gov/s_Login.jsp
 - a. Chrome and Firefox are the recommended websites, as Internet Explorer blocks some images and icons in the portal.
2. Open via the OLDCC homepage: <https://oldcc.gov>
 - a. Click **Manage Your Grant**.



- b. Click **OLDCC GRANTS PORTAL** when the new page appears.



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

COMMUNITY ROLES

Access and edit rights in the OLDCC Grants Portal are defined by the role a user is assigned. Access to the OLDCC Grants Portal is controlled via username and password to ensure only authorized users are performing actions.

Users CANNOT be assigned multiple roles or the workflow will be interrupted. For example, a user assigned the roles of AO and CC will not be able to see the AO's buttons as the system will default to the "lower" permissions (CC).

- **Authorizing Official (AO)**

- The Authorizing Official role is given to the community user who is ultimately responsible for the overall grant.
- There can be only one AO for a community at any given time.
- The AO must have the legal authority to enter into financial agreements on behalf of the organization.
- The AO is the only user with rights to sign the documents to receive any agreed upon funding.
- The AO has the authority to sign and approve grant applications as well as amendments, the Final Performance Report, and Federal Financial Reports on behalf of the organization.

- **Primary Delegated Authority (PDA)**

- The PDA is a specific Community Contact who is responsible for completing the application, any requested application revisions, and performing the day-to-day actions (including reports) once a grant has been awarded.
- The PDA is the counterpart to the PM on the community side.
- The term "Delegated Authority" means that they are entrusted by the AO to complete actions with respect to OLDCC grants on behalf of the community.
- An organization can have more than one person with the role of Delegated Authority, but only one "Primary" Delegated Authority at any given time.

- **Community Contact (CC)**

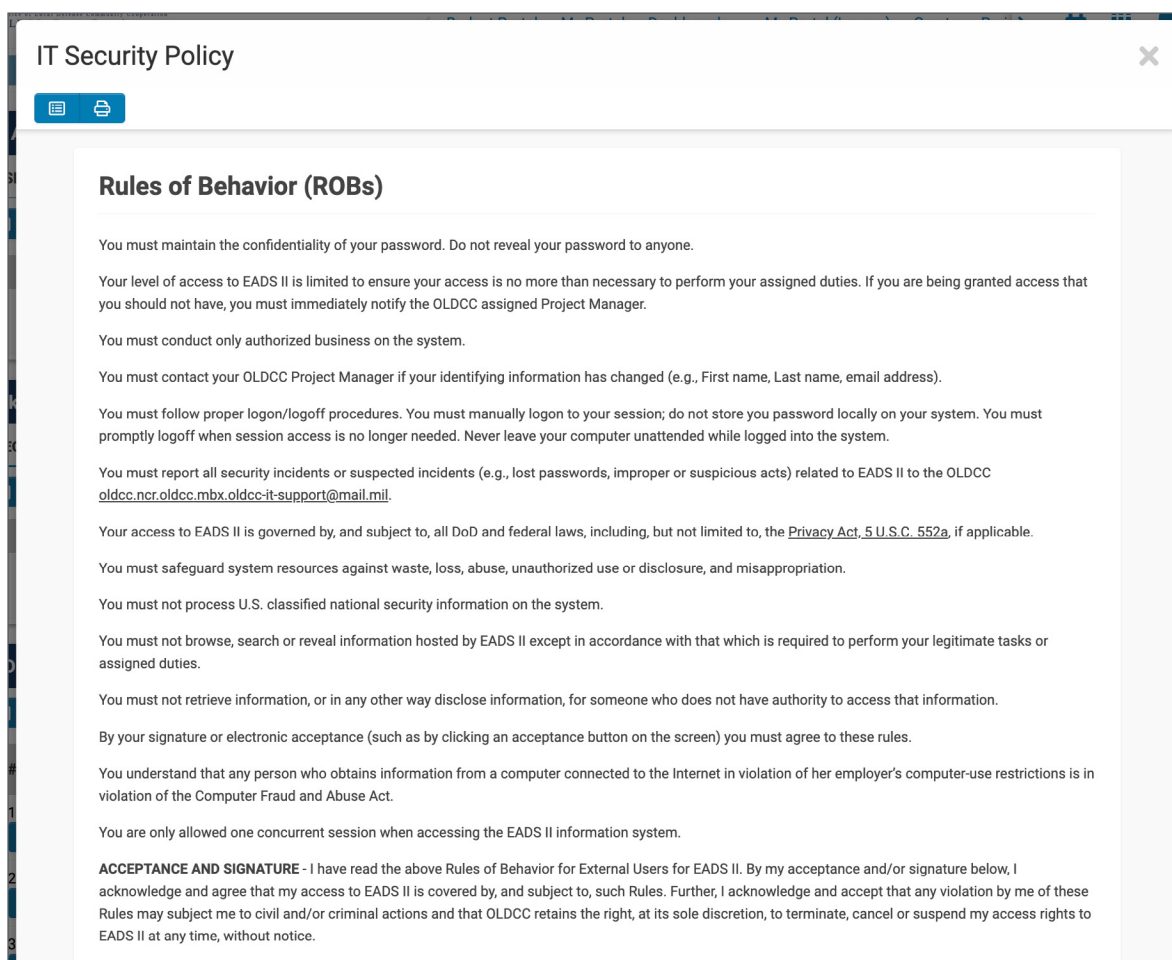
- The Community Contact role is given to all users on the community side who are authorized by the AO to work on a grant or application.
- All Community Contacts must be approved by the OLDCC Project Manager and added to the grant before access is granted.

INITIAL LOGIN

The OLDCC Project Manager (PM) assigned to the community organization will add community users as contacts. Once the PM's part is complete, the community user will receive an email to complete the steps below.

Community User Completes Registration

1. Open the email with the temporary password. Click on the **long link** in the email instead of going directly to the portal.
 - a. This link is only good for one use. Once the account is set up following the instructions below, the user should navigate directly to the portal to log in.
2. The OLDCC IT Security Policy (Rules of Behavior) will appear. Acknowledgment and acceptance of these rules is required before use of the system will be granted.



The screenshot shows a web browser window titled "IT Security Policy" with a close button (X) in the top right corner. Below the title bar is a toolbar with a list icon and a print icon. The main content area is titled "Rules of Behavior (ROBs)" and contains the following text:

You must maintain the confidentiality of your password. Do not reveal your password to anyone.

Your level of access to EADS II is limited to ensure your access is no more than necessary to perform your assigned duties. If you are being granted access that you should not have, you must immediately notify the OLDCC assigned Project Manager.

You must conduct only authorized business on the system.

You must contact your OLDCC Project Manager if your identifying information has changed (e.g., First name, Last name, email address).

You must follow proper logon/logoff procedures. You must manually logon to your session; do not store your password locally on your system. You must promptly logoff when session access is no longer needed. Never leave your computer unattended while logged into the system.

You must report all security incidents or suspected incidents (e.g., lost passwords, improper or suspicious acts) related to EADS II to the OLDCC oldcc.ncr.oldcc.mbx.oldcc-it-support@mail.mil.

Your access to EADS II is governed by, and subject to, all DoD and federal laws, including, but not limited to, the [Privacy Act, 5 U.S.C. 552a](#), if applicable.

You must safeguard system resources against waste, loss, abuse, unauthorized use or disclosure, and misappropriation.

You must not process U.S. classified national security information on the system.

You must not browse, search or reveal information hosted by EADS II except in accordance with that which is required to perform your legitimate tasks or assigned duties.

You must not retrieve information, or in any other way disclose information, for someone who does not have authority to access that information.

By your signature or electronic acceptance (such as by clicking an acceptance button on the screen) you must agree to these rules.

You understand that any person who obtains information from a computer connected to the Internet in violation of her employer's computer-use restrictions is in violation of the Computer Fraud and Abuse Act.

You are only allowed one concurrent session when accessing the EADS II information system.

ACCEPTANCE AND SIGNATURE - I have read the above Rules of Behavior for External Users for EADS II. By my acceptance and/or signature below, I acknowledge and agree that my access to EADS II is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to civil and/or criminal actions and that OLDCC retains the right, at its sole discretion, to terminate, cancel or suspend my access rights to EADS II at any time, without notice.

3. Click **Accept**.

4. If an authentication request appears, complete the request.
 - a. The purpose of authentication is to determine that the first time user entering the system is a real person and not a computer bot.
5. After the initial login is completed, the OLDCC Grants Portal will appear.
 - a. Bookmark the login page for future use.

The screenshot displays the OLDCC Grants Portal interface. At the top, there is a navigation bar with links for Home, https://oldcc.gov/, and Payment Forms, along with user icons. The main content area is divided into two sections: Grants Management and Grant Reports.

Grants Management Section:

- Header: Grants Management (+)
- Sub-headers: PROPOSED GRANTS (0), AWARDED GRANTS (1), GRANT AGREEMENTS & CLOSEOUTS (1), GRANT REPORTS (15), GRANT AMENDMENTS (3), GRANT DELIVERABLES (4), KICK OFF MEETINGS
- Search bar: 0 of 0
- Table headers: #, Project Title, Organization, Primary Contact, Funding Program, Status
- Message: No Results Found

Grant Reports Section:

- Header: Grant Reports (+)
- Sub-headers: UPCOMING REPORTS, REPORTS PAST DUE, REVISIONS REQUIRED (0), SUBMITTED TO AO (0), UNDER REVIEW (1), FUTURE REPORTS, HISTORIC (11)
- Print button
- Message: 0 of 0
- Section: Upcoming Reports Due
- Table headers: Grant Name, Grant Number, Activity Type, Date Due, Report Period, Status
- Message: No Results Found

PASSWORD POLICY

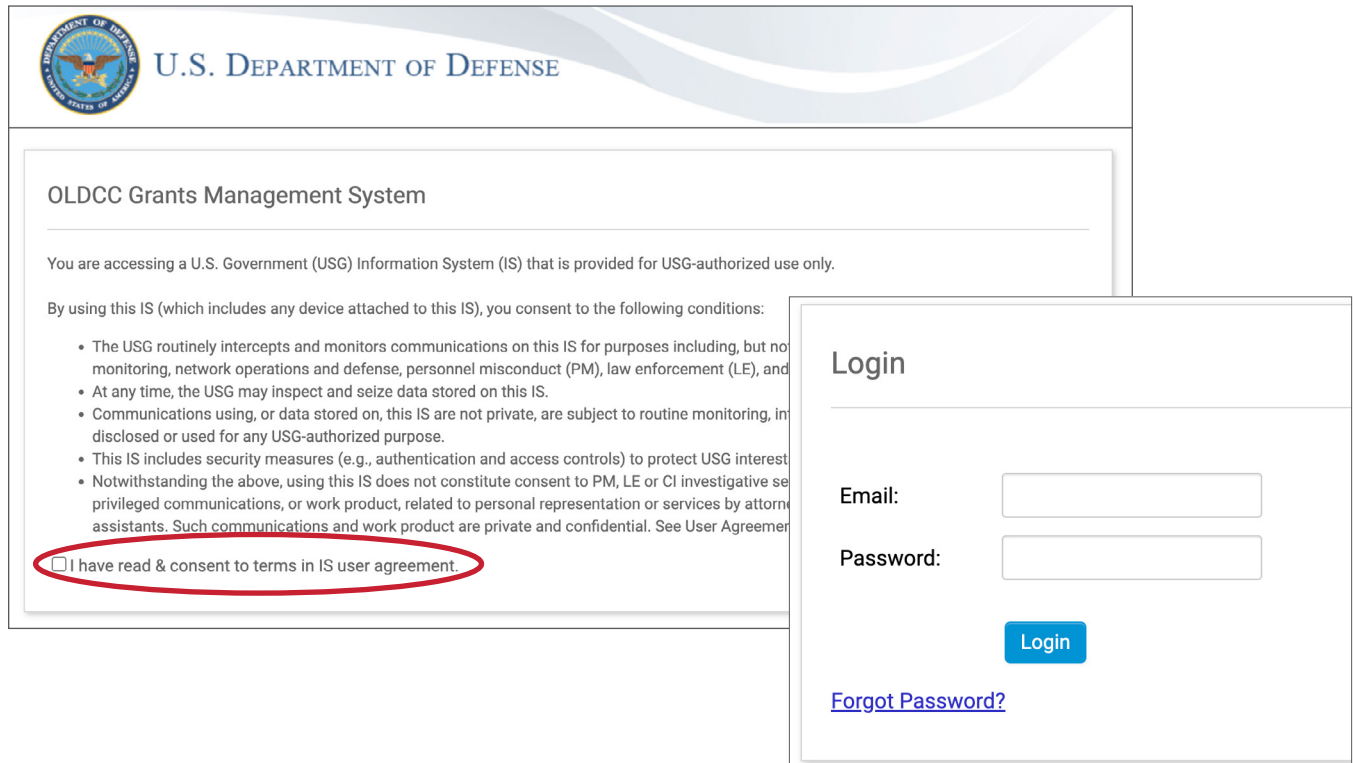
When making a new password, keep in mind that the Department of Defense (DoD) mandates that all passwords adhere to the following rules:


- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character (!@#\$%^&*)
- Have a minimum of 15 characters
- Passwords must be changed every 60 days

Returning Users

Once the community user has been successfully added to the system, they can continue to access the system by following the steps below.

1. Click on the link from the <https://oldcc.gov> homepage or type in the URL (https://grants.oldcc.gov/s_Login.jsp).
2. Read the conditions and click the check box next to **“I have read & consent to terms in IS user agreement.”** The login fields will then appear.



 U.S. DEPARTMENT OF DEFENSE

OLDCC Grants Management System

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and intelligence gathering (IG). This IS is not for use in obtaining, processing, or disseminating PM, LE, or IG information.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, inspection, and disclosure or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interest in its information.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searches or use of communications, or work product, related to personal representation or services by attorneys, legal advisors or staff assistants. Such communications and work product are private and confidential. See User Agreement for details.

☐ I have read & consent to terms in IS user agreement.

Login

Email:

Password:

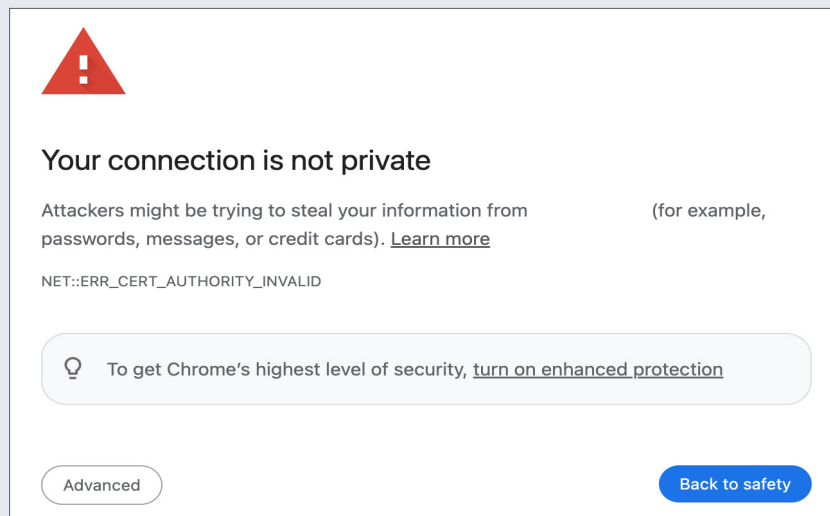
[Forgot Password?](#)

[Login](#)

CERTIFICATES AND ADVANCED SETTINGS:

If the web browser alerts users that the OLDCC Grants Portal may be harmful, follow the instructions below. The OLDCC Grants Portal has a server certificate that was issued by DoD, not a publicly recognized certificate authority, and the site is **not** harmful.

1. Navigate to the OLDCC Grants Portal using the preferred web browser.
2. Most browsers will have a screen similar to the one below. Click on the **Advanced** button.



3. Click **Add Exception** and add “https://grants.oldcc.gov/s_Login.jsp” and/or “https://oldcc.gov” as an accepted website.
4. If this step doesn’t solve the problem, applicants and grantees should try the following two options:
 - a. Reach out to their internal IT department for assistance; or
 - b. Check to see if the text under Advanced has a link. If no link appears at all, clear the browser history and reattempt:
 - i. Clear the history then open a new web browser.
 - ii. Navigate to https://grants.oldcc.gov/s_Login.jsp.
 - iii. Click **Advanced**.
 - iv. There should now be a link that says **Proceed to [link] (unsafe)**.
 - v. The link is safe, click to proceed.

PASSWORD HELP

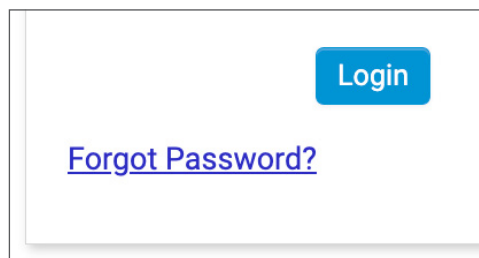
Community users can follow the directions below for passwords that need to be changed or were forgotten.

