Federal Program Office User Manual

Universal Application Processing

NOAA Grants Online Program Management Office

February 2017
Version 4.20

Table of Contents

Overview 5
Prepare to Process a Universal RFA 5
Process Diagram – Applications and Review Event Overview 6
Input a Paper Application 7
Application Attachments 14
Complete the Minimum Requirements Checklist 17
Process Diagram – Prepare Applications for Funding 24
Conduct Negotiations 25
Prepare the Award Package 33
The NEPA Document 34
Procurement Request and Commitment of Funds (PRCF) 38
The PO Checklist 49
The Award File 62

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Overview

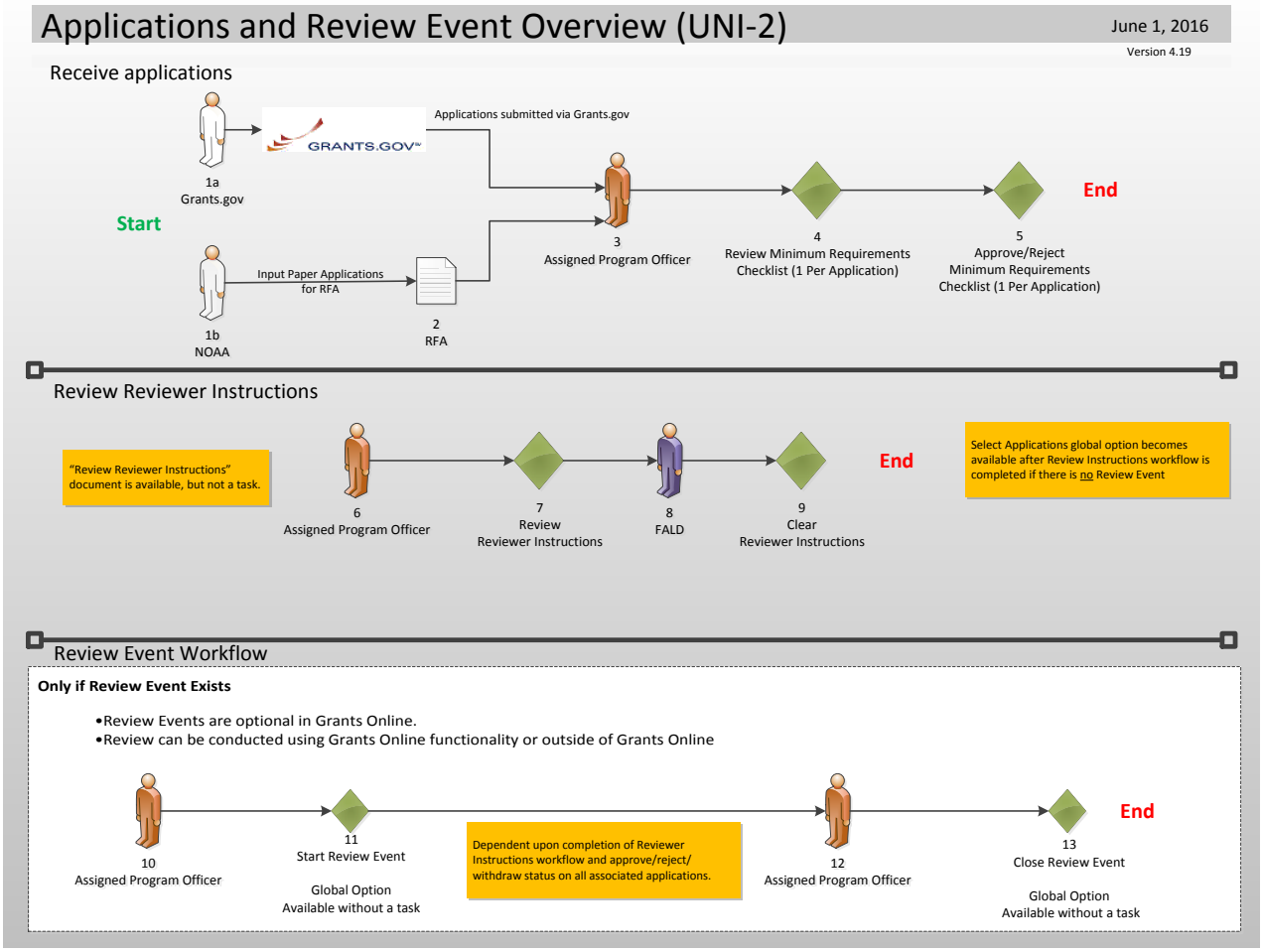
This document details the steps associated with entering Grants Online data and processing a Universal (Non-competitive) Request for Application (RFA). In Grants Online, a Non-competitive RFA is a sub-category of the Universal RFA. In many instances, the two terms are used interchangeably.

Prepare to Process a Universal RFA

An application can be submitted to any Department of Commerce (DOC) bureau using either Grants.gov or Grants Online to enter a paper application. When a paper application is received, the Federal Program Officer (FPO) should follow the instructions in the Input a Paper Application section. In conjunction with inputting information from the paper application, the FPO must scan the paper application and create electronic **PDF files**. Converting all files to PDFs (prior to uploading) facilitates the completion of subsequent tasks. The PDFs are an integral component of processing an application.

NOTES: Although the examples in this manual are based on National Oceanic and Atmospheric Administration (NOAA) grants programs, the processes described are applicable (with appropriate modifications) to all bureaus that use the Grants Online system.

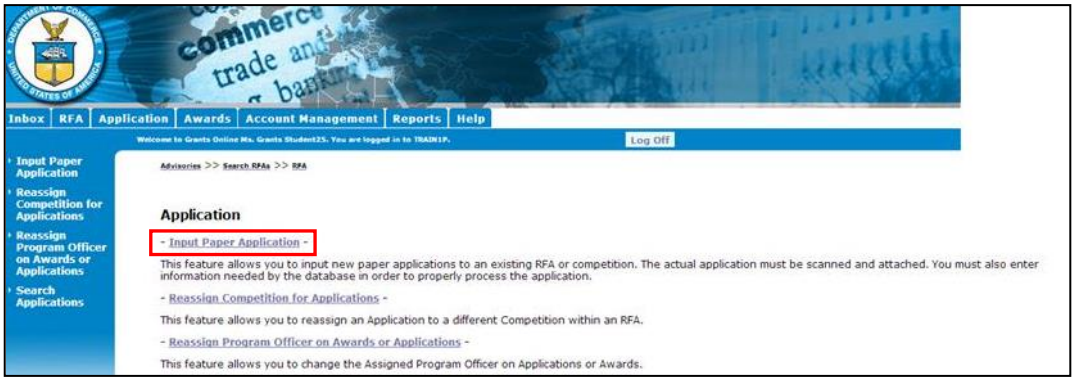
Process Diagram – Applications and Review Event Overview



Input a Paper Application

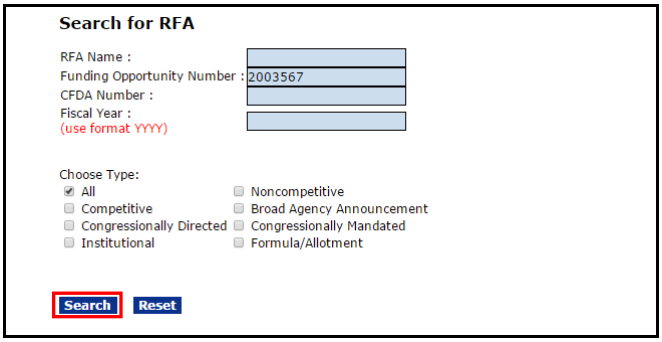
1. Click the **Application** tab.

2. Click the **Input Paper Application** link.

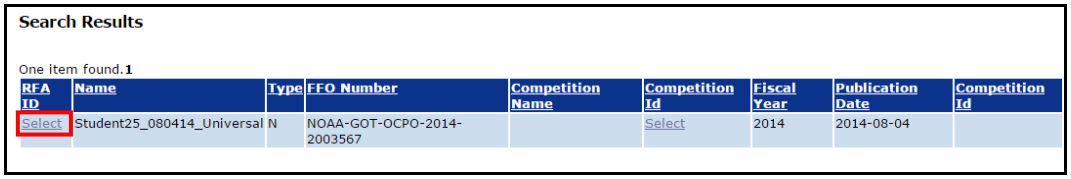


3. The Search for RFA launch page is visible. Input information for at least one data element. If data is entered for more than one field, search efficiency is degraded; the system attempts to match **all** data elements specified.

4. Click the **Search** button.



5. When the search results display, click the **Select** link next to the RFA with which the application should be associated.

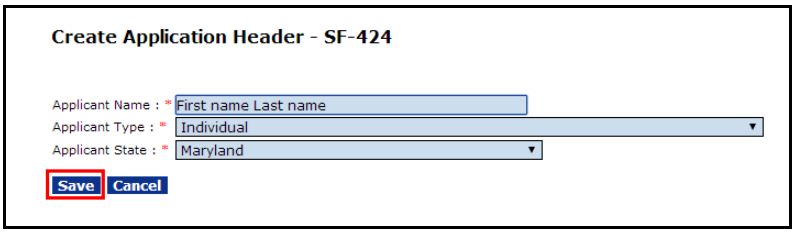


NOTE: If the search did not locate any items that match the search criteria, a message displays on the screen – **There is nothing found to display.** This message indicates the RFA for which the FPO is searching has not been published. The FPO can only input paper applications for a RFA **after** it has been published.

6. The Create Application Header – SF-424 screen is visible. Use the information from the SF-424 to enter data for the following mandatory fields:

   - Applicant Name*
   - Applicant Type*
   - Applicant State*

7. Click the **Save** button.



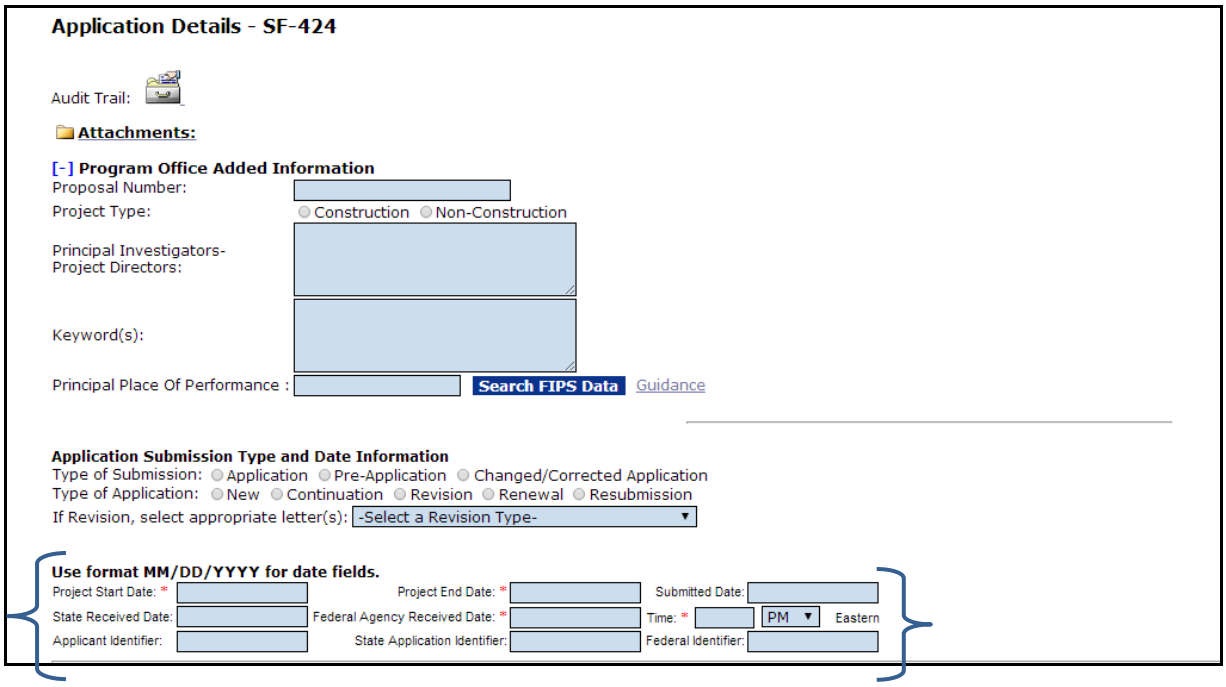
NOTE: When the user clicks the **Save** button, the basis for an application has been created and is saved. The user may continue to enter information from the paper application (advance to step 9) ***– or –*** resume data entry later (starting with step 8).

8. To resume data entry later:

   - Go to the **RFA** tab.
   - Search for the RFA by specifying data for one of the data elements displayed on the screen.
   - Select the appropriate RFA.
   - Scroll down the page and click the **Application** link under Associated Documents.
   - Click the **Go to Application Details Page** link to continue inputting information from the paper application.

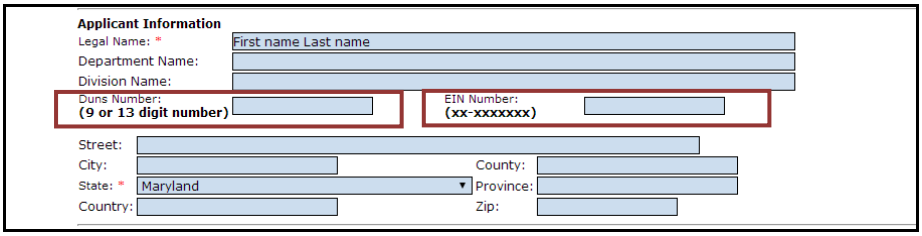
9. The Application Details – SF-424 page is shown below. Use the information on the paper version of the SF-424 to enter mandatory* data elements. Remember a scanned copy of the paper application must also be uploaded. In the image below, representative of a portion of the screen, the area framed with blue braces contains the following mandatory fields.

    - Project Start Date*
    - Project End Date*
    - Federal Agency Received Date*
    - Federal Agency Received Time*

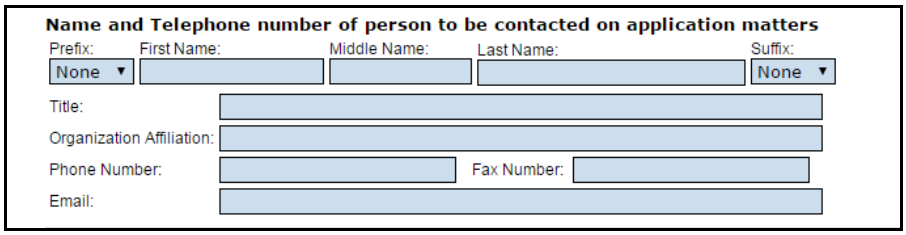


NOTE: If this is a Multi-Year Award, the user should specify the Start Date, the End Date, and the Funding Amount for the entire Award.

10. Continue entering information for the next sections of the Application Details page.
    - Legal Name* (pre-populated based upon earlier data entry)
    - DUNS Number – If the DUNS Number is known, it should be entered
    - Employee Identification Number (EIN)
    - State*

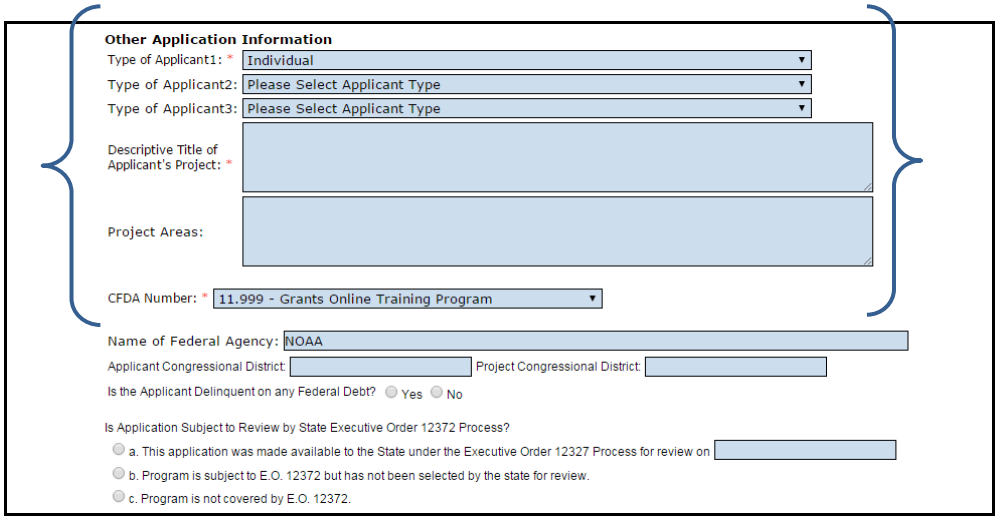


11. The section of the screen identified by the header Name and Telephone Number of Person to be Contacted on Application Matters does not contain any mandatory data entry fields.

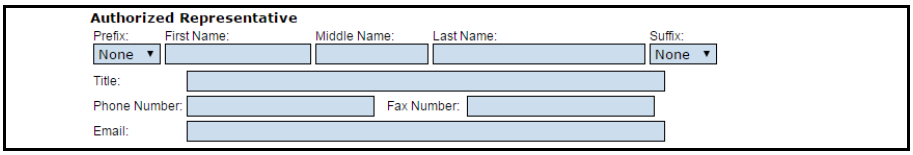


12. Under the Other Application Information header, the following are mandatory data entry fields:

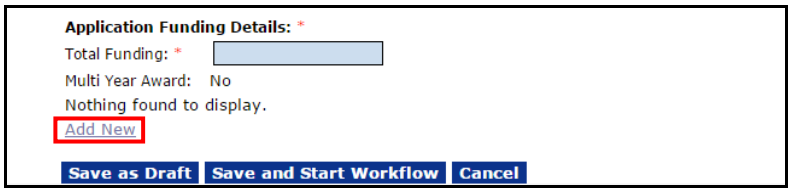
- Type of Applicant1* (pre-populated from earlier data entry)
- Descriptive Title of Applicant's Project*
- CFDA Number*



13. The next section of the screen shown below, Authorized Representative, does not contain any mandatory data entry fields.



14. The FPO must enter information for the Application Funding Details* section of the screen. Specify the amount of the Total Funding* and click the **Add New** link.



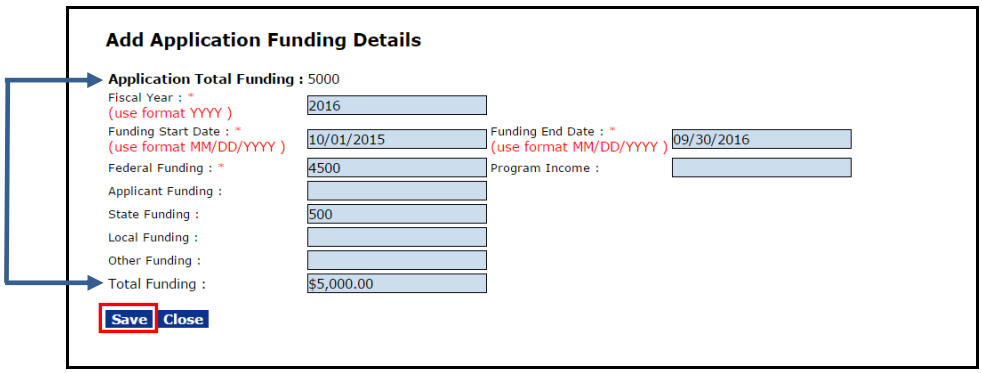
15. Specify information for the following data fields:

- Fiscal Year*
- Funding Start Date*
- Funding End Date*
- Federal Funding*

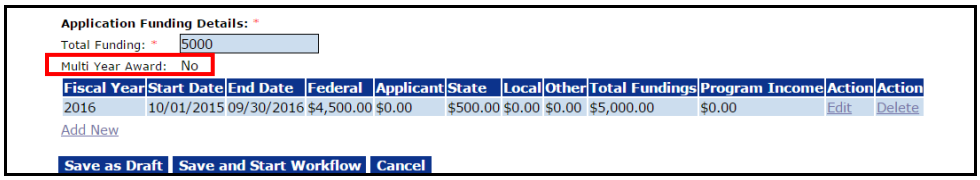
NOTE: Enter data for the first year of the Award: Start Date, End Date, and the Funding Amount. The steps associated with entering data for a Multi-Year Award will be explained in the Minimum Requirements Checklist section.

16. In addition to the mandatory data elements on this screen, the user may choose to enter non-zero values for Applicant, State, Local, and Other Funding. The Total Funding is automatically updated when data is entered for each funding category. The total amount for all categories ***must not*** exceed the amount specified for the Application's Total Funding.

17. Click the **Save** button to capture changes and continue data entry – *or* – click the **Close** button to exit the screen without saving changes.



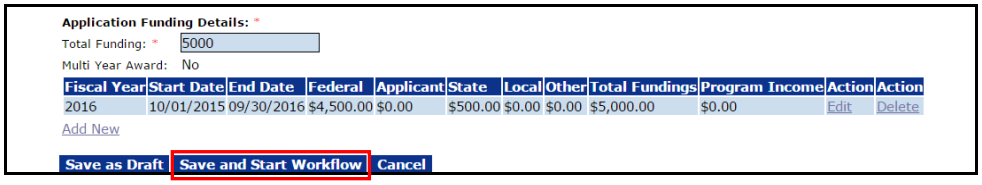
18. The image below represents a one-year Award (**Multi-Year Award: No**). As such, funding has been designated for one fiscal year. If the user clicks the **Save as Draft** button, the data is saved and the user remains on the screen. If the user clicks the **Cancel** button, all data entry since the last save is lost.



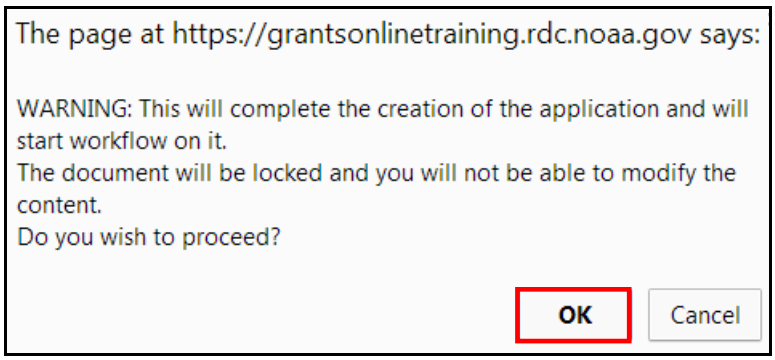
19. If attachments need to be included, reference the Application Attachments section of this document.

