Grant Staff Webinar
Questions and Answers

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Grants Online Staff Webinar
Thursday May 11, 2017
(1:00 p.m. – 3:00 p.m.)

Agenda:

1. Modernization of the Grants Online software
   a. Considering the following: GOTS, COTS
   b. Conducted a Market Survey of commercial software products
2. New reports that will provide additional information to EDA employees (Presenter: Steve Devine)
3. Award Action Request
   - No-Cost Extension (initiated by the Recipient)
     o No-Cost Extension – Prior Approval Required
     o No-Cost Extension – Prior Approval Waived (Research Terms and Conditions)
4. Administrative Amendment (initiated by the Federal staff) – can't be used to modify the award costs
5. Partial Funding
6. ASAP Drawdown Request
   - Grants Online Drawdown Request (using an Award Action Request)
   - Subsequent Drawdown of Funds – from the ASAP System
7. Modification of Requirements for the initial Performance Progress Report (PPR)
8. ASAP Drawdown Request – also need to update the SF-270 (include it as an attachment)
9. The Closeout Process

Questions and Answers

1. *I missed what you said about the SF-424. Are you indicating that the SF-424 is a requirement?*
   The SF-424 **is required** if you are adding money and requesting an extension to the original award period; otherwise you **do not** need the SF-424 to extend the award period. If there is additional money that **was not** on the original SF-424, the SF-424 is a requirement. The SF-424 **is not** a requirement if you are doing a Partial Funding or a Release of Funds.

2. *How would you process an award where the originally-funded amounts were modified? Can you provide an example where the amendment includes adding new funds and a revised cost share requirement?*
   Typically, when the Federal share is reduced (and there are matching non-Federal funds) the non-Federal funds must be reduced by an amount comparable to the reduction of the Federal funds.

   However, there may be scenarios where the total amount of the award is modified (Example 1) or where the Federal Amount is increased and the non-Federal amount is decreased (Example 2).

Example 1

	Initial Amount	Amount of Increase	Amount of Decrease	Total
Federal Cost Share	$ 80,000	$ 20,000		$ 100,000
Recipient Cost Share	$ 80,000	$ 5,000		$ 85,000
Total (Federal + Recipient)	$ 160,000	$ 25,000		$ 185,000

Example 2

	Initial Amount	Amount of Increase	Amount of Decrease	Total
Federal Cost Share	$ 80,000	$ 10,000		$ 90,000
Recipient Cost Share	$ 80,000		$ 10,000	$ 70,000
Total (Federal + Recipient)	$ 160,000	$ 10,000	$ 10,000	$ 160,000

3. *For a cost amendment, where should the user enter the ASAP Authorized Amount?*
   A cost amendment can be implemented using one of two methods:
   - Partial Funding ➔ reference the following URL:
     http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/ScreenShots_PartialFundingProcess.pdf
   - Create a new SF-424

When on the Amendment to Financial Assistance Award launch page (i.e., the CD-451), the information associated with the ASAP Authorize Amount needs to be **manually entered**. However, for the original award (i.e., the CD-450), the system **automatically populates** the ASAP Authorize Amount data element. In either case, be certain to verify that the organization is in good standing by checking the **Do No Pay List Checked** checkbox.

For funded amendments the Federal Share and Recipient Share fields are populated from the Procurement Request(s) associated with this Award File and cannot be edited on this screen.
For all other amendments the Recipient Share can be edited until the award is signed by the Grants Officer.

