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.
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.

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

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

![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.

![Bottom portion of the Specific Awards Conditions screen]
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**.

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.
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.

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)
- Days after Grants Officer Approval Date (relative date)

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).

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.

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

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

13. To create additional SACs, repeat the steps specified earlier in this document.
14. If no additional SACs need to be added, click the **Save and Return to Main** button.

![Association Edits]

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]

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.

![Warning]

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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.

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<tr>
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</tbody>
</table>

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.