



# Grants Online

## Specific Award Conditions – Federal Program Office Quick Reference Guide

This document details the steps associated with creating and editing a Grants Online Specific Award Conditions (SAC). While created for the National Oceanic and Atmospheric Administration (NOAA) grants programs, the processes described are applicable (with appropriate modifications) to all bureaus that use the Grants Online system.

1. When creating a RFA, the Federal Program Office may opt to include a Specific Award Condition.

**RFA Header Information**

<b>Document ID:</b>	2598567	<b>CFDA Number:</b>	11.998
<b>Announcement Type:</b>	Initial	<b>SubProgram:</b>	
<b>Funding Opportunity Number:</b>	NOAA-GOT-OCPO-NOAA-2017-2005198	<b>Assigned Program Office:</b>	One Commerce Program Office (OCPO-NOAA)
<b>Line Office:</b>	Grants Online Training (GOT-NOAA)	<b>Assigned Program Officer:</b>	Grant Student25
<b>RFA Name:</b>	Test RFA -- Competitive for SAC document	<b>Anticipated Publication Date:</b>	07/15/2017
<b>Fiscal Year:</b>	2017	<b>Publication Date:</b>	Not Published

  

Competition Name \*  Fiscal Year \*

Competition Type \*  Group  Individual Qualification

Assigned Program Office \*

Competition Manager \*

Selecting Official \*

**Application Package \***

SF-424: NOAA Standard Non-Construction Application Package

Form	Mandatory
SF-424	Y
SF-424A	Y
SF-424B	Y
CD-511	Y
Budget Narrative Attachment Form	Y
Project Narrative Attachment Form	Y
SF-LLL	N
Other Attachments Form	N

[View/Edit](#)

**Minimum Requirements \***

Priority	Requirement Name
1	Eligible Applicant
2	Eligible Application
3	Application Received by Deadline
4	Application Meets Minimum Match

[View/Edit](#)

**Specific Award Conditions**

No Specific Award Conditions are associated with this competition.

[View/Edit](#)



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2. After the RFA has been created, a Specific Award Condition can be created/added using one of two methods: from scratch or using a template. Both methods will be explained in this document.
3. From the PO Checklist launch page and the NEPA launch page, there are several opportunities to add Specific Award Conditions. Locate and click the appropriate **Specific Award Conditions** link.
  - From the PO Checklist launch page there are: Cooperative Agreement SACs, SACs for Progress Reports, Programmatic SACs, Project Specific Information SACs, and CESU Awards SACs.

**PO Checklist - NA19N**

**Attachments:**  
No attachments.  
Add new Attachment: [ $\pm$ ]  
Any changes to information on this page should be saved before adding or removing attachments. [File attachments.](#)  
[Large File Guidance](#)

**General Award Information**  
Application Organization: [FISH AND WILDLIFE, OREGON DEPARTMENT OF](#) State: OR  
Applicant's EIN and DUNS numbers have been verified:

**Grant Type \*** [Guidance](#)  
 Grant  
 Cooperative Agreement  
If Cooperative Agreement, enter Cooperative Agreement Specific Award Condition

- From the NEPA Document launch page there are: Mitigating Measures SACs and Post Award NEPA Review Process SACs.

**NEPA Environmental Review Requirements - NA19N**

**Attachments:**  
No attachments.  
[Guidance](#)

a.) **Level of Review \***  
Indicate below the level of environmental review that has been conducted for the proposed action.

### Top portion of the NEPA data entry screen



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b.) Mitigating Measures

If either an EA or EIS was completed, did the analysis of the environmental impacts require the implementation of one or more mitigation measures?

NO [Specific Award Condition](#)  
 YES [Specific Award Condition](#)

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 [Specific Award Condition](#)  
 YES [Specific 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))

### Bottom portion of the NEPA data entry screen

4. The Grants Management Division (GMD), or similarly-functioning office, can create the Specific Award Conditions from the GMD Checklist or edit an existing SAC when creating an amendment.
5. From the GMD Checklist main screen, the Grants Specialist can create an Administrative Specific Award Conditions. To create an Administrative Specific Award Condition, click the **Review Specific Award Conditions** link.

