

Quick Sheet: Process a Non-Competing Continuation with Offset

Audience: Grants Office

PURPOSE

This Quick Sheet provides step-by-step instructions for processing a Non-Competing Continuation (NCC) award with Offset in the GrantSolutions Grants Management Module (GMM).

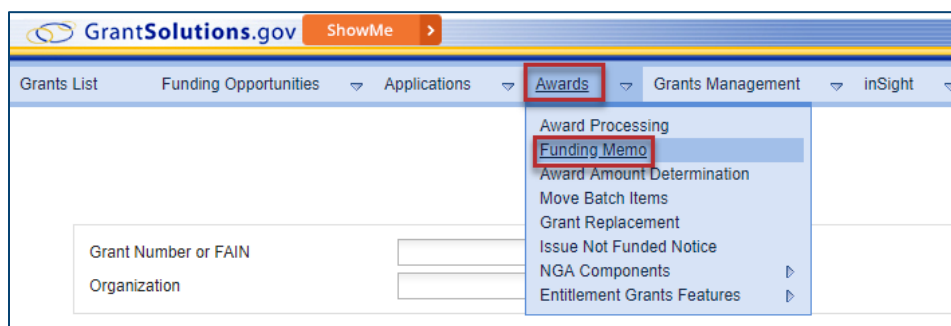
The steps for processing a NCC with Offset (i.e. replacing a portion of the new award amount with funds from a previous year) are similar to processing a NCC without Offset. The major differences are on the Funding Memo, Budget Worksheet, and Edit Notice of Award (NOA) screens.

Key points to remember include:

- The Total Budget in the *Direct Cost* section of the Budget Worksheet includes *New* and *Offset* funds.
- The *Recommended* column on the Budget Worksheet contains the *New* and *Offset* funds as a total.
- The Funding Memo only reflects the *New* money being awarded. The *unobligated* field on the “Funding Memo” screen (typically entered by the Program Office) is used for the Offset amount and reduces the amount of *New* money.
- The “Edit NOA” screen reflects a deobligation transaction line with a corresponding reobligation of funds.

STEPS

1. Log into the GrantSolutions GMM (www.grantsolutions.gov)
2. The “Grants List” screen appears. From the menu bar, select **Awards** → **Funding Memo**.



- The “Funding Memo” screen appears. To locate one or more applications, enter **search criteria** and click the **Search** button.

Funding Memo

Application Type [?](#)

Announcement [?](#)

Funding Opportunity #

Grant Program [?](#)

Application Number [?](#)

Grant Number [?](#)

Assignment Options ☐ Only Display Memos for Primary Assignments

Display Options ☐ Only Display Memos for Projects Assigned to Me

Workflow States [?](#) ☒ All Status ☒ Not Started ☐ Complete

☒ Administrative Review ☒ Approved ☒ Budget Review
☒ Coordinator Review ☒ Deputy Review ☒ Director Review
☒ Disapprove Review ☒ Disapproved ☒ Draft
☒ Exception ☒ Financial Review ☒ Funds Not Certified
☒ Grants Review ☒ Ready For Approval Override ☒ Ready To Approve
☒ Research Review ☒ Staff Review

(Search filter Disabled)

- The screen refreshes and search results appear in a table below the search fields. Locate the desired application and ensure the NGA Status is *Ready to Generate*. If the status is *Awaiting Business Review*, the Business Review must be completed before the Generate link is available.

- From the *Action* column, click the **View** link to review the Funding Memo.

Note: When applicable, review the *Remarks* and *Terms and Conditions* sections. The Program Specialist may use these sections to communicate important information about the application.

- Click the **Close** button to return to the “Funding Memo” screen.

- From the *Action* column, click the **Generate** link.

Total Records Count: 1

Select	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	NGA Status	Categories/Locale	Action
<input type="checkbox"/>	99 Non-Competing Continuation	23	Department of Health		Federal: \$125,000.00 Non-Federal: \$41,667.00	Approved Federal: \$62,500.00 Non-Federal: \$20,834.00 Next Workflow Actions	Ready to Generate	Project Locale :	History View View Full Review Grant Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review Disapprove Reject Generate

- The “Generated Draft NGA(s)” screen appears. To proceed to the “Award Processing” screen, click the **grant number** or the **Award Processing** link.

