# **Commonwealth of the Northern Mariana Islands (CNMI)**

# **Department of Finance**

# FEDERAL GRANTS DRAWDOWN PROCEDURES



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## **SECTION 1: PURPOSE**

A drawdown on a federal award is the process by which a grantee requests and receives funds from the federal government to cover expenses related to the grant. It is essentially a request for payment or transfer of funds from the federal agency to the grantee, typically conducted electronically through the respective federal agency's online payment system.

The purpose of this Standard Operating Procedure (SOP) is to provide a general overview of the federal grant fund drawdown process. This includes guidance on preparing a drawdown request, balancing fund status, and running revenue allocations for various grant projects. Additionally, this SOP aims to ensure that all federal drawdowns are processed in a timely and accurate manner, in full compliance with applicable grant agreements and regulations.

### Section 1.1 Applicable Statutes

§ 200.305 Federal payment

2 CFR 200

### Section 1.2 Definition and Acronym

- a. BECQ Bureau of Environmental and Coastal Quality
- b. CBMA Commonwealth Bureau of Military Affairs
- c. CJPA Criminal Justice Planning Agency
- d. COTA Commonwealth Office of Transit Authority
- e. DCCA Department of Community and Cultural Affairs
- f. DCRM Division of Coastal Resources Management
- g. DD Council Developmental Disabilities Council
- h. DFEMS Department of Fire and Emergency Medical Services
- i. DLNR Department of Lands and Natural Resources
- j. DOL Department of Labor
- k. DPW- Department of Public Works
- I. Drawdown Process whereby a state requests and receives federal funds.
- m. Drawdown Spreadsheet- an important tool used to manage and request grant funds. It helps record financial activity and figure out the correct amount to request from the federal agency.
- n. FEMA-HMGP Federal Emergency Management Authority- Hazard Mitigation Grant Program

- o. Fund Status Report- an essential document for monitoring and managing project-related expenses and revenues.
- p. Grantee The direct recipient of a grant that is accountable for the use of the funds received. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document.
- q. Grantor The Federal agency that awards a grant to an eligible grantee.
- r. HSEM Homeland Security and Emergency Management
- s. Munis Refers to the financial management system used in CNMI
- t. OGM Office of Grants Management
- u. OPA Office of the Public Auditor
- v. OPD Office of Planning and Development
- w. Period of Performance (POP)- is the timeframe for which a grantee can incur expenses or spend their money
- x. PAO Public Assistance Office
- y. SF270- Request for Advance or Reimbursement

### Section 1.3 Effective Date

The Federal Grant Drawdown will be effective in Fiscal Year 2025 beginning <u>June 6, 2025</u> and the following federal drawdown activities will be enforced.

### Section 1.4 Flowchart



#### Federal Grants Drawdown Procedures

# **SECTION 2: INVOICE MANAGEMENT**

### Section 2.1 Enter and Post Invoices

Accounts Payable Section enters and posts invoices into MUNIS as received. Please refer to "<u>Accounts Payable</u> <u>Invoice Entry Processes</u>".

### Section 2.2 Generate the Invoice

This procedure outlines the process for generating, posting, and printing invoices in the system to ensure accurate financial documentation and record-keeping. To begin, users must approve and initiate the invoice generation process by selecting "YES" and noting the invoice number, which must be recorded on the Fund Status Report for future reference.

After the invoice is generated, users navigate back to the previous screen and select "Output Post." Changes are saved by selecting "Save" and "OK," and the action is confirmed by choosing "Yes" to post and update the files. If there are any messages requiring modification on the invoices, users should select "No." Once these steps are completed, users return to the main hub.

To print the invoice, users search for "Print Invoices" in the Tyler Menu and select the appropriate option. In the "Define" section, they locate the invoice by entering its number in both fields of the Invoice Range and inputting the AR Effective Date, which must align with the run date of the Fund Status Report or Revenue Allocation end date. After entering these details, users select "Accept."

In the "Ready Forms" section, users choose "GB Invoice – Treasury" and click "OK." They then return to the main hub and search for "Invoice Inquiry" in the Tyler Menu. By entering the invoice number and selecting "Accept," users can access the invoice. To view it, they select "Attach," and to finalize the process, they print a physical copy using the printer icon for record-keeping.

This procedure ensures a standardized and accurate approach to managing invoices, promoting efficiency and compliance in financial operations.

# SECTION 3: REPORTING AND EXPENSE VERIFICATION

### Section 3.1 Generate Fund Status Report

This procedure outlines the process for generating the Fund Status Report, a critical document used to track project expenses and revenues. To begin, users must navigate to the Tyler Menu and search for "Print Template Report." Once located, they should select the Fund Status Report option.

When generating the report, users are required to input the project number in both the Expense and Funding Source sections to ensure the report accurately displays total expenses and revenue amounts. Additionally, the Month/Year Range must be specified, with the start date corresponding to the grant's Period of Performance and the end date reflecting the current date. Any other required fields should be filled in using pre-provided, consistent data applicable to future reports.

After inputting the necessary information, users must click "Accept" to generate the report in PDF format. Upon completion, the report should be carefully reviewed, focusing on the 'Actuals' column to confirm the accuracy of the revenue, expenses, and remaining balance. This step is essential for preparing the drawdown spreadsheet.

Key financial details in the report include cumulative revenue, displayed on the first line of the project string, and total expenses, located under the 'Actuals' column labeled "Total for Expense Strings." This policy ensures a standardized and accurate process for generating financial reports critical to grant management and compliance.

### Section 3.2 Revised Fund Status (if needed)

This establishes the procedure for revising the Fund Status Report to address discrepancies between its figures and the drawdown spreadsheet. Such discrepancies often arise from unposted invoices in the system. To resolve this, users must first refer to the previous drawdown to identify the unposted balance and carefully cross-check each project string from the prior drawdown against the current request.

Amounts requiring adjustment should be highlighted, and the unposted balance subtracted from the total. The revised balance must then be recalculated to exclude the unposted amount, ensuring accuracy. For clarity, the updated balance should be noted at the bottom of the document.

Once the Fund Status Report is revised, the DD form must be updated to reflect these changes. Afterward, users return to the "Project Revenue Allocation" section in Munis, select the "Post" option, and confirm by clicking "YES." The process concludes by navigating to the GB Invoice Folder to finalize the revisions.

