



# **Federal Program Office**

## **User Manual**

### **Renegotiation Reference Guide**

NOAA Grants Online Program Management Office

February 2019  
Version 4.26



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### Overview

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This document guides the Federal Program Officer (FPO) through the steps associated with using Grants Online to renegotiate\*\* (revise) the components of an Award Package. The term renegotiation indicates modification of information associated with one or more of the Award File components: the application, the NEPA document, the PO Checklist, and/or the Procurement Request for Commitment of Funds (PRCF).

An Award Package in the Grants Management domain (Grants Specialist, Grants Officer or Director) must be returned to the FPO prior to being able to revise the Award File components. When the Award Package is with a Federal Program Officer who has the appropriate access level, he/she can renegotiate the application or revise the Award File components (the NEPA, the PO Checklist, and/or the PRCF). The delegate(s) of a FPO (with the same access level) can also perform the renegotiation (revision) action.



\*\* **NOTE:** The option to renegotiate the components of an Award Package is only available when the Conduct Negotiations (Non-Competitive or Universal) or the Assign Award Number (Competitive) task has been completed at least once.

**Renegotiate an Application (Pre-PO Checklist Certification)**

1. Log in to Grants Online and accept the Terms of Use screen. Navigate to **Your Tasks** using one of the two step specified below:
  - Click the **Tasks** link (the left Navigation Pane)
  - ~or~
  - From the Inbox tab click the **Tasks** link (the Document Pane)
2. Click the **View** link beside the Complete PO Checklist (Task Name).

**Your Tasks**

Document Type:  Status:  [Apply Filter >>](#)

16 items found, displaying all items.1

View	RFA Name	Award Number	Task Id	Task Name	Task Status	Start Date	Completed Date	Document Type	Document Id
<a href="#">View</a>	February 2018 class	NA18GOT9980068	5657985	Procurement Request and Commitment of Funds	Not Started			Procurement Request and Commitment of Funds	2694584
<a href="#">View</a>	February 2018 class	NA18GOT9980068	5657984	NEPA Document	Not Started			NEPA	2694586
<a href="#">View</a>	February 2018 class	NA18GOT9980068	5657983	Complete PO Checklist	Not Started			PO Checklist	2694585

3. From the PO Checklist launch page Action dropdown menu, select **Renegotiate** and click the **Submit** button.

**PO Checklist - NA18GOT9980068**

**Id:** 2694585  
**Status:** ProgramOfficerActions - Not Started

**Action:**  [Submit](#)

**Your Comments:**

[Spell Check](#)

[Save Comment](#)

4. On the Your Tasks screen, the Complete PO Checklist task is replaced by Conduct Negotiations. Click the **View** link on the Conduct Negotiations task row.

**Your Tasks**

Document Type:  Status:  [Apply Filter >>](#)

16 items found, displaying all items.1

View	RFA Name	Award Number	Task Id	Task Name	Task Status	Start Date	Completed Date	Document Type
<a href="#">View</a>	February 2018 class	NA18GOT9980068	5657986	Conduct Negotiations	Not Started			Application
<a href="#">View</a>	February 2018 class	NA18GOT9980068	5657985	Procurement Request and Commitment of Funds	Not Started			Procurement Request and Commitment of Funds
<a href="#">View</a>	February 2018 class	NA18GOT9980068	5657984	NEPA Document	Not Started			NEPA

- From the Application launch page Action dropdown menu, select **Conduct Negotiations** and click the **Submit** button.

**Application - NA18GOT9980068**  
 Id: 2694581  
 Status: ProgramOfficerActions - Not Started

Action: **Conduct Negotiations** **Submit**

Your Comments:

- The **Negotiate Application – SF-424 – {Award Number}** details screen is displayed. To efficiently use space only the top portion of the SF-424 is shown in the image below.

