



Grants Online Training

Grants Specialists and Grants Officers

May 2016

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Program Office Processes

Prepare Applications for Funding Overview (UNI-3)

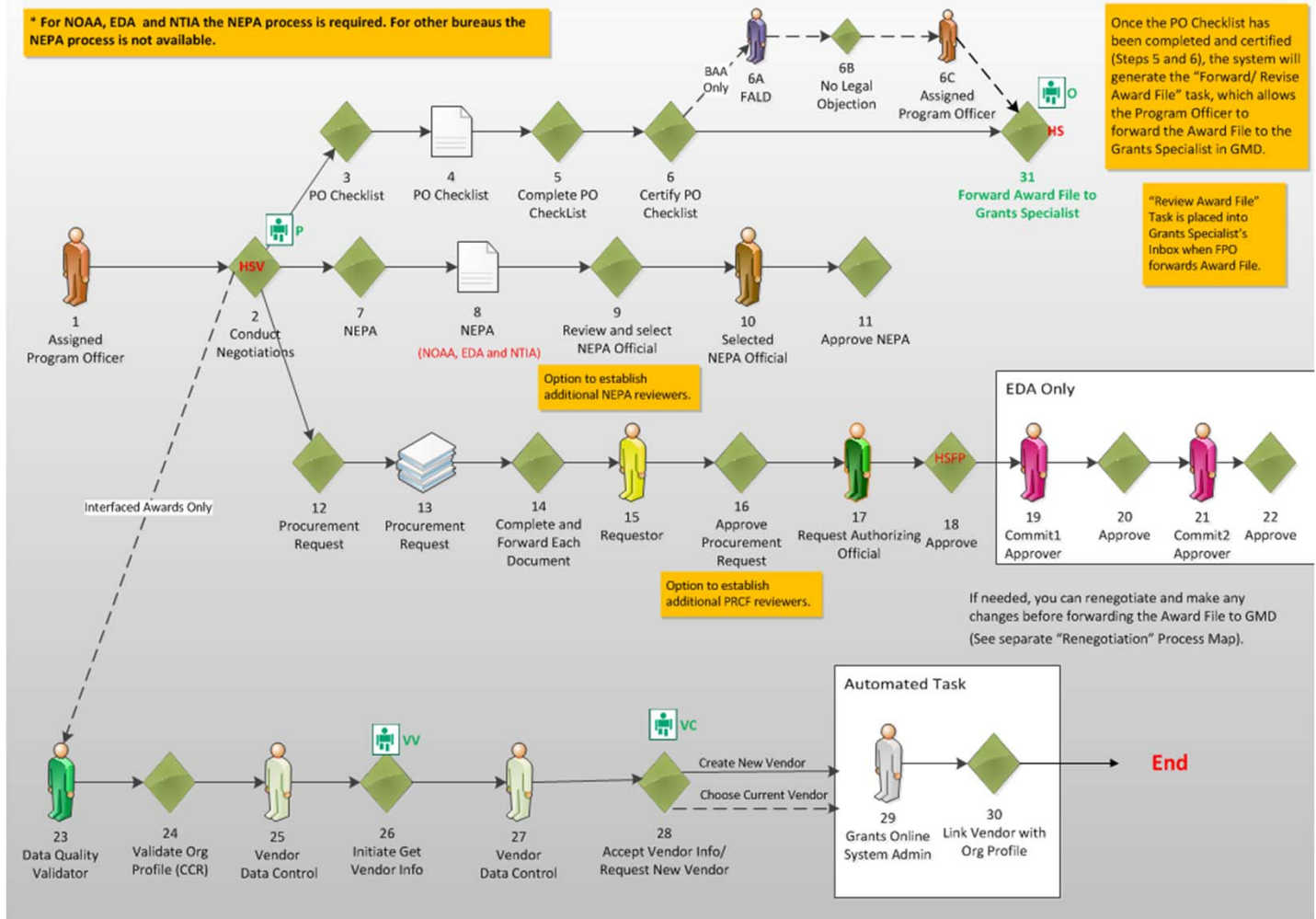
January 27, 2016

Version 4.18

* For NOAA, EDA and NTIA the NEPA process is required. For other bureaus the NEPA process is not available.

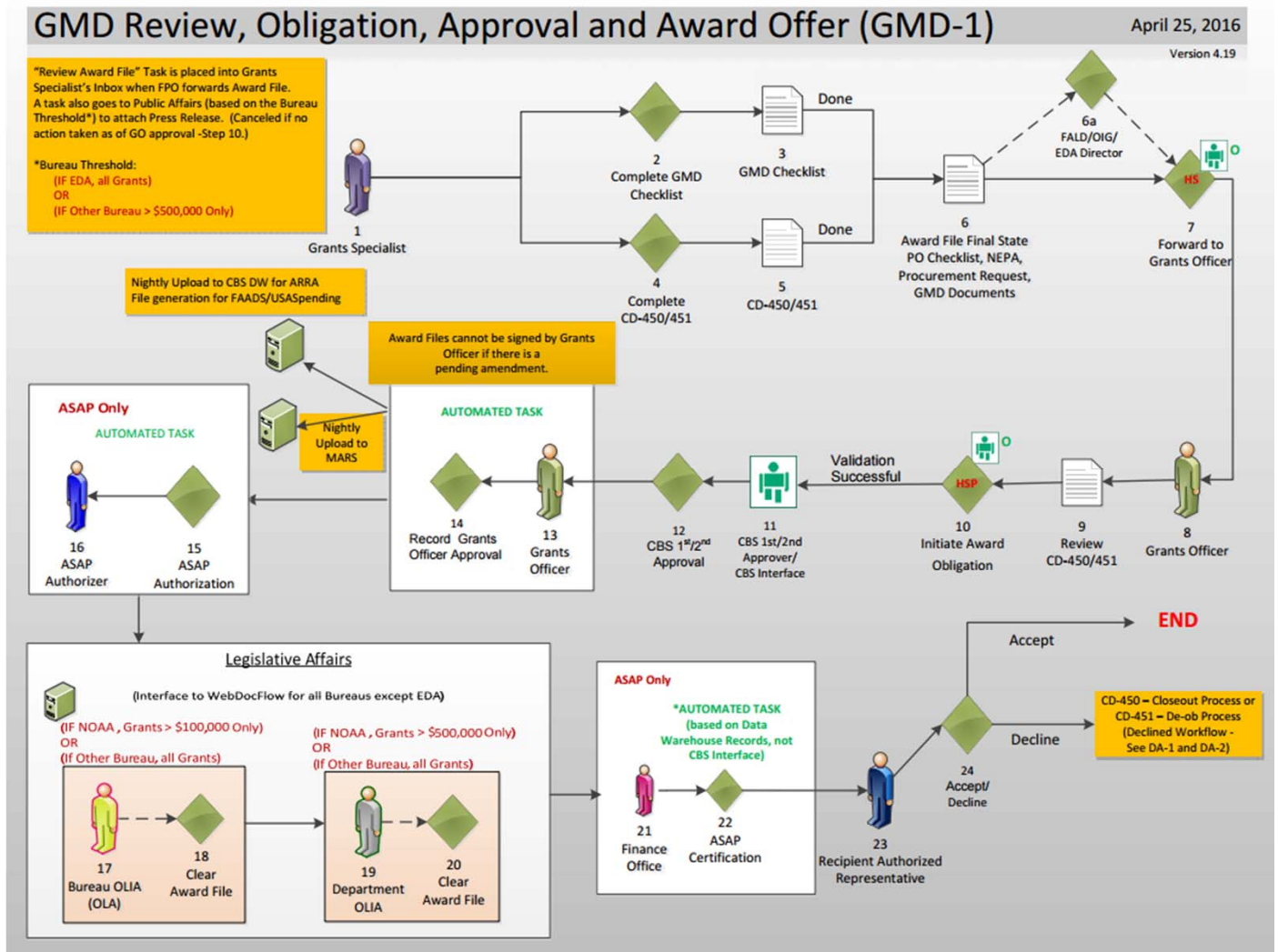
Once the PO Checklist has been completed and certified (Steps 5 and 6), the system will generate the "Forward/ Revise Award File" task, which allows the Program Officer to forward the Award File to the Grants Specialist in GMD.