This ensures accurate financial reporting by addressing discrepancies promptly and maintaining consistency across all related financial documents.

# SECTION 4: DRAWDOWN PREPARATION AND SUBMISSION

There are two ways to initiate drawdowns, either the Federal Section or trained agencies/departments that manage their own drawdowns may initiate the request for federal funds by using the standard SF-270 form when processing a reimbursement request. If the grantor agency does not require the SF-270, an alternative form approved by Financial Services may be used. Once the drawdown request is prepared, it is forwarded to the Treasury, which will facilitate the online drawdown of federal funds through the *SMARTLINKS* system or other grantor-approved methods, such as *ASAP*, *G5*, *or ECHO*.

Federal grant fund drawdowns managed by the Financial Services – Federal Section:

- a) Federal grants that require form SF270.
- b) Drawdown request from agencies that include COTA, DLNR, DCCA, CBMA, DFEMS, OPD, Commerce, and FEMA-HMGP.

Agencies that currently perform their drawdowns include the following:

 a) Developmental Disabilities Council, DOL, HSEM, DPW-Energy, CJPA, OGM, OPA, DFW-BTS Program, PAO, Medicaid, BECQ, DCRM, and VOC REHAB.

### Section 4.1 Prepare the Drawdown Spreadsheet

This provides a clear procedure for preparing the Drawdown Spreadsheet, an essential document for managing and requesting grant funds. To start, users must enter the date that corresponds to the period the drawdown will cover in the "Per Fund Status Report As Of" field. This ensures alignment with the reporting period.

Next, the "Run Date" must be recorded, matching the date of the most recent Fund Status Report. This step establishes consistency between the drawdown request and the financial data source. Users then input the cumulative revenue amount and total expenses in their designated fields, reflecting the financial activity for the project.

Once these details are entered, the "Cash Required" line will be automatically calculated, providing the precise amount needed for the drawdown. This automated calculation minimizes errors and ensures the requested funds align with the project's financial requirements.

By following this, users can accurately prepare the Drawdown Spreadsheet, ensuring compliance with grantrequirementsandmaintainingproperfinancialoversight.

### Section 4.2 Revenue Allocation

This outlines the standardized process for running revenue allocation in Munis, ensuring accurate financial tracking and compliance with grant requirements. The procedure begins with searching for "Project Revenue Allocation" in the system and entering the project number. Users must input the start date, corresponding to the grant's Period of Performance start date, and the end date, which should match the current date as recorded in the Fund Status Report. The effective date must also align with the end date, and the fiscal year. Period of Performance will auto-fill when the tab key is pressed.

On the "Group GB Invoices By" line, users should select "Customer and AR Code" before clicking Accept. A popup screen will appear, and users must click OK to proceed. Following this, the 'Reports' icon is used to generate an "Expense and Allocation Report" by selecting it in the Options box and choosing "PDF" as the output format.

After generating the Expense Report, users are required to review it thoroughly, paying special attention to the allocation amount highlighted in grey. This amount must be verified against the figures in the Fund Status Report and the drawdown spreadsheet to confirm the cash required.

If the amounts align, the revenue allocation can proceed. However, if discrepancies are identified, it indicates the presence of unposted invoices. In such cases, users must manually revise the Fund Status Report and the drawdown spreadsheet to ensure consistency with the actual amounts.

### Section 4.3 Update Drawdown Request Form

The provides a detailed process for updating the drawdown request form, ensuring accuracy and compliance with grant requirements. To begin, users must record the GBI number at the top left corner of the form, which serves as a unique identifier for tracking purposes. They should then enter the date corresponding to the Fund Status Report or Revenue Allocation to maintain consistency and accuracy in the documentation.

In the "Voucher" field, users input the appropriate voucher number, which resets at the beginning of each fiscal year. This step ensures that the drawdown request aligns with the fiscal year's financial tracking. The grant

award number is then entered in the "Award No" section, ensuring it matches the official grant documentation for proper reference.

The total amount requested for reimbursement is included next, reflecting the calculations and adjustments made during the revenue allocation process. This ensures that the requested amount aligns with the grant's financial activity and requirements. Finally, the form must be signed and dated, confirming its accuracy and readiness for submission.

By following this, users ensure that the drawdown request form is completed accurately, promoting efficient grant management and compliance with financial reporting standards.

### Section 4.4 Compile Drawdown Packet

The outlines the procedure for compiling a comprehensive drawdown packet to ensure accurate and consistent financial documentation for reimbursement requests. The process begins with the preparation of the Drawdown Request Form, which must be thoroughly completed with all required details, including the GBI number, date, voucher number, grant award number, total reimbursement amount, and authorized signatures.

The packet must also include the General Billing Invoice generated during the revenue allocation process. Users are required to verify that the invoice details align precisely with the drawdown request to maintain consistency. Additionally, the Drawdown Spreadsheet should be attached, reflecting the most up-to-date allocation and any adjustments made during the financial review process.

The Expense Report generated from the system is another essential component, and it must correspond to the drawdown request, ensuring accuracy in financial reporting. Finally, the Fund Status Report is included, with all amounts carefully cross-checked to confirm consistency across all documents.

Before submission, users must conduct a meticulous review of the entire packet to ensure that all components are accurate, complete, and properly aligned. This ensures that drawdown requests are submitted with the highest level of precision, facilitating smooth approval and processing while maintaining compliance with financial and grant management standards.

The completed drawdown packet is submitted to the Treasury through the CNMI Federal Drawdowns email address (CNMIFederalDrawdowns@dof.gov.mp). Once received, it is saved to SharePoint, while the original copy is retained in the department or agency's official file.

### Section 4.5 Drawdown and Disbursement Procedure

1. Initiating and Verifying the Reimbursement Request

- a. Accounts Payable Section enters and posts invoices into MUNIS as received.
- b. *Federal Section* runs an expenditure report to verify posted expenses match reimbursement/drawdown request.
- c. *Federal Section* provides Treasury with the verified drawdown request by either email or drop off. Drawdown coversheet must be signed and dated by Preparer, Approver, and Treasury.

#### 2. Processing of Drawdown in the Federal Online System

a. *Treasury* - processes the drawdown request through the respective Federal online payment system (ASAP, SMARTLINK(PMS), G5, ECHO, etc).

