

## Quick Sheet: Process a Non-Competing Continuation with Carryover (Reprogram)

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**Audience:** Grants Office

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### Purpose

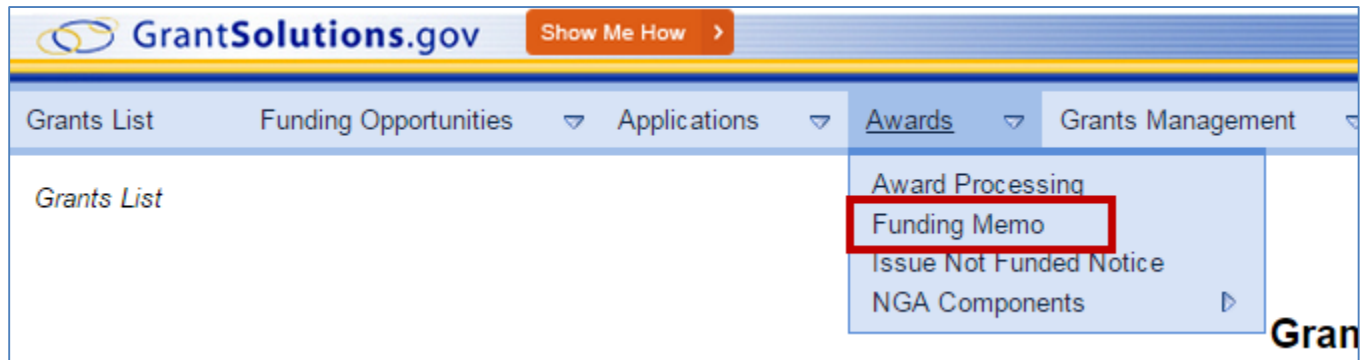
This Quick Sheet provides step-by-step instructions for processing Non-Competing Continuation (NCC) awards with unobligated amounts (reprogram/carryover) in the GrantSolutions Grants Management Module (GMM).

The steps for processing a NCC with unobligated funds (i.e. increasing the award amount with unused funds from a previous year) are similar to processing a NCC without unobligated funds. The major differences are on the Budget Worksheet and Edit Notice of Award (NOA) screens. The key points to remember include the following:

- The total budget reflected on the Budget Worksheet includes **New** and **Unobligated** funds.
- The *Recommended* column on the Budget Worksheet contains the **New** and **Unobligated** funds as a total.
- The *Unobligated Balance* column on the Budget Worksheet now displays an amount.
- The Funding Memo only reflects the **New** money being awarded. The unobligated field on the Funding Memo screen is only used for offsets (i.e. replacing a portion of the new award amount with funds from a previous year). The money being award should **ONLY** reflect the new obligation of funds.
- The Edit NOA screen reflects a deobligation transaction line with a corresponding reobligation of funds.

## Steps

1. Log into GrantSolutions GMM ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. The "Grants List" screen appears. From the menu bar, select **Awards → Funding Memo**.



3. The "Funding Memo" screen appears. Use the search criteria to locate one or more applications.

### Funding Memo

Application Type <sup>?</sup>

Announcement <sup>?</sup>

Funding Opportunity #

Grant Program <sup>?</sup>

Application Number <sup>?</sup>

Grant Number <sup>?</sup>

Display Options ☐ Only Display Memos for Projects Assigned to Me

WorkFlow States <sup>?</sup> ☒ All Status ☐ Not Started ☐ Complete

<input type="checkbox"/> Administrative Review	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Budget Review
<input type="checkbox"/> Coordinator Review	<input type="checkbox"/> Deputy Review	<input type="checkbox"/> Director Review
<input type="checkbox"/> Disapprove Review	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Draft
<input type="checkbox"/> Exception	<input type="checkbox"/> Financial Review	<input type="checkbox"/> Funds Not Certified
<input type="checkbox"/> Grants Review	<input type="checkbox"/> Ready For Approval Override	<input type="checkbox"/> Ready To Approve
<input type="checkbox"/> Research Review	<input type="checkbox"/> Staff Review	

(Search filter Disabled)

4. The *Results* table appears. Locate the desired application and ensure the NGA Status is *Ready to Generate*. If the status is *Awaiting Business Review*, the Business Review must first be completed before the *Generate* link is available.