**Negotiate Application - SF-424 - NA18GOT9980068**

Audit Trail:

Attachments:

**[-] Program Office Added Information**

Proposal Number:

Project Type: \*  Construction  Non-Construction  Both

Principal Investigators-  
Project Directors:

Keyword(s):

Principal Place Of Performance :  [Search FIPS Data](#) [Guidance](#)

Note: This section is for the regular SF-424 or for any additional Principal Investigators / Project Directors not listed below

- The next two examples explain one of the many updates that might be made to the SF-424 when it is opened for editing.
- A Federal Program Officer might want to update the SF-424's Project Start Date\* and/ or the Project End Date\*. After data is updated, scroll to the bottom of the screen and click the **Save** or the **Save and Return to Main** button to retain changes. Click the **Cancel** button to return to the previous screen without saving updates.

**Application Submission Type and Date Information**

Type of Submission:  Application  Pre-Application  Changed/Corrected Application

Type of Application:  New  Continuation  Revision  Renewal  Resubmission

If Revision, select appropriate letter(s):  **-Select a Revision Type-**

Other (specify)

Is this application being submitted to other agencies?  What other agencies?

**Application Submission & Date Information section**

Project Start Date: \*  **08/20/2018** Project End Date: \*  **09/30/2018** Submitted Date:

State Received Date:  Federal Agency Received Date: \*  **08/08/2018** Time: \*  **12:00**  **PM** Eastern

Applicant Identifier:  State Application Identifier:  Federal Identifier:

Use format MM/DD/YYYY for date fields.

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9. A Federal Program Officer might want to modify information in the Application Funding Details\* section (located toward the bottom of the SF-424). As shown on the screen below, click the:
  - a. **Edit** button under the Action column header (to modify the Total Funding or the timeline over which funding should be dispersed); or
  - b. **Delete** button under the Action column header (to remove the existing funding details line(s). Because Application Funding Details\* is mandatory the deleted information must be replaced); or
  - c. **Add New** link (to add a line item to the Application Funding Details\*).

**Application Funding Details: \***

Total Funding: \*

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2018	01/2018	09/30/2018	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	Edit	Delete

[Add New](#)

Award Number: NA18GOT9980068

[Generate New Award Number](#)

[Associate with Existing Award](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

**Application Funding section**

C. →

← b.

↑ a.

10. In this example, the total amount of the award is distributed across two fiscal years. When updates are completed return to the main Application screen by clicking either the **Save** button or the **Save and Return to Main** button.

**Application Funding Details: \***

Total Funding: \*

Multi Year Award: Yes

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2018	04/16/2018	09/30/2018	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$0.00	Edit	Delete
2019	10/01/2018	10/15/2018	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	Edit	Delete

[Add New](#)

Award Number: NA18GOT9980068

[Generate New Award Number](#)

[Associate with Existing Award](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

11. If updates to the Application Funding Details do not pass validation the **error message** shown in the image below is visible at the top of the screen. Although the updates were saved, the errors must be corrected before the Federal Program Officer can proceed to the next steps.

Data errors must be corrected to proceed to the next steps.

**Negotiate Application - SF-424 - NA17GOT9980078**

*Sum of Funding Amount from the Funding Details should be equal to the Total Funding amount on the Application.*

*Application is saved. However, above issue must be resolved before negotiations can be completed.*



12. As shown in the image below, the Federal Program Officer may select other objects to modify (e.g., the NEPA Document). When all three components (NEPA, PO Checklist and PRCF) are complete, the Award File may be forwarded to Grants Management for further processing.

**Application - NA18GOT9980232**

**Id:** 2703964  
**Status:** ProgramOfficerActions - In Progress

**Action:** Please select an action ▾ Submit

**Your Comments:**

- Please select an action
- Conduct Negotiations
- Forward/Revise Award File
- Reassign
- Reject
- Revise NEPA Document
- Revise PO Checklist
- Withdraw

## Revise the Award File Components (Overview)

The Award File must be in a pre-award state (i.e., the Award File has not been approved by the Grants Officer – GMD-1 Step 10). In addition, the changes discussed in this section can only be applied to the:

- NEPA document that has been approved by the NEPA Official
- PO Checklist that has been certified
- Procurement Request that has been approved by the Recipient Authorizing Official (Budget Officer).