NOTE:

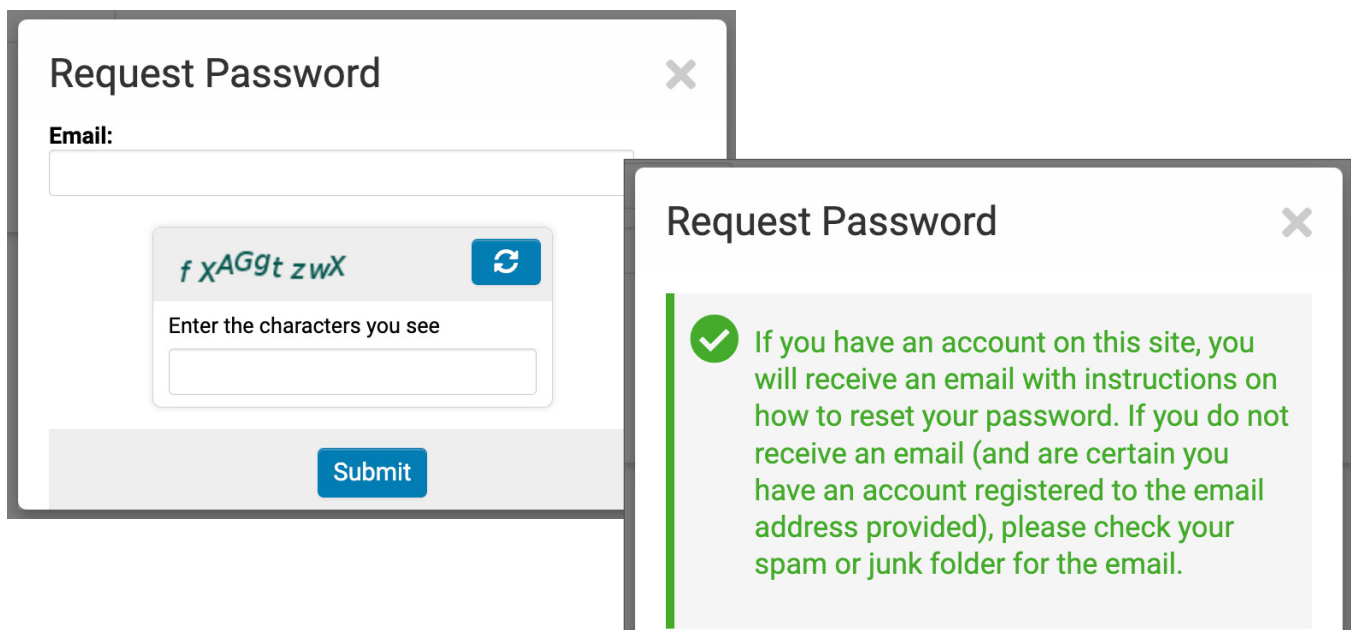
NEVER provide password or account information to another individual. Doing so is a violation of DoD policy and could result in account suspension.

Forgotten Password

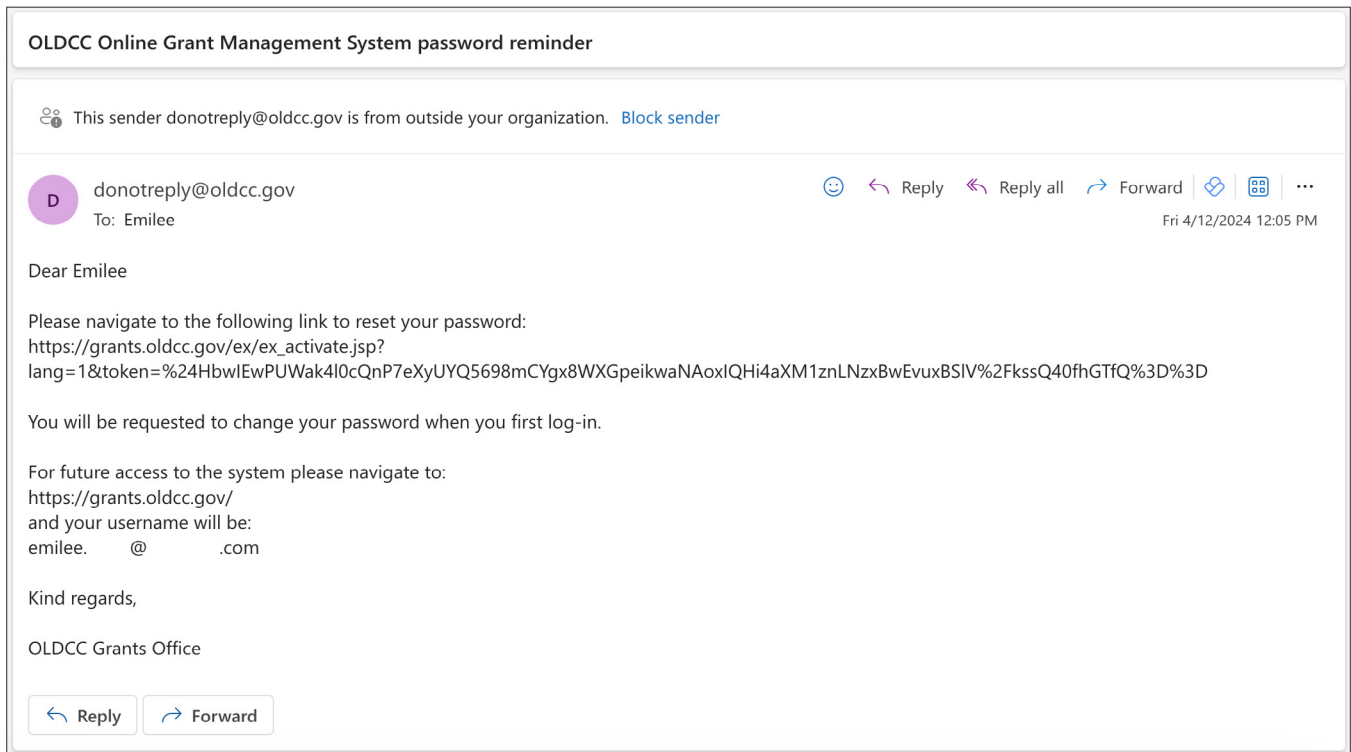
1. Go to the main login screen for the OLDCC Grants Portal and click on the **Forgot Password** link.



2. A pop-up window will appear, requesting the user's email address.
3. Click **Submit**.
 - a. This will send an email with a link to reset the password.

Two screenshots of a 'Request Password' pop-up window. The left screenshot shows the form with an 'Email:' label, an empty input field, a CAPTCHA area displaying 'f XAGgt zwX' with a refresh button, a label 'Enter the characters you see' with another empty input field, and a blue 'Submit' button at the bottom. The right screenshot shows the same window after submission, displaying a green checkmark icon and a message: 'If you have an account on this site, you will receive an email with instructions on how to reset your password. If you do not receive an email (and are certain you have an account registered to the email address provided), please check your spam or junk folder for the email.'

4. Click on the long link in the body of the email.
 - a. Copy and paste the address into an internet browser if the link isn't working.



5. Follow the password policy on page A-4 to create a new password.

Password Reset

New Password:

Confirm Password:

Policy:

Password must have at least 15 characters

1 of each of the following character sets: - Upper-case - Lower-case - Numbers - Special characters (e.g. ~ ! @ # \$ % ^ & * () _ + = - [] / ? > <)]

4^YFRd3Q²Q

Enter the characters you see

Submit

6. Enter the characters then click **Submit**.

Changing Password

1. Passwords must be changed every 60 days, or when reset by a Project Manager.
2. Enter the email associated with the account.
3. Enter the current password, or the one that was provided when reset.
4. Enter the new password and confirm that it matches.
5. Click **Submit**.
6. At this point, the user should be able to get back into the system.

Change Password

Current Password:

New Password:

Confirm New Password:

Password must have at least 15 characters

1 of each of the following character sets: - Upper-case - Lower-case - Numbers - Special characters (e.g. ~ ! @ # \$ % ^ & * () _ + = - [] / ? > <)]

Save

Cancel

NOTE:

For any of the following errors, reach out to the OLDCC Project Manager or Grants Management Specialist for assistance.

1. Applicant/grantee did not receive a password after clicking reset password link.
2. Applicant/grantee did not receive a password even after #1 was addressed.
3. Applicant/grantee received a password, but still can't log in.
4. The applicant/grantee used a different email than the one OLDCC used to create the account.
5. The applicant/grantee cannot access the portal. (First, verify that certificates are allowed following the steps on page [A-6](#).)
6. The AO cannot see certain buttons.

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."

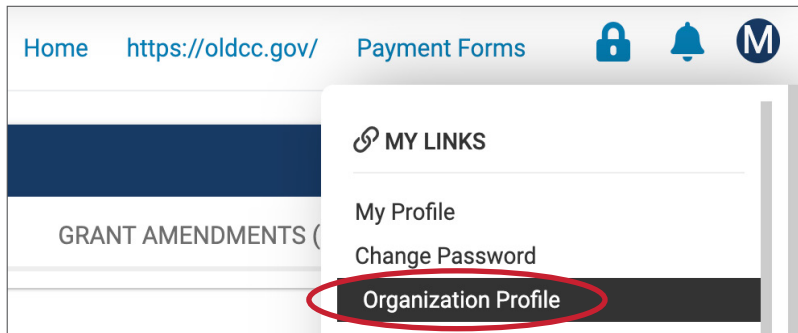


U.S. Department of Defense
Office of Local Defense
Community Cooperation

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), 'Phone' (empty), '* Address' (1234 Utah Street), 'Address 2' (empty), 'City' (empty), '* Country' (United States), 'EIN Number' (22-2333444), 'Profile Image' (upload icon), and 'UEI Number' (222333444). There are also navigation icons (back, info, print) in the top right corner.

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) AWARDING 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
------	-------	-------	---------------

[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
------	-------------	------------------

[Add/Edit Deliverables](#) ?

*** Goals related to OLDCC mission instructions**

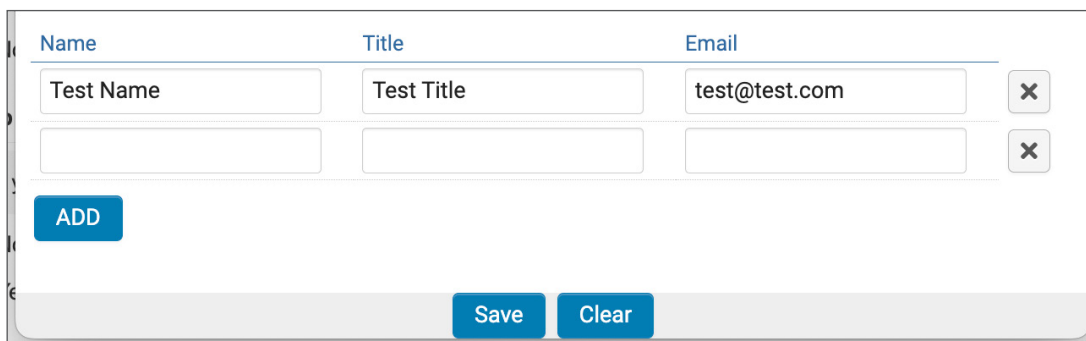
☒ N/A

☐ 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

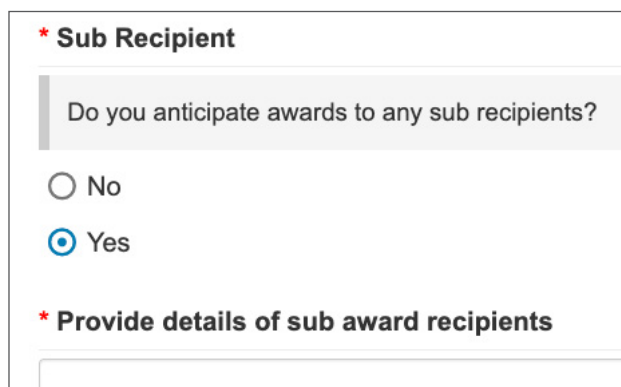
Save Clear

- **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
<input type="text" value="Deliverable Name"/>	<input type="text" value="Description here."/>	<input type="text" value="Original Grant"/>	<input type="text" value="05/31/2024"/>
<div><div>+</div><div><div>Save</div><div>Clear</div></div></div>			

- **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
----------------------	------------------------------	--------

* **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 navigation bar with four tabs: 'APPLICATION (SF 424)', 'APPLICATION NARRATIVE', 'BUDGET' (which is circled in red), and 'ASSURANCES AND CERTIFICATIONS'. Below the tabs, the 'Budget' section contains a button '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**

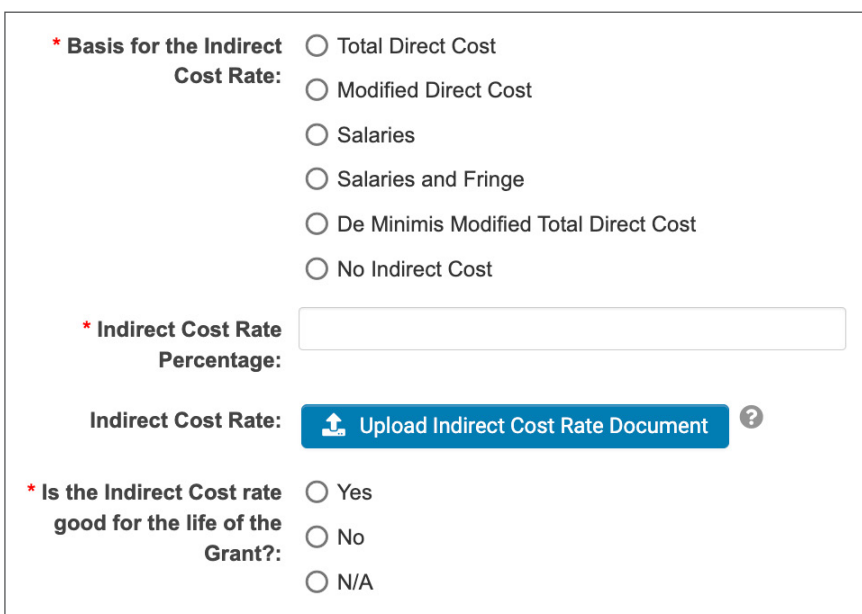
- **Basis for the Indirect Cost Rate**

- 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.



The screenshot shows a form titled "Basis for the Indirect Cost Rate:" with 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 this is a section for "Indirect Cost Rate Percentage:" with a text input field. Underneath is a button labeled "Upload Indirect Cost Rate Document" with a question mark icon. The final section is "Is the Indirect Cost rate good for the life of the Grant?:" with radio button options for "Yes", "No", and "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.

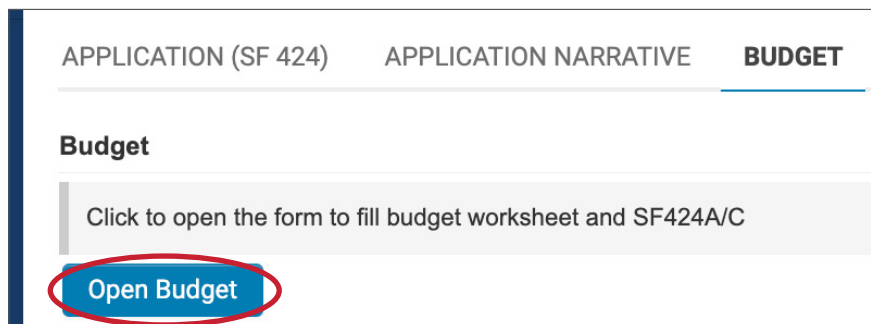


The image shows two blue buttons side-by-side. The left button is labeled "Save Draft" and the right button is labeled "Submit".

