

ACL Discretionary Grants

Spring 2021

Using GrantSolutions Effectively

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Expectation Setting

- Understand the lifecycle of a discretionary grant
- Get an overview of GrantSolutions
- Understand your reporting requirements

Session Agenda

- Lifecycle of a Discretionary Grant
- What is GrantSolutions (GS)?
- What do you need to submit in GS?
- Additional Resources

LIFECYCLE OF A GRANT

The Lifecycle of a Grant

- Notice of Award
- Project Period/Budget Period begins
 - Monitoring
 - Reporting
- End of Budget Period(s)
 - Non-competing continuation
 - Carryover*
- End of Project Period
 - No Cost Extension*
- End of Project
 - Final Reporting
 - Closeout

WHAT IS GRANTSOLUTIONS?

Access to GrantSolutions

- PI/PD or AOR
- Support Staff:
 - <https://home.grantsolutions.gov/home/getting-started-request-a-user-account/>

What is GrantSolutions?

- Your end-to-end grants management service
 - Track and receive various award actions
 - Submit financial* and program reports
 - Submit general correspondence
 - Submit requests to change your grant – amendments

What do you need to submit in GS?

- Notes
 - Semiannual reports
 - Final Report
- Amendments (such as)
 - Budget Revision
 - Change in Key Personnel
 - Carryover
 - No Cost Extension

How to submit a Note

- Login to GrantSolutions with your Username and Password
- Find the correct grant (if you have more than one) and click “Grant Notes”
- A new page will open with all existing Grant Notes, to add a new note, click “Add”

How to submit a Note, cont

- Add a Subject, for example “Semiannual Report 09/01/20 – 03/30/21”
- Choose a Note Type from the dropdown menu, “Correspondence”
- Choose a Category Type, most likely “Progress Report” or “Financial Report”
- Add a brief description in Notes field, for example “Semiannual report covering 09/01/20 – 03/30/21”

How to submit a Note, cont

- Move down to the Note Attachments section and include a description for the file you are uploading, this can be the same as your Grant Note Subject
- Click Browse, select the file from your computer and click upload

How to submit a Note, cont


- You can add more than one file, which is helpful if you're including materials developed in the reporting period
- Once the status changes to Successful from Pending, click submit, and you should see it in the list of notes
- You can then edit, delete, or view the note

How to submit an amendment

- Login to GrantSolutions with your Username and Password
- Find the correct grant (if you have more than one) and click “Manage Amendments”
- A new page will open with all existing Amendments, to submit a new request, click “New”

How to submit an amendment, cont

- Select the amendment type, such as
 - “ACL Carryover Request,”
 - “ACL Budget Revision,” or
 - “ACL No Cost Extension” and click “Create Amendment”
- The Application Control Checklist will open, underneath “Information for the Applicant” you should see relevant instructions

Applicant
Grant Number
Application Number (To be assigned) 
Action ACL Budget Revision
Project Title UCEDD National Training Initiative

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Instructions for Budget Revision (ACL)	View PDF View Original Version	N/A	
Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	Enter Online	0 Uploaded Files 0 Mail-in Items	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter (ACL)		0 Uploaded Files 0 Mail-in Items	
Budget Narrative (ACL)	View PDF View Original Version	0 Uploaded Files 0 Mail-in Items	
Miscellaneous Information (ACL)		0 Uploaded Files 0 Mail-in Items	

Amendment Package Status: Received (Post Award Paper Submission)

[Application Notes](#) [Verify Submission](#) [Close](#)

Submission Notice

GrantSolutions does not hold any responsibility for data loss prior to your submission. Your electronic submission components will be confirmed by an on-line acknowledgement and you will also receive an acknowledgement of receipt by regular postal mail when all mail-in attachments of the application package have been received. Please be aware that even if you submit the electronic portion of your application, GrantSolutions will NOT consider your application complete unless GrantSolutions receives all the required attachments by the due date requirements specified in the grant announcement. Please be sure to label all your correspondence with the correct application number.