1. Log in to Grants Online and accept the Terms of Use screen. Navigate to **Your Tasks** using one of the two step specified below:

- Click the **Tasks** link (the left Navigation Pane)
- ~or~
- From the Inbox tab click the **Tasks** link (the Document Pane)

2. For the Award File (Document Type), locate Forward/Revise Award File (Task Name) and click the **View** link.

View	Award Number	RFA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date
<a href="#">View</a>	NA16GOT4050054	Universal test -- Aug 2015 class	02/26/2016		2639285	Forward/Revise Award File	In Progress	Award File	2278007	02/26/2016

3. As shown below, the three previously-completed components (PO Checklist, NEPA Document, and the Procurement Request and Commitment of Funds) that comprise the Award File are available for revision. The screen shown below is the starting point for each of the three following sub-sections.

**Award File In Progress - NA16GOT4050054**

**Id:** 2278007  
**Status:** ProgramOfficerActions - In Progress

**Action:** Please select an action

**Your Comments:** Please select an action

- Forward Award File to Grants Specialist
- Forward Award File to Grants Specialist and Ignore Warnings
- Reassign Award File
- Renegotiate
- Revise NEPA Document**
- Revise PO Checklist**
- Revise Procurement Request and Commitment of Funds**
- View FAIS Sheet
- View Reporting Frequencies

Available for Revision

## Revise the NEPA Document

1. While on the Award File In Progress – **{Award Number}** launch screen, select **Revise NEPA Document** from the Action dropdown menu. Click the **Submit** button.

**Award File In Progress - NA16GOT4050054**

**Id:** 2278007  
**Status:** ProgramOfficerActions - In Progress

**Action:**  **Submit**

**Your Comments:**

2. The NEPA Document is now available for modification.

**NEPA Environmental Review Requirements - NA16GOT4050054**

**Attachments:**  
 No attachments.

Add new Attachment: [±]  
 Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10.  
[Large File Guidance](#)  
[Guidance](#)

a.) Level of Review

Indicate below the level of environmental review that has been conducted for the proposed action.

3. Make the necessary updates. In addition to the updates, make certain a NEPA Official has been identified. At the bottom left-hand side of the screen, click the **Save** button to retain the updates or click the **Save and Return to Main** button to return to the previous screen.

c.) Post Award NEPA Review Process

Does the proposal include funding for one or more projects that have not yet been identified and therefore NEPA review cannot be completed?  NO  YES  [Special Award Condition](#)

d.) National Historic Preservation Act

Indicate below the conclusion of the review conducted per section 106 of the National Historic Preservation Act:

- No potential to cause effects (36 CFR § 800.3(a)(1))
- No historic properties affected (36 CFR § 800.4(d)(1))
- No adverse effect (36 CFR § 800.5(d)(1))
- Adverse effects resolved (36 CFR § 800.6)
- Not Required

Please Select a NEPA Official for routing purposes:

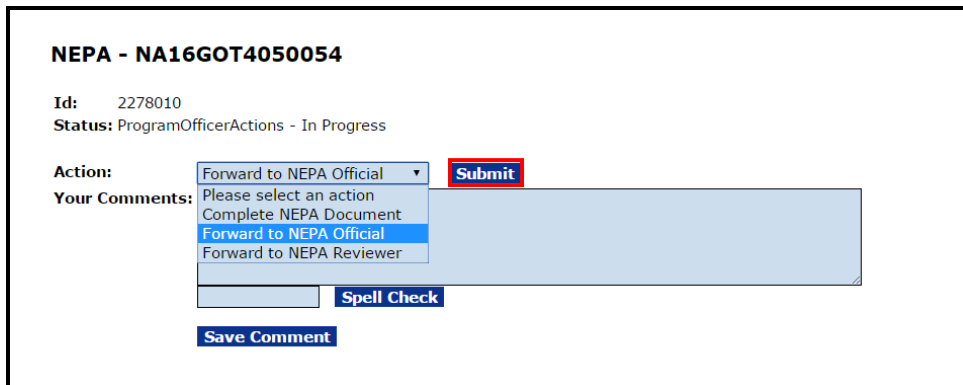
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4. While on the NEPA launch screen, select **Forward to NEPA Official** (if the business rules of your Line Office permit) from the Action dropdown menu. Click the **Submit** button.