"Review Award File" Task is placed into Grants Specialist's Inbox when FPO forwards Award File.



These are the Program Office processes that take place to start the processing of an award package before it moves forward for Grants Management review and approval.

Grants Management Processes



These are the Grants Management processes after the Program Offices processes have been completed.

(No Comments)

Financial Assistance Award			
Recipient Name:	University of Maryland, Center for Environmental Science	Federal Share of Cost:	\$50.00
Street Address:	2020 Horns Pint Rd	Recipient Share of Cost:	\$0.00
City, State, Zip:	Cambridge, MD 21613-3368	Total Estimated Cost:	\$50.00
CFDA Number:	11.433	Award Number:	NA15NMF4330041
		Award Period:	09/01/2015 - 09/30/2016

Internal Use Only

ASAP Authorize Amount: \$50.00 Prior Year Fund: No **DoNotPay List Checked**

CD-450 Items		
<input type="checkbox"/>	Department of Commerce Financial Assistance Standard Terms and Conditions(DECMBER 2014)	Required
<input type="checkbox"/>	R & D Award	Not Allowed
<input type="checkbox"/>	Federal-Wide Research Terms and Conditions as adopted by the Dept. Of Commerce	Not Allowed
<input checked="" type="checkbox"/>	Bureau Specific Administrative Standard Award Conditions	Required
<input type="checkbox"/>	Award Specific Special Award Conditions	
<input type="checkbox"/>	Line Item Budget (Attach File)	Required
<input type="checkbox"/>	2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as Adopted Pursuant to 2 CFR 6.1327.101	Required
<input type="checkbox"/>	48 CFR Part 31, Contract Cost Principles and Procedures	
<input type="checkbox"/>	Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (REF:79 FR 78390 DECEMBER 30, 2014)	Required

GMD Checklist - NA15NMF4330041

Attachments:

No attachments.

Add new Attachment: [\[+\]](#)

Any changes to information on this page should be saved before adding or removing attachments. File name should follow [Large File Guidance](#)



(No Comments) - Comments

Checklist Items

Not Required	<input type="checkbox"/> Budget/Cost Analysis Memo
As Needed	<input type="checkbox"/> Intergovernmental Review of Federal Program
Applicants Management and Financial Capabilities	
As Needed	<input type="checkbox"/> Credit Check
Required	<input type="checkbox"/> Delinquent Federal Debt
Required	<input type="checkbox"/> Single Audit
Required	<input type="checkbox"/> List of Parties excluded from Procurement/Non-Procurement Activities
Required	<input type="checkbox"/> Past Performance
Not Required	<input type="checkbox"/> Pre-Award Accounting System Survey
As Needed	<input type="checkbox"/> High Risk Recipient
Not Required	<input type="checkbox"/> Awards to Insular Area <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Answered
Required	<input type="checkbox"/> Grant Type <input type="radio"/> Cooperative Agreement <input checked="" type="radio"/> Grant
Required	<input type="checkbox"/> Confirm Financial and Progress Report Requirements
Required	<input type="checkbox"/> Review Special Award Conditions
Required	<input type="checkbox"/> Project Details
Required	<input type="checkbox"/> Statutory Authority
Required	<input type="checkbox"/> Project Dates

DoNotPay check is complete

[View/Manage Recipient Organization](#)

Save **Save and Return to**

University of Maryland, Center for Environmental Science

[Edit >>](#)



(No Comments) Internal Comments

Note: These comments are for internal use only.

Audit Trail:

Description

Grants Online Bureau
Grants Online Org ID
Organization Type
Applicant Type

1000002 - National Oceanic and Atmospheric Administration (NOAA)

1005041

External All
Public/State Controlled Institution of Higher Education

With multiple Bureaus in Grants Online, the Grants Specialist is encouraged to click on the **View/Manage Recipient Organization** link to confirm that the correct Bureau has been associated with the organization record linked to the award.
Note: EDA - Do Not Pay should be checked when SAM.GOV has been checked and no issues were found.

American Recovery and Reinvestment Act of 2009 - DoC Standard Terms and Conditions

Other(s)

Attachments:

No attachments.

Add new Attachment: [\[+\]](#)
 Any changes to information on this page should be saved before adding or removing attachments.
[Large File Guidance](#)

Grants Officer:
 Recipient Authorized Representative:
 Last CBS Validation: Status:

This award approved by the Agency Grants Officer constitutes an obligation of the Recipient to comply with the Amendment and all provisions checked on this document, as well as provisions incorporated in previous versions of the Award. If not electronically signed by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

Reason(s) for Amendment: [Enter Reasons](#)

This Amendment approved by the Agency Grants Officer constitutes an obligation of the Recipient to comply with the Amendment and all provisions checked on this document, as well as provisions incorporated in previous versions of the Award. If not electronically signed by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

[Special Award Conditions](#) [Other\(s\)](#)

[Department of Commerce Financial Assistance Standard Terms and Conditions](#)
[Bureau Specific Administrative Standard Award Conditions](#)
[Change in Reporting Frequency](#)

Please attach the **Line Item Budget** and any other necessary attachments before submitting this Amendment.

Attachments:

No attachments.

Add new Attachment: [\[+\]](#)
 Any changes to information on this page should be saved before adding or removing attachments.
[Large File Guidance](#)

Note: No Special Award Conditions are associated with this amendment.

NOAA Grants Specialists and Grants Officers can perform the same CBS Validations as Federal Program Officers except they will use the **CBS Validate** button found at the bottom of the CD-450 and Amendment screens. Since the other bureaus are currently not interfaced with CBS, this function is not applicable and is not available to them.

Sample CBS Error Message (NOAA Awards Only)

CBS Result

Vendor Validation ; Sl.No 1; VendNo 90598;VendId 1;Tin 910177110;Duns 002787950;Active Y;
Item_No 001; Line_No 1; CD435_ACCS_ID 2025340;
Error - TaskCode P00; Invalid or inactive Task Code;
Item_No 001; Line_No 1; CD435_ACCS_ID 2025340;
Prior Year Funds will be used for the AccsString 14 1RK3BGC-P00 0007 01-01-02-000 50-44-0003-00-00-00-00 41-11-00-00 000000;

Cancel

This Sample Error Message contains several informative statements, with only one being an actual error:

Line 1 states that the Vendor Validation passed.

Lines 2 and 3 indicate there was an error with the Task Code on the ACCS line.

Lines 4 and 5 indicate that the system correctly detected that Prior Year funds were being used.

Prior Year Funding – Grants Officer (NOAA Awards Only)

CBS Result

Warning - Prior Year Funds will be used for the AccsString 14 H8R1RP4-P01 1001 03-01-06-013 50-44-0003-00-00-00-00 41-11-00-00 000000;

Warning - Insufficient Funds for the AccsString 14 H8R1RP4-P01 1001 03-01-06-013 50-44-0003-00-00-00-00 41-11-00-00 000000 provided; FundsRequested 16; FundsAvailable -92287.7; Discrepancy -92303.7;

Error - FundsOverrideFlag has to be Y in order to process prior year document posting;

Financial Assistance Award			
Recipient Name:	Morgan State University	Federal Share of Cost:	\$50.00
Street Address:	1700 East Cold Spring Ln	Recipient Share of Cost:	\$50.00
City, State, Zip:	Baltimore , MD 21251	Project Title:	AH Test2
CFDA Number:	11.413	Award Number:	NA14NMF4130004
		Total Estimated Cost:	\$100.00
		Award Period:	10/01/2014 - 12/31/2015
Internal Use Only			
ASAP Authorize Amount:	\$50.00	Prior Year Fund:	false DoNotPay List Checked <input checked="" type="checkbox"/>

Manual Override:

Costs Are Revised As Follows:	Previous Estimated Cost	Add	Deduct	Total Estimated Cost
Federal Share of Cost	\$2600.00	\$16.00	\$0.00	\$2616.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$2600.00	\$16.00	\$0.00	\$2616.00

Internal Use Only	
ASAP Authorize Amount:	\$0.00
Prior Year Funds:	<input type="radio"/> Yes <input checked="" type="radio"/> No

When Prior Year funding is being used for NOAA, the Grants Officer will need to coordinate his/her award approval with the Finance Office. The Finance Office will need documentation from the Line Office stating that the appropriate clearances have been obtained before they allow a grant action using Prior Year funds to get approved in CBS. Additionally, the CBS system is only put into "Override Mode" on Wednesdays between 3-4 pm EST. When CBS is in "Override Mode" other non-Prior Year awards cannot be signed by the Grants Officer; CBS will produce an error message.