20. The user must click the **Save and Start Workflow** button to proceed to the next step. The workflow should be started *after* all relevant information has been entered for the application and all attachments have been included.

    When the workflow starts, the application is locked. The user will not be able to make changes without assistance from the Help Desk.



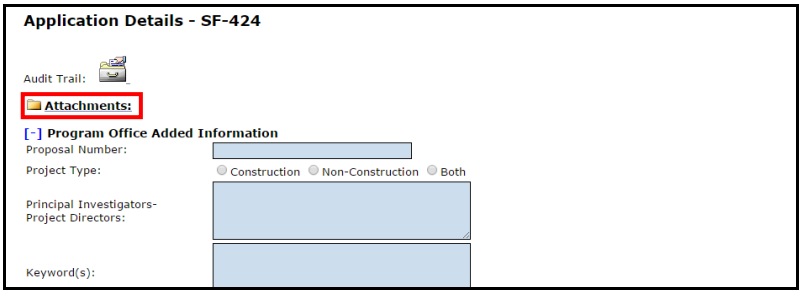
21. The precautionary message that displays on the screen provides the user an opportunity to confirm the intent to advance to the next step. The Conduct Negotiations phase is the next opportunity for the user to modify the RFA. To proceed, click the **OK** button.



Application Attachments

If the user wishes to submit attachments that will be viewed either as a component of the application – ***or*** – separate from the application, s/he should navigate to the top of the electronic version of the Application Details – SF-424 screen.

1. Click the **Attachments** link.



2. When the screen below displays, click the **[+]** link (either beside the words Add New Attachment for Application Review or Add New Attachment NOT to be included in the Application Review). The **Guidance** link provides suggestions regarding the content and format of attachments.

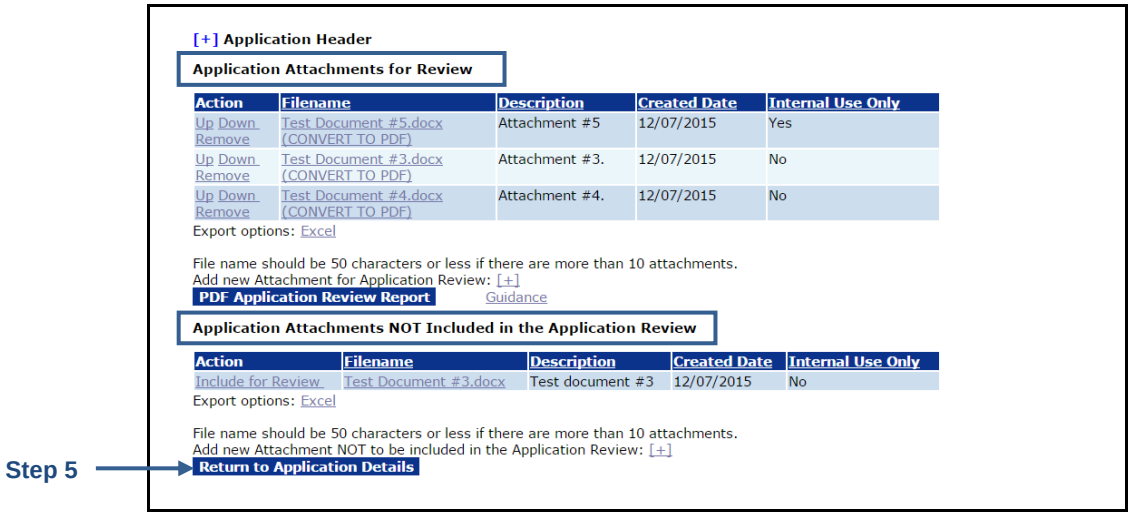
3. There are two mandatory fields: Filename* and Description*. Click the **Choose File** button to navigate to the file you would like to attach. As mentioned earlier, converting non-pdf files to PDF files facilitates the completion of subsequent tasks. Provide a brief description of the attachment. When finished data entry, click the **Save Attachment** button.

4. Click the **Up** or **Down** link to re-order the items in the **Application Attachments for Review** section.

   Click the **Remove** link beside an attachment to move a file from the **Application Attachments for Review** section to the **Application Attachments NOT included in the Application Review** section**.**

   Click the **Include for Review** link beside an attachment to move a file from the **Application Attachments NOT included in the Application Review** section to the **Application Attachments for Review** section.

   To eliminate an attachment from either section, please contact the Help Desk.



5. When finished adding all attachments and indicating whether an attachment should or should not be included in the Application Review, click the **Return to Application Detail** button (at the bottom of the step 4 screen image).

6. If you have navigated to this section from the Input a Paper Application section, and wish to return to that section of the document, click Input a Paper Application and continue with step 20. Otherwise, advance to the next section to Complete the Minimum Requirements Checklist.

7. If you have navigated to this section from the Complete the Minimum Requirements Checklist section, and wish to return to that section of the document, click Complete the Minimum Requirements Checklist and continue with step 15.

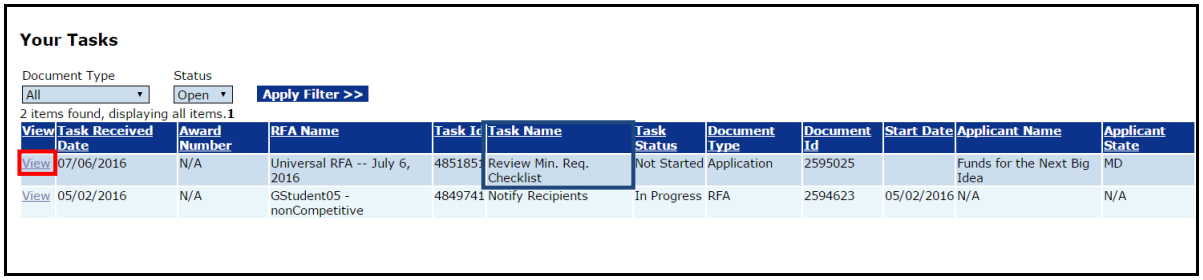
Complete the Minimum Requirements Checklist

After an application is submitted electronically via Grants.gov or has been Input From a Paper Application, the Federal Program Officer (FPO) must complete the Minimum Requirements Checklist task. The items on the checklist represent criteria specified in the RFA.

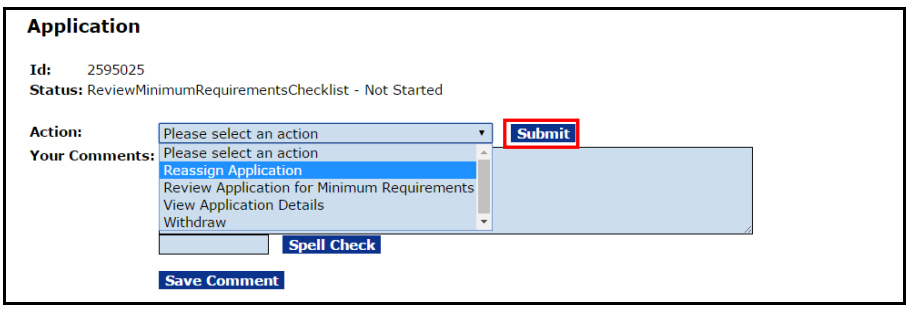
Any FPO who reviews the Minimum Requirements Checklist can approve the associated application; however, only a certified FPO can reject the application.

NOTE: The user should review the application before starting this task. It is also recommended that a hardcopy of the application or an electronic version of the application (open in a separate window) be available for reference during the Minimum Requirements Checklist task.

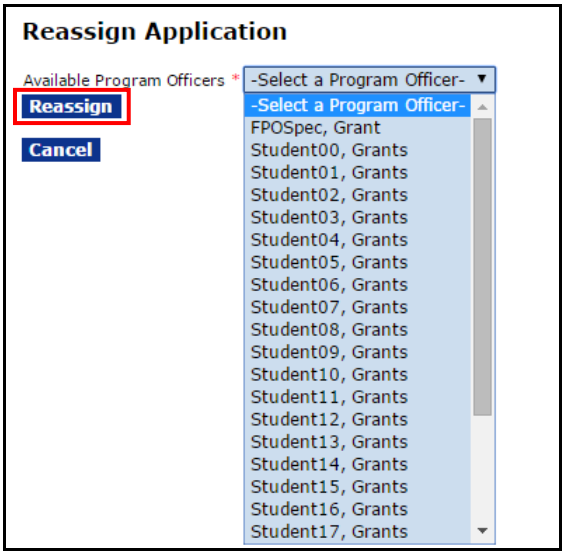
1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link in the left-most column for the Task Name: Review Min. Req. Checklist.



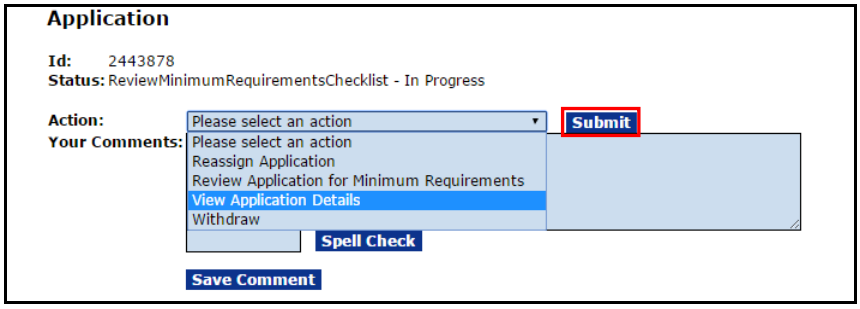
4. The Application launch page is displayed. If this application should be reassigned to someone else, select **Reassign Application** from the Action dropdown menu and click the **Submit** button. If not, proceed to step 6.



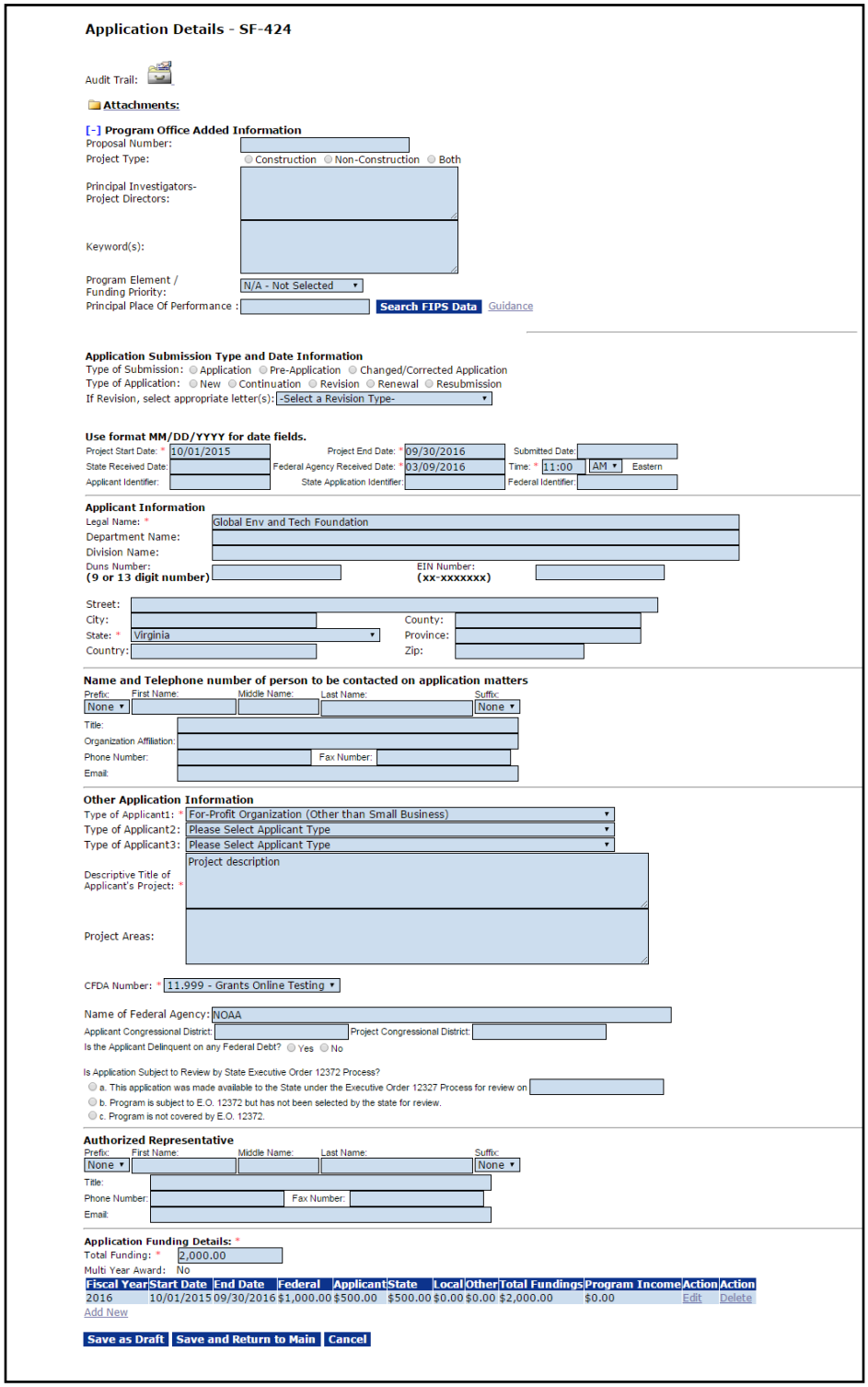
5. The next screen that displays is the Reassign Application page. Select the appropriate FPO from the Available Program Officers* dropdown menu and click the **Reassign** button. A notification will be sent via email to the person to whom the task was assigned.



6. Choose **View Application Details** from the Action dropdown menu and click the **Submit** button.



7. The Application Details page is displayed. The user should review the Application details and attachments.



Application Details - SF-424

Audit Trail:

Attachments:

[-] Program Office Added Information

Proposal Number:
Project Type: ○ Construction ○ Non-Construction ○ Both
Principal Investigators-Project Directors:
Keyword(s):
Program Element / Funding Priority: N/A - Not Selected
Principal Place Of Performance : Search FIPS Data Guidance

Application Submission Type and Date Information

Type of Submission: ○ Application ○ Pre-Application ○ Changed/Corrected Application
Type of Application: ○ New ○ Continuation ○ Revision ○ Renewal ○ Resubmission
If Revision, select appropriate letter(s): -Select a Revision Type-

Use format MM/DD/YYYY for date fields.

Project Start Date: * 10/01/2015 Project End Date: * 09/30/2016 Submitted Date:
State Received Date: Federal Agency Received Date: * 03/09/2016 Time: * 11:00 AM Eastern
Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information

Legal Name: * Global Env and Tech Foundation
Department Name:
Division Name:
Duns Number: **(9 or 13 digit number)** EIN Number: **(xx-xxxxxxx)**

Street:
City: County:
State: * Virginia Province:
Country: Zip:

Name and Telephone number of person to be contacted on application matters

Prefix: None First Name: Middle Name: Last Name: Suffix: None
Title:
Organization Affiliation:
Phone Number: Fax Number:
Email:

Other Application Information

Type of Applicant1: * For-Profit Organization (Other than Small Business)
Type of Applicant2: Please Select Applicant Type
Type of Applicant3: Please Select Applicant Type
Descriptive Title of Applicant's Project: * Project description
Project Areas:

CFDA Number: * 11.999 - Grants Online Testing

Name of Federal Agency: NOAA
Applicant Congressional District: Project Congressional District:
Is the Applicant Delinquent on any Federal Debt? ○ Yes ○ No

Is Application Subject to Review by State Executive Order 12372 Process?
○ a. This application was made available to the State under the Executive Order 12327 Process for review on
○ b. Program is subject to E.O. 12372 but has not been selected by the state for review.
○ c. Program is not covered by E.O. 12372.

Authorized Representative

Prefix: None First Name: Middle Name: Last Name: Suffix: None
Title:
Phone Number: Fax Number:
Email:

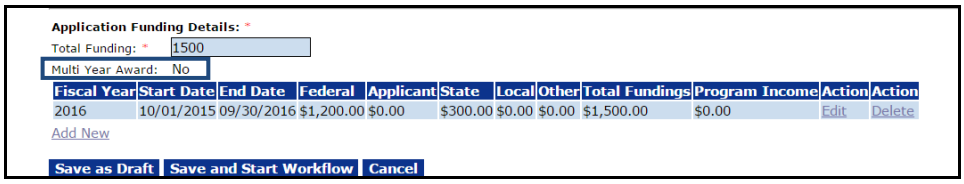
Application Funding Details: *
Total Funding: * 2,000.00
Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2016	$1,000.00	$500.00	$500.00	$0.00	$0.00	$2,000.00	$0.00	Edit	Delete

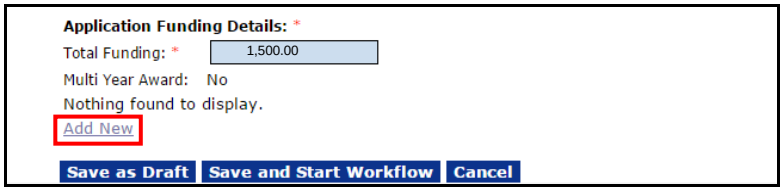
Add New

Save as Draft Save and Return to Main Cancel

8. The Application Funding Details* section displayed below represents a one-year Award. Funding has been designated for one fiscal year; **Multi-Year Award: No**. If it is not a Multi-Year Award, proceed to step 14.



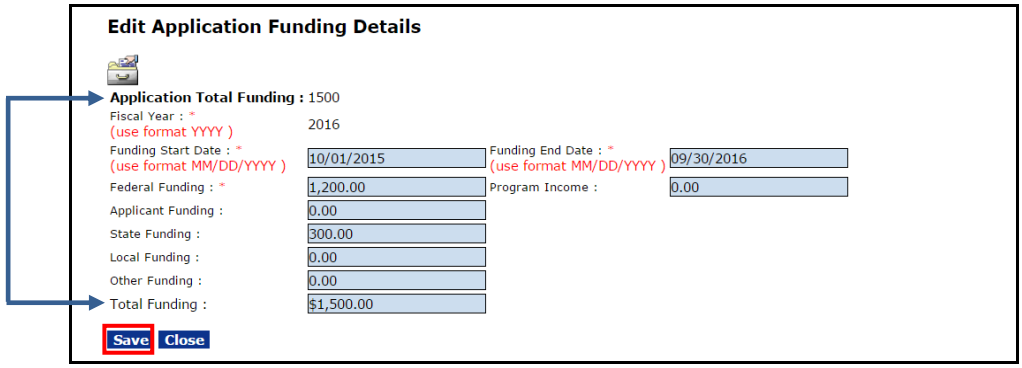
9. For a Multi-Year Award, click the **Add New** link under the Application Funding Details* section.



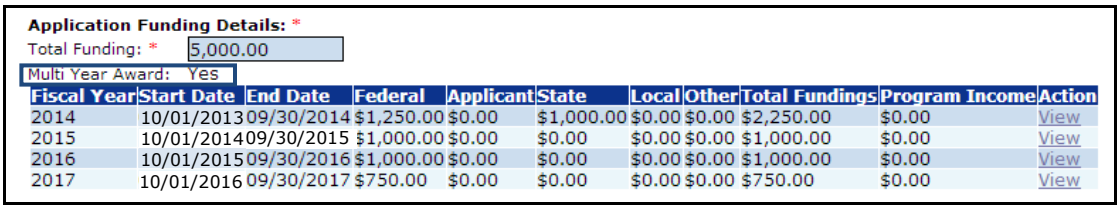
10. The user must specify information for the following mandatory data fields:
    - Fiscal Year*
    - Funding Start Date*
    - Funding End Date*
    - Federal Funding*

11. The user may opt to enter non-zero values for Applicant, State, Local, and Other Funding. If non-zero values are entered for the optional data elements, the Total Funding ***must not*** exceed the amount specified for the Application's Total Funding. Carefully check the accuracy of the information in the Funding Start Date and Funding End Date to ensure the correct dates are specified.

12. After completing the Funding Details worksheet for each fiscal year click the **Save** button to capture changes and continue data entry. Click the **Close** button to exit the screen without saving the changes.



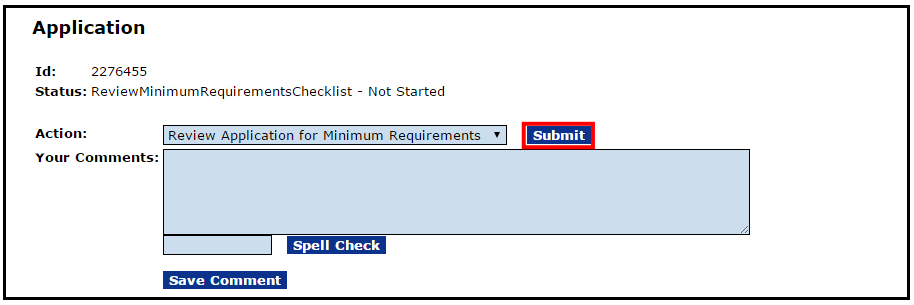
13. Repeat steps 9 - 12 as many times as is appropriate. The image below is representative of what displays if data was entered for more than one fiscal year; **Multi-Year Award: Yes**.



Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2014	10/01/2013	09/30/2014	$1,250.00	$0.00	$1,000.00	$0.00	$0.00	$2,250.00	$0.00	View
2015	10/01/2014	09/30/2015	$1,000.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00	View
2016	10/01/2015	09/30/2016	$1,000.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00	View
2017	10/01/2016	09/30/2017	$750.00	$0.00	$0.00	$0.00	$0.00	$750.00	$0.00	View

14. The user may include attachments that will be viewed either as a component of the Application, or separate from the Application. To add attachments, refer to the Application Attachments section of this document. If attachments are not required, advance to the next step.

