

Quick Sheet: Creating and Posting Application Kits for Non-Competing Continuation

Audience: Grants Management Specialists/ Grants Management Officers

INTRODUCTION

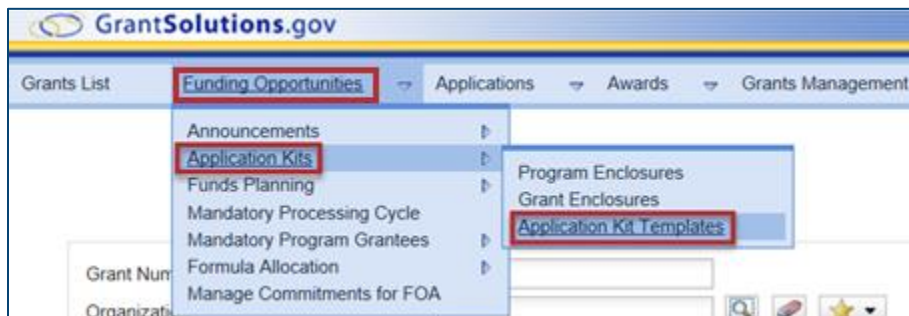
Non-Competing Continuation (NCC) kits must be created and posted in the GrantSolutions Grants Management Module (GMM) before Recipients can electronically apply for their continuation awards. Grants Management Specialists (GMS) may create the kits, but only users with the Grants Management Officer (GMO) role can post kits in the GMM.

NCC kits may be created 270 days before the end of the current budget period end date.

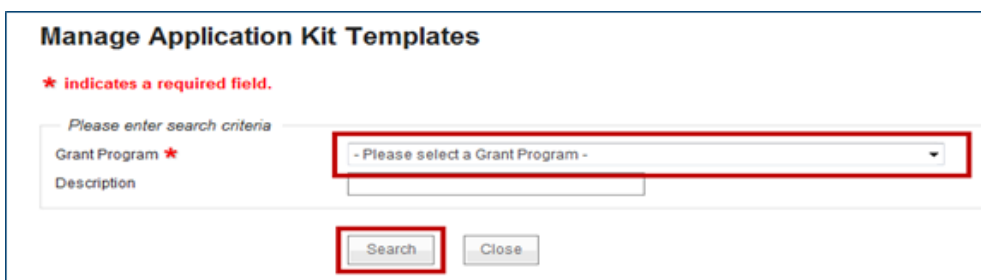
CREATE APPLICATION KIT TEMPLATE

Application Kit templates are a collection of pre-designated form selections that may be used repeatedly. Create a NCC Template Kit before posting the kit to a grant.

1. Log into the GrantSolutions GMM (www.grantsolutions.gov).
2. The “Grants List” screen appears. From the menu bar, select **Funding Opportunities > Application Kits > Application Kit Templates**.



3. The “Manage Application Kit Templates” screen appears. Select a **Grant Program** from the drop-down list and click the **Search** button.



The screenshot shows the 'Manage Application Kit Templates' screen. At the top, it says '★ indicates a required field.' Below this, there is a section titled 'Please enter search criteria'. It contains two input fields: 'Grant Program ★' and 'Description'. The 'Grant Program ★' field is a dropdown menu with the text '- Please select a Grant Program -' and is highlighted with a red box. Below the input fields, there are two buttons: 'Search' and 'Close'. The 'Search' button is highlighted with a red box.

- The screen refreshes and existing templates for the Grant Program are listed in a table. Click the **Add** button.

Manage Application Kit Templates

* indicates a required field.

Please enter search criteria

Grant Program *

Description

Description	Grant Program	Action
(COE) Competitive Applications		Edit Delete Save As
(COE) NCC Application Kit		Edit Delete Save As

- The “Application Kit Template – Add” screen appears. In the *Description* field, enter a **name** for the new Application Kit template.

Note: Naming conventions are encouraged.

Application Kit Template - Add

Grant Program *

Description *

Enclosure Type/Title	Reorder
<input type="checkbox"/> Online Forms	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="checkbox"/> Grant SF-424 Application for Federal Assistance Version 2	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="checkbox"/> Grant SF-424A Budget Information - Non-Construction	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="checkbox"/> Grant SF-424B Assurances - Non-Construction	<input type="button" value="Up"/> <input type="button" value="Down"/>

- Click the **checkbox** next to each form to include in the kit template.
- Click the **Create** button.

