

Coastal Impact Assistance Program De-obligating and Re-obligating Excess Grant Funds

If a grant project is complete and there are excess funds remaining on the grant, the recipient can return (de-obligate) those funds via the grant close-out process and then apply (re-obligate) the returned funds to another grant via the grant amendment process.

De-obligating Funds from a Grant

At the end of the performance period or when the project is complete, the recipient must liquidate all obligations incurred under the award and promptly return any unused Federal cash advances to the ASAP system. Attachment A provides detailed instructions for returning any unused Federal cash advances to ASAP; in order to complete the transaction, the recipient will need the following information:

- 1) the Federal Agency ALC number, which is **14190001**;
- 2) the number of the grant award, referred to by ASAP as the “Account Number;” and
- 3) the recipient’s ASAP “Recipient ID Number.”

The Account Number is made up of the grant award number and 0001. For example, if the grant award number is M10AF0001, the ASAP Account Number is M10AF0001-0001. If there are any amendments to the grant, the last digit of the Account Number changes from a 1 to a 2, e.g., M10AF0001-0002.

After all unused cash advances have been returned to ASAP, the recipient will submit, via email or regular mail, the final SF-425 Federal Financial Report (marked “FINAL” in Block #6) to the Contracting Officer, with a copy to the Project Officer. If the recipient intends to re-obligate the remaining grant funds (Line h on the SF-425) to another grant, they should indicate in the email or cover letter which grant they intend to add the funds and include the grant award number. The final SF-425 must be submitted no later than 90 calendar days after the end of the grant performance period.

The Contracting Officer will proceed to close out the grant, including issuing close out documents to the recipient. After all close out actions have been completed, and the grant is officially closed out, the Contracting Officer will issue a letter to the recipient stating that the grant is officially closed out. Upon receipt of the final close out letter, the recipient can then proceed to request that the de-obligated funds be re-obligated to another grant via the instructions below.

Re-obligating Funds to a Grant

Recipients may apply de-obligated funds to another CIAP grant by submitting a grant amendment via Grants.gov. Recipients should follow the normal CIAP grant amendment process. In the Budget Narrative, provide a breakdown of the costs for the new funds, as per to the instructions provided in the Program Announcement for preparing the Budget Narrative. In the Project Narrative, provide all changes (the increase in funding and how those funds will be used) in track changes and explain the reason for the changes in

Section 11. If the performance period will be extended, as well as adding funds, use the date of award through the new ending date as the period of performance on the SF-424. For example, if the grant performance period is currently June 1, 2010 through November 30, 2012, and there is a request for an extended period of performance through July 1, 2013, the new period of performance on the SF-424 would be June 1, 2010 through July 1, 2013.