

Coastal Impact Assistance Program

The Application Review Process

By: Paula Barksdale

The Application is Submitted on Grants.gov

Grants.gov - Microsoft Internet Explorer

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What's New This Week at Grants.gov

- New Opportunities This Week
- New! Troubleshooting Tips Page: Find Help with Technical Issues
- Possible Submission Delays Due to Large Number of Closings: September 30 ? October 1, 2008
- "Broken Pipe" plus other Adobe Reader Error Messages
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- Verify if Your Adobe Reader Version is Compatible with Grants.gov
- Vista and Microsoft Office 2007 Compatibility Information

GRANTS POLICY COMMITTEE

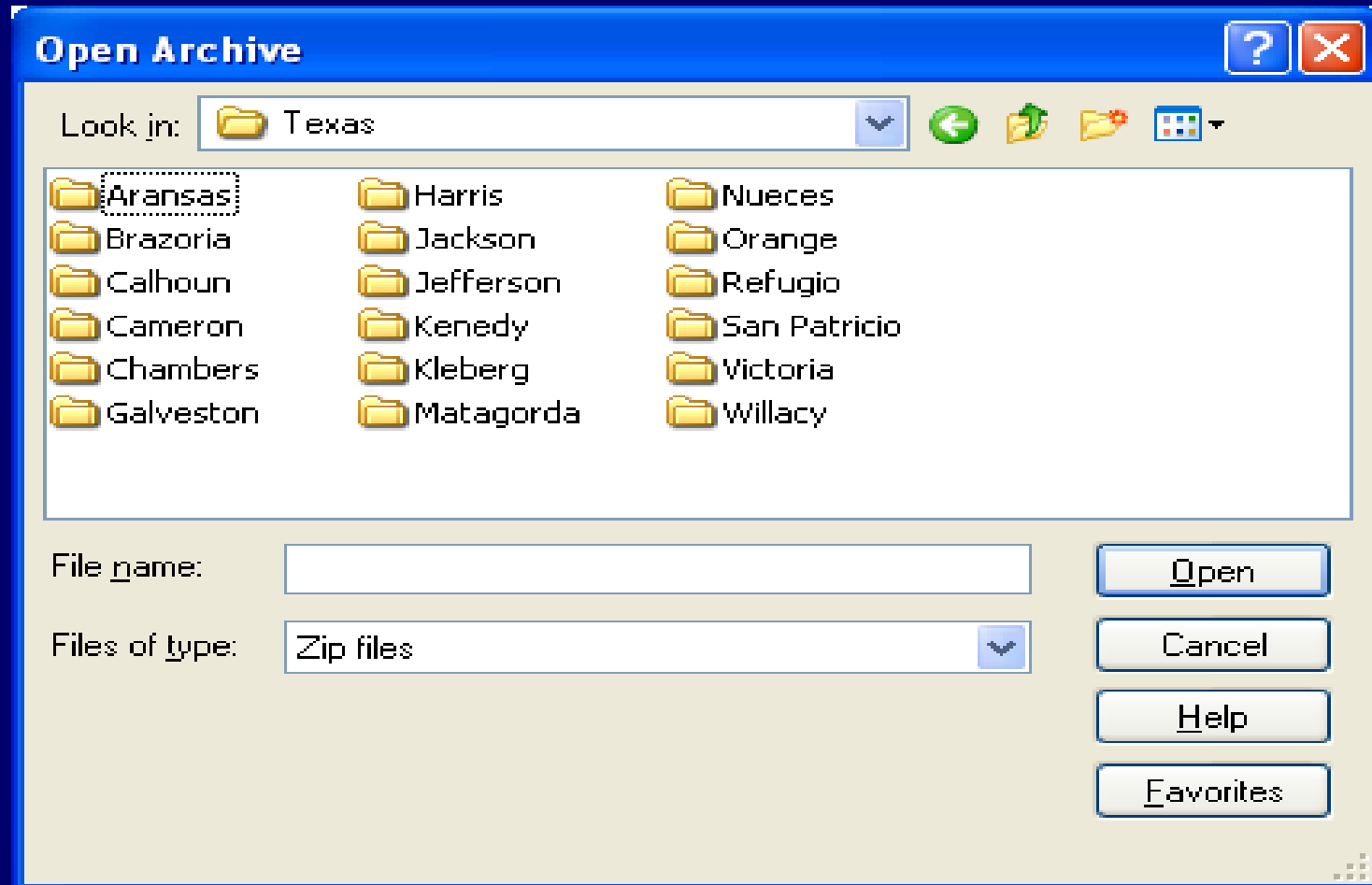
E-GOV

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Done Internet

The Application is Downloaded into the Central CIAP Folder



The Application in Tracked Internally on a Spreadsheet

Microsoft Excel - Tracking Spreadsheet for Texas

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100% Arial

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Recipient Name	TITLE of PROJECT	Grant Award #	Grant Award Date	Application ID # in eGrants	Grants.gov Tracking # / Tracking # Assigned by MMS	Authorized Use #	Amount to be Awarded	Contracting Officer	Project Officer	Review by Program Office Begun	Review by Program Office Completed	SAP Account Number
1	STATE OF TEXAS												
2													
3													
4	ARANSAS COUNTY												
5													
6													
7	BRAZORIA COUNTY												
8													
9													
10													
11	BRAZORIA COUNTY												
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33													
34													
35	JACKSON COUNTY												
36													
37													
38													
39	JEFFERSON COUNTY												
40													
41													

Sheet1 Sheet2 Sheet3

Ready

Coastal Impact Assistance Program

- Paper copy of the application is printed out and a folder is set up for the award
- Paper copy is the official file copy of the award
- All associated documents to be placed in file throughout the life of the award

Coastal Impact Assistance Program

