



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF ACQUISITION AND GRANTS

May 10, 2012

MEMORANDUM FOR: Grants Management Division (GMD) and Line Office Grants Management Advisory Committee (GMAC) Representatives

FROM: Arlene Simpson Porter 
Director, Grants Management Division

SUBJECT: Update for the June 17th Implementation date for the Grants Online/Commerce Business System (CBS) Interface

The implementation of the Grants Online/CBS Interface is scheduled for June 17, 2012.

Communications:

GMAC

- April 13 – Initial June 17 Implementation Memo for Grants Online/CBS was approved and released
- April 19 – Distributed Initial Memo above to GMD via email blast
- May 11 – Distribute 2nd communication
- June 04 – Distribute Two week notice
- June 11 – One week notice via email blast
- June 18 – Notice System Available via email blast

FPO

- April 19 – Distributed Initial memo above via email blast
- May 17 – Distribute 2nd communication via email blast
- June 04 – Distribute Two week notice
- June 11 – One week notice via email blast
- June 18 – Notice System Available via email blast

Recipients

- April 24 – Initial “Save the date” email communication distributed and posted on the Grants Online website
- May 14 – 30 day notice via email blast
- June 04 – Two week notice via email blast
- June 11 – One week notice via email blast
- June 18 – Notice system available via email blast

Grants Online/CBS Interface Training:

Training is scheduled for late May and early June. The training will take place in the form of webinars and is currently planned for the following dates:

Date	Time	Targeted Audience (s)
May 29, 2012	2-5pm	Grants Online Training for ITA, MBDA, DOC-OS, NTIA Program Office Users and NOAA Program Office Users
May 31, 2012	8-12pm	Grants Online Training for Grants Specialists and Grants Officers
June 5, 2012	9-12pm	Grants Online Training for CBS Approvers and ASAP Certifiers – NOAA and NIST Finance
June 7, 2012	9-12pm	Grants Online Training for Data Quality Validator and Vendor Control Users
June 12, 2012	2:30-4:30pm	Grants Online Training for Recipients

Webinar training registration is now open and will continue up to the start of each scheduled webinar.

Standard Operating Procedures updates:

- Standard Operating Procedures for all teams are being developed for the Help Desk, AOD, ASD, and GMD.
GMD met on May 4, 2012 to discuss GMD's draft set of Standard Operating Procedures.
 - GMD Alerts are considered Standard Operating Procedures.
- The Federal Program Officers (FPOs) are encouraged to take training to understand the changes that will impact them. Therefore, it is important the FPOs develop Standard Operating Procedures from their perspective regarding the following changes:
 - Vendor Create Process
 - EIN and Duns number Verification of the recipient's application on the FPOs checklist
 - Vendor and Funds Availability Validations
 - Funds Override and Prior Year Funding approval and coordination with Finance on the procurement request document before submitting to GMD

The Grants Online Program Management Office will create an FPO guidance document which should assist the FPOs in developing their Standard Operating Procedures.

Important Dates:

May 25, 2012	Last day GMD will approve financial assistance awards
June 5, 2012	Last day GMD/AOD performs manual data entry in CBS
June 11, 2012	Data conversion process begins
June 15 – 17, 2012	Systems unavailable for deployment (Grants Online and CBS)

User Acceptance Testing (UAT) Planning Coordination:

On May 2, 2012 - A kickoff meeting for testing was held by the Interface Project Team for Program Officers including FPOs, GMD Staff, GMAC Representatives, and Budget Officers, who have been identified as UAT testers.

Confirmed Grants Online UAT testers are required to participate in the May 9th, 2012 coordination meeting.

If you have any questions, please contact me at 301-628-1314.

cc: NOAA Finance Office
NOAA Chief Financial Officer & Line Office Chief Financial Officers
DOC Federal Assistance Law Division
Grants Online Program Office