

GrantSolutions: Track Funding Restrictions

Guide for Grants Management Officers and Grants Management Specialists

November 2018

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Introduction

Grantors can now officially document and track funding restrictions in the GrantSolutions Grants Management Module (GMM).

Note: GrantSolutions does not connect with the Payment Management System. Grantors still need to add and remove holds on funds in their financial system.

Grants Management Officers (GMOs) and Grants Management Specialists (GMS) can:

- Add funding restrictions to draft awards in progress in GrantSolutions
- View existing funding restrictions
- Approve or return a Grant Recipient response to a funding restriction
- Release a funding restriction on a Notice of Award via a post-award amendment

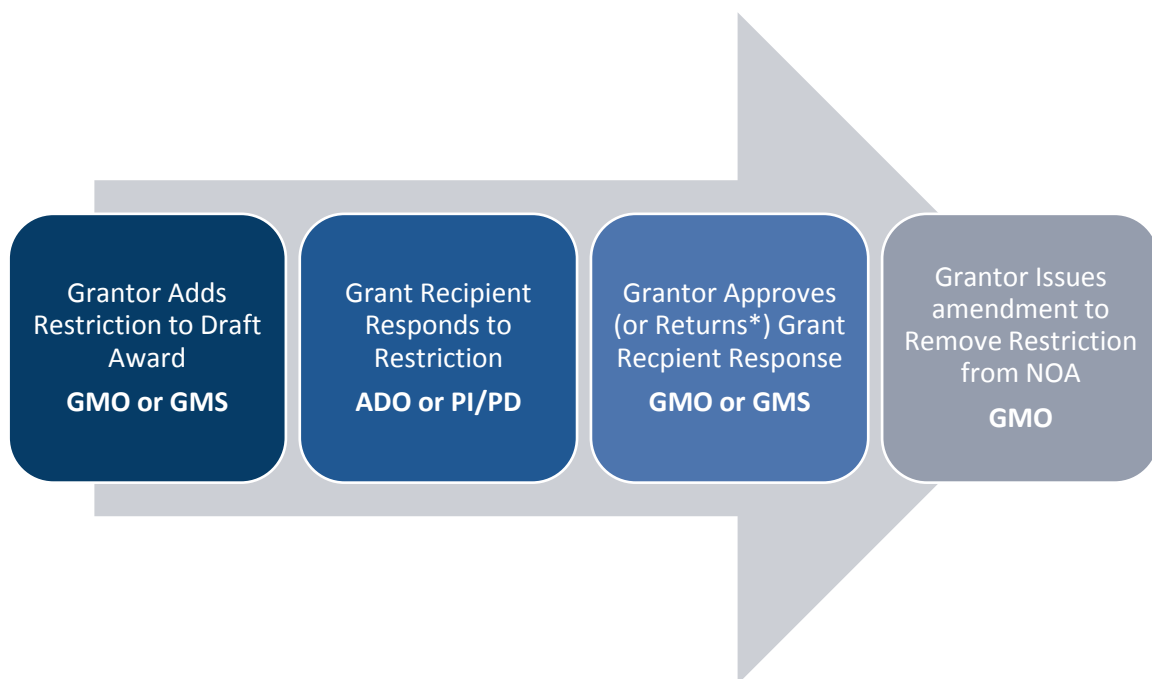
All other Grantor roles can view existing funding restrictions by clicking the **Funding Restrictions** icon from the “Grants List” screen.

Grant Recipients (Grantee Authorizing Officials and Principle Investigators/Program Directors assigned to a grant project) can click the **Funding Restrictions** link from the “My Grants List” screen to:

- View a funding restriction
- Add an attachment
- Submit a response to a funding restriction

All other Grant Recipient roles can view existing funding restrictions.

The GrantSolutions Funding Restriction workflow is as follows:



** When a response is returned, the Grant Recipient is notified that updates are needed.*

Add a Funding Restriction

GMOs and GMS' can add funding restrictions to Notice of Awards in the draft status. To add one or more restriction, complete the following steps.

1. Log into the GrantSolutions Grants Management Module (GMM).
2. The "Grants List" screen appears. From the menu bar, select **Awards – Award Processing**.

