



Additional Obligation and De-Obligation Award Packages Checklists

Background Information

These job aids were created to support FEMA Mitigation eGrants Internal System users in the Awards Workflow queues to amend award packages to obligate additional funds or de-obligate unused funds. For background information, consult the following references:

For information on the roles and processes used in the Awards Workflow queues, refer to Unit 9 of the EMI Independent Study course [IS-0032.a: Mitigation eGrants System for the FEMA Reviewer](https://training.fema.gov/is/courseoverview.aspx?code=IS-32) available at <https://training.fema.gov/is/courseoverview.aspx?code=IS-32>

For more detailed information on each screen and the steps to be completed for each task in eGrants related to award packages, refer to the *FEMA Mitigation eGrants Internal System Quick Reference Guide* on FEMA’s web site.

Purpose of this Job Aid

There are three types of award packages:

1. **Standard Award Package:** A new award package used to obligate initial funds to approved subapplications that have not yet been funded.
2. **Additional Obligation Award Package:** An amended award package used to obligate additional funds (i.e., after the initial funds) to a subaward.
3. **De-Obligation Award Package:** An amended award package used to return funds from an obligated subaward.

The first checklist below focuses on the **Additional Obligation Award Package**, which is used when circumstances cause costs to increase and the obligated funds are no longer sufficient to complete the scope of work. The second checklist focuses on the **De-Obligation Award Package**, which is used to de-obligate funds if a project was completed under budget, if ongoing costs were less than estimated, or if the project was terminated before being completed. (See the Job Aid for the Standard Award Package Checklist for guidance on creating a new award package.)

Additional Obligation Award Package Checklist

Done	Who	What
<input type="checkbox"/>	Recipient	Sends a request for additional funds to the Assistance Officer or Program Analyst.
<input type="checkbox"/>	Assistance Officer	On the All Grants screen, select the Revise icon for the subapplication to request revisions to the subaward.

Done	Who	What
<input type="checkbox"/>	Assistance Officer	The Revision Request screen displays. Provide general comments to the Recipient regarding the revisions required. Set a revision deadline date . Select the checkboxes for the Cost Estimate and Cost Share sections. Provide more specific reason(s) for the revision request. Click Continue .
<input type="checkbox"/>	Recipient	Revises the Cost Estimate and Cost Share sections and resubmits the subapplication sections to FEMA.
<input type="checkbox"/>	Grants Management Specialist	After the revised subapplication is processed through the Pre-Award Eligibility queues and is forwarded to the Create/Amend Award queue, from the Inbox, select the Check In box for the subapplication. Click Check Out/In . Select the Create/Amend Award link in the Queue column for the subaward to be amended.
<input type="checkbox"/>	Grants Management Specialist	The Awards screen displays. Click Obligate .
<input type="checkbox"/>	Grants Management Specialist	The Create/Amend Award Package: Obligate screen displays. Select the checkbox for the subapplication. Enter the updated federal and non-federal share amounts . Click Save .
<input type="checkbox"/>	Grants Management Specialist	Complete the FF 76-10A, Agreement Articles, and Award Letter by selecting each of the corresponding links on the Create/Amend Award Package: Obligate screen sidebar menu: <ul style="list-style-type: none"> For the FF 76-10A, the obligated amounts entered will be auto-populated. Select the Commitment number from the drop-down menu. If a Vendor ID is not auto-populated, select the Search link next to the Vendor ID field. Complete the remaining fields. Click Save. For the Agreement Articles, either select the Use Standard Template radio button to create the document or select the Attach Agreement Articles radio button to upload an existing document. Enter the name of the Assistance Officer. Click Save. For the Award Letter, either select the Use Standard Template radio button to create a letter or select the Attach Award Letter radio button to upload an existing letter. Click Save.
<input type="checkbox"/>	Grants Management Specialist	From the Create/Amend Award Package: Obligate screen, select the Inbox link in the sidebar menu. The Inbox displays. Click the Check In box for the subapplication. Click Check Out/In .
<input type="checkbox"/>	Assistance Officer	From the Inbox, select the Awards option from the Module drop-down menu. Click Filter . Select the Check Out box for the subapplication. Click Check Out/In . Select the Create/Amend Award Package link for the subapplication in the Queue column.
<input type="checkbox"/>	Assistance Officer	From Create/Amend Award Package: Obligate screen, select the Cost Review (Grants) icon to review the subapplication budget line items, unit quantities, and unit costs for eligibility. If the review is satisfactory, click Save . If not, click Revise to return the subapplication to the Recipient for revisions.
<input type="checkbox"/>	Assistance Officer	From the Create/Amend Award Package: Obligate screen, select each of the FF 76-10A, Agreement Articles, and Award Letter links in the sidebar menu to review each document. Click Submit .

