

**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. CJPB – 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
- l. 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

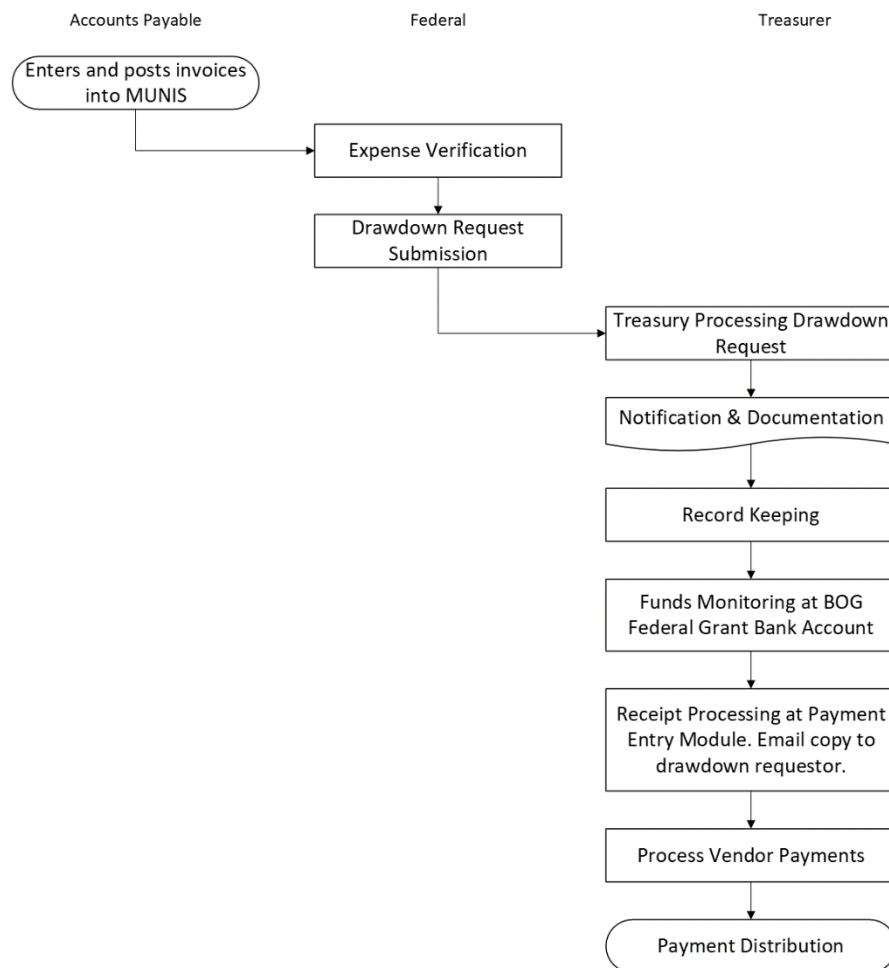
- o. Fund Status Report- an essential document for monitoring and managing project-related expenses and revenues.
- p. Grantee – The direct recipient of a grant that is accountable for the use of the funds received. The grantee is the entire legal entity even if only a particular component of the entity 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 **June 6, 2025** 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 [Accounts Payable Invoice Entry Processes](#)

### 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, CIPA, 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 grant requirements and maintaining proper financial oversight.

## 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 pop-up 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.

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.*

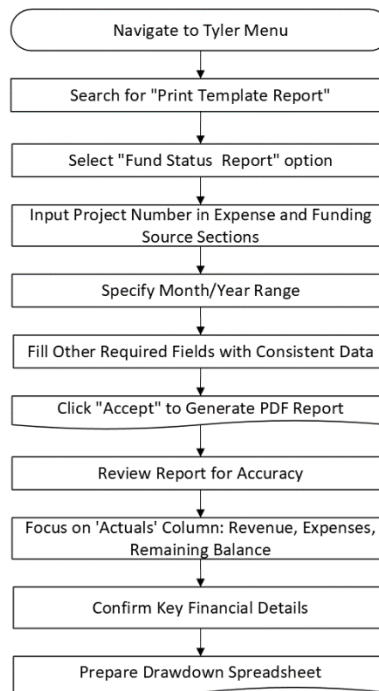
### Revision History

Originator:	Department of Finance, Financial Services Division
Effective Date:	06/20/25
Approved By:	Tracy B. Norita, Secretary of Finance
Approval Signature:	
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.