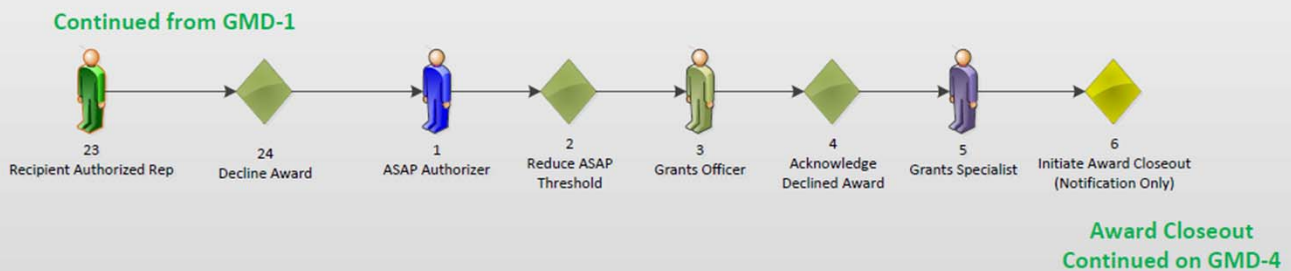
Declined New Award

Declined Award Workflow (DA-1)

October 8, 2015

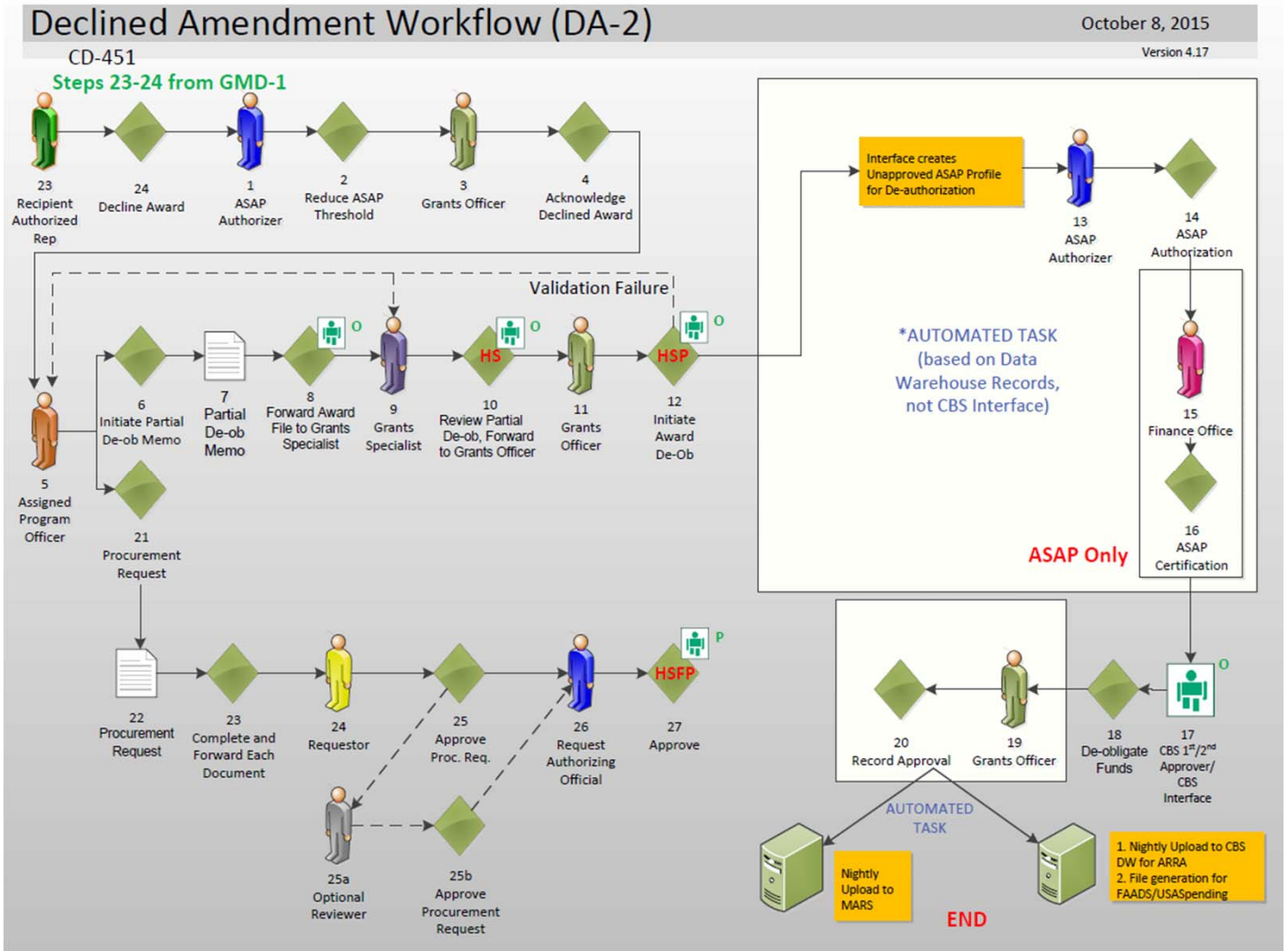
CD-450

Version 4.17



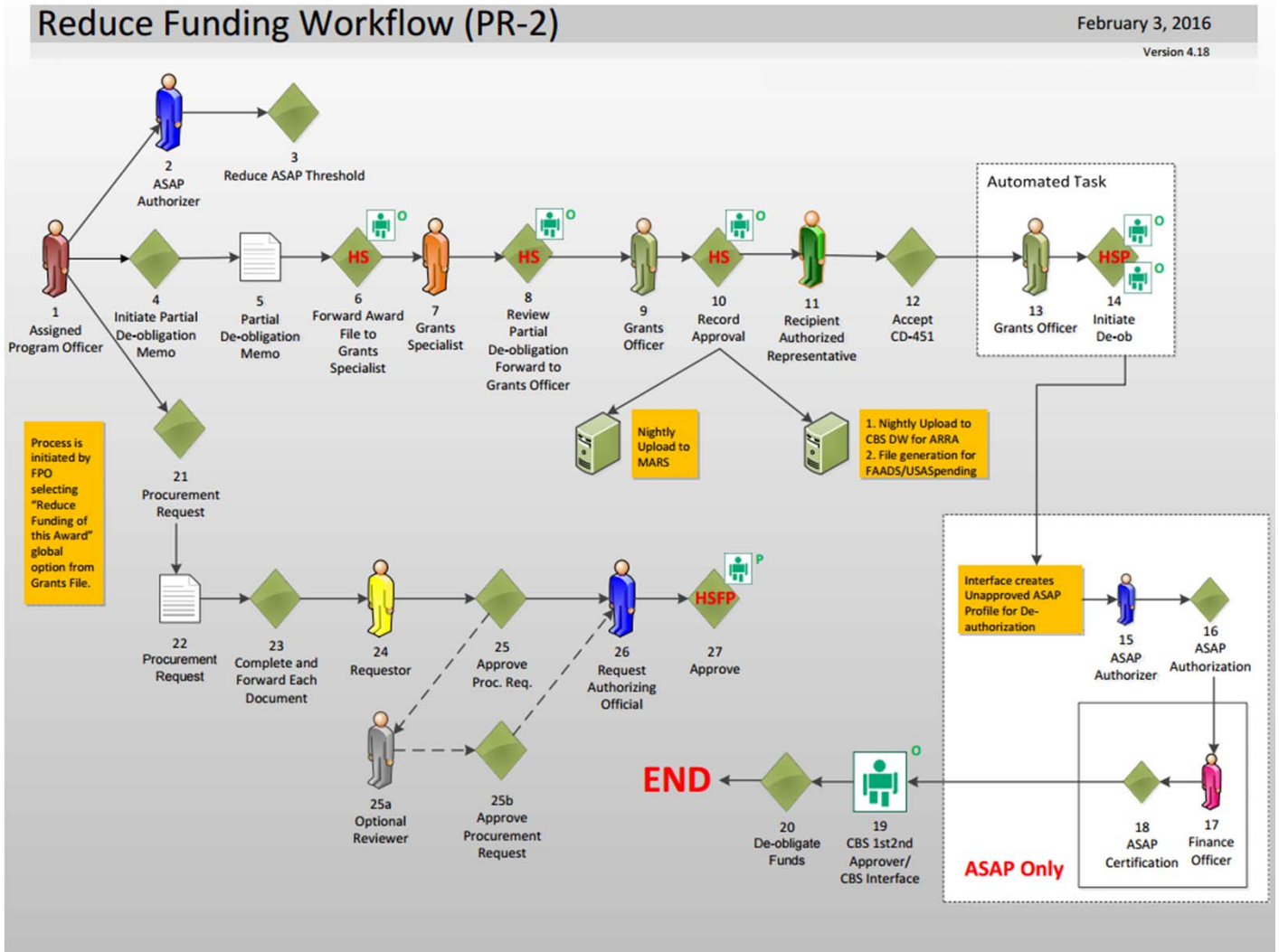
If an award is declined by the recipient, the extraneous CBS Approver task will be automatically closed for interfaced awards. For non-interfaced awards the task should be manually closed by the CBS Approver. In addition, the Help Desk should be notified in order to remove the Closeout Date from the Award File. The award still needs to go through a Financial Closeout process to de-obligate the funds via the interface using the de-obligation memo.

Declined Amendment



The Declined Amendment workflow looks just like a Reduction in Funding except that the De-obligation Memo and De-obligating Procurement Request are generated when the Grants Officer acknowledges the declined award as opposed to the Federal Program Officer initiating an action. The Declined Amendment workflow will not be an "Award File in Progress" but will have the amendment number of the Declined Amendment.

Reduction in Funding



The Reduction in Funding workflow follows a very similar process as the Partial Funding Workflow and has the same "Look and Feel."

A Reduction in Funding Action is initiated from the Grants File page similar to a Partial Funding action.

The Reduction in Funding memo screen is also similar to a Partial Funding action.

Grants File - NA12GOT9990023

Id: 2245484
Status: Accepted

Action:

Your Comments:

(Note: In the original image, a red box highlights the dropdown menu options: "Partially Fund this Award", "Reduce Funding of this Award", "View Accounting Details", and "View/Manage Award-related Personnel".)

Reduce Funding -- NA12GOT9990023

Memo * [Guidance](#)

The Grants Management Division has reviewed the subject award. This document serves as authorization to proceed with the de-obligation process.

143 / 4000

Approved Plan and Prior Obligations

Action	Application ID	Project Title
<input type="button" value="Select"/>	2245483	For Reduction in Funding Screen Shots

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2012	\$10,000.00	\$10,000.00	\$0.00	\$0.00

Selected Application

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Deduct Amount	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Amount	AMD No.	Project Title
2245483	\$10,000.00	\$0.00	\$0.00	100.00	\$0.00	\$0.00	\$0.00	0	0	For Reduction in Funding Screen Shots

01 items found, displaying all items.1