GMD Checklist - NA19N	
<div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"> <b>Attachments:</b>            No attachments.         </div>	
Checklist Items	
Required	<input checked="" type="checkbox"/> <a href="#">Budget/Cost Analysis Memo</a>
As Needed	<input type="checkbox"/> <a href="#">Property</a>
Applicants Management and Financial Capabilities	
Required	<input checked="" type="checkbox"/> <a href="#">Delinquent Federal Debt</a>
Required	<input checked="" type="checkbox"/> <a href="#">Single Audit</a>
Required	<input checked="" type="checkbox"/> <a href="#">SAM Exclusions</a>
Required	<input checked="" type="checkbox"/> <a href="#">Past Performance</a>
As Needed	<input type="checkbox"/> <a href="#">Risk Recipient</a>
Not Required	<input type="checkbox"/> Awards to Insular Area <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Answered
Required	<input checked="" type="checkbox"/> Grant Type <input type="radio"/> Cooperative Agreement <input checked="" type="radio"/> Grant
Required	<input checked="" type="checkbox"/> <a href="#">Confirm Financial and Progress Report Requirements</a>
Required	<input checked="" type="checkbox"/> <a href="#">Review Specific Award Conditions</a>
Required	<input checked="" type="checkbox"/> <a href="#">Project Details</a>
Required	<input checked="" type="checkbox"/> <a href="#">Statutory Authority</a>
Required	<input checked="" type="checkbox"/> <a href="#">Project Dates</a>
DoNotPay check is complete	



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6. The top portion of the Specific Award Conditions screen is below. For readability, the screen is shown in two separate images.

Specific Award Conditions			
Available Specific Award Conditions			
Group Name	Name	Description	Options
Administrative - NEW AWARD	Matching Requirement...	Since this award requires the Recipient to provide \$(From matching requirement on CD-450 or 451) in project-related costs from non-Federal sources, the Recipient must maintain in its official accounti...	<a href="#">View</a>
Administrative - CONTINUATION AWARD	Matching Requirement - Sea Grants and CI...	(For Sea Grant and CI projects only) Since this award requires the recipient to provide \$(from matching requirement on CD-451) in project-related costs from non-Federal sources, the recipient must mai...	<a href="#">View</a>
Administrative - CONTINUATION AWARD	Matching Requirement...	(REVISED) Since this award requires the recipient to provide \$(from cumulative matching requirement on CD-451) in project-related costs from non-Federal sources, the recipient must maintain in its off...	<a href="#">View</a>
Administrative - NEW or CONTINUATION AWARD	Handling of Environmental Data or Peer R...	1. Data Sharing: Environmental data collected or created under this Grant, Cooperative Agreement, or Contract must be made publicly visible and accessible in a timely manner, free of charge or at mini...	<a href="#">View</a>

**Top portion of the Specific Awards Conditions screen**

7. In the bottom portion of the Specific Awards Conditions screen there are two sub-sections.
- a. **Pending** – when a SAC is initially created. The SAC is shown under the *Pending Specific Award Conditions* header until approved by the Grants Officer.
  - b. **Associated** – when a SAC has been approved by the Grants Officer it is visible under the *Associated Specific Award Conditions* header.

Pending Specific Award Conditions <b>a.</b>							
One item found.1							
Name	Description	Amendment	Type	Code	Due Date	Satisfied Date	Options
Specific Condition Establishing Addition	The NOAA Grants Officer has reviewed the risk associated with this award and determined it is subject to a specific condition establishing additional requirements. Refer to 2 C.F.R. Part 200, Sec. 200	current	Administrative	COAG			<a href="#">Edit</a> <a href="#">Remove</a>

  

Associated Specific Award Conditions <b>b.</b>							
5 items found, displaying all items.1							
Name	Description	Amendment	Type	Code	Due Date	Satisfied Date	Options
Handling of Environmental Data or Peer R	1. Data Sharing: Environmental data collected or created under this Grant, Cooperative Agreement, or Contract must be made publicly visible and accessible in a timely manner, free of charge or at mini	CD-450	Programmatic	PFPR			<a href="#">Edit</a>
Performance Progress Reports	All semi-annual Performance Progress Reports are due 30 days after the reporting period end date. A final semi-annual Performance Progress Report is not required and will be covered in the final, comp	CD-450	Programmatic	PFPR			<a href="#">Edit</a>
Multi-Year Special Award Condition	(MULTI YEAR) The award period and budget(s) incorporated into this award cover a 3-year period for a total amount of \$278,856 in Federal	CD-450	Administrative				<a href="#">Edit</a>

**Bottom portion of the Specific Awards Conditions screen**



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8. As was mentioned in Step 2, the Specific Award Conditions may be created either from scratch or using a template.
- To create a SAC from scratch, while on the Specific Award Conditions launch page, click the **Create From Scratch** link. Follow the instructions specified in **Step 9**.
  - To create a Specific Award Conditions using a Template, follow the instructions specified in **Step 10**.