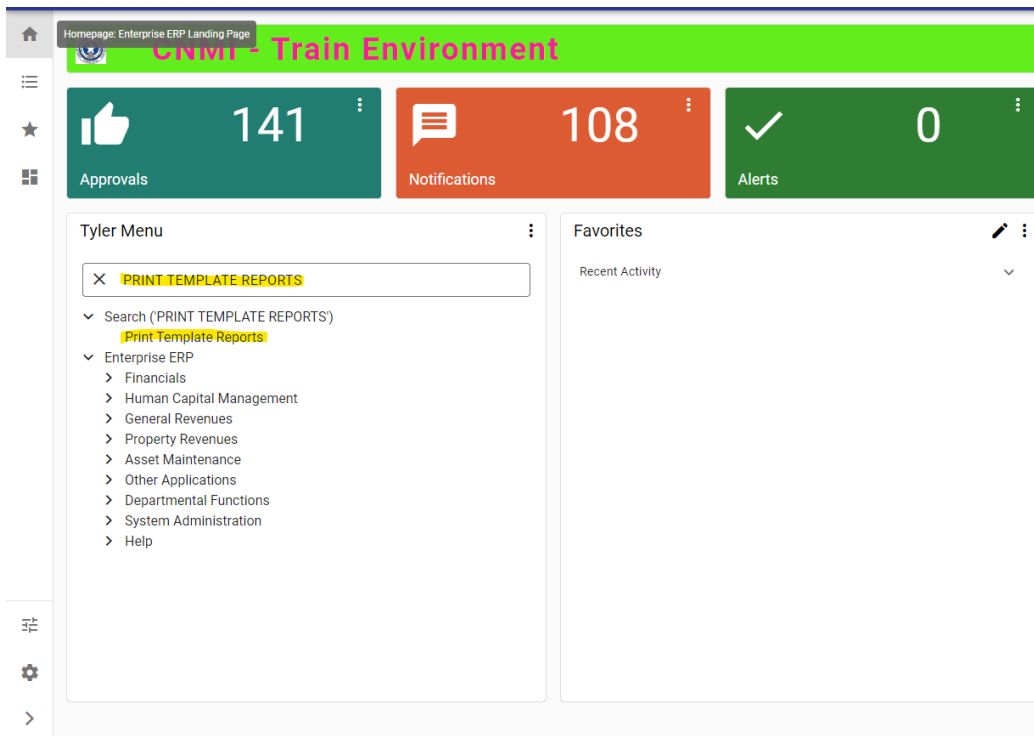
## SECTION 7: APPENDICES

### Section 7.1 Fund Status Report

#### FUND STATUS REPORT



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



## 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.

## FEDERAL GRANTS DRAWDOWN PROCEDURES

**Print Template Reports [TRAIN DATABASE Oct 19 2023]**

Close
Output
Print
Display
PDF
Save
Excel
Word
Define
Template Options

Print Template Reports [TRAIN DATABASE Oct 19 2023]

Execute this report: Now

Report template: CNMIBUDGET ☐ Master

Report title: CNMI PROJECT BUDGET REPORT

Project string selection

Expense

PROJECT: FG19080039

PHASE:

TASK:

DETAIL:

Funding Source

PROJECT: FG19080039

SOURCE:

TYPE:

DETAIL:

Report options

Month/Year range: ALL to NOV 2023

Group by: None

Project Segment	Total	Page Break
Sort Sequence 1: <span>PROJECT</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 2: <span>TASK/TYPE</span>	<input type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 3: <span>DETAIL/DETAIL</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 4: <span></span>	<input type="checkbox"/>	<input type="checkbox"/>

Display Funding Source Strings First: ☐

Detail Options

<p>Include Name: <span>None</span></p> <p>Include Project String Detail: <input checked="" type="checkbox"/></p> <p>Include Employee Detail: <input type="checkbox"/></p>	<p>Include Journal Detail: <input type="checkbox"/></p> <p>Actual Detail: <input type="checkbox"/></p> <p>Encumbrance Detail: <input type="checkbox"/></p> <p>Budget Detail: <input type="checkbox"/></p> <p>Vendor Detail: <input type="checkbox"/></p> <p>Include Unposted Transactions: <input type="checkbox"/></p> <p>Journal Source Code: <span></span></p>
---	---

Define report options. (D)

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".



## TRAIN DATABASE Oct 19 2023



## CNMI PROJECT BUDGET REPORT

FOR 08/01/2023 - 11/30/2023

## REVENUE

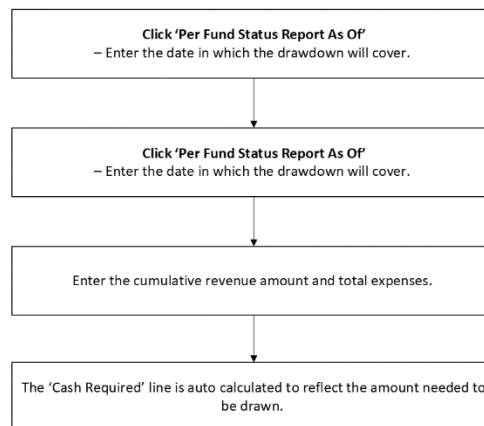
T PROJECT STRING	Budget	Actuals	Encumbrances	Remaining
PROJECT: FG19080039 - BTS INTERDICTION PROGRAM 09/30				
FFG19080039-FEDERAL -	450,000.00	0.00	0.00	450,000.00
EFG19080039-PERSONNEL -1401KDCRET-	0.00	0.00	0.00	0.00
EFG19080039-PERSONNEL -1FICA -	16,742.95	0.00	0.00	16,742.95
EFG19080039-PERSONNEL -1HEALTHINS-	27,004.76	0.00	0.00	27,004.76
EFG19080039-PERSONNEL -1MEDICAREC-	3,915.69	0.00	0.00	3,915.69
EFG19080039-PERSONNEL -1OVERTIME -	14,000.00	0.00	0.00	14,000.00
EFG19080039-PERSONNEL -1PERSINSUR-	10,801.90	0.00	0.00	10,801.90
EFG19080039-PERSONNEL -1SALARIES -	256,047.56	0.00	0.00	256,047.56
EFG19080039-OPERATING -3ADVERTISI-	1,000.00	0.00	0.00	1,000.00
EFG19080039-OPERATING -3CLEANINGS-	1,200.00	0.00	0.00	1,200.00
EFG19080039-OPERATING -3FREIGHT&H-	500.00	0.00	0.00	500.00
EFG19080039-OPERATING -3LICENSE&F-	500.00	0.00	0.00	500.00
EFG19080039-OPERATING -3PERSTRNGC-	4,352.86	2,254.25	700.00	1,398.61
EFG19080039-OPERATING -3PRINT&PHO-	500.00	0.00	0.00	500.00
EFG19080039-OPERATING -3REPAIR&MA-	10,000.00	0.00	0.00	10,000.00
EFG19080039-OPERATING -4COMMUN -	13,000.00	0.00	0.00	13,000.00
EFG19080039-OPERATING -4FUEL&LUBR-	17,000.00	0.00	0.00	17,000.00
EFG19080039-OPERATING -4INSURANCE-	2,200.00	0.00	0.00	2,200.00
EFG19080039-OPERATING -4RENTALOFF-	8,000.00	0.00	0.00	8,000.00
EFG19080039-OPERATING -4SUPPOFFIC-	1,300.00	0.00	79.03	1,220.97
EFG19080039-OPERATING -4SUPPOPERA-	11,000.00	0.00	984.92	10,015.08
EFG19080039-OPERATING -4TRAVEL -	9,000.00	1,000.00	0.00	8,000.00
EFG19080039-UTILITIES -	10,500.00	756.00	-756.00	10,500.00
EFG19080039-INDIRECT C-9INDIRECTC-	31,434.28	0.00	0.00	31,434.28
TOTALS FOR PROJECT: FG19080039 - BTS INTERDICTION PROGRAM 09/30	0.00	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

