



# Financial Assistance Workshop

GMD Connected: The New Decade

**Award Payment and Closeout  
Process**

**LaToya Larker**

*April 14, 2010*





## ***Funding Obligations/Authorizations***





- Grants Online Workflow/ Obligation Lifecycle
- Commerce Business Systems (CBS)
- Obligations
- Authorizations





## ***OBLIGATION/AUTHORIZATION WORKFLOW***





## CBS Obligation Process

U.S. DEPARTMENT OF COMMERCE (OPSSHAJBAH01@CFSFX.WORLD - Oracle Forms V6)

Action Edit Help Window

CBS NAVIGATOR (Purchase Order Transaction Screen (FM040 VER-2.27.0.19))

**\*One to One** < N > **\*Print**

Document: \*Type  \*C/O  Oblig#  -  Total  .00

Feeder Sys: No  Mod#  Source

\*ASAP:  Pref  Date  Reference#  Grant Amend No

Effective Dates  -  Status  OPEN

For: \*Bureau Code  Name  \*G/L Date  CCR Vendor Required  Y

Vendor: Descr <  > No   Name

\*Approval:  N By  Date  Closeout <  N >

\*Document: <  N > Notes <  > Line Notes <  > AD <  > Novation  N F Notes <  >

Item: No  CLIN#  \*Request <  > \*Type  \*Commodity Code

Part No  Stock No  Emp No

Description <  > Other <  > \*Due Date  Acceptance Days

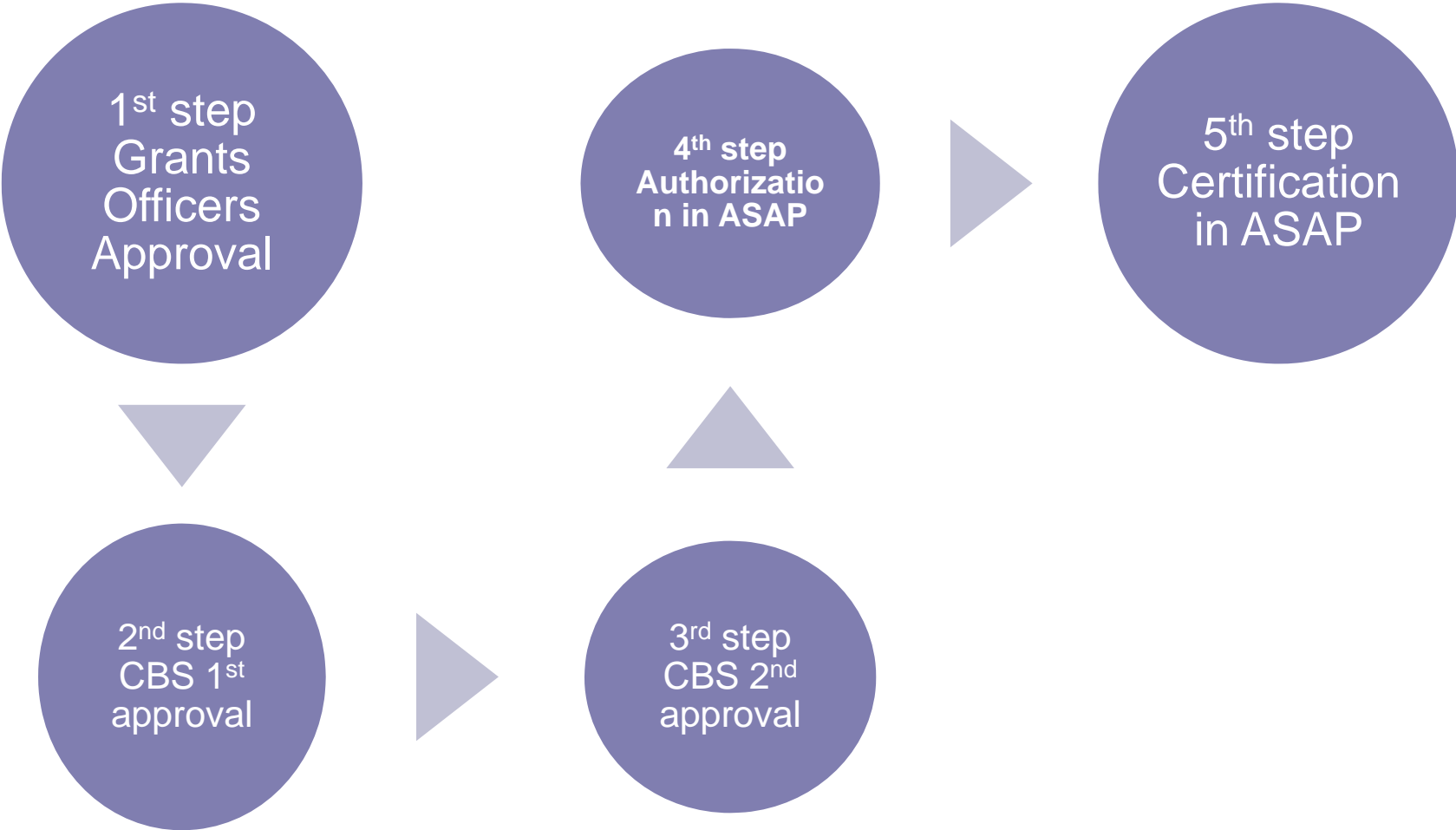
*R/I	Act	*NSP	PF	Quantity	*Unit Price	Extended Amount
Requested: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> *U/M <input type="text"/>	<input type="text"/>	<input type="text"/>
Inventory: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> U/M <input type="text"/>	ITBP# <input type="text"/>	<input type="text"/>