4. Click **Save Draft**.

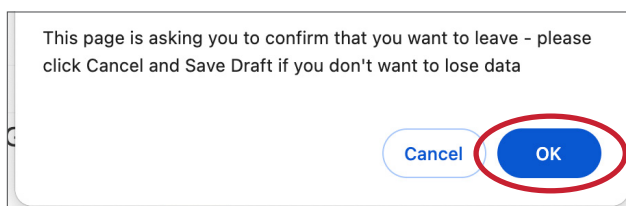
Completing the Budget Worksheet

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



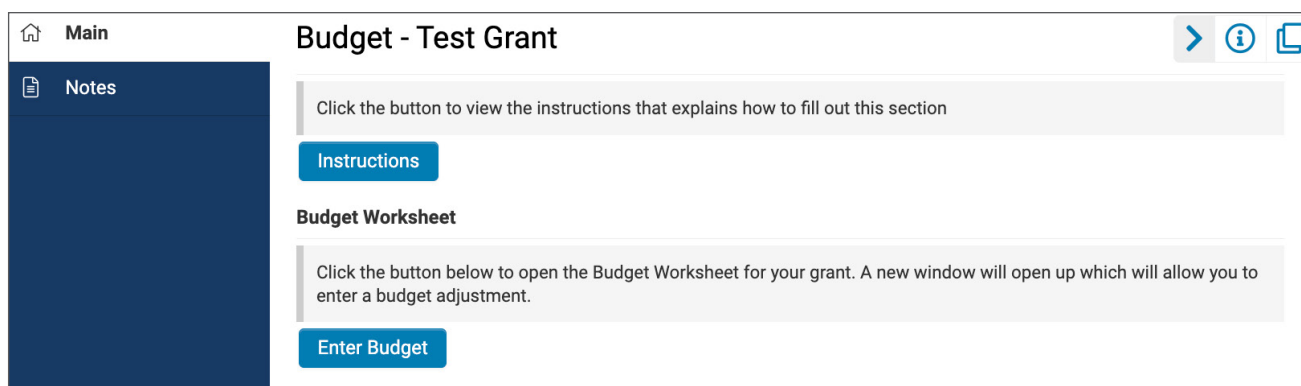
The screenshot shows the 'BUDGET' tab selected in a navigation bar. Below the tab, the heading 'Budget' is followed by a light gray box containing the text 'Click to open the form to fill budget worksheet and SF424A/C'. Below this box is a blue button labeled 'Open Budget', which is circled in red.

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



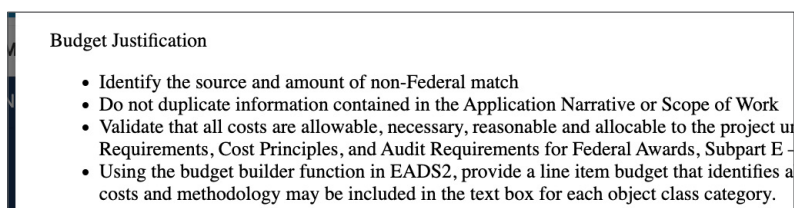
The screenshot shows a confirmation dialog box with the text: 'This page is asking you to confirm that you want to leave - please click Cancel and Save Draft if you don't want to lose data'. At the bottom right, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is circled in red.

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 box with the text 'Click the button to view the instructions that explains how to fill out this section'. Below this is a blue button labeled 'Instructions'. Further down is a section titled 'Budget Worksheet' with another light gray box containing the text '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 button labeled 'Enter Budget'.

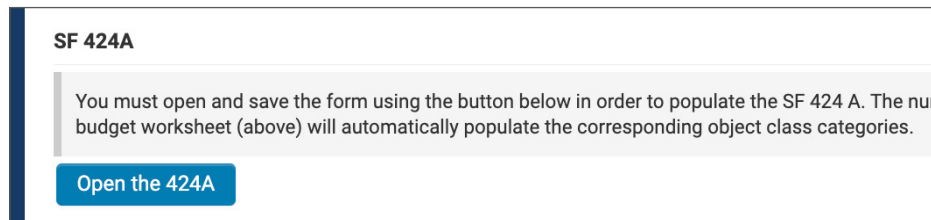
4. Click the blue **Instructions** button and review the provided instructions thoroughly before completing the budget.
 - a. The instructions pop-up window will also include Budget Justification details, see page B-11.



The screenshot shows a section titled 'Budget Justification' with 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 under Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E
- 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](#).

A screenshot of a web interface showing a box titled "SF 424A". Inside the box, there is a text area with the following text: "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." Below the text area is a blue button with the text "Open the 424A".

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**.

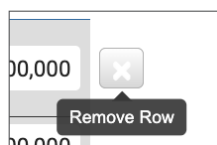
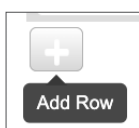
Budget Worksheet for Non-Construction Grants

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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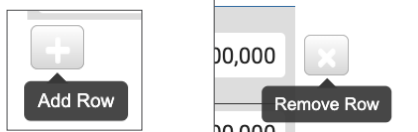
Budget Worksheet for Construction Grants

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**.

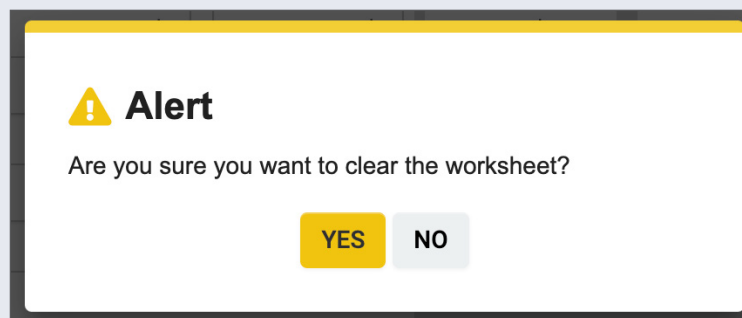
Grand Total			
	OLDCC Funds	Non-Federal Funds	Total
Grand Total	\$10,000	\$10,000	\$20,000

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
<input type="text"/>	<input type="text"/>	\$0	\$0	\$0	\$0	0
<input type="text"/>	<input type="text"/>	\$0	\$0	\$0	\$0	0
<input type="text"/>	<input type="text"/>	\$0	\$0	\$0	\$0	0
<input type="text"/>	<input type="text"/>	\$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
<input type="text"/>	<input type="text"/>	\$0	\$0	\$0	\$0	0
<input type="text"/>	<input type="text"/>	\$0	\$0	\$0	\$0	0
<input type="text"/>	<input type="text"/>	\$0	\$0	\$0	\$0	0
<input type="text"/>	<input type="text"/>	\$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

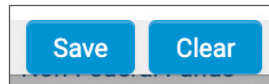
2. The SF 424C will open in a separate pop-up window.



424C

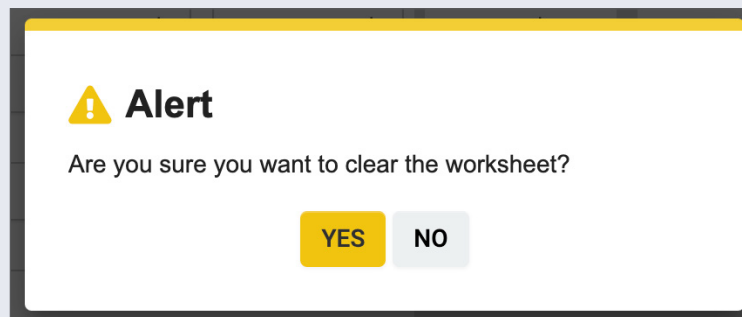
	Total Cost	Costs Not Allowable for Participation	Total Allowable Costs
Administrative and legal expenses	0		0
Land, structures, rights-of-way, appraisals, etc.	0		0
Relocation expenses and payments	4000		\$4,000
Architectural and engineering fees	0		0
Other architectural and engineering fees	0		0
Project 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, disclosure of lobbying activities, conflict of interest, and mandatory disclosures. Below these instructions is a section titled 'SF LLL' with a text box explaining the requirement and a link 'here'. 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 disclaimer and a checkbox labeled 'I Agree' with a question mark icon.

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 are shown side-by-side. The left button is labeled 'Save Draft' and the right button is labeled 'Submit'.

SUBMITTING AN APPLICATION TO OLDCC

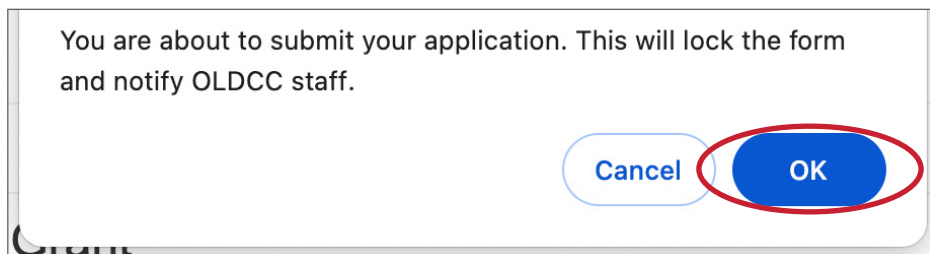
Once an applicant has verified that all required documents have been uploaded and the Budget Worksheet is correct, the application can be submitted to the assigned Project Manager at OLDCC.

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



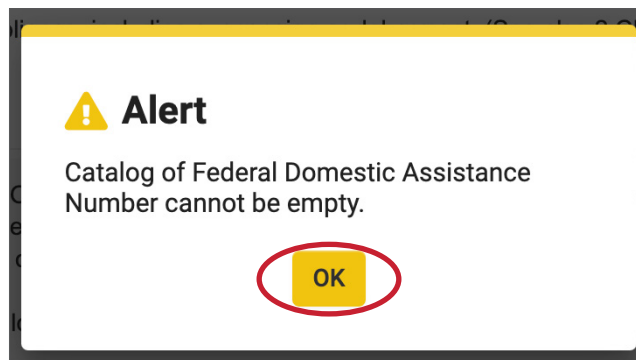
2. This pop-up will appear after clicking **Submit**, alerting the applicant that the application will be submitted to OLDCC and will be locked for editing.

- 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) >						
<input type="text"/> 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						
<div>PROPOSED GRANTS (1) AWARDED GRANTS (0) GRANT AGREEMENTS & CLOSEOUTS (1) GRANT REPORTS (0) GRANT AMENDMENTS (0)</div>						
<div><div></div><div>1-1 of 1</div></div>						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test Grant	Test Organization	Emilee Authorizing Official	Construction	Revisions Required	<div>Open</div>

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

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

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

- Home

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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:

- Home

Notes

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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						
<div> PROPOSED GRANTS (1) AWARDED GRANTS (0) GRANT AGREEMENTS & CLOSEOUTS (1) GRANT REPORTS (0) GRANT AMENDMENTS (0) GRANT DELIVERABLES (0) </div>						
<div> <input type="text"/> <input type="button" value="Q"/> 1-1 of 1 </div>						
#	Project Title	Organization	Primary Contact	Funding Program	Status	
1	Test Grant	Test Organization	Emilee Authorizing Official	Construction	Grant Agreement in Process	

OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

Grantee Guide (6.0)

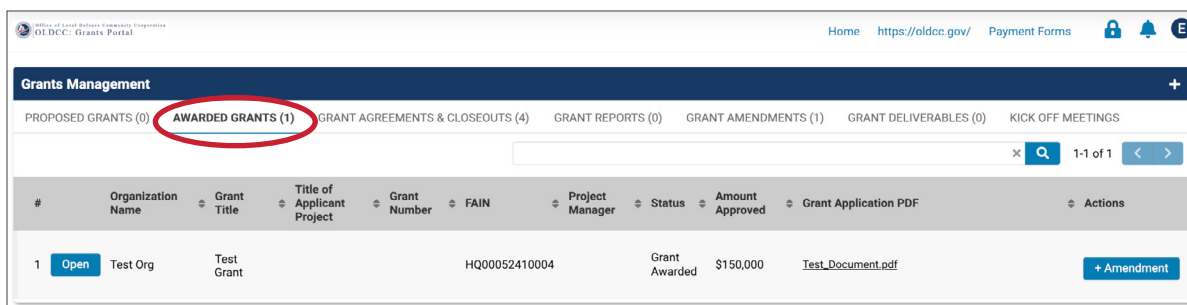
Section C (Awarded Grants Tab)

AWARDED GRANTS TAB LAYOUT

After an application has been approved and the Grant Agreement has been signed and returned, the application will change to the “Awarded” status and move to the **Awarded Grants** tab.

The **Awarded Grants** tab includes the following:

- All grants that have been approved for the grantee; and
- Additional links and actions for each grant:
 - Click the **Open** button on the left for read-only access to the grant application containing all of the application details, contact information, and the grant application PDF.
 - Click the **link** on the right (under the Grant Application PDF column) to access the grant application PDF without clicking into the grant itself.
 - Click the **Add (+) Amendment** button to create an amendment for an awarded grant. This will then show up as a draft under the **Grant Amendments** tab.



Grants Management										
PROPOSED GRANTS (0) AWARDED GRANTS (1) GRANT AGREEMENTS & CLOSEOUTS (4) GRANT REPORTS (0) GRANT AMENDMENTS (1) GRANT DELIVERABLES (0) KICK OFF MEETINGS										
#	Organization Name	Grant Title	Title of Applicant Project	Grant Number	FAIN	Project Manager	Status	Amount Approved	Grant Application PDF	Actions
1	Test Org	Test Grant		HQ00052410004		Grant Awarded	Grant Awarded	\$150,000	Test_Document.pdf	Open + Amendment

NOTE:

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.



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

When an awarded grant is opened, the user will be able to see the following information. All of these details were entered during the grant application process or when revisions were requested. See Section B (Proposed Grants) for reminders on the application process.

- **Main:** This section above the four smaller tabs contains the basic grant details. There is an **Open** button for viewing the grant application in a PDF format.
 - **Application (SF 242):** This section contains applicant information and estimated funding.
 - **Application Narrative:** This tab lists key personnel, contractors, subrecipients, and deliverables. It also contains information such as the grant background, abstract, and Scope of Work. Additional supporting documents submitted during the application can be found here.
 - **Budget:** The Budget Worksheet and Budget Justification are found under this tab.
 - **Assurances and Certifications:** The SF LLL and any other required documents are located here.
- **Notes:** View current notes or create a new one.
- **Contacts:** All of the community contacts and OLDCC staff assigned to the grant are listed under this tab.

Home

Notes

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More...

Test

Grant Type:Construction

Grant Title:Test

Primary Delegated Authority:

?

Status:Grant Awarded

PAL Name:

Project Name:

Project Number:

Finances:

Financial Summary

Grant Preview:

Open

Last Updated:04/13/2024 14:39?

Organization Name:Test Org

Project Manager:

AO Name:Test

Grant Action:Original

Program Activity Type:Growth

Grant PDF

Download

Grid

List

<input type="checkbox"/>	File Name ^	Size	Date
<input checked="" type="checkbox"/>	Test_Document.pdf	350.3 KB	11/28/2023 09:50

FAIN: HQ00052410004?

APPLICATION (SF 424)

APPLICATION NARRATIVE

BUDGET

ASSURANCES AND CERTIFICATIONS

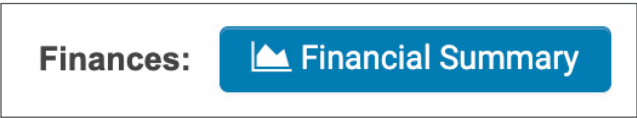
FINANCIAL SUMMARY (BURN RATE)

The Financial Summary button on the grant application contains a quick summary of the grant’s financial data, such as grant duration, amount paid, and invoice data. Most importantly, the Financial Summary calculates the burn rate for the grant’s financials to date.

NOTE:

The Financial Summary will only show when the grant has the status of “Grant Awarded” after the Grant Agreement process is completed.

- 1. Open the desired grant.
- 2. Click on the **Financial Summary** button under the **Main** tab.



- 3. A pop-up box labeled **Finances** will appear.

Finances

Financial Summary

Federal Amount Approved	Amount Paid	Balance Remaining
\$179,000	\$0	\$0
Grant Start Date	Grant End Date	
2021-03-01	2021-03-31	
Grant Duration	Current Grant Month	Burn Rate
12	0	0 %

A negative number indicates an under burn, while a positive number indicates an over burn. The greater the number indicates the further away the balance from the expected value at that point in time.

Invoice #	Payment Date	Amount (\$)

NOTE:

A negative number under the **Burn Rate** section indicates an under burn. A positive number indicates an over burn. A higher number means the balance is further away from the expected value.

4. Note the following:
 - a. If the **Grant Finances** tab is current with all of the grant's approved budgets, the **Federal Amount Approved** will contain budgets from amendments.
 - b. If the grant has been closed, the **Burn Rate** section will say "Grant is closed. No burnout rate calculated."
5. The summary will also contain an **Invoice** section:
 - a. **Invoice #**
 - i. Unique payment identifier from the memo sent to Defense Finance Accounting Service (DFAS).
 - b. **Payment Date**
 - i. Date that DFAS made the payment.
 - c. **Amount (\$)**
 - i. Amount paid to the grantee.

OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION


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Section D (Grant Agreements & Closeout Tab)

GRANT AGREEMENTS & CLOSEOUTS TAB LAYOUT

The **Grant Agreements & Closeouts** tab contains the Grant Agreement and closeout activities for all awarded grants that are assigned to the community user. The Activity Type for each grant can be seen on the left, to the right of the **Open** button.


When the Grant Agreement is completed, a PDF of the Grant Agreement will be available under the **Activity Document** column to the right. Once the closeout letter is received, click **Preview** under **Activity Document** to view the letter.


