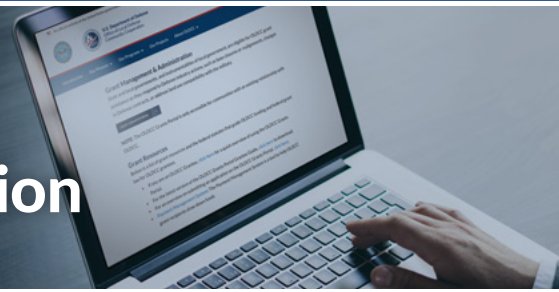
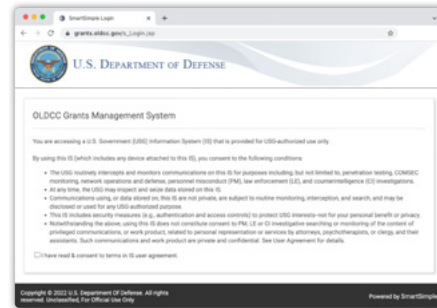




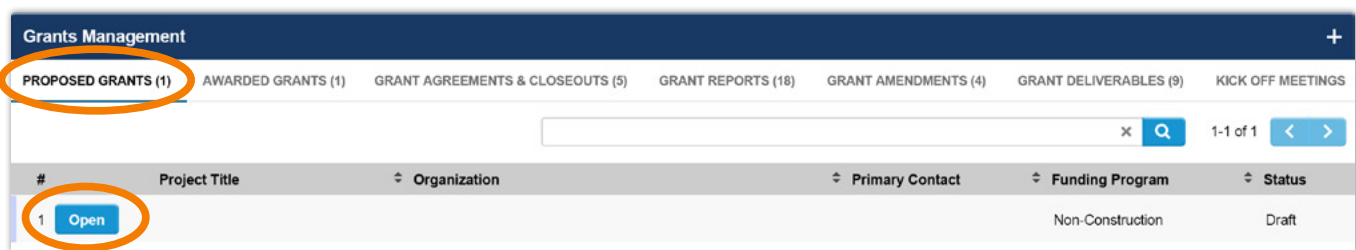
Quick Start Guide for Submitting an Application



To begin a grant application, log into the Grants Portal for the Office of Local Defense Community Cooperation. The draft grant can be found under the Proposed Grants tab of the Grants Management section. If this is your organization's first grant, the draft application is the only application or activity that will be in the Grants Portal. As you progress through the grant lifecycle, there will be more activities to complete.



Click the [Open](#) button to begin the grant application. The application will be in “Draft” status, allowing you to edit and make changes until submission.



NOTE: Do not hesitate to reach out to your project manager with any questions or problems that arise while completing the application.

APPLICATION

The Grants Portal will automatically populate information that has been completed under the Organization Profile. Verify the information in the Organization Profile is correct by clicking the link in the upper right-hand corner. Your project manager will enter the Project Title on their end.

To add more people from your organization into the Grants Portal, notify your project manager who will then add the new user and activate their account. A grant can only have **one** Authorizing Official at any time; if this person changes at any point in the grant lifecycle, notify your project manager immediately.

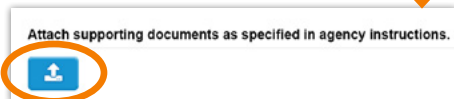
There are four tabs to complete before submitting the grant application: Application (SF 424), Application Narrative, Budget, and Assurances and Certifications.

NOTE: Select [Save Draft](#) at any time while working to save changes made to the application. Once an application has been saved, it can only be deleted by a system administrator.

Application (SF 424) Tab

The Application (SF424) tab contains basic grant information.

1. Enter the required data.
2. "Type of Submission" must be **Application** and the "Type of Application" must be **New**.
3. If applicable, enter information in the "State Use Only" section.
4. Upload any supporting documents by clicking the blue **Upload** button.

A screenshot of the "Grant" form. The left sidebar has "Main", "Notes", "Contacts" (with a count of 4), and "More...". The main content area shows grant details: Grant Type: Non-Construction, Grant Title: (empty), Organization Name: Development Authority, Project Manager: (empty), AO Name: (empty), Associated Grants: (empty), Project Name: (empty), Project Type: Military Installation Resilience, Project Number: (empty), Status: Draft, Grant Action: Supplemental, Primary Delegated Authority: (empty). There is a "Grant Preview" button labeled "Open". Below this is a "Submission Number" field. At the bottom, there are four tabs: "APPLICATION (SF 424)", "APPLICATION NARRATIVE", "BUDGET", and "ASSURANCES AND CERTIFICATIONS". The "APPLICATION (SF 424)" tab is selected. Below the tabs, there is a paragraph of text and two fields: "Type of Submission: Application" and "Type of Application: New".

Application Narrative Tab

The Application Narrative tab is where you will describe the proposed project and justify the need for assistance.

1. Key Personnel are all those that will be working on the project and will provide substantial input, including contractors. Each individual must be added along with a resume. Once all names are added, click **Save**, then **Close**. The screen will refresh and all Key Personnel will be visible. Select **Upload Resume** and another window will appear to upload the resume file.
2. Click **Yes** or **No** under "Contractor Services" to enter contractors. If yes, select **Add Contractor** and a new pop-up window will appear. Click the **Add** button and type in the name, description, and start and end dates of the contractor. Select **Save**, then **Close** when complete. Select the **Upload Scope of Work** button and upload the scope associated with the contractor service.

NOTE: Contractor names can be placeholder text at this point in the application (ex: "TBD" or "Legal Services Contractor") and the full name can be updated later.

