



Financial Assistance Workshop

GMD Connected: The New Decade

Award Review Process
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Award Review Process Cycle



This is the review cycle of an application. It begins with Grants.gov and ends with the recipient receiving the award.



- Recipient responsibilities:

- SF-424, SF-424A or SF-424C, SF-424B or SF-424D, CD-511, SF-LLL, and CD-346 (at the request of the Grants Office if necessary)
- Project description; and
- Budget narrative

- Program Officer responsibilities:

- the Request for Application (RFA) for the award, documents required for type of award (competitive, non-competitive, institutional, section 404, etc.), completed PO Checklist, CD-435 Procurement Request, and NEPA documentation.



•Grants Management Specialist responsibilities:

-Review PO Checklist to determine type of award and the basis of funding

- There are two type of financial assistance awards:

- Grants

- Cooperative Agreements

- There are six bases of funding for financial assistance:

- Competitive

- Non-Competitive

- Congressionally Directed (Soft Earmark)

- Institutional

- Formula/Allotment

- Congressionally Mandated (Hard Earmark)



•GMS Responsibilities cont'd:

-Review CD-435 Procurement request to ensure correct accounting data and that funds are available for obligation,

-NEPA to ensure approval by designated NEPA official and any other associated documentation,

-Application package submitted by the recipient via Grants.gov to ensure all required documents have been submitted and signed by the recipient authorized representative, also that the Minimum Requirements List has been completed by the Program Office

-Complete GMD Checklist

- Cost analysis
- Special Award Conditions



- Cost Analysis is the review of the budget narrative and line item budget in accordance with appropriate OMB cost principals and any governing NOAA Department of Commerce statute.
- This ensures the costs associated with the application are reasonable, allowable and allocable.
- A well written budget justification submitted by the recipient that addresses all of the object class categories allows for an easily conducted cost analysis by the GMS



- The Cost Analysis is based on the object class categories outlined on the SF-424A Line Item Budget:

BUDGET INFORMATION - Non-Construction Programs							OMB Approval No.: 0348-0044
SECTION A - BUDGET SUMMARY							
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget			
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)	
1.		\$	\$	\$	\$	\$ 0.00	
2.						0.00	
3.						0.00	
4.						0.00	
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION B - BUDGET CATEGORIES							
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)	
	(1)	(2)	(3)				
a. Personnel	\$	\$	\$	\$	\$	0.00	
b. Fringe Benefits						0.00	
c. Travel						0.00	
d. Equipment						0.00	
e. Supplies						0.00	
f. Contractual						0.00	
g. Construction						0.00	
h. Other						0.00	
i. Total Direct Charges (sum of 6a-6h)		0.00	0.00	0.00	0.00	0.00	
j. Indirect Charges						0.00	
k. TOTALS (sum of 6i and 6j)	\$	0.00	0.00	0.00	0.00	0.00	
7. Program Income	\$	\$	\$	\$	\$	0.00	

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Construction
- Other
- Indirect Charges
- Program Income (if applicable)



The information required for each object class category is as follows:

- Personnel – name, position, salary and the time commitment of all employees.
- Fringe Benefits – description and breakdown of benefits by personnel when rates are higher than 35%.
- Travel – provide a detailed breakdown of travel costs totaling more than \$5,0000 of 5% of the total project cost, whichever is greater. Domestic, Foreign and local travel must state the method of travel, estimate mileage, cost per mile, duration, number of travelers and per diem rate for meals and lodging.



Object class category details cont'd:

- Equipment – any item that the unit cost is \$5,000 or more and has a useful life of more than one year. A lease vs. purchase should be completed when appropriate.
- Supplies –provide a breakdown of cost for supplies totaling more than \$5,000 or 5% of the total project.
- Contractual – provide a separate budget for each contract or subcontract regardless of the dollar value.



Other – list items by type of material or nature of expense. Breakdown total costs by quantity and cost per unit if applicable.

Indirect Cost – the recipient may have a current, expired or provisional Indirect Cost Rate Agreement from a cognizant federal agency.

*If a recipient has not previously established an Indirect Cost Rate Agreement with a Federal Agency, the recipient must submit within 90 days of the award start date the required proposal documentation necessary to perform the review to their cognizant agency or to the address listed in the Department of Commerce Financial Assistance Standard Award Conditions – A. Financial Requirements .05 Indirect Costs if DOC is the cognizant agency. The recipient shall provide the Grants Office a copy of the transmittal letter.



Cost Share or Matching

is the portion of project or program costs not borne by the Federal Government.

- The recipient's portion of costs can be cash or in-kind donation (recipient resources or third party contributions).
- Once the recipient agrees to a level of cost-share or match in their award agreement, they are required to provide that level of match to complete the award.





Cost Sharing or Matching

- Voluntary
- Required by Program Solicitation
- Required by Regulation or Statutory Authority



Acceptance of Non-Federal Contributions

- (a) All contributions, including cash and third party in-kind, shall be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the following criteria.
 - (1) Are verifiable from the recipient's records.
 - (2) Are not included as contributions for any other federally-assisted project or program.
 - (3) Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.