## EXPENSES

\*\* END OF REPORT - Generated by Jaclyn C. Litulmar \*\*

## 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.

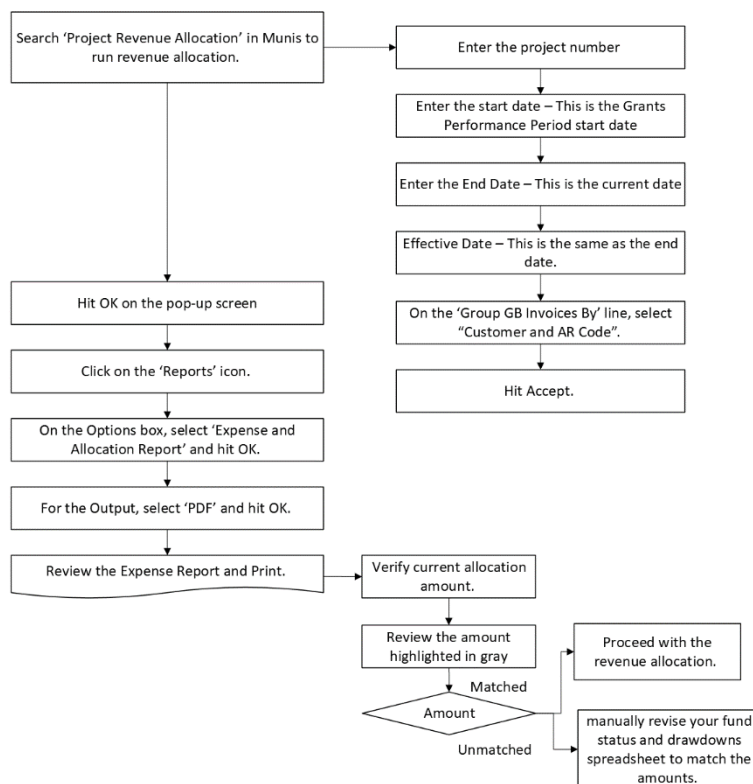


## FEDERAL GRANTS DRAWDOWN PROCEDURES

DRAWDOWN SPREADSHEET							
	PER FUND STATUS REPORT AS OF RUNDATE ASAP# 1145860/ 14010001			11/20/2023 11/20/2023			
PROGRAM ACCT	GRANT NAME ACCOUNT NO	GRANT AWARD	BUDGET	CUMM REV 11/20/2023	CUMM DS 11/20/2023	CASH REQUIRED	CASH BALANCE 11/20/2023
D23AP0017800001-2T09	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
	PPE PERIOD COVERED	8/1- 11/20/2023					

## 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.

## FEDERAL GRANTS DRAWDOWN PROCEDURES

 **Project Revenue Allocation [TRAIN DATABASE Oct 19 2023]**

Close Accept Cancel Clear

Project Revenue Allocation [TRAIN DATABASE Oct 19 2023] > 🔍

**Revenue Allocation**

Project

Project type

Start date

End date

☐ Apply date range to Funding Source Actuals

☒ Include unpaid AP invoices

**Revenue Allocation Reporting**

☒ Output invoice detail

**Grant Reporting**

☐ Include encumbrances

☐ Include requisitions

**Posting Information**

Effective date

Fiscal year  Period

Group GB Invoices by


PA Journal

GL Journal

GB Invoice

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

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

 **Project Revenue Allocation [TRAIN DATABASE Jan 25 2024]**

**Revenue Allocation**

Project

Project type

Start date

End date

☐ Apply date range to Funding Source Actuals

☒ Include unpaid AP invoices

**Revenue Allocation Reporting**

☒ Output invoice detail

**Grant Reporting**

☐ Include encumbrances

☐ Include requisitions

**Posting Information**

Effective date


Fiscal year  Period

Group GB Invoices by

PA Journal

GL Journal

GB Invoice

 **Project Revenue Allocation**

Expense(s) selected.

3. Click on the ‘Reports’ icon.

Project Revenue Allocation [TRAIN DATABASE Jan 25 2024]

Close

Output

Print

Display

PDF

Save

Define

Select

Expense

Post

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

Grant Reporting

☐ Include encumbrances

☐ Include requisitions

Posting Information

Effective date

02/05/2024

Fiscal year

2024

Period

5

FEB

Group GB Invoices by

Customer and AR Code

PA Journal

GL Journal

GB Invoice

Define revenue allocation parameters.

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

## FEDERAL GRANTS DRAWDOWN PROCEDURES

Project Revenue Allocation [TRAIN DATABASE Jan 25 2024]

Revenue Allocation

Project: FG19080039

Project type: [dropdown]

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

Grant Reporting

☐ Include encumbrances

☐ Include requisitions

Posting Information

Effective date: 02/05/2024

Fiscal year: 2024 Period: 5 FEB

Group GB Invoices by: Customer and AR Code

PA Journal [dropdown]

GL Journal [dropdown]

GB Invoice [dropdown]

Options

Choose an option

☐ Expense Report

☐ Allocation Report

☒ Expense and Allocation Report

☐ Allocation Proof Report

OK Cancel

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

Project Revenue Allocation [TRAIN DATABASE Jan 25 2024]

Revenue Allocation

Project: FG19080039

Project type: [dropdown]

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

Grant Reporting

☐ Include encumbrances

☐ Include requisitions

Posting Information

Effective date: 02/05/2024

Fiscal year: 2024 Period: 5 FEB

Group GB Invoices by: Customer and AR Code

PA Journal [dropdown]

GL Journal [dropdown]

GB Invoice [dropdown]

Output

Output type

☐ Munis printer

☐ Save

☒ PDF

☐ Display

Comment: Creates and opens a PDF document that can be printed from or saved to your PC.

