

Financial Assistance Basics

National Institute of Standards and Technology
Office of Acquisition and Agreements Management (OAAM)
Grant Management Division (GMD)
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Introduction

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Today's Goals

Provide an overview of the federal financial assistance policies and administrative requirements that apply to your award

Provide additional guidance to help with the management of your award

Provide you an opportunity to ask questions about award management

Roles and Responsibilities

Grant Officer

Grant Specialist

Federal Program Officer

Authorized Organizational Representative (AOR)

Principle Investigator/Program or Project Director (PI/PD)

Key Personnel

What is in your Notice of Award?

Form CD-450 (Award Agreement)

- Incorporates by reference:
 - Technical proposal, approved budget, and any revisions
 - 2 C.F.R. Part 200—Uniform Guidance for Financial Assistance, including cost principles and audit requirements
 - Department of Commerce Standard Terms and Conditions (DOC ST&C)
 - Incorporates by reference the DOC Research Terms and Conditions (RT&C)
 - For-Profits only: 48 C.F.R. Part 31—Contract Cost Principles
 - Special Award Conditions (SACs)

Financial Assistance Reference Guide

Accepting and Setting up your Award

Authorized Organizational Representative must sign CD-450 and return to NIST within 30 days

If your agency has banking arrangements in the US you will be using the ASAP.gov payment system

If your agency does not have US banking arrangements, you will submit payment requests manually

Funds are not released to your ASAP account until:

- An executed CD-450 is returned to NIST
- Your organization has completed ASAP enrollment (if applicable)

Payments

Review Special Award Condition # 4, “Award Payments”

2 payment “systems”:

- ASAP payment system (web-based)
- SF-270 Request for Reimbursement/Advanced Payment (manual)

Types of Payment “status”

- Advanced Payments
- Agency Review/Reimbursement Only
- Maximum Drawdown Restrictions

Payments, Cont.

ASAP

- Payments are made electronically through the online Automated Standard Application for Payments (ASAP) system.
- Request draws in ASAP as needed to pay for allowable grant costs.

SF-270, Request for Reimbursement/Advance Payment

- Request funds as needed to pay for allowable grant costs
- Funds will be transferred via ACH to the account designated by your organization

Payments, Cont.

Funds drawn in advance must be kept in an interest bearing account and spent within 3 business days; funds that are not spent within 30 days must be returned. Contact NIST grants management if you identify a cash error and need to return funds.

Interest accrued in excess of \$500 per calendar year must be returned.

Payment help for ASAP users:

kfc.asap@fiscal.treasury.gov

or

Kansas City Financial Center Help Desk

(855)868-0151

Special Award Conditions

Some awards may have conditions specific to their entity that must be satisfied, such as:

- Budget Revisions—NIST may require additional details to determine allowability of costs
- Human Subjects Review—NIST may need documentation to conduct its review of potential research activities involving human subjects or data
- Accounting System Certifications—For those entities new to federal awards, to ensure their financial systems are adequate to track costs

Responsibilities of the Award Recipient

The organization named on the CD-450 is the official recipient of the grant.

The recipient must have the infrastructure in place to comply with all applicable award terms and conditions, policies, and Federal statutes and regulations.

Responsible and accountable for appropriate use of funds as well as technical performance.

Responsible for adequate monitoring of sub-recipient activities.

Authorized officials represent the organization and can legally bind the institution into an agreement.

Financial Management Standards

The recipient must maintain an adequate financial management system

Source documentation

Internal controls

Comparison of actual expenditures vs. approved budget

Maintain and follow written procedures for minimizing time between drawdown and expenditure

Maintain and follow written procedures for determining allow ability of costs

Basic Reporting Requirements

See Special Award Condition # 8

Two main types of reports: Financial Status Reports and Technical Progress Reports

Reporting Periods for PSIAP are:

- March 31st
- June 30th
- September 30th
- December 31st

Reports are due no later than 30 days following the end of the reporting period.

Basic Reporting Requirements, Cont.

Financial Status Reports:

- Submitted on form SF-425
- Documents all costs incurred to date, any outstanding obligations, and draw-downs
- Send to the Grant Specialist with cc to the Grant Officer and FPO

Technical Progress Reports:

- Submitted using the OMB approved Research Performance Progress Report (RPPR) format
- Documents all progress, any delays and suggested corrections
- Send to the FPO with a cc to the Grant Specialist and the Grant Officer

Other Reporting Requirements

Intellectual Property Reporting: recipients must report to www.iEdison.gov for patents or copyrights they plan to file as a result of the federal award

Audits as required by 2 CFR 200 Subpart F

Conflict of Interest: NIST requires you to maintain a written and enforceable policy regarding Conflict of Interest and to disclose in writing any potential conflict of interest to NIST.

All violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal Award.

Sub-recipient/Executive Compensation Reporting:

Report at www.fsrs.gov for subawards \geq \$25K and executive compensation, under certain circumstances.

Revision of Budget and Program Plans

Prior Approval, in writing by the Grant Officer, is required for certain changes to the award. These changes include, but are not limited to:

- Change in Scope or Objective of the Project
- Key Personnel
 - Including disengagement from project of more than 3 months or a 25% reduction in effort to project.
- Adding costs that require Prior Approval in the Cost principles
- Transfer of funds from participant support costs
- The subawarding, transferring or contracting out of any work that was identified in the proposal as being handled by the recipient
- Changes to Cost Sharing

Revision of Budget and Program Plans

How to submit your prior approval request:

- In writing, from an Authorized Official, (email is fine)
- Requests should be submitted to NIST Federal Program Officer and the Grant Specialist
- At least 30 days in advance of the proposed action when possible

Only a revised Amendment to Financial Assistance Award or other notification in writing from the Grants Officer

Costs may be disallowed if required approvals aren't received prior to action, which may result in a debt or collection

Some things aren't prior approvals, but you should let us know. For example address, phone, or AOR changes

Procurement Standards

Subpart D -
Post Federal Award Requirements
2 CFR § 200.318 - 200.326

Written Procedures

- Reflect applicable state/local laws and regulations and conform to applicable Federal laws
- Include standards of conduct covering conflicts of interest in contract selection and administration
- Must ensure contractors perform in accordance with contract terms

Cost Analysis

- Must verify whether contractor is eligible to conduct business with the Federal government via www.SAM.gov. If identified as an excluded party, the contractor cannot receive Federal funds
- Cost analysis required for all contracts in excess of \$150,000
- Determine most economical approach
- Avoid duplicative or unnecessary items
- When applicable, enter into inter-entity agreements for procurement or use of goods/services, or use Federal surplus in lieu of new equipment purchases

Procurement Standards

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Method of Procurement

- Conducted in a manner providing full and open competition.

Must choose one of five set procurement methods: “The Bear Claw”

- Micro-purchase (under \$3k),
- Small purchase procedures (under \$150k),
 - Price/rate quote must be obtained from adequate number of qualified sources.
- Sealed bids (fixed price contract publicly solicited),
- Competitive proposals (similar to Federal grant process), or
- Noncompetitive proposal, only if:
 - Item/service only available from a single source,
 - Public exigency will not allow for competitive review process,
 - NIST expressly authorizes a noncompetitive proposal, or
 - Competition determined inadequate after soliciting a number of sources.

Procurement Standards

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Procurement Records

- Maintain records that support the procurement history (rationale for procurement method, selection of contract type, contractor selection or rejection, basis for contract price)
- Documentation may need to be provided for NIST review under certain circumstances

Contract Provisions

- Contracts must contain any applicable provisions described in Appendix II of 2 CFR 200

Record Retention

Subpart D -
Post Federal Award Requirements
2 CFR § 200.333

All records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report

Exceptions:

- Litigation, Claim, or Audit: records retained until resolved and final action taken
- NIST Request: notified in writing by NIST to extend retention period
- Property: equipment and real property records retained three years after final disposition
- Indirect Cost Rate Proposals: retention period starts from date proposal is submitted to NIST

Common Audit Findings

Lack of written policies and procedures.

Inadequate documentation on file.

Failure to obtain prior approval or starting an activity before authorized.

Inadequate or untimely report submission.

Unallowable costs per grant terms and conditions.

Failure to verify excluded parties when contracting (www.SAM.gov).

Excess cash on hand.

Comingling of funds.

NIST Financial Assistance Reference Guide

Essential tips for your NIST award

The Financial Assistance Reference guide provides information on the essential elements and most commonly asked questions of NIST financial assistance recipients. The guide contains a multitude of carefully selected topics designed to assist the NIST grant and cooperative agreement community from acceptance of the award to reporting requirements to amendments and prior approvals during the award to close-out procedures after award completion.

<https://www.nist.gov/oaam/grants-management-division/financial-assistance-reference-guide>