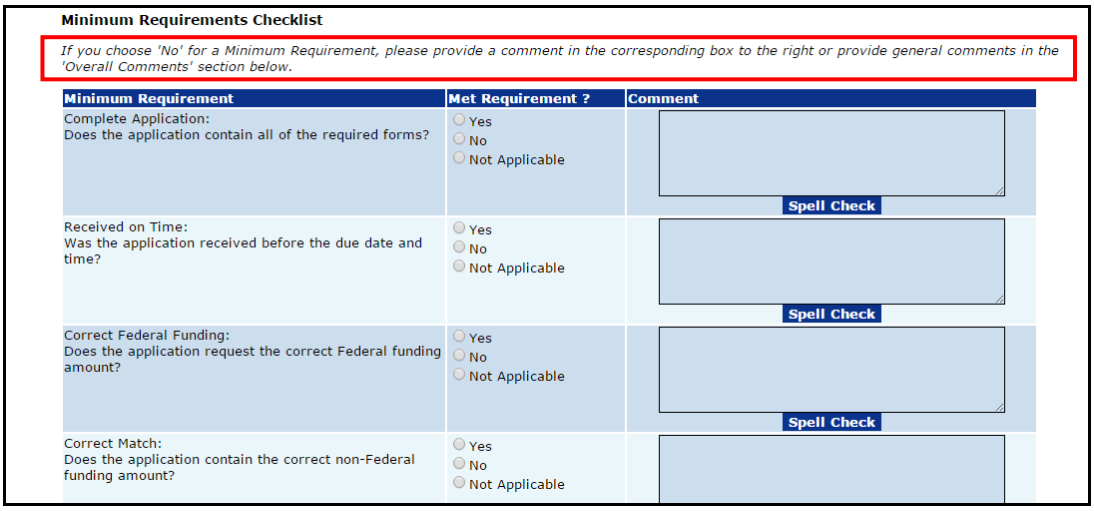
15. From the Action dropdown menu, select **Review Application for Minimum Requirements** and click the **Submit** button.



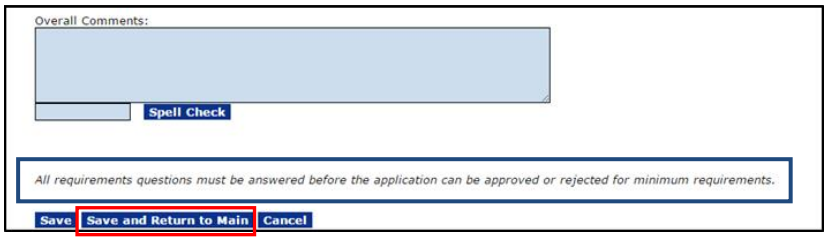
16. A FPO must respond to each question on the Minimum Requirements Checklist. In the ***Met Requirement*** column, select the radio button that corresponds to the correct response for each question.

    As indicated by the instructions at the top of the page, when the response to a question is **No**, the user must provide an explanation (either in the box associated with the Minimum Requirements criteria or in the Overall Comments box) to justify the response.

    The FPO may click the **Save** button to retain responses (without having responded to all questions). The user cannot navigate away from the Minimum Requirements Checklist until a response has been provided for **all** Requirements Questions.

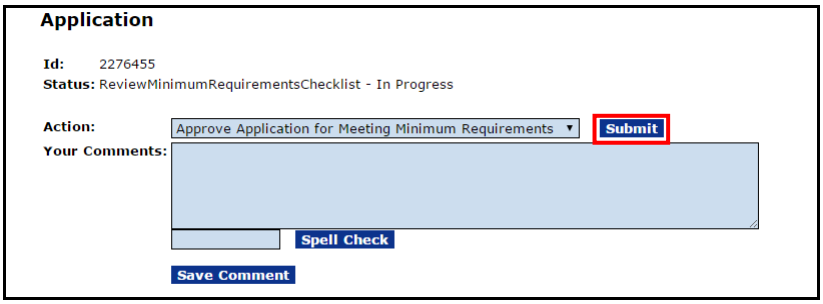


17. Click the **Save** button to retain the data entered. Click the **Save and Return to Main** button to advance to the next step in the process. Click the **Cancel** button to exit the screen without capturing the data entered.



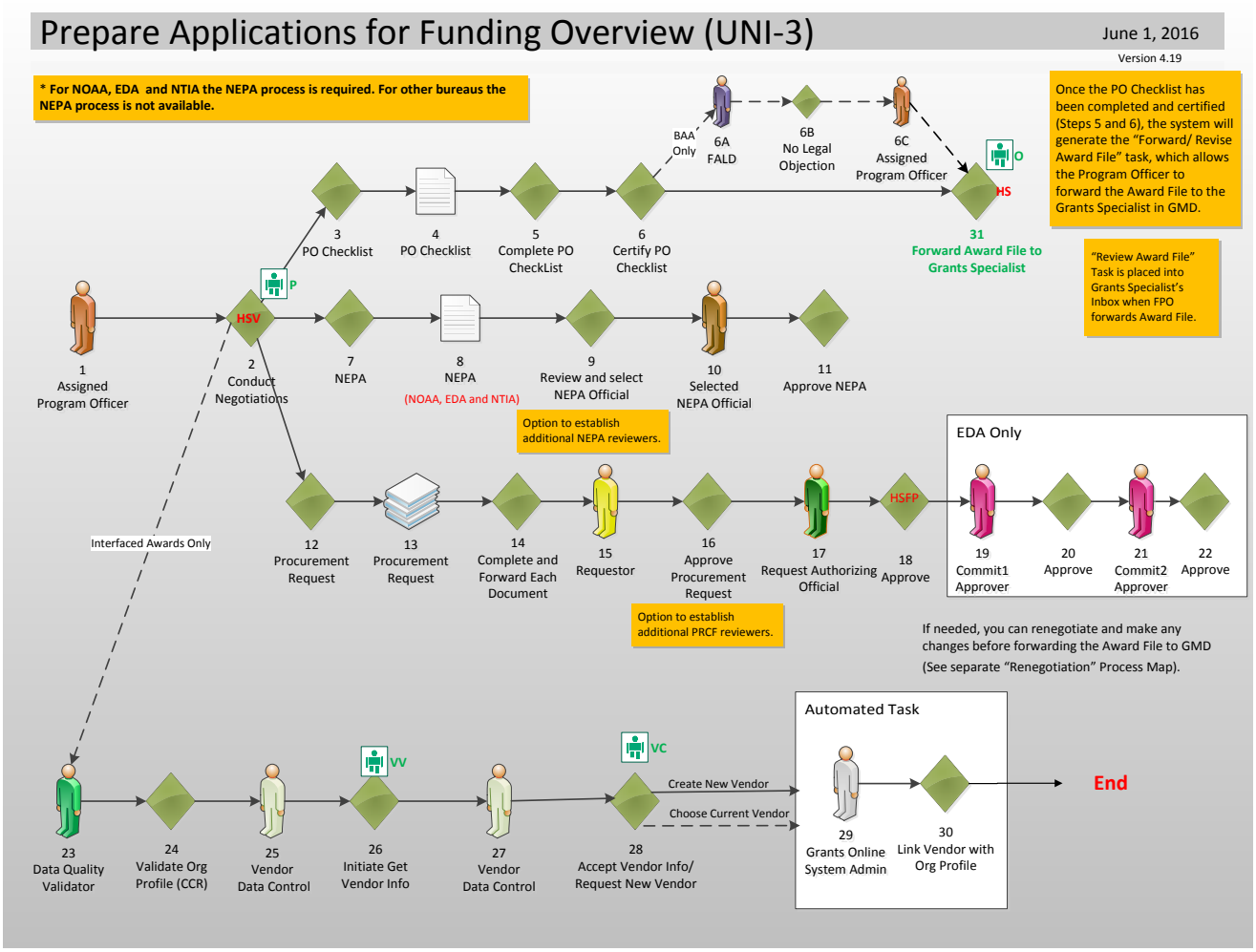
18. The FPO can either approve or reject an application. However, only a **certified FPO** can reject the application. All questions on the Minimum Requirements Checklist must be answered before the FPO or certified FPO is presented with an opportunity to accept or reject an application. The validity of the responses will be evaluated as the application progresses through the workflow. Invalid responses may result in the application being returned for review and correction.

19. In this example, **Approve Application for Meeting Minimum Requirements** is the desired course of action. Select that option and click the **Submit** button to proceed. At this point the application is locked for additional data entry.



20. When the Minimum Requirements Checklist has been reviewed and approved, the message shown in bold blue letters is visible on the user's Your Tasks screen.

Process Diagram – Prepare Applications for Funding



Conduct Negotiations

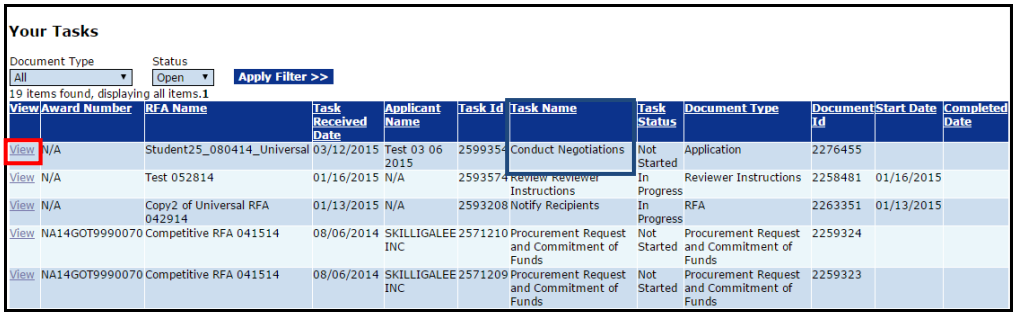
After completion of the Minimum Requirements Checklist, the next step is the Conduct Negotiations task. During this phase of Grants Online processing, the Federal Program Officer performs the following tasks:

- Assign a new Award Number or associate the application with an existing Award Number
- Confirm the Start and End Date for the Award
- Confirm the final negotiated funding amount for the Award
- Associate an organization with the application
- Identify an Authorized Official for the application
- Verify the funding period(s) and the corresponding dollar amount(s)
- Attach files (documents, Reviewer responses, etc.) to the application

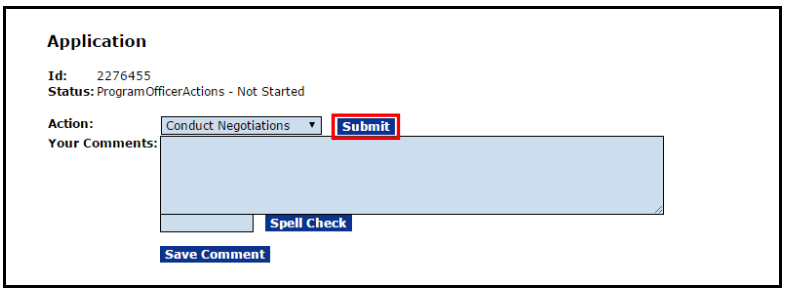
1. Select the **Inbox** tab.

2. Click the **Tasks** link.

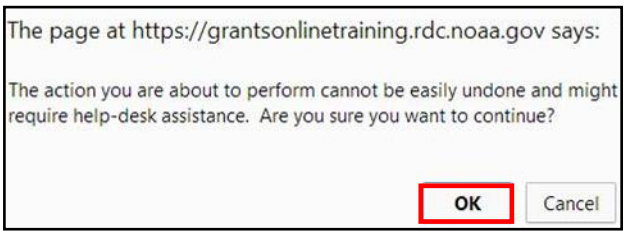
3. Select the **View** link in the left-most column for the Task Name: **Conduct Negotiations**.



4. When the user clicks the **View** link, the image below is visible. Select **Conduct Negotiations** from the Action dropdown menu. Click the **Submit** button.

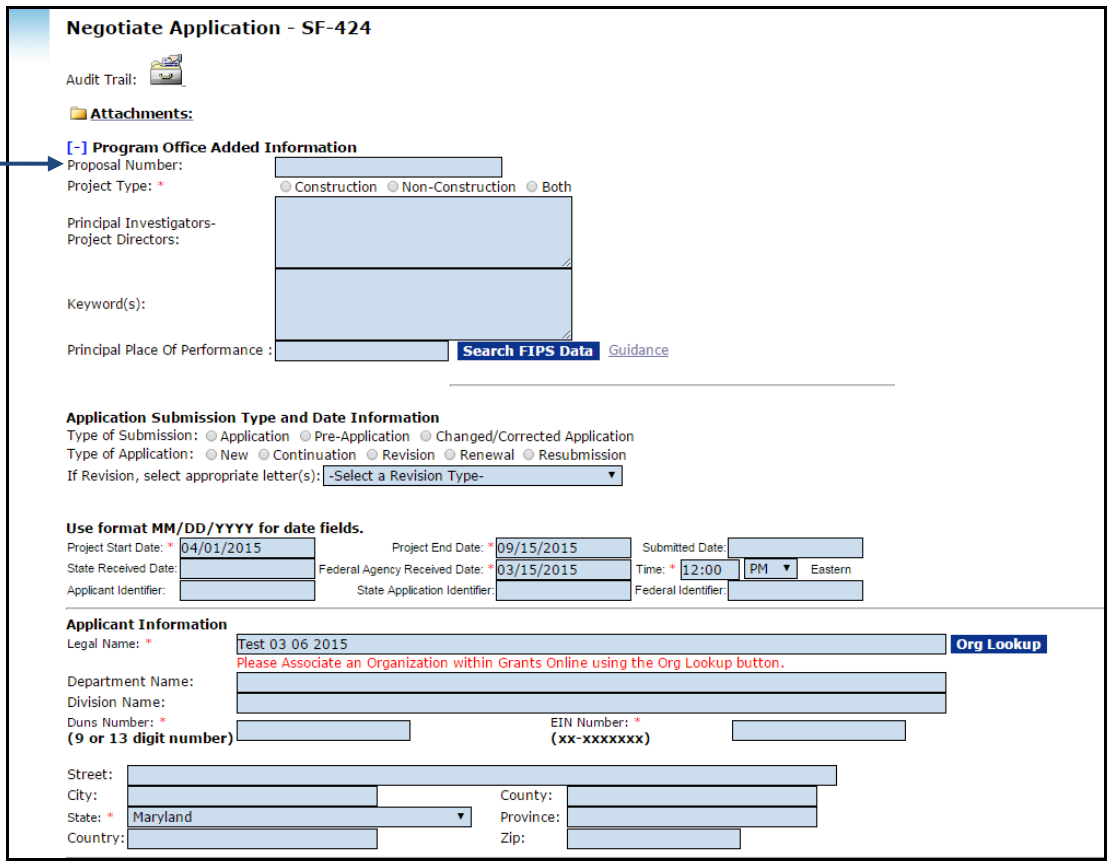


5. Before advancing to the next step, the FPO is asked to confirm the intent to proceed. If the user proceeds, the action can only be reversed with assistance from the Help Desk. To proceed, click the **OK** button.

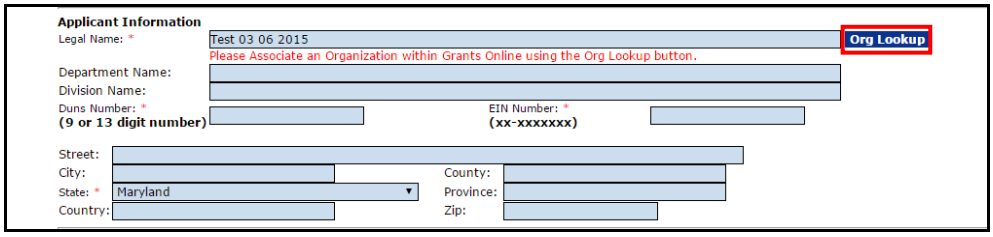


6. The FPO must supply data for all mandatory data entry fields (indicated by a red asterisk). Some fields are pre-populated with data; others require that the FPO provide information. This section also provides an opportunity for the FPO to modify information that was entered during the Input a Paper Application phase.

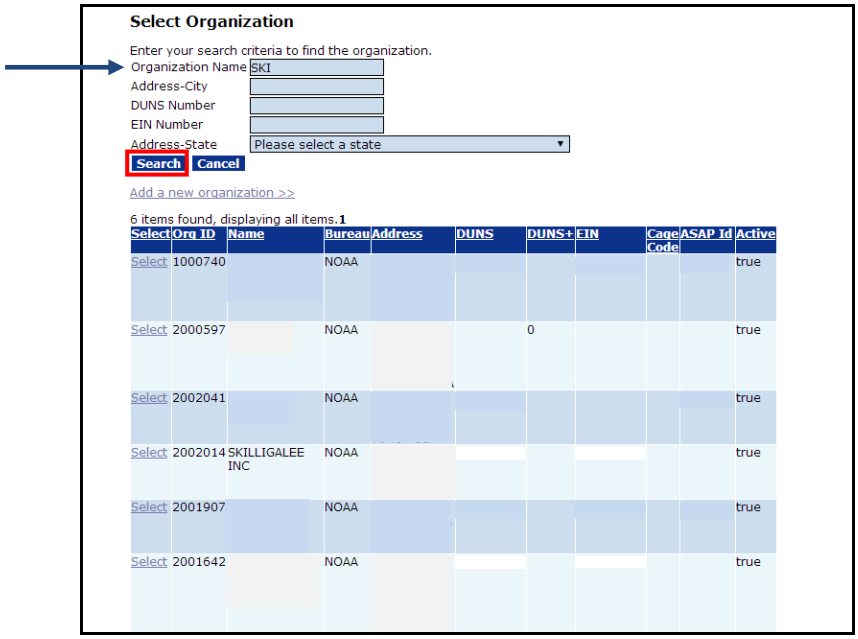
7. Although the Proposal Number is optional, entering data in this field can be useful when attempting to identify a proposal and/or when multiple submissions are received for an application. The Proposal Number can also be used to search for an application from the Application tab.



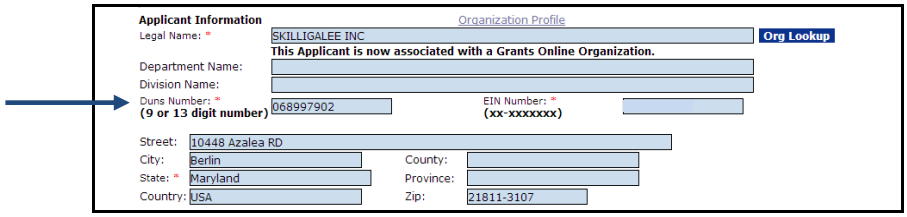
8. The FPO can use the **Org Lookup** button to locate an existing organization or, if necessary, enter information for a new organization. The new organization remains provisional until reviewed and approved. Click the **Org Lookup** button.



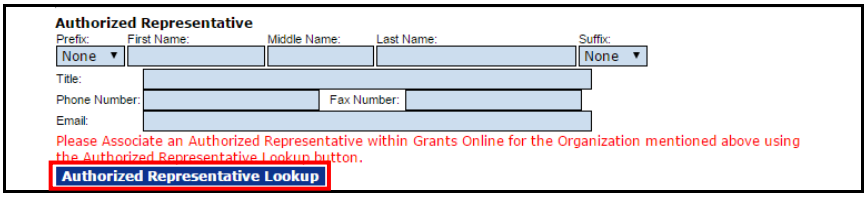
9. The FPO should specify data for one data element; entering data for more than one field compounds the complexity of the search. Click the **Search** button to initiate the requested action.



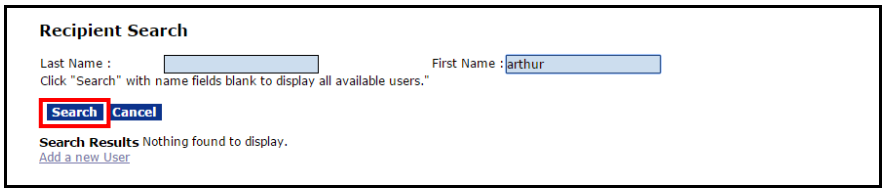
10. When the user selects an organization, the DUNS Number and the Employee Identification Number (EIN) data fields are populated. Because the EIN is considered Personally / Business Identifiable Information (PII/BII) it is hidden from view in the screen image below.



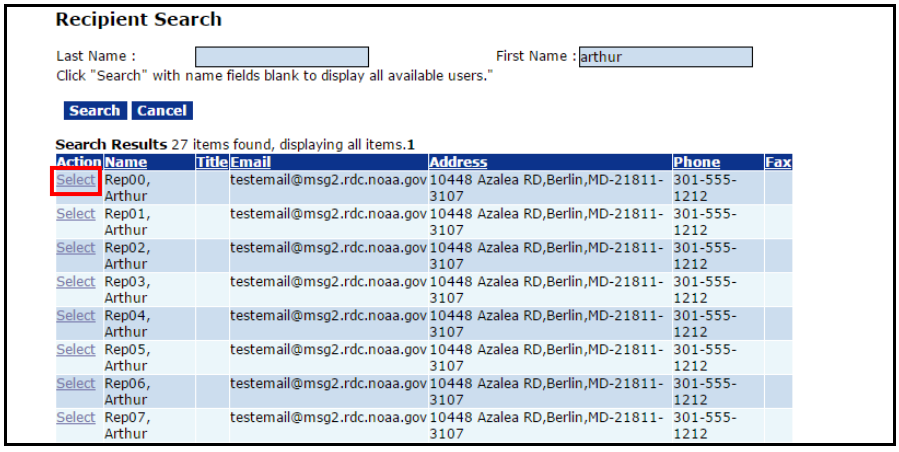
11. Moving down the screen, locate the section associated with identifying an Authorized Representative. At this point, the FPO verifies that the recipient is in Grants Online and associated with the selected organization. Click the **Authorized Representative Lookup** button.