#### 3. Inform Drawdown Requestor and Record Keeping

- a. Email requestor and CNMI Federal Drawdown members copy of the signed Draw Down Cover Sheet along with the Payment Transaction Document for their records.
- b. Copy of the Drawdown along with Project Revenue Allocation Report and Payment Transaction Document is uploaded in the CNMI Federal Drawdown site at Documents for record keeping.

#### 4. Recording of Cash Receipts

a. Designated *Treasury* staff will then monitor and identify funds received at BOG Federal Grant Bank Account.

#### 5. Processing of Payments

- a. *Treasury* will then process receipt at Payment Entry Module to match General Billing Invoice (GBI). Email copy of receipt to the Drawdown requestor for their record.
- b. Process vendor payments listed in the Project Revenue Allocation Report. Vendor payments SOP can be found in the Check Writing SOP.

#### 6. Issuing Payments

a. Checks are either picked up or mail out, while wire transfer and ACH transactions are electronically paid directly to the vendor's bank account.

The Department of Finance will process reimbursement requests in a timely manner. Consistent with local and federal requirements, the CNMI will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for review upon request. Reimbursements of actual expenditures do not require interest calculations.

# SECTION 5: PAYMENT PROCESSING

The CNMI Treasury processes vendor payments. Payment vouchers processed by Division of Financial Services are submitted to the Treasury for payment. Payment terms are net 30 days for local invoice. Unless otherwise restricted by a grantor agency, vendors being paid with Federal funds will be paid after the funds are received.

If Federal funds are received, payment must be made in compliance with the CMIA agreement between the CNMI government and the U.S. Treasury.

# **SECTION 6: REVISION/VERSION HISTORY**

\* This Federal Grant Drawdown policy and procedure will be periodically reviewed and updated to reflect changes in regulations or organizational requirements.

#### **Revision History**

Originator:	Department of Finance, Financial Services Division
Effective Date:	06/20/25
Approved By:	Tracy B. Norita, Secretary of Finance
Approval Signature:	Vonoile
Procedure Purpose:	To ensure that all federal drawdowns are processed in a timely and accurate manner, in full compliance with applicable grant agreements and regulations.

# **SECTION 7: APPENDICES**

### Section 7.1 Fund Status Report

#### **FUND STATUS REPORT**



1. From the Tyler Menu, search for "Print Template Report". Screenshot below.

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- 2. Run the Fund Status Report
  - a) Enter the project number under the Expense section and the Funding Source section to get your total expenses and revenue amounts.
  - b) Insert the Month/Year Range. The start date should be the Period of Performance start date and up to the current date.
  - c) Populate the other fields with the data shown below. This data will stay the same when running future fund status reports.
  - d) Hit Accept. A Fund Status Report will be generated in pdf format.

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- 3. Print the Fund Status Report and review the 'Actuals' column to verify revenue, expenses, and remaining balance. This information will be used when preparing the drawdown spreadsheet. See screenshot below.
  - a) The Cumulative revenue is noted on the first line of the project string.
  - b) The total expense is noted under the 'Actuals' column "Total for Expense Strings".

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TOTALS         For PROJECT:         FGI9080039         BTS         INTERDICTION         PROGRAM         09/30         4,010.25         1,007.95         -5,018.20           TOTALS         FOR EXPENSE:         STRINGS         450,000.00         4,010.25         1,007.95         444,981.80           TOTALS         FOR FUNDING SOURCE STRINGS         450,000.00         0.00         0.00         450,000.00           TOTALS         0.00         4,010.25         1,007.95         -5,018.20	EFG19080039-OFERATING - 3FEAAL9FMU EFG19080039-OFERATING - 4CCMBUH - EFG19080039-OFERATING - 4CCMBUH - EFG19080039-OFERATING - 4FUEL&LUBR- EFG19080039-OFERATING - 4HENTALOFF- EFG19080039-OFERATING - 4SUPPOFFIC- EFG19080039-OFERATING - 4SUPPOFFIC- EFG19080039-OFERATING - 4TRAVEL - EFG19080039-OFERATING - 4TRAVEL - EFG19080039-UTILITIES - 4UTILITIES- EFG19080039-UTILITIES - 4UTILITIES- EFG19080039-UTILITIES - 4UTILITIES-	$\begin{array}{c} 500,00\\ 10,000,00\\ 13,000,00\\ 2,200,00\\ 8,000,00\\ 1,300,00\\ 1,300,00\\ 1,300,00\\ 31,434,28\end{array}$	0.00 0.00 0.00 0.00 0.00 0.00 0.00 1.000.00 756.00 0.00	0.00 0.00 0.00 0.00 79.03 984.92 0.00 -756.00 0.00	10,000,00 13,000,00 17,000,00 2,200,00 1,220,97 10,015,08 8,000,00 10,500,00 31,434,28
TOTALS FOR EXPENSE STRINGS 450,000.00 4,010.25 1,007.95 444,981.80 TOTALS FOR FUNDING SOURCE STRINGS 450,000.00 0.00 0.00 450,000.00 TOTALS 0.00 4,010.25 1,007.95 -5,018.20	TOTALS FOR PROJECT: FG19080039 - BTS INTERD	ICTION PROGRAM 09/30 0.00	4.010.25	1.007.95	-5.018.20
TOTALS 0.00 4,010.25 1,007.95 -5,018.20	TOTALS FOR EXPENSE STRINGS TOTALS FOR FUNDING SOURCE STRINGS	450,000.00 450,000.00	4.010.25 0.00	1,007.95 0.00	444,981.80 450,000.00
	TOTALS	0.00	4,010.25	1,007.95	-5,018.20

### Section 7.2 Prepare the Drawdown Spreadsheet

#### PREPARE THE DRAWDOWN SPREADSHEET



- 1. 'Per Fund Status Report As Of' Enter the date in which the drawdown will cover.
- 2. 'Run Date' Enter the Fund Status Report date.
- 3. Enter the cumulative revenue amount and total expenses.
- 4. The 'Cash Required' line is auto calculated to reflect the amount needed to be drawn.