View	Award Number	Task Received Date	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Approved Federal Funding	Total Federal Funding	Applicant Name
View	NA12GOT9990023	05/22/2012	2534353	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2245494		N/A	\$10,000.00	Environmental Action Committee of West Marin
View	NA12GOT9990023	05/22/2012	2534352	Reduce Funding Amendment	Not Started	Award File	2245493		N/A	\$10,000.00	Environmental Action Committee of West Marin

For a Reduction in Funding, two tasks are generated in the FPO Inbox similar to a Partial Funding action.

The Reduction in Funding Procurement Request should be for a negative dollar amount.

Last CBS Validation: Status:

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Federal Share: * \$

Accounting - ACCS Lines *
One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Action
14	2000	2012	10-01-0002-00-00-00-00	52-30-00-000	SAE0000-SAE	41-12-00-00	(\$100.00)	N	Yes	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$-100.00
Total Federal funds authorized for this Award action: \$-100.00

Just like with a Partial Funding, two tasks are generated in the FPO Inbox.

MEMORANDUM: NOAA Finance Office
FROM: Grants Management Division
SUBJECT: DE-OBLIGATION
De-obligation Request for Award: NA12GOT9990023

Total Federal Funding (entire award): \$10,000.00
Recipient Name: Environmental Action Committee of West Marin
EIN: 237115368
DUNS: 793971490
ASAP ID (if applicable):
Award Period: 05/01/2012 - 04/30/2013
Federal Program Officer: Grants Student00
Obligation Number: 374002
Requested De-obligation Amount: \$100.00

Item #/MDL	ACCS	Amount
2245494 / 2025338 14 2012 2000 52-30-00-000	SAE0000-SAE 10-01-0002-00-00-00-00 41-12-00-00	(\$100.00)

The Grants Management Division has reviewed the subject award. This document serves as authorization to proceed with the de-obligation process.

Justification for De-obligation:

The Grants Management Division has reviewed the subject award. This document serves as authorization to proceed with the de-obligation process.

Grants Officer Approval:
De-obligation Completed: Grants Online-CBS Interface
Finance Office Approval: N/A

For a Reduction in Funding action the system creates a "Partial De-obligation Memo" that will be used by the Grants Management Division and the Finance Office.

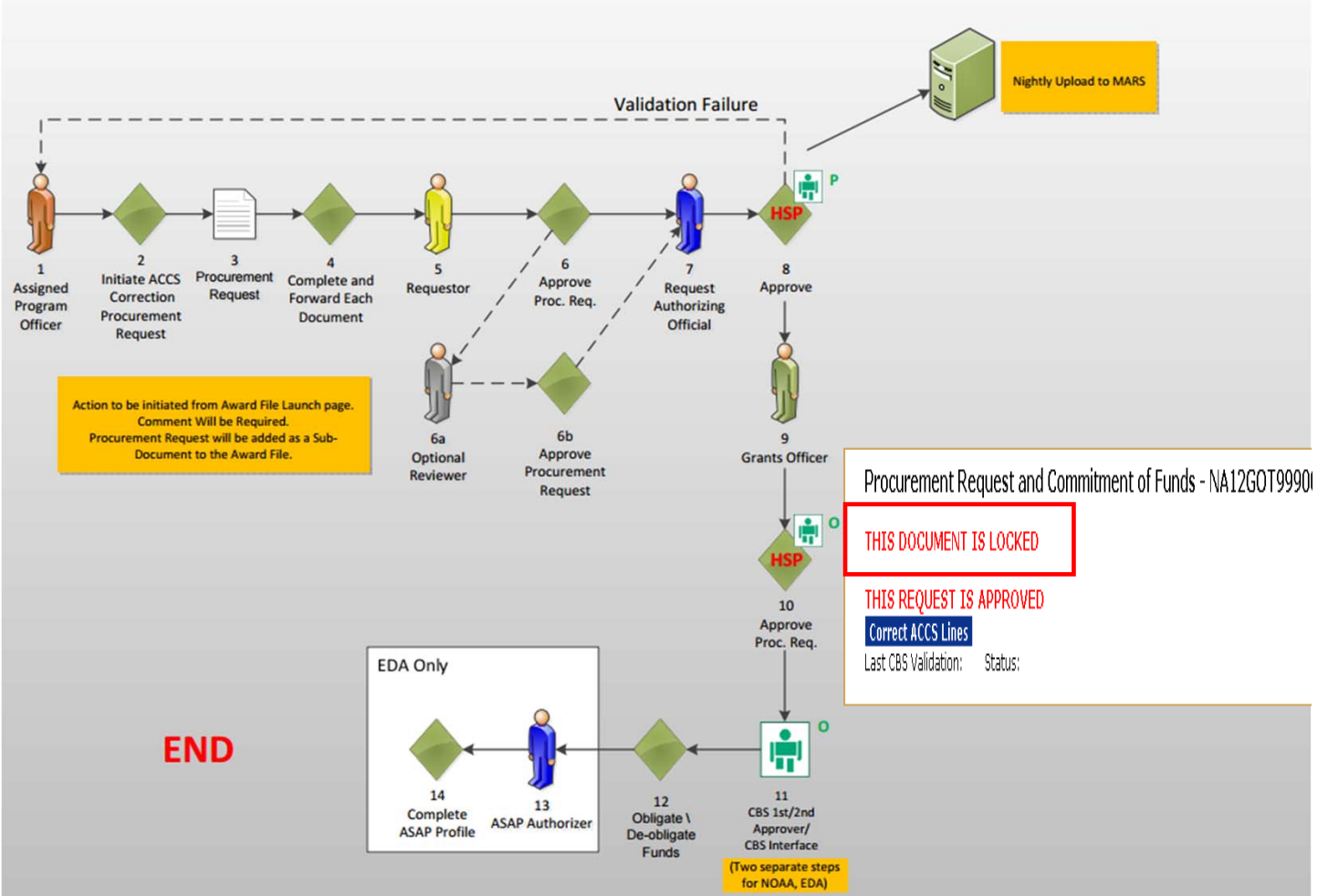
For NOAA awards, ACCS Information for the Partial De-obligation Memo is retrieved via the Interface based on the fields entered on the Procurement Request. For Non-Interfaced Bureaus, the accounting line will not be shown.