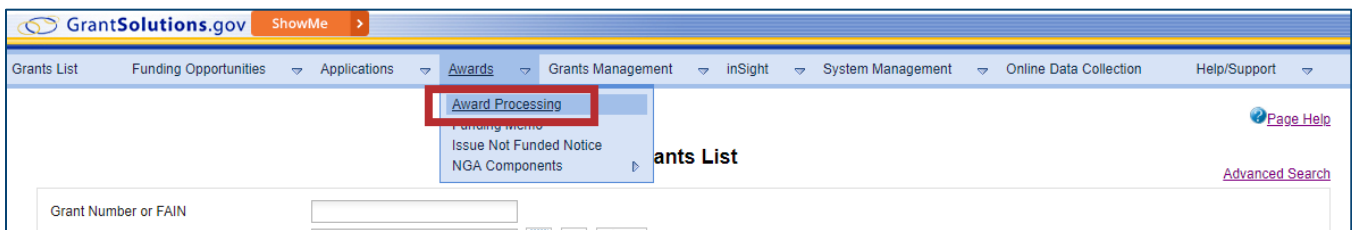


Figure 1: Awards - Award Processing menu

3. The "Award Processing screen appears. Using the simple or advanced search screen, **search** for the draft award to add the restriction.
4. The results table displays. From the *Action* column, click the **Open Award Overview** icon.

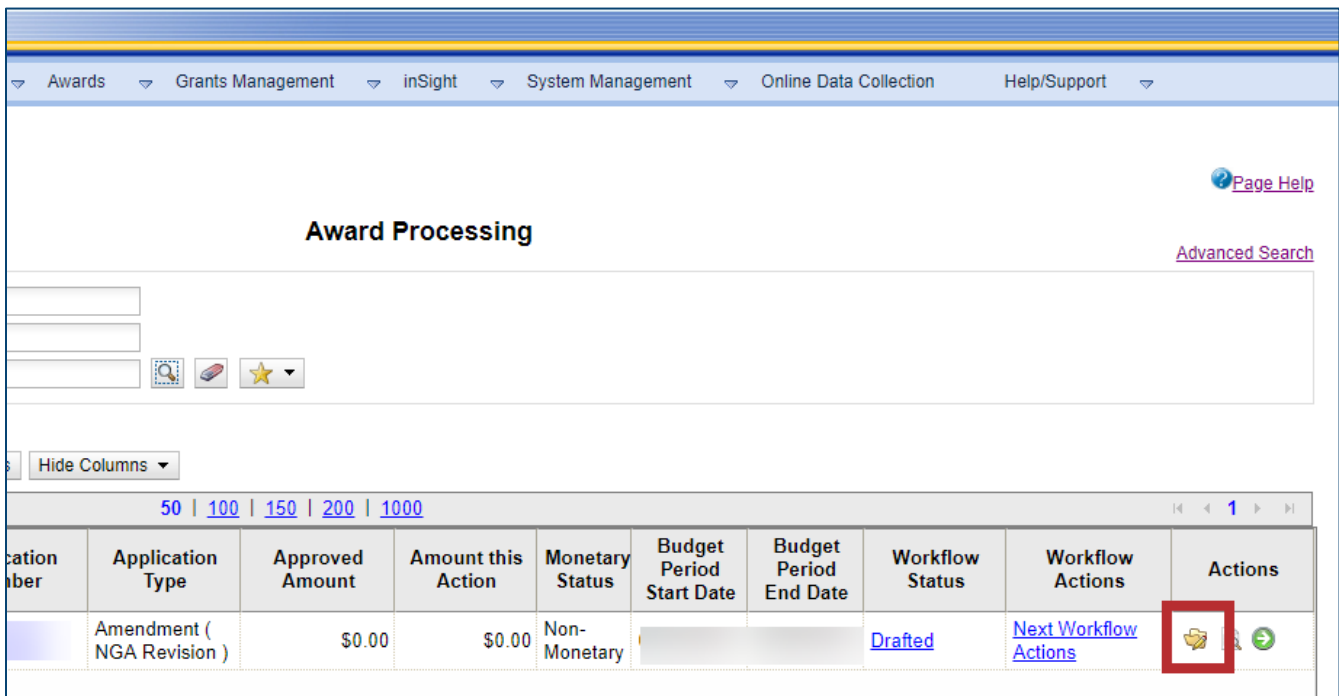


Figure 2: Award Processing screen - Open Award Overview icon

- The “Award Overview” screen appears. From the *Award Preparation* column, click the link **Funding Restrictions**.