Report title

PROJECT REVENUE ALLOCATION REPORT

Output style

☒ Presentation

☐ Plain Text

Output options

☐ Landscape

☒ Enable hyperlinks if present

Copies: 1

OK Cancel

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



## Allocation for actual expenses incurred from 08/01/2023 to 11/20/2023

Project: FG19080039 - BTS INTERDICTION PROGRAM 09/30/23

Expense Type: REIM - R100

Expenses					
Exp Date	Journal	Line	SRC Expense String		Expensed Amount
10/31/2023	226	1	API FGI9080039-OPERATING -TRAVEL - Vendor: 1269 - KILROY B DELEON GUERRERO Documents: 154770 Status: PAID - check: 88054		250.00
10/31/2023	226	2	API FGI9080039-OPERATING -TRAVEL - Vendor: 1269 - KILROY B DELEON GUERRERO Documents: 154771 Status: PAID - check: 88054		250.00
10/18/2023	563	1	API FGI9080039-OPERATING -TRAVEL - Vendor: 1314 JOSHUA JOSEPH D LIZAMA Document: 155149 Status: PAID - check: 88186		250.00
10/18/2023	563	2	API FGI9080039-OPERATING -TRAVEL - Vendor: 1314 JOSHUA JOSEPH D LIZAMA Document: 155150 Status: PAID - check: 88186		250.00
10/18/2023	576	3	API FGI9080039-OPERATING -3PERSTNGCG- Vendor: 1336 - FRANCISCO C QUITUGA Document: 155243 Status: UNPAID		1,095.75
10/18/2023	563	4	API FGI9080039-OPERATING -3PERSTNGCG- Vendor: 1386 - JUAN PEDRO K MESGROS Document: 155152 Status: PAID - check: 88187		1,158.50

Document: 155132		Status: PAID - Check: 88187
Expensed Total		3,254.25
AP Retainage: Retained Total		0.00
AP Retainage: Released Total		0.00

Expense Type: REIM - R100 Allocation Total

Funding Source	Type	Bill Ext	Pri	%	Max Allocation	Allocation to Date	Allocation Amount
FG19080039 - FEDERAL	-	List	Ext	1 100.0	450,000.00	0.00	3,254.25
							3,254.25

Project	FG19080039	Allocation Totals	Max Allocation	Current Allocation	Allocation to Date	Remaining Allocation
FG19080039-FEDERAL	-	-	450,000.00	3,254.25	0.00	446,745.75
			450,000.00	3,254.25	0.00	446,745.75

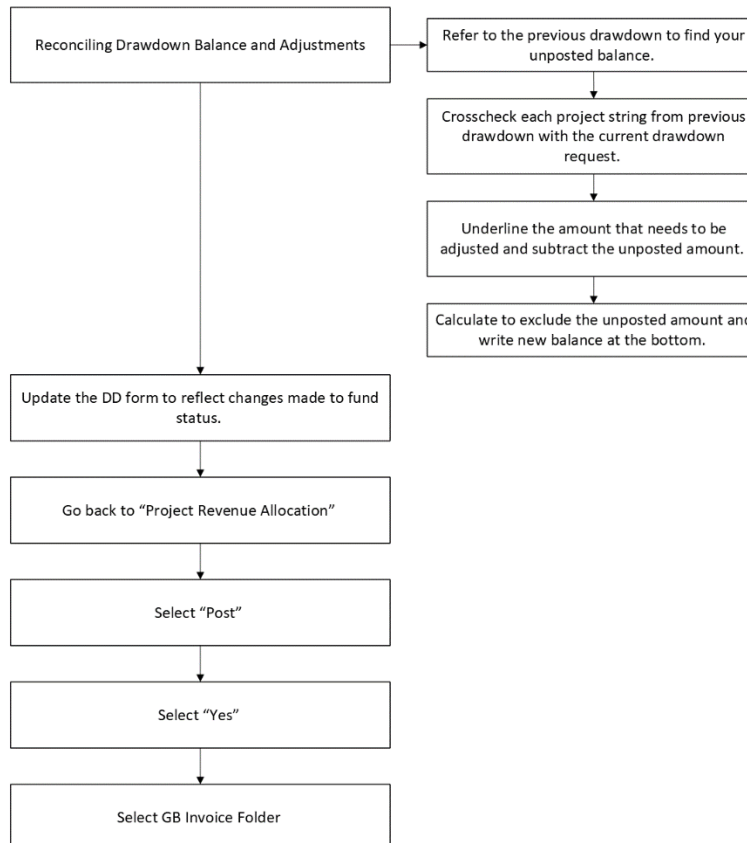
\*\* END OF REPORT - Generated by Jaclyn C. Litulumar \*\*