		DRAWD	OWN SP	READSH	IEET		
	PER FUND STATUS R	EPORT AS OF		11/20/2023			
	RUNDATE			11/20/2023			
	ASAP#1145860/140	010001					
				CUMM	CUMMA		CASH
PROGRAM	GRANT NAME	GRANT		BEV	DS	CASH	BALANCE
ACCT	ACCOUNT NO	AWARD	BUDGET	11/20/2023	11/20/2023	REQUIRED	11/20/2023
023AP0017800001-2T09	FG19080039	450,000.00	450,000.00	0.00	4,010.25	4,010.25	445,989.75
	SUBTOTAL	450,000.00	450,000.00	0.00	4,010.25	4,010.25	445,989.75
	005						
		9/1 11/20/2022					
	PERIOD COVERED	8/1-11/20/2025					

### Section 7.3 Revenue Allocation



#### **REVENUE ALLOCATION**

- 1. Search 'Project Revenue Allocation' in Munis to run revenue allocation.
  - a) Enter the project number
  - b) Enter the start date This is the Period of Performance (POP) start date (this should be the same date noted in the Fund Status Report).
  - c) Enter the End Date This is the current date (same date inputted in the Fund Status Report).
  - d) Effective Date This is the same as the end date. Hit tab to auto fill the fiscal year and POP.
  - e) On the 'Group GB Invoices By' line, select "Customer and AR Code".
  - f) Hit Accept.

Y Project Revenue Allocation [TRAIN DATABASE Oct 19 2023]
X V S Cerr
Project Revenue Allocation [TRAIN DATABASE Oct 19 2023] > Q
Revenue Allocation
Project         FG19080039         ···           Project type         ···         ···
Start date     08/01/2023       End date     11/20/2023       Apply date range to Funding Source Actuals
Include unpaid AP involces
Revenue Allocation Reporting
Grant Reporting
Include encumbrances Include requisitions
Posting Information
Effective date         11/21/2023         C3           Fiscal year         2024         Period         1         OCT           Group GB Involces by         Customer and AR Code
PA Journal GL Journal GB Invoice

#### Enter the ending date before which expenses will be selected for allocation. Blank for all.

Project Revenue Allocation [TRAIN DATABASE Jan 25 2024]

#### 2. Hit OK on the pop-up screen. Screenshot below.

Project Revenue Allocation [TRAIN DATABASE Jan 25 2024]	
Revenue Allocation	
Project FG19080039	
Start date 08/01/2023  End date 11/20/2023  Apply date range to Funding Source Actuals	
Include unpaid AP invoices	
Revenue Allocation Reporting	
Output involce detail	Project Revenue Allocation Expense(s) selected.
	ΟΚ
Include requisitions	
Posting Information	
Effective date 02/05/2024 ficealyear 2024 Period 5 FEB ficealyear 2024 Period 5 FEB ficealyear Pointers Pro Desterment and A Fonde	
PA Journal	

### 3. Click on the 'Reports' icon.

<u> </u>	roject	Reven	ue Allo	catio	ı [TRAII	N DATA	BASE	Jan 25	2024]
×	€	•	0	PBF	8	D	S	R	(2)
Close	Output	Print	Display	PDF	Save	Define	Select	Reports	Post
Project Rev	enue Allo	ocation [1	FRAIN DA	TABASE	Jan 25 202	24]			
Revenue Al	location								
Project type	FG1	9080039	)						
r roject type									
Start date	08/0	01/2023							
End date	11/2	20/2023			Apply date	range to Fu	inding So	urce Actual	5
		nclude un	ipaid AP in	voices					
Revenue A	location	Reportin	a						
Output	invoice de	etail							
Grant Repo	rting								
Include	encumbr	ances							
Include	requisitio	ons							
Posting Inf	ormation		02/05/20	24					
Fi	scal year		2024	24 Peri	od	5	FEB		
Group GB In	voices by		Custome	r and AR	Code			•	
PA Journal		-							
GL Journal									
GB Invoice									
Define r	evenue al	location	paramete	rs.					

4. On the Options box, select 'Expense and Allocation Report' and hit OK.

-				
y Pro	ject Revenue Allocation [TRAIN DATABASE Jan 25 2024]			
Revenue Allo	cation			
Project Project type	F619080039 -			
Start date End date	08/01/2023         Image: The standing Source Actuals           11/20/2023         Image: Definition of the standing Source Actuals			
	Include unpaid AP invoices			
Grant Reporti Grant Reporti Include et Include re	ng ngujations	Options Choose an option Expense Report Allocation Report Expense and Allocation Report Allocation Proof Report OK Cancel	×	
Posting Infor	mation			
Effectiv Fisci Group GB Invoi	e date 02/05/2024 3 al year 2024 Period 5 FEB ces by Customer and AR Code *			
PA Journal GL Journal GB Invoice				