Note, some Line Offices require the NEPA Reviewer take action prior to allowing the NEPA Official to approve the NEPA Document. To fulfill this requirement, prior to sending to the NEPA Official, select **Forward to NEPA Reviewer** from the Action dropdown menu. After approval from the NEPA Reviewer, the NEPA Document may be sent to the NEPA Official.

If your Line Office does not require approval by the NEPA Reviewer, the NEPA Official may approve the NEPA document prior to obtaining the NEPA Reviewer's approval.



**NEPA - NA16GOT4050054**

**Id:** 2278010  
**Status:** ProgramOfficerActions - In Progress

**Action:** Forward to NEPA Official **Submit**

**Your Comments:** Please select an action  
Complete NEPA Document  
Forward to NEPA Official  
Forward to NEPA Reviewer

Spell Check

Save Comment

## Revise the PO Checklist

1. From the Award File In Progress – {Award Number} launch screen, select **Revise PO Checklist** from the Action dropdown menu. Click the **Submit** button.

**Award File In Progress - NA16GOT4050054**

**Id:** 2278007  
**Status:** ProgramOfficerActions - In Progress

**Action:** Revise PO Checklist Submit

**Your Comments:**

Spell Check

Save Comment

2. Make the necessary updates. Scroll to the bottom of the screen and click the **Save** button to retain the modifications or click the **Save and Return to Main** button to return to the previous screen.

**NOAA Specific Information**

**Coastal Zone Management Awards**  
 For Coastal Zone Management Awards, indicate which sections of the Coastal Zone Management Act this award addresses:

Section 306/306a  NO  YES  
 Section 308  NO  YES  
 Section 309  NO  YES  
 Section 310  NO  YES  
 Section 6217  NO  YES

If no boxes are checked, only the normal Financial Reports will be generated. Every appropriate Section must be checked on every checklist to cover the time of the amendment start date, e.g. if the original Award only has Section 306 tasks and Amendment 1 only has Section 308 tasks, but Section 308 time span of Amendment 1, then both Sections 306 and 308 must be selected as YES in the Amendment 1 checklist.

**CESU Awards**  
 Is CESU Award?  NO  YES If YES, enter justification and verify Grant Type [Guidance](#)

Justification

Spell Check

[Cooperative Agreement Special Award Condition](#)

Save Save and Return to Main Cancel

3. From the PO Checklist launch screen, select **Certify PO Checklist** from the Action dropdown menu. Click the **Submit** button.

**PO Checklist - NA16GOT4050054**

**Id:** 2278009  
**Status:** ProgramOfficerActions - In Progress

**Action:** Certify PO Checklist Submit

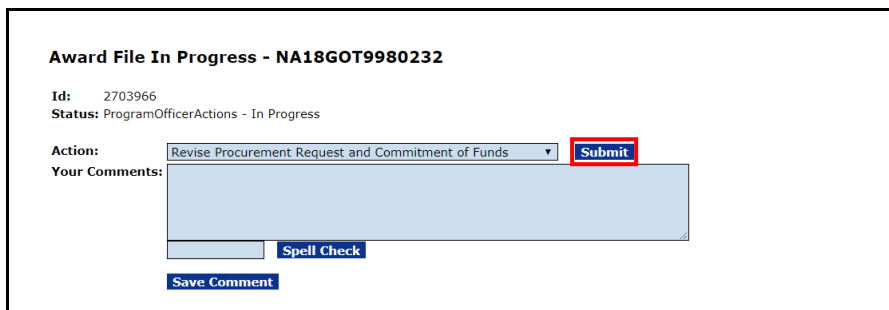
**Your Comments:** Please select an action

Spell Check

Save Comment

### Revise the Procurement Request and Commitment of Funds

1. From the Award File In Progress – **{Award Number}** launch screen, select **Revise Procurement Request and Commitment of Funds** from the Action dropdown menu. Click the **Submit** button.