Application Kit Template - Add

Grant Program *

Description *

Enclosure Type/Title	Reorder
<input type="checkbox"/> Online Forms	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input checked="" type="checkbox"/> Grant SF-424 Application for Federal Assistance Version 2	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input checked="" type="checkbox"/> Grant SF-424A Budget Information - Non-Construction	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input checked="" type="checkbox"/> Grant SF-424B Assurances - Non-Construction	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input checked="" type="checkbox"/> Grant SF-424D - Construction Assurances OR SF-424D - Assurances - Construction Programs	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="checkbox"/> Grant SF-LLL Disclosure of Lobbying Activities	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="checkbox"/> Additional Information to be Submitted	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="checkbox"/> Grant Budget Narrative	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="checkbox"/> Grant Miscellaneous Information	<input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="checkbox"/> Grant Project Narrative	<input type="button" value="Up"/> <input type="button" value="Down"/>

8. The “Manage Application Kit Templates” screen appears, and the new template is available.

Manage Application Kit Templates

★ indicates a required field.

Please enter search criteria

Grant Program ★

Description

Description	Grant Program	Action
Sample Kit		Edit Delete Save As
NCC Kit		Edit Delete Save As

CREATE NON-COMPETING CONTINUATION (NCC) KITS

1. Log into the GrantSolutions GMM (www.grantsolutions.gov).
2. From the menu bar, select **Grants Management > Grant Portfolio > Non-Competing Application Kits Management**.

GrantSolutions.gov

Grants List Funding Opportunities Applications Awards Grants Management inSight System Management Online Data

Grants List

Grant Number or FAIN

Grant Portfolio

- Grantee Reporting
- Post Award Actions
- Project Assessment
- Form Administration
- Property Management
- Closeout
- Amendments
- Grant Notes
- Track Terms & Conditions
- Rescind Expanded Authority
- Non-Competing Application Kits Management**
- Manage Kit Automation
- Assign Grantee Task

3. The “Manage Non-Competing Application Kits” screen appears. Select a **Grant Program** from the drop-down list.

Note: If desired, click the **Clear Dates** button to remove the default dates that display in the *Budget Period Start Date* and *Budget Period End Date* fields.

4. Click the **Search** button.

Manage Non-Competing Application Kits

Grant Program ★

Status

(Selecting a status will allow you to manage multiple grants.)

Budget Period Start Date (MM/DD/YYYY)

Budget Period End Date (MM/DD/YYYY)

5. The “Manage Non-Competing Application Kits” screen refreshes, and available grants display in the table below.

6. Select available grants:

- If selecting only one grant, click the **checkbox** next to the grant and click the **Create NC Kit** link from the *Action* column.

Select All	Grantee Name	Grant Number	Budget Period	Project Period	NC Due Date	Status	Action
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	ASSOCIATES	-03	01/01/2014 - 12/31/2014	09/30/2011 - 06/30/2025	10/02/2014	Fed Late	Create NC Kit
<input checked="" type="checkbox"/>	Street	-03	01/01/2014 - 12/31/2014	09/30/2011 - 06/30/2025	10/02/2014	Fed Late	Create NC Kit
	COMMUNITIES	-05	02/01/2018 - 01/31/2019	02/01/2014 - 01/31/2019		Not Required	
<input checked="" type="checkbox"/>	ASSOCIATES	-04	01/01/2018 - 12/31/2018	01/01/2015 - 12/31/2019	10/02/2018	Fed Late	Create NC Kit
<input type="checkbox"/>	Street	-04	01/01/2018 - 12/31/2018	01/01/2015 - 12/31/2019	10/02/2018	Fed Late	Create NC Kit
<input type="checkbox"/>	South	-05	01/01/2018 - 12/31/2018	07/01/2014 - 06/30/2019	10/02/2018	Fed Late	Create NC Kit
	PROGRAM, INC.	-05	01/01/2018 - 12/31/2018	01/01/2014 - 12/31/2018		Not Required	

- If selecting more than one grant, click the **checkbox** next to each grant, scroll to the bottom of the page, and click the **Create Selected NC Kits** button.

Note: Select ten or fewer grants at a time to ensure the process completes successfully.