Correction to ACCS Lines

Correct ACCS Lines on Approved Award (PR-3)
(No Net Dollar Change)

February 3, 2016

Version 4.18



Accounting - ACCS Lines *

2 items found, displaying all items.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated
14	1	2012	06 -02 -0004-01-00-00-00	01-01-02-000	14K3BN8-P00	41-11-00-00	\$10,000.00	N	Yes
14	2000	2012	10 -01 -0002-00-00-00-00	52-30-00-000	SAE0000-SAE	41-12-00-00	(\$10,000.00)	N	Yes

[Add New ACCS Line](#)

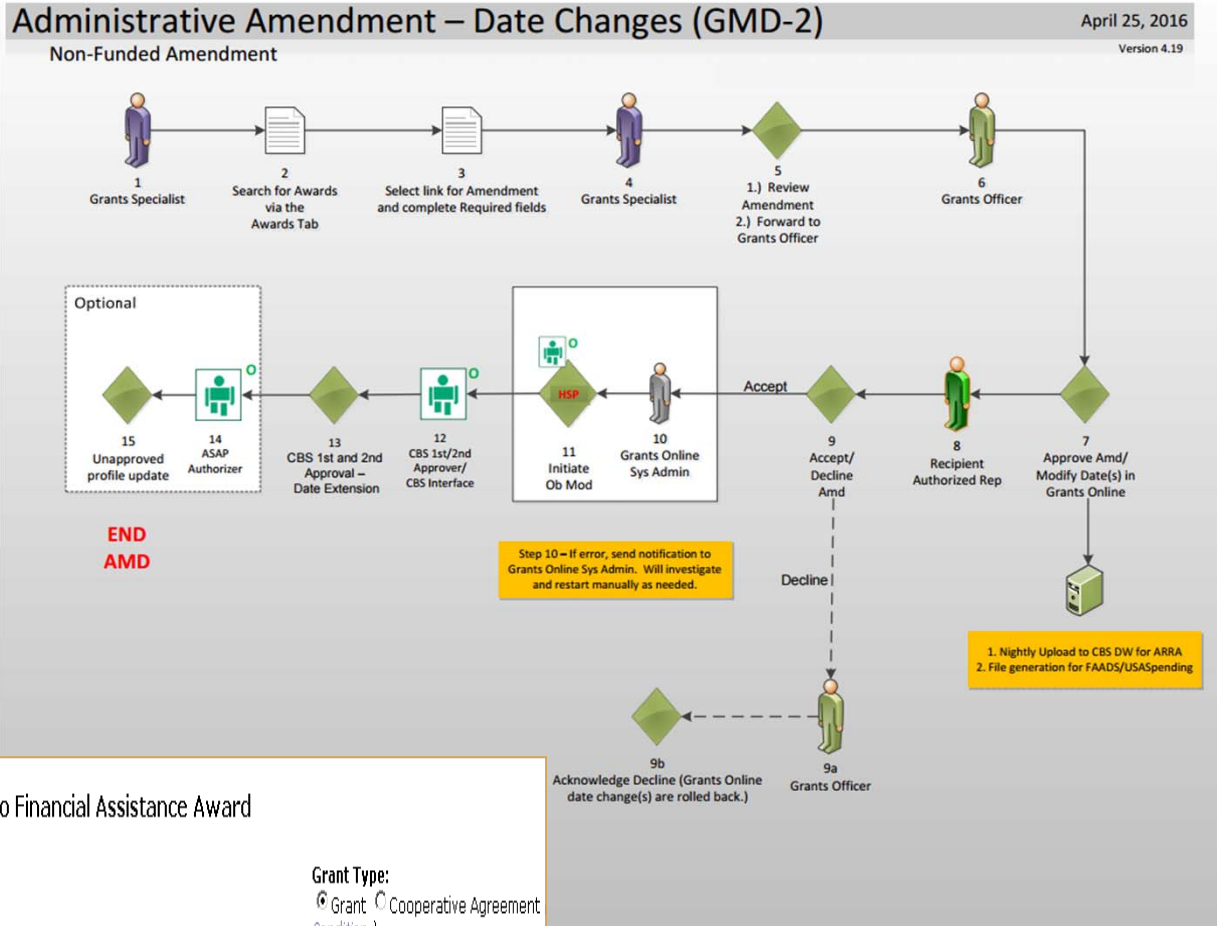
PRCF Total for this Award action: \$10,000.00

Total Federal funds authorized for this Award action: \$10,000.00

To make a correction to the ACCS line on an already approved award:

1. Navigate to the details page of the Procurement Request that needs to be corrected.
2. Click on the **Correct ACCS** button. This will generate a new "zero-dollar" Procurement Request.
3. Edit the ACCS line to make the amount (or portion of the amount) negative.
4. Add one or more positive ACCS lines to make a net balance of zero on the Procurement Request.
5. Start the workflow for approval of the Procurement Request.

Admin. Amendment for Date Changes



Amendment to Financial Assistance Award

CFDA Number:
11.999

Grant Type:
 Grant Cooperative Agreement
[Condition](#)

Award Number:
NA12GOT9990014

Amendment Number:
Pending

Recipient Name:
Institute for Community Managed Resources (ICMR)

Street Address:
123 Main Street
Washington, DC 20000

Amendment Start and End Dates: *
 -

Extend Work Completion To:
N/A

The Amendment Start and End Date fields and the Project Start and End Date fields are not part of the official CD-451. The Amendment Start and End Dates are for internal reporting purposes only and cannot be used by themselves to extend the award. The award can only be extended using the Project End date field or by submission of a No-Cost Extension Award Action Request.

Project Start and End Dates:
 -

The Grants Management Division can initiate an Administrative Amendment to make corrections to Project Start and/or End Dates. This eliminates the need for the Recipient to submit a No-Cost Extension request.