Costs Are Revised As Follows:	Previous Estimated Cost	Add	Deduct	Total Estimated Cost
Federal Share of Cost	$4000.00	$1000.00	$0.00	$5000.00
Recipient Share of Cost	$4000.00	$1000.00	$0.00	$5000.00
Total Estimated Cost	$8000.00	$2000.00	$0.00	$10000.00

Internal Use Only
ASAP Authorize Amount: $0.0   Prior Year Funds: No   DoNotPay List Checked ☐

4. *What can Project Officers/Grants Specialists do to expedite the time between the Grants Officer's signature and funding via NOAA Finance/CAMS, etc.?*
   Please reference the GMD-1 process map (slide #3) on the following URL:
   http://www.corporateservices.noaa.gov/grantsonline/Process%20Maps/GMD_Process_Map_OverviewOnly.pdf
   1st and 2nd Approval (steps 11-12) typically occurs within 1-2 days after approval by the Grants Officer (step 8). The Finance Office staff can't start its process (steps 21-22) until OLA (steps 17-18) and/or OLIA (steps 19-20) clears the tasks associated with the transaction.

5. *ASAP Drawdown Request processes map review?*
   URL: http://www.corporateservices.noaa.gov/grantsonline/Process%20Maps/Award_and_Post_Award_OverviewOnly.pdf
   Please reference slide 7 (AAR-5). Commencing with Release 4.23 (July 2017), when the Grants Specialist accepts the ASAP drawdown the Recipient will receive an email notification. That notification prompts the Recipient to go into ASAP and request the drawdown of funds. The updated process map will include the email notification and the Recipient action associated with accessing the ASAP system to specify the amount of the drawdown.

6. *Will the Grants Specialists be required to update the existing award to this new 12-month annual report?*
   For EDA:
   Prior to Release 4.23 (July 2017), when the annual frequency was selected, by default, the Performance Progress Report was due 9 months after the award date. Modification of the due date required an email (by the Grants Specialist) to the Help Desk.
   Currently, the initial Performance Progress Report due date is 12 months after the award date. This change does not affect the Federal Financial Report (SF-425).

7. *Remember to include the SF-270 to the Grants Online file when making an ASAP Drawdown Request.*
   See the data entry screen; when the user clicks the **Save** button, the attachment widget is visible. Click the **[+]** link to attach the SF-270.
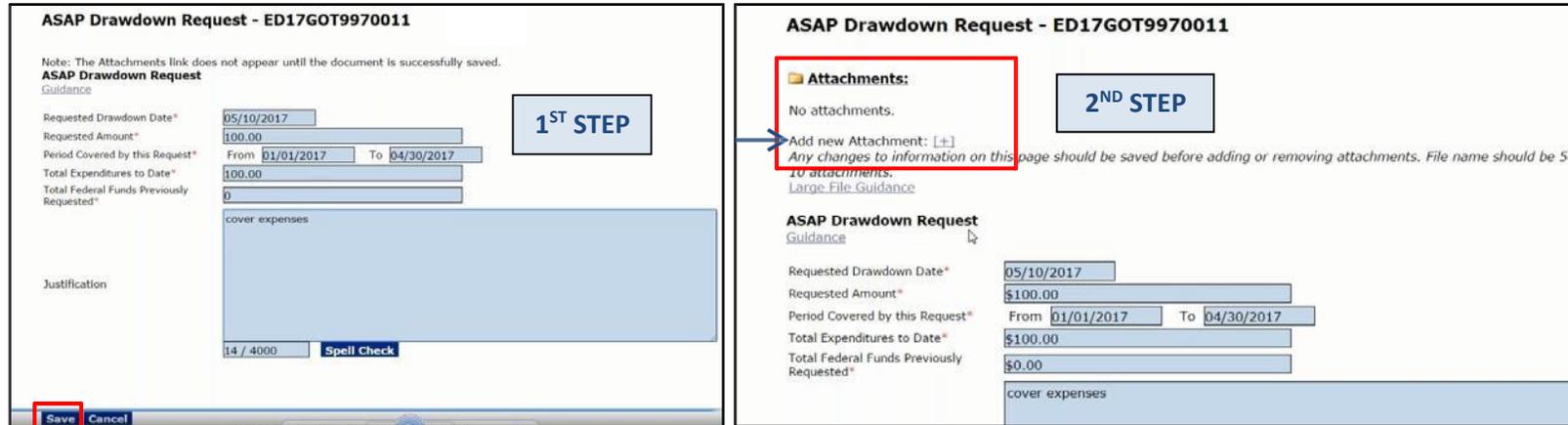
8. *I could be wrong, but I think the SF-425 has historically been semi-annual (based on the calendar year), but now it is synchronized to the fiscal year.*
The due date for the SF-425 is based upon the Federal fiscal year. Reports are typically due in April and October. The report due in April covers any financial activity from 10/01 to 3/31; the report due in October covers any financial activity from 4/01 to 9/30. If an award was made in August, the Recipient needs to present a report in October – that report would cover any financial activity during August and September.