5. For the Output, select 'PDF' and hit OK.

vervee Allocation  exter Allocation  exter Allocation  exter exter and approvement reades to funding fourse Actual  and Reporting  Policy fundie unset at 8 minutes  externer Allocation Reporting  Durput fundie sprinter  externer Allocation Reporting  Compart freeders and Opense a PDP document that can be printed from or  served to your PC.  Policy fundie readiations  Externer Served to your Served  Externer Ser	🌾 Pro	ject Revenue Allocation [TRAIN DATABASE Jan 25 202	4]		
end F9 1900009   set tai B001/2023   a date B001/2023   I hold unset AP mode   Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Collipuit type Indust unset AP mode Indust unset AP mode Collipuit type Indust unset AP mode	Revenue Allo	ation			
<pre>set type</pre>	Project	FG19080039 ···			
<pre>strate is 00012023 is . Apply doer renge to funding Bourde Attains</pre>	Project type				
a ear     120/2023 • Apple date range to Punding Source Actuals     Implementation Reporting     Output worke shell     Output worke shell <td>Start date</td> <td>08/01/2023</td> <td></td> <td></td> <td></td>	Start date	08/01/2023			
Other Content routes and an routes   Output routes and an routes and an route and AR Code   Named Output route   Output routes and an route and AR Code   Named Output route   Output routes and an route and AR Code   Named Output route   Output routes and an route and AR Code   Named Output routes and an route an route and an route and an route and an route and an route an route and an route and an route an route and an route an route	End date	11/20/2023 Apply date range to Funding Source Actuals			
Control unsale AP mones     Worker Allocation Reporting     Output function detail        Output function detail			Output		×
versue Allocation Reporting     Opport invoice detail           Opport invoice detail                    Opport invoice detail <td></td> <td>Include unpaid AP invoices</td> <td></td> <td></td> <td></td>		Include unpaid AP invoices			
Control invoice deal  <	Revenue Allo	ation Reporting	Output type		
art Reporting   Connext: Creates and opens a PGP document that can be printed from or served to your PC.   art Report tille   Produce exclusions   Include exclusions   Effective date   2024   FEB   Values by   Customer and AR Code	Output in		Munis printer		
			O Save		
ant Reporting   Include requisitions     Content: Creates and opens a PDP document that can be printed from ar served to your PC.     Report tille   ProJECT REVENUE ALLOCATION REPORT   Output style   Otput style   Otput style   Otput style   Otput style   Otput style   OK   Cancel     OK			PDF		
And Reporting  Include encountreases  Include			Display		
sende sourchit sareeds include encountrisances include encountrisance			Com	nment: Creates and opens a PDF document that can be printed from	or
and Report tille  Project Revolution  Report tille  Project Revolution ALLOCATION REPORT  Project Reventation  Output style  Out				saved to your PC.	
ant Report tile PROJECT REVENUE ALLOCATION REPORT PROVIDE action					
Include incommitances       Include incommitances       Include reculations       Include reculations       Statistic reculations       Effective date       D2/05/2024       FEB       OK       Cancel	Grant Reporti	ng	Report title		
Include regulations  Include regulations  Output style O	Include er	cumbrances	PROJECT REVENUE ALLO	DCATION REPORT	
Durput style Output options Output style Output s	Include re				
esting Information Effective date 2024 Period 5 FEB 0K Cancel 0K Cancel 1moke			Output style	Output options	
sting information  Effective date  D2/05/2024  Setup of the state of t			Presentation	Landscape Copies	1 ‡
Sting Information			Plain Text	Enable hyperlinks if present	
Setting Information  Effective date  202/3 Period  5 FEB  CK Cancel  CK Cancel  CA Cancel  CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK CANCEL CK					
Effective date 020/2024 0 5 FEB 0K Cancel	Posting Inform	nation			
Field year     2024     Period     5     FEB     OR     Cannot       ours d0 limotes by     Customer and AR Code     *     *     *     *       Journal	Effective	date 02/05/2024		OK Cancel	
Journal Journal Innotes by Customer and AR Code •	Fisca	l year 2024 Period 5 FEB		Cancer	
Jeureal Innote	Group GB Invoi	Customer and AR Code 👻			
Jaunal Jaunal III Jaunal III Jauna I					
Janonai Linvoke	PA Journal				
invike	GE Journal				
	ob invoice				

- 6. Review the Expense Report and Print.
  - a) Verify current allocation amount.
  - b) Review the amount highlighted in grey to ensure that the amount matches the fund status report and the drawdown spreadsheet, confirming the cash required.

- c) If amounts are correct, proceed with the revenue allocation.
- d) If the amount does not match, this means you have unposted invoices and will need to manually revise your fund status and drawdowns spreadsheet to match the amounts.

			DT				
PROJECT REVE	NUE ALL	OCATION REPO	<b>K</b> I				
Allocation for actua	l expenses	incurred from 08/0	1/2023	3 to 11/20/2023			
Project: FG19080039	- BTS INTE	RDICTION PROGRAM 09	/30/23	3			
Expense Type: REI	M - R100						
Expenses Exp Date 10/31/2023	Journal 226	Line Src Expens 1 API FG1908 Vendor: 1269	e Stri 0039-0	ing OPERATING -4TRAVE	L -		Expensed Amount 250.00
10/31/2023	226	Document: 15477 2 API FG1908 Vendor: 1269 Document: 15477	0 0039-0 - KILF	Status: PA OPERATING -4TRAVE ROY B DELEON GUER Status: PA	ID - Check: 88054 L - RERO ID - Check: 88054		250.00
10/18/2023	563	1 API FG1908 Vendor: 1314 Document: 15514	0039-0 - JOSH 9	OPERATING -4TRAVE HUA JOSEPH D LIZA Status: PA	L – MA ID – Check: 88186		250.00
10/18/2023	563	2 API FG1908 Vendor: 1314 Document: 15515	0039-0 - JOSH 0 0039-0	DPERATING -4TRAVE HUA JOSEPH D LIZA Status: PA	L – MA ID – Check: 88186		250.00
10/18/2023	563	Vendor: 1336 Document: 15524 4 API FG1908	- FRAN 3 0039-0	Status: UN DPERATING -3PERST	PAID RNGC-		1,158.50
Expensed Total AP Retainage: AP Retainage:	Retained To Released To	Document: 15515 otal otal	2	Status: PA	ID - Check: 88187		3,254.25 0.00 0.00
Expense Type: REI	M - R100 A	llocation Total					3,254.25
Funding Allocati Funding Source FG19080039-FEDEF	on IAL -	- 1	ype ist	Bill Pri % Ext 1 100.0	Max Allocation 450,000.00	Allocation to Date 0.00	Allocation Amount 3,254.25 3,254.25
Project FG19080039 #	llocation '	Totals		Max Allocation	Current Allocation	Allocation to Date R	emaining Allocation
FG19080039-FEDERA	NL -	-		450,000.00 450,000.00	3,254.25 3,254.25	0.00	446,745.75 446,745.75
		** END OF	REPORT	r - Generated by	Jaclyn C. Litulumar '	÷*	

### Section 7.4 Revise the fund status (if needed)

#### REVISED THE FUND STATUS (if needed)



- 1. Perform this step when the amounts in the fund status report and the drawdown spreadsheet do not match. This is typically caused by invoices that have not been posted in the system.
  - a) Refer to the previous drawdown to find your unposted balance.
  - b) Crosscheck each project string from previous drawdown with the current drawdown request.
  - c) Underline the amount that needs to be adjusted and subtract the unposted amount.
  - d) Calculate to exclude the unposted amount and write new balance at the bottom.

