Grants Online Training
Grants Online – CBS Interface

CBS Approvers, ASAP Authorizers, and Finance Office

June 2012
New and Updated Processes Related to the Grants
Online-CBS Interface

DEMO – GMD Review and Approval Process
1. Current Year or Prior Year Funds
2. ASAP Flags

DEMO - Post Award Processes
1. Declined New Award
2. Declined Amendment
3. Reduction in Funding
4. Correction to ACCS Lines
5. Admin Amendment for Data Changes (GMD)
6. No-Cost Extensions
7. Organization Profile Change Requests
   a. NonASAP to ASAP
   b. Organizational Profile Updates
8. Change in High Risk
9. SF-270 Process (ASAP – High Risk Recipients)
10. ASAP Drawdown Request AAR (Agency Review Recipients)
11. Closeout

Q&A
For Interfaced awards CBS Approval tasks in Grants Online will be cleared automatically. Automated clearance of ASAP tasks on Interfaced awards are based on system flags. (See next slide.)
Interface ASAP Flags

- Automation of ASAP Authorization task is dependent upon two system flags: “Release to ASAP” and “ASAP Approval”
  - Flags are set by the system, not by the user
  - Flags do not appear on the Grants Online or CBS screens

- Release to ASAP Flag
  - Currently set to “No” (All ASAP Profiles will be created as “Unapproved” regardless of ASAP Approval Flag)
  - Overrides ASAP Approval Flag
  - User will have to Approve ASAP profile on SPDG003 screen then manually clear ASAP Authorization task in Grants Online.

- ASAP Approval Flag
  - Flag is set based upon OLA threshold. If “Release to ASAP Flag” is set to “Yes”, then awards under threshold will post as Approved and will be automatically cleared in Grants Online.
  - Awards over OLA threshold will always post as “Unapproved” to allow for the OLA workflow to complete before the ASAP task is created in Grants Online.
  - ASAP Certification task is automated based on the CBS data warehouse (not the interface). There will continue to be a lag time for Grants Online clearance.
ASAP Authorization Amounts  
- Grants Specialist and Grants Officer

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Federal Share of Cost</th>
<th>Resident Share of Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSN RESOLUTION SYSTEMS</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

- ASAP Authorization amount is entered by the system only on NEW awards to Non-High Risk Recipients.

<table>
<thead>
<tr>
<th>Manual</th>
<th>Cost Details</th>
<th>Add</th>
<th>Deduct</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

- ASAP Authorization amount needs to be entered manually by the Grants Specialist on funded amendments.
Immediately upon Grants Officer approval of a funded award that is interfaced, the transaction gets sent to CBS but the task stays in the Grants Officer inbox until the CBS actions are complete.

For non-interfaced awards, including all non-NOAA awards, the CBS tasks continue to move to the inboxes of the CBS Approvers and are immediately cleared from the Grants Officer’s inbox.
The ASAP Authorizer task in the Declined Award workflow is not a Profile update or Authorization. Rather, the ASAP Authorizer needs to go directly into ASAP and take an immediate action to prevent the recipient from drawing down funds. According to the requirements for the interface it was decided that the action would be to reduce the threshold amount that the recipient could draw down. Optionally, the ASAP award could be suspended.

When an award is declined by the recipient, the system currently created an extraneous CBS Approver task which was left over from the former workflow prior to implementation of the interface. That task will be automatically closed for interfaced awards. For non-interfaced awards the task should be manually closed by the CBS Approver and then the Help Desk should be notified in order to remove the Closeout date from the Award File. The Award still needs to go through a Financial Closeout process to de-obligate the funds via the interface using the de-obligation memo.
The Declined Amendment workflow looks just like a Reduction in Funding except that the De-obligation Memo and De-obligating Procurement Request are generated when the Grants Officer acknowledges the declined award as opposed to the Federal Program Officer initiating an action. The ASAP Authorizer actions will be De-authorizations instead of Authorizations.