An exception to this rule would occur if the award requirements were specified as quarterly reporting. If quarterly reporting was specified, the reports would be due in October (covers 7/01 to 9/30 activity), January (covers 10/01 to 12/31 activity), April (covers 1/01 to 3/31 activity), and July (covers 4/01 to 6/30 activity).

9. *You covered partially funding awards (regarding setting up these types of grants). Is it the same as other awards but the budgets are broken out annually in accordance with the plan to receive future annual partially funded disbursements?*
Partial Funding
   - **November 2019 FPO Training Manual** – pages 111-120
   - **Procurement Request Process Maps** –PR-1

Reduction in Funding
   - **November 2019 FPO Training Manual** – pages 121-124
   - **Procurement Request Process Maps** –PR-2

Administrative Amendment – Date Changes
   - **November 2019 FPO Training Manual** – page 128
   - **GMD Process Maps** – GMD-2

10. *Closeouts: where do we find the notes for this?*
The Closeout workflow involves two components:
   a. Financial – deals with the money (de-obligation and de-authorization of funds)
   b. Administrative – manual process that requires a response of Yes, No, or N/A for a series of questions.

   Please reference the November 8, 2017 EDA Staff Webinar- Question #6 below for further details.

Grants Online Grantee Webinar
Wednesday November 18, 2017
(1:30 p.m. – 3:30 p.m.)

Questions and Answers

1. *What can grantees actually see in Grants Online versus what the Federal person can see?*

Upon logging in, the first distinction is that the Grantee has fewer tabs.

FPO

Inbox | RFA | Application | Awards | Account Management | Reports | Help

Grantee

Inbox | Awards | Account Management | Help

Award File 0 – The Grantee does not see internal documents.

FPO

Grantee

Grants File – The Grantee does not see the "Correspondence and Federal Reports" and "Supplementary Information" sections.

FPO

Sub Documents

Type	ID	Title	Status	Status Date	Federal Funding	Non-Federal Funding
Award Package	2686919	Closeout Processing Document - Ana Holt	Expired - De-obligated	11/13/2017	$250.00	$250.00
Special Award Condition Report	2686919	Special Award Condition Report			$0.00	$0.00
Award File 0	2686914	Closeout Processing Document - Ana Holt	Accepted	11/07/2017	$250.00	$0.00

Export options: Excel

Associated Documents

Type	ID	Title	Status	Status Date
Closeout Checklist	2686959	Award Closeout Checklist	GrantsOfficerActions - Not Started	11/13/2017
Financial Closeout	2686957	Financial Closeout	Completed	11/13/2017

Export options: Excel

Correspondence and Federal Reports   (This section not viewable by recipient users.)

Nothing found to display.

Supplementary Information

Nothing found to display.

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-425: Federal Financial Report - Full Report - FINAL	2686922			11/06/2017	02/04/2018	Accepted N/A

Export options: Excel

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report - FINAL	2686927	10/01/2017	11/06/2017	02/04/2018	Accepted

Export options: Excel

Grantee

Sub Documents

Type	ID	Title	Status	Status Date	Federal Funding	Non-Federal Funding
Award Package	2686919	Closeout Processing Document - Ana Holt	Expired - De-obligated	11/13/2017	$250.00	$250.00
Special Award Condition Report	2686919	Special Award Condition Report			$0.00	$0.00
Award File 0	2686914	Closeout Processing Document - Ana Holt	Accepted	11/07/2017	$250.00	$0.00