Generated Draft NGA(s)


GrantSolutions Generated Draft NGAs for the following application(s):

Grantee	Grant Number	Budget Start Date	Budget End Date
Idaho Department of Health and Welfare	10-00	04/01/2018	03/31/2019

Please go to [Award Processing](#) to find grant and edit.

[Close](#)

- The “Award Processing” screen appears with the draft award available in the results table. From the *Actions* column, click the **Open Award Summary** icon (file folder).

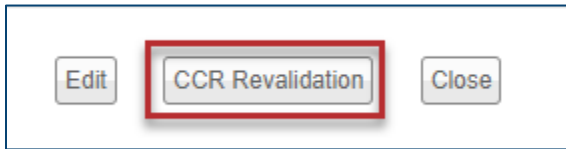
Award Processing										
Workflow Status: All statuses, except Complete										
Export Results Hide Columns										
Award Number	Application Number	Application Type	Approved Amount	Amount this Action	Monetary Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
10-00	99	Non-Competing Continuation	\$62,500.00	\$62,500.00	Monetary	04/01/2018	03/31/2019	Drafted	Next Workflow Actions	

Note: To navigate to the “Award Processing” screen from the menu bar, select **Awards > Award Processing**.

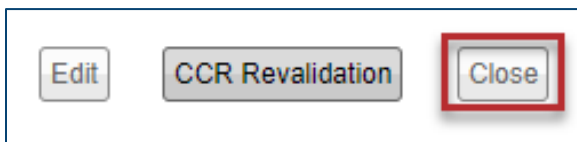
- The “Award Overview” screen appears. From the *Award Preparation* column, click the **Edit/Validate Organization** link to perform the CCR Validation.

Award Preparation	Award Actions	Award Information
Edit/Validate Organization	Ready for Review	Application
Select Org Address	Ready for Approval	Award Workflow History
Project Assignments	Delete Notice of Award	Next Workflow Actions
Budget Worksheet		Funding Memo
Terms and Conditions		Grant History
Manage Project Abstract		View/Print Last Notice of Award
Application Notes		Award Summary
Edit Notice of Award		View/Print Notice Of Award

11. The “Organization Information” screen opens. Scroll to the bottom of the page and click the **CCR Validation** or **Revalidation** button.

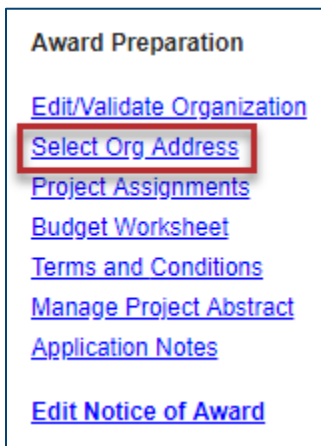


12. If the CCR is active, click the **Close** button.



Note: If the CCR is inactive, please contact the grantee to ensure that they activate their CCR with SAM.gov.

13. The “Award Overview” screen appears. From the *Award Preparation* column, click the **Select Org Address** link to select and validate the address that appears on the Notice of Award (NOA).



14. The “Select Grantee Address” screen appears. The grantee organization’s *Primary Address* is selected by default. However, the *Address on Previous Award* is also available for selection. Select the **radio button** for the desired address and click the **Save** button.

Select Grantee Address

Name: Department of Health

Level: Grantee

EIN: 1 5

DUNS: 8 6

Please select the address to use for Award Number: 10CD4023-03-00

☐ Show deleted addresses

Select	Address Type	Attention Line	Department and Division	Street Address and Mail Stop	City and State/Province	Zip/Postal Code	Address Validated	Last Updated Date	Action
<input checked="" type="radio"/>	Address on Previous Award		Department of Health	State St			Yes	02/25/2016	View
<input type="radio"/>	Primary Address			W STATE 10TH			N/A	07/02/2018	View

Note: Verify the *Address Validated* column is Yes. If not, edit the address and validate.