 OFFICE OF SENIOR DISABILITY COMMUNITY ENGAGEMENT
OLDCC: Grants Portal


Home

<https://oldcc.gov/>

Payment Forms







Grants Management

PROPOSED GRANTS (0)

AWARDED GRANT (2)

GRANT AGREEMENTS & CLOSEOUTS (8)



GRANT REPORTS (61)

GRANT AMENDMENTS (12)

GRANT DELIVERABLES (19)

KICK OFF MEETINGS

1-8 of 8



#	Activity Type	Grant Name	Document Status	Date Approved	Activity Document	Award Letter
Open	1 Closeout	Test Grant	Complete	03/30/2023	Preview	Closeout_01_2023-03-30.pdf
Open	2 Grant Agreement	Test Grant	Complete	09/21/2021	Grant_Agreement_-_Virginia_Grant_Agreement_-_Virginia	Grant_Agreement.pdf

COMPLETING A GRANT AGREEMENT

The Grant Agreement is a critical activity in the grant award process at OLDCC. It is the binding document between OLDCC and an organization. Until there is a signed Grant Agreement from both parties, the organization is considered an applicant and not a grantee.

NOTE:

The Federal Government is only obligated after the OLDCC Director approves a Grant Agreement; however, the Authorizing Official must send the countersigned Grant Agreement to OLDCC before an obligation will be made.



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Office of Local Defense
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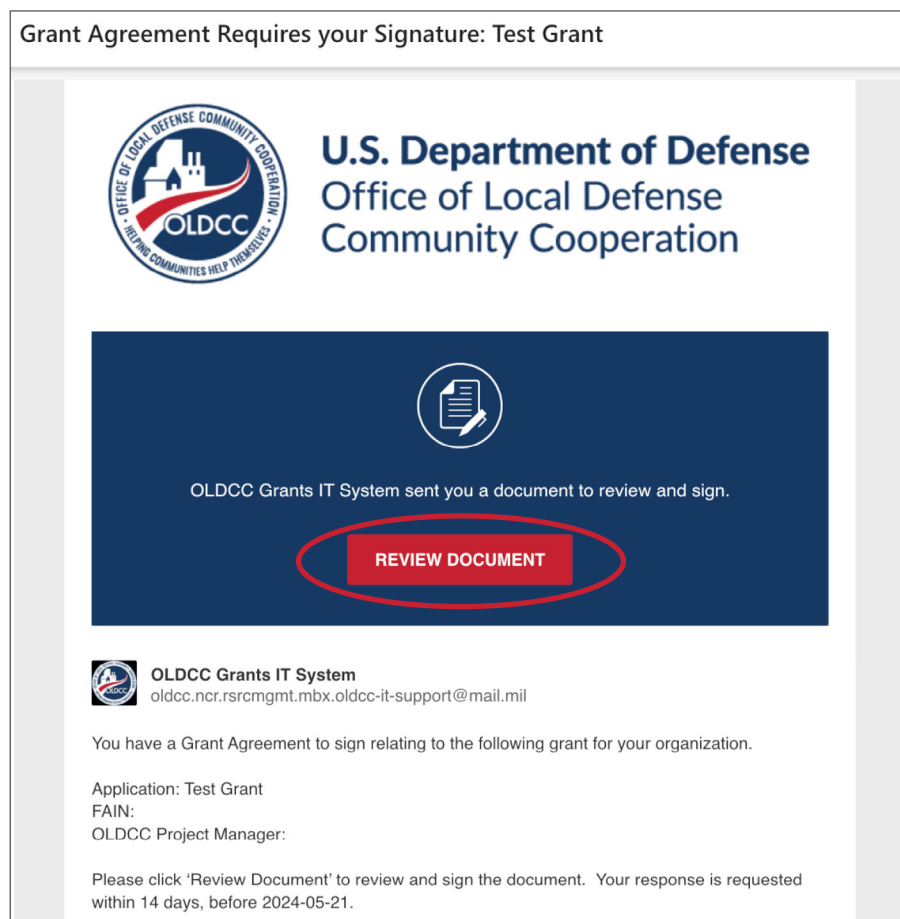
OLDCC Creates and Reviews Grant Agreement

OLDCC will create the Grant Agreement and complete several reviews of the Grant Agreement and Award Letter. Grant reports will also be generated at this step.

Authorizing Official Reviews and Signs Grant Agreement

The OLDCC Grants Portal allows the Authorizing Official to digitally sign the Grant Agreement by using DocuSign.

1. The AO will be notified that the Grant Agreement is ready by an email from DocuSign.
 - a. The subject line will say “Grant Agreement Requires your Signature: [Grant Name]”.
2. Click the **Review Document** button.



3. The link to review will open a new web browser tab and the screen below will appear. Check the box next to “I agree to use electronic records and signatures” then click **Continue**.

Please Review & Act on These Documents

OLDCC Grants IT System
Office of Local Defense Community Cooperation

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

Powered by DocuSign

You have a Grant Agreement to sign relating to the following grant for your organization.

[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).

☐ I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

U.S. DEPARTMENT OF DEFENSE
OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

Grant Agreement

4. Click **Start** when the button appears on the left side of the screen.

Please review the documents below. **FINISH**

Office of Local Defense Community
Cooperation
Department of Defense

START

5. Review the Grant Agreement and click **Sign** when ready.
- a. The Adopt Your Signature pop-up box will appear; complete using the preferred signature method.

DocuSign Envelope ID: A4A3AD84-4185-4E23-84B7-8CD651EED888

Required - Sign Here

SIGN

Sign

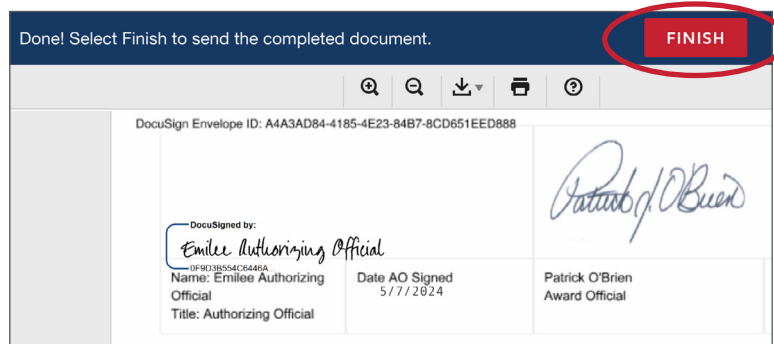
Name: Emilee Authorizing
Official

Date AO Signed
5/7/2024

6. Once signed, click **Adopt and Sign**.

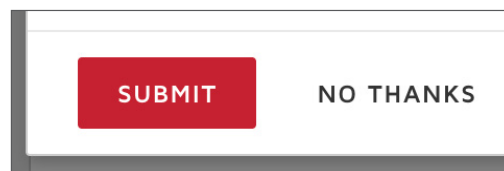
ADOPT AND SIGN CANCEL

7. The notification below will appear. Click **Finish**.



8. Click **No Thanks** when the “Save a Copy of Your Document” box appears.

9. Click **Submit** to complete the DocuSign process.



10. Once signed, Authorizing Officials can access the signed Grant Agreement two ways:

a. Via an email from DocuSign with a copy of the signed Grant Agreement attached.

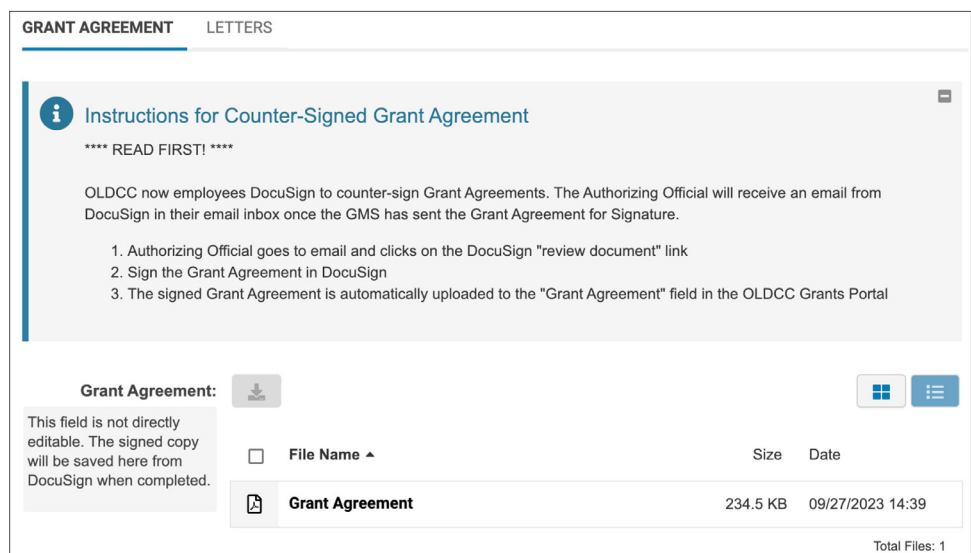
i. The subject line will say “Completed: Grant Agreement Requires your Signature: [Grant Name]”.

b. By logging into the OLDCC Grants Portal.

i. Navigate to the Grant Agreements & Closeouts tab and click **Open** next to the correct Grant Agreement.

ii. Navigate to the **Grant Agreement** tab to see the completed PDF.

iii. The Instructions for Counter-Signed Grant Agreement section also contains steps for using DocuSign.



NOTE:

Applicable Special Conditions can be found under “20. Terms and Conditions” of the Grant Agreement PDF.

20.TERMS AND CONDITIONS
The following terms and conditions are incorporated herein by reference with the same force and effect as if they were given in full text. Upon request the Federal awarding agency will make the full text available, or they can be found as described below.
The following documents may be found at: https://oldcc.gov/grant-terms-and-conditions .
National Policy Requirements General OLDCC Terms and Conditions Program-Specific Terms and Conditions
Special Conditions

Authorizing Official Reviews Award Letter

1. Navigate to the **Letters** tab.
2. Download and review the official activity (award) letter.
3. Enter name, date, and click “I agree” to the statement acknowledging terms and conditions.
4. The AO will then have the following options:

Grant Agreement - Test Grant

GRANT AGREEMENT **LETTERS**

Official Activity Letter:

☐ File Name ^

Size

Date

Grant_Agreement_-_pdf

215.5 KB

05/07/2024 17:52

Total Files: 1

Additional Attachments:

* Awardee Name:

* Award Date:

* I acknowledge that I understand the terms and conditions outlined on the attached grant agreement

☐ I agree

Save Draft

Return to Application

5. Click Save Draft.

COMPLETING A CLOSEOUT

The instructions for closeout are included here because closeout information is found in the same tab as Grant Agreements in the OLDCC Grants Portal; however, a closeout activity is not completed until the very end of the grant process.

The OLDCC Grants Portal does not allow closeout if there are pending reports, amendments, or deliverables. Once everything is completed, OLDCC will begin the closeout process.

Notification of Closeout Letter

After the OLDCC Director approves the closeout letter, both the AO and PDA will be sent a notification via email. A copy of the closeout letter will be attached to the email.

Viewing the Closeout Activity

1. Navigate to the **Grant Agreements & Closeouts** tab and click **Open** next to the correct Closeout.
2. The top section contains all of the grant details, such as assigned OLDCC staff and financial information.
3. The **Letters** tab on the bottom contains the closeout letter.
 - a. Download a copy of the letter by clicking the link underneath **File Name**.
 - b. There will also be a section to access any additional documents that OLDCC uploaded.

Closeout - Test Grant

Closeout - Test Grant

Organization:	Program Type: Community Adjustment	Project Type: Installation Resilience
GMS:	PM:	Project Number:
Grant Number:	FAIN:	Report Code: Semi-Annual
Authorizing Official:	Grant Start - End Date:	Delegated Authority:
Original Approved Amount:	Total Paid:	Balance Remaining: \$0.00
Obligated Federal Amount:	Deobligated Federal Amount:	

Deobligation Reason: Grant performance is complete.

LETTERS

Official Activity Letter:

<input type="checkbox"/> File Name ^	Size	Date
Closeout_2023-03-30.pdf	128.8 KB	03/30/2023 10:50

Total Files: 1

Additional Attachments:

OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

Grantee Guide (6.0)

Section E (Grant Reports Tab)

GRANT REPORTS SECTION LAYOUT

There are three types of reports: Performance Report, Final Performance Report, and Federal Financial Report. Reports become available for editing once a Grant Agreement is signed, which causes a report's status to automatically switch to "Scheduled."

The Grants Management section at the top has all reports grouped under the Grant Reports tab.

The Grant Reports section at the bottom has reports divided up into tabs based on status.

Grants Management						
<div>PROPOSED GRANTS (0) AWARDED GRANTS (1) GRANT AGREEMENTS & CLOSEOUTS (1) GRANT REPORTS (3) GRANT AMENDMENTS (1) GRANT DELIVERABLES (0)</div>						
<div>1-3 of 3</div>						
Grant Title	Grant Name	Report Type	Date Due	Reporting Period	Status	
Open	Test Grant	Test Grant	Performance Report	05/31/2024	01	Revisions Required
Open	Test Grant	Test Grant	Federal Financial Report	05/31/2024	01	Scheduled
Open	Test Grant	Test Grant	Final Performance Report	05/31/2024	Final	Scheduled

Grant Reports						
<div>UPCOMING REPORTS REPORTS PAST DUE REVISIONS REQUIRED (1) SUBMITTED TO AO (0) UNDER REVIEW (0) FUTURE REPORTS HISTORIC (0)</div>						
<div>1-2 of 2</div>						
Upcoming Reports Due						
Grant Name	Grant Number	Activity Type	Date Due	Report Period	Status	
Open	Test Grant	Final Performance Report	2024-05-31	Final	Scheduled	

The Grant Reports tab descriptions are below:

- **Upcoming Reports:** Reports that are due within the next 30 days.
- **Reports Past Due:** Reports that have gone over the due date.
- **Revisions Required:** Reports that were returned by the PM and need revisions from the grantee.
- **Submitted to AO:** Reports that are waiting for AO review.
- **Under Review:** Reports that are waiting for OLDCC review. No action is required from the grantee.
- **Future Reports:** Reports that are due in more than 30 days.
- **Historic:** Reports that have been completed and approved.



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COMPLETING A PERFORMANCE REPORT

Performance Reports should be completed by the date listed in the **Date Due** column under the **Grant Reports** tab of the grantee’s main page.

- 1. Performance Reports can be completed by any grantee role (AO, PDA, or CC) but is generally completed by the PDA or CC.
- 2. Performance Reports do not get routed to the AO for approval. They are submitted directly to OLDCC by the PDA or CC once the required information is added.

Grantee Completes Performance Report

- 1. Navigate to the **Upcoming Reports** tab to find the Performance Report.
 - a. Check the **Future Reports** tab if the report isn’t due for more than 30 days.
- 2. Click **Open** to open the Performance Report.

Grant Reports

UPCOMING REPORTS

REPORTS PAST DUE

REVISIONS REQUIRED (0)

SUBMITTED TO AO (0)

UNDER REVIEW (0)

FUTURE REPORTS

HISTORIC (0)

Print

1-3 of 3

<

>

Upcoming Reports Due

Grant Name	Grant Number	Activity Type	Date Due	Report Period	Status
Test Grant		Performance Report	2024-05-31	01	Scheduled

Open

- 3. Performance Reports have a **Main** tab that contains all of the basic grant information. This section cannot be edited.
 - a. Click **Open** next to Grant Preview to open the entire grant PDF in a new screen and export if needed.
 - b. Click **Open** next to Activity Preview to open the report activity in a new screen and export if needed.
 - c. There will be four tabs under **Main**: **Activity Details**, **Objectives and Accomplishments**, **Project Expenses**, and **Additional Information**.

Home

Main

Notes

Performance Report - Test Grant

Organization: Test Organization

Program Type: Community Adjustment

Project Type: Mission Realignment

GMS:

PM: Emilee Projectmanager

Project Number: 2154

Grant Number:

FAIN:

Report Code: - Select One -

Authorizing Official: Emilee Authorizing Official

Grant Start - End Date: 05/31/2024 - 07/31/2025

Delegated Authority: Emilee Authorizing Official

Original Approved Amount: \$0

Total Paid: \$0.00

Balance Remaining: \$0.00

Obligated Federal Amount: \$0

Deobligated Federal Amount: \$0.00

Grant Preview: Open

Activity Preview: Open

ACTIVITY DETAILS

OBJECTIVES AND ACCOMPLISHMENTS

PROJECT EXPENSES

ADDITIONAL INFORMATION

Activity Details

1. Select the **Activity Details** tab and verify the information is correct.

ACTIVITY DETAILS	OBJECTIVES AND ACCOMPLISHMENTS	PROJECT EXPENSES	ADDITIONAL INFORMATION
-------------------------	--------------------------------	------------------	------------------------

Revision Comments:

* Reporting Period: 01

* Date Due: 05/31/2024 ?

IMPORTANT! Please read tool tip.

* Reporting Period 05/01/2024
Covered From:

* Reporting Period 05/31/2024
Covered To:

Objectives and Accomplishments

1. Select the **Objectives and Accomplishments** tab.
2. Enter the necessary information into both text boxes.

ACTIVITY DETAILS	OBJECTIVES AND ACCOMPLISHMENTS	PROJECT EXPENSES	ADDITIONAL INFORMATION
------------------	---------------------------------------	------------------	------------------------

* Compare actual accomplishments to the objectives established for the period.