**Award File In Progress - NA18GOT9980232**

**Id:** 2703966  
**Status:** ProgramOfficerActions - In Progress

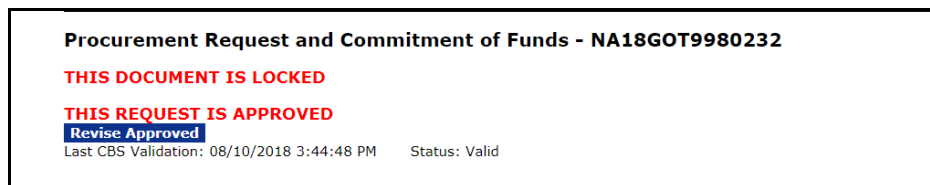
**Action:** Revise Procurement Request and Commitment of Funds **Submit**

**Your Comments:**

**Spell Check**

**Save Comment**

2. On the Procurement Request and Commitment of Funds screen, note the two messages in bold red letters.
  - a. **THE DOCUMENT IS LOCKED**
  - b. **THE REQUEST IS APPROVED**
3. Below the two messages, locate and click the **Revise Approved** button.



**Procurement Request and Commitment of Funds - NA18GOT9980232**

**THIS DOCUMENT IS LOCKED**

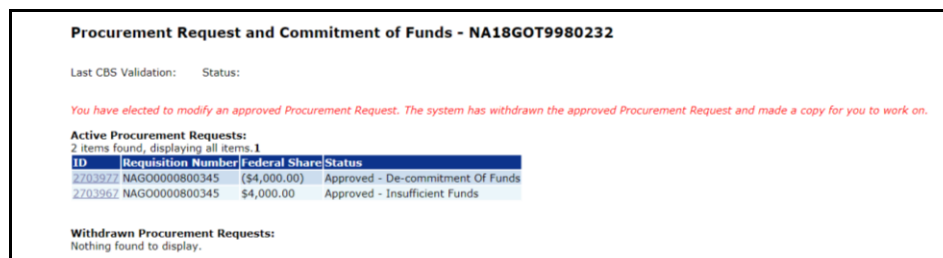
**THIS REQUEST IS APPROVED**

**Revise Approved**

Last CBS Validation: 08/10/2018 3:44:48 PM    Status: Valid

4. The PRCF screen displays the message:

*You have elected to modify an approved Procurement Request. The system has withdrawn the Procurement Request and made a copy for you to work on.*



**Procurement Request and Commitment of Funds - NA18GOT9980232**

Last CBS Validation:    Status:

*You have elected to modify an approved Procurement Request. The system has withdrawn the approved Procurement Request and made a copy for you to work on.*

**Active Procurement Requests:**  
2 items found, displaying all items.1

ID	Requisition Number	Federal Share	Status
2703977	NAGO0000800345	(\$4,000.00)	Approved - De-commitment Of Funds
2703967	NAGO0000800345	\$4,000.00	Approved - Insufficient Funds

**Withdrawn Procurement Requests:**  
Nothing found to display.

5. The section of the PRCF screen shown below provides an opportunity to change the Request Authorizing Official, specify Additional Reviewers, or to change the Requestor.
  - a. To update the Request Authorizing Official, click the **Change** button and follow the on-screen instructions.
  - b. To update the Reviewers, click the **Add** button and follow the on-screen instructions to specify Additional Reviewers.
  - c. To update the Requestor, click the **Change** button and follow the on-screen instructions.

a. Request Authorizing Official: \*

Name	Title	Telephone	Action
NOAA Official		301-555-1212	<b>Change</b>

b. Additional Reviewers:   
 Nothing found to display.   
 **Add**   
 (Please note, you must press 'Save and Return to Main' for the Route to be committed)

c. Requestor: \*

Name	Title	Telephone	Action
Grants Student25		301-555-1212	<b>Change</b>

- d. The data elements in the section of the screen below are auto-populated when the Requestor and Authorizing Official are specified.