Award Overview

Organization:	GS Training Center		
Project Title:	CED Healthy Food Financing Initiative Projects		
DUNS:		CCR EIN:	
Grant Number:		Approved Amount:	\$0.00
Amendment Number:	1	Funds Restricted:	No
Budget period Number:	1	Project Period:	09/30/2014 - 09/29/2019
FAIN:		Budget Period:	09/30/2014 - 09/29/2019
Application Number:		Application Type:	Amendment (NGA Revision)
Workflow Status:	Drafted	Last Updated By/Date:	

Award Preparation Edit/Validate Organization Select Org Address Project Assignments Budget Worksheet Terms and Conditions <div style="border: 2px solid red; padding: 2px; display: inline-block;">Funding Restrictions</div> Manage Commitments Manage Project Abstract Application Notes Edit Notice of Award	Award Actions Ready for Review Delete Notice of Award	Award Information Application Award Workflow History Next Workflow Actions Funding Memo Grant History View/Print Last Notice of Award Award Summary View/Print Notice Of Award
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Figure 3: Award Overview screen - Funding Restrictions link

6. The “Track Funding Restrictions” screen appears. Towards the bottom of the screen, click the **Add Restriction** button.

GrantSolutions™ | Track Funding Restrictions

FUNDING RESTRICTIONS

Organization: GS Training Center
Project Title: CED Healthy Food Financing Initiative Projects
DUNS:
Grant Number:
Amendment Number: 1
Budget Period Number: 1
FAIN:
Application Number:
Workflow Status: Drafted

CCR EIN:
Approved Amount: \$0.00
Funds Restricted: No
Project Period: 09/30/2014 - 09/29/2019
Budget Period: 09/30/2014 - 09/29/2019
Application Type: Post Award Amendment
Last Updated By/Date: Anna-Lisa Walters - 11/15/2018

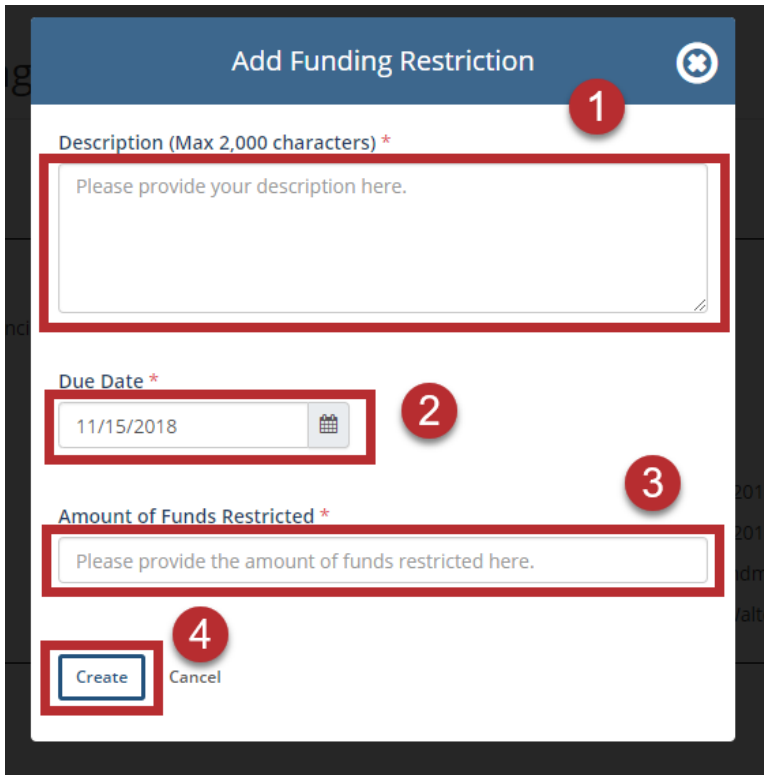
RESTRICTIONS LIST

Include In List:
☐ Pending ☐ Late ☐ Submitted ☐ Late Submitted ☐ Approved ☐ Returned ☐ Released

Award Information There are no Funding Restrictions for this Award. ×

Figure 4: Track Funding Restrictions screen - Add Restriction button

7. The “Add Funding Restriction” window appears. Enter a **description** of the funding restriction (up to 2,000 characters).
8. Select a **due date** using the calendar widget. This is the date the Grant Recipient needs to submit a response to the restriction in GrantSolutions by entering comments and attaching documentation.
9. Enter the **amount** of funds to restrict. Do not enter a dollar sign as it will be automatically added.
10. Click the **Create** button.