15. The “Award Overview” screen appears. From the *Award Preparation* column, click the **Project Assignments** link.

Award Preparation

- [Edit/Validate Organization](#)
- [Select Org Address](#)
- [Project Assignments](#)
- [Budget Worksheet](#)
- [Terms and Conditions](#)
- [Manage Project Abstract](#)
- [Application Notes](#)
- [Edit Notice of Award](#)

16. The “Project Assignments” screen appears. Assign the **GMO, PO, AO, FMO, ADO**, and **PI/PD** roles. Click the **Save and Close** button.

Project Assignments

Organization:

Grant Number: DUNS:


Display: ☒ All Users ☐ Grantees ☐ Grantors

Active Assignments | New Assignments | Expired Assignments

Assigned	Name / Email	Username	Role	Primary	Start Date	End Date	Add Role
<input checked="" type="checkbox"/>	<input type="text" value="Richard"/> demo1597035@gmail.com	<input type="text" value="P"/>	Grantee Administrative Official / Grantee Authorized Representative	<input checked="" type="checkbox"/>	04/04/2017		Add PI/PD Role
<input checked="" type="checkbox"/>	<input type="text" value="Omar"/> demo1001671@gmail.com	<input type="text" value="P"/>	Financial Management Officer	<input checked="" type="checkbox"/>	12/22/2016		
<input checked="" type="checkbox"/>	<input type="text" value="Karen"/> demo1078010@gmail.com	<input type="text" value="P"/>	Grants Management Officer	<input checked="" type="checkbox"/>	02/25/2016		
<input checked="" type="checkbox"/>	<input type="text" value="Julianne"/> demo2783238@gmail.com	<input type="text" value="P"/>	Authorizing Official	<input checked="" type="checkbox"/>	02/25/2016		
<input checked="" type="checkbox"/>	<input type="text" value="Louise"/> demo1002216@gmail.com	<input type="text" value="P"/>	Program Officer	<input checked="" type="checkbox"/>	02/25/2016		
<input checked="" type="checkbox"/>	<input type="text" value="Sheri"/> demo1378682@gmail.com	<input type="text" value="P"/>	Grants Management Officer	<input type="checkbox"/>	07/08/2016		
<input checked="" type="checkbox"/>	<input type="text" value="Sheri"/> demo1378682@gmail.com	<input type="text" value="P"/>	Grants Management Specialist	<input checked="" type="checkbox"/>	12/22/2016		
<input checked="" type="checkbox"/>	<input type="text" value="Calvin"/> demo1018173@gmail.com	<input type="text" value="P"/>	Grants Management Officer	<input type="checkbox"/>	02/28/2018		
<input checked="" type="checkbox"/>	<input type="text" value="Omair"/> demo1182240@gmail.com	<input type="text" value="P"/>	Grantee Principal Investigator / Program Director	<input checked="" type="checkbox"/>	02/25/2016		Add ADO Role

☒ Primary Assignment

Save **Save & Close** Cancel



17. The “Award Overview” screen appears. From the *Award Preparation* column, click the **Budget Worksheet** link.

Award Preparation

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

18. The “Budget Worksheet” screen appears. The Budget Worksheet has two budget calculation options: *Total Cost* or *Federal Only*. The budget calculation is set by an Administrative Official to display. However, a user may change the budget calculation on individual Budget Worksheets.

Calculate Budget as:

- ☒ Total Cost (Total Budget - Non-Federal - In Kind Contributions - Unobligated Reprogram - Unobligated Offset)
- ☐ Federal Only (Total Budget - Unobligated Reprogram - Unobligated Offset)

19. Each activity entered on the SF-424A appears as its own tab on the Budget Worksheet. Since this is the first award in a new budget period, the *Previous Budget* column does not display.
20. Use the *Recommended* column to enter or modify the **recommended funding amounts**. The full award amount (new money being awarded and the offset amounts) should appear in the *Grand Totals* row for the appropriate budget categories.

Notes:

- When there is more than one tab, the first tab contains the combined *Totals* and the *Direct Cost* section is read-only. Enter or modify **amounts** in the other available Activity tabs.