Accomplishments here.

* Provide reasons for slippage if established objectives were not met.

Reasons for slippage here.

Project Expenses

1. Select the **Project Expenses** tab.
2. Complete the required information:
 - a. Enter an overview of expenses into the provided **Project Expenses Narrative** text box.
 - b. Complete the **Federal Cash on Hand** text box.

ACTIVITY DETAILS	OBJECTIVES AND ACCOMPLISHMENTS	PROJECT EXPENSES	ADDITIONAL INFORMATION
------------------	--------------------------------	-------------------------	------------------------

*** Project Expenses Narrative**

Provide an accounting of actual and projected quarterly expenditures by the budget line items approved in the grant.

Narrative here.

*** Federal Cash on Hand**

Please provide the amount of Federal cash on hand at the end of the reporting period must be provided.

?

- c. Complete the **Performance Period Expenses** section by clicking the **Enter Period Expenses** button to open the worksheet.
 - i. This will open in a separate window.
 - ii. Budget information previously approved will appear. This information is pulled from the **Grant Finances** tab on the main grant application.

ACTIVITY DETAILS	OBJECTIVES AND ACCOMPLISHMENTS	PROJECT EXPENSES	ADDITIONAL INFORMATION
------------------	--------------------------------	-------------------------	------------------------

Performance Period Expenses

Provide a detailed description of actual and projected quarterly expenditures by the budget line items approved in the grant. If work has been executed during this period but you do not have a bill from the contractor, please estimate the amount of work(\$\$) that has been completed during this period. Please refer to 2 CFR 200.328 for more information.
Performance Period Expenses (revisions)
Click on the blue button below to enter the actual and estimated expenses for the period covered under this performance report.

For Final Performance Reports there is no need to sum the expenses from prior periods. Just enter the expenses for the duration covered in final period.

Enter Period Expenses ?

Category	Approved - Federal	Approved - Nonfederal	Spent - Federal (this period)	Spent - Non-Federal (this period)	Cumulative Federal	Cumulative Non-Federal
----------	--------------------	-----------------------	-------------------------------	-----------------------------------	--------------------	------------------------

NOTE:

ONLY enter the amounts from the period covered by the Performance Report.

3. Enter information into the available columns.


Period Expenses				
Grant Title:	Test Grant			
Reporting Period:	01			
FAIN:				
Cumulative Total to date (Fed):	\$0.00			
Cumulative Total to date (Non-Fed):	\$0.00			
Notes:	Please include revenues and expenses for only this performance period . The system will automatically calculate the running total based on the expenses entered in previous reports. For Final Performance Reports there is no need to sum the expenses from prior periods. Just enter the expenses for the duration covered in final period.			

Expense Worksheet					
	Description	OLDCC Funds (for this period)	Non Federal Funds (for this period)	Total	Justification
Administration	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. The system will automatically calculate totals:
 - a. **Total** = Direct Costs Total + Indirect Costs Total
 - b. **Grand Total** = OLDCC Funds Grand Total + Non Federal Funds Grand Total
5. Click **Save** then **Close** when the worksheet is complete.

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?

- Return to the main browser screen. The new numbers entered will show up under the Performance Period Expenses section of the **Project Expenses** tab.

Category	Approved - Federal	Approved - Nonfederal	Spent - Federal (this period)	Spent - Non-Federal (this period)	Cumulative Federal	Cumulative Non-Federal
Administration					\$0.00	\$0.00
Land					\$0.00	\$0.00

- Click **Save Draft** to make sure changes have been committed to the system.

Additional Information

- Click the **Additional Information** tab.
- Enter the required information into the text box.
- Upload additional files as needed.

ACTIVITY DETAILS


OBJECTIVES AND ACCOMPLISHMENTS

PROJECT EXPENSES

ADDITIONAL INFORMATION

Provide additional pertinent information as appropriate.

Additional File Attachments

 Drop files here or browse files

Maximum file size: 2 GB

Grantee Submits Performance Report

- The grantee will have the following options:
 - Save Draft** to save any changes made and continue working later.
 - Submit to OLDCC** to submit and complete the required report.
 - Return to Application** to see all of the application's details.

Save Draft

Submit to OLDCC

Return to Application

2. Click **Submit to OLDCC**.
 - a. The status will change to “Under Review.”
3. The notification below will appear to confirm the submission.

Submission Successful

You have successfully submitted the Performance Report for the following:

Grant Title: Test Grant
Organization: Test Organization

If further assistance is needed, please contact your PM. Thank you.

OLDCC Reviews Performance Report

The assigned OLDCC Project Manager will review the submitted report. If any corrections are needed, the PM may return the report to the grantee (see page [E-8](#) for details).

Once OLDCC completes their review of the submitted Performance Report (without revisions or after revisions are finished), the status will change to “Approved” and the Performance Report is considered complete.

Grantees can find completed reports under the **Historic** tab.

Grant Reports

+

UPCOMING REPORTS

REPORTS PAST DUE

REVISIONS REQUIRED (0)

SUBMITTED TO AO (0)

UNDER REVIEW (0)

FUTURE REPORTS

HISTORIC (1)

1-1 of 1

<>

	Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status
Open	Test Grant		Performance Report	05/31/2024	01	Approved

Grantee Completes Revisions Required

Follow the steps below if OLDCC returned the Performance Report for revisions.


1. Navigate to the **Revisions Required** tab to find the Performance Report.
 - a. The status of the report will be “Revisions Required.”

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (1)	SUBMITTED TO AO (0)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (0)	
							1-1 of 1 < >
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status		
Open	Test Grant	Performance Report	05/31/2024	01	Revisions Required		

2. Click **Open** to the left of the Grant Name column to open the report.
3. Complete the requested revisions based on the feedback found in the **Staff Comments** section under the **Activity Details** tab.

ACTIVITY DETAILS OBJECTIVES AND ACCOMPLISHMENTS

Staff Comments

 Revisions requested from OLDCC here.

4. The following options are available once the revisions are complete:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Submit to OLDCC** for the PM to review the revisions.
 - c. **Return to Application** to see all of the application’s details.

[Save Draft](#) [Submit to OLDCC](#) [Return to Application](#)

5. Click **Submit to OLDCC**.

COMPLETING A FINAL PERFORMANCE REPORT

When a project is in the closeout process, a Final Performance Report needs to be completed. This report is due 90 days from the end of the grant.

- 1. The PDA or Community Contact should complete the report.
- 2. Unlike the Performance Report, the AO will approve and submit the Final Performance Report. This ensures that the AO is aware of all activities being reported.

Grantee Completes Final Performance Report

- 1. Navigate to the **Upcoming Reports** tab to open the Final Performance Report.
 - a. Check the **Future Reports** tab if the report isn't due for more than 30 days.

Grant Reports

UPCOMING REPORTS

REPORTS PAST DUE

REVISIONS REQUIRED (0)

SUBMITTED TO AO (0)

UNDER REVIEW (0)

FUTURE REPORTS

HISTORIC (1)

Print

1-2 of 2

Upcoming Reports Due

	Grant Name	Grant Number	Activity Type	Date Due	Report Period	Status
Open	Test Grant		Final Performance Report	2024-05-31	Final	Scheduled

- 2. Complete the Final Performance Report by following the Performance Report directions beginning on page E-2.

NOTE:

Do NOT enter the cumulative amount spent from the entire grant into **Project Expenses**, only the final period. The system will automatically add the numbers from the previous Performance Reports.

- 3. The fields for Performance and Final Performance Reports are almost the same, except for these differences:
 - a. **Objectives and Accomplishments** tab: For the Final Performance Report, enter information on the accomplishments of the entire grant period. (The normal Performance Report only includes part of the grant period.)

ACTIVITY DETAILS	OBJECTIVES AND ACCOMPLISHMENTS	PROJECT EXPENSES	ADDITIONAL INFORMATION
* Compare actual accomplishments to the objectives established for the period.			

NOTE:

Work with the Project Manager to determine which metrics should be included in the report.

b. Additional Information tab: For the Final Performance Report, this tab has an additional **Summary of Activities** section.

- i. Complete the **Summary of Activities** text box.
- ii. **SF 428 or SF 429:** Complete and upload if required.
- iii. Upload additional files if necessary.

ACTIVITY DETAILS

OBJECTIVES AND ACCOMPLISHMENTS

PROJECT EXPENSES

ADDITIONAL INFORMATION

Summary of Activities

* Provide a summary of activities for the entire grant period. All required deliverables should be submitted with the final performance report. (If necessary, attach any files below.)

SF 428 Tangible Personal Property Forms

Please download all the forms that apply to your grant from the [grants.gov website](#), and upload the completed forms using the buttons below. This upload field only permits PDF documents. The PDF is not a fill-able form and will require you to download, complete then upload.

Drop files here or browse files

Maximum file size: 2 GB | Allowed file types: PDF

SF 429 Real Property Status Report

Please download the SF 429, if applicable to your grant, from the [grants.gov website](#), and upload the completed form using the button below. This upload field only permits PDF documents. The PDF is not a fill-able form and will require you to download, complete then upload.

Upload SF 429

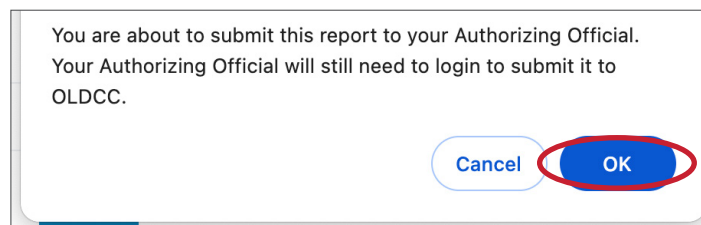
Additional File Attachments

Drop files here or browse files

4. The grantee will have three options:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Submit to AO** once the report is complete and can be routed on to the AO.
 - c. **Return to Application** to view all of the application's details.



5. Click **Submit to AO**.
 - a. The status will change to "Submitted to AO."
6. Click **OK** when the notification below appears.



Authorizing Official Reviews Final Performance Report

1. Navigate to the **Submitted to AO** tab to find the Final Performance Report.

Grant Reports						
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (0)	SUBMITTED TO AO (1)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (1)
						1-1 of 1 < >
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
Open Test Grant		Final Performance Report	05/31/2024	Final	Submitted to AO	

2. Review the information that the PDA entered in the report.
3. The AO will have the following options:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Revision Required** for any additional information, questions, or revisions.
 - i. This returns the report to the PDA with a status of "Revisions Required."
 - c. **Submit to OLDCC** once the AO's review is complete and the report can be routed on to the PM.
 - d. **Return to Application** to view all of the application's details.



4. No signature is required by the AO on the Final Performance Report.
5. Click **Submit to OLDCC** to route the report to the Project Manager.
 - a. The status will change to “Under Review.”
6. The report can be found under the **Under Review** tab.

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (0)	SUBMITTED TO AO (0)	UNDER REVIEW (1)	FUTURE REPORTS	HISTORIC (1)	
							1-1 of 1 < >
	Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
Open	Test Grant		Final Performance Report	05/31/2024	Final	Under Review	

OLDCC Reviews Final Performance Report

The assigned OLDCC Project Manager will review the submitted report. If any corrections are needed, the PM may return the report to the grantee (see page [E-13](#) for details).

Once OLDCC completes their review of the submitted Final Performance Report (without revisions or after revisions are finished), the status will change to “Approved” and the Final Performance Report is considered complete.

Grantees can find completed reports under the **Historic** tab.

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (0)	SUBMITTED TO AO (0)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (2)	
							1-2 of 2 < >
	Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
Open	Test Grant		Final Performance Report	05/31/2024	Final	Approved	

Revisions Required For Final Performance Report

Follow the steps below if OLDCC returned the Final Performance Report for revisions.

PDA Completes Revisions


1. Navigate to the **Revisions Required** tab to find the Final Performance Report.
 - a. The status of the report will change to “Revisions Required.”

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (1)	SUBMITTED TO AO (0)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (1)	
							1-1 of 1 < >
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status		
Open Test Grant		Final Performance Report	05/31/2024	Final	Revisions Required		

2. Click **Open** to the left of the Grant Name column to open the report.
3. Complete the requested revisions based on the feedback found in the **Staff Comments** section under the **Activity Details** tab.

ACTIVITY DETAILS OBJECTIVES AND ACCOMPLISHMENTS

Staff Comments

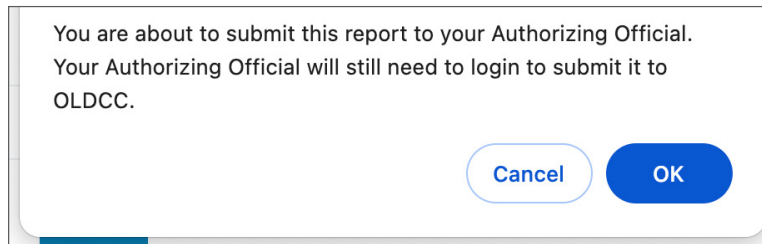
 Revisions requested from OLDCC here.

4. The following options are available for the PDA once the revisions are complete:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Submit Revisions to AO** for the AO to review before resubmitting to OLDCC.
 - c. **Return to Application** to see all of the application’s details.

[Save Draft](#) [Submit Revisions to AO](#) [Return to Application](#)

5. Click **Submit Revisions to AO**.
 - a. The status will change to “Submitted to AO.”

6. Click **OK** when the notification below appears.

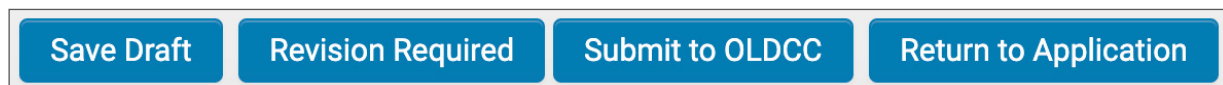


Authorizing Official Reviews Revisions

1. Navigate to the **Submitted to AO** tab to find the Final Performance Report.
 - a. The status will be "Submitted to AO."

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (0)	SUBMITTED TO AO (1)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (1)	
							1-1 of 1 < >
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status		
Open	Test Grant	Final Performance Report	05/31/2024	Final	Submitted to AO		

2. Click **Open** to the left of the Grant Name column to open the report.
3. The AO will review the corrected changes to verify that the PDA included all of the information OLDCC requested.
4. The AO will then have the following options:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Revision Required** if the AO decides the PDA needs to include further information.
 - c. **Submit to OLDCC** for the PM to review the corrections.
 - d. **Return to Application** to see all of the application's details.



5. Click **Submit to OLDCC**.

FEDERAL FINANCIAL REPORT

There are two types of Federal Financial Reports: Interim and Final. Functionality is the same for both reports. Federal Financial Reports should be completed by the date listed in the **Due Date** column under the **Grant Reports** tab of the grantee’s main page.

- 1. The PDA or Community Contact should complete the report.

Grantee Completes Federal Financial Report

- 1. Navigate to the **Upcoming Reports** tab to find the Federal Financial Report.
 - a. Check the **Future Reports** tab if the report isn’t due for more than 30 days.
- 2. Click **Open** to open the Federal Financial Report.

Grant Reports

UPCOMING REPORTS

REPORTS PAST DUE

REVISIONS REQUIRED (0)

SUBMITTED TO AO (0)

UNDER REVIEW (0)

FUTURE REPORTS

HISTORIC (2)

Print

1-1 of 1

Upcoming Reports Due

Grant Name	Grant Number	Activity Type	Date Due	Report Period	Status
Test Grant		Federal Financial Report	2024-05-31	01	Scheduled

- 3. Federal Financial Reports have one tab under **Main: Activity Details**.
 - a. The grant information at the top cannot be edited.

Main

Notes

Federal Financial Report - Test Grant

Organization:Test Organization

Program Type: Community Adjustment

Project Type: Mission Realignment

GMS:

PM: Emilee Projectmanager

Project Number: 2154

Grant Number:

FAIN:

Report Code: - Select One -

Authorizing Official: Emilee Authorizing Official

Grant Start - End Date: 05/31/2024 - 07/31/2025

Delegated Authority: Emilee Authorizing Official

Original Approved Amount: \$0

Total Paid: \$0.00

Balance Remaining: \$0.00

Obligated Federal Amount: \$0

Deobligated Federal Amount: \$0.00

Grant Preview:

Open

Activity Preview:

Open

ACTIVITY DETAILS

Activity Details

1. Select the **Activity Details** tab and verify the information is correct.
2. Enter any missing information and upload required documents.
3. Click the **Input Form Data** tab under the **SF 425** section.

ACTIVITY DETAILS

Supporting Documents

This field only accepts PDF format.