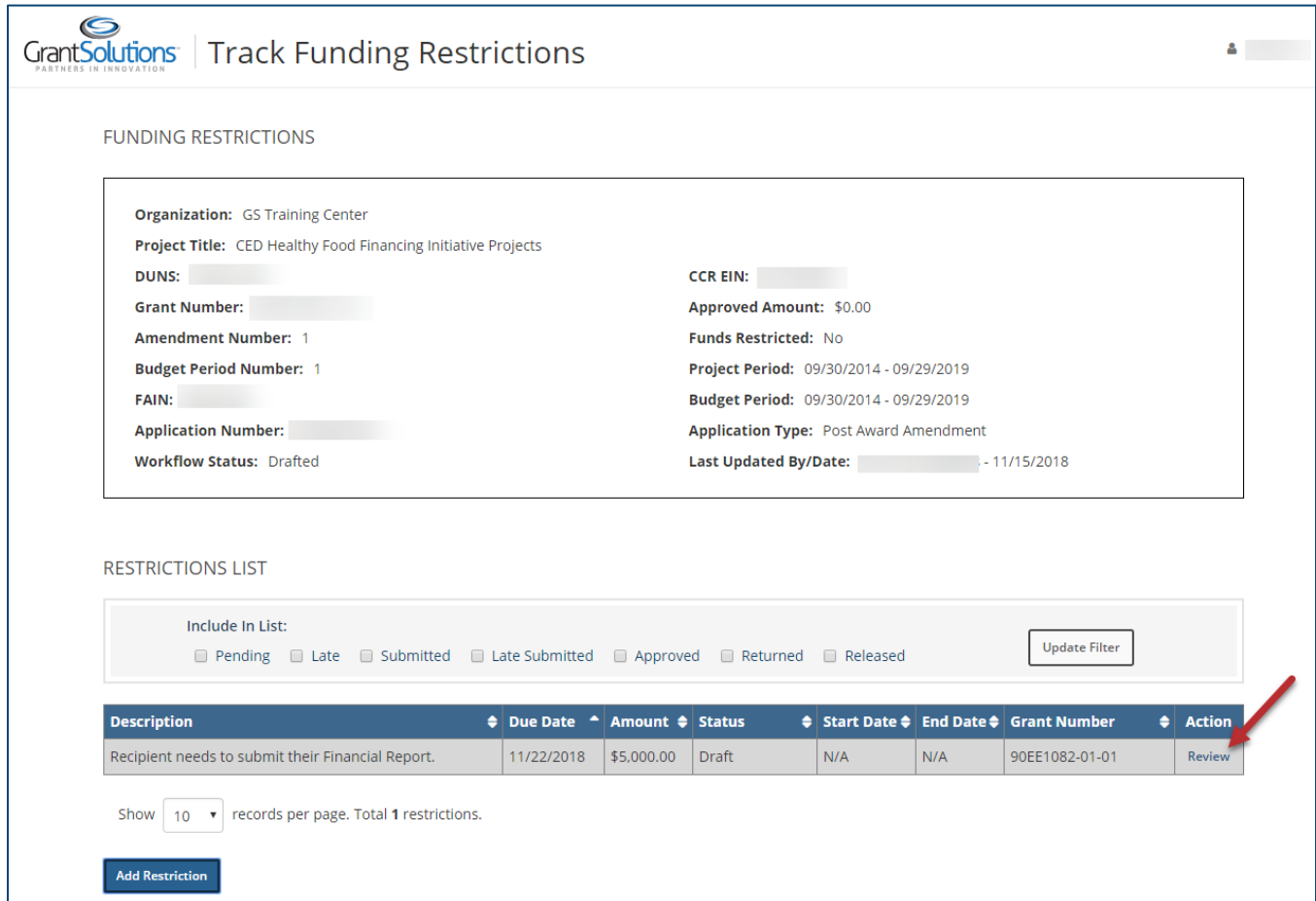
The screenshot shows the "Add Funding Restriction" window. It has a blue header bar with the title "Add Funding Restriction" and a close button (X icon). The window contains three main input fields, each highlighted with a red border and a red circle with a number:

- 1** Points to the "Description (Max 2,000 characters) *" text area, which contains the placeholder text "Please provide your description here."
- 2** Points to the "Due Date *" field, which shows the date "11/15/2018" and a calendar icon.
- 3** Points to the "Amount of Funds Restricted *" text area, which contains the placeholder text "Please provide the amount of funds restricted here."