Report generated: 11/21/2023 15:09  
User: j.litulumar  
Program ID: parevalc

Page 1

## 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.

# FEDERAL GRANTS DRAWDOWN PROCEDURES

TRAIN DATABASE Oct 19 2023



## CNMI PROJECT BUDGET REPORT

FOR 08/01/2023 - 11/30/2023

T PROJECT STRING	Budget	Actuals	Encumbrances	Remaining
PROJECT: FG19080039 - BTS INTERDICTION PROGRAM 09/30				
FFG19080039-FEDERAL -	450,000.00	0.00	0.00	450,000.00
EFG19080039-PERSONNEL -1401KDCRET-	0.00	0.00	0.00	0.00
EFG19080039-PERSONNEL -1FICA -	16,742.95	0.00	0.00	16,742.95
EFG19080039-PERSONNEL -1HEALTHINS-	27,004.76	0.00	0.00	27,004.76
EFG19080039-PERSONNEL -1MEDICAREC-	3,915.69	0.00	0.00	3,915.69
EFG19080039-PERSONNEL -1OVERTIME -	14,000.00	0.00	0.00	14,000.00
EFG19080039-PERSONNEL -1PERSINSUR-	10,801.90	0.00	0.00	10,801.90
EFG19080039-PERSONNEL -1SALARIES -	256,047.56	0.00	0.00	256,047.56
EFG19080039-OPERATING -3ADVERTISI-	1,000.00	0.00	0.00	1,000.00
EFG19080039-OPERATING -3CLEANINGS-	1,200.00	0.00	0.00	1,200.00
EFG19080039-OPERATING -3FREIGHT&H-	500.00	0.00	0.00	500.00
EFG19080039-OPERATING -3LICENSE&F-	500.00	0.00	0.00	500.00
EFG19080039-OPERATING -3PERSTRNGC-	4,352.86	2,254.25	700.00	1,398.61
EFG19080039-OPERATING -3PRINT&PHO-	500.00	0.00	0.00	500.00
EFG19080039-OPERATING -3REPAIR&MA-	10,000.00	0.00	0.00	10,000.00
EFG19080039-OPERATING -4COMMUN -	13,000.00	0.00	0.00	13,000.00
EFG19080039-OPERATING -4FUEL&LUBR-	17,000.00	0.00	0.00	17,000.00
EFG19080039-OPERATING -4INSURANCE-	2,200.00	0.00	0.00	2,200.00
EFG19080039-OPERATING -4RENTALOFF-	8,000.00	0.00	0.00	8,000.00
EFG19080039-OPERATING -4SUPPOFFIC-	1,300.00	0.00	79.03	1,220.97
EFG19080039-OPERATING -4SUPPOPERA-	11,000.00	0.00	984.92	10,015.08
EFG19080039-OPERATING -4TRAVEL -	9,000.00	1,000.00	0.00	8,000.00
EFG19080039-UTILITIES -4UTILITIES-	10,500.00	756.00	-756.00	10,500.00
EFG19080039-INDIRECT C-9INDIRECTC-	31,434.28	0.00	0.00	31,434.28
TOTALS FOR PROJECT: FG19080039 - BTS INTERDICTION PROGRAM 09/30	0.00	4,010.25	1,007.95	-5,018.20
				(756) UNPOSTED
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
				3,254.25
** END OF REPORT - Generated by Jaclyn C. Litulumar **				

Report generated: 11/21/2023 15:14  
user: j.litulumar  
Program ID: pareport

Page 1

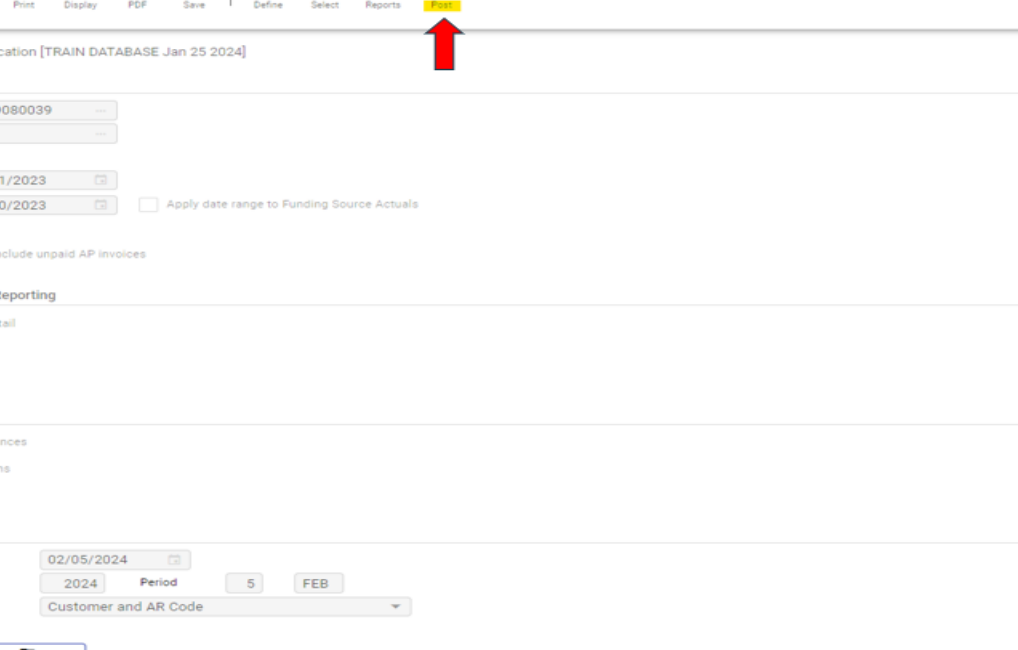
- Update the DD form to reflect changes made to fund status.



## FEDERAL GRANTS DRAWDOWN PROCEDURES

[illegible]

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



Project Revenue Allocation [TRAIN DATABASE Jan 25 2024]

Close Output Print Display PDF Save Define Select Reports **Post**

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

Grant Reporting

☐ Include encumbrances

☐ Include requisitions

Posting Information

Effective date 02/05/2024

Fiscal year 2024 Period 5 FEB

Group GB Invoices by Customer and AR Code

PA Journal

GL Journal

GB Invoice

Output allocation 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

Grant Reporting

☐ Include encumbrances

☐ Include requisitions

Posting Information

Effective date: 02/05/2024

Fiscal year: 2024 Period: 5 FEB

Group GB Invoices by: Customer and AR Code

PA Journal

GL Journal

GB Invoice

**Post Journal Confirmation**


No errors detected.


Post Journal?


Yes No


## 6. Select GB Invoice Folder


## FEDERAL GRANTS DRAWDOWN PROCEDURES


 **Project Revenue Allocation [TRAIN DATABASE Oct 19 2023]**


 Close


 Output


 Print


 Display

 PDF

 Save

 Define

 Select

 Reports

Project Revenue Allocation [TRAIN DATABASE Oct 19 2023]