Drop files here or browse files
Maximum file size: 2 GB | Allowed file types: PDF

*** Reporting Period Covered From:** 05/01/2024

*** Reporting Period Covered To:** 05/31/2024

*** Financial Report Type:** ☒ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final

Basis of Accounting: ☐ Cash ☐ Accrual

UEI
222333444

EIN
22-2333444

Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
C2024-2469

*** SF425:** **Input Form Data**

SF425 SmartField: **SF425 Preview**

4. A pop-up box will appear. Enter the required financial information.
 - a. Note the **Indirect Expense** section has a comment box for any necessary information.

Grant Title:	Test Grant
Applicant Organization:	Test Organization
Request Number:	
Notes:	Please complete this form according to the directions located at the bottom of this screen.

Federal Cash

a. Cash Receipt	<input type="text"/>
b. Cash Disbursements	<input type="text"/>
c. Cash on Hand (line a minus b)	<input type="text"/>

Federal Expenditures and Unobligated Balance

d. Total Federal funds authorized	<input type="text"/>
-----------------------------------	----------------------

- b. The bottom of the pop-up box contains specific instructions for each line.

Instructions

- Line #10a. Cash Receipts - Amount of Federal disbursements received by the Grantee by the report end date.
- Line #10b. Cash Disbursements - Amount of Federal cash the Grantee has disbursed. (What the Grantee has
- Line #10c. Balance of Federal cash on hand. Note that if this is a final report there cannot be any cash on hand closeout process. It must be noted in the remarks section of the report if the Grantee has refunded any Grant f
- Line #10 d. Total Federal funds authorized. Total awarded to date
- Line #10 e. Federal Share of expenditures. This should include all expenditures/obligations, not just expenses same as that used for the performance budget report, otherwise no comparison can be made.
- Line #10 f. Federal share of unliquidated obligations – the amount of expenses that have not been paid out to p

5. The form automatically calculates the following lines. At the end of the grant, there should not be any cash on hand.
- Line C:** Cash Receipt (A) – Cash Disbursements (B)
 - Cash Disbursements should never be negative.
 - Line D:** Equals Cash Receipt (A)
 - Line G:** Federal Share of Expenditures (E) + Federal Share of Unliquidated Obligations (F)
 - Line H:** Total Federal Funds Authorized (D) – Total Federal Share (G)
 - Line K:** Total Recipient Share Required (I) – Recipient Share of Expenditures (J)
6. Once the information is entered, click **Save** then close the form.
7. The entered information will now populate on the main report screen.

* SF425: Input Form Data ?

Federal Cash	
a. Cash Receipt	\$1,000
b. Cash Disbursements	\$1,000
c. Cash on Hand (line a minus b)	\$0
Federal Expenditures and Unobligated Balance	
d. Total Federal funds authorized	\$1,000
e. Federal share of expenditures	\$1,000

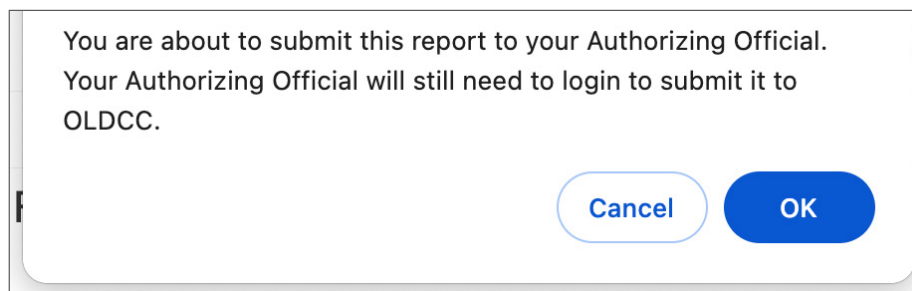
8. Click **SF 425 Preview** to view the input data in the official form's format.
9. At this point, the PDA will have the following options:
- Save Draft** to save any changes made and continue working later.
 - Submit to AO** once the grantee's review is complete and the report can be routed on to the AO.
 - Return to Application** to view all of the application's details.

Save Draft

Submit to AO

Return to Application

10. Verify that all information is correct and click **Submit to AO**.
 - a. The status will change to “Submitted to AO.”
11. Click **OK** when the notification below appears.



Authorizing Official Review

1. Navigate to the **Submitted to AO** tab to find the Federal Financial Report.
2. Click **Open** to the left of the Grant Name column to open the report.

Grant Reports						
UPCOMING REPORTS REPORTS PAST DUE REVISIONS REQUIRED (0) SUBMITTED TO AO (1) UNDER REVIEW (0) FUTURE REPORTS HISTORIC (2)						
						1-1 of 1 < >
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
<div>Open</div> Test Grant		Federal Financial Report	05/31/2024	01	Submitted to AO	

3. Review the information from the PDA to ensure nothing further is needed.
4. Navigate to the bottom of the **Activity Details** tab to sign the report.
 - a. The signature is the typed name of the AO with a date and time stamp.

Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* **Typed or Printed Name and Title of Authorized Certifying Official:**

* **Signature of Authorized Certifying Official:**

* **Telephone (Area code, number and extension):**

Email Address:

5. Click **Save Draft**.

- a. Once saved, click **SF 425 Preview** to view the AO's signature.



- b. The AO's signature will appear on the bottom of the PDF in Section 13.

13. Certification: By signing this report, I certify to the best of my knowledge that all disbursements and cash receipts are for the purposes and intent stated and may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)
a. Typed or Printed Name and Title of Authorized Certifying Official Emilee Authorizing Official / Authorizing Official
b. Signature of Authorized Certifying Official Emilee AuthorizingOfficial

6. The AO will have the following options:

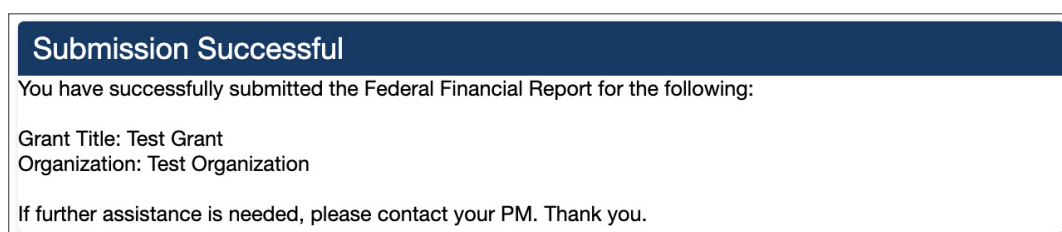
- a. **Save Draft** to save any changes made and continue working later.
- b. **Revision Required** for any additional information, questions, or revisions.
- i. This returns the report to the PDA with a status of "Revisions Required."
- c. **Submit to OLDCC** once the AO's review is complete and the report can be routed on to the PM.
- d. **Return to Application** to view all of the application's details.



7. Click **Submit to OLDCC** to route the report to the Project Manager.

- a. The status of the report will change to "Under Review."

8. The notification below will appear once the report is submitted.



OLDCC Review

The assigned OLDCC Project Manager will review the submitted report. If any corrections are needed, the PM may return the report to the grantee (see page E-21 for details).

Once OLDCC completes their review of the submitted Federal Financial Report (without revisions or after revisions are finished), the status will change to “Approved” and the Federal Financial Report is considered complete.

Grantees can find completed reports under the **Historic** tab.

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (0)	SUBMITTED TO AO (0)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (3)	
							1-3 of 3 < >
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status		
Open	Test Grant	Federal Financial Report	05/31/2024	01	Approved		

Revisions Required For Federal Financial Report

Follow the steps below if OLDCC returned the Federal Financial Report for revisions.

PDA Completes Revisions

1. Navigate to the **Revisions Required** tab to find the Federal Financial Report.
 - a. The status will change to “Revisions Required.”
2. Click **Open** to the left of the Grant Name column to open the report.

Grant Reports							+
UPCOMING REPORTS	REPORTS PAST DUE	REVISIONS REQUIRED (1)	SUBMITTED TO AO (0)	UNDER REVIEW (0)	FUTURE REPORTS	HISTORIC (2)	
							1-1 of 1 < >
Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status		
Open	Test Grant	Federal Financial Report	05/31/2024	01	Revisions Required		

3. Complete the requested revisions based on the feedback found in the **Staff Comments** section under the **Activity Details** tab.

ACTIVITY DETAILS

Staff Comments

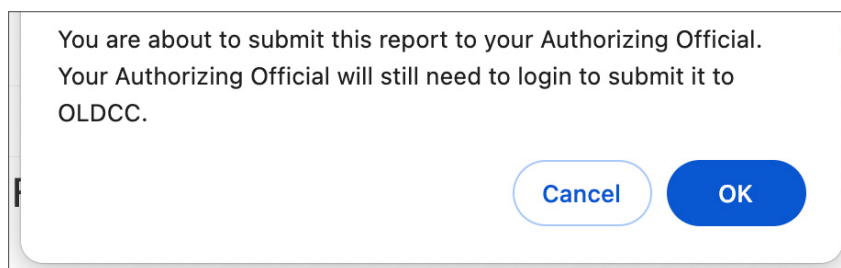
✖

OLDCC revision comments here.

4. The following options are available for the PDA once the revisions are complete:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Submit Revisions to AO** for the AO to review before resubmitting to OLDCC.
 - c. **Return to Application** to see all of the application's details.



5. Click **Submit Revisions to AO**.
 - a. The status will remain "Submitted to AO."
6. Click **OK** when the notification below appears.



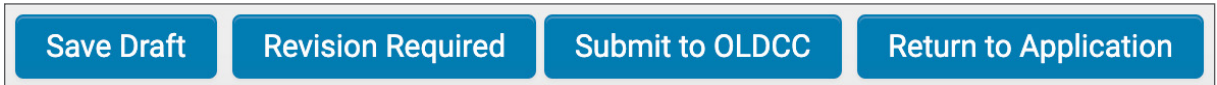
Authorizing Official Reviews Revisions

1. Navigate to the **Revisions Required** tab to find the Federal Financial Report.
 - a. The status will be "Submitted to AO."
2. Click **Open** to the left of the Grant Name column to open the report.

Grant Reports							+
UPCOMING REPORTS REPORTS PAST DUE REVISIONS REQUIRED (0) SUBMITTED TO AO (1) UNDER REVIEW (0) FUTURE REPORTS HISTORIC (2)							
							1-1 of 1 < >
	Grant Name	Grant Number	Report Type	Date Due	Reporting Period	Status	
Open	Test Grant		Federal Financial Report	05/31/2024	01	Submitted to AO	

3. Review the corrected changes to verify that the PDA included all of the information OLDCC requested.

4. The AO will then have the following options:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Revision Required** if the AO decides the PDA needs to include further information.
 - c. **Submit to OLDCC** for the PM to review the corrections.
 - d. **Return to Application** to see all of the application's details.



5. Click **Submit to OLDCC**.

OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

Grantee Guide (6.0)

Section F (Grant Amendments Tab)

GRANT AMENDMENTS TAB LAYOUT

The **Grant Amendments** tab shows all amendments for all awarded grants. The tab will contain amendments that are in “Draft” status, with the AO or OLDCC for review, or “Approved.”

Grants Management									
<div>PROPOSED GRANTS (0) AWARDED GRANTS (1) GRANT AGREEMENTS & CLOSEOUTS (1) GRANT REPORTS (0) GRANT AMENDMENTS (1) GRANT ></div>									
<div><div></div><div>1-1 of 1</div></div>									
#	Grant Name	Grant Number	Title of Applicant's Project	Status	Date Approved	Activity Type	Amendment Type	Activity Preview	Letters
1	Open Test Grant		Test Grant	Approved	05/15/2024	Amendment	Time Extension	Open	Amendment - 2024-05-15.pdf

1. Click **Open** on the far left to view the activity. The amendment will contain tabs specific to each amendment type, as well as the following two standard tabs:
 - a. **Activity Preview:** This contains **Open** buttons for the grant and grant amendment PDFs. There will also be a link to download the activity.
 - b. **Letters:** The letters tab will contain a link to download the activity letter.
2. Click **Open** under the right-hand column **Activity Preview** to view the activity in PDF format.
3. Click the [link](#) under the far right-hand Letters column to see the amendment letter.
 - a. The letter appears after the amendment has been approved by OLDCC.



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AMENDMENT TYPES

Amendments are an important mechanism that modify a grant at the request of the grantee, or if called for by OLDCC.

NOTE:

A grant can only have one amendment active at a given time; however, each amendment can have multiple amendment types. For example, a single amendment could include both Time Extension and Budget Reallocation.

If an amendment activity is already active in the system, it needs to be approved or declined before a new amendment activity can be started.

The following list contains further information for all amendment types.

- **Budget Reallocation**
 - Repositioning of or redistribution of funds within an approved amount.
 - Requires a revised Budget Worksheet to be completed.
 - Example: In an approved grant total of \$500,000 of Federal (OLDCC) funds and \$70,000 of non-Federal funds, the new reallocated budget must equal the approved totals.
- **Change in Base Year**
 - This is only used for Mission Realignment/BRAC grants. Contact the OLDCC Project Manager for more information.
- **Change in Key Personnel**
 - Add or replace key personnel individually, contacts cannot be removed at this point.
- **Change in Scope**
 - Requires details in the amendment justification.
- **Decrease in Federal Funding**
 - A budget adjustment for a decrease in the amount of money contributed by the Federal government.
 - Requires a revised Budget Worksheet to be completed.
 - Requires a deobligation.

- **Decrease in Non Federal Funding**
 - A budget adjustment for a decrease in the amount of money contributed by the grantee.
 - Requires a revised Budget Worksheet to be completed.
- **Increase in Federal Funding**
 - A budget adjustment demonstrating the increase in the amount of money contributed by the Federal government. (This is also referred to as supplemental.)
 - Requires a revised Budget Worksheet to be completed.

NOTE:

Coordinate **all** Increase in Federal Funding amendments with the OLDCC Project Manager. Note that Increase in Federal Funding Amendments cannot cross fiscal years; they can use X year funds or the same fiscal year.

- **Increase in Non Federal Funding**
 - A budget adjustment demonstrating the increase in the amount of money contributed by the grantee.
 - Requires a revised Budget Worksheet to be completed.
- **Time Extension**
 - This amendment type was previously called No Cost Extension.
 - Requires a new end date and an extension justification.
 - May require additional performance reports (created by OLDCC).
- **Other**
 - For requests not covered by the other listed amendment types.

CREATING A NEW AMENDMENT

Before creating a new amendment, verify that previous amendments have been approved. Grants can only have one amendment activity in process at a time.

- 1. Navigate to the **Awarded Grants** tab.
 - a. Status should be "Grant Awarded."
- 2. Click the **Add Amendment** button under the **Actions** column to create a new amendment form.

Grants Management

PROPOSED GRANTS (0)AWARDED GRANTS (1)GRANT AGREEMENTS & CLOSEOUTS (1)GRANT REPORTS (0)GRANT AMENDMENTS (0)GRANT DELIVERABLES (0)KICK C >

1-1 of 1<>

#	Organization Name	Grant Title	Title of Applicant Project	Grant Number	FAIN	Project Manager	Status	Amount Approved	Grant Application PDF	Actions
1	Test Organization	Test Grant	Test Grant			Emilee Projectmanager	Grant Awarded	\$0	Test_Grant.pdf	+ Amendment

- 3. Click **OK** for both notifications.

You are about to create a new amendment form. Please make sure you don't have a draft created already.

CancelOK

Alert

Success. Refreshing the page.

OK

- 4. Navigate to the **Grant Amendments** tab.
- 5. Click **Open** to view the amendment activity.

Grants Management

PROPOSED GRANTS (0)AWARDED GRANTS (1)GRANT AGREEMENTS & CLOSEOUTS (1)GRANT REPORTS (0)GRANT AMENDMENTS (1)GRANT DELIVERABLES (0)>

1-1 of 1<>

#	Grant Name	Grant Number	Title of Applicant's Project	Status	Date Approved	Activity Type	Amendment Type	Activity Preview	Letters
1	Test Grant		Test Grant	Draft		Amendment		Open	

Main
Notes
Activities

Amendment - Test Grant

Organization: Test Organization	Program Type: Community Adjustment	Project Type: Mission Realignment
GMS:	PM: Emilee Projectmanager	Project Number: 2154
Grant Number:	FAIN:	Report Code: - Select One -
Authorizing Official: Emilee Authorizing Official	Grant Start - End Date: 05/31/2024 - 05/31/2025	Delegated Authority: Emilee Authorizing Official
Original Approved Amount: \$0	Total Paid: \$0.00	Balance Remaining: \$0.00
Obligated Federal Amount: \$0	Deobligated Federal Amount: \$0.00	

Grant Preview: Open

Activity Preview: Open

ACTIVITY DETAILS LETTERS

Revision Comments:

* Amendment Type:
☐ Time Extension
☐ Budget Reallocation
☐ Change in Scope
☐ Change in Key Personnel
☐ Change in Base Year
☐ Decrease in Non Federal Funding
☐ Increase in Non Federal Funding
☐ Increase in Federal Funding
☐ Decrease in Federal Funding
☐ Other

* Amendment Justification

Supporting Documents

This field only accepts PDF format.