Export options: Excel

Associated Documents

Type	ID	Title	Status	Status Date
Closeout Checklist	2686959	Award Closeout Checklist	GrantsOfficerActions - Not Started	11/13/2017
Financial Closeout	2686957	Financial Closeout	Completed	11/13/2017

Export options: Excel

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-425: Federal Financial Report - Full Report - FINAL	2686922			11/06/2017	02/04/2018	Accepted N/A

Export options: Excel

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report - FINAL	2686927	10/01/2017	11/06/2017	02/04/2018	Accepted

Export options: Excel

NOTE: If the FPO would like to add attachments that the recipient cannot see, he/she should use the Correspondence and Federal Reports section or the Supplementary Information section on the Grants File. Otherwise he/she should use the attachments widget on the Grants File page.

2. What are the Grants Online Help Desk responsibilities?

The following chart will review responsibilities by role:

Role	Responsibilities
Recipient Administrator	All the actions related to managing their organization's user accounts: • Create an account for a new user • Reset user passwords • Unlock user accounts • Update the roles and access for users • Disassociate users For step-by-step instructions associated with tasks performed by the Recipient Administrator, please reference the Task Reference Guide. The Grants Online Help Desk is available for additional assistance to the Recipient Administrator as needed.
Federal Staff	Provide guidance with non-technical questions, including helping users with the following: • Programmatic and grants management • Policy questions – terms and conditions on their awards • Content of financial and progress reports • Explain the different Award Action Requests and the content if submitted through Grants Online • Closeout process
Grants Online Program Management Office (Help Desk)	Technical support associated with completing the following actions: • View a task • View an award file • View workflow history • Accept a new award • Reassign tasks • Access and submit progress and financial reports • Inquiries related to reports that are not generated in the system

3. SF-425– Cash Flow vs. Full Report – EDA should always choose the Full Report option.

SF-425: Federal Financial Report – Cash Flow

SF-425: Federal Financial Report – Full Report

Award reporting requirements are set up during the award processing. In order to verify the reporting requirements, the user should complete the following steps:

    A.   Go to the Award File 0 page.

    B.   Click on the GMD Checklist ID link.

    C.   Click the Confirm Financial and Progress Report Requirements link.

This screen shows the reporting requirements.

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Confirm Financial and Progress Report Requirements
Performance Progress Report Requirements
Frequency
- ● Semi-Annually - Default
- ○ Synchronized to the Federal Financial Report periods – SAC Required
- ○ Annually (for multi-year/institutional) - SAC Required
- ○ Quarterly - SAC Required
- ○ Not Required (for "No Specific Purpose" awards). No final report required. Final report selection is not relevant.
- ○ Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 90 days after expiration date of award

Final Report
- ● Comprehensive - a final interim report is required
- ○ Comprehensive - a final interim report is not required
- ○ Last Report

SF-425 Federal Financial Report
- ○ Quarterly Cash Flow (Lines 10.a-c) with Final Full Report
- ○ Semi-Annual Cash Flow (Lines 10.a-c) with Final Full Report
- ○ Annual Cash Flow (Lines 10.a-c) with Final Full Report
- ○ Quarterly Full Report with Final Full Report
- ● Semi-Annual Full Report with Final Full Report
- ○ Annual Full Report with Final Full Report
- ○ Final Full Report Only - No Interim Reports (e.g. Reimbursable)
- ○ Not Required (e.g. No Specific Purpose)
NOTE: NOAA Standard Terms and Conditions require
Semi-Annual Cash Flow (Lines 10.a-c) with Final Full Report.
All other NOAA selections and all other Bureaus must speficy the SF-425
reporting frequency in an Award-specific Special Award Condition.

Cancel

As a business rule, EDA uses the Full Report options in the blue box.
If the wrong option was selected, the Project Officer should contact the Grants Online Help Desk to request a change to the appropriate report.