#### **TRAIN DATABASE Oct 19 2023**

🐝 munis

#### CNMI PROJECT BUDGET REPORT

FOR 08/01/2023 - 11/30/2023					
T PROJECT STRING	Budget	Actuals	Encumbrances	Remaining	
PROJECT: FG19080039 - BTS INTERDICTION PROG	RAM 09/30				
FFG19080039-FEDERAL EFG19080039-PEDERAL EFG19080039-PERSONNEL -1FICA EFG19080039-PERSONNEL -1FICA EFG19080039-PERSONNEL -1HEDTCAREC- EFG19080039-PERSONNEL -1DEVETIME - EFG19080039-PERSONNEL -1OVERTIME - EFG19080039-PERSONNEL -1SALARIES - EFG19080039-OPERATING -3CLEANINGS- EFG19080039-OPERATING -3ILCENSE&F- EFG19080039-OPERATING -3FRITAGHO- EFG19080039-OPERATING -3FRITAGHO- EFG19080039-OPERATING -SFRITAGHO- EFG19080039-OPERATING -4FUEL&LUBR- EFG19080039-OPERATING -4FUEL&LUBR- EFG19080039-OPERATING -4FUEL&LUBR- EFG19080039-OPERATING -4FUEL&LUBR- EFG19080039-OPERATING -4FUEL&LUBR- EFG19080039-OPERATING -4SUPPOFIL- EFG19080039-OPERATING -4SUPPOFIL- EF	450,000,00 16,742,95 27,004,96 28,004,96 19,000,00 10,801,90 256,047,56 1,000,00 1,200,00 500,00 4,352,86 500,00 10,000,00 17,000,00 17,000,00 13,000,00 14,000,00 14,000,00 13,000,00 13,000,00 13,000,00 14,000,00 14,000,00 13,000,000 13,000,000 13,000,000 13,000,000 13,000,000 13,000,000 1	$\begin{smallmatrix} & 0.00 \\ \hline \end{split}$	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	$\begin{array}{c} 450,000,00\\ 16,742,95\\ 27,004,96\\ 3,915,69\\ 14,000,00\\ 10,801,90\\ 256,047,56\\ 1,000,00\\ 1,000,00\\ 1,000,00\\ 1,000,00\\ 1,938,61\\ 500,00\\ 10,000,00\\ 13,000,00\\ 17,000,00\\ 17,000,00\\ 17,000,00\\ 17,000,00\\ 17,000,00\\ 17,000,00\\ 13,000,00\\ 13,000,00\\ 13,22,97\\ 10,050,00\\ 31,434,28\\ \end{array}$	
TOTALS FOR PROJECT: FG19080039 - BTS INTERD	ICTION PROGRAM 09/30 0.00	4,010.25	1,007.95	-5,018.20	
			(756) L	INPOSTED	
TOTALS FOR EXPENSE STRINGS TOTALS FOR FUNDING SOURCE STRINGS	450,000.00 450,000.00	4,010.25 0.00	1,007.95	444,981.80 450,000.00	
TOTALS	0.00	4,010.25	1,007.95	-5,018.20	
** 51	ND OF REPORT - Generated	3,254.25	ulumar **		



Page 1

2. Update the DD form to reflect changes made to fund status.

	PER FUND STATUS R	EPORT AS OF		11/20/2023			
	RUNDATE			11/20/2023			
	ASAP# 1145860/ 140	010001					
				CUMM	CUMM		CASH
PROGRAM	GRANT NAME	GRANT		REV	DS	CASH	BALANCE
ACCT	ACCOUNT NO	AWARD	BUDGET	11/20/2023	11/20/2023	REQUIRED	11/20/2023
D23AP0017800001-2T09	FG19080039	450,000.00	450,000.00	0.00	3,254.25	3,254.25	446,745.75
	SUBTOTAL	450,000.00	450,000.00	0.00	3,254.25	3,254.25	446,745.75
	PPE						
	PERIOD COVERED	8/1-11/20/2023					

- 3. Go back to "Project Revenue Allocation"
- 4. Select "Post"

🧇 Pr	oject I	Reven	ue Allo	cation	TRA	IN D	ATAE	ASE	Jan 25	2024]
×	<b>∂</b> Output	erint Print	<b>O</b> Display	PDF	Save		Define	S Select	Reports	Post
Project Reve	enue Allo	cation [1	TRAIN DAT	ABASE .	Jan 25 2	024]				1
Revenue Alle	ocation	000000								
Project type	PGIN	9080035								
Start date	08/0	1/2023								
End date	11/2	0/2023			Apply dat	e range	to Fun	ding Sou	irce Actua	5
		nclude un	npaid AP inv	olces						
Revenue Alle	ocation F	Reportin	g							
Output i	nvoice de	tail								
1										
Grant Repor	ting									
Include	encumbra	ances								
Include	requisitio	ns								
Posting Info	rmation		02/05/202	24						
Fis	cal year		2024	Perio	d	5		FEB		
Group GB Invo	oices by		Customer	and AR	Code				*	
PA Journal										
GL Journal GB Invoice										
Output al	llocation	reports.								

5. Select "YES"

Project Revenue Allocation [TRAIN DATABASE Jan 25 2024]	
Project Revenue Allocation [TRAIN DATABASE Jan 25 2024]	
Revenue Allocation	
Project FG19080039	
Project type	
Start date 08/01/2023	
End date 11/20/2023 Apply date range to Funding Source Actuals	
🛃 Include unpaid AP invoices	
Revenue Allocation Reporting	
Output invoice detail	1 Post Journal Confirmation
	No errors detected.
	Post Journal?
Grant Reporting	
Include encumbrances	Yes No
Include requisitions	
Posting Information	
Effective date 02/05/2024	
Fiscal year         2024         Period         5         FEB           Group GB Invoices by         Customer and AR Code         +	
På Journal	
GL Journal	
GB Invoice	

6. Select GB Invoice Folder

×	€	-	0	1000	B		D	S	R		
Close	Output	Print	Display	PDF	Save	20	Define	Select	Reports		
Project Reve	nue Alfoc	ation (1	TRAIN DAT	TABASE O	ct 19 2	023]					
Revenue Allo	cation										
Project	FG19	080039	-								
Project type											
	Paratas										
Start date	08/0	1/2023									
ind date	11/20	0/2023			oply da	de ran	ge 10 Fu	ndinų So	urce Actu	als	
Revenue Allo	cation R	elude un Seportini Iail	paid AP in	voices							
Revenue Allo	cation R	elude un teportini	g	voices							
Revenue Allo	ecation R wolce det	eportini	g	voices							
Revenue Allo	in pocation R worce det	clude un Reporting tail	g	voices							
Revenue Allo	ing equisition	eporting and second	g	voices							
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### Section 7.5 Generate the Invoice



#### **GENERATE THE INVOICE**

- 1. Select "YES" to approve and generate the invoice.
- 2. Important! Note the invoice number on the fund status. You will need to search this later.