At the bottom left, there are two buttons: "Create" (highlighted with a red border and a red circle with the number **4**) and "Cancel".

Figure 5: Add Funding Restriction window

11. The “Track Funding Restrictions” screen reappears. The new restriction is visible from the *Restrictions List* and the status is draft. To make changes to the restriction, click the **Review** button. To add another restriction to the Notice of Award, click **Add Restriction** button.



GrantSolutions | Track Funding Restrictions

FUNDING RESTRICTIONS

Organization: GS Training Center
Project Title: CED Healthy Food Financing Initiative Projects
DUNS: [Redacted] CCR EIN: [Redacted]
Grant Number: [Redacted] Approved Amount: \$0.00
Amendment Number: 1 Funds Restricted: No
Budget Period Number: 1 Project Period: 09/30/2014 - 09/29/2019
FAIN: [Redacted] Budget Period: 09/30/2014 - 09/29/2019
Application Number: [Redacted] Application Type: Post Award Amendment
Workflow Status: Drafted Last Updated By/Date: [Redacted] - 11/15/2018

RESTRICTIONS LIST

Include In List:
☐ Pending ☐ Late ☐ Submitted ☐ Late Submitted ☐ Approved ☐ Returned ☐ Released Update Filter

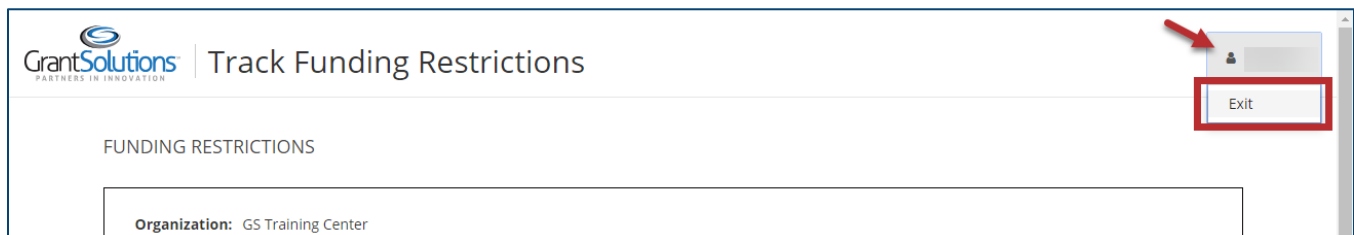
Description	Due Date	Amount	Status	Start Date	End Date	Grant Number	Action
Recipient needs to submit their Financial Report.	11/22/2018	\$5,000.00	Draft	N/A	N/A	90EE1082-01-01	Review

Show 10 records per page. Total 1 restrictions.

Add Restriction

Figure 6: Track Funding Restrictions screen - Review link

12. To return to the “Award Overview screen, select the **username** towards the top right corner of the screen and the click **Exit**.



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FUNDING RESTRICTIONS

Organization: GS Training Center

Exit

Figure 7: Username drop-down list - Exit option

13. The funding restriction is now documented on the draft Notice of Award. Once the award is issued, the funding restriction appears on the official Notice of award.

DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR CHILDREN AND FAMILIES NOTICE OF AWARD				SAI NUMBER:
				PMS DOCUMENT NUMBER:
1. AWARDING OFFICE: Office of Community Services		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.:	3a. AMEND. NO.: 1
4. FAIN:				
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: NGA Revision	7. AWARD AUTHORITY: Title XXVI OBRA 1981 S2601	
8. BUDGET PERIOD: 09/30/2014 THRU 09/29/2019	9. PROJECT PERIOD: 09/30/2014 THRU 09/29/2019	10. CFDA NO.: 93.570 - Community Services Block Grant_Discretionary Awards		
11. RECIPIENT ORGANIZATION: GS Training Center				
FUNDING RESTRICTIONS				
DESCRIPTION		AMOUNT RESTRICTED	DUE DATE	
Recipient needs to submit their Financial Report.		\$5,000.00	2018-11-22	

Figure 8: Notice of Award- Funding Restrictions section

Reminder! Although restrictions can be tracked and officially documented in GrantSolutions, the hold on funds must still be made in the financial or Payment Management System.

