

# U.S. Consumer Product Safety Commission

## Administrative Requirements and

### Instructions for Requesting Grant Payments using the SF-270

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## I. Administrative Requirements

### a. Requesting Advance Payment or Reimbursement Requests for the CPSC Grant Project

Grantees must request payments using the form SF-270, Request for Advance or Reimbursement, which is available at: [www.poolssafely.gov/grants/vgbfy16/](http://www.poolssafely.gov/grants/vgbfy16/). The form must be filled out correctly and uploaded to GrantsSolutions.gov and emailed to the Project Officer listed on your Notice of Award.

- If the SF-270 form is incomplete or inaccurate, payment will be delayed.
- The SF-270 must be signed by the grantee Authorizing Official as set forth in the NoA.
- Grantees may submit a payment request as grant funds are needed. Payment requests are normally processed within 10 business days after submission of the SF-270 request.

To avoid possible delays in processing a payment request, grantees should explain unusually large payment requests when they are submitted to CPSC.

### b. Advance Payment

Unless otherwise stated in the special terms and conditions of the NoA (or subsequent action), grantees are authorized to be paid on an advance basis through electronic funds transfer, provided that the following conditions exist:

1. Funds for the project period have been obligated in the form of a signed grant award notification;
2. The grantee must minimize the time elapsing between the transfer of funds from the U.S. Treasury and the grantee's disbursement and must maintain or demonstrate the willingness to maintain written procedures to so minimize the time elapsing between the transfer of funds to the grantee from the U.S. Treasury and the disbursement of such funds;
3. The grantee financial management system meets the standards for fund control and accountability prescribed in OMB Circular A-102; and
4. The grantee SAM.gov registration is current and active.

Requests for advance payment must be limited to immediate cash needs for the approved award.

Advance payments must be fully disbursed (example: checks written, signed, and issued to the payees) within 30 days after the date that the grantee receives advance funds from the U.S. Treasury. Advance

payment requests must be submitted no earlier than 15 business days before the beginning of the period for which the funds are requested. To avoid possible delays in processing a payment request, grantees must explain unusually large payment requests when they are submitted to the PO. Grantees that email payment requests to CPSC can normally expect payment via electronic transfer within 10 business days after submission of the SF-270 request.

**c. Reimbursement Requests**

Instructions for grantees placed on Drawdown Restriction are under the NOA Section B. Award Conditions

**d. Maintaining Advance Payments**

Unless a grantee receives less than \$120,000 per year in advance grant funds, a grantee must maintain advances of federal funds in interest-bearing insured bank accounts or the most reasonably available interest-bearing account that would not earn more than \$100 (if the grantee is a state, local, or Indian Tribal Government), or \$250 (if the grantee is an institution of higher education, hospitals, or other non-profit organization) per year on the federal cash balance, or would entail bank services charges in excess of the interest earned. (Note: Grantees are encouraged to use women-owned and minority-owned banks or banks that are owned at least 50 percent by women or minority group members).

Interest greater than \$600 annually that is earned on advance payments must be remitted annually to CPSC. Grantees must mail a check identified as interest earned on advances of CPSC funds to:

CPSC  
C/O ESC, AMZ-341  
PO Box 25082  
Oklahoma City, OK 73125-0082

## **II. Detailed Instructions for SF-270**

SF-270 Request for Advance or Reimbursement

**Box #**

- 1a. Indicate whether the request is an advance of funds or a reimbursement.
- 1b. Indicate whether this request represents a final or partial payment. If this is a one-time payment, check "Final". If there are going to be multiple payments, check "Partial", unless this is the last in the series of payment (which would be "Final").
2. Indicate the organization's/recipient's accounting method. This does not relate to how the payment will be made (i.e., cash, check or EFT). Unless you definitively know otherwise, **always check "Cash"**.
  - Cash – Refers to the accounting methods in which expenses are recorded when they are paid.
  - Accrual – Refers to the accounting method in which expenses are recorded when incurred.
3. Indicate the US Consumer Product Safety Commission, Office of Financial Management, Planning and Evaluation.