Done	Who	What
<input type="checkbox"/>	Assistance Officer	From the Create/Amend Award Package: Obligate screen, select the Inbox link in the sidebar menu. The Inbox screen displays. Select the Check In box for the subapplication. Click Check Out/In .
<input type="checkbox"/>	Regional Director	From the Inbox, select the Check Out box for the subapplication. Click Check Out/In . Select the Process Award Package link in the sidebar.
<input type="checkbox"/>	Regional Director	The Awards screen displays. Select the Process Award Package link in the sidebar menu.
<input type="checkbox"/>	Regional Director	The Process Award Package screen displays. Select the Create/Amend Award Package link in the Queue column.
<input type="checkbox"/>	Regional Director	The Create/Amend Award Package: Obligate screen displays. Select each of the FF 76-10A , Agreement Articles , and Award Letter links to review these documents. If satisfactory, select the Complete checkbox next to each document link. To approve the award package and send it to GFS for obligation and the Integrated Financial Management Information System (IFMIS) for disbursement, click Submit .

De-Additional Obligation Award Package Checklist

Done	Who	What
<input type="checkbox"/>	Recipient	Sends a notice to the Assistance Officer or Program Analyst that there are remaining funds that are not required for the subaward.
<input type="checkbox"/>	Assistance Officer	On the All Grants screen, select the Revise icon for the subapplication to request revisions to the subaward.
<input type="checkbox"/>	Assistance Officer	The Revision Request screen displays. Provide general comments to the Recipient regarding the revisions required. Set a revision deadline date . Select the checkboxes for the Cost Estimate and Cost Share sections. Provide more specific reason(s) for the revision request. Click Continue .
<input type="checkbox"/>	Recipient	Revises the Cost Estimate and Cost Share sections and resubmits the subapplication sections to FEMA.
<input type="checkbox"/>	Grants Management Specialist	After the revised subapplication is processed through the Pre-Award Eligibility queues and is forwarded to the Create/Amend Award queue, from the Inbox, select the Check In box for the subapplication. Click Check Out/In . Select the Create/Amend Award link in the Queue column for the subaward to be amended.
<input type="checkbox"/>	Grants Management Specialist	The Awards screen displays. Click De-Obligate .
<input type="checkbox"/>	Grants Management Specialist	The Create/Amend Award Package: De-Obligate screen displays. Select the checkbox for the subaward. Enter the amounts to be reduced from both the federal share and non-federal share amounts. (Note that minus signs appear before the fields.) Click Save .

Done	Who	What
<input type="checkbox"/>	Grants Management Specialist	<p>Complete the FF 76-10A, Agreement Articles, and Award Letter by selecting each of the corresponding links on the Create/Amend Award Package: De-Obligate screen sidebar menu:</p> <ul style="list-style-type: none"> For the FF 76-10A, the obligated amounts entered will be auto-populated. Select the Commitment number from the drop-down menu. If a Vendor ID is not auto-populated, select the Search link next to the Vendor ID field. Complete the remaining fields. Click Save. For the Agreement Articles, either select the Use Standard Template radio button to create the document or select the Attach Agreement Articles radio button to upload an existing document. Enter the name of the Assistance Officer. Click Save. For the Award Letter, either select the Use Standard Template radio button to create a letter or select the Attach Award Letter radio button to upload an existing letter. Click Save.
<input type="checkbox"/>	Grants Management Specialist	From the Create/Amend Award Package: De-Obligate screen, select the Inbox link in the sidebar menu. The Inbox displays. Click the Check In box for the subapplication. Click Check Out/In .
<input type="checkbox"/>	Assistance Officer	From the Inbox, select the Awards option from the Module drop-down menu. Click Filter . Select the Check Out box for the application. Click Check Out/In . Select the Create/Amend Award Package link for the application in the Queue column.
<input type="checkbox"/>	Assistance Officer	From Create/Amend Award Package: De-Obligate screen, select the Cost Review (Grants) icon to review the subapplication budget line items, unit quantities, and unit costs for eligibility. If the review is satisfactory, click Save . If not, click Revise to return the subapplication to the Recipient for revisions.
<input type="checkbox"/>	Assistance Officer	From the Create/Amend Award Package: De-Obligate screen, select each of the FF 76-10A , Agreement Articles , and Award Letter links in the sidebar menu to review each document. Click Submit .
<input type="checkbox"/>	Assistance Officer	From the Create/Amend Award Package: De-Obligate screen, select the Inbox link in the sidebar menu. The Inbox screen displays. Select the Check In box for the subapplication. Click Check Out/In .
<input type="checkbox"/>	Regional Director	From the Inbox, select the Check Out box for the subapplication. Click Check Out/In . Select the Process Award Package link in the sidebar.
<input type="checkbox"/>	Regional Director	The Awards screen displays. Select the Process Award Package link in the sidebar menu.
<input type="checkbox"/>	Regional Director	The Process Award Package screen displays. Select the Create/Amend Award Package link in the Queue column.
<input type="checkbox"/>	Regional Director	The Create/Amend Award Package: De-Obligate screen displays. Select each of the FF 76-10A , Agreement Articles , and Award Letter links to review each document. If satisfactory, select the Complete checkbox next to each document link. Click Submit .