Drop files here or **browse files**

Maximum file size: 2 GB | Allowed file types: PDF

NEXT >

6. Click the **Activity Details** tab. Select the options under **Amendment Type** that will be included in the amendment activity.
 - a. This example uses two common amendment types: Time Extension and Budget Reallocation.
 - b. The activity will refresh itself and each selected Amendment Type will add a new tab to the amendment activity.

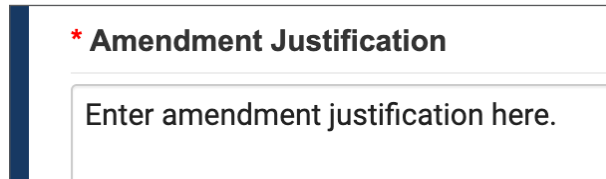
ACTIVITY DETAILS
BUDGET ADJUSTMENT
TIME EXTENSION
LETTERS

* Amendment Type:
☒ Time Extension
☒ Budget Reallocation
☐ Change in Scope
☐ Change in Key Personnel
☐ Change in Base Year
☐ Decrease in Non Federal Funding
☐ Increase in Non Federal Funding
☐ Increase in Federal Funding
☐ Decrease in Federal Funding
☐ Other

Page 5

Section F - Grant Amendments Tab

7. Complete the required information in each tab.
 - a. See pages [F-2](#) and [F-3](#) for details on what each amendment type requires.
 - b. See page [F-7](#) for Budget Adjustment tab (Budget Reallocation) steps.
8. Complete the Amendment Justification text box at the bottom of the Activity Details tab.
 - a. This box will appear for all types of amendments.



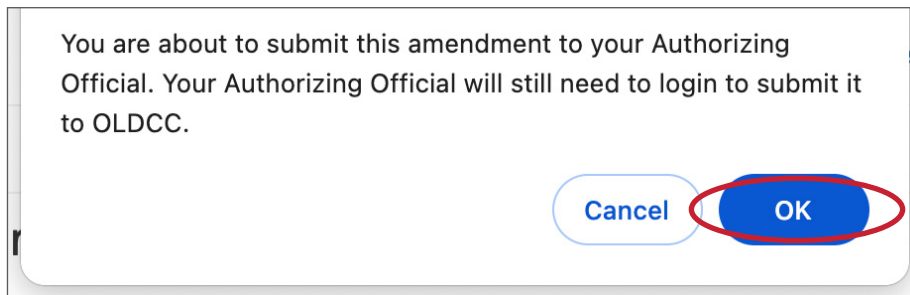
A screenshot of a web form titled "* Amendment Justification". Below the title is a text input field with the placeholder text "Enter amendment justification here."

9. At this point, the grantee will have the following options:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Submit to AO** once grantee's review is complete and the amendment can be routed on to the AO.
 - c. **Withdraw** to remove the amendment from the portal. This option should be used when the amendment is no longer needed.
 - d. **Return to Application** to view all of the application's details.



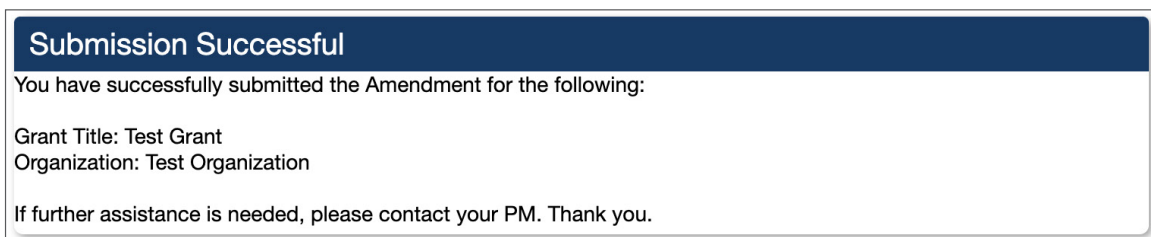
A row of four blue buttons with white text: "Save Draft", "Submit to AO", "Withdraw", and "Return to Application".

10. Click **Submit to AO** then click **OK** when the notification below appears.



A notification box with a white background and a grey border. The text inside reads: "You are about to submit this amendment to your Authorizing Official. Your Authorizing Official will still need to login to submit it to OLDCC." At the bottom right are two buttons: "Cancel" (white with blue border) and "OK" (blue with white text). The "OK" button is circled in red.

11. The notification below will appear.



A notification box with a dark blue header that says "Submission Successful". The body text reads: "You have successfully submitted the Amendment for the following:" followed by "Grant Title: Test Grant" and "Organization: Test Organization". At the bottom, it says: "If further assistance is needed, please contact your PM. Thank you."

Budget Adjustment Tab

The Budget Adjustment amendment allows the grantee to create a new budget and submit to OLDCC for approval. This amendment type is essentially overwriting the previously approved budget. Budget Adjustment amendments for construction grants track categories and variances.

The Budget Adjustment tab will appear when any of the following five options are selected:

- Increase in Non Federal Funding
- Increase in Federal Funding
- Budget Reallocation
- Decrease in Non Federal Funding
- Decrease in Federal Funding

* Amendment Type:	<input type="checkbox"/> Time Extension	<input checked="" type="checkbox"/> Budget Reallocation
	<input type="checkbox"/> Change in Scope	<input type="checkbox"/> Change in Key Personnel
	<input type="checkbox"/> Change in Base Year	<input checked="" type="checkbox"/> Decrease in Non Federal Funding
	<input checked="" type="checkbox"/> Increase in Non Federal Funding	<input checked="" type="checkbox"/> Increase in Federal Funding
	<input checked="" type="checkbox"/> Decrease in Federal Funding	<input type="checkbox"/> Other

Budget Adjustment Tab (Budget Reallocation Example)

1. Choose **Budget Reallocation** from the **Amendment Type** section.
2. Navigate to the new **Budget Adjustment** tab to edit the financial information.
 - a. There will be three sections: **Budget Worksheet**, **Budget Adjustment Details**, and **Supporting Documents**.
3. Click **Enter Budget** under **Budget Worksheet**.

ACTIVITY DETAILS	BUDGET ADJUSTMENT	LETTERS
------------------	--------------------------	---------

Budget Worksheet

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

Enter Budget

4. A window with a blank worksheet will appear.
 - a. The worksheet will be for construction or non-construction, depending on the grant.

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

Description	Category	OLDCC Funds	Non-Federal Funds
Construction line 1 description here.	Administrative and legal expenses	\$3,500	\$3,500

5. Follow the instructions to complete the worksheet.
6. Click **Save** then close the worksheet.

WARNING: CLICK "CLEAR" ONLY IF ALL LINES NEED TO BE REMOVED. "CLEAR" DELETES ALL LINES EVEN IF THEY WERE PREVIOUSLY SAVED.

7. The information in the worksheet will appear under **Budget Adjustment Details**.

Category	Approved - Federal	Approved - Nonfederal	Reallocated - Federal	Reallocated - Non-Federal	Variance Federal	Variance Non-Federal
Administrative and legal expenses			\$3,500.00	\$3,500.00	\$	\$

8. Note the following about the **Budget Adjustment Details** section:
 - a. The numbers are pulled from the **Grant Financials** tab of the grant once it has been linked to an approved budget. Only OLDCC staff members have access to this tab.
 - b. Variance Amount (Federal and Non-Federal Grand Totals) = Amount Approved - Amount Reallocated
 - c. The **Reallocated** columns are the new budget numbers.
 - d. If the **Approved** and **Reallocated** columns are not equal, the system will indicate the inequality with a red X in the **Grand Total** line and a suggested Amendment Type to fix the discrepancy.

Supplemental Grant for Federal Increase

✖

Select Increase in Non Federal Funding

- e. There should be no variance in the total amounts.
9. Upload any necessary documents under **Supporting Documents**.

Authorizing Official Review

1. Navigate to the **Grant Amendments** tab and click **Open** next to the correct amendment activity.
 - a. The status will be “Submitted to AO.”

Grants Management

+

< PROPOSED GRANTS (0)

AWARDED GRANTS (1)

GRANT AGREEMENTS & CLOSEOUTS (1)

GRANT REPORTS (0)

GRANT AMENDMENTS (1)

GRANT DELIVERABLES (0) >

X

Q

1-1 of 1

<

>

#	Grant Name	Grant Number	Title of Applicant's Project	Status	Date Approved	Activity Type	Amendment Type	Activity Preview	Letters
1	Test Grant		Test Grant	Submitted to AO		Amendment	Time Extension	Open	

2. Review the information and make any necessary changes.
3. The AO will have the following options:
 - a. **Save Draft** to save any changes made and continue working later.
 - b. **Revision Required** for any additional information, questions, or revisions from the grantee who submitted the amendment.
 - c. **Decline Amendment** to reject the amendment based on the findings during review.
 - d. **Submit to OLDCC** once the review is complete and the amendment can be routed on to the PM.
 - e. **Withdraw** to remove the amendment from the portal. This option should be used when the amendment is no longer needed.
 - f. **Return to Application** to view all of the application's details.

<input type="button" value="Save Draft"/>	<input type="button" value="Revision Required"/>	<input type="button" value="Decline Amendment"/>	<input type="button" value="Submit to OLDCC"/>	<input type="button" value="Withdraw"/>	<input type="button" value="Return to Application"/>
---	--	--	--	---	--

4. Select **Submit to OLDCC**.
5. The notification below will appear.

Submission Successful

You have successfully submitted the Amendment for the following:

Grant Title: Test Grant
Organization: Test Organization

If further assistance is needed, please contact your PM. Thank you.


NOTE:

Only Authorizing Officials can submit amendments to OLDCC for approval.

OLDCC Review

OLDCC will complete a review of the submitted grant amendment. Once the OLDCC Director has approved the grant amendment, both the PDA and AO will receive a confirmation email with the amendment letter attached.

Once the amendment letter is approved, grantees can access it via the **Grant Amendments** tab.

Grants Management									
<div>PROPOSED GRANTS (0) AWARDED GRANTS (1) GRANT AGREEMENTS & CLOSEOUTS (1) GRANT REPORTS (0) GRANT AMENDMENTS (1) GRANT ></div>									
<div><div></div><div>x  1-1 of 1  </div></div>									
#	Grant Name	Grant Number	Title of Applicant's Project	Status	Date Approved	Activity Type	Amendment Type	Activity Preview	Letters
1	Open	Test Grant	Test Grant	Approved	05/15/2024	Amendment	Time Extension	Open	Amendment_-_2024-05-15.pdf

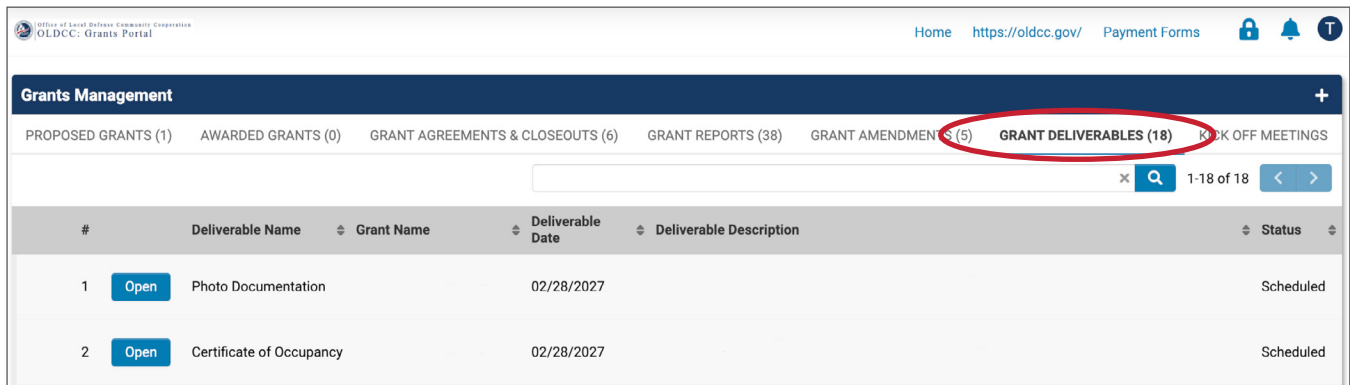
OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

Grantee Guide (6.0)

Section G (Grant Deliverables Tab)

GRANT DELIVERABLES TAB LAYOUT

The **Grant Deliverables** tab contains all deliverables for all awarded grants assigned to the grantee. The Deliverable Name column next to the **Open** button on the left displays the type of deliverable.

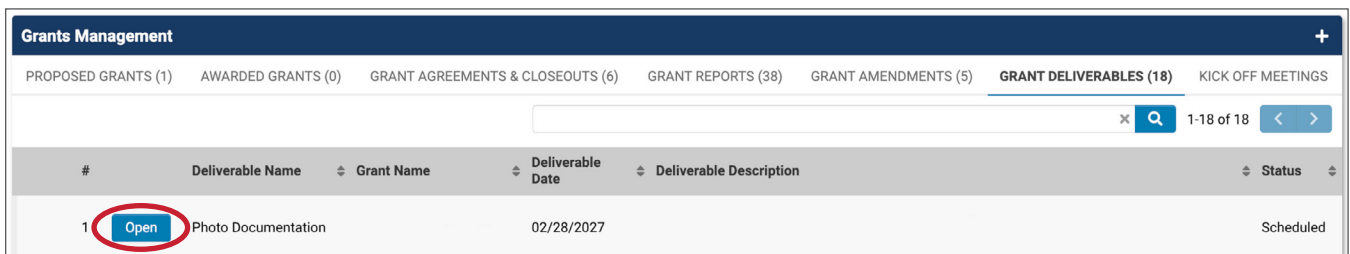


Grants Management					
PROPOSED GRANTS (1) AWARDED GRANTS (0) GRANT AGREEMENTS & CLOSEOUTS (6) GRANT REPORTS (38) GRANT AMENDMENTS (5) GRANT DELIVERABLES (18) KICK OFF MEETINGS					
#	Deliverable Name	Grant Name	Deliverable Date	Deliverable Description	Status
1	Open Photo Documentation		02/28/2027		Scheduled
2	Open Certificate of Occupancy		02/28/2027		Scheduled

COMPLETING A GRANT DELIVERABLE

During the grant process, grantees are required to submit evidence of deliverable completion. Deliverables are entered during the grant application process (see page B-9).

1. Navigate to the **Grant Deliverables** tab and open the correct deliverable.
 - a. The deliverable status will change from “Entered” to “Scheduled” when the grant is awarded.



Grants Management					
PROPOSED GRANTS (1) AWARDED GRANTS (0) GRANT AGREEMENTS & CLOSEOUTS (6) GRANT REPORTS (38) GRANT AMENDMENTS (5) GRANT DELIVERABLES (18) KICK OFF MEETINGS					
#	Deliverable Name	Grant Name	Deliverable Date	Deliverable Description	Status
1	Open Photo Documentation		02/28/2027		Scheduled



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Office of Local Defense
Community Cooperation

2. The **Main** tab contains all of the basic grant details.

a. **Activity Preview:** Click **Open** next to Activity Preview to view a PDF of the deliverable.

Main | **Deliverable - Test Grant** | Grant > Activity

Deliverable - Test Grant

Organization:	Program Type: Community Investment	Project Type: School Construction
GMS:	PM:	Project Number:
Grant Number:	FAIN:	Report Code: Quarterly
Authorizing Official:	Grant Start - End Date: 03/01/2023 - 03/31/2027	Delegated Authority:
Original Approved Amount:	Total Paid: \$0.00	Balance Remaining: \$0.00
Obligated Federal Amount: \$0	Deobligated Federal Amount: \$0.00	

Activity Preview: [Open](#)

Supporting Documents

This field only accepts PDF format.

Drop files here or [browse files](#)
Maximum file size: 2 GB | Allowed file types: PDF

Deliverable Name:

Deliverable Description:

Deliverable Date:

Deliverable Type:

Deliverable Actual Date:

Deliverable Justification

3. Upload supporting documents for the deliverable if required.

4. Complete the required deliverable information, including **Deliverable Actual Date** and **Deliverable Justification**.

5. The following options will be available:

- a. **Save Draft** to save any changes made and continue working later.
- b. **Submit Deliverable** to submit the requested deliverable.
- c. **Return to Application** to view all of the application's details.

[Save Draft](#) [Submit Deliverable](#) [Return to Application](#)

6. Select **Submit Deliverable** to submit to OLDCC.

Project Manager Review

Once the deliverable has been submitted to OLDCC, the Project Manager will review the deliverable.