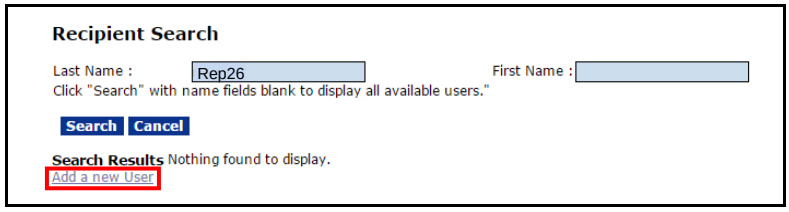
12. A search can be conducted without specifying the first and last name; however, an unwieldy list of user names may be returned. For common last names, it is recommended that the user narrow the search by specifying both the first name and the last name of the Authorized Representative. Click the **Search** button to initiate the search.



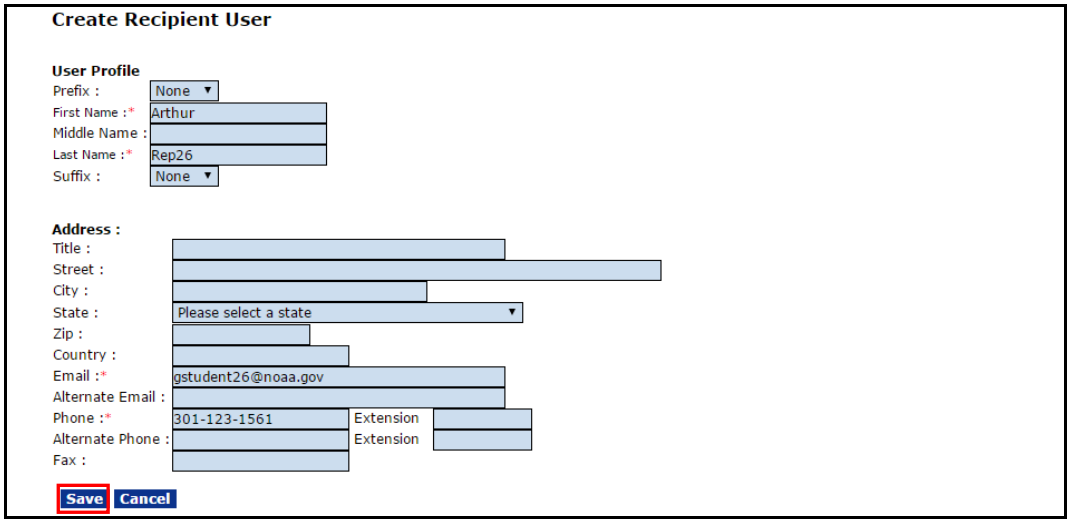
13. Click the **Select** link next to a name to designate that person as the Authorized Representative.



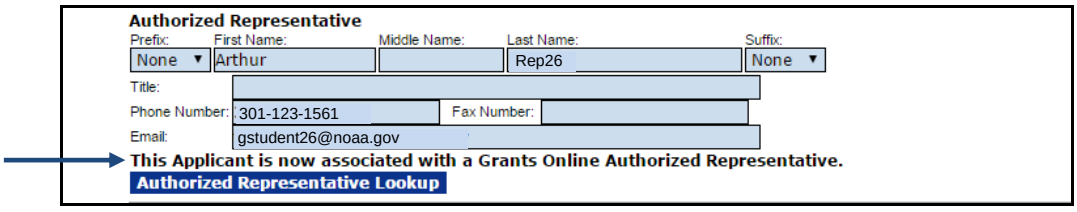
14. If the search does not return the requested information, the user can specify a new user. To do so, click the **Add a New User** link and supply the mandatory data on the Create Recipient User screen.



15. On this screen, enter data for mandatory (*) data elements. Click the **Save** button.

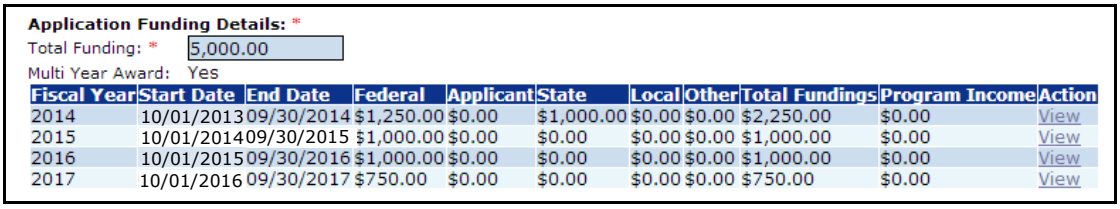


16. When the Authorized Representative is successfully associated with a valid NOAA (or other DOC) organization, the message as shown on the screen below is visible.



17. Although this step should have been completed when the application was downloaded from Grants.gov or input into Grants Online (using the directions in the Input a Paper Application section), the content of the Application Funding Details* section should be verified for accuracy.

Multi-Year Award: Yes



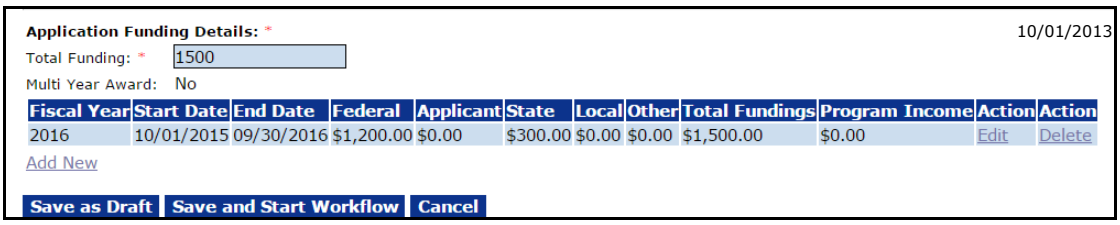
Application Funding Details: *

Total Funding: * 5,000.00

Multi Year Award: Yes

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2014	10/01/2013	09/30/2014	$1,250.00	$0.00	$1,000.00	$0.00	$0.00	$2,250.00	$0.00	View
2015	10/01/2014	09/30/2015	$1,000.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00	View
2016	10/01/2015	09/30/2016	$1,000.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00	View
2017	10/01/2016	09/30/2017	$750.00	$0.00	$0.00	$0.00	$0.00	$750.00	$0.00	View

Multi-Year Award: No



Application Funding Details: * 10/01/2013

Total Funding: * 1500

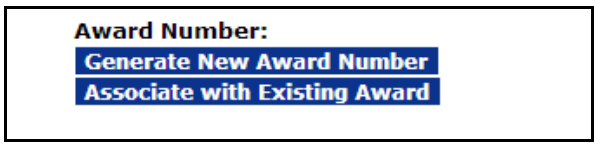
Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2016	$1,200.00	$0.00	$300.00	$0.00	$0.00	$1,500.00	$0.00	Edit	Delete

Add New

Save as Draft | Save and Start Workflow | Cancel

18. Locate the section where the user selects the method used to assign an Award Number. If the current application is a continuation of an existing Award, click the **Associate with Existing Award** button. Otherwise, click the **Generate New Award Number** button.

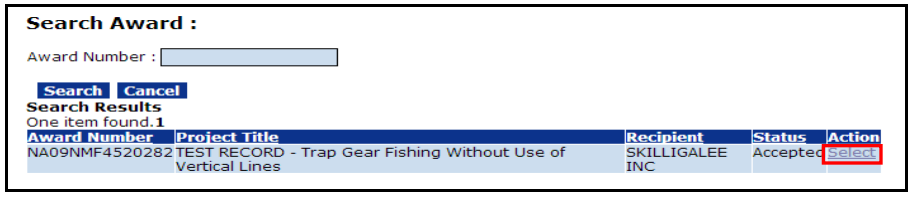


Award Number:

Generate New Award Number

Associate with Existing Award

To associate the current application with an existing RFA, the FPO is presented with a screen to indicate the searched for Award Number. When the appropriate Award is located, click the **Select** link to associate the current application with that Award Number.



Search Award :

Award Number :

Search | Cancel

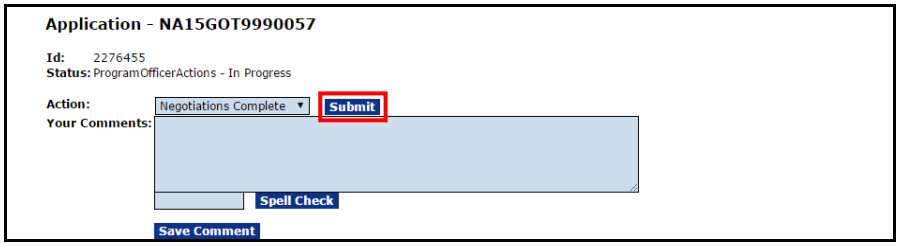
Search Results

One item found.**1**

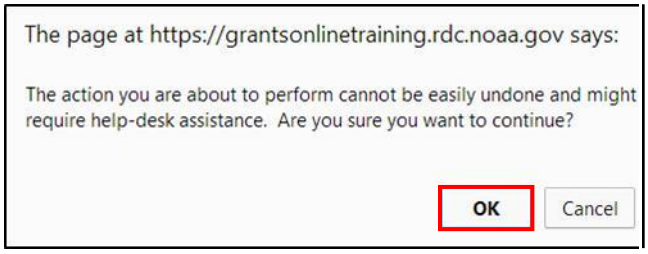
Award Number	Project Title	Recipient	Status	Action
NA09NMF4520282	TEST RECORD - Trap Gear Fishing Without Use of Vertical Lines	SKILLIGALEE INC	Accepted	Select

19. Using either method, an Award Number is assigned to the application. Click the **Save and Return to Main** button to proceed to the next steps of the process.

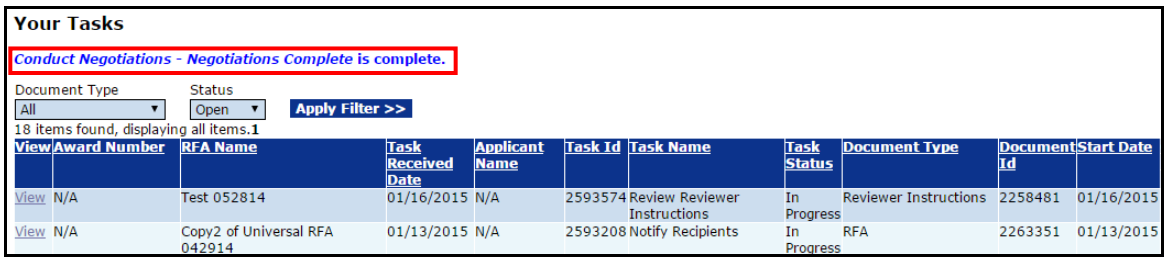
20. To conclude this section, select **Negotiations Complete** from the Action dropdown menu**.** Click the **Submit** button.



21. Before advancing to the next step of this task, confirm the intent to proceed. If the user proceeds, the action can only be reversed with assistance from the Help Desk. To proceed, click the **OK** button.



22. The message in bold blue letters, as shown on the screen below, confirms the task has been completed.



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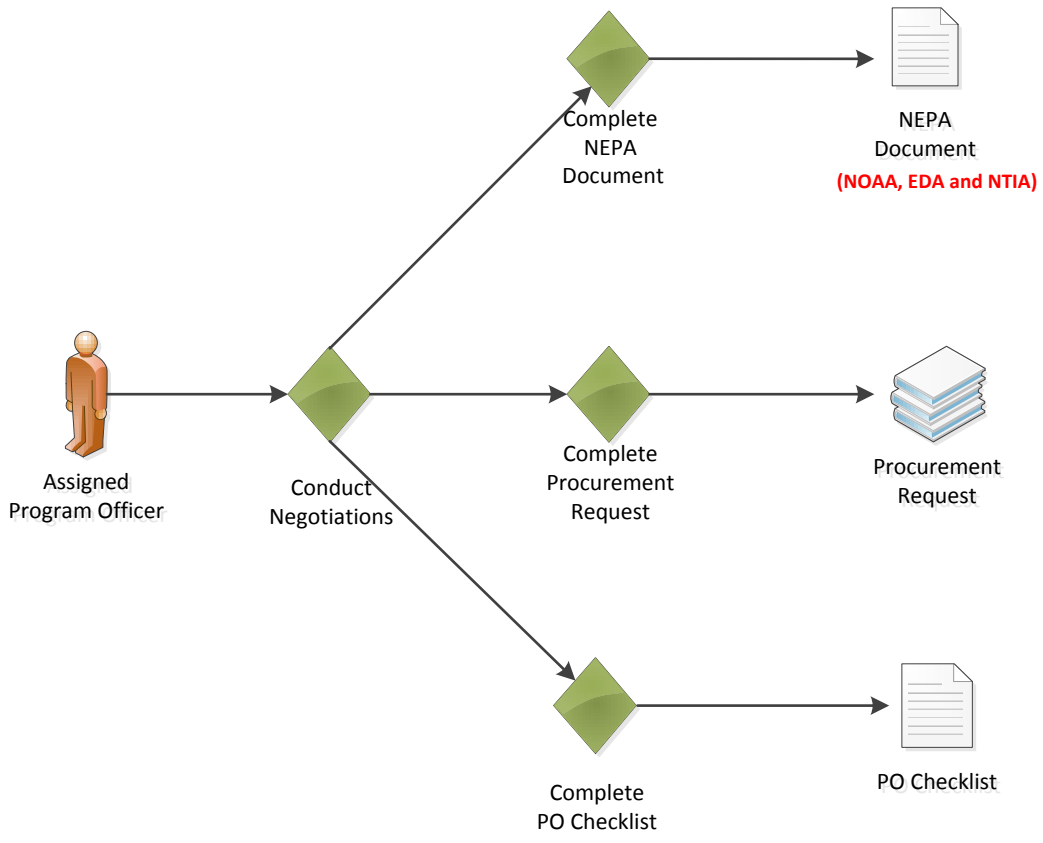
Prepare the Award Package

When the FPO has finished the Conduct Negotiations task, three additional tasks are sent to the Program Officer's Inbox. The tasks are:

- The National Environment Policy Act (NEPA) Document
- The Procurement Request and Commitment of Funds (PRCF) – also known as the CD-435
- The PO Checklist

The next three sections of this document are devoted to a discussion of the steps required to perform each task. The tasks can be completed in any order.



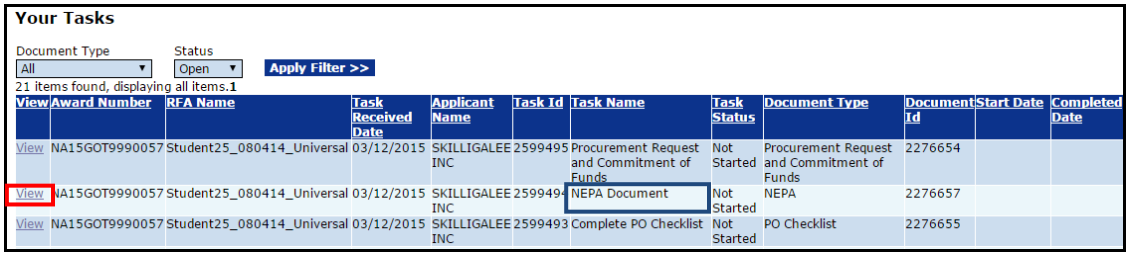
The NEPA Document

The NEPA Document allows the user to specify and attach NEPA information relevant to an organization. As indicated in the diagram on the previous page, the NEPA Document is only relevant to NOAA, EDA and NTIA.

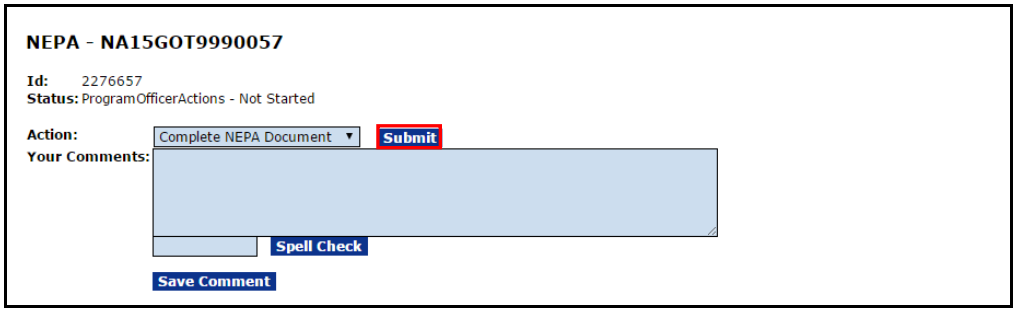
1. Click the **Inbox** tab.

2. Click the **Tasks** link to display the items currently available to the Program Officer.

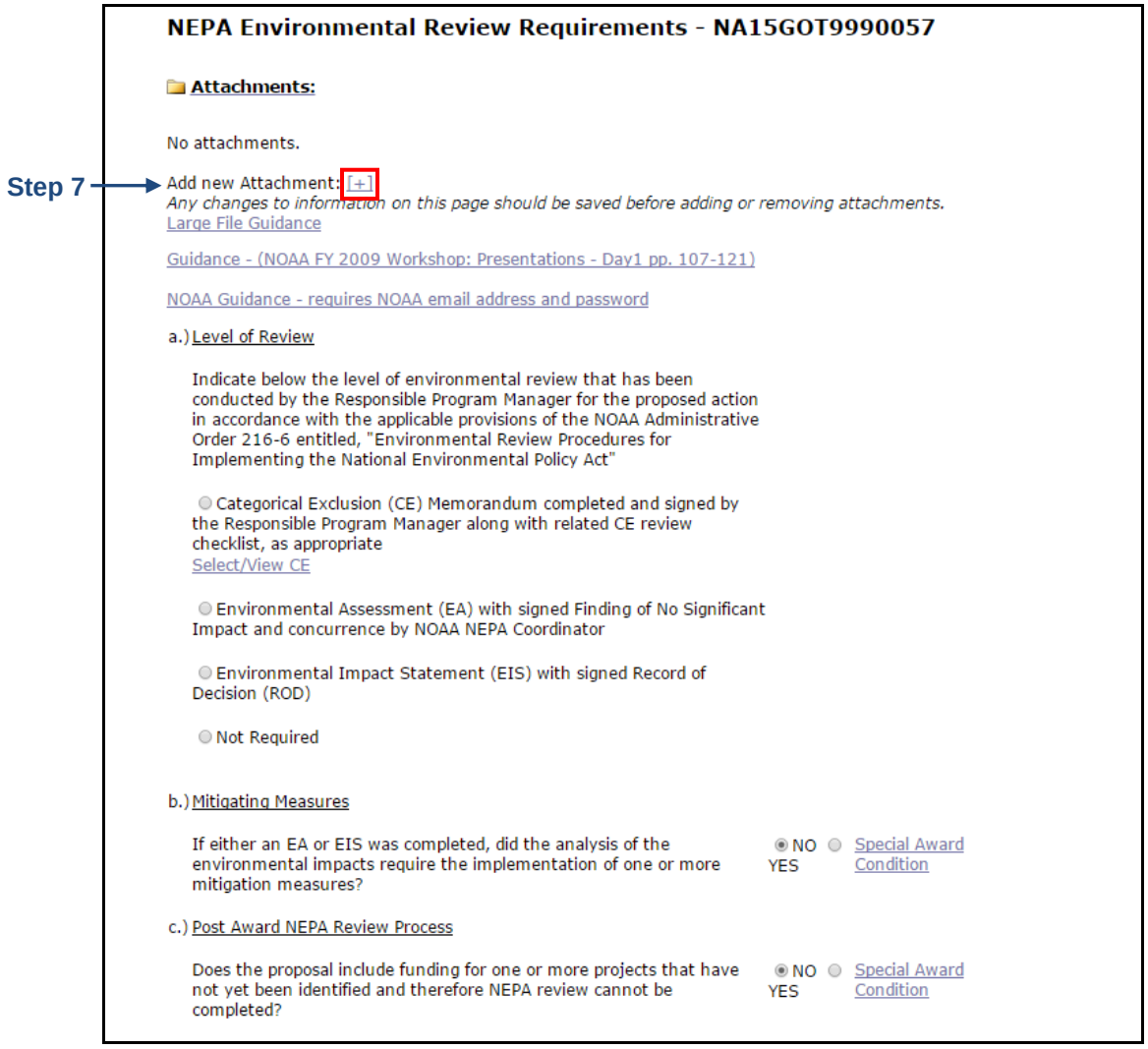
3. Click the **View** link beside the **NEPA Document** task.



4. The NEPA launch page is visible. From the Action dropdown menu, select **Complete NEPA Document**. Click the **Submit** button.



5. The screen on the next page is visible.

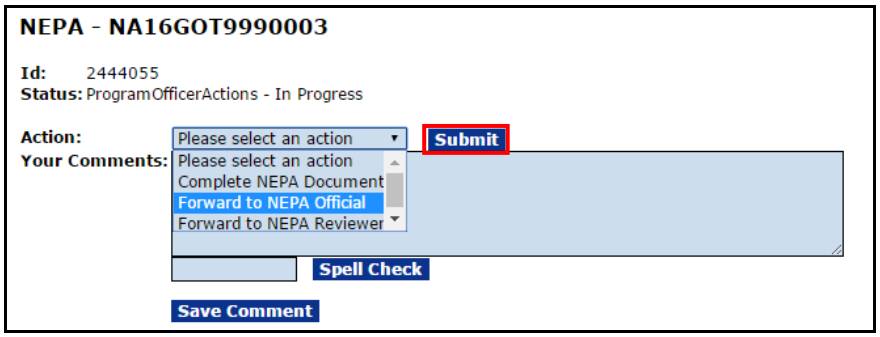


6. On the NEPA document, there are three components that require a response. The 2nd and 3rd items have default values.
    a. Level of Review
    b. Mitigating Measures
    c. Post Award NEPA Review Process

7. To upload the NEPA document, click the **[+]** beside the **Add New Attachment** link at the top of the page.

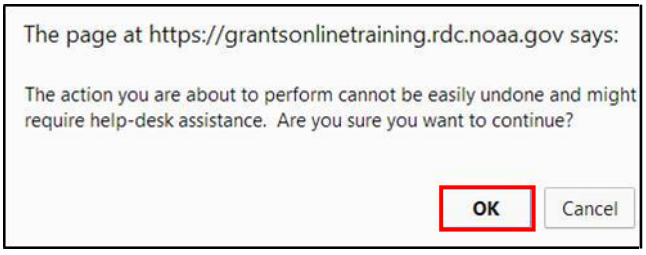
8. Select the NEPA Official from the dropdown menu on the lower right-hand side of the screen. After a selection is made, click the **Save and Return to Main** button.

