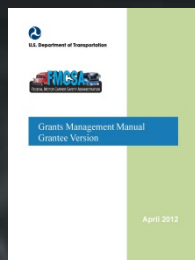




U.S. Department of Transportation



Grants Management Grantee Manual Training



***Award
Process
Module 5***

Chapter 5



National Training Center



Objective

- By the end of this module, you should be able to successfully:
 - State the primary tasks involved in the award process, including:
 - Acceptance of the Notice of Grant Award (NGA)
 - NGA Key Components including General Provisions and Assurances (aka Terms and Conditions)
 - Notifying Non-selected Applicants





Overview of Notice of Grant Award (NGA) Issuance and Acceptance Process





NGA Creation and Issuance - FMCSA



- Upon Secretary approval the NGA goes through Agency Approval
- Agency Approval includes six approvers prior to issuance to the grantee





NGA Creation and Issuance - Grantee



- Grantee receives email from GrantSolutions that the NGA is ready for review and electronic signature
- Grantee Authorizing official reviews/signs the award
- NGA is sent to the Service Center State Program Manager (the FMCSA Authorizing Official) for final signature
- Grant Award is then released for funds obligation to Grantee





Grantee Authorizing Official

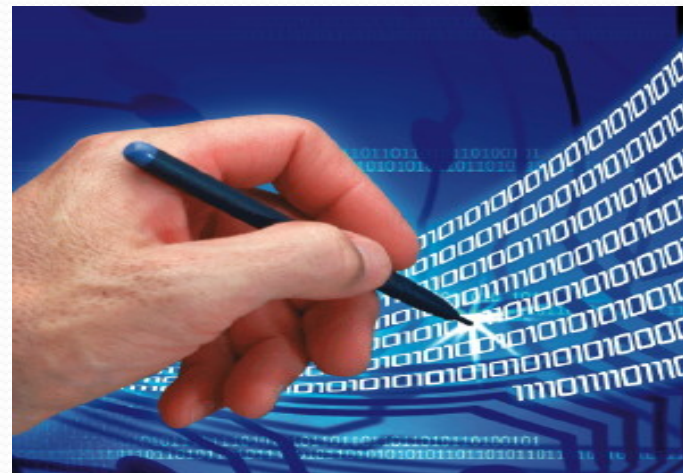
Authorizing Official - Grantee representative with the authority to legally bind the organization to the award and terms & conditions

- Must be listed on the Key Contact Form submitted with application
- Applicant must notify FMCSA of changes to Grantee Authorizing Official on the Key Contact Form
- Prior to issuance of the NGA, FMCSA will attempt to confirm the appropriate authorizing official
- Grantees are obligated to ensure that the correct authorized official signs the NGA



NGA Electronic Signatures

- FMCSA NGAs are processed using electronic signatures
 - Exceptions are based only on grantee statute or regulatory prohibition and will be handled on a case by case basis
- Grantee will receive username and temporary password access directly from GrantSolutions





NGA Manual Signatures

- Manual signature is allowed if the grantee is prohibited from using electronic signatures
- Grantee must print out the grant agreement and sign manually
- Email the signed NGA to the FMCSA Program Manager (PM)
- SPM will accept/sign the award electronically in GS.
 - All NGA's whether signed manually or electronically by the grantee, will be signed electronically by the SPM





Fund Obligation

- Once NGA is approved the funds will be automatically obligated in the system
- Once the obligation is established the grantee can begin to spend the awarded funds
- New grantees require submission of the ACH form prior to issuance on the NGA - critical to timely obligation of the award funds





NGA Key Components, Terms and Conditions



NGA

 U.S. Department of Transportation Federal Motor Carrier Safety Administration		Grant Agreement	
1. RECIPIENT NAME AND ADDRESS State of Hawaii - Department of Health Department of Health 1206 N. Reids St Arlington, VA 22209-3334		2. AGREEMENT NUMBER: FR-LRI-0039-09-01-00	3. AMENDMENT NO. 0
		4. PROJECT PERFORMANCE PERIOD: FROM 11/24/2008 TO 12/30/2012	
		5. FEDERAL FUNDING PERIOD: FROM 11/24/2008 TO 11/23/2009	
1A. IRS/VENDOR NO. 1610999984	6. ACTION New		
1B. DUNS NO. 123456789	FUNDING		TOTAL
7. CFDA# 20.314	9. TOTAL FEDERAL AMOUNT OF THIS AGREEMENT		1,000
8. PROJECT TITLE TEST FRA-1	10. TOTAL MATCHING AMOUNT OF THIS AGREEMENT		0
	11. TOTAL AMOUNT OF THIS AGREEMENT		1,000
12. GRANTEE PROGRAM MANAGER Ms. Karen Mak	12A. GRANTEE PROGRAM MANAGER EMAIL GSDEV@msolutions.com		
	12B. GRANTEE PROGRAM MANAGER PHONE NUMBER (808) 733-9038		
12C. GRANTEE PROGRAM MANAGER ADDRESS 1206 N Reids St Arlington, VA 22209-3334			
13. GRANT PROGRAM OFFICER Kimberly Orben	13A. GRANT PROGRAM OFFICER EMAIL GSDEV@msolutions.com		
	13B. GRANT PROGRAM OFFICER PHONE NUMBER (202) 493-6381		
14. INCORPORATED ATTACHMENTS			
15. STATUTORY AUTHORITY FOR GRANT/COOPERATIVE AGREEMENT Sec 9002, Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) (PL109-59, August 10, 2005)			
16. REMARKS See next page			
GRANTEE ACCEPTANCE		AGENCY APPROVAL	
17. NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL		19. NAME AND TITLE OF AUTHORIZED PHMSA OFFICIAL	
18. SIGNATURE OF AUTHORIZED GRANTEE OFFICIAL	18A. DATE	20. SIGNATURE OF AUTHORIZED PHMSA OFFICIAL	20A. DATE
AGENCY USE ONLY			
21. OBJECT CLASS CODE: 41.21		22. ORGANIZATION CODE: 99	
23. ACCOUNTING CLASSIFICATION CODES (see next page(s) for additional codes)			
DOCUMENT NUMBER	FUND	BY	BPAC AMOUNT
FR-LRI-0039-09-01-00	123456	2010	453535 500
FR-LRI-0039-09-01-00	12345678	2010	09876 500