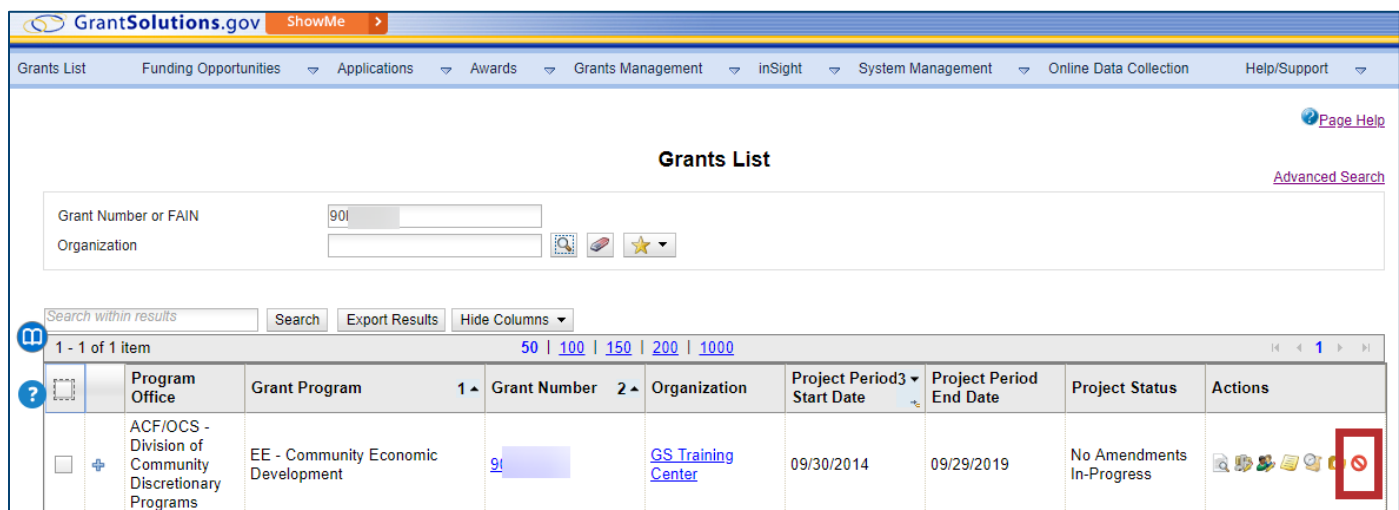
Approve or Reject a Funding Restriction Response

When a funding restriction is added in GrantSolutions, the Grant Recipient is given a due date in which to respond to the restriction. Once the Grant Recipient submits their response, the GMO or GMS either approves or rejects the response in GrantSolutions.

- Approving the response allows the restriction to be removed from the Notice of Award once an amendment is issued.
- Returning the response sends a notification to the Grant Recipient that additional information is needed, and the Grant Recipient must update their response and re-submit to the Grantor.

To approve or reject a Grant Recipient response to a funding restriction, complete the following steps.

1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).
2. The “Grants List” screen appears. Locate the desired grant and from the *Actions* column, select the **Funding Restrictions** icon.



The screenshot shows the GrantSolutions.gov Grants List screen. The page has a navigation bar with links: Grants List, Funding Opportunities, Applications, Awards, Grants Management, inSight, System Management, Online Data Collection, and Help/Support. The main content area is titled 'Grants List' and includes a search bar with '90I' entered. Below the search bar is a table with one item. The table has columns: Program Office, Grant Program, Grant Number, Organization, Project Period3 Start Date, Project Period End Date, Project Status, and Actions. The Actions column for the first item contains several icons, with the 'Funding Restrictions' icon (a red circle with a white 'X') highlighted by a red box.