<input type="checkbox"/>	College	-03	01/01/2018 - 12/31/2018	07/01/2016 - 06/30/2021	10/02/2018	Fed Late	Create NC Kit
	Community	-08	03/01/2018 - 02/28/2019	03/01/2011 - 02/28/2019		Not Required	
<input type="checkbox"/>	Community	-03	11/16/2017 - 11/15/2018	11/16/2015 - 11/15/2020	08/17/2018	Fed Late	Create NC Kit
<input type="checkbox"/>	Community	-03	11/23/2017 - 11/22/2018	11/23/2015 - 11/22/2020	08/24/2018	Fed Late	Create NC Kit
<input checked="" type="checkbox"/>	Community	-03	12/17/2017 - 12/16/2018	12/17/2015 - 12/16/2020	09/17/2018	Fed Late	Create NC Kit
<input checked="" type="checkbox"/>	Community	-02	12/01/2017 - 11/30/2018	12/01/2016 - 11/30/2021	09/01/2018	Fed Late	Create NC Kit
<input checked="" type="checkbox"/>	Community	-02	12/01/2017 - 11/30/2018	12/01/2016 - 11/30/2021	09/01/2018	Fed Late	Create NC Kit
<input checked="" type="checkbox"/>	Community	-02	01/01/2018 - 12/31/2018	07/28/2017 - 07/27/2022	10/02/2018	Fed Late	Create NC Kit
<input checked="" type="checkbox"/>	Community	-01	09/25/2017 - 09/24/2018	09/25/2017 - 09/24/2022		Fed Late	Create NC Kit
<input checked="" type="checkbox"/>	Community	-01	12/01/2017 - 10/31/2018	12/01/2017 - 11/30/2022		Fed Late	Create NC Kit

7. A confirmation message appears. Click **OK** to proceed.

This site says...

Are you sure you want to perform this action on the selected application kits?

8. The “Assemble Non-Competing Application Kits – Add” screen appears. The grants selected from the previous screen are already selected. If desired, click additional checkboxes to include additional grants.
9. Scroll to the bottom of the page and click the **Next** button.

<input type="checkbox"/>	Learning	-01	09/30/2007 - 09/29/2008	09/30/2007 - 09/29/2012	A
<input type="checkbox"/>	SERVICES	-02	03/01/1999 - 02/29/2000	09/30/1996 - 02/28/2001	A
<input type="checkbox"/>	University	-01	08/01/2007 - 07/31/2008	08/01/2007 - 07/31/2012	

10. The “Non-Competing Applications Kits – Add” screen appears. Use the drop-down list to select a template from the *Non-Compete Kit Template* field and click the **Load** button.

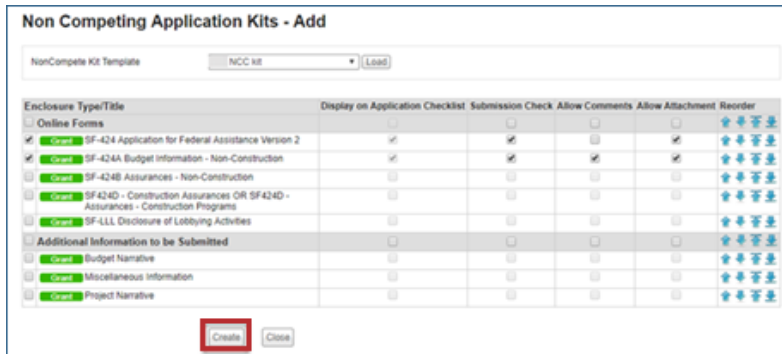
Non Competing Application Kits - Add

NonCompete Kit Template

CH Sample Kit
Load

11. The template loads and the forms are pre-selected in the table below.
12. Click the **checkbox(es)** to indicate preferences for the selected forms:
 - *Display on Application Checklist*: Enables the associated form(s) to appear on the GrantSolutions Application Control Checklist. **Note**: *Display on Application* column is selected by default and cannot be deselected.
 - *Submission Check*: An optional checkbox that requires verification of the specific form’s submission.
 - *Allow Comments*: An optional checkbox that enables the user to enter comments pertaining to the specific form.
 - *Allow Attachment*: An optional checkbox that enables the user to add supporting documents via the Uploaded Files link.