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

Grant Reporting

☐ Include encumbrances

☐ Include requisitions

Posting Information

Effective date

11/21/2023

Fiscal year

2024

Period


2

NOV

Group GB Invoices by


Customer and AR Code

PA Journal




Effective Date: 11/21/2023, PA Jnl: 7

GL Journal



GB Invoice

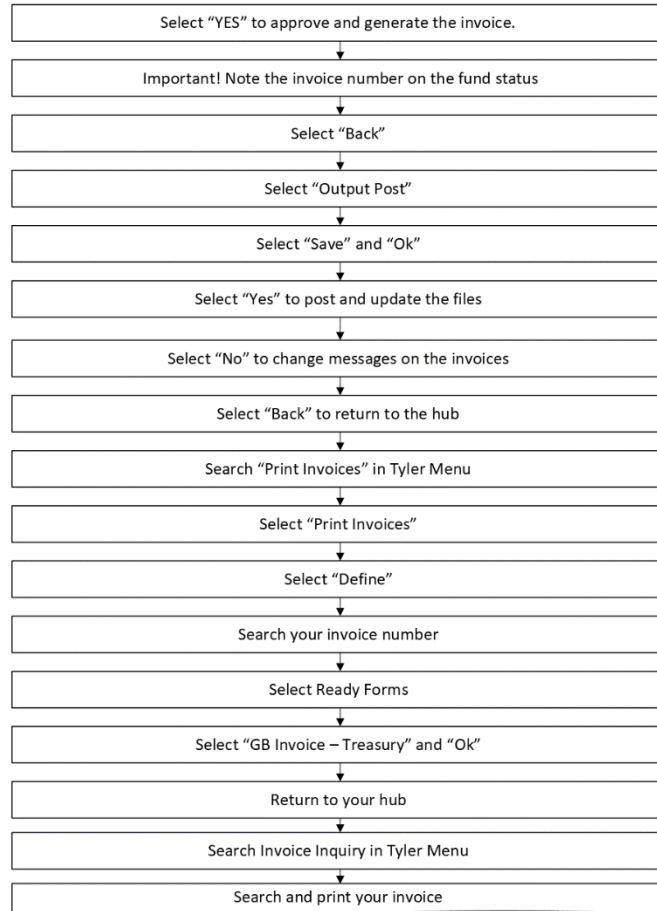


GB Batch: 1854

Define revenue allocation parameters.  
Post successful. PA Journal: 7 created.

## 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.

## FEDERAL GRANTS DRAWDOWN PROCEDURES

**Proof Header**

Back Search Browse Add Update Delete Attach Copy Invoice Detail User Def Generate

Project Revenue Allocation [TRAIN DATABASE Oct 19 2023] > Invoice Entry and Proof [TRAIN DATABASE Oct 19 2023] > Proof Header

Invoice header

GL effective date \* 11/21/2023  
Year/period \* 2024 2 NOV  
Customer \* 1273 Addr. no. 0  
U.S. DEPARTMENT OF THE INTERIOR  
5275 LEESBURG PIKE  
FALLS CHURCH, VA 22041 USA

AR code \* FA - FEDERAL FUNDS  
Invoice \* 1004394 Project Strings apply  
Invoice date \* 11/21/2023  
Installments \* Split installments evenly

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  
Department  
Cash account \* 9999 10000  
CASH - CHECKING - 5301

Generate Invoice

Do you want to approve and generate the invoice?  
Once generated, you will be able to collect payments or apply adjustments to the invoice, but you will no longer be able to modify the invoice within invoice entry.

Yes Cancel

VERY IMPORTANT! TAKE NOTE OF INVOICE NUMBER

1 of 1 |< >| The installment number.

### 3. Select "Back"

**Proof Header**

Back Search Browse Add Update Delete Attach Copy Invoice Detail User Def Generate

Project Revenue Allocation [TRAIN DATABASE Oct 19 2023] > Invoice Entry and Proof [TRAIN DATABASE Oct 19 2023] > Proof Header

Invoice header

GL effective date \* 11/21/2023  
Year/period \* 2024 2 NOV  
Customer \* 1273 Addr. no. 0  
U.S. DEPARTMENT OF THE INTERIOR  
5275 LEESBURG PIKE  
FALLS CHURCH, VA 22041 USA

AR code \* FA - FEDERAL FUNDS  
Invoice \* 1004394 Project Strings apply  
Invoice date \* 11/21/2023  
Installments \* Split installments evenly

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  
Department  
Cash account \* 9999 10000  
CASH - CHECKING - 5301

Generate Invoice

Do you want to approve and generate the invoice?  
Once generated, you will be able to collect payments or apply adjustments to the invoice, but you will no longer be able to modify the invoice within invoice entry.

Yes Cancel

1 of 1 |< >| The installment number.

The invoice has been generated.