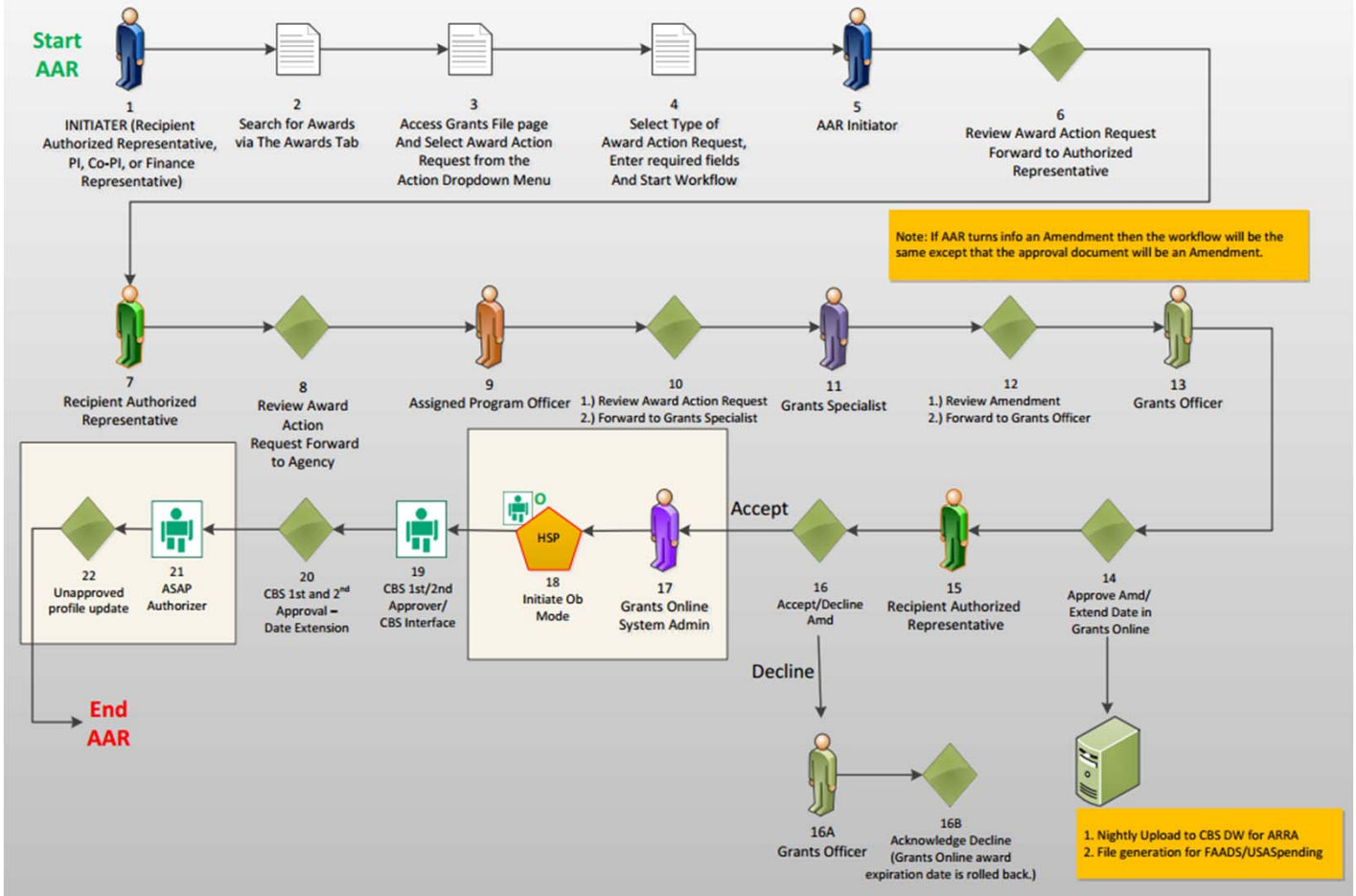
No Cost Extensions

Award Action Request Workflow (AAR-2)

April 18, 2016

No Cost Extension – Prior Approval Required

Version 4.19



For No Cost Extensions – Project Date modifications will be updated at CBS and the workflow will go through the CBS approval process. For ASAP awards a task will go to the ASAP Authorizer to update the ASAP profile with the new date.

ASAP Enrollment Request

The screenshot shows the Grants Online interface. At the top, there is a header with the Department of Commerce logo and the text 'commerce trade and banking'. Below this is a navigation bar with 'Inbox', 'Awards', 'Account Management', and 'Help'. A welcome message states 'Welcome to Grants Online Test Person. You are logged in to TEST1.' and a 'Log Off' button is present.

The left sidebar contains a menu with the following items: 'ASAP Enrollment Request' (highlighted), 'Manage Recipient Users', 'SF-425A for Multiple Awards', 'Search Awards', and 'Search Reports'.

The main content area is titled 'ASAP Enrollment Request' and includes the following information:

- Organization: SKILLIGALEE INC (2002987)
- Request ID: 2444424
- Information for the Point of Contact who will work with the Grants Making Agency to complete the ASAP Enrollment for this organization.
- Organization Profile**
 - EIN/TIN#: 98-7654321
 - DUNS: 068997902
 - Name: SKILLIGALEE INC
 - Type: R - Small Business
 - Address: 1234 MAIN ST, Berlin, MD 20076
- Point of Contact**
 - Name *
 - Title *
 - Email *
 - Phone Number *
- Attachments:**
 - No attachments.
 - Add new Attachment: [+]
 - Any changes to information on this page should be saved before adding or removing attachments. File name should be unique.
 - [Large File Guidance](#)

At the bottom, there are four buttons: 'Save', 'Save and Start Workflow' (highlighted), 'Cancel', and 'Print'.

NOAA Only: From this screen Non-ASAP recipients can initiate the ASAP Enrollment process. There is no need to send a separate email, simply submit the recipient's Point of Contact information.

For detailed Organization Profile Change Request information, please reference the link: http://www.corporateservices.noaa.gov/grantsonline/Documents/Grantees/Org_Profile_Change_Request_s_Grantees.pdf

NOTE: As a result of the Digital Accountability and Transparency Act (DATA Act) recipients must update their organization profile in SAM.gov. Grants Online now receives a daily extract from SAM.gov that will automatically update the organization's profile in Grants Online.

Change in High Risk Indicator

Change in High Risk Indicator (GMD-3)

April 25, 2016

Version 4.19

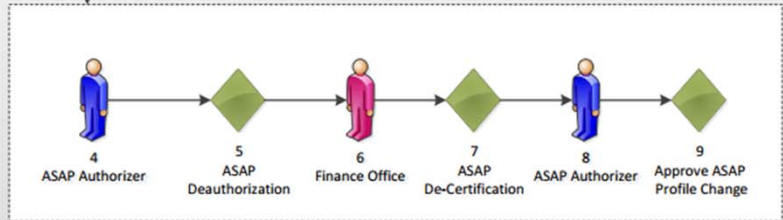
(NOAA ASAP Recipients Only)



* Note: The High Risk flag can only be updated after all pending actions are complete. An Award File In Process will prevent changing of the High Risk flag.

TO High Risk

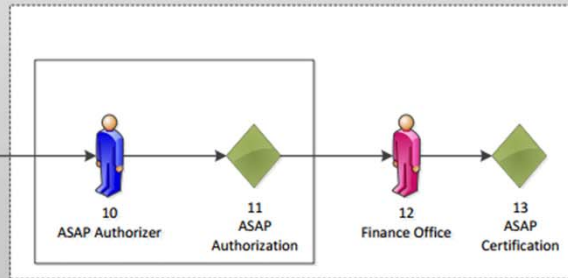
Do Steps 4-9 only if Vendor is ASAP
Steps 4-9 are ALL MANUAL
EACH Step is completed once for One or Multiple Awards



SA

Set Authorize Remaining Balance Flag
May need Error Notifier

Do Steps 10-13 only if Vendor is ASAP
EACH Step is Completed once for one or multiple awards



* ASAP Certification Task has been automated

FROM High Risk

Grants Management - Due Diligence

Did Significant Name Check Findings Exist? Yes No

Name Check Expiration Date

Name Check Request Date

Credit Check Expiration Date

Credit Check Request Date

Credit Check Supplier Score

OIG Clear Date

Date of Last Drug Free Check Findings

High Risk Recipient Yes No

To change the High Risk indicator for an organization:

1. Search for an Award associated with the organization.
2. Click on the **Org_ID** link next to the Award Number in the Search Results.
3. Change the High Risk radio button as appropriate.
4. If the organization is ASAP the system will generate a task for the Authorized Representative to de-authorize or authorize the remaining funds based on the High Risk status. (No action is needed for a non-ASAP organization.)