How to submit an amendment, cont

- Upload the relevant documents listed in the directions by selecting “Uploaded Files” and then “Upload Attachment”
- In the new screen, type in a description of the document you are uploading, and then browse to select the file to upload, then click attach

How to submit an amendment, cont

- Click close, and check on the control checklist to make sure the Status has changed from a red caution icon to a green checkmark icon
- Upload all remaining documents and click “Verify Submission”
- You will see all of your documents listed and click “Final Submission” and receive a confirmation. You can then return to the Application Control Checklist and click “Close”

When will my amendment be approved?

- 10 – 10 – 10 policy
 - 10 days for your project officer to review and request revisions, then
 - 10 days for your grants management specialist to review and request revisions, then
 - 10 days for the grants management officer to review and issue

How to submit an amendment, cont

- Make a mistake?
- Contact your Project Officer



When do I need a Budget Revision?

- Are you moving 25 percent or more of the budget between object class categories in a budget period?

What to include for a Budget Revision?

- A dated cover letter on official letterhead signed by the Authorized Organizational Representative (AOR) that includes:
 - Grant Award Number and Grantee Organization Name
 - Written explanation of why the budget revision is needed
- An SF424A list the proposed new budget category totals
- A budget narrative/justification

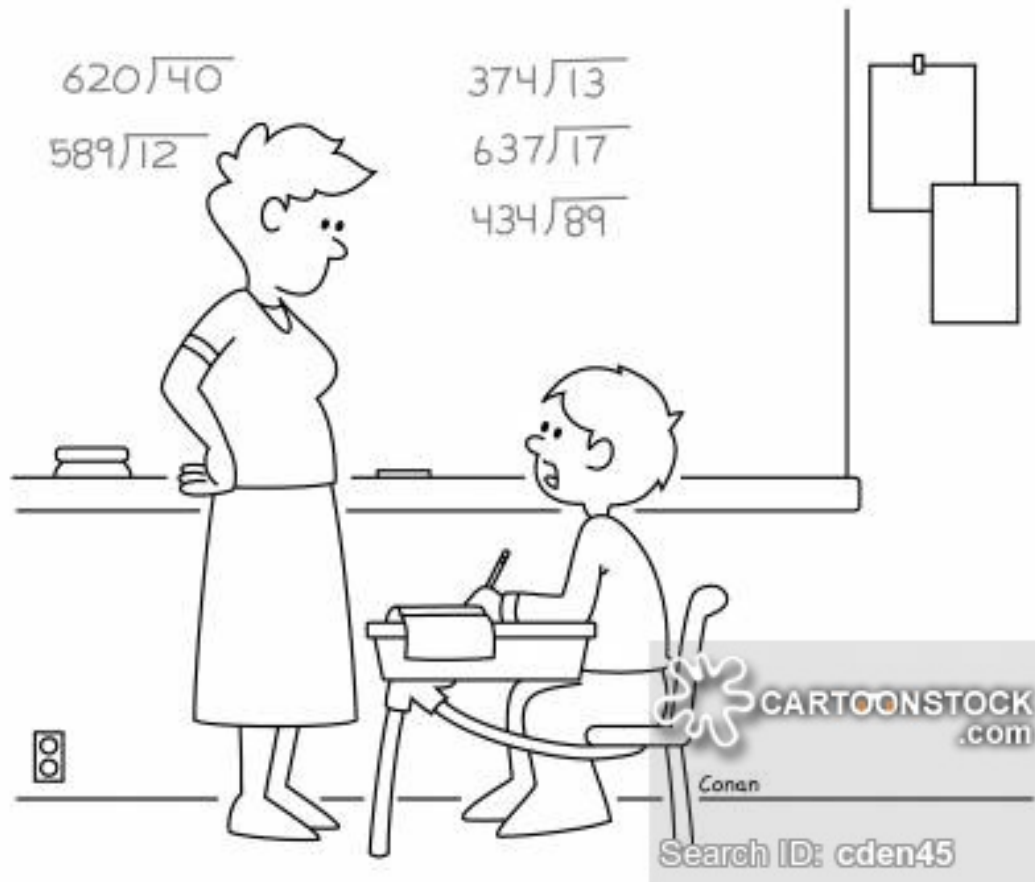


When do I need a Change in Key Personnel Amendment?