Specific Award Conditions			
<a href="#">Create From Scratch</a> <b>Follow Step 9 Instructions</b>			
Available Specific Award Conditions			
Group Name	Name	Description	Options
Administrative - NEW AWARD	Matching Requirement...	Since this award requires the Recipient to provide \$(From matching requirement on CD-450 or 451) in project-related costs from non-Federal sources, the Recipient must maintain in its official accounti...	<a href="#">Template</a>
Administrative - CONTINUATION AWARD	Matching Requirement - Sea Grants and CI...	(For Sea Grant and CI projects only) Since this award requires the recipient to provide \$(from matching requirement on CD-451) in project related costs from non-Federal sources, the recipient must mai...	<a href="#">Template</a>
Administrative - CONTINUATION AWARD	Matching Requirement...	(REVISED) Since this award requires the recipient to provide \$(from cumulative matching requirement on CD-451) in project-related costs from non-Federal sources, the recipient must maintain in its off...	<a href="#">Template</a>
Administrative - NEW or CONTINUATION AWARD	Handling of Environmental Data or Peer R...	1. Data Sharing: Environmental data collected or created under this Grant, Cooperative Agreement, or Contract must be made publicly visible and accessible in a timely manner, free of charge or at mini...	<a href="#">Template</a>

**Follow Step 10 Instructions**

9. If the user opts to create a Specific Award Condition from scratch, the initial Specific Award Condition Details screen is blank. Enter data for the Name\* and the Description\*. Data for the SAC being created is shown below. Advance to Step 11 for the next steps.

**Specific Award Condition Details**

Name: \*

Description: \* 

This is where you enter a description of the SAC you are creating for the Award. Provide as much detail here as you would like. |

[Spell Check](#)

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**Association Edits:**

Response Required:  -- Select One --

Payment Verification Needed:  FPO Only:

Satisfied Date:

Type: Administrative Pending



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10. If the user creates a Specific Award Condition using a template, the initial Specific Award Condition Details screen is pre-populated. Make modifications as is appropriate.

**Specific Award Condition Details**

Name: \*

Description: \* 

The NOAA Grants Officer has reviewed the risk associated with this award and determined it is subject to a specific condition establishing additional requirements. Refer to 2 C.F.R. Part 200, Sec. 200.205 and Sec. 200.207.

The Grants Officer identified the following circumstances as concerns:

[Grants Officer, describe the specific findings causing concern AND describe how they should be addressed. The specific description should be consistent with the following list from 2 C.F.R. 200.207.]

(1) One or more criteria from 2 C.F.R. 200.205 (financial stability, quality of management systems and ability to meet management standards in 2 C.F.R. Part 200, history of performance when applicable--such as timeliness of reporting compliance, conformance with past award terms, and expending funds prior to future awards; audit findings and reports; and the non-Federal entity's ability to effectively implement statutory, regulatory,

[Spell Check](#)

**Association Edits:**

Response Required:  -- Select One --

Payment Verification Needed:  FPO Only:

Satisfied Date:

Type: Administrative Pending

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

11. **Association Edits**, at the bottom of the screen, are optional. If the items under this section are not applicable to the SAC, advance to Step 12.
- a. **Response Required** – indicates the deadline by which the Grant Recipient’s response must be received. When this checkbox is marked, the corresponding data elements may be entered in one of two ways.

- Due Date (absolute date)

**Association Edits:**

Response Required:  Due Date (mm/dd/yyyy)

Payment Verification Needed:  FPO Only:

Satisfied Date:

Type: Programmatic Pending

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



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- Days after Grants Officer Approval Date (relative date)

**Association Edits:**  
Response Required:  Days after GrantsOfficer Approval Date ▼ 30  
Payment Verification Needed:  FPO Only:   
Satisfied Date:  
Type: Programmatic Pending  
**Save Save and Return to Main Cancel**

- b. **Payment Verification Needed** – if the box next to the header is checked the system generates a warning message when the SAC has not been satisfied –and– the user initiates a payment (using the SF-270 or via an ASAP Drawdown Request).

**Association Edits:**  
Response Required:  Days after GrantsOfficer Approval Date ▼ 30  
Payment Verification Needed:  FPO Only:   
Satisfied Date:  
Type: Programmatic Pending  
**Save Save and Return to Main Cancel**

- c. **FPO Only** – if the box next to this header is checked the SAC may **only** be satisfied by the Federal Program Officer. If this box is not checked, the SAC must be satisfied by the Recipient.