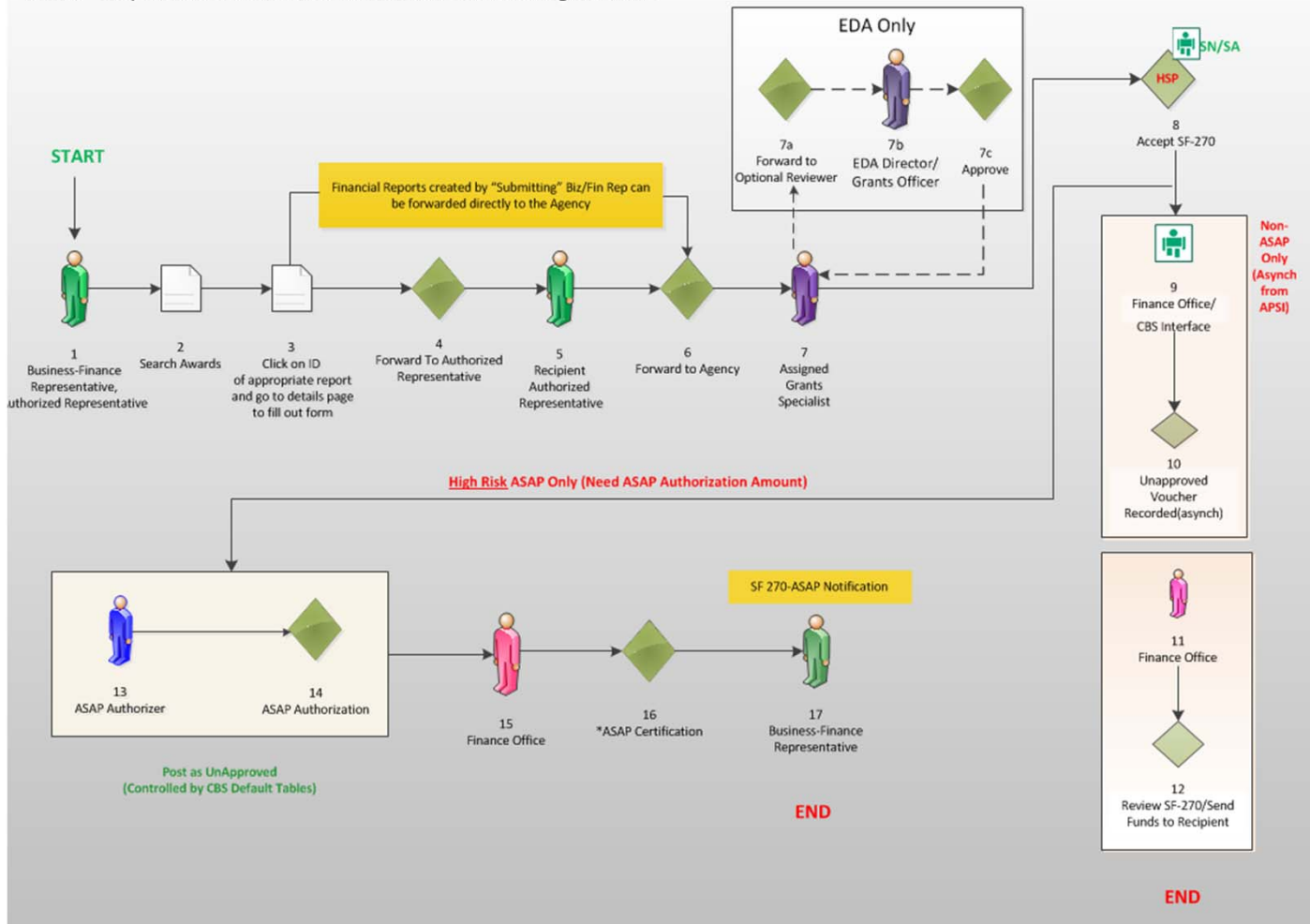
SF-270 Process (ASAP-High Risk Recipients)

Routing of Federal Financial Reports (FFR-2)

January 28, 2016

Version 4.18

SF-270 – Only available for Non-ASAP for all Bureaus or NOAA High Risk ASAP



The option to submit a SF-270 is now only available to Non-ASAP recipients and to NOAA High Risk ASAP recipients. A new Award Action Request (AAR) has been created for ASAP Recipients on the Agency Review process to inform the agency that a drawdown request has been submitted in ASAP.

(See ASAP Drawdown Request AAR -

http://www.corporateservices.noaa.gov/grantonline/Documents/AAR_Assistance/Recipient_AAR_Help.htm#ASAPDrawdownRequest)

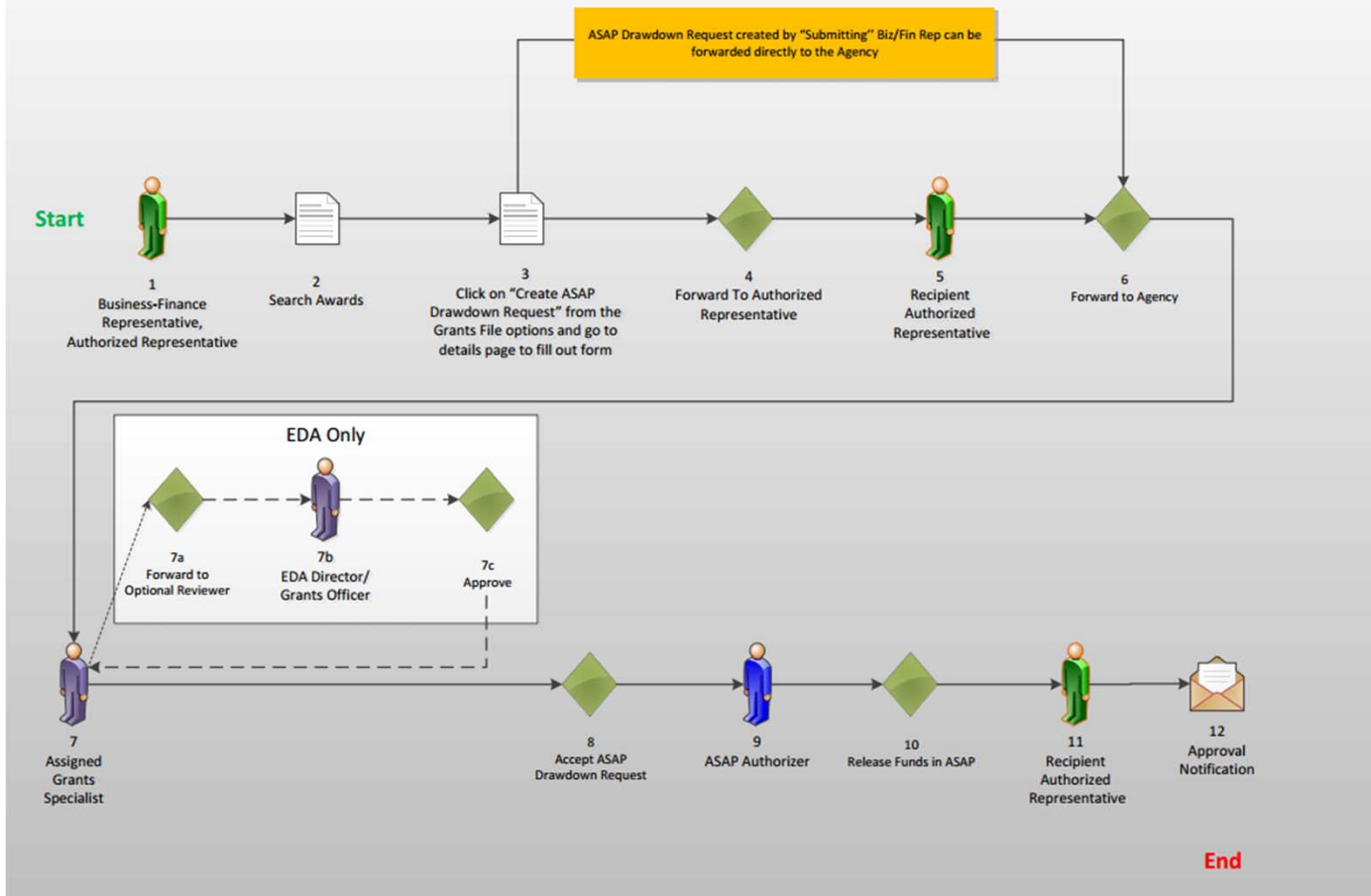
ASAP Drawdown Request AAR

ASAP Drawdown Request (AAR-5)

