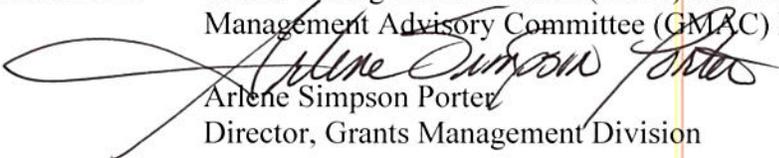




UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
OFFICE OF ACQUISITION AND GRANTS

June 6, 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 17<sup>th</sup> 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

- June 11 – One week notice via email blast
- June 12 – Grants Online Training for CBS Approvers and ASAP Certifiers – NOAA and NIST Finance
- June 18 – Notice System Available via email blast

FPO

- June 11 – One week notice via email blast
- June 12 – Grants Online Training for CBS Approvers and ASAP Certifiers – NOAA and NIST Finance
- June 18 – Notice System Available via email blast

Recipients

- June 11 – One week notice via email blast
- June 12 – Grants Online Training for CBS Approvers and ASAP Certifiers – NOAA and NIST Finance
- June 18 – Notice system available via email blast

**Grants Online/CBS Interface Training:**

The Grants Online training has been in session since May 29, 2012 and will continue through June 12, 2012. If you are unable to attend, the training webinars will be available on-line within the next two weeks.

## **Standard Operating Procedures updates:**

The GMD is revising their Standard Operating Procedures (SOPs) for the Administrative Workflow processes listed below:

- GMD Review, Obligation, Approval and Award Offer
- Prior Year Funds
- Correction to Accounting Classification Code Structure (ACCS) lines – After Obligation
- Declined New Finance Assistance Award (CD-450)
- Declined Funded Financial Assistance Amendment (CD-451)
- Reduction in Funding Financial Amendment (CD-451)
- Administrative Amendment – Date Changes
- Request for Advance or Reimbursement – SF-270 (ASAP – High Risk Recipients)
- Change in High Risk Indicator (NOAA ASAP Recipient Only)
- No Cost Extensions
- Organization Profile Change Request (Non-ASAP to ASAP and Organizational profile updates)
- Award Action Request (AAR) Workflow Extension to Closeout
- Closeout Workflow
- ASAP Enrollment
- ASAP Drawdown Request AAR (Agency Review Recipients)

The SOPs will be finalized by June 17, 2012.

- 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 FPO's in developing their SOPs by June 17, 2012.

**Important Dates:**

June 5, 2012 Last day GMD performs manual data entry in CBS  
June 8, 2012 Last day GMD performs approval of post award actions. Approval will  
resume on June 18, 2012.  
June 11, 2012 Data conversion process begins  
June 15 – 17, 2012 Systems unavailable for deployment (Grants Online and CBS)

**User Acceptance Testing (UAT):**

The UAT was completed successfully on May 31, 2012 with no issues identified.

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  
NTIA, Anthony Wilhelm, Director BTOP Program