9. When the NEPA document is complete, the user has an opportunity to forward the document to the NEPA Official. From the Action dropdown menu, select **Forward to NEPA Official** and click the **Submit** button.



NOTE: Forward to NEPA Reviewer is an optional task. If selected, the task goes to all individuals with a NEPA Reviewer role. The first individual to take action on this task owns the task. If the NEPA Reviewer does not finish the task in a timely manner, the FPO can opt to select Forward to NEPA Official. This task remains in the FPO's Inbox until forwarded to the NEPA Official.

10. Before advancing to the next step of this task, the FPO confirms the intent to proceed. If the user proceeds, the action can only be reversed with assistance from the Help Desk. To proceed, click the **OK** button.



11. When the NEPA Document has been successfully forwarded, the FPO receives the message shown in bold blue letters on the image below.

12. The Award File is not available for further processing until the NEPA Official approves the NEPA Document and the Budget Officer approves the Procurement Request and Commitment of Funds document.

NOTE: For EDA, the Procurement Request and Commitment of Funds must be accepted by the Commit1 Approver and the Commit2 Approver. These actions are performed by the NOAA Finance Office.

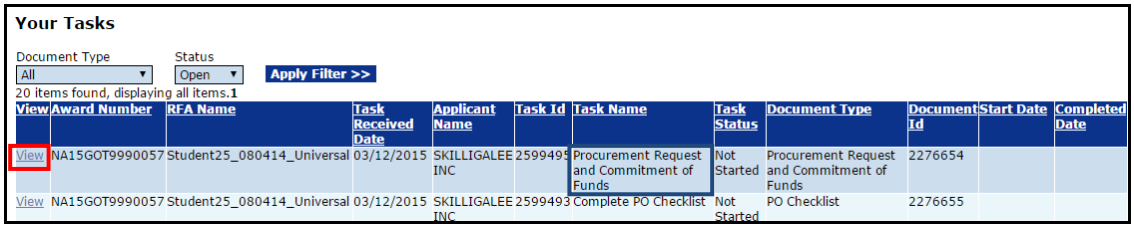
Procurement Request and Commitment of Funds (PRCF)

The focus of this section is the completion of budgetary information associated with the Award. The Procurement Request and Commitment of Funds (PRCF) document is also known as Form CD-435. The CD-435 is reviewed and receives sign-off by the Request Authorizing Official (Budget Officer).

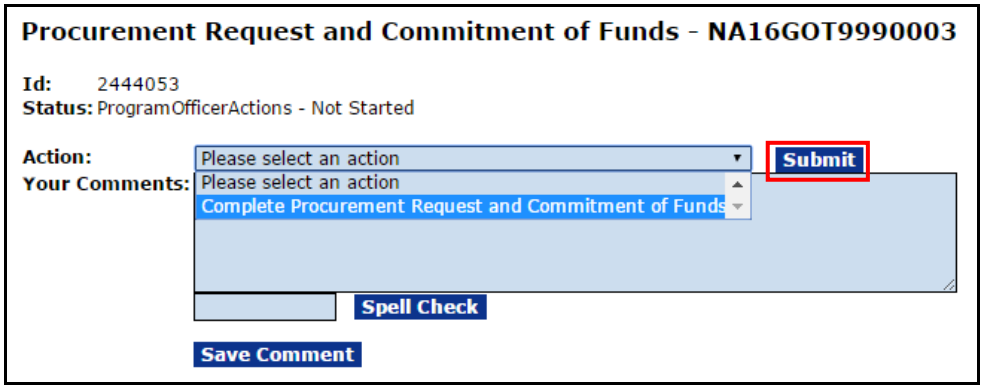
1. Click the **Inbox** tab.

2. Click the **Tasks** link to display the items currently available to the Program Officer.

3. Click the **View** link beside the **Procurement Request and Commitment of Funds** task.

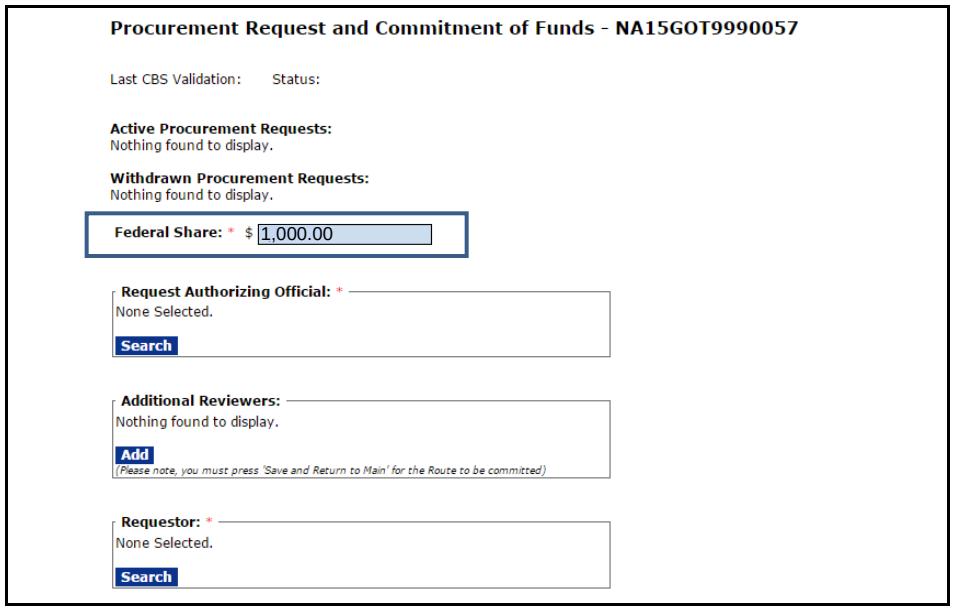


4. The Procurement Request and Commitment of Funds launch page is displayed. Choose **Complete Procurement Request and Commitment of Funds** from the Action dropdown menu and click the **Submit** button.

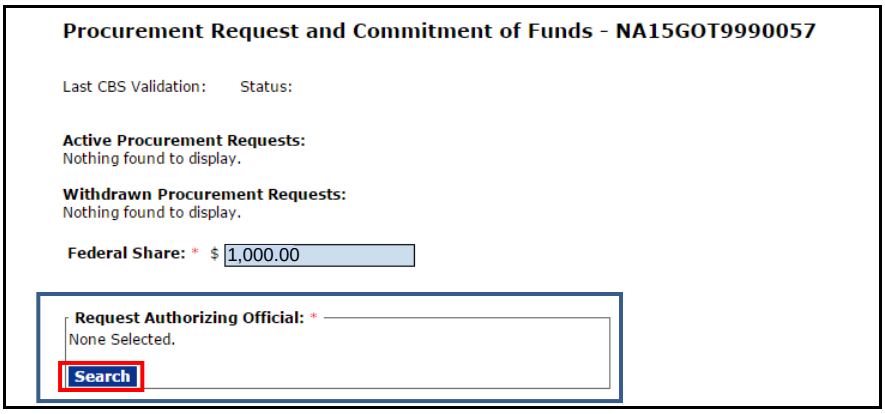


5. The image on the next page shows the top portion of the Procurement Request and Commitment of Funds screen. Supply data for the mandatory data fields marked with an asterisk:

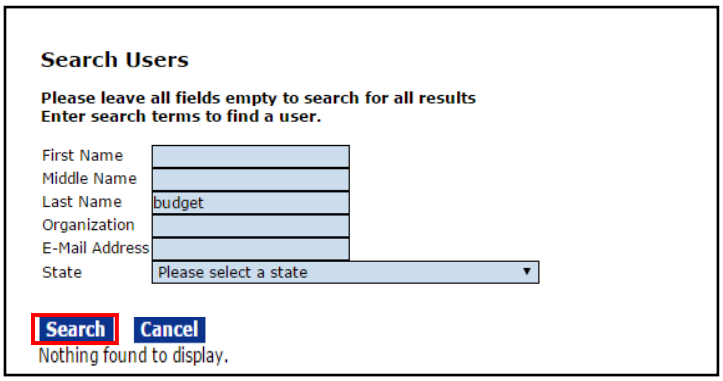
   - Federal Share* (pre-populated with data that reflects the current year's Federal Funding as specified on the application)
   - Request Authorizing Official*
   - Requestor*



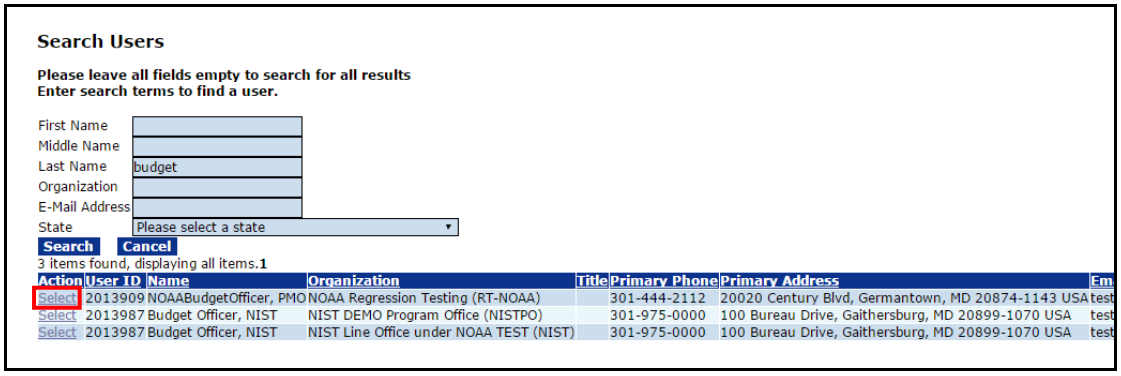
6. Click the **Search** button to specify the Request Authorizing Official***** (Budget Officer).



7. When the image shown on the next page displays, enter a value for at least one of the search criteria. Although entering data for one search criteria usually ensures an efficient search; it may not be the prudent approach when looking for someone with a common first or last name. Click the **Search** button. The **Nothing Found to Display** message is visible until the user clicks the Search button.



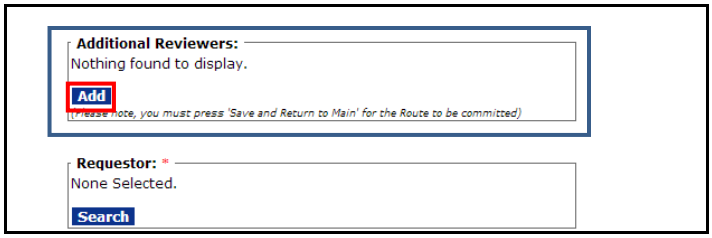
8. If the search returns more than one name click the **Select** link beside the appropriate name.



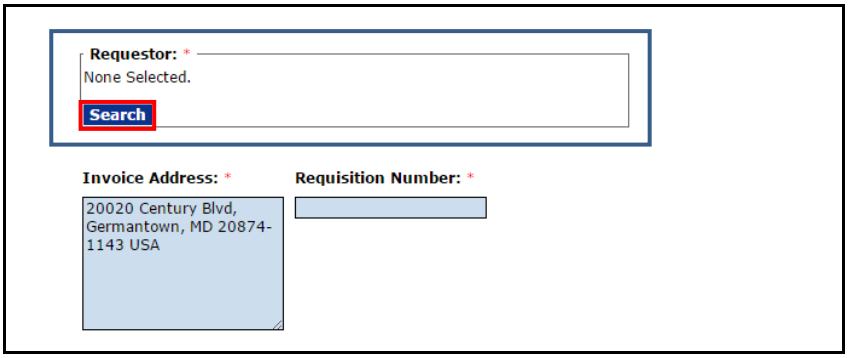
9. If a search is performed and the name of the relevant Authorizing Official is not returned, contact your Line Office (NOAA-assigned Grants Management Advisory Council (GMAC)) / Agency point-of-contact (other DOC bureaus) to request that person's name be added to the list of available resources.

   When contacting the GMAC, at a minimum, have the following contact information: name, address, email, and phone number for the new Budget Officer. Do not forget to specify the dollar threshold that should be associated with the new person.

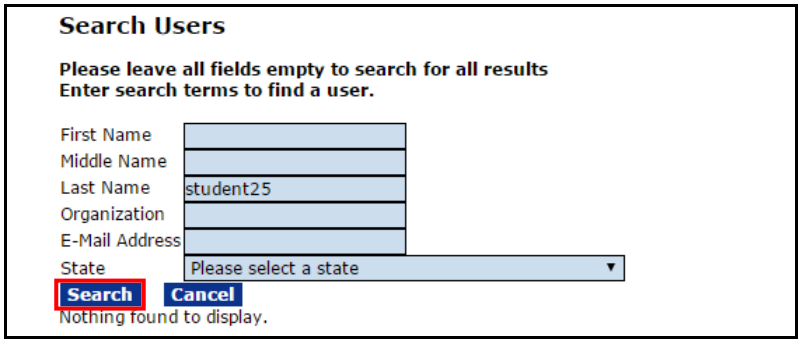
10. To specify Additional Reviewers, click the **Add** button below the Additional Reviewers header. Perform the process (similar to that completed in steps 6 - 8) to search for and specify an additional person as a Reviewer.



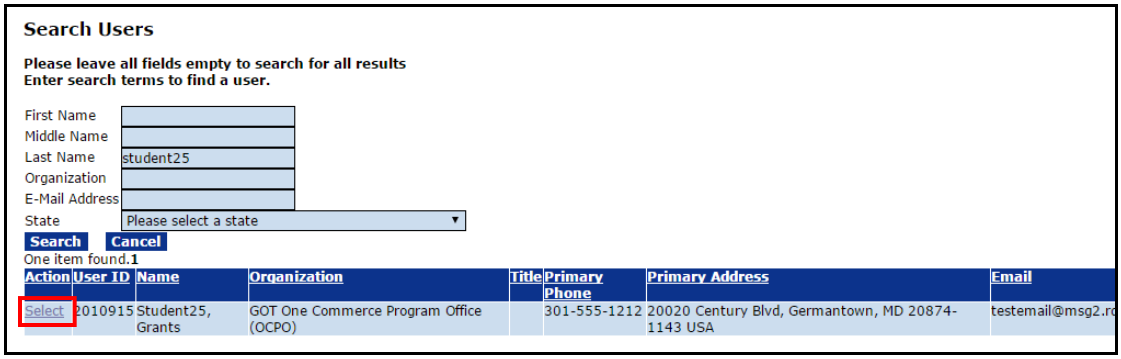
11. To specify the Requestor*, click the **Search** button below the header.



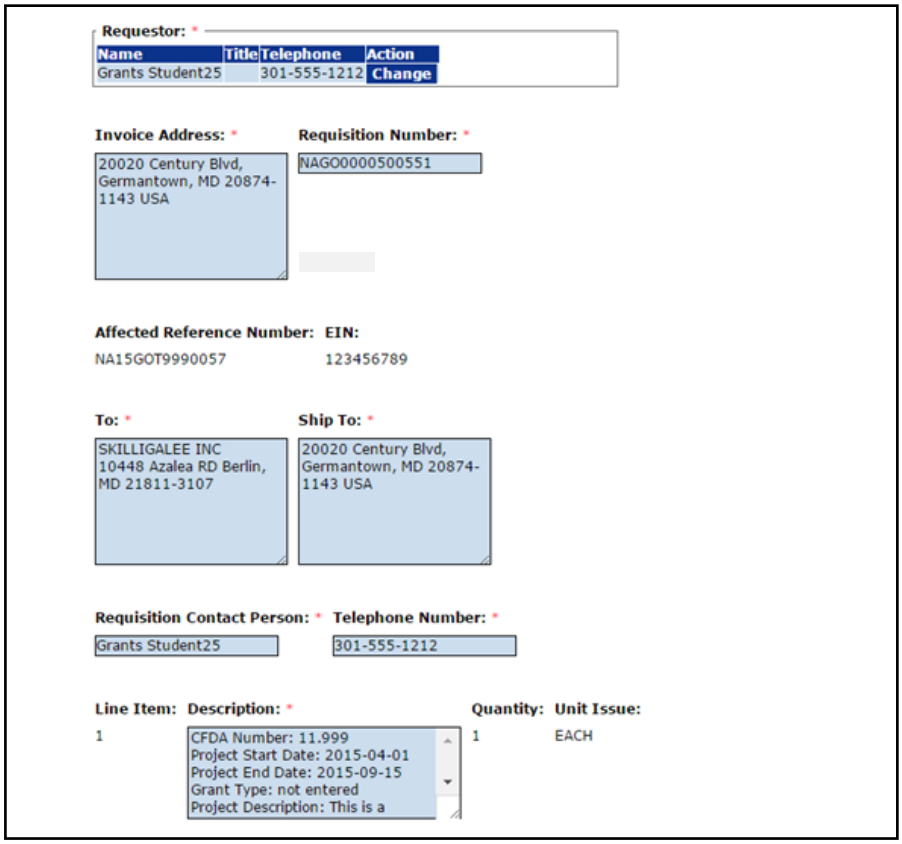
12. When presented with the Search Users (for the Requestor) screen, unless the user has a common last name, specify one search criterion. Click the **Search** button.



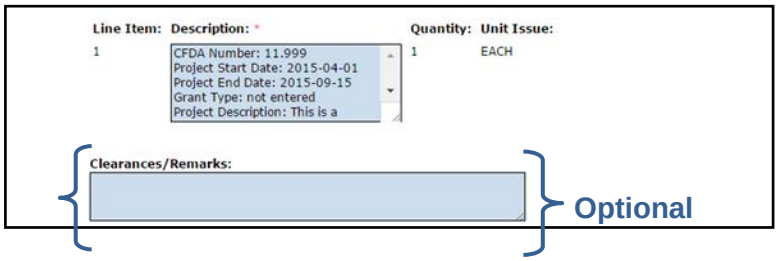
13. Click the **Select** link next to the Requestor's name.



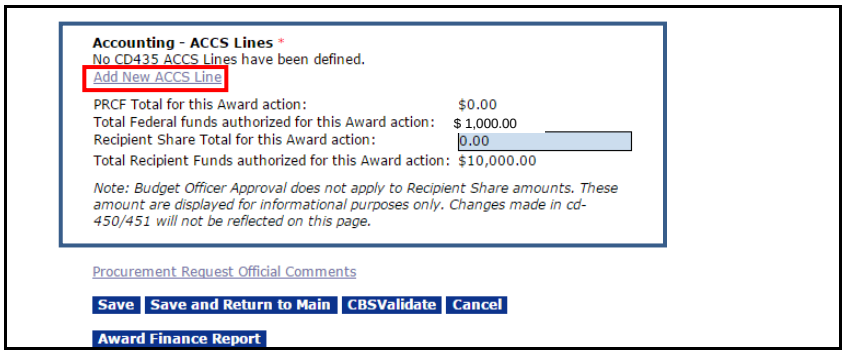
14. When the Request Authorizing Official* and Requestor* are identified, other mandatory data fields on the screen will populate.



15. If appropriate, use the Clearance/Remarks field to enter comments.



16. To specify ACCS Lines, click the **Add New ACCS Line** link below the Accounting – ACCS Lines* header.

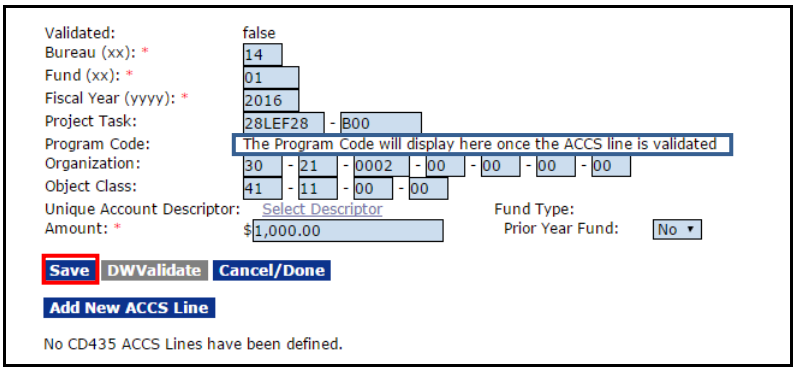


17. On the ACCS details screen, specify information for the following data fields:

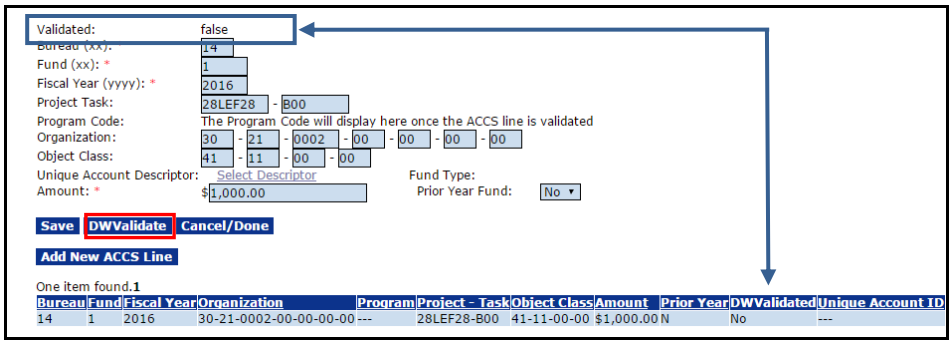
- Bureau* ⇨ (pre-populated)
- Fund* ⇨ (pre-populated)
- Fiscal Year* ⇨ (pre-populated)
- Project Task ^
- Organization ^
- Object Class ^
- Amount*

^ **Although not indicated as mandatory for data entry, data validation cannot occur when this data element is blank.**

18. When data entry is complete, click the **Save** button. Observe the message, **The Program Code will display here once the ACCS Line is validated**.