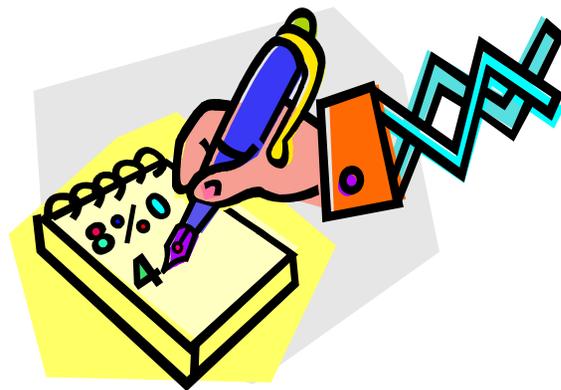
Acceptance of Non-Federal Contributions

- (4) Are allowable under the applicable cost principles.
- (5) Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
- (6) Are provided for in the approved budget when required by the Federal awarding agency (NOAA Requires).
- (7) Conform to other provisions of this part, as applicable.

DOC

Financial Assistance Standard Terms and Conditions

- Shared allowable costs
- Federal and Non-Federal ratio
- Expended at the same general rate as the federal share





Cost Sharing or Matching

Cost Sharing or Matching Funds. Cash and in-kind contributions that are included in the budget of the award must be valued in accordance with the applicable administrative requirements and are subject to the appropriate cost principles.

Cost Share and Matching Valuation

- Indirect costs
- Recipient contributions
- Skilled and unskilled volunteer labor
- Services offered by a non-recipient employer.
- The value donated supplies (expendable equipment, office supplies, etc)
- Donated equipment, buildings or land (where title passes to the recipient)



Actual costs are less than approved costs

\$200,000 = Federal Share of Costs

\$120,000 = Non-Federal Share of Costs

\$320,000 = Total Costs

$\$200,000 / \$320,000 = 62.5\% = \% \text{ of Federal Share}$

$\$120,000 / \$320,000 = 37.5\% = \% \text{ of Non-Federal Share}$

If the Total Allowable Costs = \$305,000

New Allowable Costs

$62.5\% \times \$305,000 = \$190,625 = \text{Federal Share of Costs}$

$37.5\% \times \$305,000 = \$114,375 = \text{Non-Federal Share of Costs}$



Actual costs are greater than approved costs

\$200,000 = Federal Share of Costs

\$120,000 = Non-Federal Share of Costs

\$320,000 = Total Costs

$\$200,000 / \$320,000 = 62.5\% = \% \text{ of Federal Share}$

$\$120,000 / \$320,000 = 37.5\% = \% \text{ of Non-Federal Share}$

If the Total Allowable Costs = \$335,000

The percentage computation doesn't apply in this case since the Federal Share of Costs is capped at \$200,000. Consequently, the Non-Federal Share of Costs is \$135,000.



Things to Remember

- **Accurate Records of all costs**
- **Documentation for Federal and Non-Federal Share**
- **Valuation**
- **Audit Finding**





- The special award conditions are the next to be completed and these are the specific administrative and programmatic guidelines associated with the individual award.
- The CD-450 Financial Assistance Award is completed and has the cost principles, OMB Circulars and Code of Federal Regulations that govern the recipient entity



- Once the GMD Checklist and CD-450 are completed the application is then forwarded to FALD (Financial Assistance Law Division) if applicable.
- After FALD review is complete the application then goes to the Grants Officer who then reviews all documentation for approval.
- Once the award is approved it then goes to Commerce Business System/Automated Standard Application for Payment for obligation.



- After obligation in the CBS/ASAP system the award then goes to OLIA (Office of Legislative Intergovernmental Affairs) for congressional announcement, if applicable.
- Finance certifies the funds and the award becomes available to the recipient.



MULTI YEAR AWARDS

- It is the recommendation of the Grants Office for those programs who fund applications for two or more years to convert to multi-year awards.
- Multi-Year Awards
 - Minimize paperwork
 - Allow for expedient processing for out-year funding
 - Only require FALD review and OLIA clearance (where applicable) at award inception



QUIZ

1) Where does the Award Process begin?

- a. Grants Online
- b. Program Office
- c. Grants.gov

2) What does a cost analysis ensure?

- a. Ensures the award will be signed
- b. Ensures costs are reasonable, allowable and allocable
- c. Ensures you'll get your money



QUIZ

- 3.) **What information is related on the CD-450?**
 - a. How I can spend my money
 - b. The cost principles, OMB circulars and Code of Federal Regulations
 - c. My sub-awardees

- 4) **Where can you find out the basis of funding for your award?**
 - a. GMD Checklist
 - b. PO Checklist
 - c. In your special award conditions



QUIZ

- 5) Whose responsibility is it to submit the Request for Application (RFA)?**
- a. Federal Program Office
 - b. Recipient
 - c. Grants Office
- 6) Cost Share or matching is part of the federal portion of an award.**
- True or False



QUIZ

7) Cost share or matching can come from

_____.

- a. Other federal funding and cash
- b. Current market value cost of supplies
- c. Cash and in-kind
- d. Other federal funding and donated staff time

7) Six months into an award, ABC Organization who is responsible for \$100,000 cost share runs into financial difficulty and only has \$50,000 of their required cost share. Can they only contribute \$50,000?

Yes or No