Totals Head Start: Program Operations Head Start: TTA

- When using a *Total Cost* calculated budget, the *Recommended* column in the *Direct Cost* section is a combination of the Federal and Non-Federal amounts.
The *Federal* column = *Recommended* – *Non-Federal*

Transforming Clinical Practice Initiative, PTN and SAN (TCPI)							
Direct Cost (Transforming Clinical Practice Initiative, PTN and SAN (TCPI))				Non-Federal Amounts		Federal Amounts	
Category	Requested Agency Adjusted Requested	Adjustment	Recommended	Total	Non-Federal	Federal	Unobli
Salaries And Wages	20,000.00	10000.00	30000.00	30,000.00	10000.00	20,000.00	
Fringe Benefits	5,000.00	0.00	5000.00	5,000.00	0.00	5,000.00	
Travel	5,000.00	0.00	5000.00	5,000.00	0.00	5,000.00	

- Total Cost Non-Federal Amount: Scroll to the *Non-Federal* section and enter the **total Non-Federal amount** in the *Recommended* row.

Non Federal (Transforming Clinical Practice Initiative, PTN and SAN (TCPI))						
	Applicant	State	Other (Includes Program Income)	Program Income	Total Non-Federal Include Program Income: No + Yes	Total Program Amount
Requested	0.00	0.00	0.00	0.00	0.00	110,000.00
Recommended	10000.00	0.00	0.00	0.00	10000.00	110,000.00

- When using a *Federal Only* calculated budget, only Federal amounts are entered in the *Direct Cost* section.

Transforming Clinical Practice Initiative, PTN and SAN (TCPI)						
Direct Cost (Transforming Clinical Practice Initiative, PTN and SAN (TCPI))						
Category	Requested Agency Adjusted Requested	Adjustment	Recommended	Total	Federal	Unobligated
Salaries And Wages	20,000.00	0.00	20000.00	20,000.00	20,000.00	
Fringe Benefits	5,000.00	0.00	5000.00	5,000.00	5,000.00	
Travel	5,000.00	0.00	5000.00	5,000.00	5,000.00	
Equipment	10,000.00	0.00	10000.00	10,000.00	10,000.00	

- Federal Only Non-Federal Amount: Enter the **Non-Federal total** in the *Final Budget Totals* section.

Final Budget Totals	
Total Budget	100,000.00
Non-Federal (May Include Program Income)	10000.00
Federal	100,000.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	0.00
In Kind Contribution	0.00
Program Income	0.00
Total This Action	100,000.00

Note: For a Budget Worksheet with more than one Activity tab, navigate to the *Totals* tab and scroll to the *Final Budget Totals* section.

21. Scroll to the *Final Budget Totals* section towards the bottom of the screen. Enter the **Offset amount** in the *Unobligated Funds Offset* field (in the example, \$10,000.00)

Final Budget Totals	
Total Budget ?	100,000.00
Non-Federal (May Include Program Income) ?	0.00
Federal ?	100,000.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	10000
In Kind Contribution ?	0.00
Program Income ?	0.00
Previous Award (Doesn't Include Non-Federal) ?	0.00
Total This Action ?	90,000.00

22. The *Total This Action* row is equal to the Total amount minus the Offset amount (in this example, \$90,000.00)

Final Budget Totals	
Total Budget ?	100,000.00
Non-Federal (May Include Program Income) ?	0.00
Federal ?	100,000.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	10000
In Kind Contribution ?	0.00
Program Income ?	0.00
Previous Award (Doesn't Include Non-Federal) ?	0.00
Total This Action ?	90,000.00

23. To ensure there are no errors, click the **Save and Verify** button. When complete, click the **Close** button.

<input type="button" value="Save"/> <input type="button" value="Save and Verify"/> <input type="button" value="Close"/>

24. The “Award Overview” screen appears. From the *Award Preparation* column, click the **Terms and Conditions** link.

Award Preparation

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

25. The “Terms and Conditions” screen appears. Make changes to the standard remarks displayed on the NOA. When complete, click the **Close** button.

Terms and Conditions

[View/Print NGA](#)

☐ Select

STANDARD TERMS	Action
<input type="checkbox"/> Standard Terms and Conditions	Edit Remove View

Include Project Abstract ☒ No ☐ Yes

Award Attachments ?

[View/Print NGA](#)

Description:

File to Upload: No file chosen

Description	Attachments	Status	Actions
* Status updates every 10 seconds			

26. The “Award Overview” screen appears. From the *Award Preparation* column, click the **Edit Notice of Award** link to edit the draft NOA.