4. Progress Reports schedule

The same screen on the previous page shows the Performance Progress Report Requirements.


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Confirm Financial and Progress Report Requirements
Performance Progress Report Requirements
Frequency
  ● Semi-Annually - Default
  ○ Synchronized to the Federal Financial Report periods – SAC Required
  ○ Annually (for multi-year/institutional) - SAC Required
  ○ Quarterly - SAC Required
  ○ Not Required (for "No Specific Purpose" awards). No final report required. Final report selection is not relevant.
  ○ Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 90 days after expiration date of award

Final Report
  ● Comprehensive - a final interim report is required
  ○ Comprehensive - a final interim report is not required
  ○ Last Report

SF-425 Federal Financial Report
  ○ Quarterly Cash Flow (Lines 10.a-c) with Final Full Report
  ● Semi-Annual Cash Flow (Lines 10.a-c) with Final Full Report
  ○ Annual Cash Flow (Lines 10.a-c) with Final Full Report
```

An explanation of the first three options under "Frequency" follows:
- Semi-annual Performance Progress – The Progress Report is due no later than 30 calendar days following the end of each six-month period beginning with the award's start date. As a business rule, EDA uses the Semi-Annually - Default option.
- Semi-annual Performance Progress Report (Synchronized with Financial Report) – The first Progress Report may be a partial reporting period to synchronize with the Federal Financial Report.
- Annual Performance Progress Report – The initial Progress Report covers the first nine (9) months after the award start date. The deadline to submit the report is 30 days after the report period ends. For EDA the initial Progress Report is due 12 months after the award start date. The due date for the PPR allows the Agency sufficient time to review the Progress Report prior to releasing money for the next year of funding.

NOTE: Once the report is submitted, no more notifications are sent unless the report is sent back to the recipient. If the report is sent back to the recipient and 30 days have passed, the task will become delinquent and a delinquent notification is sent.

5. Running reports when doing a review event through Grants Online

The Review Event Summary screen has the available options for reporting:

Review Event Summary
Review Event Information

Review Event Type:	Independent Individual Merit		
Review Event Name:	Review Event 1	**Review Event ID:**	2693818
RFA Name:	Review Event Screenshot	**RFA ID:**	2693815
Competition Name:	Review Event Screenshot	**Competition ID:**	2693816
Program Office:	One Commerce Program Office (OCPO)		

Review Status Report (exclude removed and declined reviews)

Declined and Removed Review Reasons Report

Reviewers Scoring and Evaluation Report

List of Reviewers Report (exclude unassigned Reviewers and Reviewers removed from all applications)

List of Applications Report

All reviewers have been notified.

Done

Briefing Book

▸Select Applications