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Esco Starte Linear Lin	
Project Revenue Allocation [TRAIN DATABASE Oct 19 2023] > Invoice Entry and Proof [TRAIN DATABASE Oct 19 2023] > Proof Header	
Invoice header	
6L effective date * 11/21/2023	Total 3,254.25
Year/period * 2024 2 NOV	Insurance code 👻
Customer * 1273 - Addr no. 0 -	Insurance policy
U.S. DEPARTMENT OF THE INTERIOR	Customer PO
5275 LEESBURG PIKE	Parcel
FALLS CHURCH, VA 22041 USA	Account Identifier
	Contract
	For/Location
AR code * FA - FEDERAL FUNDS *	
Invoice date * 11/21/2023	Comments
Inst. No Percent Start Date Due Date Interest Date	
1 100.000 11/21/2023 11/21/2023 11/21/2023	
Discount code	
Discount percent 0.00 Do you want to approve and generate the	invoice?
Department	adjustments to the invoice, vithin invoice entry.
Cash account * 9999 - 10000	
CASH - CHECKING - 5301	Yes Cancel
1 of 1   < < > >   The installment number.	

### 3. Select "Back"

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	U.S. DEPARTMENT OF THE INTERIOR	Customer PO	
	5275 LEESEURG PIKE	Parcel	
	FALLS CHURCH, VA 22041 USA	Account Identifier	
		Contract	
		For/Location	
AR code *	FA - FEDERAL FUNDS		
Invoice *	1004394 -: 📝 Project Strings apply		
Invoice date *	11/21/2023	Comments	
Installments *	Split installments evenly		
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4. Select "Output Post"

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GL effective date *	11/21/20	23										
fear/period *	2024	2	NOV									
Batch *		1854										
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- 5. Select "Save" and "Ok"
- 6. Select "Yes" to post and update the files
- 7. Select "No" to change messages on the invoices

Output type			
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	Comment: Saves to a file retrievab You may accept the def	le from the Saved Reports program. fault or enter your own file name.	(1) Munis
Report title			No errors have been detected. The invoice(s) are ready for posti
INVOICE ENTRY I	PROOF LIST		Do you want to update the files?
Output style		Output options	Yes No
		Enable hyperlinks if present Copies 1	
Plain Text			
		OK Cancel	U Munis
			Do you want to change the message for invoices in this batch?
			Yes No

8. Select "Back" to return to the hub

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- 9. Search "Print Invoices" in Tyler Menu
- 10. Select "Print Invoices"

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#### 11. Select "Define"

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AR code range		Include invoice balance over
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Print		
Run type O Print O Reprint	Skip invoices with medical/ins. information	
Sort option 👻	Print on plain paper	
Include scan line on the invoice	Double space detail lines	
Include last payment date and amount	Print General Ledger summary	
Include account balance and past due	Override invoice messages	
Include "Duplicate Invoice" on reprinted invoi	vices Round unit price	
Export		
Create export file		
File format O Flat file O XML		
Export detail O Installment O Installm	ment with lines	
Export file name		
Contraction (		
Customization		
Invoice message		
Define the invoice parameters.		

#### 12. Search your invoice number

a) Invoice Range: Enter your invoice number earlier noted in both fields.

- b) AR Effective Date: Enter the run date of your fund status/revenue allocation end date. This should all be the same.
- c) Hit Accept

V Print Invoices [TRAIN DATABASE Oct 19 2023]	
Cose Cancel	
Print Invoices UN DATABASE Oct 19 2023] > X	
Execute this report Now 👻	
Invoices	
Date range *     Today     •     11/21/2023     to     11/21/2023     Customer number range       Invoice year *     Current year     •     2024     Special condition restrictions       Invoice range     1004394     •     •     AR ecode range     AA - CNMI ADMINISTRATION     •       Betch number range     0     10     99999999     •     •     CZ - COURTS: SUPERIOR COURT TRUST-SPN FHB     •     Include invoice balance over	0 to 9999999
Run type	THIS DATE SHOULD BE THE SAME AS YOUR FUND STATUS RUN DATE & REVENUE ALLOCATION END DATE
Export Create export file	
File format Filat file () XML	
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Customization	
Payment terms	
Enter the AR effective date to determine due amounts.	

#### 13. Select Ready Forms

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Include account	t balance an	d past due			verride invoice r	nessages								
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### 14. Select "GB Invoice – Treasury" and "Ok"

### 15. Return to your hub

Output			×	
Output to ReadyForm	ns			
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Plain Text	GB INVOICE - TREASURY			.1

#### 16. Search Invoice Inquiry in Tyler Menu

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==	Approvals	Notifications		Alerts		
	Tyler Menu	:	Favorites			🖌 E
	× INVOICE INQUIRY		Recent Activity			~
	<ul> <li>Search ('INVOICE INQUIRY') Invoice Inquiry (2)</li> <li>Enterprise ERP</li> <li>Financials</li> <li>Human Capital Management</li> <li>General Revenues</li> <li>Property Revenues</li> <li>Asset Maintenance</li> <li>Other Applications</li> <li>Departmental Functions</li> <li>System Administration</li> <li>Help</li> </ul>					
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- 17. Search and print your invoice
  - a) Invoice: Enter your invoice number
  - b) Hit Accept
  - c) Select "Attach" to view your invoice

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- 18. General Billing Invoice
  - a) Select the printer icon and print your invoice

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Filter by:			Attachment Filename Treasury GB Invoice - 1004394 11-21-20;
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2	U.S. DEPARTMENT OF THE TROUGHD IN THE CONTROL OF THE TROUGHD IN THE CONTROL OF THE TROUGHD IN THE CONTROL OF TH		

### Section 7.6 Update Drawdown Request Form

- 1. Update your drawdown request form
- 2. Note your GBI number at the top left
- 3. Enter date of fund status/revenue allocation
- 4. Voucher: Begins at the start of a new fiscal year
- 5. Award No: Enter the grant award number
- 6. Enter the total amount requested for reimbursement
- 7. Sign and date

### Section 7.7 Compile Drawdown Packet

Must include the ff:

- 1. Drawdown request form
- 2. General Billing Invoice
- 3. Drawdown spreadsheet
- 4. Expense report
- 5. Fund status