April 18, 2016

Agency Review ASAP Recipients Only (Non-NOAA Bureaus)

Version 4.19



Award Action Request Index

[* No Cost Extension - Prior Approval Required](#)
[Extension to Close Out](#)

[* Change in Scope](#)

[* Transfer of Award](#)

[Change in Principal Investigator/Project Director](#)

[Change in Key Person Specified in the Application](#)

[Satisfied Special Award Conditions](#)

[Transfer of funds allotted for training to other categories of expenses](#)

[Pre-Award Cost](#)

[Submit Additional Closeout Documents](#)

[Other](#)

No Cost Extension - Prior Approval Waived (Research Terms and Conditions)

[Reprogram or Rebudget](#)

[Equipment Purchase](#)

[Foreign Travel](#)

[Sole Source Contract](#)

[Absence of more than 3 months or 25% by project director or PI](#)

[Inclusion of cost that require prior approval based on cost principles](#)

[* Sub award, transfer or contracting out of any work under the award if not described in the approved application](#)

[* Termination for Convenience](#)

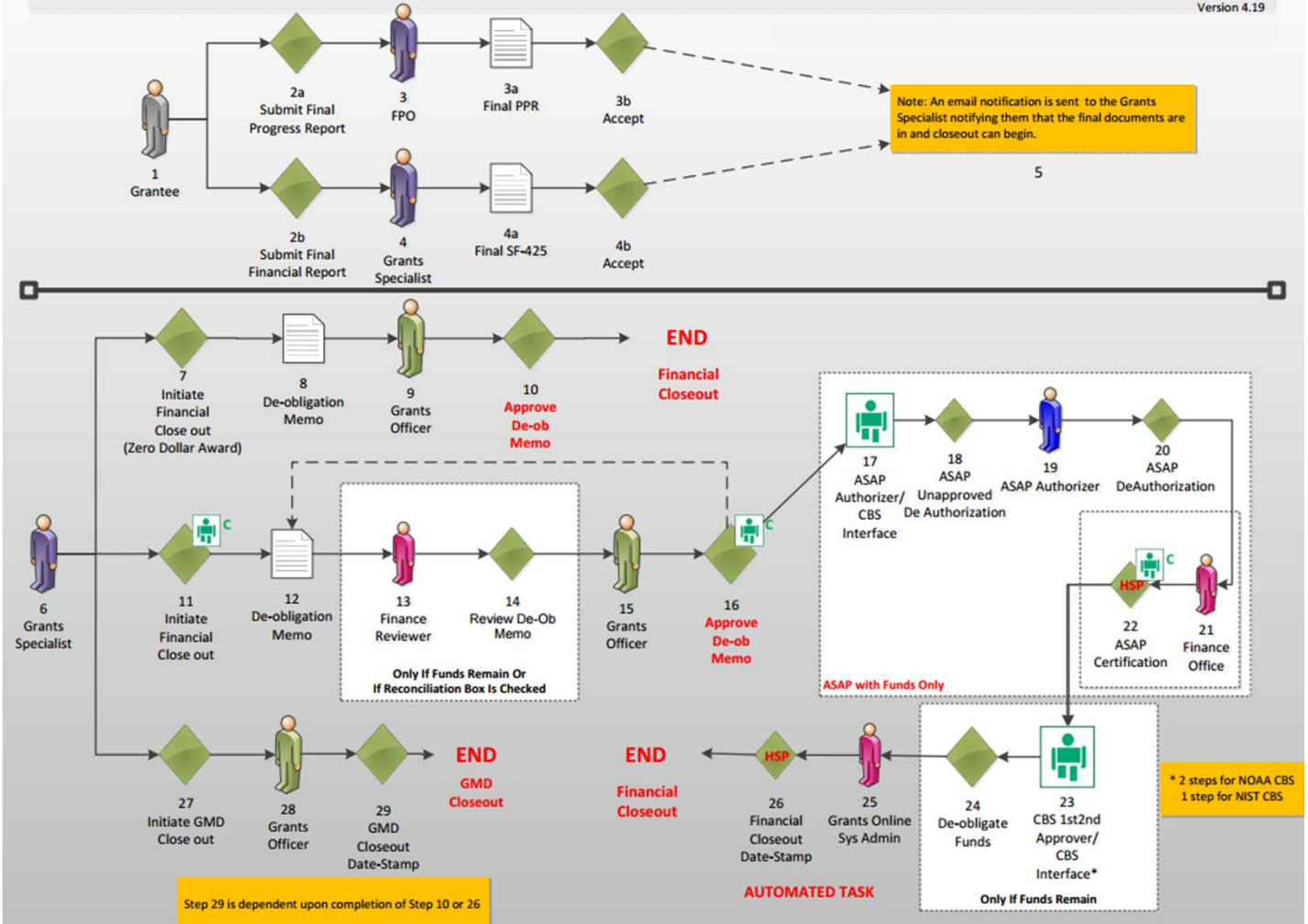
[ASAP Drawdown Request](#)

Closeout

Closeout Workflow (GMD-4)

April 25, 2016

Version 4.19



Closeout

Grants File - NA15NOS4820044

Id: 2439208

Status: Accepted

Action:

Initiate Financial Closeout ▼

Submit

Your Comments:

- Please select an action
- Create Administrative Amendment
- Create Award Action Request
- Create Enforcement
- Initiate Financial Closeout**
- Initiate Manual Closeout - Override GMD Policy
- Request Extension to Closeout
- Submit Additional Closeout Documents
- Submit Satisfied Special Award Conditions
- View Accounting Details
- View/Manage Award-related Personnel

Sample De-obligation Memo for Closeout

THIS DOCUMENT IS LOCKED

MEMORANDUM: NOAA Finance Office
FROM: Grants Management Division
SUBJECT: FINANCIAL CLOSEOUT
De-obligation Request for Award: NA12NOS4820176

Total Federal Funding (entire award): \$97.00
Recipient Name: University of South Alabama
EIN: 630477348
DUNS: 172750234
ASAP ID (if applicable):
Award Period: 03/20/2012 - 04/04/2012
Federal Program Officer: Janet Reise
Obligation Number: 373920
Total De-obligation Amount from CBS: \$97.00

Item #/MDL	ACCS	Amount to De-obligate
1 / 1	14 2012 2000 52-30-00-000 SAE0000-SAE 06-02-0004-01-00-00-00 41-10-22-00	\$97.00

The Grants Management Division has reviewed the subject award for final closeout. This document serves as authorization to proceed with the de-obligation process.

Justification for De-obligation:

The Grants Management Division received the Final SF-425 (attached) and authorizes the close-out process to proceed. De-obligations and closeout are authorized for the remaining balance identified on the final Federal Financial Report (SF-425) which reconciles with the Commerce Business System (CBS).

Spell Check

Financial Closeout Checklist:

The Grants Management Division recognizes there is a reconciliation issue with this grant in the CBS:

Grants Officer Approval: Alan Conway 04/05/2012
De-obligation Completed: Grants Online-CBS Interface
Finance Office Approval: William Koontz 04/05/2012

Attachments:

No attachments.

Cancel Print Memo