Account Classification: <  > F Notes: <  > Status

PRINT FLAG. (REQUIRED.)  
Record: 1/1  List of Values <OSC> <DBG>



# ***OBLIGATION/AUTHORIZATION WORKFLOW***





# CBS Obligation Process

U.S. DEPARTMENT OF COMMERCE (OPSSHAJBAH01@CFSFX.WORLD - Oracle Forms V6)

Action Edit Query Block Record Field Window Help

CBS NAVIGATOR (CBSMAIN VER-2.25.0.0)

ASAP Account Management (SPDG003 VER-2.10.0.0)

ASAP Account

Bureau Code: 14 ALC: 13-14-0001 Region: NA Advance/Expense: EXPENSE

Account ID: FNA05NMF44100 Feeder Sys: No: NA05NMF441001 Source: NA05NMF44100 PO No: 76703

Account Descr: NOAA NMFS GRANT Total Est Amount: 8,064,536.00

Recipient ID: 2591441 Requestor ID: 2591441 Group ID:

Start Date: End Date: 31-MAR-2010 Performance Period End Date:

CFDA No: 11441 CMIA:  1031:  Adj:  ASAP Status: OPEN CFS Status: OPEN Report

Line Items/MDLs Account Profiles Authorizations Agency Review

ASAP PO: 8,064,536.00 Authorized: 8,064,536.00 Certified: 8,064,536.00 Disbursed: 7,072,921.00

Seq#	Amount	Effective Date	R	Release Date	Interface Status	Status Date	DTI
1	1,949,178.00	10-JAN-2005	<input checked="" type="checkbox"/>	10-JAN-2005	Authorization certified	13-JAN-2005	>
2	215,802.00	01-JUL-2005	<input checked="" type="checkbox"/>	01-JUL-2005	Authorization certified	12-JUL-2005	>
3	168,571.00	03-OCT-2005	<input checked="" type="checkbox"/>	21-SEP-2005	Authorization certified	07-OCT-2005	>
4	1,949,178.00	16-DEC-2005	<input checked="" type="checkbox"/>	16-DEC-2005	Authorization certified	21-DEC-2005	>
5	195,195.00	20-DEC-2005	<input checked="" type="checkbox"/>	20-DEC-2005	Authorization certified	23-DEC-2005	>
6	32,035.00	17-MAR-2006	<input checked="" type="checkbox"/>	17-MAR-2006	Authorization certified	31-MAR-2006	>
7	297,000.00	05-APR-2006	<input checked="" type="checkbox"/>	05-APR-2006	Authorization certified	10-APR-2006	>
8	16,000.00	26-JUN-2006	<input checked="" type="checkbox"/>	26-JUN-2006	Authorization certified	28-JUN-2006	>