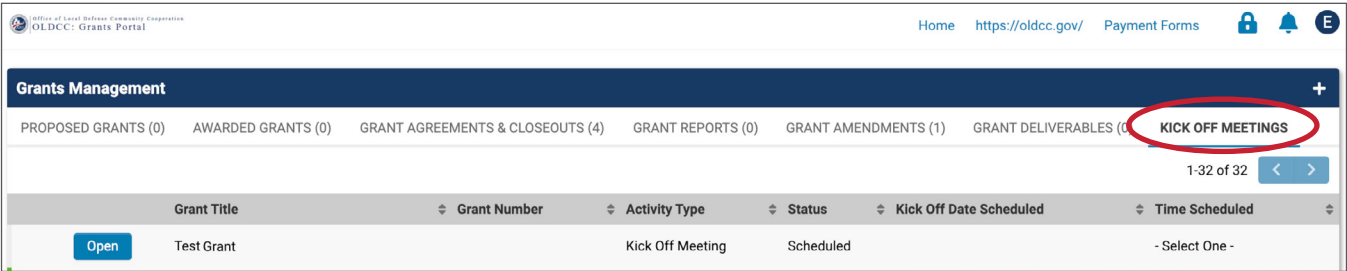
OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

Grantee Guide (6.0)

Section H (Kick Off Meetings Tab)

KICK OFF MEETINGS TAB LAYOUT

The **Kick Off Meetings** tab contains a list of the meetings that the grantee has been included on for all awarded grants. This activity provides the community access to specific kick-off materials tailored by the PM.



The screenshot shows the OLDCC Grants Portal interface. At the top, there is a navigation bar with links for Home, https://oldcc.gov/, Payment Forms, and user icons. Below this is a 'Grants Management' section with a horizontal menu. The 'KICK OFF MEETINGS' tab is highlighted with a red circle. Below the menu, there is a table with columns: Grant Title, Grant Number, Activity Type, Status, Kick Off Date Scheduled, and Time Scheduled. A row is visible with 'Test Grant' as the title, 'Kick Off Meeting' as the activity type, and 'Scheduled' as the status. A blue 'Open' button is next to the 'Test Grant' title. The table also shows '1-32 of 32' items and navigation arrows.

Grant Title	Grant Number	Activity Type	Status	Kick Off Date Scheduled	Time Scheduled
Open Test Grant		Kick Off Meeting	Scheduled		- Select One -

NOTE:

Kick Off Meeting activities are not currently widely utilized. This activity will be updated in the near future to be more helpful; and this section of the guide will be updated to reflect the new activity and steps. See page [H-2](#) for a screenshot showing how Kick Off Meetings currently look.






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Community Cooperation

KICK OFF MEETING ACTIVITY LAYOUT

If the Project Manager creates a Kick-Off Meeting, the screen will look like the below.

1. The **Main** tab contains all of the basic grant details.
 - a. **Activity Preview:** Click **Open** next to Activity Preview to view a PDF of the meeting.
2. Underneath the **Activity Details** tab, the grantee can see the following:
 - a. **Kick Off Meeting Materials Repository:** Click the **Meeting Materials** button to see materials that the PM has made available to the community.
 - b. **Kick Off Meeting Materials:** Upload any additional documents here.
 - c. **Kick Off Meeting Agenda:** The PM will have entered agenda items into this section.

Kick Off Meeting - Test Grant



Organization: Test Organization	Program Type: Community Adjustment	Project Type: Mission Realignment
GMS:	PM: Emilee Projectmanager	Project Number: 2154
Grant Number:	FAIN:	Report Code: - Select One -
Authorizing Official: Emilee Authorizing Official	Grant Start - End Date: 05/31/2024 - 07/31/2025	Delegated Authority: Emilee Authorizing Official
Original Approved Amount: \$0	Total Paid: \$0.00	Balance Remaining: \$0.00
Obligated Federal Amount: \$0	Deobligated Federal Amount: \$0.00	

Activity Preview: Open

ACTIVITY DETAILS


Is travel required?:

Kick Off Meeting Materials Repository (External)

Click the button to see the meeting materials

Meeting Materials
















Kick Off Meeting Materials

 **Drop files here or browse files**
Maximum file size: 2 GB

* **Kick Off Date**
Scheduled:

* **Time Scheduled:** - Select One -

* **Kick Off Meeting Agenda**

StylesFormat

OFFICE OF LOCAL DEFENSE COMMUNITY COOPERATION

Grantee Guide (6.0)

Section I (Appendices)

ACRONYMS

User Roles

- **AO:** Authorizing Official
- **BO:** Budget Officer
- **CC:** Community Contact
- **DDC:** Deputy Director for Compliance
- **DDCA:** Deputy Director for Community Adjustment
- **DDCI:** Deputy Director for Community Investment
- **DDO:** Deputy Director for Operations
- **DIR:** Director, OLDCC
- **ER:** External Reviewer
- **GMS:** Grants Management Specialist
- **OGC:** Office of General Counsel
- **PAL:** Program Activity Lead
- **PDA:** Primary Delegated Authority
- **PM:** Project Manager
- **DMCSP:** Defense Manufacturing Community Support Program
- **IR:** Installation Resilience
- **MR:** Mission Realignment (BRAC)
- **PSMI:** Public Schools on Military Installations
- **SE:** Stakeholder Engagement

Other

- **DAI:** Defense Agencies Initiative
- **EADS II:** Economic Adjustment Data System II
- **FAIN:** Federal Award Identification Number
- **LRA:** Local Redevelopment Authority
- **OEA:** Office of Economic Adjustment (OLDCC's name prior to the FY21 National Defense Authorization Act.)
- **OLDCC:** Office of Local Defense Community Cooperation
- **PMS:** Payment Management System
- **UEI:** Unique Entity Identifier
- **UID:** Unique Identifier

OLDCC Programs

- **CNM:** Community Noise Mitigation
- **DCIP:** Defense Community Infrastructure Program

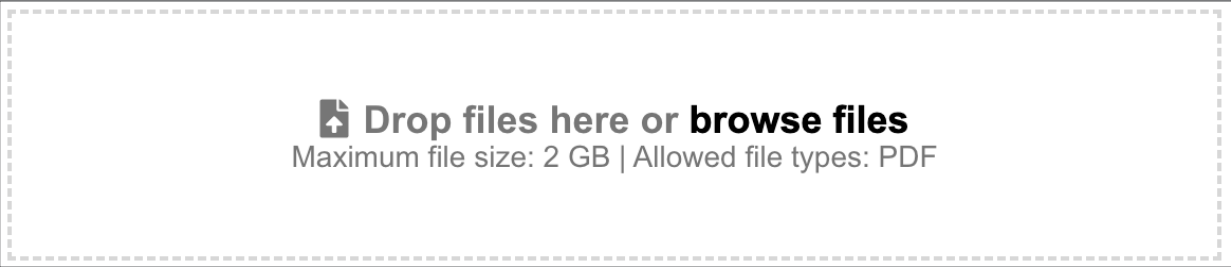


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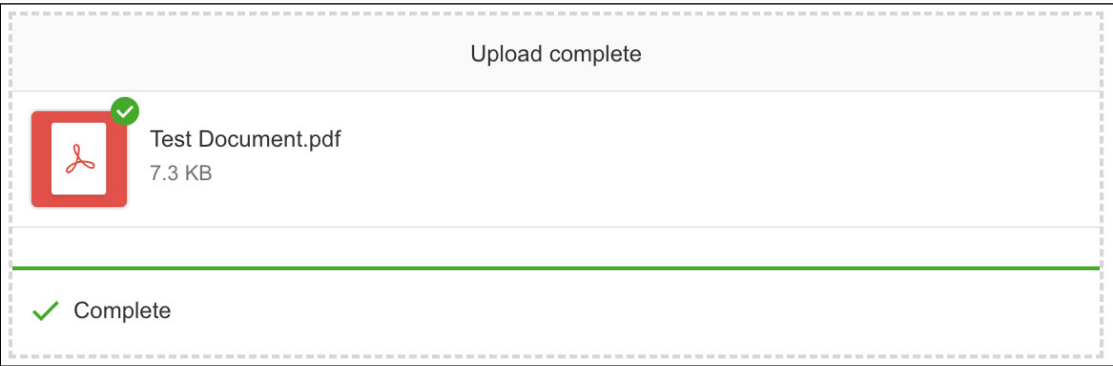
FILE UPLOAD

There are various points in the OLDCC Grants Portal where the user can upload pertinent documents. File Upload fields default to the “drag and drop” option.

- 1. Drag the necessary files over to the box and release.
 - a. To upload files by browsing file explorer, click **browse files** and the file explorer will appear.



- 2. When the upload is completed, the box will show the notification below.



- 3. The document will appear under **File Name**.

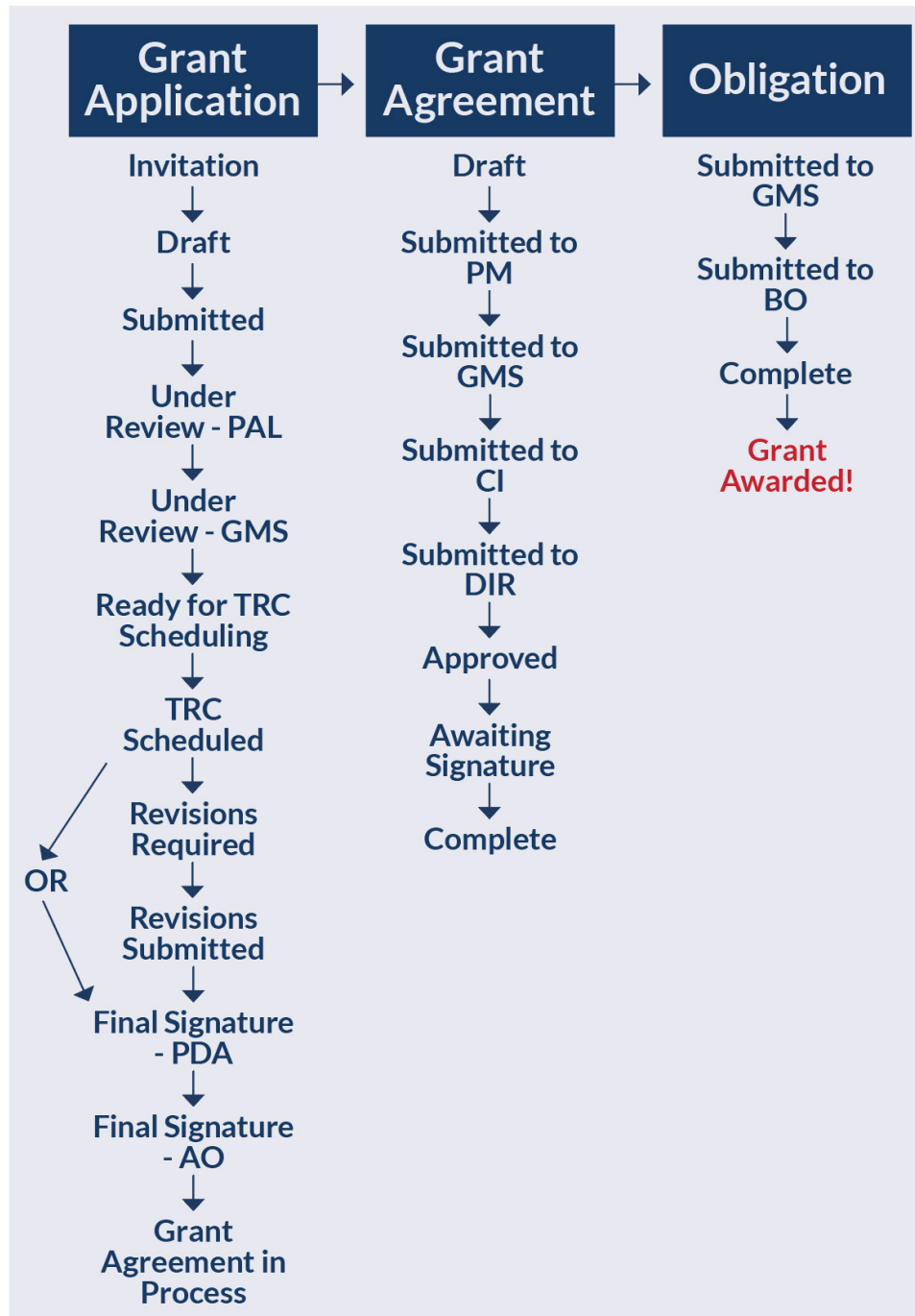
	Test_Document.pdf	7.3 KB	02/29/2024 13:45	
---	--------------------------	--------	------------------	---

- 4. Once the files are uploaded, save the grant or activity to ensure the documents are not lost.

GRANT WORKFLOW

The flowchart below illustrates the steps involved (from both OLDCC and the applicant/grantee) in submitting a grant application, completing a Grant Agreement, and completing an obligation.

Refer to this flowchart when moving from step to step in the grant process. Note that activities such as reports and closeouts are not on this flowchart.



LIST OF GRANTEE EMAILS

Listed below are the emails that the OLDCC Grants Portal sends to community users.

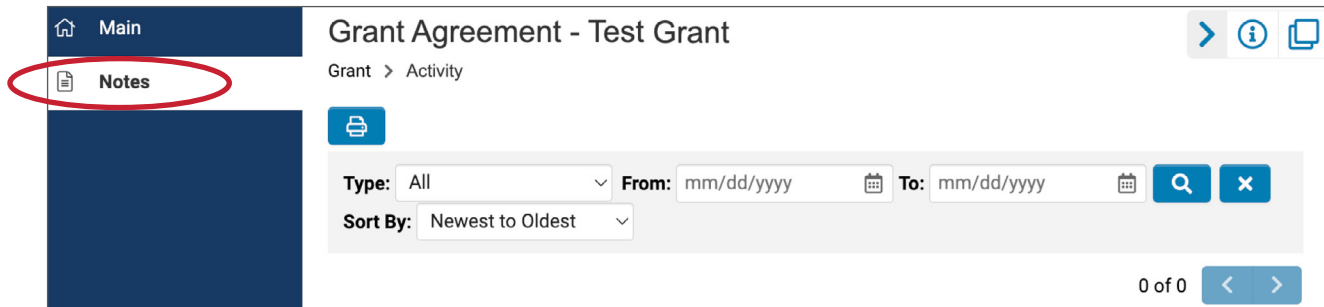
Email Notifications	AO	PAL	CC
Account Creation			
New user registration link.	X	X	X
New user activation link.	X	X	X
Password reset link when requested.	X	X	X
Grant Application			
Notification of inquiry denied.			X
Invitation to apply for a grant.		X	
Notification that application has been submitted to and received by OLDCC.		X	
Notification that OLDCC requests revisions to the grant application.		X	
Notification that OLDCC has received the grant revisions.		X	
Notification that the grant award letter is available for the AO to sign.	X	X	
Grant Agreement			
Notification that Grant Agreement is ready for signature. (AO receives separate DocuSign email.)	X	X	
Grant Amendment			
Notification that a grant amendment is approved.	X	X	
Grant Activities			
Notification that a kick-off meeting has been scheduled.		X	
Notification that a grant deliverable has been received by OLDCC.		X	
Notification that activities – amendments, reports, etc. - have been submitted to the AO.			X
Notification that about report due dates are 7 and 30 days out. (Applies to all report types.)	X	X	
Grant Closeout			
Email notification that the grant is closed.	X	X	

NOTES TOOL

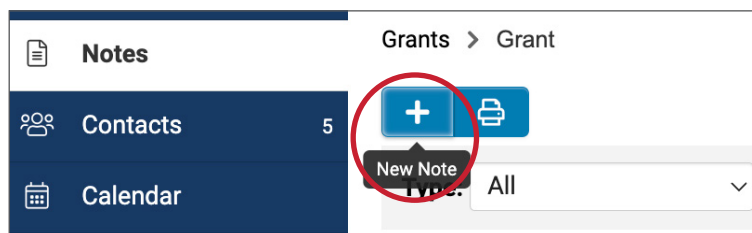
The Notes tab will be near the top of the left-hand menu in all grant and activity screens. Information entered in the Notes tool is not automatically included in the application.

The Notes tab is available on all grants and grant activities.

1. Click the **Notes** tab to open and close the feature.



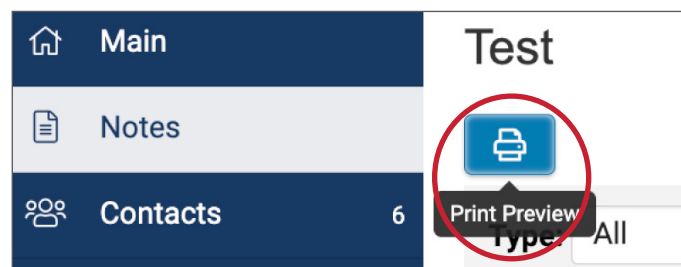
2. Click the **New Note** button to create a note.



3. Click into the text box and enter the necessary information.
4. Click **Save**.
5. Once the note is saved, it will stay in the Notes tool.
6. Click the **Edit** button to the right to edit or delete the note after it is saved.

Printing From the Notes Tool

1. Click the **print** icon.



2. A pop-up box will appear. Click the **print** icon again to choose printer settings.