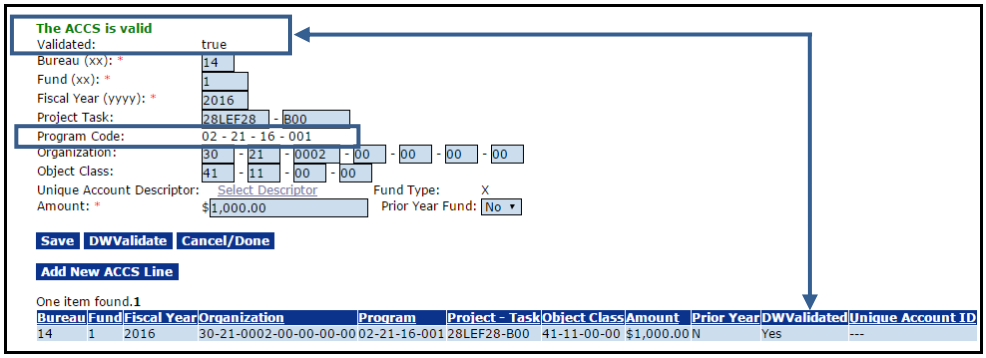
19. When all information has been saved, validate the codes by clicking the **DWValidate** button. Until the codes have been validated, ***False*** is displayed beside the Validated data element and ***No*** is displayed beneath the DWValidated column header.



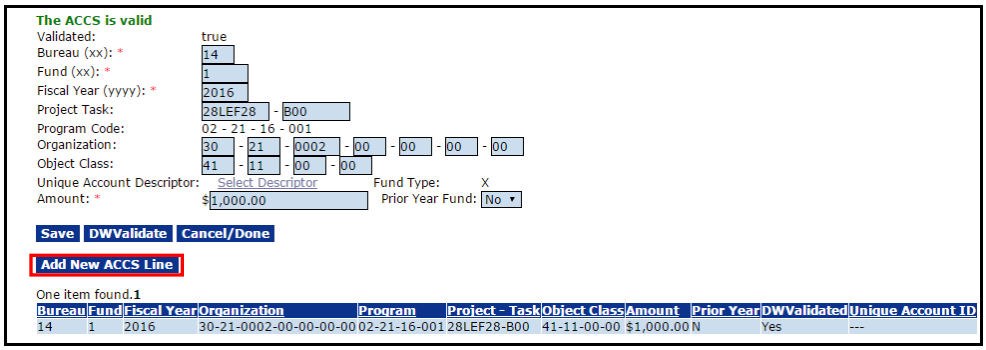
NOTE: The system allows the workflow to go forward without validating the ACCS Lines and selecting the Descriptor. However, the Budget Officer must complete these steps before the PRCF can be approved. The Budget Officer may opt to return the PRCF to the FPO to provide information for the missing data fields.

20. If the code does not validate, an error message assists the user in determining which portion of the ACCS Line is inaccurate.

    When accurate information is entered a message at the top of the ACCS Lines section indicates **The ACCS is valid**. Beside the Validated data element the word ***True*** is dsiplayed. When the ACCS Line is validated, the value for the Program Code is also populated.



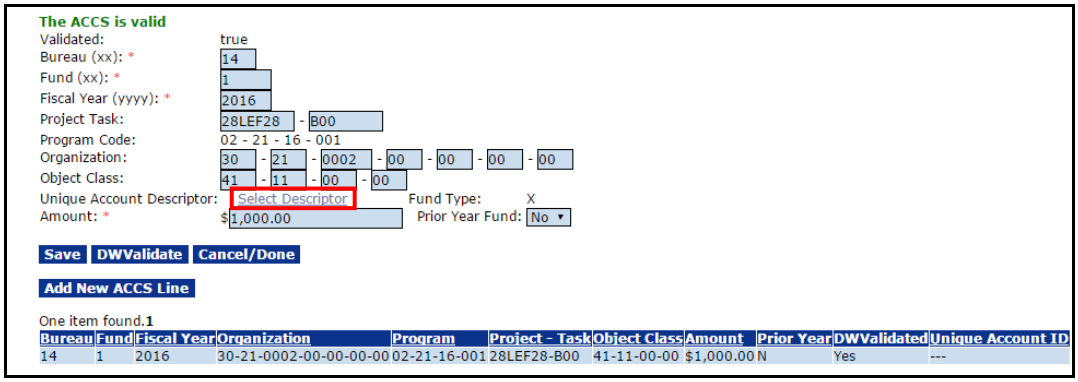
21. The total dollar amount must equal the Total Federal Funds Authorized for this Award. To specify additional ACCS Lines, click the **Add New ACCS Line** button. Repeat steps 17 - 20 as necessary to specify additional ACCS Lines.



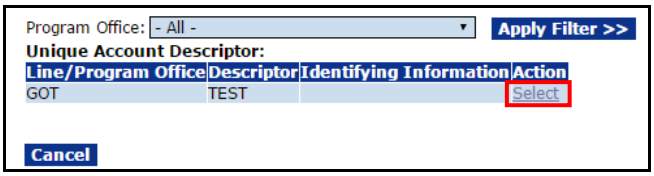
22. **NOAA Only (steps 22 - 24)**

For all NOAA Awards (except the Cooperative Institute Program), the FPO must use the Select Descriptor link to identify a Unique Account Descriptor. The Cooperative Institute Program is comprised of academic and non-profit research institutions that conduct research in support of NOAA's Mission Goals and Strategic Plan.

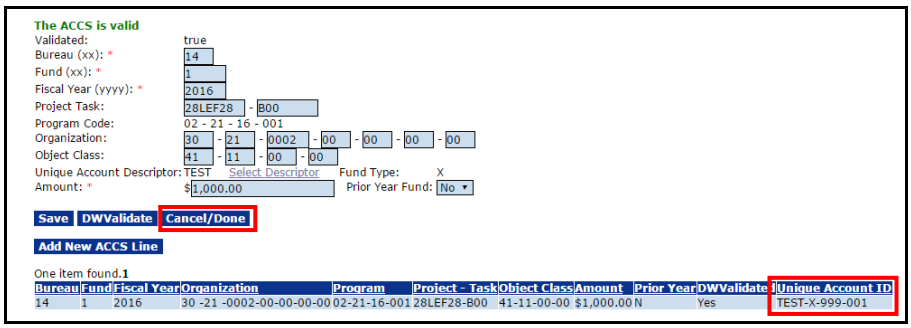
Click the **Select Descriptor** link.



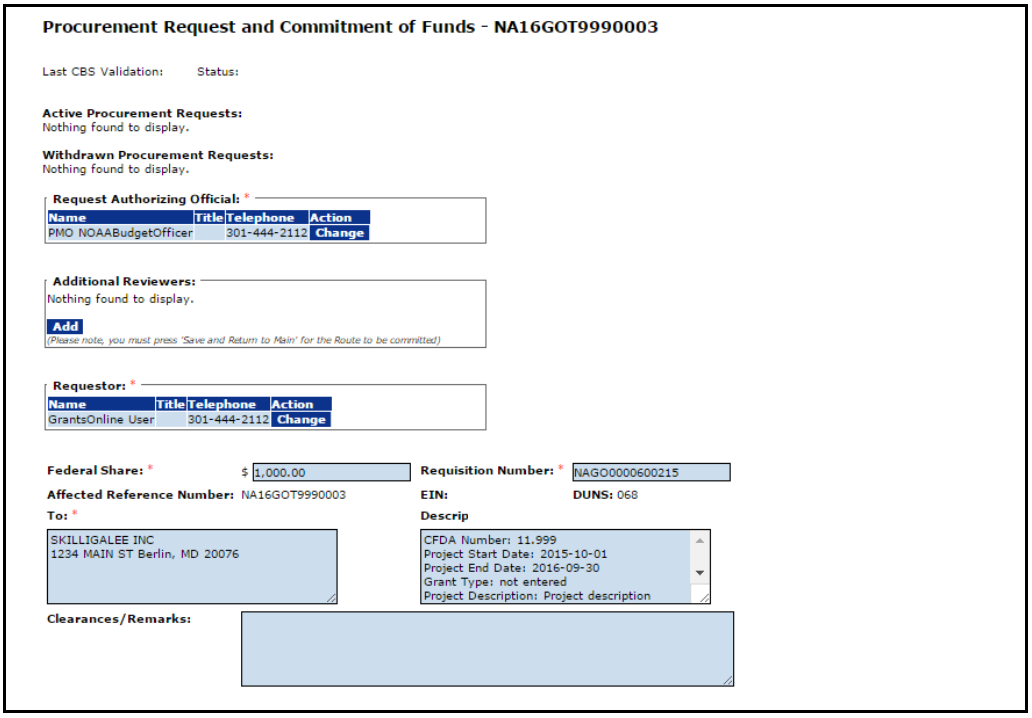
23. A list of potential Unique Account Descriptors is visible. Click the **Select** link next to the appropriate descriptor. If the Unique Account Descriptors are too numerous, use the **Apply Filter** button to narrow the available options.



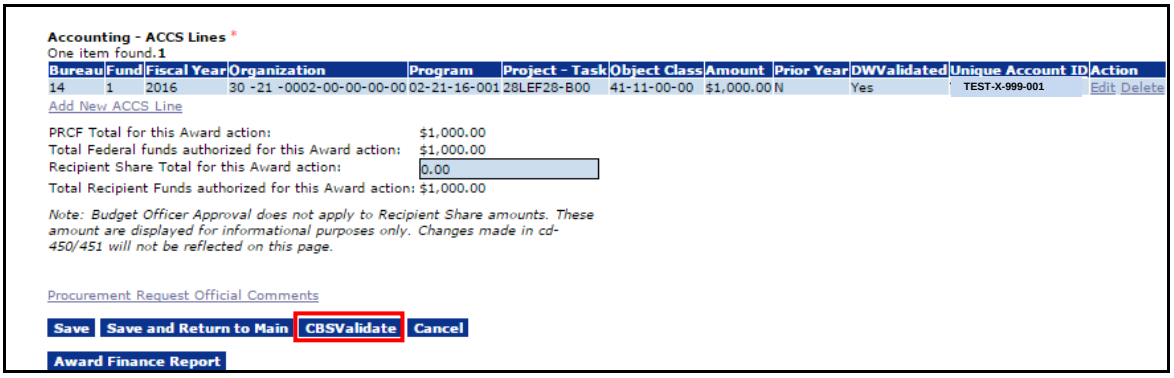
24. The selected Descriptor is shown under the Unique Account ID column header. To return to the previous screen click the **Cancel/Done** button.



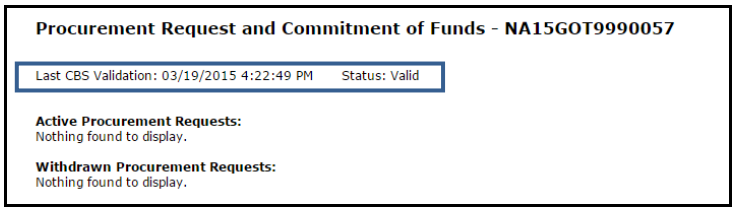
25. Click the **CBSValidate** button.



(Continuation – Procurement Request and Commitment of Funds screen)

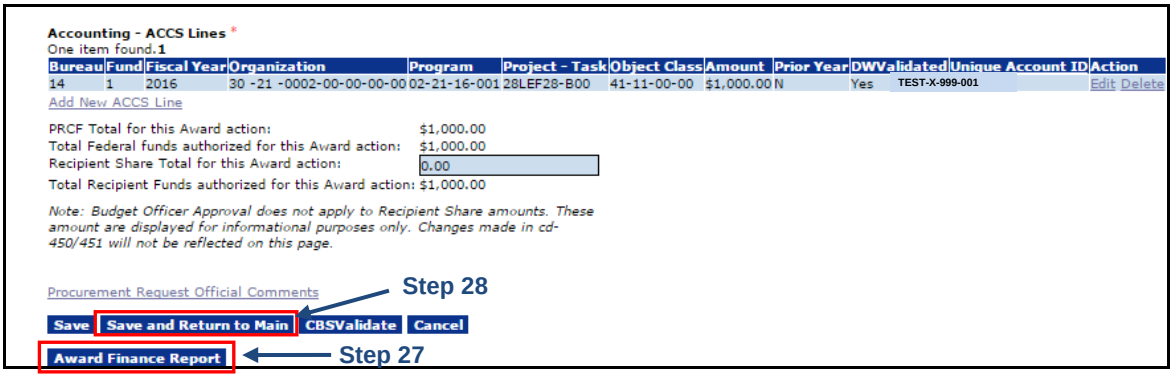


26. This action validates the Award information against the Commerce Business Systems (CBS) database. When the PRCF information is successfully validated, the information shown on the screen image below is visible.

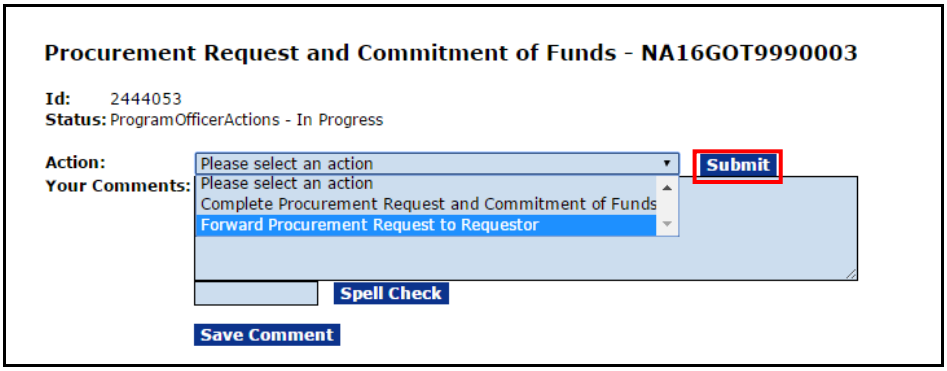


27. To view a copy of the CD-435 report, click the **Award Finance Report** button at the bottom of the screen.

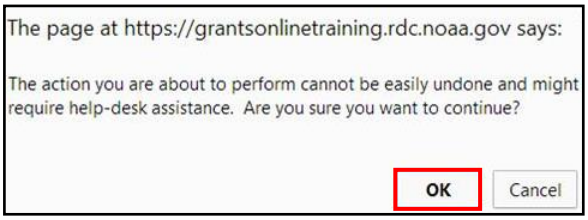
28. When the user is certain the ACCS Lines are accurate, click the **Save and Return to Main** button**.**



29. The Procurement Request and Commitment of Funds launch page displays. Choose **Forward Procurement Request to Requestor** from the Action dropdown menu and click the **Submit** button.



30. A warning message indicates the next step can only be reversed with assistance from the Help Desk. To proceed, click the **OK** button.



31. This concludes the Procurement Request and Commitment of Funds task.

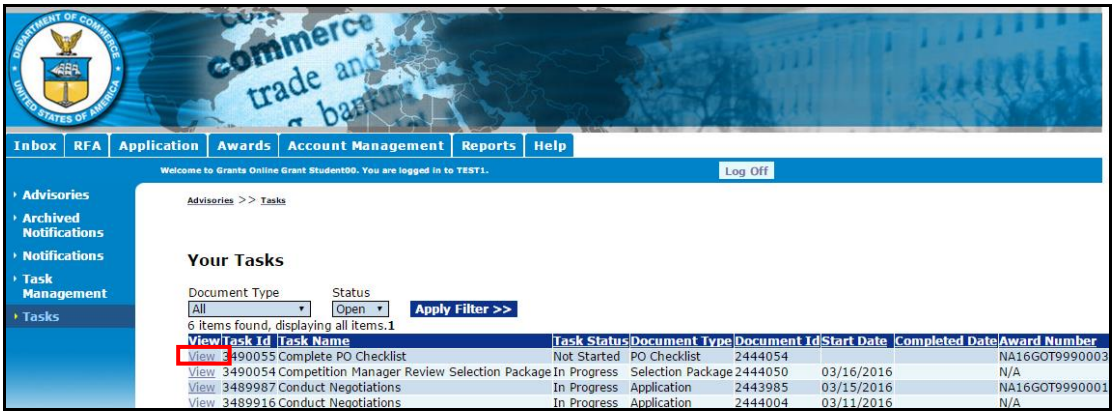
The PO Checklist

The last of the three tasks addresses the PO Checklist. When the PO Checklist is complete, a task is sent to the FPO's Inbox to Forward/Revise the Award File. The Award File is the repository for the NEPA Document, the Procurement Request and Commitment of Funds, and the PO Checklist.

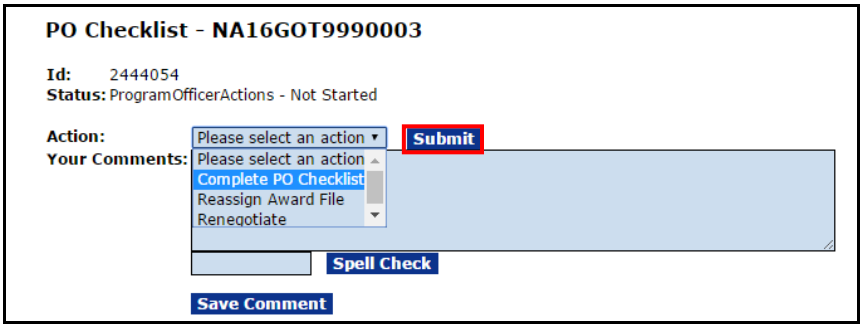
1. Click the **Inbox** tab.

2. Click the **Tasks** link.

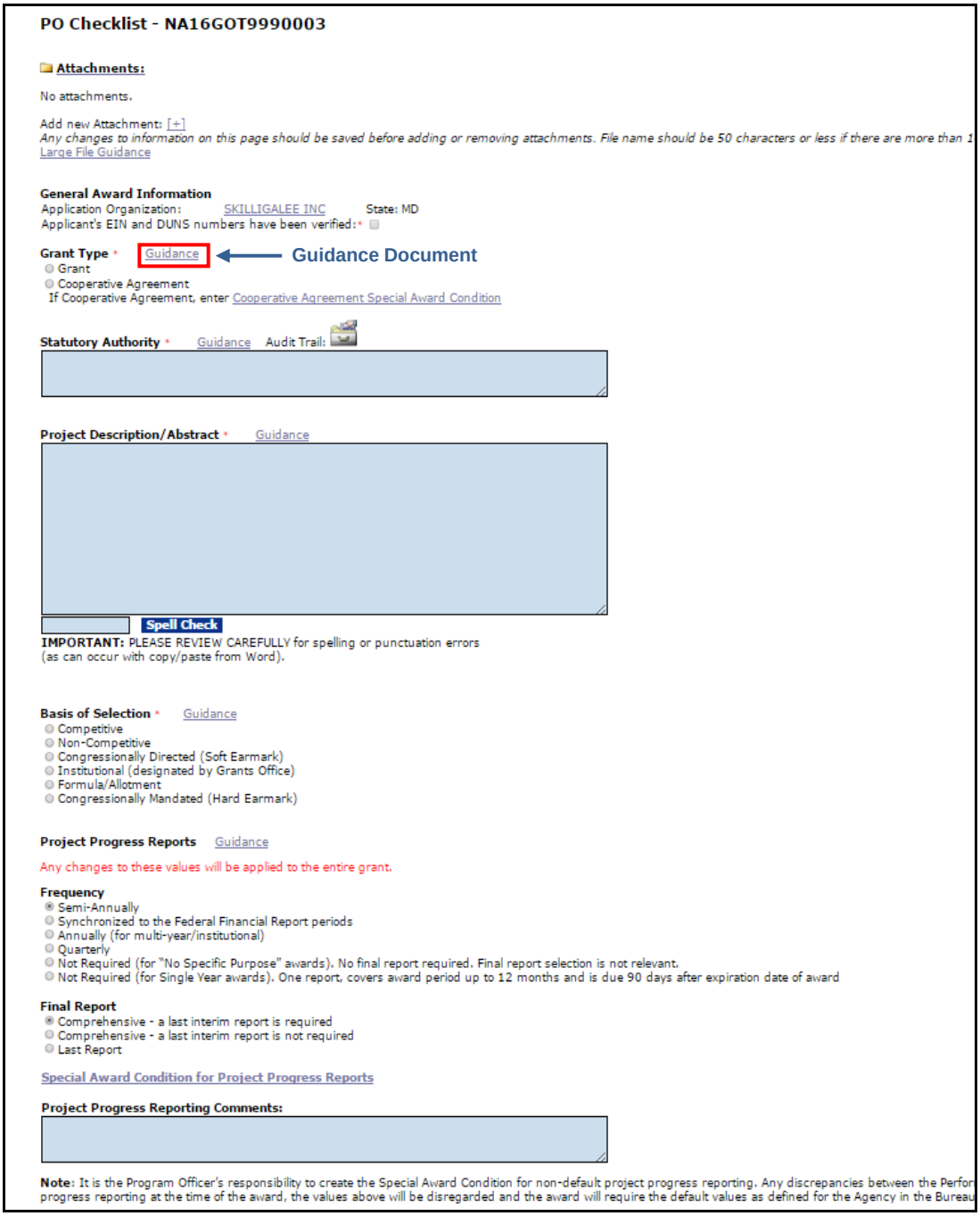
3. Click the **View** link for the **Complete PO Checklist** task.