Sequence Number: Record: 1/? <OSC> <DBG>

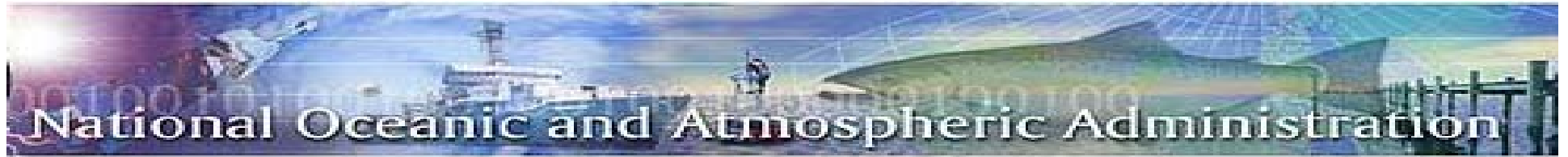


## ***Certification Process***

The certification process begins following the authorization.

1. Every day at 5:00pm an electronic file of authorizations is sent from CBS to Treasury.
2. The following morning the certifying officer goes into ASAP and retrieves all the authorizations.
3. This list is distributed to accounting technicians to print out all auditor required backup to be maintained with the certification batch.
4. The certifying officer reviews all backup and certifies the authorizations by the close of business on the same day.
5. Once certifications are completed grants are released in Grants on Line. Any rejected grants will not be released until the process is complete.





## ***Contact Information***

NOAA GRANTS MANAGEMENT DIVISION: 301-713-0922

OBLIGATION TEAM:

- Heather Cooper x210
- Halima Turner x105
- Jerry Atabansi x133



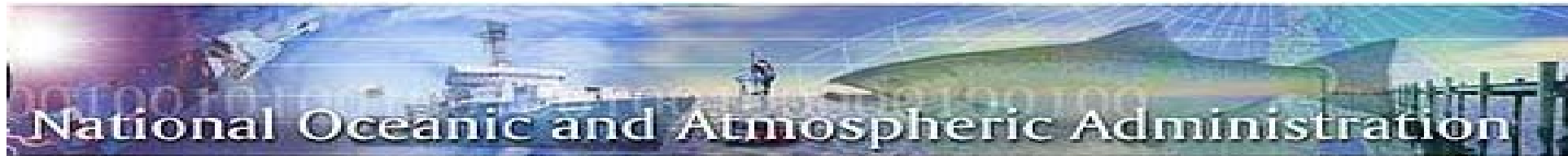
## *Payment*



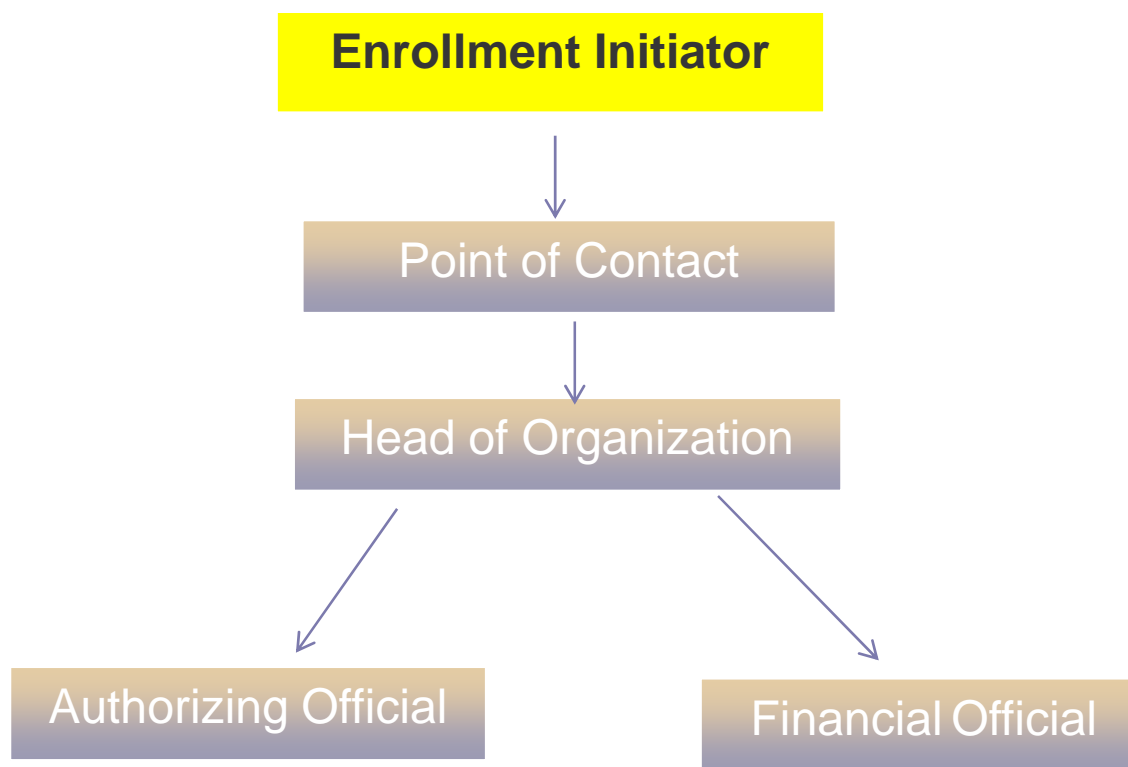


**Recipient Enrollment**

**Payments**



## *Enrollment Process*



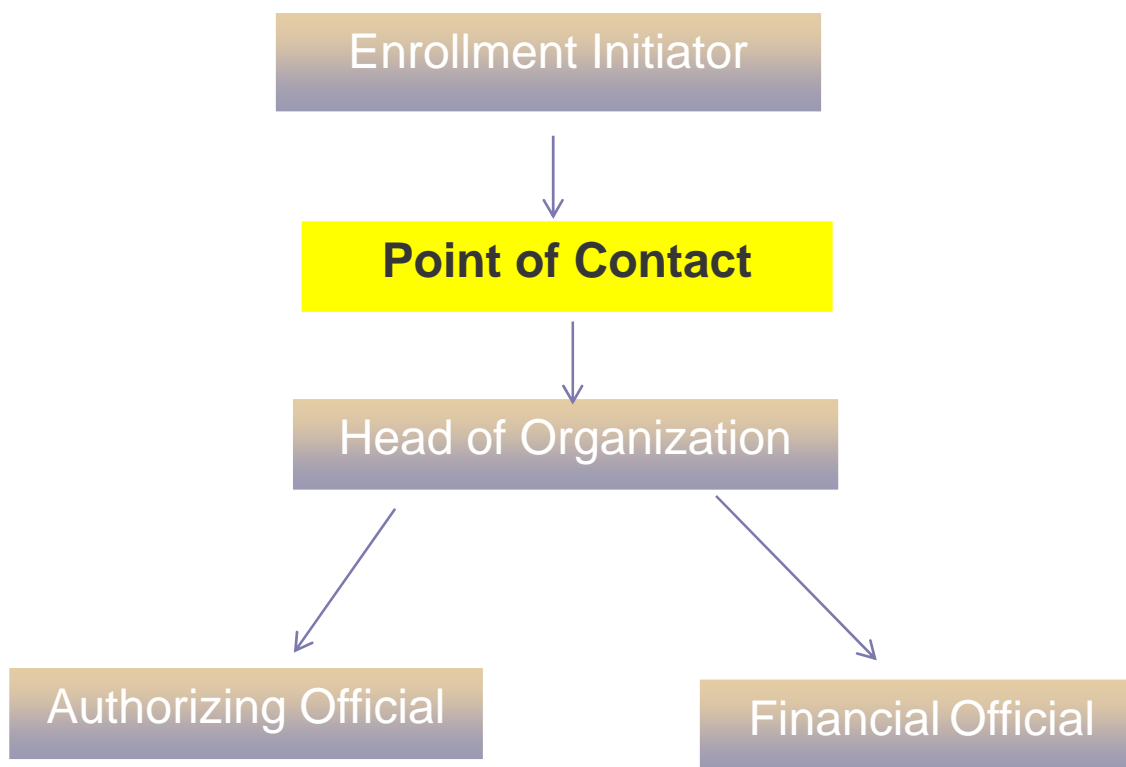


The following information must be provided to the Enrollment Initiator to begin the process