5. Click the **View** link to review the Funding Memo.

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

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

7. From the *Action* column, click **Generate**.

t/Grantee	Service Area	Funding List Amount	Memo Status	NGA Status	Categories/Locale	Action
Training	Centers For Medicare and Medicaid Services	Federal: \$100,000.00 Non-Federal: \$0.00	Approved Federal: \$100,000.00 Non-Federal: \$0.00 <a href="#">Next Workflow Actions</a>	Ready to Generate	<a href="#">Project Locale :</a> United States	<a href="#">History</a> <a href="#">View</a> <a href="#">View Full Review</a> <a href="#">Grant Notes</a> <a href="#">Manage Project Abstract</a> <a href="#">Project Assignments</a> <a href="#">Generate</a>


8. The “Generated Draft NGA(s)” screen appears. Click the **grant number** link or the **Award Processing** link to proceed to the “Award Processing” screen.

## Generated Draft NGA(s)

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

Grantee	Grant Number	Budget Start Date
The COE Training Center	<a href="#">1L1CMS331425-02-00</a>	05/01/2016

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

9. The “Award Processing” screen appears with the draft award available in the *Results table*. Click the **Open Award Summary** (  ) icon.

Award Processing

Simple Search




Announcement

All statuses, except Complete

50 | 100 | 150 | 200 | All

Results

Hide Columns

Application Number	Application Type	Approved Amount	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
<a href="#">016000239</a>	Non-Competing Continuation	\$100,000.00	05/01/2016	04/30/2017	<a href="#">Drafted</a>	<a href="#">Next Workflow Actions</a>	  

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

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

Award Overview											
Organization:	The COE Training Center										
Project Title:	Transforming Clinical Practice Initiative (TCPI), Practice Transformation Networks (PTN)										
DUNS:	123456789	CCR EIN:									
Grant Number:	1L1CMS331425-02-00	Approved Amount:	\$100,000.00								
Amendment Number:	0	Project Period:	05/01/2015 - 04/30/2019								
Budget period Number:	2	Budget Period:	05/01/2016 - 04/30/2017								
Workflow Status:	Drafted	Application Type:	Non-Competing Continuation								
Application Number:	1L12016000239	Last Updated By/Date:	- 04/06/2016								
<table> <tr> <th>Award Preparation</th><th>Award Actions</th><th colspan="2">Award Information</th></tr> <tr> <td> <a href="#">Edit/Validate Organization</a>  <a href="#">Select Org Address</a>  <a href="#">Project Assignments</a>  <a href="#">Budget Worksheet</a>  <a href="#">Terms and Conditions</a>  <a href="#">Manage Project Abstract</a>  <a href="#">Application Notes</a>  <a href="#">Edit Notice of Award</a> </td><td> <a href="#">Ready for Approval</a>  <a href="#">Ready for Review</a>  <a href="#">Delete Notice of Award</a> </td><td colspan="2"> <a href="#">Application</a>  <a href="#">Award Workflow History</a>  <a href="#">Next Workflow Actions</a>  <a href="#">Funding Memo</a>  <a href="#">Grant History</a>  <a href="#">View/Print Last Notice of Award</a>  <a href="#">Award Summary</a>  <a href="#">View/Print Notice Of Award</a> </td></tr> </table>				Award Preparation	Award Actions	Award Information		<a href="#">Edit/Validate Organization</a> <a href="#">Select Org Address</a> <a href="#">Project Assignments</a> <a href="#">Budget Worksheet</a> <a href="#">Terms and Conditions</a> <a href="#">Manage Project Abstract</a> <a href="#">Application Notes</a> <a href="#">Edit Notice of Award</a>	<a href="#">Ready for Approval</a> <a href="#">Ready for Review</a> <a href="#">Delete Notice of Award</a>	<a href="#">Application</a> <a href="#">Award Workflow History</a> <a href="#">Next Workflow Actions</a> <a href="#">Funding Memo</a> <a href="#">Grant History</a> <a href="#">View/Print Last Notice of Award</a> <a href="#">Award Summary</a> <a href="#">View/Print Notice Of Award</a>	
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11. The “Organization Information” screen opens. Scroll to the bottom of the page and click the **CCR Validation** or **Revalidation** button.