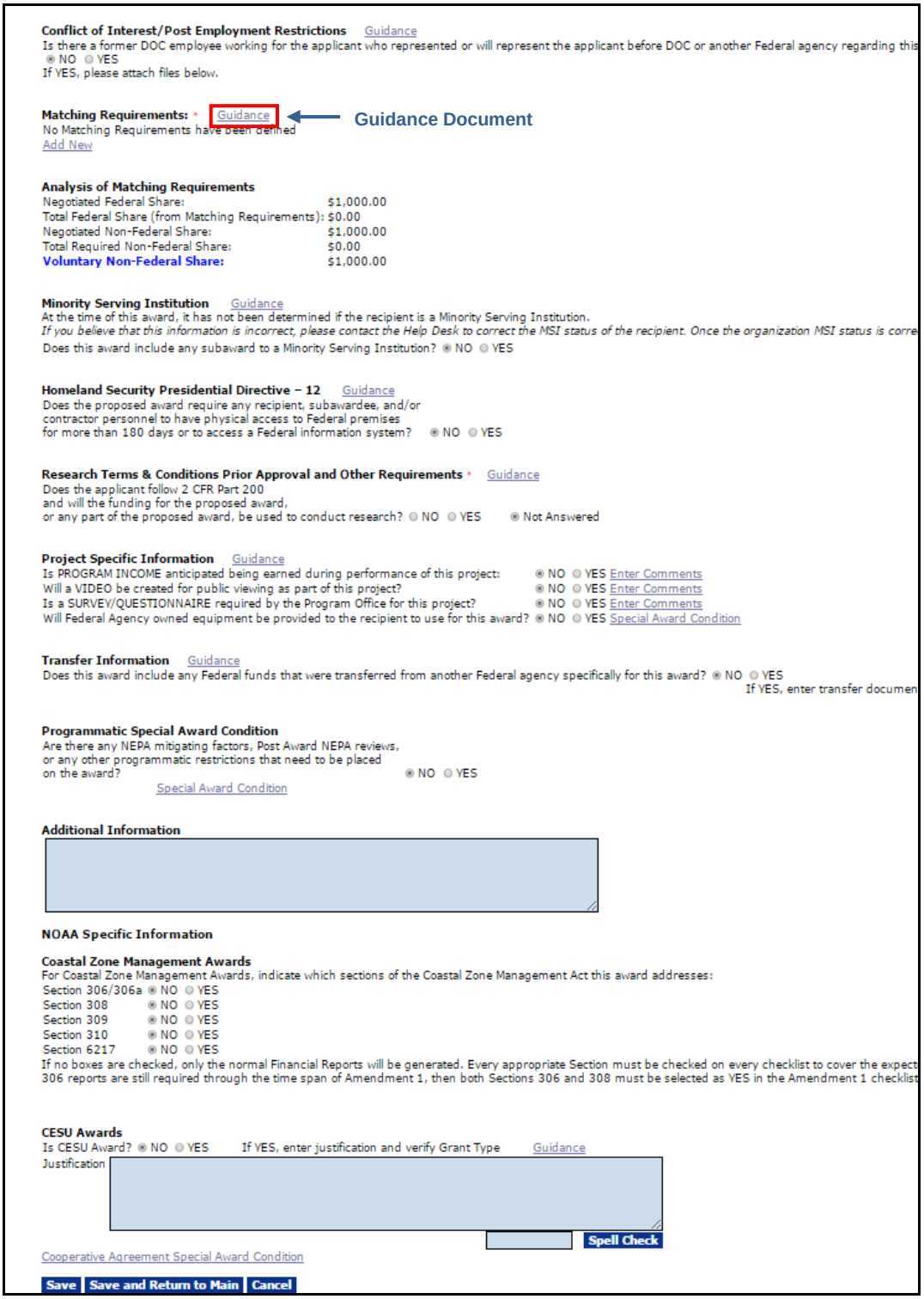
4. The PO Checklist launch page is visible. Choose **Complete PO Checklist** from the Action dropdown menu and click the **Submit** button.



5. Upon selecting Complete PO Checklist, the PO Checklist launch screen is visible. Click the **Guidance** link beside each data field for assistance in determining the information that should be entered.



(Continuation – PO Checklist screen)



Conflict of Interest/Post Employment Restrictions Guidance
Is there a former DOC employee working for the applicant who represented or will represent the applicant before DOC or another Federal agency regarding this
◉ NO ○ YES
If YES, please attach files below.

Matching Requirements: * Guidance
No Matching Requirements have been defined
Add New

Analysis of Matching Requirements

Negotiated Federal Share:	$1,000.00
Total Federal Share (from Matching Requirements):	$0.00
Negotiated Non-Federal Share:	$1,000.00
Total Required Non-Federal Share:	$0.00
Voluntary Non-Federal Share:	$1,000.00

Minority Serving Institution Guidance
At the time of this award, it has not been determined if the recipient is a Minority Serving Institution.
If you believe that this information is incorrect, please contact the Help Desk to correct the MSI status of the recipient. Once the organization MSI status is corre
Does this award include any subaward to a Minority Serving Institution? ◉ NO ○ YES

Homeland Security Presidential Directive – 12 Guidance
Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system? ◉ NO ○ YES

Research Terms & Conditions Prior Approval and Other Requirements * Guidance
Does the applicant follow 2 CFR Part 200 and will the funding for the proposed award, or any part of the proposed award, be used to conduct research? ○ NO ○ YES ◉ Not Answered

Project Specific Information Guidance
Is PROGRAM INCOME anticipated being earned during performance of this project: ◉ NO ○ YES Enter Comments
Will a VIDEO be created for public viewing as part of this project? ◉ NO ○ YES Enter Comments
Is a SURVEY/QUESTIONNAIRE required by the Program Office for this project? ◉ NO ○ YES Enter Comments
Will Federal Agency owned equipment be provided to the recipient to use for this award? ◉ NO ○ YES Special Award Condition

Transfer Information Guidance
Does this award include any Federal funds that were transferred from another Federal agency specifically for this award? ◉ NO ○ YES
If YES, enter transfer documen

Programmatic Special Award Condition
Are there any NEPA mitigating factors, Post Award NEPA reviews, or any other programmatic restrictions that need to be placed on the award? ◉ NO ○ YES
Special Award Condition

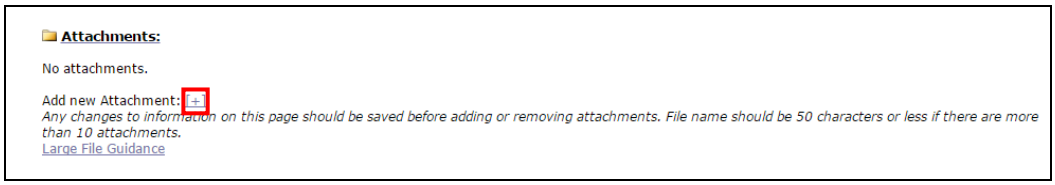
Additional Information

NOAA Specific Information

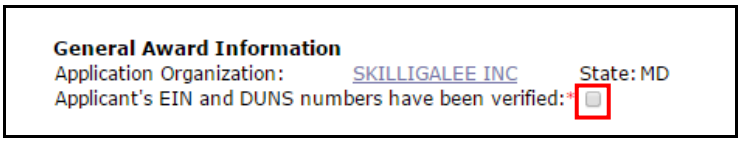
Coastal Zone Management Awards
For Coastal Zone Management Awards, indicate which sections of the Coastal Zone Management Act this award addresses:
Section 306/306a ◉ NO ○ YES
Section 308 ◉ NO ○ YES
Section 309 ◉ NO ○ YES
Section 310 ◉ NO ○ YES
Section 6217 ◉ NO ○ YES
If no boxes are checked, only the normal Financial Reports will be generated. Every appropriate Section must be checked on every checklist to cover the expect
306 reports are still required through the time span of Amendment 1, then both Sections 306 and 308 must be selected as YES in the Amendment 1 checklist

CESU Awards
Is CESU Award? ◉ NO ○ YES If YES, enter justification and verify Grant Type Guidance
Justification
Spell Check
Cooperative Agreement Special Award Condition
Save | Save and Return to Main | Cancel

6. If one or more attachments should be included, click **[+]** beside the Add new Attachment header.

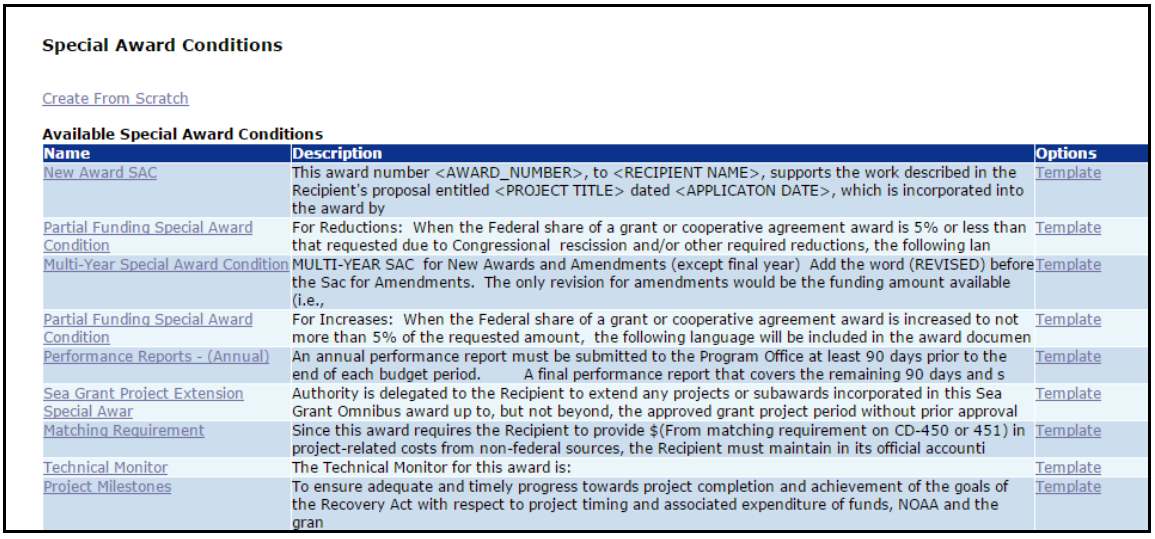


7. Verify the Applicant's EIN and DUNS numbers and click the checkbox.

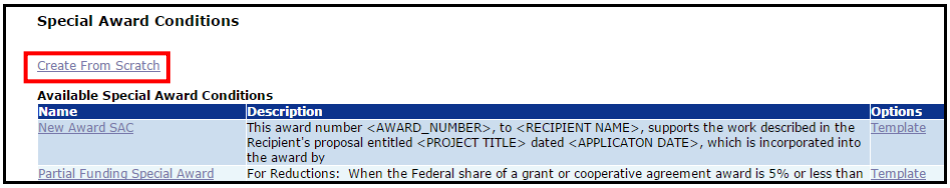


8. Select the radio button that corresponds to the type of grant being processed. If this is a Cooperative Agreement, the FPO must enter a Special Award Condition. Click the **Cooperative Agreement Special Award Condition** link. If this Award is not a Cooperative Agreement, proceed to step 16.

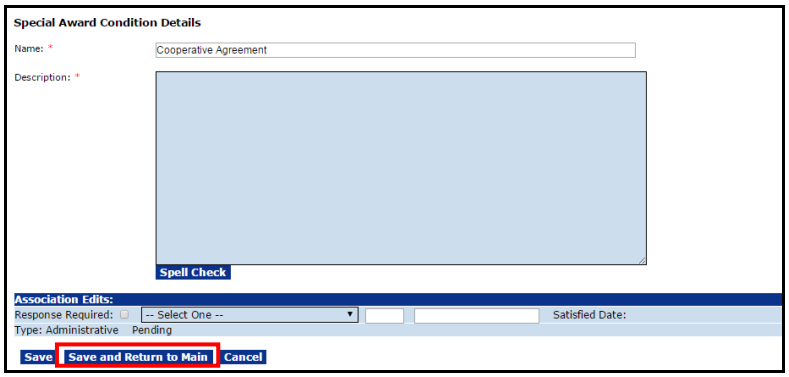
9. The Special Award Conditions screen is displayed.



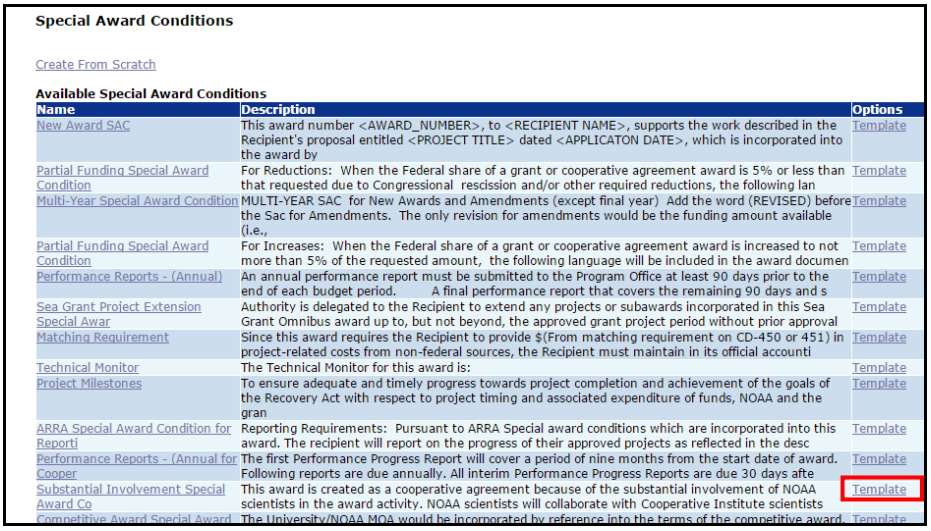
10. The user may create a Special Award Condition (SAC) from scratch or select one of the available templates. Proceed to step 12 to use a template. If the user chooses to create a Special Award Condition (SAC) from scratch, click the **Create from Scratch** link.



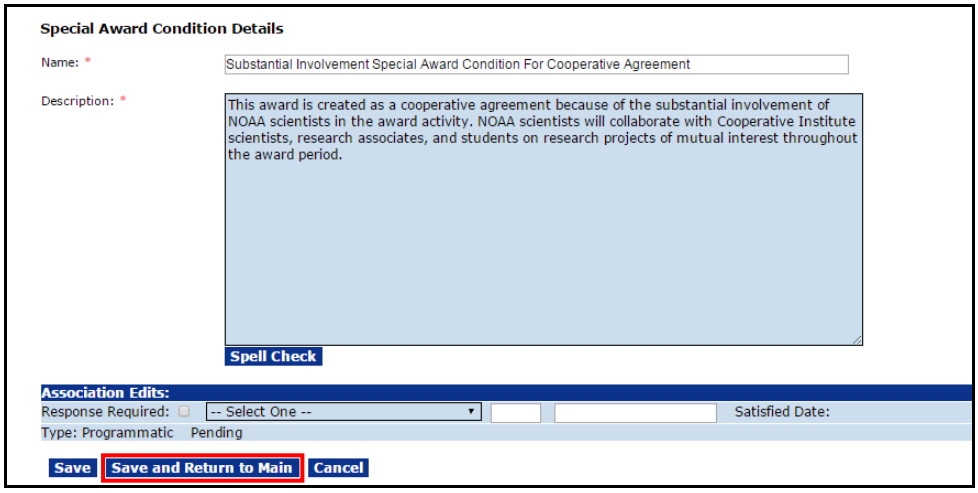
11. Enter information for the required data elements (marked by a red asterisk). When finished, click the **Save and Return to Main** button. Proceed to step 16.



12. To create a Special Award Condition (SAC) from a template, click the **Template** link that corresponds to the relevant template.

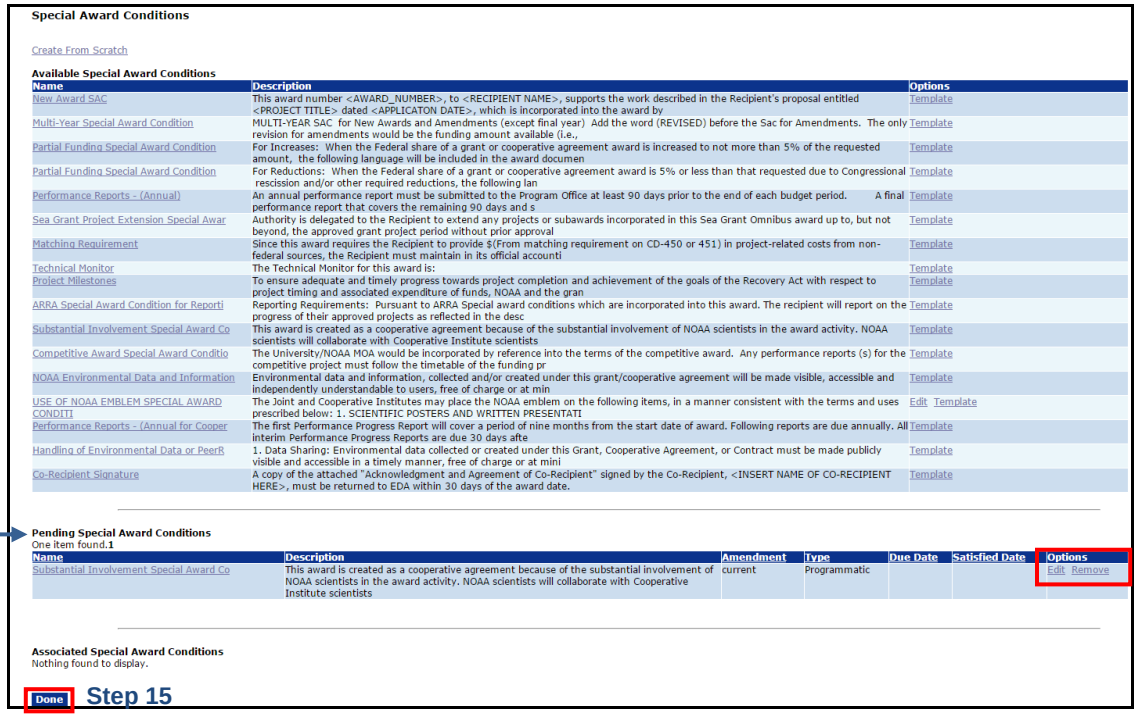


13. Complete the mandatory data elements (marked with a red asterisk) by modifying the template's text as appropriate. When finished, click the **Save and Return to Main** button.

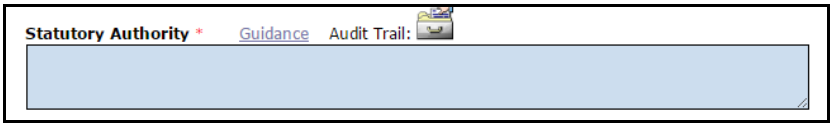


14. All added Special Award Conditions are visible under the Pending Special Award Conditions header. To edit or remove any Special Award Conditions associated with the Application click the **Edit** or **Remove** link.

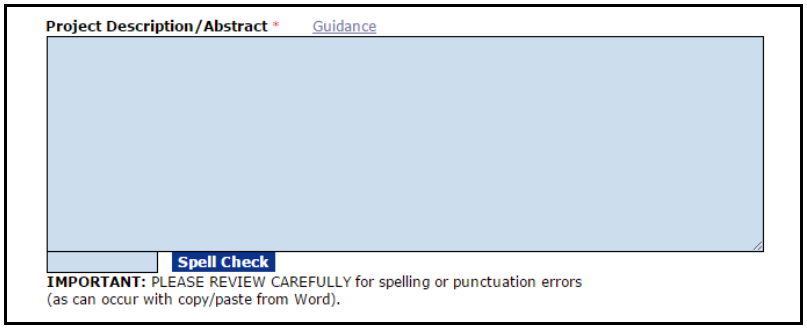
15. Click the **Done** button when finished entering the Special Award Condition(s). The user is re-directed to the PO Checklist to supply information for additional data elements.



16. Enter information for the Statutory Authority*.



17. Enter data for the Project Description/Abstract*.

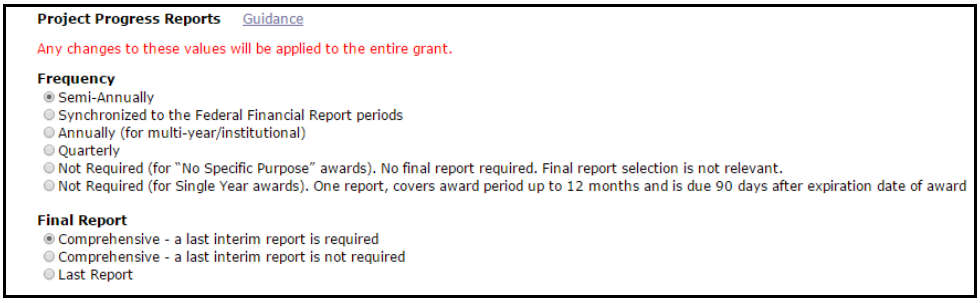


NOTE: The information entered in this text box is passed on to the Legislative Affairs team. That office notifies Congress of the Award. To ensure the content is understood by the majority of the target audience, **do not** use acronyms. Only copy and paste from a plain text file. **Do not** copy and paste from a Word document.

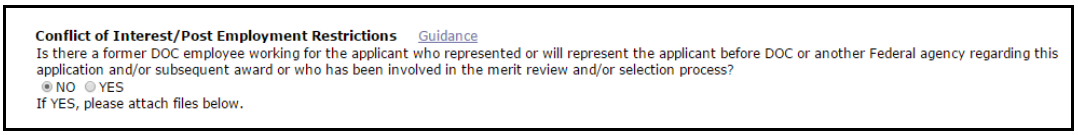
18. Specify the Basis of Selection*.

For many of the data elements, starting with step 19, a default value is indicated; modify as is appropriate.

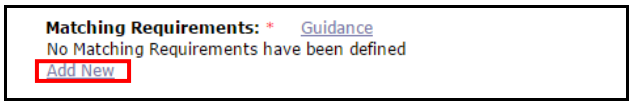
19. Select the Progress Reports Frequency and Final Report type.



