



## Standard Award Package Checklist

### Background Information

This job aid was created to support FEMA Mitigation eGrants Internal System users in the Awards Workflow queue to create award packages for approved subapplications. 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](#) 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 checklist below focuses on the first type, the Standard Award Package used for creating an initial award package and obligating initial funds. (See the FEMA Job Aids for the Additional Obligation Checklist and the De-Obligation Checklist for guidance on amending an existing award package to obligate additional funds or de-obligate existing funds.)

### Standard Award Package Checklist

Done	Who	What
<input type="checkbox"/>	Grants Management Specialist	From the Inbox, select the <b>Awards</b> option from the Module drop-down menu. Click <b>Filter</b> . Select the <b>Check Out</b> box for the application. Click <b>Check Out/In</b> . Select the <b>Create/Amend Award Package</b> link for the application in the Queue column.
<input type="checkbox"/>	Grants Management Specialist	The Awards screen displays. Click <b>Create</b> .

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