The Declined Amendment workflow will not be an “Award File in Progress” but will have the amendment number of the Declined Amendment.
The Reduction in Funding workflow follows a very similar process as the Partial Funding Workflow and has the same “Look and Feel”. The big difference for the CBS and ASAP users is that their steps take place AFTER the Recipient accepts the amendment rather than before.
ACCS Information for the Partial De-obligation Memo is retrieved via the Interface based on the fields entered on the Procurement Request.
There are NO ASAP actions on the workflow for making corrections to ACCS lines. However, there are CBS Approval steps since this action requires a net-zero modification to the obligation.
The Grants Management Division can now create an administrative amendment to make corrections to Project Start and/or End Dates without requiring the Recipient to submit a No-Cost Extension request. This will result in CBS Approval tasks for a no-cost modification to the obligation and a ASAP Authorizer task only for updating the profile with the date change.
For No Cost Extensions, since project date updates are now going to be updated at CBS the workflow will go through the CBS approval process. For ASAP awards a task will go to the ASAP Authorizer to update the ASAP profile with the new date.
The ASAP Enrollment workflow starts with a new document in Grants Online called an Organization Profile Change Request. When the request is forwarded to the Agency it comes directly to the ASAP Authorizer.
### Organization Profile Change Request

<table>
<thead>
<tr>
<th>Organization</th>
<th>Institute for Climate Related Resilience (ICOR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>123 River Street, Washington, DC 20001</td>
</tr>
<tr>
<td>City</td>
<td>Washington</td>
</tr>
<tr>
<td>State</td>
<td>DC, District of Columbia</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>20001</td>
</tr>
<tr>
<td>Phone</td>
<td>800-555-0122</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:info@icor.org">info@icor.org</a></td>
</tr>
</tbody>
</table>

### Mailing Address

<table>
<thead>
<tr>
<th>Mailing Name</th>
<th>Office of Environmental Management (OEM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>123 River Street</td>
</tr>
<tr>
<td>City</td>
<td>Washington</td>
</tr>
<tr>
<td>State</td>
<td>DC, District of Columbia</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>20001</td>
</tr>
<tr>
<td>Country</td>
<td>USA, United States</td>
</tr>
</tbody>
</table>

### Business Identifier

<table>
<thead>
<tr>
<th>Type</th>
<th>EIN</th>
<th>DEMEL</th>
<th>IRS EIN</th>
<th>NAEP ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Read in PDF 17</strong></td>
</tr>
</tbody>
</table>

*Proforma for Application*

**Note:** This is a PDF page and may contain a form or document that needs to be filled out. The form contains fields for contact information, mailing address, email, URL, and business identifier. The PDF is marked as "Read in PDF 17."
The ASAP Enrollment Request will replace the current email that comes from the recipient to initiate the ASAP Enrollment. The ASAP Enrollment Power Point guidance document needs to be updated to reflect the new process.

The checklist only records 4 of the steps involved in the action enrollment process. This task may actually sit in the inbox of the ASAP Authorizer for a couple of weeks while each step of the checklist is being completed. The last step is filled in by the system when the workflow is completed.
The ASAP Enrollment workflow starts with a new document in Grants Online called an Organization Profile Change Request. When the request is forwarded to the Agency it comes directly to the ASAP Authorizer.
The Organization Profile Change Request workflow ends with ASAP Authorization of the Obligation-Modify transaction for the change in Vendor.
Sample Organization Profile Change Request (OPCR) as it comes in from the Recipient.
At the end of the workflow, the ASAP Authorizer will get a task to authorize the funds on the Obligation – Modify action for the new vendor after the CBS Approvals are done. The dropdown option still refers to “ASAP Funds” because it was copied from other workflows for funded actions. It will be fixed during Operations and Maintenance (O&M) as prioritized by the GMAC.
To change the High Risk indicator for an organization:

1. Search for an Award associated with the organization.
2. Click on the “Org_ID” link next to the Award Number in the Search Results.
3. Change the High Risk radio button as appropriate.
4. If the organization is ASAP the system will generate a task for the Authorized Representative to de-authorize or authorize the remaining funds based on the High Risk status. (No action is needed for a non-ASAP organization.)
The option to submit a SF-270 is now only available to Non-ASAP recipients and to NOAA High Risk ASAP recipients. There is currently only one High Risk NOAA recipient so it will be rare for an SF-270 to be submitted for an ASAP award. However, when it does get submitted for an interfaced award, the system will create an unapproved profile to authorize only the requested amount as accepted by the Grant Recipient.

A new Award Action Request has been created for ASAP Recipients on the Agency Review process who wish to inform the agency that a drawdown request has been submitted in ASAP. (See ASAP Drawdown Request AAR.)
The ASAP Drawdown Request does not get routed to CBS Approvers since there are no obligation actions associated with this request. The request gets routed to the ASAP Authorizer after Grants Specialist Approval so the Agency Review can be released in ASAP.
Sample De-obligation Memo for Closeout.