Awarded Grants Information		
90EI0159	01CH1326	FPRPA006010
<input type="button" value="Edit"/>	<input type="button" value="CCR Revalidation"/>	<input type="button" value="Close"/>

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

<input type="button" value="Edit"/>	<input type="button" value="CCR Validation"/>	<input type="button" value="Close"/>
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*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).

<b>Award Preparation</b>
<a href="#">Edit/Validate Organization</a>
<input type="button" value="Select Org Address"/>
<a href="#">Project Assignments</a>
<a href="#">Budget Worksheet</a>
<a href="#">Terms and Conditions</a>
<a href="#">Manage Project Abstract</a>
<a href="#">Application Notes</a>
<a href="#">Edit Notice of Award</a>

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 desired address, and click the **Save** button.

**Select Grantee Address**

Name	The COE Training Center
Level	Grantee
EIN	123456789
DUNS	123456789

Please select the address to use for Award Number: 1L1CMS331425-02-00

☐ Show deleted address

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 type="radio"/>	Address on Previous Award			1700 Rockville Pike	Rockville, MD	20852 -1631	Yes	11/05/2015	<a href="#">View</a>
<input checked="" type="radio"/>	Primary Address			1700 Rockville Pike	Rockville, MD	20852 -1631	Yes	11/05/2015	<a href="#">Edit</a>   <a href="#">Delete</a>

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

15. The “Award Overview” screen appears. Click the **Project Assignments** link from the *Award Preparation* column.

**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 roles GMO, PO, AO, FMO, ADO, and PI/PD. When done, click the **Save and Close** button.

**Project Assignments**

Organization: The COE Training Center  
Grant Number: 1L1CMS331425 DUNS: 123456789

Display: ☒ All Users ☐ Grantees ☐ Grantors

Active Assignments | New Assignments | Expired Assignments

Assigned	Name / Email	Username	Role	Start Date	End
<input checked="" type="checkbox"/>	-Car, LaWanne demo874306@gmail.com	L-Car2	Program Officer	09/30/2015	
<input checked="" type="checkbox"/>	Akhtar10, Omar omar@demo.xyz	OAkhtar10	Authorizing Official	09/30/2015	
<input checked="" type="checkbox"/>	demo901035@gmail.com		Grants Management Officer	09/30/2015	
<input checked="" type="checkbox"/>	demo504168@gmail.com		Grants Management Specialist	09/30/2015	
<input checked="" type="checkbox"/>	demo450664@gmail.com		Financial Management Officer	09/30/2015	
<input checked="" type="checkbox"/>	Greene-fmo, Mary Beth demo215944@gmail.com		Financial Management Officer	09/30/2015	
<input checked="" type="checkbox"/>	Jones, Peter pj@demo.xyz	<a href="#">Create Account</a>	Grantee Administrative Official / Grantee Authorized Representative	09/30/2015	
<input checked="" type="checkbox"/>	Jones, Peter pj@demo.xyz	<a href="#">Create Account</a>	Grantee Principal Investigator / Program Director	09/30/2015	
<input checked="" type="checkbox"/>	Nah, Gabriel demo636181@gmail.com	GNah	Grants Management Officer	09/30/2015	
<input checked="" type="checkbox"/>	tudent15, S demo@demo.xyz	Student15	Program Officer	11/18/2015	
<input checked="" type="checkbox"/>	Walters, Anna-Lisa demo462795@gmail.com	AWalters1	Program Officer	10/08/2015	

Save Save & Close Cancel

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

**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” 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 an individual Budget Worksheet basis.

**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 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 (**new money being awarded on the NCC application**) for the appropriate budget categories. Please note the following:

- 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)							
Requested		Adjustment		Recommended		Total	
Category	Agency Adjusted Requested						
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 <sup>?</sup>	Other <sup>?</sup> (Includes Program Income)	Program Income <sup>?</sup>	Total Non-Federal <sup>?</sup> Include Program Income: <input type="radio"/> No <input checked="" type="radio"/> 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 <sup>?</sup>	Adjustment <sup>?</sup>	Recommended <sup>?</sup>	Total <sup>?</sup>	Federal <sup>?</sup>
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 <sup>?</sup>	100,000.00
Non-Federal (May Include Program Income) <sup>?</sup>	10000.00
Federal <sup>?</sup>	100,000.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	0.00
In Kind Contribution <sup>?</sup>	0.00
Program Income <sup>?</sup>	0.00
Total This Action <sup>?</sup>	100,000.00

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

21. Once the recommended amount is added, the user enters the unobligated funds into the *Unobligated Balance* column.
22. Next, increase the amount in the *Recommended* column to include the unobligated balance. The *Recommended* column should contain the total budget that includes unobligated as well as new money.