1. EIN/TIN # [Tax Identification Number, Social Security]
2. DUNS # [Data Universal Numbering System (Dun & Bradstreet)]
3. Name of Organization
4. Type of Organization (Non-profit, State, University, ect)
5. Address
6. Point of Contact
7. Title
8. Point of Contact's Email Address
9. Phone



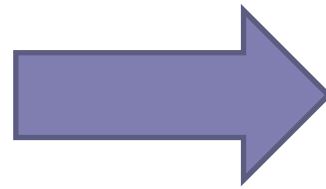
## *Enrollment Process*





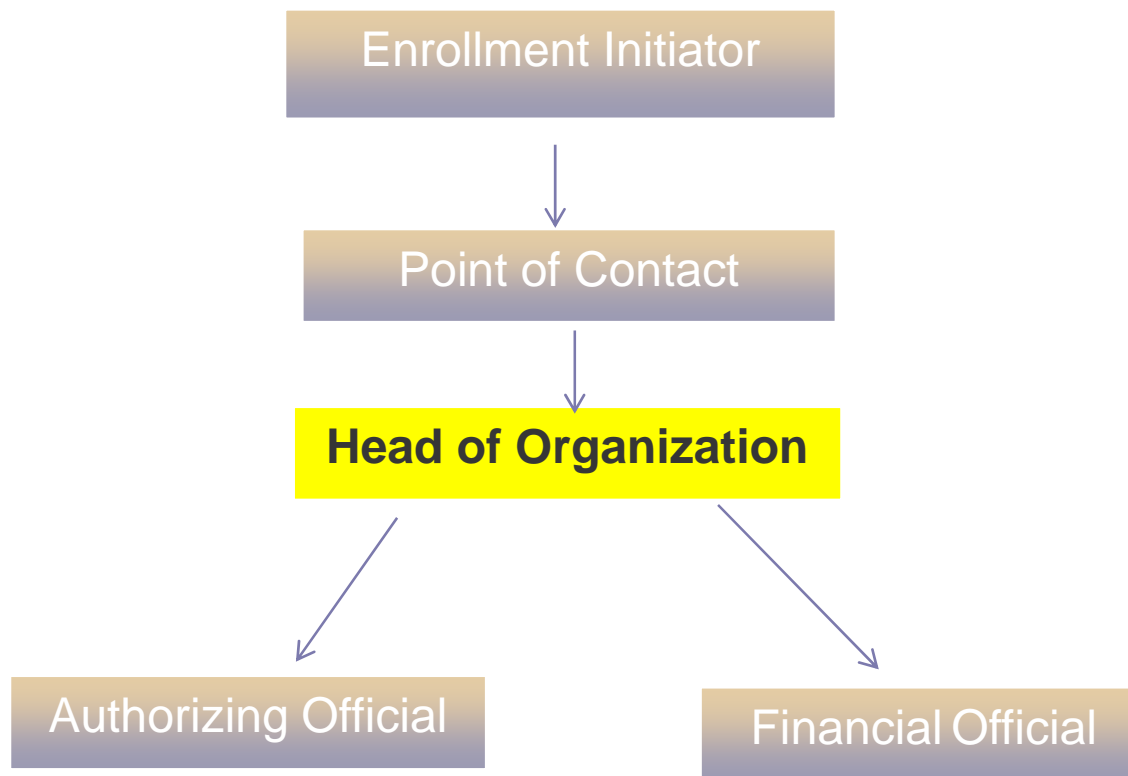
The following systems **MUST ALL AGREE** in order for the grant set up process to run smoothly.