The Federal Share\*, Requisition Number\*, To\* data element, and Description\* data element may also be edited. However, because information in the fields shown on the screen below are tied to the Requestor and the Authorizing Official, **caution should be exercised** when modifying data in this section.

To save modifications, scroll to the bottom of the screen and click the **Save** and/or the **Save and Return to Main** button.

Federal Share: \* \$ 6,000.00      Requisition Number: \* NAGO0000600273

Affected Reference Number: NA16GOT4050054      EIN:      DUNS: 000000000

To: \*      Description: \*

Gregory :  
2801      CFDA Number: 11.405  
Project Start Date: 2015-10-01  
Project End Date: 2017-12-15  
Grant Type: Grant  
Project Description: This is a sample RFA

Clearances/Remarks:

**Save** **Save and Return to Main** **CBSValidate** **Cancel**

**Award Finance Report**

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- e. In the final section of the screen, as shown below, there is an opportunity to update the Accounting – ACCS Lines. The action for the Accounting ACCS Lines are: the **Edit** link, the **Delete** link or the **Add New ACCS Line** link. For instructions related to completing this task, please refer to the **Grants Online Revise Approved Procurement Request or Correct ACCS Lines on A Funded Award** document (accessible from the following URL: [http://www.corporateservices.noaa.gov/grantsonline/gol\\_training\\_FPO.htm](http://www.corporateservices.noaa.gov/grantsonline/gol_training_FPO.htm)). The guidance document is item #19 on the Federal Program Officer Training Resources website.

Accounting - ACCS Lines -  
One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID	Action
14	1	2016	30 -31 -0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$6,000.00	N	No	GRANTSTRAIN LINEOFF1-X-999-00	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$6,000.00  
Total Federal funds authorized for this Award action: \$6,000.00

[Procurement Request Official Comments](#)

[Save](#) [Save and Return to Main](#) [CBSValidate](#) [Cancel](#)

[Award Finance Report](#)

6. After the ACCS Line(s) has/have been updated, the modification must be approved by the Requestor. To approve, the Requestor must select **Approve Procurement Request** from the Action dropdown menu. Click the **Submit** button.

**Procurement Request and Commitment of Funds - NA18GOT9980232**

**Id:** 2703978  
**Status:** ReviewActions - Not Started

**Action:**  [Submit](#)

**Your Comments:**   
Return Procurement Request to PO  
Review/Edit Procurement Request and Commitment of Funds

[Spell Check](#)

[Save Comment](#)

7. As is indicated on the screen below, there is one task that must be completed.

Pending Actions **X**

One item found.1

Type	ID	Start Date	Federal Funding	Fiscal Year	Last Action Status	Last Action Date	Last Action User
Procurement Request and Commitment of Funds	2703978	08/10/2018	\$4,000.00	2018	Review Procurement Request and Commitment of Funds: Not Started		NOAA Official



## The Final Steps

1. When all revisions are complete and the corresponding approvals/certifications have been obtained, there is a green ✓ beside the Pending Actions header. The text beneath that indicates **Nothing found to display**.

If there is a red ✗, revisions may be complete. However, the corresponding approvals/certifications have not been obtained. Scroll down to that section of the screen to determine which users currently have outstanding actions.

2. From the Action dropdown menu, select **Forward Award File to Grants Specialist**. Click the **Submit** button.

The screenshot displays a web interface for an 'Award File In Progress' with ID NA18GOT9980232. It shows a dropdown menu for 'Action' with 'Forward Award File to Grants Specialist' selected, and a 'Submit' button highlighted in red. Below this is a 'Your Comments' text area with a 'Spell Check' button. Further down are 'Print Award File History' and 'Attachments' sections. At the bottom, the 'Pending Actions' section shows a green checkmark and the text 'Nothing found to display.'

3. The Award File is sent to the Grants Specialist for review and approval before being advanced to the next steps in the process.