NGA Key Parts



- Block 1, A and B - the correct grant recipient name, IRS number and DUNs number.
- Block 2 - system generated agreement number and beginning in FY12 the PO number.
- Block 3 - populated upon issuance of an amendment
- Block 4 - Project Performance Period
- Block 5 - Funding Period (should reflect the same period as Block 4)
- Blocks 9-11 - funding and match amounts, reflecting the actual award, the match and the two combined.





NGA Key Parts Continued



- Block 14 - Terms and Conditions; final budget; final application (as applicable); and any other program or application specific attachments are located.
- Block 16 - special conditions or instructions to the grantee that are not in the attachments and/or FMCSA wants to emphasize.
- Block 17 – Grantee Authorizing Official
- Block 23 – current award amount





NGA Terms and Conditions

Sections	Sections
Section 1 – Grant Authority	Section 10 – Debarment and Suspension
Section 2 – Effective Date	Section 11 – Notification of 3 rd Party Contract Disputes or Breaches
Section 3 – Electronic Signature	Section 12 – Participation of Small Businesses
Section 4 - General Requirements	Section 13 – Record Retention
Section 5 – Ethics	Section 14 – Audit and Inspection
Section 6 – Hatch Act	Section 15 – Responsibility for Reporting Fraudulent Activity, Waste and Abuse
Section 7 – Limit on Lobbying	Section 16 – Budget and Finance
Section 8 – Contracting	Section 17 – Payments
Section 9 – Notification Requirements	Section 18 – Reports





NGA Terms and Conditions, Cont.

Sections	Sections
Section 19 – Non-Discrimination	Section 29 – Liability
Section 20 – EO on Equal Opportunity	Section 30 – FMCSA Right to Terminate
Section 21 – Employment Policies	Section 31 – Project Closeout
Section 22 - Property	Section 32 – Severability
Section 23 – Davis-Bacon Act Requirements	Section 33 – Entire Agreement & Mod.
Section 24 – Environmental Requirements	Section 34 – Use of Information
Section 25 – Government Rights	Section 35 – Miscellaneous Provisions
Section 26 – Drug-Free Workplace	Section 36 – Laptop Encryption
Section 27 – Background Screening	Section 37 – CVISN Provisions
Section 28 – Site Visits	Section 38 – Certification





NGA Terms and Conditions Highlights

- Definition of "effective date"
- Compliance with all federal, state and local laws and regulations
- Responsibilities regarding sub-grantees
- Notification requirements for procurements of \$500K or more
- Requirement for debarment and suspension certification from sub-grantees
- Record retention and access
- Adherence to the Single Audit Act





NGA Terms and Conditions Highlights Continued

- Responsibility to report fraud, waste and abuse
- Budget changes must be approved prior to reimbursement
- Invoices must be submitted quarterly on the SF-270, match must be distributed evenly and contain adequate documentation
- Quarterly Financial and Performance Progress Reports are required





NGA Terms and Conditions Highlights

Continued

- Appropriate property use, maintenance, record keeping and disposition
- FMCSA may suspend or terminate grant if Grantee violated the terms of the Agreement
- Close-out within 90 days of end of the Performance Period
- Certification of all statements in the Terms and Conditions





Notification of Non-Selected Applicants





Non-Selection Process

- FMCSA Program Managers will send non-selection letters /email to **all** non-selected applicants explaining why the applicant was not selected
- Applicants may request a debriefing from FMCSA





Wrap-Up and Knowledge Check



Summary

- Now that you have completed this module, you should be able to successfully
 - State the primary takes involved in the post-selection award process, including:
 - Acceptance process for Notice of Grant Award (NGA)
 - NGA Key Components including Terms and Conditions
 - Notifying Non-Selected Applicants



Check Your Knowledge

- Module 5 Knowledge Check
- Module 5 Knowledge Check Answers

