

FY20 Year-End Close Information

1. What is the last day to process obligations, deobligations, and no-cost extensions in GrantSolutions?

The last day to process financial actions (obligations/deobligations) in GrantSolutions is Friday, September 25, 2020 at 6:00 p.m. EDT (4:00 p.m. MDT). The interface between FBMS SAP (finance) and GrantSolutions will be shut down at 6:00 p.m. EDT on September 25, 2020. Any transactions that have a financial impact will fail. However, GrantSolutions will remain available to all users to perform non-financial transactions. Users can continue to process Notice of Funding Opportunities (NOFOs), receive applications, and change award header and line dates in GrantSolutions.

2. What about awards that I have started and could not complete by September 25, 2020?

For in-progress awards that are not released by Friday, September 25, 2020 and have a financial impact (obligations/deobligations), you cannot work on these awards until FBMS start-up is completed. The expected date for new transactions is Thursday, October 8, 2020.

Once the system is available to all users, you must change the award date to the current accounting period on open unreleased awards. You will not be able to release these awards until the PR has been recreated in SAP. Further instructions will go out to the Regions on this process.

For in-progress awards that do not have a financial impact, you can continue to work on these awards and release them after September 25, 2020.

3. What happens to Purchase Requests (PRs) that are pending approval in SAP?

It is strongly recommended that you do not enter PRs that you will not be able to obligate by September 25, 2020.

4. What happens to Purchase Requests (PRs) that are approved and transmitted to GrantSolutions?

It is strongly recommended that you do not enter PRs that you will not be able to obligate by September 25, 2020.

5. Can funding opportunities be created in GrantSolutions and posted to the Grants Management Module (GMM) and Grants.gov after September 25, 2020?

Yes. GrantSolutions will remain available for non-financial transactions. The interface between GrantSolutions and Grants.gov will remain active.

6. Is there a deadline for recipients to request payments through ASAP for Fiscal Year 2020 closeout?

Recipients must submit ASAP payment requests by 6:00 p.m. EDT (4:00 p.m. MDT) on September 25, 2020. Access to funds in ASAP will be suspended from September 26 to September 30, 2020 to close out fiscal year 2020. Recipients should withdraw the necessary funding for that period on or before September 25, 2020. Accounts will be available on Thursday, October 1, 2020.

7. What is the deadline to submit ASAP enrollments in order to meet the September 25, 2020 obligation deadline?

All ASAP enrollments must be submitted to the Financial Assistance Systems and Training Branch (FAST) at fwfqfas@fws.gov no later than Tuesday, September 1, 2020. In order to meet the obligation deadline, recipients must complete all required steps in ASAP no later than Friday, September 4, 2020. ASAP enrollments that are not submitted by September 1, 2020 or recipient accounts that are not active by September 4, 2020 are not guaranteed to be processed to meet the obligation deadline. Awards should not be released in GrantSolutions before establishing a payment method for the recipient. Please refer to the [Establishing an Intended Recipient's Payment Method before Obligating Funds for a New Grant or Cooperative Agreement Award in the Financial and Business Management System \(FBMS\)](#) for guidance.

8. What is the deadline to submit payment requests for ASAP waived recipients?

Payment requests for ASAP-waived recipients, including ITS payment requests for foreign recipients, must be submitted to the Interior Business Center (IBC) no later than close of business on Monday, September 14, 2020. IBC expects to start processing payments again on October 8, 2020.

9. What happens to invoices that ASAP-waived recipients sent to the Interior Business Center (IBC) after the FY20 year-end cut off of September 14, 2020?

FY 2020 invoices that are not paid before the final payment run will be paid in FY 2021. Vendors should be made aware that payment will not be possible until after October 8, 2020, when we have access to the system again.