**Association Edits:**  
Response Required:  Days after GrantsOfficer Approval Date ▼ 30  
Payment Verification Needed:  FPO Only:   
Satisfied Date:  
Type: Programmatic Pending  
**Save Save and Return to Main Cancel**

- d. **Satisfied Date** – populated with a date (mm/dd/yyyy format) when the **Satisfied SAC** Award Action Request is complete.

**Association Edits:**  
Response Required:  -- Select One --  
Payment Verification Needed:  FPO Only:   
Satisfied Date: 06/23/2017  
Type: Programmatic Approved



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e. **Type:**

- Programmatic – Specific Award Conditions created by the Federal Program Office (in conjunction with completing the PO Checklist or the NEPA Document).
- Administrative – Specific Award Conditions created by the Grants Specialist (in conjunction with completing the GMD Checklist or creating an Amendment).

**Association Edits:**  
Response Required:  Days after GrantsOfficer Approval Date ▼ 30  
Payment Verification Needed:  FPO Only:   
Satisfied Date:  
Type: Programmatic Pending  
**Save Save and Return to Main Cancel**

12. To ensure retention of the data entered for the Specific Award Condition Details, click the **Save** button.

**Specific Award Condition Details**  
Name: \* TEST SAC # 2  
Description: \* RFA SAC for NOAA-NOS-NCCOS-2020-2006323  
Spell Check  
**Association Edits:**  
Response Required:  Days after GrantsOfficer Approval Date ▼ 30  
Payment Verification Needed:  FPO Only:   
Satisfied Date:  
Type: Programmatic Pending  
**Save Save and Return to Main Cancel**

13. To create additional SACs, repeat the steps specified earlier in this document.





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14. If no additional SACs need to be added, click the **Save and Return to Main** button.

**Association Edits:**  
Response Required:  Days after GrantsOfficer Approval Date ▼ 30  
Payment Verification Needed:   
Satisfied Date:  
Type: Programmatic Pending  
**Save** **Save and Return to Main** **Cancel**

15. Click the **Done** button to navigate to the previous screen. Notice the SAC just created is listed under the Pending Specific Award Conditions.

Pending Specific Award Conditions  
2 items found, displaying all items.1

Name	Description	Amendment	Type	Code	Due Date	Satisfied Date	Options
TEST SAC # 1	RFA SAC for NOAA-NOS-NCCOS-2020-2006323	other	RFA Programmatic				Edit Remove
TEST SAC # 2	RFA SAC for NOAA-NOS-NCCOS-2020-2006323	current	Programmatic	OTHR			Edit Remove

Associated Specific Award Conditions  
Nothing found to display.

**Done**

16. When a recipient creates a SF-270 or ASAP Drawdown Request for a Specific Award Condition that has a check mark in the Payment Verification box, a warning message is visible. The warning reminds Federal personnel and the Recipient that the Payment Verification associated with the SAC has not been addressed. The warning does not prevent the workflow or drawdown of funds, but must be satisfied.

**Request for Advance or Reimbursement - ED17H**

**Warning: There is a SAC with the payment verification flag that has not yet been satisfied.**

1. Type of Payment Requested\* (a.)  Advance  Reimbursement (b.)\*  Final  Partial

2. Basis of Request\*  Cash  Accrual

3. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/EDA

4. Federal Grant or Other Identifying Number Assigned by Federal Agency ED17HDQ3030009

5. Partial Payment Request Number For This Request 0



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17. A Specific Award Condition Report can be viewed (or downloaded). While on the Grants File launch page, scroll down to the **Sub Documents** section. Click the **ID** link for the Specific Award Condition Report. A consolidated report of all Specific Award Conditions associated with the Grants File is downloaded to the user's computer.

Sub Documents				
Type	ID	Title	Status	Status Date
Award Package	<a href="#">2813140</a>	TEST RECORD - Identifying Co-occurrence Between Wh...	Accepted	06/28/2019
Specific Award Condition Report	<a href="#">2813140</a>	Specific Award Condition Report		
Award File 0	<a href="#">2811037</a>	TEST RECORD - Identifying Co-occurrence Between Wh...	Accepted	06/14/2019

Export options: [Excel](#)

18. For additional assistance with the Specific Award Conditions, beyond what is provided in this document, please contact the Grants Online Help Desk at 240.533.9533. You may also email the Grants Online Help Desk at [grantsonline.helpdesk@noaa.gov](mailto:grantsonline.helpdesk@noaa.gov).