13. Click the **Create** button.



Enclosure Type/Title	Display on Application Checklist	Submission Check	Allow Comments	Allow Attachment	Reorder
Online Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	★ ★ ★ ★ ★
<input checked="" type="checkbox"/> Create SF-424 Application for Federal Assistance Version 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★ ★ ★ ★ ★
<input checked="" type="checkbox"/> Create SF-424A Budget Information - Non-Construction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★ ★ ★ ★ ★
<input checked="" type="checkbox"/> Create SF-424B Assurances - Non-Construction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★ ★ ★ ★ ★
<input checked="" type="checkbox"/> Create SF-424D - Construction Assurances OR SF-424D - Assurances - Construction Programs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★ ★ ★ ★ ★
<input checked="" type="checkbox"/> Create SF-LLL Disclosure of Lobbying Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★ ★ ★ ★ ★
<input checked="" type="checkbox"/> Create Additional Information to be Submitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★ ★ ★ ★ ★
<input checked="" type="checkbox"/> Create Budget Narrative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★ ★ ★ ★ ★
<input checked="" type="checkbox"/> Create Miscellaneous Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★ ★ ★ ★ ★
<input checked="" type="checkbox"/> Create Project Narrative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	★ ★ ★ ★ ★

Create **Close**

14. The “Grants List” screen appears, and the kits are created.

POST APPLICATION KITS

Only users with the Grants Management Officer (GMO) role may post Application Kits.

1. Log into the GrantSolutions GMM (www.grantsolutions.gov).
2. From the menu bar, select **Grants Management > Grant Portfolio > Non-Competing Application Kits Management**.
3. The “Manage Non-Competing Application Kits” screen appears. Select a **Grant Program** from the drop-down list.
4. If desired, click the **Clear Dates** button to remove the default dates that display in the *Budget Period Start Date* and *Budget Period End Date* fields.
5. Click the **Search** button.

6. Grants with the View NC Kit link available in the *Action* column are accessible for GMOs to select. Click one or more **checkboxes** to post NCC Application kits.

Select All	Grantee Name	Grant Number	Budget Period	Project Period	NC Due Date	Status	Action
<input type="checkbox"/>		-01	02/01/1998 - 01/31/1999	09/30/1998 - 05/30/2025	11/02/1998	Fed Late	Create NC Kit
<input type="checkbox"/>	Services	-02	09/30/2011 - 09/29/2012	09/30/2010 - 09/29/2015	07/01/2012	Fed Late	View NC Kit Edit NC Kit Post NC Kit
<input type="checkbox"/>	Services	-04	03/01/2014 - 02/28/2015	03/01/2011 - 02/28/2015	11/30/2014	Fed Late	View NC Kit Edit NC Kit Post NC Kit
<input checked="" type="checkbox"/>		-03	07/01/2013 - 06/30/2014	07/01/2011 - 06/30/2015	04/01/2014	Fed Late	View NC Kit Edit NC Kit Post NC Kit
<input checked="" type="checkbox"/>	Services	-03	07/01/2013 - 06/30/2014	07/01/2011 - 06/30/2015	04/01/2014	LATE	View NC Kit Unpost NC Kit
<input checked="" type="checkbox"/>	Education	-04	02/01/2014 - 01/31/2015	07/01/2011 - 01/31/2015	11/02/2014	Fed Late	View NC Kit Edit NC Kit Post NC Kit
<input type="checkbox"/>	HEALTH	-02	09/30/2013 - 09/29/2014	09/30/2012 - 09/29/2017	07/01/2014	Fed Late	View NC Kit Edit NC Kit

7. Scroll to the bottom of the screen and click the **Post Selected NC Kits** button.

<input type="checkbox"/>	Welfare	-04	04/01/2014 - 03/31/2015	04/01/2011 - 03/31/2016	12/31/2014	Fed Late	Create NC Kit
<input type="checkbox"/>	Learning	-02	09/30/2013 - 09/29/2014	09/30/2012 - 09/29/2017	07/01/2014	Fed Late	Create NC Kit
<input type="checkbox"/>	Governor	-02	09/30/2013 - 09/29/2014	09/30/2012 - 09/29/2015	07/01/2014	LATE	View NC Kit Unpost NC Kit

8. A confirmation message appears. Click **OK** to proceed.
9. The “Manage Non-Competing Application Kits” screen refreshes. The kits are now posted to the grants.
- Note:** If a kit needs to be modified, the GMO may unpost, make the change, and repost.