10. What is the deadline to submit ASAP waiver requests?

ASAP waiver requests must be submitted to the FAST Branch at fwfqfas@fws.gov no later than Friday, September 18, 2020. Awards should not be released in GrantSolutions before establishing a payment method for the recipient. Please refer to the [Establishing an Intended Recipient's Payment Method before Obligating Funds for a New Grant or Cooperative Agreement Award in the Financial and Business Management System \(FBMS\)](#) for guidance.

11. Can recipients draw or request funds in advance to cover their needs during the blackout period?

Yes. Please be aware of the dates that your recipients will not be able to access their funds and allow a short-term advance to cover these dates. Recipients in ASAP are eligible to advance funds to cover costs from September 26, 2020 to September 30, 2020. Recipients paid through IBC are eligible to advance funds to cover costs from September 15, 2020 to October 8, 2020.

Make sure you have a copy of the signed Director's Memo (available [here](#)) in the official award file(s) of recipients that advance funds during year-end close-out.

12. Where can I find resources for FY20 Close-out?

For the FY20 Year End Instructions, please go to <https://doimsp.sharepoint.com/sites/fws-FF10G23500/SitePages/Year-End-Close-Guidance.aspx>

For information on payments to recipients (including ASAP), please go to <https://fawiki.fws.gov/display/ASAP>

For information on FBMS, please go to <https://fawiki.fws.gov/display/FBMS>

Questions or issues from FWS staff and recipient organization regarding GrantSolutions must be submitted to the help desk at help@grantsolutions.gov

Questions or issues from FWS staff regarding FBMS or ASAP must be submitted to the help desk at FBMS_Helpdesk@ios.doi.gov

Questions from recipient organizations regarding ASAP must be submitted to fwhqfas@fws.gov

The table below summarizes the FY20 deadline dates.

Fiscal Year (FY) 2020 Deadlines for Grants and Cooperative Agreement Processing	
August 1, 2020	Awards or amendments that must be approved by year end to avoid loss of funds must be submitted for review and approval in GrantSolutions to the FASO Operations Branch.
August 14, 2020	Awards or amendments not at risk for losing funds by year end must be submitted for review and approval in GrantSolutions to the FASO Operations Branch.
August 14, 2020	Last day for Programs to submit a PPR request through JAO mySupport to create a financial assistance purchase requisition
August 14, 2020	Deadline for UDO canceling funds to be paid to the recipient or de-obligated. Fund codes beginning with 145.
August 30, 2020	Message posted by Treasury to the ASAP Homepage Broadcast messages regarding upcoming account suspensions.
September 1, 2020, 5:00 P.M. EDT	Deadline for new ASAP Enrollment form submissions for anticipated FY 2020 recipients.
September 4, 2020	Deadline for FY 2020 anticipated recipients to complete all ASAP enrollment actions (enrollment status must be Active by this date).
September 11, 2020, 5:00 P.M. EDT	Deadline to submit financial assistance PPR to JAO mySupport at https://fwsprod.servicenowservices.com/mysupport/
September 14, 2020, 7:00 P.M. EDT	Deadline for submitting manual payment requests for ASAP-waived recipients, including ITS payments for foreign recipients, to IBC.
September 18, 2020, 5:00 P.M. EDT	Deadline for ASAP waiver request submissions for anticipated FY 2020 recipients.
September 25, 2020, 6:00 P.M. EDT	Deadline for processing obligations, deobligations, and no-cost extensions in GrantSolutions.
September 25, 2020, 6:00 P.M. EDT	ASAP payment requests must be submitted prior to suspension of accounts.
September 25, 2020, 7:00 P.M. EDT	Begin ASAP account suspension.
September 26 – 30, 2020	ASAP accounts remain suspended for year-end close-out.
October 1, 2020, 10:00 A.M. EDT	ASAP accounts will be un-suspended. Recipients are able to request payments through ASAP.
October 8, 2020	New Fiscal Year 2021 open. Processing for obligations, de-obligations and no-cost extensions in GrantSolutions resumes.
TARGET DATE	IBC to begin processing ASAP-waived payments to recipients.