Category	Requested Agency Adjusted Requested	Adjustment	Recommended	Total	Federal	Unobligated Balance
Personnel	0.00	35000.00	35000.00	35,000.00	35,000.00	15000.00
Fringe Benefits		20000.00	20000.00	20,000.00	20,000.00	0.00
Travel	0.00	35000.00	35000.00	35,000.00	35,000.00	15000.00
Equipment	0.00	20000.00	20000.00	20,000.00	20,000.00	0.00
Supplies	0.00	20000.00	20000.00	20,000.00	20,000.00	0.00

23. Scroll to the *Final Budget Totals* section towards the bottom of the screen (or Totals tab Verify the Total Budget, Unobligated Funds – Reprogram, and the Total This Action.

The Total Budget consists of new money and unobligated funds. In this example, the new money (\$100,000) and unobligated funds (\$30,000) combine for a Total Budget of \$130,000.

Final Budget Totals	
Total Budget	130,000.00
Non-Federal (May Include Program Income)	0.00
Federal	130,000.00
Unobligated Funds - Reprogram	30,000.00
Unobligated Funds Offset	0.00
In Kind Contribution	0.00
Program Income	0.00
Total This Action	100,000.00

24. The Unobligated Funds - Reprogram total \$30,000.

Final Budget Totals	
Total Budget ?	130,000.00
Non-Federal (May Include Program Income) ?	0.00
Federal ?	130,000.00
Unobligated Funds - Reprogram	30,000.00
Unobligated Funds Offset	0.00
In Kind Contribution ?	0.00
Program Income ?	0.00
Total This Action ?	100,000.00

25. The Total This Action row only contains the New money, \$100,000 (Total budget minus unobligated).

Final Budget Totals	
Total Budget ?	130,000.00
Non-Federal (May Include Program Income) ?	0.00
Federal ?	130,000.00
Unobligated Funds - Reprogram	30,000.00
Unobligated Funds Offset	0.00
In Kind Contribution ?	0.00
Program Income ?	0.00
Total This Action ?	100,000.00

26. Click the **Save and Verify** button to ensure there are no errors. When complete, click the **Close** button.

Last Update by:

27. The “Award Overview” screen appears. Click **Terms and Conditions**.

**Award Preparation**

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Manage Project Abstract](#)

[Application Notes](#)

[Edit Notice of Award](#)

28. 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](#)

This NGA does not contain any components.

Include Project Abstract
 
☒ No
 ☐ Yes

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**Award Attachments** ?

[View/Print NGA](#)

Description:

File to Upload:  No file chosen

Description	Attachments	Status	Actions
Attachments	Reporting_Requirements.pdf	SUCCESSFUL	<input type="button" value="Download"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>

\* Status updates every 10 seconds

**Close**

29. The “Award Overview” screen appears. Click **Edit Notice of Award** from the *Award Preparation* column 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](#)

30. The “Notice of Award –Draft” screen appears. Complete all required fields and ensure that the Amount This Action is correct and matches the amount on the Funding Memo

31. Select the correct Financial Account Number(s) for the budget year the award is being created.

32. Enter at least three transaction lines in the *Financial Information* section of the Edit Notice of Award screen.

- a. Transaction Line 1: \$100,000 of new money
- b. Transaction Line 2: \$15000 of unobligated funds (use prior year financial account and current year document number)
- c. Transaction Line 3: -\$15000 (negative) of unobligated funds (use the same prior year financial account and prior year document number)

FINANCIAL INFORMATION:				
GN	DOCUMENT NO.	APPROPRIATION	FINANCIAL ACCOUNT NO.	NEW AMT.
	10CH019203	75-15-1536	5-G104125 ▼	\$ 100000
	10CH019203	75-14-1536	4-G024125 ▼	\$ 30000
	10CH019202	75-14-1536	4-G014125 ▼	\$ -30000

33. There are three sections on the “Notice of Award – Draft” screen related to the Federal Funding Transparency Act (FFATA) information. These must be filled out correctly before the award is validated. The FFATA information is displayed on USASpending.gov.
34. Click **Show/Hide** next to Funding Transparency Act Award Recipient Information.
35. The Congressional District, Dun, & Bradstreet Confidence Code pre-populates once the CCR is validated. Select the **Recipient Type**.