3. Click **Yes** or **No** under "Sub Recipient" to enter any anticipated sub recipients. If yes, a box will appear on the screen where the applicant should provide details.
4. Click **Add Grant Deliverables** to list all expected deliverables. A pop-up box will appear. Click the **Plus (+)** button to add deliverable information one at a time.
5. Complete required text boxes for information such as Grant Introduction, Grant Abstract, Approach and Timeline, etc. For additional guidance, hover your mouse over the question mark to the right of the text box.

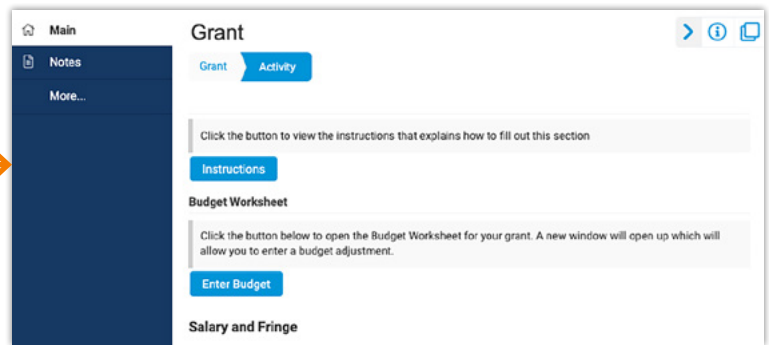
A screenshot of the "APPLICATION NARRATIVE" tab. The tabs at the top are "APPLICATION (SF 424)", "APPLICATION NARRATIVE" (which is circled in orange), "BUDGET", and "ASSURANCES AND CERTIFICATIONS". Below the tabs is a paragraph of text. Then there is a section titled "Key Personnel" with a sub-header "(All resumes must be PDF)". Below this is a table with columns: "Name", "Title", "Email", and "Resume Upload". There is a blue button "Add or Remove Key Personnel". Below the table is a section titled "Contractor Services" with a question "Does this grant require use of contractor services?" and two radio buttons: "Yes" and "No". Below that is a section titled "Sub Recipient" with a question "Do you anticipate awards to any sub recipients?" and two radio buttons: "No" and "Yes".

Budget Tab

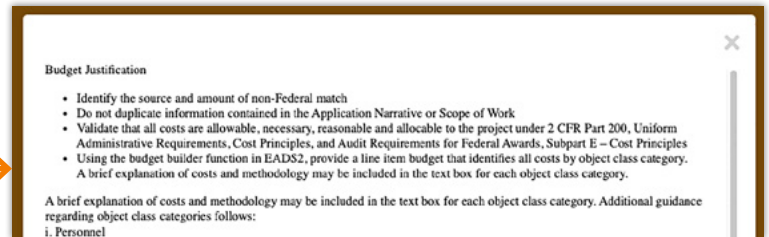
The Budget tab is where financial information for the grant is entered.

1. Complete each question on the Budget tab and upload the **Budget Justification**. Click the **Save Draft** button when finished.
2. Click the **Open Budget** button and click **OK** to proceed. The budget activity for the grant will appear. Click the **Instructions** button to view instructions on how to complete the budget actions. The instructions will appear in a pop-up window.
3. After reading the instructions, click the **Enter Budget** button under **Budget Worksheet** to complete the worksheet.
4. Click the **Open the 424A (or C)** button to complete the SF 424A or SF 424C.

NOTE: The Salary and Fringe total located on the Budget Worksheet reflects the total for the entire grant cycle, not just the year.



The screenshot shows the 'Grant' page with the 'Activity' tab selected. On the left is a sidebar with 'Main', 'Notes', and 'More...'. The main content area has a 'Grant' sub-tab and an 'Instructions' button. Below that is the 'Budget Worksheet' section with an 'Enter Budget' button. At the bottom is the 'Salary and Fringe' section.

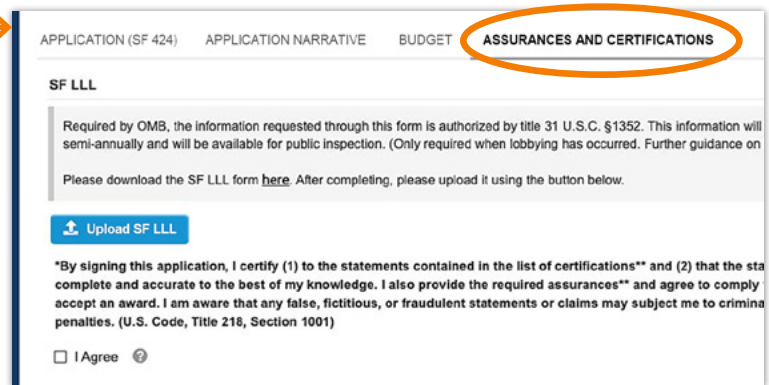


The screenshot shows a 'Budget Justification' pop-up window. It contains a list of instructions: identify the source and amount of non-Federal match; do not duplicate information; validate that all costs are allowable, necessary, reasonable and allocable; and use the budget builder function in EADS2. It also mentions that a brief explanation of costs and methodology may be included in the text box for each object class category.

Assurances and Certifications Tab

The Assurances and Certifications tab is where required forms will be uploaded.

1. Download the required form and complete it. The forms are Lobbying Cert, SF LLL, Assurance Document, and Tax Delinquency.
2. Use the blue **Upload** button to select the completed form and upload into the system.
3. Click the **I Agree** checkbox to acknowledge that information provided is true and accurate.



The screenshot shows the 'Assurances and Certifications' tab selected. It displays the 'SF LLL' form upload section. There is a button to 'Upload SF LLL' and a checkbox labeled 'I Agree'.

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