1. Grants on Line
2. CCR (Central Contractor Registration)
3. ASAP

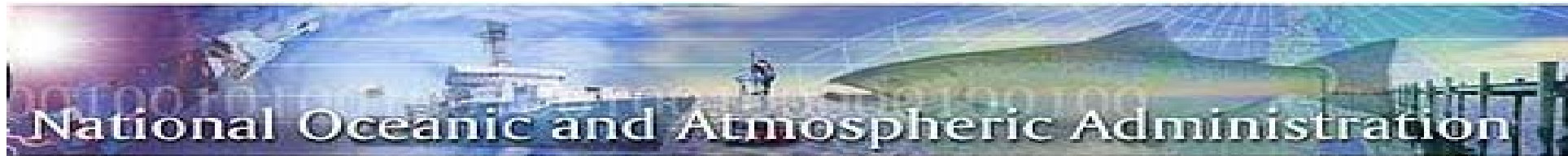




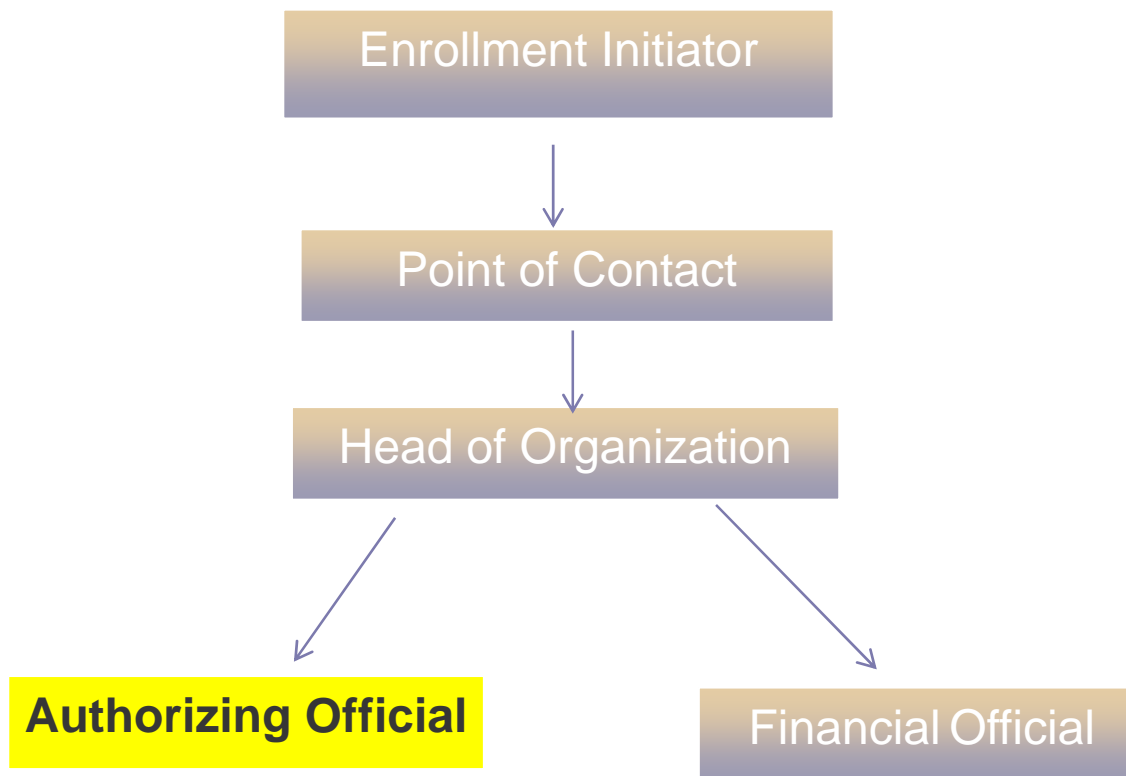
## *Enrollment Process*

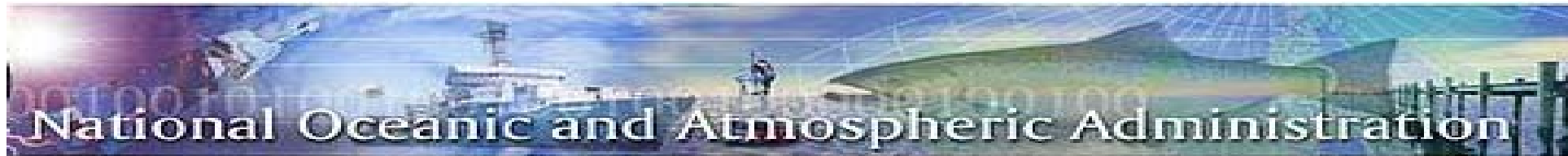




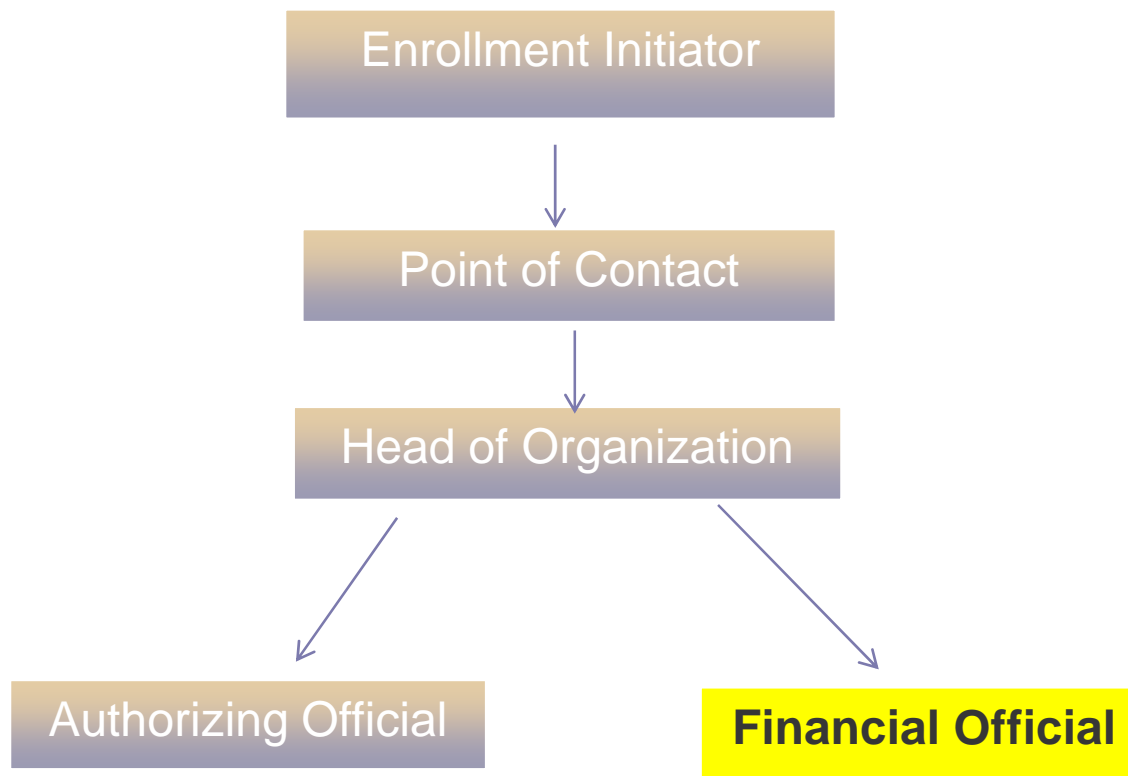


## *Enrollment Process*





## *Enrollment Process*





## *ASAP.gov Help*

### Branches

- Eastern Time Zone – Philadelphia 216-516-8021
- Central Time Zone – Kansas City 816-414-2100
- Pacific/Mountain Time Zone – San Francisco 510-594





After the process is completed by the grantee NOAA is notified by e-mail that the process is complete. The following steps are then performed by Finance:

1. ASAP information is given to vendor support to set up all recipient/requestor information in Commerce Business System (CBS), 1 – 2 business days.
2. After set up process is complete Finance notifies Grants Management Division (GMD) to authorize the funds in ASAP

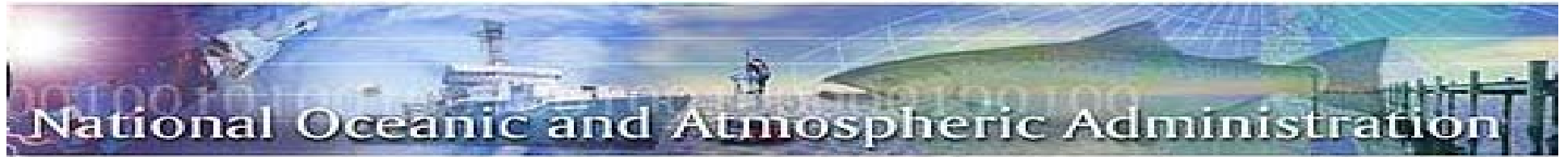
## *Payment Methods*

- ❑ **ASAP** (Automated Standard Application for Payment)

[www.asap.gov](http://www.asap.gov)

- ❑ **SF-270** (Request for Advance or Reimbursement)





## *Challenges*

1. I am having a problems enrolling in ASAP.gov
2. How long does it take for us to receive funds?
3. What could delay your funds?

