

# GRANTS MANAGEMENT COST ANALYSIS /OBLIGATION

By Michelle Brown

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# Cost Analysis

- The allowability and necessity for individual cost categories
- The reasonableness of amount estimated for necessary cost
- The basis used for allocating indirect and overhead cost
- Appropriateness of allocating particular overhead cost to the proposed projects as direct cost

# What is a Budget ?

- The Budget is a break down of cost that will be incurred to complete the project described in the proposal
- The budget indentifies direct and indirect cost as well as cost sharing requirement
- The budget provides details to explain cost by object class

# Budget Categories

- Personnel – salaries, wages, title, and time commitments in hours or percent of time
- Fringe Benefits – description of benefits by personnel when fringe rate is more than 35%
- Travel – provide sufficient detail of travel cost totaling \$5000 or 5% of the award.

# Budget Categories

- Travel – provide detailed information on duration and destination, estimate cost, type of transportation, number of travelers, and per diem rate for meals and lodging
- Equipment – non expendable item that the unit cost is \$5,000 or more and has a useful life of more than one year
- Equipment – A lease vs purchase should be completed when appropriate

# Budget Categories

- Supplies – provide a breakdown of cost for supplies totaling more than \$5000 or 5% of the total project
- Contractual – List a separate item for each contract or sub contract
- Other – List items by type of material or nature of expense
- Other – Breakdown total costs by quantity and cost per unit if applicable

# Budget Categories

- Indirect Cost – Based on an approved Indirect Cost Rate Agreement from cognizant Federal Agency

# Budget Categories

- Please be detailed and accurate when submitting your budget

# Contacts

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# CBS Obligation Process/ ASAP Authorization

- CBS: Commerce Business Systems
- GrantsOnline Workflow/ Obligation Lifecycle
- Obligations
- Authorizations
- ASAP: Automated Standard Application for Payments
- SF-270 Payments
- Challenges

# CBS Obligation Process/ ASAP Authorization

- CBS

U.S. DEPARTMENT OF COMMERCE (OPSSHAJBAH01@CFSFX.WORLD - Oracle Forms V6)

Action Edit Help Window

CBS NAVIGATOR (CBS Applications)

- Personal Favorites
  - FM017 - Do
  - FM040 - Pur
  - PMD403 - V
  - SPDG003 - .
  - SPDG103 - .
  - SPDG200 - .
  - PMD402 - V
- FM - Funds Ma
- Grants
- PM - Payment
- Procurement
- WFM - Work F
- DBA009 - Res
- QR101 - Quick

Purchase Order Transaction Screen (FM040 VER-2.27.0.19)

\*One to One < N > \*Print N

Document: \*Type  \*C/O  Oblig#  -  Total  .00

Feeder Sys: No  Mod#  Source

\*ASAP: N Pref  Date  Reference#  Grant Amend No

Effective Dates  -  Status OPEN

For: \*Bureau Code  Name  \*G/L Date  CCR Vendor Required Y

Vendor: Descr <  > No  Name

\*Approval: N By  Date  Closeout < N >

\*Document: < N > Notes <  > Line Notes <  > AD <  > Novation N F Notes <  >

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Item: No  CLIN#  \*Request <  > \*Type  \*Commodity Code

Part No  Stock No  Emp No

Description <  > Other <  > \*Due Date  Acceptance Days

*R/I	Act	*NSP	PF	Quantity	*Unit Price	Extended Amount
Requested: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Inventory:				<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Classification: <  > F Notes: <  > ITBP#  Status

PRINT FLAG. (REQUIRED.)  
Record: 1/1  List of Values <OSC> <DBG>

# WORKFLOW FOR OBLIGATIONS AND AUTHORIZATIONS



# CBS Obligation Process/ ASAP Authorization

## Obligations

- Obligations are only performed upon start of Grants Officer Signature.
- Involves 1<sup>st</sup> and 2<sup>nd</sup> level approvals
- Is a 2 step process
  - CBS
  - GOL (GrantsOnline)