### 4. Select "Output Post"

## FEDERAL GRANTS DRAWDOWN PROCEDURES

5. Select "Save" and "Ok"
6. Select "Yes" to post and update the files
7. Select "No" to change messages on the invoices

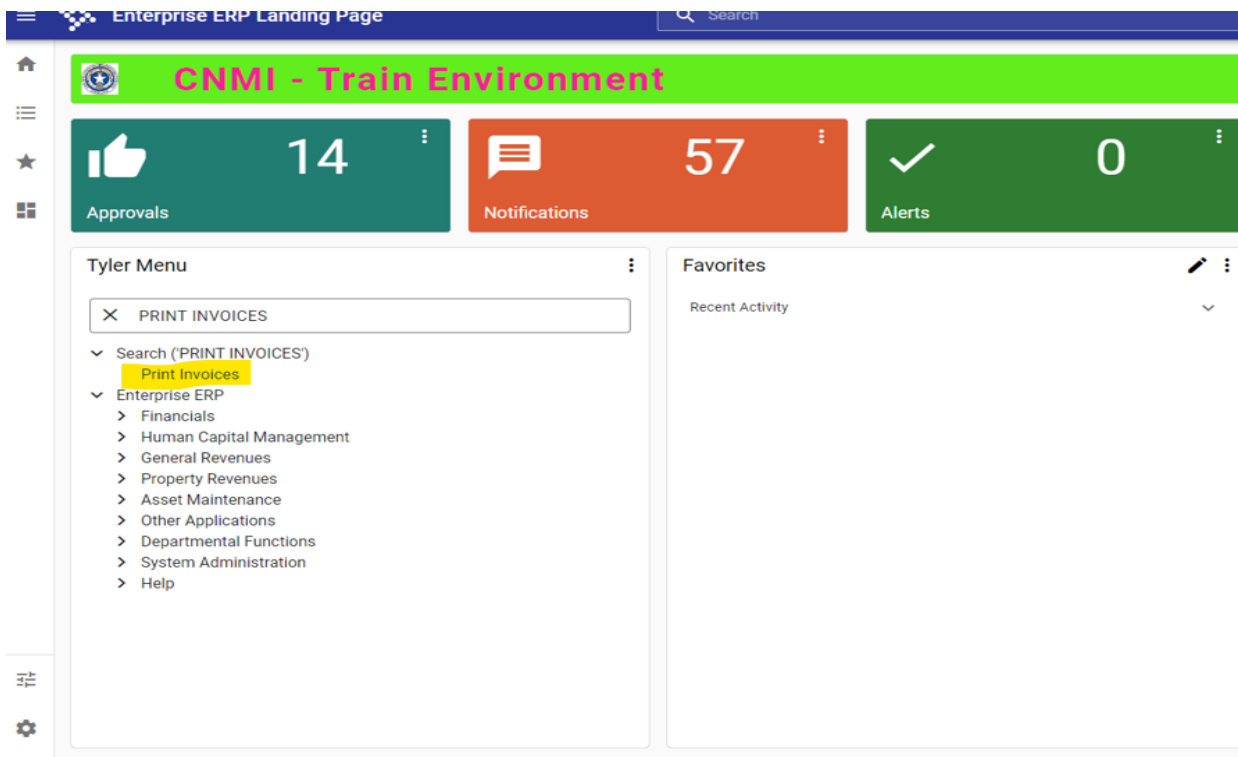
8. Select “Back” to return to the hub

The screenshot shows the 'Invoice Entry and Proof' interface for the 'TRAIN DATABASE Oct 19 2023'. The top navigation bar includes a 'Back' button (left arrow icon) and several other icons for search, browse, add, update, output, print, display, PDF, save, excel, word, add batch, view batch, resume, and output post. A red arrow points to the 'Back' button. Below the navigation bar, the breadcrumb trail shows 'Revenue Allocation [TRAIN DATABASE Oct 19 2023] > Invoice Entry and Proof [TRAIN DATABASE Oct 19 2023]'. The main form area contains several input fields for 'Invoice count', 'Amount total', 'Default invoice date', 'GL effective date', 'Year/period', 'Batch', and 'Payment terms'. Below these fields is the 'Invoice Messages' section, which includes a dropdown for 'Invoice message' and a text area for 'Invoice message text'. At the bottom of the form, a status message reads: 'Output/post the current list. Posting successful.'

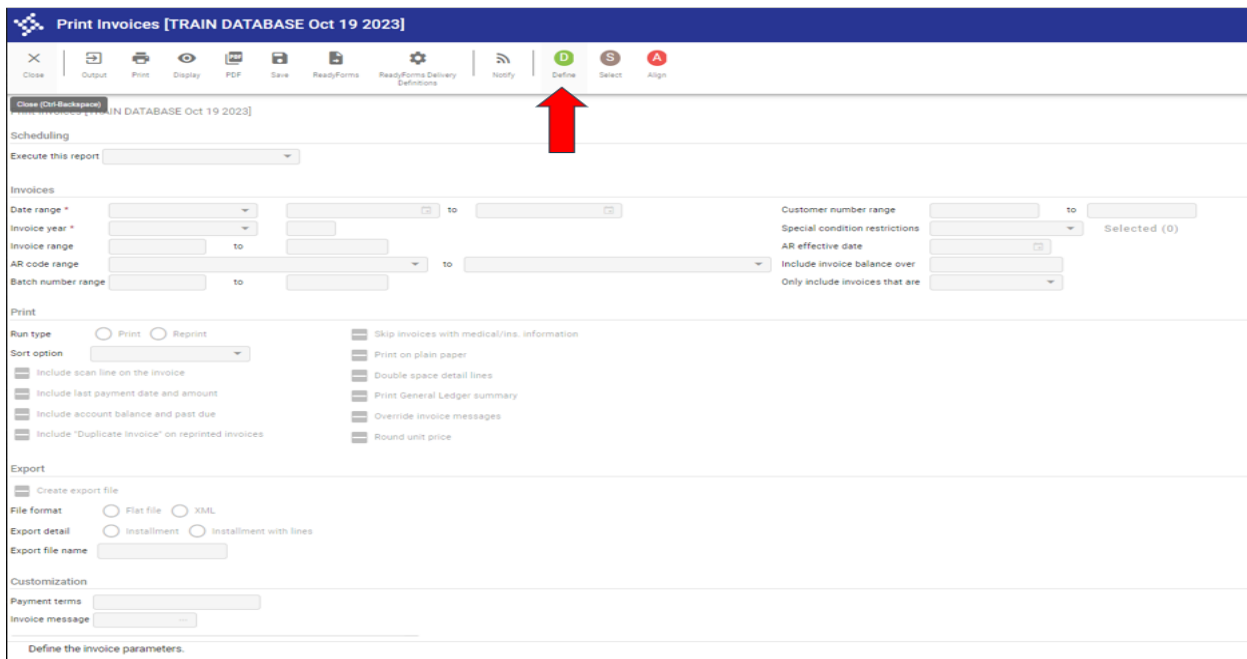
9. Search “Print Invoices” in Tyler Menu

10. Select “Print Invoices”

## FEDERAL GRANTS DRAWDOWN PROCEDURES



### 11. Select “Define”



### 12. Search your invoice number

- 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

**Print Invoices [TRAIN DATABASE Oct 19 2023]**

Close Accept Cancel

Print Invoices [TRAIN DATABASE Oct 19 2023] >

Scheduling

Execute this report: Now

Invoices

Date range: Today 11/21/2023 to 11/21/2023

Invoice year: Current year 2024

Invoice range: 1004394 to 1004394

AR code range: AA - CNMI ADMINISTRATION to ZZ - COURTS: SUPERIOR COURT TRUST-SPN FHB

Batch number range: 0 to 99999999

Customer number range: 0 to 99999999

Special condition restrictions: Selected (0)

AR effective date: 11/20/2023

Include invoice balance over:

Only include invoices that are:

Print

Run type: ☒ Print ☐ Reprint

Sort option: Invoice

☐ Include scan line on the invoice

☐ Include last payment date and amount

☐ Include account balance and past due

☐ Include "Duplicate Invoice" on reprinted invoices

☐ Skip invoices with medical/ins. information

☐ Print on plain paper

☐ Double space detail lines

☐ Print General Ledger summary

☐ Override invoice messages

☐ Round unit price

Export

☒ Create export file

File format: ☐ Flat file ☒ XML

Export detail: ☒ Installment ☐ Installment with lines

Export file name:

Customization

Payment terms:

Invoice message:

Enter the AR effective date to determine due amounts.