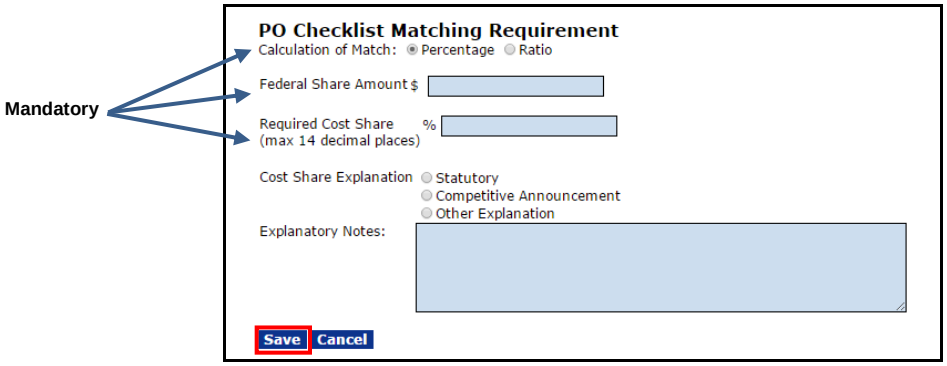
20. Respond to the Conflict of Interest/Post Employment Restrictions question.



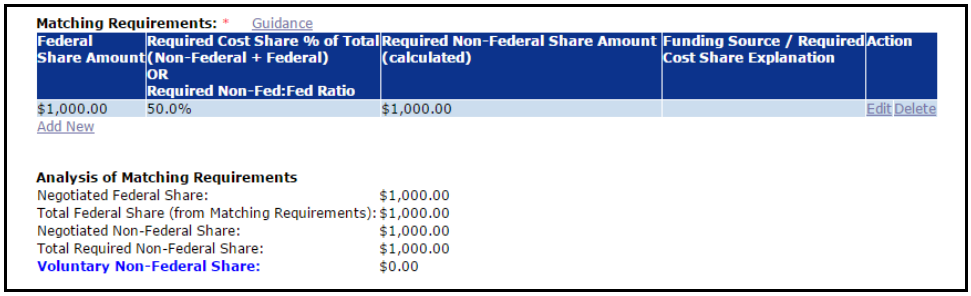
21. To enter Matching Requirements*, click the **Add New** link. This data element is mandatory and must be completed whether or not there are matching funds associated with the Award.



22. The PO Checklist Matching Requirement screen is displayed. Supply data for all applicable fields and click the **Save** button.



23. The Analysis of Matching Requirements* is now complete.



Matching Requirements: * Guidance

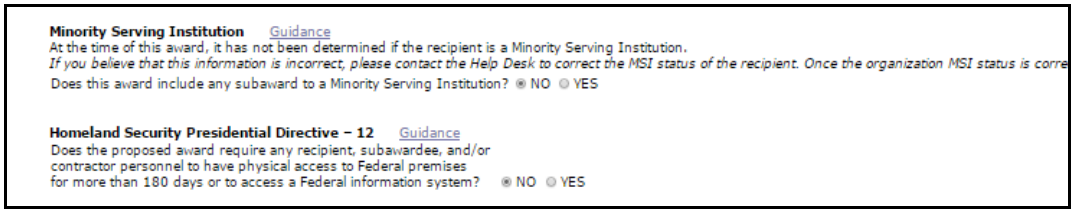
Federal Share Amount	Required Cost Share % of Total (Non-Federal + Federal) OR Required Non-Fed:Fed Ratio	Required Non-Federal Share Amount (calculated)	Funding Source / Required Cost Share Explanation	Action
$1,000.00	50.0%	$1,000.00		Edit Delete

Add New

Analysis of Matching Requirements

Negotiated Federal Share:	$1,000.00
Total Federal Share (from Matching Requirements):	$1,000.00
Negotiated Non-Federal Share:	$1,000.00
Total Required Non-Federal Share:	$1,000.00
Voluntary Non-Federal Share:	$0.00

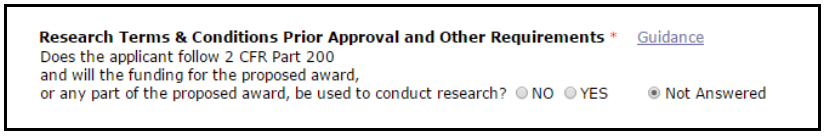
24. Answer the Minority Serving Institution and Homeland Security Presidential Directive-12 (HSPD-12) questions.



Minority Serving Institution Guidance
At the time of this award, it has not been determined if the recipient is a Minority Serving Institution.
If you believe that this information is incorrect, please contact the Help Desk to correct the MSI status of the recipient. Once the organization MSI status is corre
Does this award include any subaward to a Minority Serving Institution? ◉ NO ○ YES

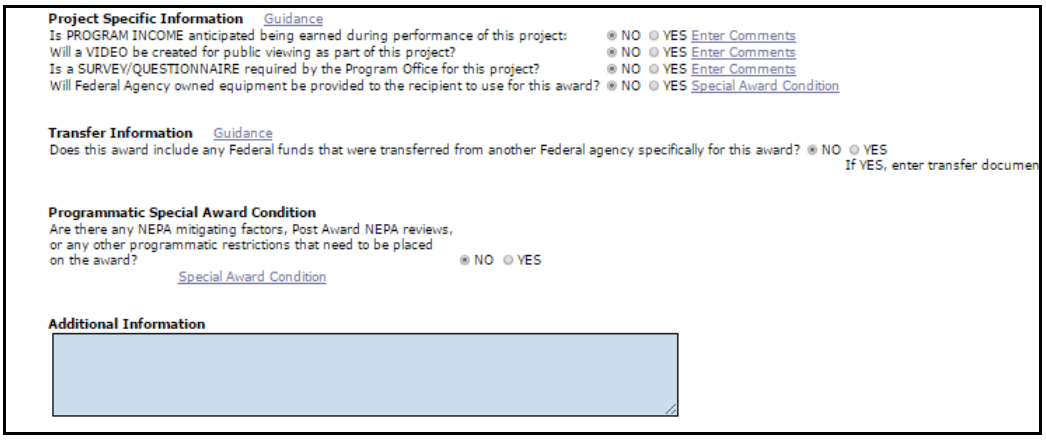
Homeland Security Presidential Directive – 12 Guidance
Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system? ◉ NO ○ YES

25. Answer the Research Terms & Conditions Prior Approval and Other Requirements* question. The default value is **Not Answered**. This is a mandatory data element and a response must be provided before navigation from this page is permitted.



Research Terms & Conditions Prior Approval and Other Requirements * Guidance
Does the applicant follow 2 CFR Part 200 and will the funding for the proposed award, or any part of the proposed award, be used to conduct research? ○ NO ○ YES ◉ Not Answered

26. Answer the Project Specific Information, Transfer Information, and Programmatic Special Award Condition questions.



Project Specific Information Guidance
Is PROGRAM INCOME anticipated being earned during performance of this project: ◉ NO ○ YES Enter Comments
Will a VIDEO be created for public viewing as part of this project? ◉ NO ○ YES Enter Comments
Is a SURVEY/QUESTIONNAIRE required by the Program Office for this project? ◉ NO ○ YES Enter Comments
Will Federal Agency owned equipment be provided to the recipient to use for this award? ◉ NO ○ YES Special Award Condition

Transfer Information Guidance
Does this award include any Federal funds that were transferred from another Federal agency specifically for this award? ◉ NO ○ YES
If YES, enter transfer documen

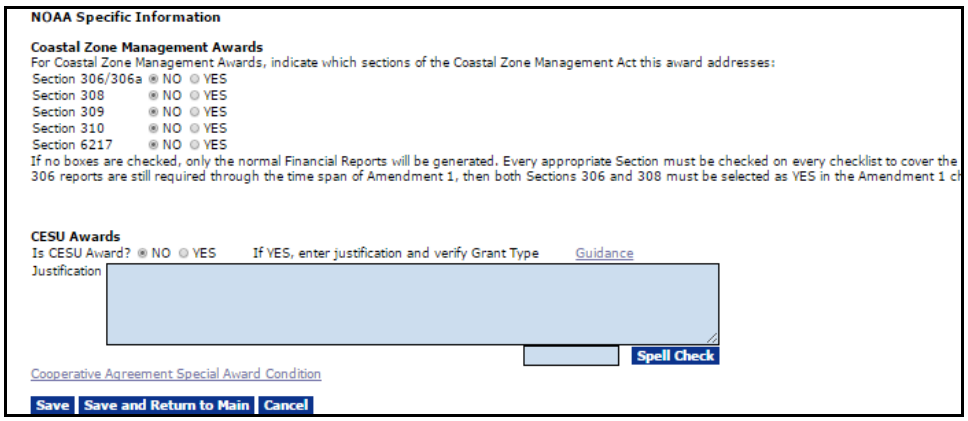
Programmatic Special Award Condition
Are there any NEPA mitigating factors, Post Award NEPA reviews, or any other programmatic restrictions that need to be placed on the award? ◉ NO ○ YES
Special Award Condition

Additional Information

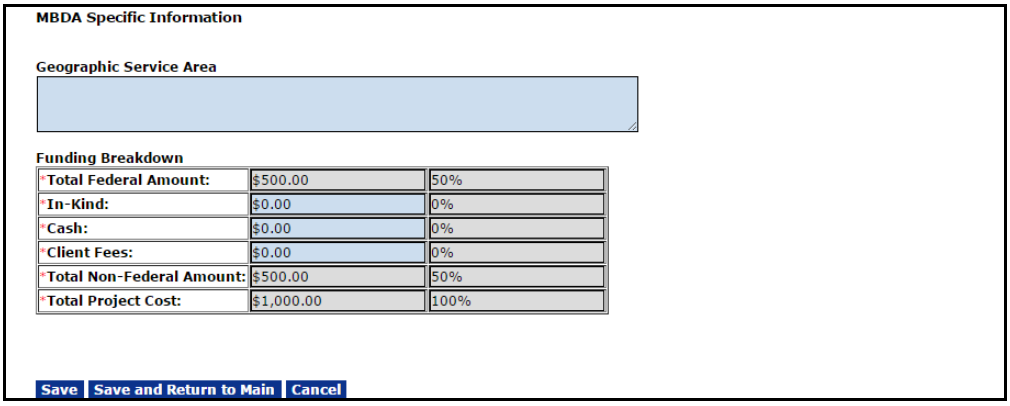
27. Bureau specific information is located at the bottom of the PO Checklist for NOAA, MBDA and EDA. See the screen images below for information associated with those three bureaus.

    Census, ITA and NTIA **do not** require comparable information.

NOAA Only:



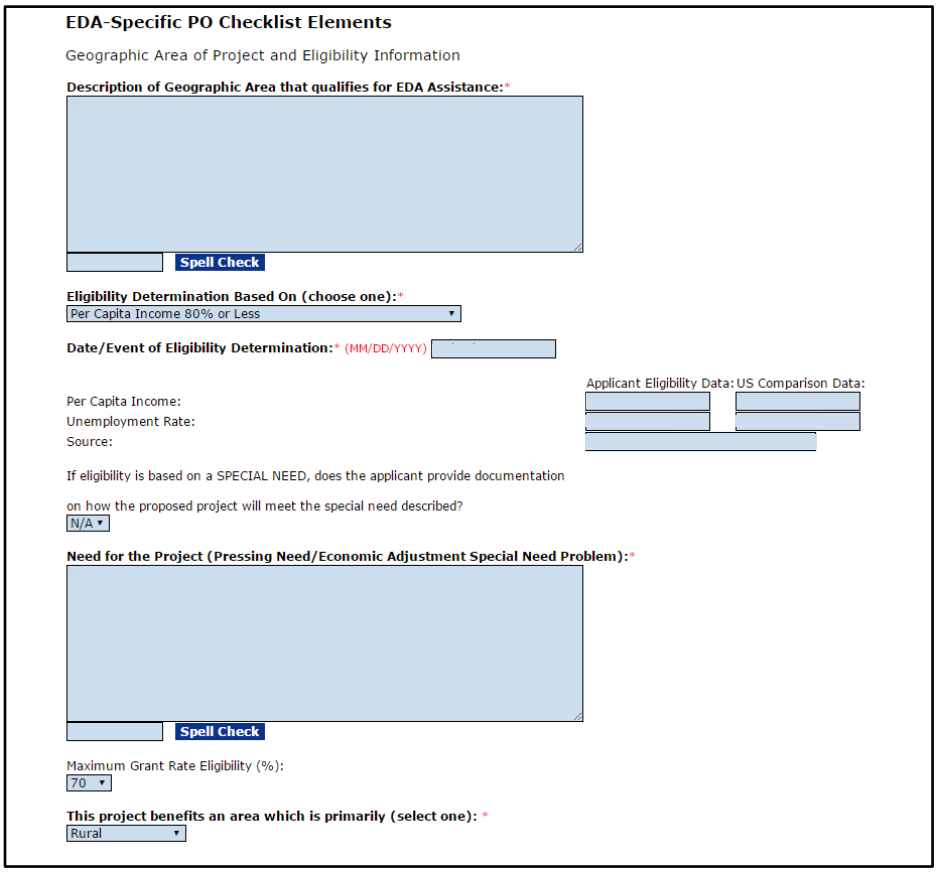
MBDA Only:



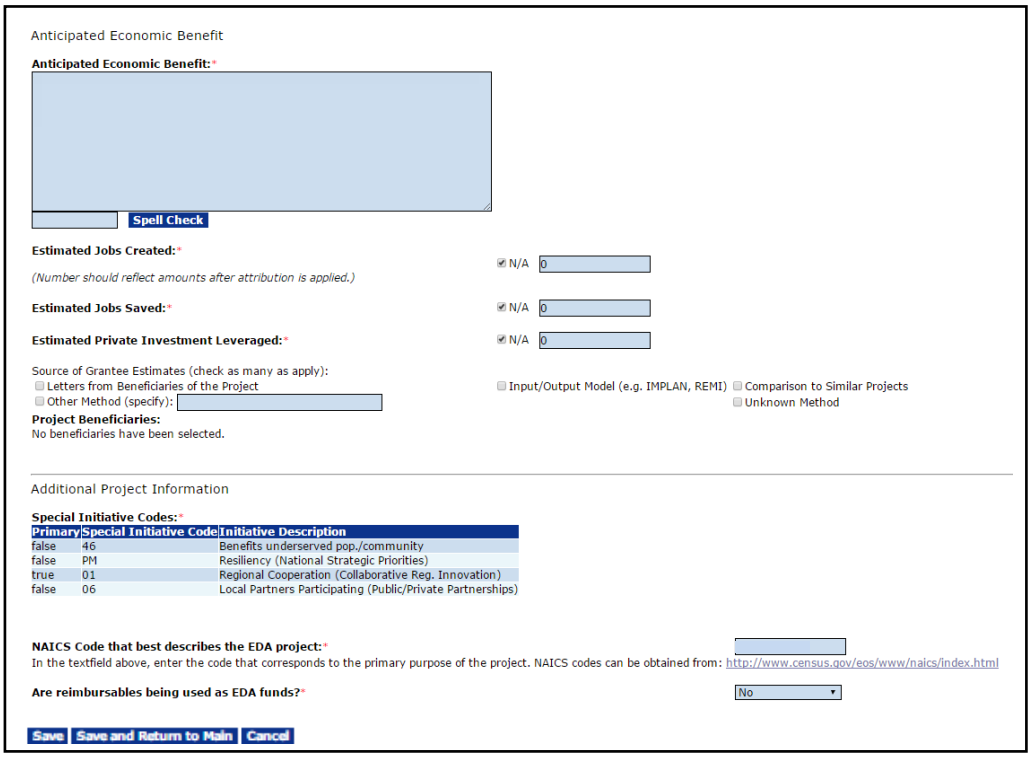
EDA Only:

Click the **View/Edit EDA-Specific Information** link to navigate to the data entry screen for additional EDA information.

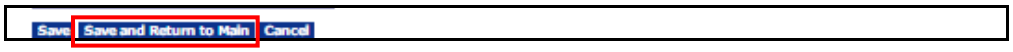
A portion of the ***EDA-Specific PO Checklist Elements*** screen is shown below:



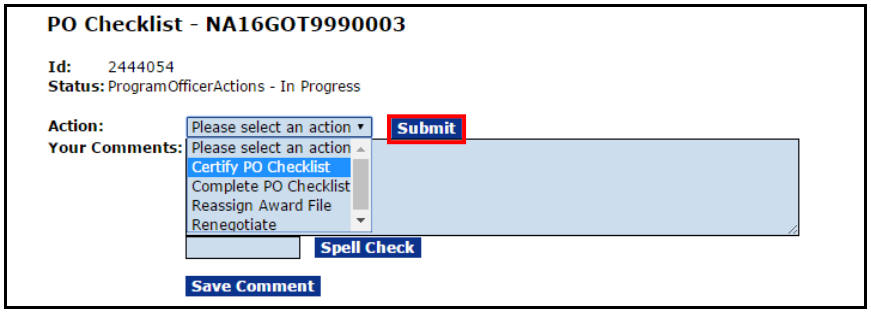
(Continuation – EDA-Specific PO Checklist Elements screen)



28. When all PO Checklist data has been entered and reviewed click the **Save** button to capture information and remain on the page. Click the **Save and Return to Main** button to capture the information and return to the PO Checklist launch page.

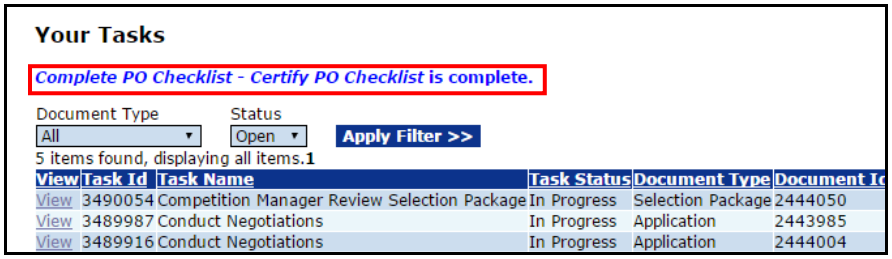


29. Choose **Certify PO Checklist** from the Action dropdown menu and click the **Submit** button.



NOTE: Only a Certified Federal Program Officer can Certify the PO Checklist. An uncertified Federal Program Officer must reassign the task to a Certified FPO. In turn, that person certifies the PO Checklist and forwards the Award File to the Grants Specialist.

30. The PO Checklist is now complete; the Forward/Revise Award File task has been generated.



The Award File

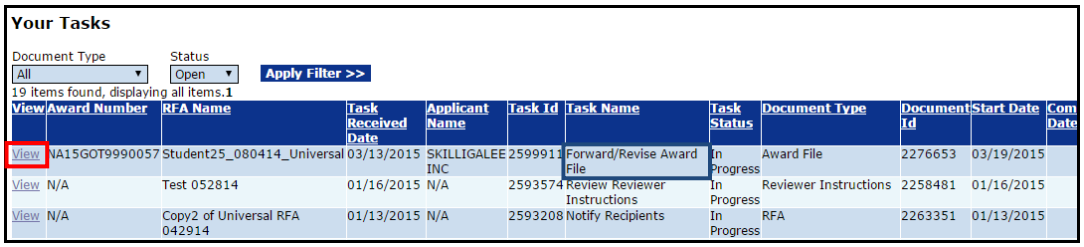
The NEPA Document, the Procurement Request and Commitment of Funds, and the PO Checklist comprise the Award File. After the NEPA Official, the Budget Officer, and the Requestor sign-off on their respective tasks, the FPO can forward the Award File to Grants Management. The FPO can determine the status of those documents by viewing the Forward/Revise Award File Task in his/her Inbox.

1. Click the **Inbox** tab.

   .

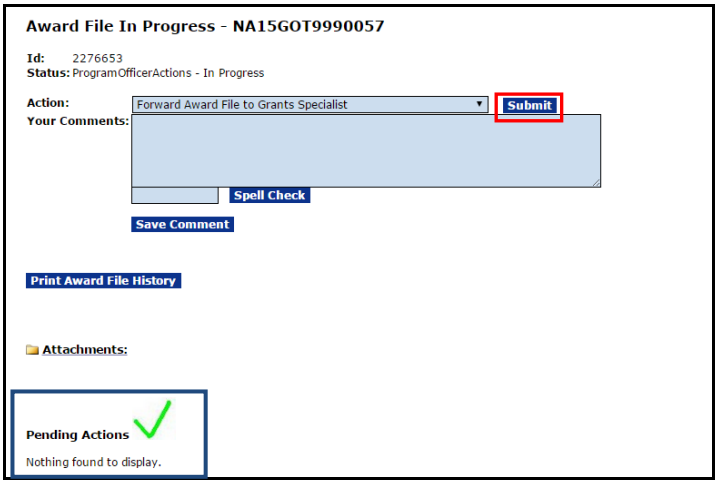
2. Click the **Tasks** link.

3. Click the **View** link beside the **Forward/Revise Award File** task.



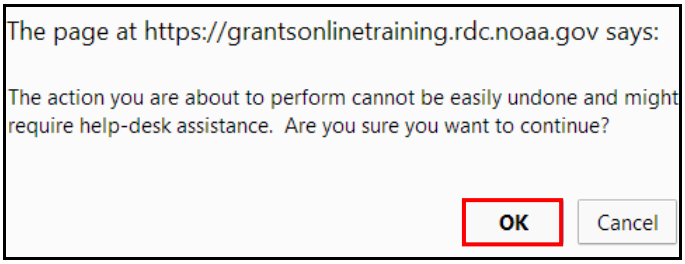
4. Notice the green ✓ and the message under the Pending Actions header: **Nothing found to display**. When there are no further Pending Actions, there is an option on the Action dropdown menu to select **Forward Award File to Grants Specialist**. Click the **Submit** button.

5. If there were Pending Actions, a red ✗ would be visible where there is currently a green check. The Award File **cannot** be sent to the Grants Specialist without first resolving those issues.



NOTE: If the user needs to revise the Application, NEPA document, the PO Checklist, and/or the Procurement Request, refer to the ***Renegotiate Quick Reference Guide*** on the Grants Online Training page: (item #5) http://www.corporateservices.noaa.gov/grantsonline/gol_training_FPO.htm

6. The next message indicates the action the user is about to perform cannot be easily reversed without assistance from the Help Desk. To proceed, click the **OK** button.



7. The message on the screen confirms the Award File has been successfully forwarded to the next step.

8. The Grants Specialist (GS) is the next person to process the Award File. Until the Grants Specialist completes the Grants Management Checklist, the Award File cannot be forwarded to FALD or the Grants Officer.