Financial Assistance Workshop
GMD Connected: The New Decade

Award Payment and Closeout Process
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Funding Obligations/Authorizations
- Grants Online Workflow/ Obligation Lifecycle
- Commerce Business Systems (CBS)
- Obligations
- Authorizations
OBLIGATION/AUTHORIZATION WORKFLOW

1st step
Grants Officers Approval

2nd step
CBS 1st approval
CBS Obligation Process
OBLIGATION/AUTHORIZATION WORKFLOW

1st step
Grants Officers Approval

2nd step
CBS 1st approval

3rd step
CBS 2nd approval

4th step
Authorization in ASAP

5th step
Certification in ASAP
CBS Obligation Process
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 Atabanssi x133
Payment
Recipient Enrollment

Payments
Enrollment Process

Enrollment Initiator

Point of Contact

Head of Organization

Authorizing Official

Financial Official
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, etc)
5. Address
6. Point of Contact
7. Title
8. Point of Contact’s Email Address
9. Phone
Enrollment Process

Enrollment Initiator

Point of Contact

Head of Organization

Authorizing Official

Financial Official
The following systems **MUST ALL AGREE** in order for the grant setup process to run smoothly.

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

- Enrollment Initiator
- Point of Contact
- Head of Organization
  - Authorizing Official
  - Financial Official
Enrollment Process

Enrollment Initiator

Point of Contact

Head of Organization

Authorizing Official

Financial Official
Enrollment Process

- Enrollment Initiator
- Point of Contact
- Head of Organization
  - Authorizing Official
  - Financial Official
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

- **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 _______________gov.

2. The SF-425 is a Federal Financial ________________.

3. Once all final reports are received _________________ of an award begins.

4. The _____________________ of funds must occur before they can be certified.
Questions

4. _________________ Report is submitted to the Program Office.

5. An account is created for grantees in ASAP begins with the _________________ Enrollment.

6. What is the acronym for Commerce Business Systems? _________________
Questions