- The Contracting Officer (CO) reviews application and compiles questions and issues to be discussed with applicant
- Questions/issues submitted to Project Officer (PO) for review before submitting to applicant

Coastal Impact Assistance Program

- Then CO submits questions to the applicant and discussions begin
- Process continues until all issues are resolved for PO and CO
- CO completes a detailed analysis of the costs using the SF-424 Budget form and Budget Narrative

Coastal Impact Assistance Program

- Both the CO and the PO issue written determinations that the application is adequate-in other words the initial review is completed. This is simply to let the recipient know where the application is in process and is not a Notification of Award.

Coastal Impact Assistance Program

- CO proceeds to complete grant award document + other required documentation
- CO submits proposed grant award document to PO for review

Coastal Impact Assistance Program

- After PO's review, entire award file is submitted to Team Leader for review
- CO resolves all comments from the Team Leader

Coastal Impact Assistance Program

- CO E-Mails award document to recipient for signature
- Recipient prints out 2 copies
- Copies signed by person authorized to bind recipient organization contractually

Coastal Impact Assistance Program

- Recipient returns 2 signed paper copies to CO
- CO signs 2 copies and returns 1 copy to recipient
- Award is made by CO in MMS PRISM electronic grants system

Coastal Impact Assistance Program

- The PRISM system sends award to the MMS Finance system called SAP
- SAP processes the award

Coastal Impact Assistance Program

- Each night funds are sent via interface to the Dept. of the Treasury ASAP grant payment system
- Account is set up in ASAP and funds are now available for recipient withdrawal

Coastal Impact Assistance Program

BIGGEST SNAGS?

1. DUNS & TIN DO NOT MATCH
ACROSS THE SYSTEMS AND
AWARD CANNOT BE SENT
THROUGH TO ASAP

DUNS and TIN must be the same in
ASAP, CCR and on the application.

Coastal Impact Assistance Program

BIGGEST SNAGS?

2. CANNOT DRAW DOWN FUNDS

FROM ASAP BECAUSE:

a. CCR REGISTRATION NOT
RENEWED ANNUALLY

B. ASAP PASSWORD LAPSES
DUE TO INACTIVITY

Coastal Impact Assistance Program

THE END