



ENTERING PROJECTS INTO THE GRT for FY 2014 and FY2015

Project Tab

- Project View
- Create Project
- Enter all Approved Projects from Financial Management Forms Workbook (FMFW)
- After Creating all Projects Return to Project List (in Project View)
- Click on Each New Project Created and Complete Information in Each Tab

Project (\$) Tab

- Add your Project Notes, Amount of Funding and Amount Expended for this project (The Project Title, Project Type, Project Location, Funding Type, and Project Description will pre-populate from creating your project).
- The “Project Notes” section is an excellent opportunity for subrecipients to advise the U.S. Department of Homeland Security (US DHS) how funds are being spent at the local level.

Project Detail Tab

- Investment Alignment and Fusion Center: Select the Submission Type (State or UASI) and Investment Supported (one of the 8 State Investments) – **Note:** Investment- “Information Sharing, Collaboration Capabilities, and Law Enforcement Investigation” is for Fusion Centers only. If selected, you will be prompted to provide additional fusion center information.
- Answer if this project supports a Previously Awarded Investment. If Yes, you will need to enter additional information.
- Core Capability and Project Details: Select the Primary Core Capability, Capabilities Building, Deployable, Shareable, Project Status, Project Management, Start and End date, and if the project requires new construction, renovation, retrofitting or modifications of existing structure.
- Milestone and NIMS Typing: Provide a task orientated narrative description of activities to occur with each milestone.
- Select Yes or No if this project supports a NIMS typed resource. If Yes, you will also need to enter the Name and ID number of the typed resource (Use the Resource Type Library Tool <https://rtlt.preptoolkit.org/Public>). Subrecipients will need to click “Save” when completed to make sure all selections are entered correctly (as opposed to “Save and Continue”).

Allocations Tab

- Where the money will be spent
- Solution Areas are Planning, Organization, Equipment, Training, Exercise, and Management and Administration (M&A).
- Need to complete funding in both Solution Area Subcategories and Disciplines
- (Subrecipients should also be reminded to double-check the “Solution Area” drop down box at the top left to make sure they are entering information into the appropriate Solution Area as this defaults to “Planning”). Select “Save and Continue.”



Strategies Tab (NO STRATEGIES TAB FOR FY2015)

- Select Primary Goal (choose the “best fit” for each project) from State Goals and Objectives (Scroll down for UASI Goals and Objectives).
- Select Objective 1 (Objective 2 is optional). **Remember to select the “best fit” for each project** (may not match perfectly). Select “Save and Continue.”