Program Office	Grant Program	Grant Number	Organization	Project Period3 Start Date	Project Period End Date	Project Status	Actions
ACF/OCS - Division of Community Discretionary Programs	EE - Community Economic Development	9I	GS Training Center	09/30/2014	09/29/2019	No Amendments In-Progress	[Icons: Search, Print, Export, etc.] [Funding Restrictions Icon]

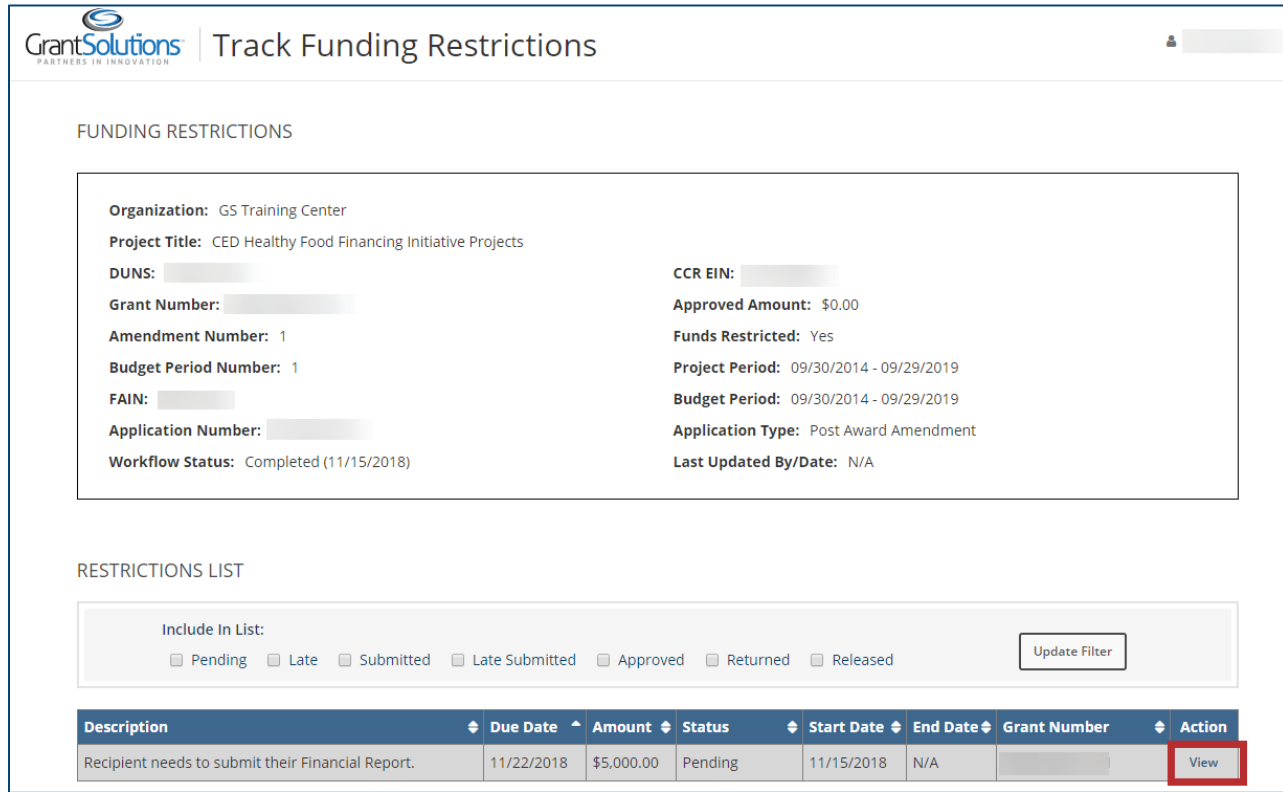
Figure 9: Grants List screen - Funding Restrictions icon

3. The “Track Funding Restrictions” screen appears, and all restrictions are visible under the *Restrictions List*.

Possible funding restriction statuses are:

- **Pending:** The information needed to remove the restriction has not been submitted by the Grant Recipient.
- **Late:** The Grant Recipient has not submitted their response and the assigned due date has passed.
- **Submitted:** The Grant Recipient submitted their response on time.
- **Late Submitted:** The Grant Recipient submitted their response after the assigned due date.
- **Approved:** The Grantor approved the Grant Recipient response to the restriction.
- **Returned:** The Grantor requested additional information from the Grant Recipient. The response was returned to the Grant Recipient.
- **Released:** The Grant Recipient response was approved, and the funding restriction was lifted in GrantSolutions when an amendment action was issued.