Award Preparation

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

27. The “Notice of Award – Draft” screen appears. Enter **information** in all required fields and ensure the *Amount Awarded This Action* is \$90,000.00 (as used in the example as the new NCC award amount) and matches the amount on the Funding Memo. If any changes need to be made, correct the amounts on the Budget Worksheet.

28. In the *Financial Information* section, deobligate the correct amount and reobligate the correct amount with the correct budget periods.

To award a NCC of \$100,000.00 with an offset of \$10,000.00, enter at least **three transaction lines** in the *Financial Information* section of the “Edit Notice of Award” screen.

- Transaction Line 1: \$90,000.00 of new money (amounts may come from one or more financial accounts).
- Transaction Line 2: \$10,000.00 of unobligated funds (use prior year financial account and current year document number).
- Transaction Line 3: -\$10,000.00 (negative) of unobligated funds (use the same prior year financial account and prior year document number).

24. FINANCIAL INFORMATION:						
ORGN	DOCUMENT NO.	APPROPRIATION	FINANCIAL ACCOUNT NO.	NEW AMT.	UNOBLIG	NONFED %
		751501	1- D	\$ 90000		
		751501	1 :D	\$ 10000		
		751501	1- D	\$ -10000		
			--Please select a financial account--	\$		

29. There are three sections on the “Notice of Award – Draft” screen related to the Federal Funding Transparency Act (FFATA) information. These sections must be completed correctly before the award is validated. The FFATA information is displayed on USASpending.gov.
30. From the *Funding Transparency Act Award Recipient Information* section, click the **Show/Hide** button.
31. The *Congressional District* and *Dun and Bradstreet Confidence Code* prepopulate once the CCR is validated. From the *Recipient Type* drop-down list, select a **Recipient Type**.

Funding Transparency Act Award Recipient Information: [Show/Hide](#)

City Code ⓘ	0
County Name ⓘ	
County Code ⓘ	001
Congressional District ⓘ	02
State Code ⓘ	16
Country Code ⓘ	USA
Country Name ⓘ	UNITED STATES
Bypass Address Validation Requirement ⓘ	<input type="checkbox"/>
*Dun & BradStreet Confidence Code ⓘ	10 <small>Please select this box if you wish to bypass Confidence Code validation for this award.</small>
*Recipient Type ⓘ	State Government

32. From the *Funding Transparency Act Award Project and Award Recipient Information* section, click the **Show/Hide** button. This section is read-only. Verify that all information is correct.
33. From the *Funding Transparency Act Award Principal Place of Performance Information* section, click the **Show/Hide** button. To the right of the *POP Code* field, click the **Edit** button and select a **state**.
34. In the *Congressional Contacts* field, click the **Edit** button.
35. A *Congressional District* pop-up displays. To select a representative, click the **plus** icon and choose from the drop-down list. Click the **Primary** radio button, followed by the **OK** button.

Congressional District

Count	Congressional District/ Rep Name	Primary	
1	--please select a district--	<input type="radio"/> select	<input checked="" type="button" value="+"/>

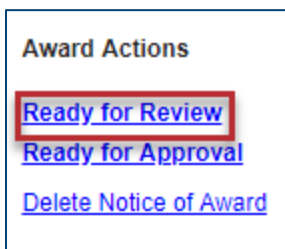
36. At the bottom of the screen, click the **Save and Verify** button to check for any errors or missing information.



37. Carefully review the warnings/errors to ensure all issues are resolved.

Note: Common errors include missing FFATA information, the organization is not validated, and the *Amount Awarded This Action* does not match the Funding Memo amount.

38. Once all errors are resolved, the award is ready to proceed through the approval process. From the *Award Actions* column on the “Award Overview” screen, click the **Ready for Review** link.



39. The “Transition Status” screen appears in a new window. Select the **Ready for Review** radio button. Click the **OK** button.
40. The “Change Notices of Grant Awards” screen appears. The status is *Queued* and eventually updates to *In Review*. Click the **Continue** button.
41. The “Award Processing” screen appears. The Grants Management Officer (GMO) receives email notification that they have an action to perform in the GMM.