## Section 7.8 SF 270 Form

			OMB APPROVAL	L NO.	PAGE OF		
to many second				0348-0004	PAGES		
REQUES	ST FOR AD	VANCE		a. "X" one or both baxes	2. BASIS OF REQUEST		
OR RE	IMBURSE	MENT	1. TYPE OF PAYMENT REQUESTED	ADVANCE REIMBURSE-	Cash		
(See	instructions on be	ick)		FINAL PARTIAL	LACCRUAL		
FEDERAL SPONSORING AGENC WHICH THIS REPORT IS SUBMIT	Y AND ORGANIZATIC TED	NAL ELEMENT TO	4. FEDERAL GRU IDENTIFYING BY FEDERAL	ANT OR OTHER NUMBER ASSIGNED AGENCY	5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST		
EMPLOYER IDENTIFICATION	7. RECIPIENTS	ACCOUNT NUMBER	8.	PERIOD COVERED BY THIS REQU	EST		
NUMBER	OR IDENTIF	YING NUMBER	FROM (month, d	ay, year)	TO (month, day, year)		
RECIPIENT ORGANIZATION			10. PAYEE (M	there check is to be sent if different than iter	y)		
lame:			Name:				
Number and Street:			Number and Street:				
City, State and ZIP Code:			City, State and ZIP Code	9:			
1.	COMPUTATIO	N OF AMOUNT OF	REIMBURSEM	ENTS/ADVANCES REQUESTED			
PROGRAMS/FUNCTIONS/	ACTIVITIES ►	(a)	(b)	(c)	TOTAL		
a. Total program outlays to date	(As of date)	s	\$	\$	\$		
b. Less: Cumulative program	m income						
<ol> <li>Net program outlays (Lin line b)</li> </ol>	e a minus						
d. Estimated net cash outlay period	rs for advance						
a. Total (Sum of lines c & d	)						
Non-Federal share of amo	unt on line e						
g. Federal share of amount	on line e						
Federal payments previou	usly requested						
Federal share now reques minus line h)	sted (Line g						
Advances required by month, when requested by Federal granter	1st month						
agency for use in making prescheduled	2nd month						
advances	3rd month	1					
2.		ALTERNATE CO	MPUTATION F	OR ADVANCES ONLY			
. Estimated Federal cash or	utlays that will be	made during period or	overed by the adv	ance	\$		
	of Federal cash o	n hand as of beginnin	g of advance perio	bd			
. Less: Estimated balance							

13.	CERTIF	ICATION	
	SIGNATURE OR AUTHORIZED CERTIFYING OF	FICIAL	DATE REQUEST
I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in			SUBMITTED
accordance with the grant conditions of other agreement and that payment is due and has not been previously requested.	TYPED OR PRINTED NAME AND TITLE		TELEPHONE (AREA CODE, NUMBER, EXTENSION)
This space for agency use	ting burden for this collection of infor	nation is estimated to average 60 minutes	
responso. maintaining comments including s Paperwork PLEASE D AND BUDO	Including time for reviewing instructions, the data needed, and completing and regarding the burdon estimate or any uggestions for reducing this burdon, Reduction Project (0348-0004), Washin O NOT RETURN YOUR COMPLETED SET. SEND IT TO THE ADDRESS PRO	searching existing data sources, pathering I reviewing the collection of information. S other aspect of this collection of informa to the Office of Management and Buc gion, DC 20503. FORM TO THE OFFICE OF MANAGEM VIDED BY THE SPONSORING AGENCY.	and lend liget, Iget,
10016	INSTRUC	CTIONS	
Please type or print leg	ibly. Items 1, 3, 5, 9, 10, 11e, 11f, 1	1g, 11i, 12 and 13 are self-explanatory	r; specific
Instructions for other its	ams are as follows:	Item Entry	ະແຜ່ສຸດຕໍ່ມີ
2 Indicate whether request is expenditure basis. All re- prepared on a cash basis.     4 Enter the Federal grant nur assigned by the Federal grant nur	s prepared on cash or accrued quests for advances shall be nber, or other identifying number preparing agency. If the advance	as many additional forms a number in space provided summary totals of all progr should be shown in the "total	s needed and indicate pag in upper right; however, th rams, functions, or activitie * column on the first page.
or reimbursement is for agreement, insert N/A; the On a separate sheet, list e and the Federal share of o agreement.	where than one grant or other n, show the aggregate amounts. ach grant or agreement number utlays made against the grant or	11a Enter in "as of date," the n ending of the accounting p applies. Enter program out rebates, and discounts), in t requests prepared on a cash	nonth, day, and year of th eriod to which this amour ays to date (net of refund; he appropriate columns. For basis, outlays are the sum of
6 Enter the employer identil U.S. Internal Revenue St code if requested by the Fe	ication number assigned by the prvice, or the FICE (institution) deral agency.	actual cash disbursements amount of indirect expenses contributions applied, and th and payments made to subc For requests prepared on ar	for goods and services, the charged, the value of in-kin is amount of cash advance ontractors and subrecipients in accrued expenditure basis
7 This space is reserved for identifying number that may	r an account number or other y be assigned by the recipient.	outlays are the sum of the ac amount of indirect expenses i (or decrease) in the amoun poods and other property	tual cash disbursements, th incurred, and the net increas ts owed by the recipient for received and for precision
8 Enter the month, day, ar ending of the period cover is for an advance or reimbursement, show the	d year for the beginning and ad in this request. If the request for both an advance and period that the advance will	performed by employees, other payees.	contracts, subgrantees an
cover. If the request is for for which the reimbursemen	reimbursement, show the period t is requested.	11b Enter the cumulative cash requests are prepared on prepared on an accrued e	income received to date, a cash basis. For reques xpenditure basis, enter th
Note: The Federal sponsoring requiring recipients to cor both, Item 12 should be amount of information is n outlay information contains	agencies have the option of mplete items 11 or 12, but not used when only a minimum eeded to make an advance and od in item 11 can be obtained in reache	cumulative income earned enter only the amount applic was required to be used for t terms of the grant or other ag	to date. Under either basis able to program income the the project or program by the reement.
11 The purpose of the vertica	I columns (a), (b), and (c) is to	11d Only when making requests the total estimated amount made during the period cover	for advance payments, ent of cash outlays that will t ed by the advance.
provide space for separa project has been planned function or activity. If addition	ate cost preakdowns when a d and budgeted by program,	13 Complete the certification before	ore submitting this request.
function, or activity, if addition	unai columns are needed,050		