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

City Code	65000
County Name	St. Louis (city)
County Code	510
Congressional District	01
State Code	29
Country Code	USA
Country Name	UNITED STATES
Bypass Address Validation Requirement	<input type="checkbox"/>
*Dun & BradStreet Confidence Code	<input checked="" type="checkbox"/> Please select this box if you wish to bypass Confidence Code validation for this award.
*Recipient Type	--Please Select Type of Recipient--

36. Click **Show/Hide** next to *Funding Transparency Act Award Project & Award Recipient Information* and verify that all of the information is correct. This section is read-only.
37. Click **Show/Hide** next to Funding Transparency Act Award Principal Place of Performance Information. Click **Edit** next to POP Code and select the State.
38. Click **Edit** next to Congressional Contacts.
39. Click the **plus** button and select the appropriate Congressional Representative. Select Primary and click **OK**.

28. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S):  
DATE (MM/DD/YYYY):  
ByPass Central Contractor Registration Validation  
☐ Please select this box if you wish to bypass Central Contractor Registration Validation

Funding Transparency Act Award Recipient Information: [Show/Hide](#)  
Funding Transparency Act Award Project & Award Information: [Show/Hide](#)  
Funding Transparency Act Award Principal Place Of Performance Information: [Show/Hide](#)

\*Country  
Country Code  
\*POP Code  
County or City/Place  
\*Congressional Contacts

Primary Congressional District Unknown  
Zip Code

UNITED STATES  
USA  
01\*\*\*\*\*  
edit  
edit  
State: Congressional Districts Congressional Representatives  
None Selected  
State: Senators  
Alabama Jeff Sessions  
Richard C. Shelby  
N/A

Save Save and Verify Close

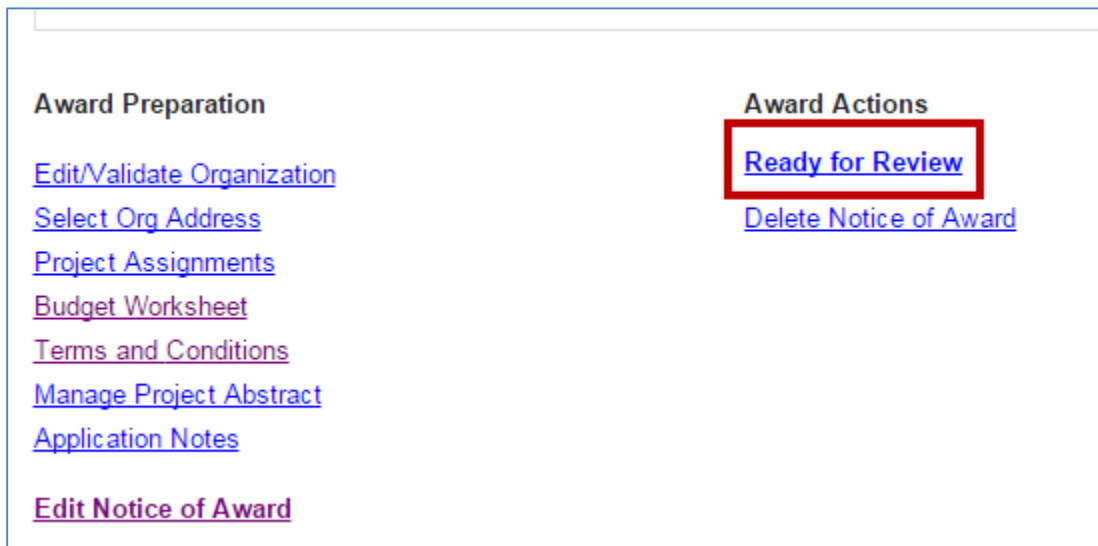
40. From the bottom of the screen, click **Save and Verify** to check for any errors or missing information.



41. Carefully review the warnings/errors to make sure all issues have been addressed and resolved.

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

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



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