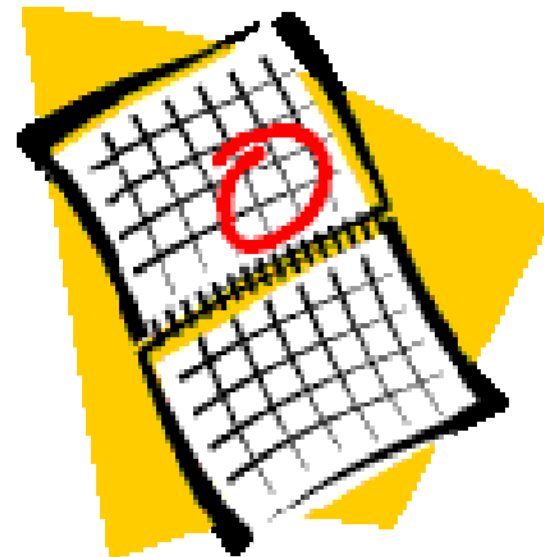


## ***AWARD CLOSEOUT***

## *Award Closeout*

- 90 days after award expiration

- Extension to Closeout







## *Required Documentation*

- ❑ **Required for ALL awards**
  - **Final Federal Financial Report (SF-425)**
  
  - **Final Progress Report**
    - *Certification/acceptance of the Final Progress Report by the Federal Program Officer*



## ***Required Documentation for Closeouts***

### **□ Submitted only if applicable**

- Final Request for Reimbursement (SF-270) when recipient is non-ASAP
- Report of Government Property (CD-281)
  - *Equipment loaned by the Federal government property under the terms of the award*
  - *Equipment purchase with federal funds disposition instructions are required*
- Statements regarding Inventions/Patents/Royalties
  - Property invented and/or patented intellectual property under the award, (I-Edison - Federal Register / Vol. 73, No. 197 / Thursday, October 9, 2008 / Notices, data elements)

## *Grantee Closeout Requirements*

- All final reports** are due within 90 days after the award expiration date
  
- Submit to the Program Office:**
  - Final Progress Report
  
  - Invention disclosure, if applicable; and
  
  - Federally-owned property report, if applicable
  
- Submit to the Grants Office:**
  - Final Financial Status Report (SF-425)
  
  - Final request for payment, if applicable
  
  - Final Federal Cash Transaction Report (SF-272)





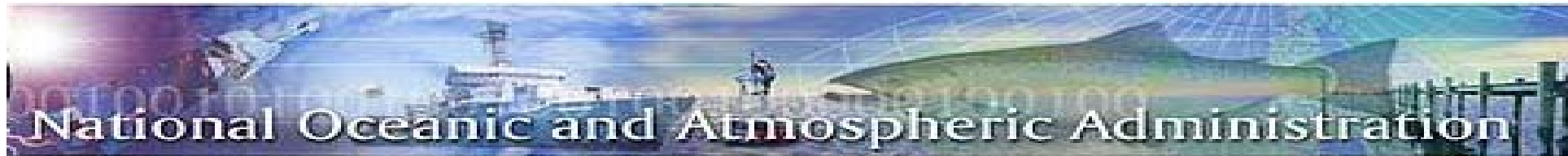
## ***Questions***

1. Funds can be requested at ASAP.gov.
2. The SF-425 is a Federal Financial Report.
3. Once all final reports are received Closeout of an award begins.
4. The Authorization of funds must occur before they can be certified



## *Questions*

4. Performance Report is submitted to the Program Office.
  
5. An account is created for grantees in ASAP begins with the Recipient Enrollment.
  
6. What is the acronym for Commerce Business Systems? CBS



National Oceanic and Atmospheric Administration

## *Questions*