Sort by:	⦿ Funding Priority - Proposal Number	○ Funding Priority - Score ○ Proposal Number ○ Score
Reviewer Identification:	⦿ Anonymous Reviews	○ Identify Reviewers
Review Comments:	⦿ Include Review Comments	○ Exclude Review Comments
Review Scores:	⦿ Include Review Scores	○ Exclude Review Scores
Application Header:	⦿ Do not add Page Break	○ Add a Page Break after the Application Header
Output Type:	⦿ PDF - Portable Document Format (Acrobat)	○ Word (.docx)

Run Report   **Done**

Reviewer Comments Report

▸Select Applications

Reviewer Identification: ⦿ Anonymous Reviews ○ Identify Reviewers

Run Report   **Done**

To navigate to the above reporting options, the user can complete the following steps:

A) Go to the Search for RFA page and click on the desired RFA ID.
B) On the RFA page click on the Competition ID link.
C) On the Competition page click on the Review Event ID link.
D) On the Review Event page click on the Review Event Summary ID link.
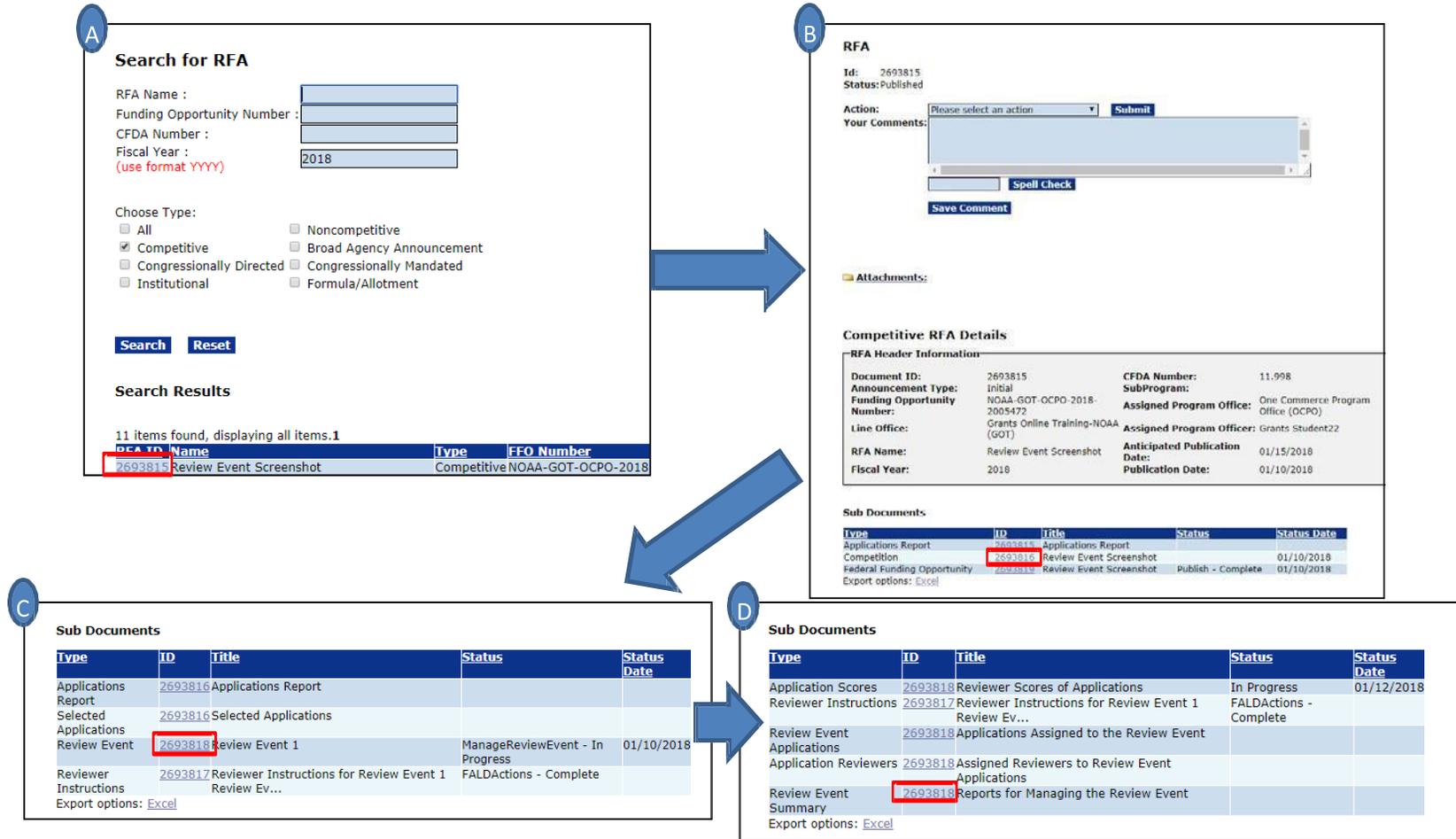
6. *Closeout Processing: Manual vs. Financial closeout.*

The closeout process cannot begin until the award date has passed and the award status has changed from Accepted to Expired. **Note:** After the award end date the Grantee has 90 days to draw down funds. If additional time is needed, only a no cost extension should be processed. EDA business process does not use extension to closeout; this Award Action Request will be blocked for EDA in the future.

If a project is completed prior to the end of the grant award end date, the Grants Specialist can process an Award Action Request for Termination by Consent. Termination it is not a negative enforcement action. Termination indicates that both the Recipient and the Federal Government have consented to terminate the award early, which will result in an amendment to bring the end date up sooner. Once the award expires, the closeout process may begin.

When all final reports are received and accepted, the Grant Specialist initiates the Financial Closeout. Financial closeout deals with the money. The Grants Officer approves the de-obligation memo. Any remaining ASAP funds should be de-authorized. When the Financial Closeout is complete, the award status will be set to "Expired – De-obligated."

In order to complete the closeout process, the Administrative (Manual) Closeout must also be addressed. The Administrative (Manual) closeout is a checklist to confirm that everything else has been completed. Completion of the Administrative Checklist is a manual process that requires one of three responses: Yes, No, or N/A to a series of questions.

Additional guidance for the Closeout process will be forthcoming in the Award Closeout Processing User Manual document.

NOTE: After December 2017 (Release 4.24), EDA users **will not** be able to access the ASAP Enrollment Request Form.

Grants Online Grantee Webinar
Wednesday February 12, 2020
(3:00 p.m. – 5:00 p.m.)

Agenda:
1. Progress Reports Due Dates
2. The Closeout Process
   a. Closeout Notices – how they work in Grants Online