- Has your Project Director changed?

What to include for a Change in Key Personnel

- A dated cover letter signed by the AOR that includes:
 - Grant Award Number
 - Justification for the change in key personnel
 - Contact information (name, title, phone number and email address) and biographical sketch of the proposed individual
 - Other sources of support (if applicable)
 - Any budget changes resulting from the proposed change (if applicable)
- A resume, curriculum vitae, or biographical sketch of the proposed individual



"Can I carry the remainder over to the next question?"

When do I need a Carryover?

- Do you have an unobligated balance of funds at the end of a budget period?
- You can request to carry those funds into the next budget period
- These funds can be used to complete activities that were not completed in the budget period the funds were awarded

When do I need a Carryover? cont

- A carryover does not have to be used specifically for completion of previous budget period activities
- In some cases, funds remain unobligated due to over budgeting or personnel/fringe changes

When do I need a Carryover? cont

- Funds may be carried into a previously expired budget period only in certain instances, for example:
 - During reconciliation of reporting, the grantee finds that a carryover was never submitted to GS but their records account for those funds in year 3 and the activities have been completed. A retroactive carryover can be requested for reconciliation of funding.

What to include for a Carryover

- A dated cover letter on official letterhead signed by the Authorized Organizational Representative (AOR) that includes:
 - Grant Award Number and Grantee Organization Name
 - Written explanation of why the carryover is needed, including the reason for having unobligated funds from the prior budget year, the carryover amount, and details on how the carryover funds will be spent
- Continued ->

What to include for a Carryover, cont

- The most recent Federal Financial Report (SF-425) reflecting the unobligated balance of federal funds (line 10h).
- SF-424A – Budget Summary – Non-construction Programs [OMB SF-424A, Budget Information.](#)
 - Reflect only the unobligated balance amount
 - Make sure your SF 425 and PMS reports reconcile
- A budget justification/narrative reflecting only the unobligated federal funds.



When do I need a No Cost Extension?

- A no cost extension allows grantees additional time to complete activities previously approved by ACL that were not completed by the grantee during the original project period
- A no cost extension DOES NOT provide a carryover of funds into a new project period; additionally its sole purpose cannot be the liquidation of unobligated funds.

What to include for a No Cost Extension

- A dated cover letter signed by the Authorized Organizational Representative (AOR) that includes:
 - Grant Award Number
 - Specific proposed end date (i.e. June 30, 2021)
 - Written justification that includes:
 - Amount of remaining unobligated funds, if applicable
 - Explanation on why the work has not been completed and a detailed work plan on how all unfinished activities will be completed by the proposed extended end date.
- A current signed Federal Financial Report (SF-425) must accompany the extension request.

Additional GrantSolutions Resources

- ACL's website has PDF guides and video resources
 - GrantSolutions Grantee Basics
 - Frequently Asked Questions
 - Requesting, Modifying, or Deleting a GrantSolutions User Account
 - Logging Into and Navigating GrantSolutions
 - My Grants List: Accessing and Viewing Your Official File
 - Grant Notes: Submitting Documents
 - Requesting an Amendment (such as a Carryover or No Cost Extension)
- These can be found on <https://acl.gov/grants/managing-grant> under "GrantSolutions Grantee Resources"
- Payment Management System: <https://pms.psc.gov>

In Conclusion...

- You should understand the lifecycle of a discretionary grant and your requirements
- You now know how to submit notes and amendments in GrantSolutions
- GrantSolutions can be challenging to work with, but we're here to help, and there are many resources available to you

Questions?
Email your project officer.