# CBS Obligation Process/ ASAP Authorization

U.S. DEPARTMENT OF COMMERCE (OPSSHAJBAH01@CFSFX.WORLD - Oracle Forms V6)

Action Edit Query Block Record Field Window Help

CBS NAVIGATOR (CBSMAIN VER-2.25.0.0)

ASAP Account Management (SPDG003 VER-2.10.0.0)

ASAP Account

Bureau Code  ALC  Region  Advance/Expense

Account ID  Feeder Sys: No  Source  PO No

Account Descr  Total Est Amount

Recipient ID  Requestor ID  Group ID

Start Date  End Date  Performance Period End Date

CFDA No  CMIA  1031  Adj  ASAP Status  CFS Status  Report

Line Items/MDLs | Account Profiles | Authorizations | Agency Review

ASAP PO  Authorized  Certified  Disbursed

Seq#	Amount	Effective Date	R	Release Date	Interface Status	Status Date	Dtl
1	1,949,178.00	10-JAN-2005	✓	10-JAN-2005	Authorization certified	13-JAN-2005	>
2	215,802.00	01-JUL-2005	✓	01-JUL-2005	Authorization certified	12-JUL-2005	>
3	168,571.00	03-OCT-2005	✓	21-SEP-2005	Authorization certified	07-OCT-2005	>
4	1,949,178.00	16-DEC-2005	✓	16-DEC-2005	Authorization certified	21-DEC-2005	>
5	195,195.00	20-DEC-2005	✓	20-DEC-2005	Authorization certified	23-DEC-2005	>
6	32,035.00	17-MAR-2006	✓	17-MAR-2006	Authorization certified	31-MAR-2006	>
7	297,000.00	05-APR-2006	✓	05-APR-2006	Authorization certified	10-APR-2006	>
8	16,000.00	26-JUN-2006	✓	26-JUN-2006	Authorization certified	28-JUN-2006	>

Sequence Number:

# CBS Obligation Process/ ASAP Authorization

## Authorizations

- Authorizations occur as the last step of funds obligations
- Awards can be authorized as ASAP or NONASAP
- Also a 2 step process
- NOAA Finance
  - Funds Certification

# CBS Obligation Process/ ASAP Authorization

- **ASAP: Automated Application System for Payments**

- **Online Enrollment**

- New Grantees are now able to enroll in Automated Standard Application for Payment (ASAP) system by emailing the following information to

[ASAP.Inquiries\\_Enrollment@noaa.gov](mailto:ASAP.Inquiries_Enrollment@noaa.gov) :

EIN#

DUNS#

Name of Organization

Type of Organization (i.e. Non-profit, For Profit, State etc.)

Address

Point of Contact

Title

Point of Contact's Email Address

Phone Number

Please put the award number on the subject line of the email for reference

# CBS Obligation Process/ ASAP Authorization

- ASAP, cont.
  - Access funds via online, phone (VRS: voice response system)
  - Pre-Enrollment is suggested quick turnaround
- SF-270 Payments
  - Payment for grants that were not obligated as ASAP grants

# CBS Obligation Process/ ASAP Authorization

## ■ CHALLENGES

- How long does it take for us to receive funds? Usually it takes 48 hours for a recipient to receive funds
- How do I enroll in ASAP? The recipient should e-mail to [ASAP.Inquiries\\_Enrollment@noaa.gov](mailto:ASAP.Inquiries_Enrollment@noaa.gov) for enrollment to ASAP
- What could delay our funds? Continuing Resolution, Vendor Problems, Insufficient of Funds (Internal to NOAA), and backlog (Internal to NOAA) can delay a recipient from receiving funds.
- Why is July, August and September a bad time to get our funds? July, August, and September is the last quarter of the government fiscal year. It is the busiest time because majority of the grants awards come in for obligation. We do honor the first in and first out method for NOAA grants.
- What does each stage of the workflow mean? 1st CBS approver (Grants Office) and 2nd CBS approver (Grants Office) obligate the funds into the financial system , put the data in the Grants on Line System, and authorize into the ASAP system. Financial Specialist (Finance Office) Certify the funds into the ASAP System.

# CONTACTS

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# Questions and Concerns