   b. Extension to Closeout (vs. No-Cost Extension)
   c. Issues that can prevent a clean Closeout Process
      • Open Award Action Requests (including duplicates)
      • Award Files in Progress (Amendments)
      • Un-submitted Progress or Financial Reports
   d. Financial Closeout Process
      NOTE: All ASAP Drawdown AARs must be completed BEFORE the final financial report is approved, and only one may be processed at a time.
   e. Administrative (Manual) Closeout Process
3. Tracking Workflow History and Task Location
4. New Grants Online Program Management Office Website (Training Resources)

Questions and Answers

1. *During the Extension to Closeout, is the grantee allowed to conduct any further work (tasks)?*
   The Extension to Closeout should be used to complete final reports (PPR and FFR) and to complete final invoicing. The time **should not** be used to do additional work on the project.

2. *Can a grantee change his/her final financial report after it has been submitted and accepted by EDA?*
   A Financial Report can be changed after it has been submitted and accepted by EDA if the award is still open. Please refer to page 70 of the Grant Recipient User Manual (January 2020; Grants Online version 4.30) for specific instructions re: how to complete this task.

3. *Please explain the process for closing out an award that has an amount that needs to be de-obligated.*
   Prior to closing an award, all remaining funds must be accounted for. Please refer to the GMD-4 process map (step 8 for the zero-dollar award and step 12 for an award where funds remain).

4. *It looks as if the grant recipient has the ability to withdraw actions after the grant has expired. Please confirm.*
   Some actions may be withdrawn after an award has expired. Those actions may be performed during the extension to closeout period. When an award is closed no further actions can be taken.

5. *If an additional disbursement is required, can you extend the award during the extension to closeout period?*
   Ideally, all closeout activities are completed within 90 days of the award expiration. If an extension to closeout has been requested and approved by the Grants Officer you may make additional disbursements. The Project Officer determines how many times an Extension to Closeout is permitted. The Project Officer may require justification prior to granting approval for an Extension to Closeout. Please refer to page 9 of the Award Action Request Guidance document (February 6, 2019)

6. *When I return reports to the grantee for correction/revision, why doesn't the status of the report shown on the Grants File change? The status still indicates the report was submitted. I can tell from the workflow that the report was returned, but the grantee sees the "submitted" status and thinks everything is "ok" with the report.*
   The Grantee should have a task in his/her Inbox to that indicates he/she needs to make the corrections/revisions identified in the report. You may also send the grantee an email requesting they review the report and make corrections/revisions.