4. To approve or reject the funding restriction, click the **View** link.



Track Funding Restrictions

FUNDING RESTRICTIONS

Organization: GS Training Center
 Project Title: CED Healthy Food Financing Initiative Projects
 DUNS:
 Grant Number:
 Amendment Number: 1
 Budget Period Number: 1
 FAIN:
 Application Number:
 Workflow Status: Completed (11/15/2018)
 CCR EIN:
 Approved Amount: \$0.00
 Funds Restricted: Yes
 Project Period: 09/30/2014 - 09/29/2019
 Budget Period: 09/30/2014 - 09/29/2019
 Application Type: Post Award Amendment
 Last Updated By/Date: N/A

RESTRICTIONS LIST

Include in List:
☐ Pending ☐ Late ☐ Submitted ☐ Late Submitted ☐ Approved ☐ Returned ☐ Released

Description	Due Date	Amount	Status	Start Date	End Date	Grant Number	Action
Recipient needs to submit their Financial Report.	11/22/2018	\$5,000.00	Pending	11/15/2018	N/A	<input type="text"/>	View

Figure 10: Track Funding Restrictions screen - View link

- The “Restriction Details” window appears. The *Grantee Response* section contains the Response Comment, attachments, and the response Submission date. Click a file name link to view the attachment.

Restriction Details
+

Amount Restricted <div style="border: 1px solid #ccc; padding: 2px;">\$5,000.00</div>	Restriction Status <div style="border: 1px solid #ccc; padding: 2px;">Submitted</div>
Due Date <div style="border: 1px solid #ccc; padding: 2px;">11/22/2018</div>	Created Date <div style="border: 1px solid #ccc; padding: 2px;">11/15/2018</div>

Description

Recipient needs to submit their Financial Report.

Grantee Response

Response Comment:	Attached is my uploaded report. ←
File Name:	Remarks.docx ←
Submission Date:	11/15/2018 ←

Comment (Max 2,000 characters)

Please provide your response here.

0/2000

Approve

Return

Figure 11: Restriction Details window - Grantee Response section

6. *Optional:* Enter a Comment in the text box (up to 2,000 character).
7. Click the **Approve** button to approve the Grant Recipient response or click the **Return** button to send the restriction back to the Grant Recipient for additional information.

Restriction Details
✖

Amount Restricted \$5,000.00	Restriction Status Submitted
Due Date 11/22/2018	Created Date 11/15/2018

Description
Recipient needs to submit their Financial Report.

Grantee Response

Response Comment:	Attached is my uploaded report.
File Name:	Remarks.docx
Submission Date:	11/15/2018

Comment (Max 2,000 characters)

Please provide your response here.

0/2000

Approve
Return

Figure 12: Restriction Details window - Comment box, Approve, and Return buttons

8. The “Track Funding Restrictions” screen reappears, and the status is updated to either *Approved* or *Returned*.

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FUNDING RESTRICTIONS

Organization: GS Training Center
Project Title: CED Healthy Food Financing Initiative Projects
DUNS: [REDACTED] **CCR EIN:** [REDACTED]
Grant Number: [REDACTED] **Approved Amount:** \$0.00
Amendment Number: 1 **Funds Restricted:** Yes
Budget Period Number: 1 **Project Period:** 09/30/2014 - 09/29/2019
FAIN: [REDACTED] **Budget Period:** 09/30/2014 - 09/29/2019
Application Number: [REDACTED] **Application Type:** Post Award Amendment
Workflow Status: Completed (11/16/2018) **Last Updated By/Date:** N/A

RESTRICTIONS LIST

Include In List: ☐ Pending ☐ Late ☐ Submitted ☐ Late Submitted ☐ Approved ☐ Returned ☐ Released Update Filter

Description	Due Date	Amount	Status	Start Date	End Date	Grant Number	Action
Recipient needs to submit their Financial Report.	11/22/2018	\$5,000.00	Returned	11/15/2018	N/A		View

Figure 13: Track Funding Restrictions screen

9. To return to the “Award Overview” screen, select the **username** towards the top right corner of the screen and the click **Exit**.

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FUNDING RESTRICTIONS

Organization: GS Training Center

Username dropdown menu: **Exit**

Figure 14: Username drop-down list - Exit option

Release a Funding Restriction

Once a Grant Recipient's response to a restriction is approved in GrantSolutions by the GMO or GMS, the funding restriction is removed from the Notice of Award when an amendment action is issued.

If there are more than one funding restriction for a Grant Project, only the **approved** funding restrictions are removed from a Notice of Award during an amendment action.

Important Reminder! GrantSolutions does not connect with the Payment Management System. Grantors still need to remove holds on funds in their financial system.