**THIS DATE SHOULD BE THE SAME AS YOUR FUND STATUS RUN DATE & REVENUE ALLOCATION END DATE**

### 13. Select Ready Forms

**Print Invoices [TRAIN DATABASE Oct 19 2023]**

Close Output Print Display PDF Save ReadyForms ReadForms Delivery Definitions Notify Define Select Export Align

Print Invoices [TRAIN DATABASE Oct 19 2023]

Scheduling

Execute this report: Now

Invoices

Date range: Today 11/21/2023 to 11/21/2023

Invoice year: Current year 2024

Invoice range: 1004394 to 1004394

AR code range: AA - CNMI ADMINISTRATION to ZZ - COURTS: SUPERIOR COURT TRUST-SPN FHB

Batch number range: 0 to 99999999

Customer number range: 0 to 99999999

Special condition restrictions: Selected (0)

AR effective date: 11/20/2023

Include invoice balance over:

Only include invoices that are:

Print

Run type: ☒ Print ☐ Reprint

Sort option: Invoice

☐ Include scan line on the invoice

☐ Include last payment date and amount

☐ Include account balance and past due

☐ Include "Duplicate Invoice" on reprinted invoices

☐ Skip invoices with medical/ins. information

☐ Print on plain paper

☐ Double space detail lines

☐ Print General Ledger summary

☐ Override invoice messages

☐ Round unit price

Export

☒ Create export file

File format: ☐ Flat file ☒ XML

Export detail: ☒ Installment ☐ Installment with lines

Export file name:

Customization

Payment terms:

Invoice message:

Select the invoices.

14. Select “GB Invoice – Treasury” and “Ok”
15. Return to your hub

16. Search Invoice Inquiry in Tyler Menu

## 17. Search and print your invoice

- Invoice: Enter your invoice number
- Hit Accept
- Select “Attach” to view your invoice

Invoice Inquiry [TRAIN DATABASE Oct 19 2023]

Close Accept Search Browse Output Print Display PDF Save Email Word Email Schedule Attach Audit History User Defined

Invoice Inquiry [TRAIN DATABASE Oct 19 2023]

Header

Year/period: 2024 2 NOV Customer: 1273 Addr no: 0

AR code: FA - FEDERAL FUNDS U.S. DEPARTMENT OF THE INTERIOR

Invoice: 1004394 5275 LEESEBORG PIKE

Invoice date: 11/21/2023 FALLS CHURCH, VA 22041 USA

Due date: 11/21/2023

Batch #: 1854

Clerk: J. Litulumar Jaclyn C. Litulumar

Customer PO: Unpaid balance: 3,254.25 Contract: Loan ID: For/loc: Comments:

Discount %: .00

Department: Parcel: Account Identifier: Project Strings apply

Detail

Line	Description	Quantity	Price	Billed	Adjusted	Principal Paid	Principal Due	User Defined
1	FEDERAL GRANT REVENUE	1.00	3254.250000	3254.25	.00	.00	3254.25	

Totals

Billed	Adjusted	Principal Paid	Principal Due
3254.25	.00	.00	3254.25

1 of 1 |< >|

## 18. General Billing Invoice

- Select the printer icon and print your invoice

[illegible]

## 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

<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b> (See instructions on back)		OMB APPROVAL NO. <b>0348-0004</b>	PAGE <b>1</b> OF <b>1</b> PAGES
		1. TYPE OF PAYMENT REQUESTED a. "A" one or both boxes <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. "C" the applicable box <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL	2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY	5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST
6. EMPLOYER IDENTIFICATION NUMBER	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) TO (month, day, year)	
9. RECIPIENT ORGANIZATION Name:  Number and Street:  City, State and ZIP Code:		10. PAYEE (Where check is to be sent if different than item 9) Name:  Number and Street:  City, State and ZIP Code:	
11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED			
PROGRAMS/FUNCTIONS/ACTIVITIES ▶	(a)	(b)	(c) TOTAL
a. Total program outlays to date (As of date)	\$	\$	\$
b. Less: Cumulative program income			
c. Net program outlays (Line a minus line b)			
d. Estimated net cash outlays for advance period			
e. Total (Sum of lines c & d)			
f. Non-Federal share of amount on line e			
g. Federal share of amount on line e			
h. Federal payments previously requested			
i. Federal share now requested (Line g minus line h)			
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month		
	2nd month		
	3rd month		
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY			
a. Estimated Federal cash outlays that will be made during period covered by the advance			\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period			\$
c. Amount requested (Line a minus line b)			\$
AUTHORIZED FOR LOCAL REPRODUCTION		(Continued on Reverse)	

STANDARD FORM 270 (Rev. 7-87)  
Prescribed by OMB Circulars A-102 and A-110

13. CERTIFICATION	
SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED
TYPED OR PRINTED NAME AND TITLE	TELEPHONE (AREA CODE, NUMBER, EXTENSION)
This space for agency use	
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 accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	
Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.	
<b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.</b>	
<b>INSTRUCTIONS</b> Please type or print legibly. Items 1, 3, 5, 9, 10, 11a, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows:	
Item Entry 2 Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis. 4 Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement. 6 Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency. 7 This space is reserved for an account number or other identifying number that may be assigned by the recipient. 8 Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested. Note: The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports. 11 The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or activity. If additional columns are needed, use	Item Entry as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page. 11a Enter in "as of date," the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbursements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees. 11b Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement. 11d Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance. 13 Complete the certification before submitting this request.

STANDARD FORM 270 (Rev. 7-87) Back