4. Enter the core grant award number. The core grant number is listed in Box 4 of your Notice of Award:

4. GRANT NO  
1 VGBCP160001-01-00  
Formerly

5. If this is a one-time payment, enter "1". If partial payments are being requested, indicate which number this request represents. Example: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.
6. Provide the Employer Identification (EIN) Number listed on Box 4 of your Notice of Award.
7. This is a number determined by the grantee not the Federal Government. It is an optional field; it is not required. See further instructions on SF-270.
8. See instructions on SF-270. ***It is important to note that the period covered refers to the dates during the period of performance that the funds requested will cover. It is not necessarily the same as the grant Period of Performance.***
- A. If this is a one-time payment, the "From" and "To" dates should be the same as the period of performance.
- B. If this is for multiple payments:
- In the first payment request, the "From" date should be the same as the grant's start date in the Period of Performance. The "To" date can be any date within the grant Period of Performance.
  - In the last ("Final") payment request, the "To" date should be no later the grant's end date in the Period of Performance – or the last date on which authorized costs were expended on the grant activity – whichever comes first. The "From" date should be the day after the "To" date submitted on the previous SF-270.
  - Otherwise, "To" and "From" dates should indicate the period during which the requested funds will be expended. Dates should not overlap with previous payment requests.
9. Indicate grantee organization information as requested. For grants to individuals, enter the grantee name and address listed in Box 9a of your Notice of Award.
10. Indicate Payee information if different from information indicated in Box 9.
11. Use column headings (a, b & c) to indicate the Program/Function/Activity where this request for reimbursement is being made.
- Column A shall be used to report expenses related to Section 1406 (d)(1) of the Virginia Graeme Baker Pool and Spa Safety Act (the Act). At least 50 percent of funds must be used for these purposes.
  - Column B shall be used to report expenses related to Section 1406 (d)(2) of the Act.
  - The cumulative total should appear under the "Total" column on the first page.

Indicate the amounts requested under the applicable Programs/Functions/ Activities columns.

- A. Total program outlays to date: Enter the date through which the calculations being entered are effective. Under the columns, enter the cumulative amount actually expended by the grantee as of the date indicated in the "To" box (#8).
- B. Less: Cumulative program income: Leave this box blank. As noted on Box 15 of your Notice of Award Program Income for this grant is additive.

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:		b
a.	DEDUCTION	
b.	ADDITIONAL COSTS	
c.	MATCHING	
d.	OTHER RESEARCH (Add / Deduct Option)	
e.	OTHER (See REMARKS)	
16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY THE FEDERAL AWARDOING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE FOLLOWING CONDITIONS: (See REMARKS FOR DETAILS)		

- C. Net program outlays (line A minus line B): Enter the sum.
- D. Estimated net cash outlays for advance period:
- For Reimbursement payment requests: Leave this box blank.
  - For Advance payment requests: Enter the amount that is expected to be spent during the dates specified in Box 8.
- E. Total (Sum of lines C & D): Enter the sum.
- F. Non-Federal share of amount on E: If any of the funds shown on line E will come from other non-grant sources, enter that amount here. This would usually be funds specified in the grant budget that come from the grantee (or other sources) as part of a formal cost-sharing arrangement. It should not reflect the value of in-kind (non-cash) contributions.
- G. Federal share of amount on line E: Indicate the amount from the Federal award (line E minus line F). If there is no cash-sharing by the grantee, this line will be the same as line E.
- H. Federal payments previously requested: If grantee has received prior payments for this award, indicate the total amount received here.
- I. Federal share now requested (Line G minus line H): Enter the sum. This will be the amount being requested by the grantee.
- J. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances: Use this when the award indicates payments will be made on a predetermined schedule. This is optional. It should not be used for Reimbursement payments.
12. Alternate Computation for Advances Only: Leave this box blank.
13. Certification: This should be signed and dated by the grantee. For grants to organizations, it should be signed by the individual within the organization authorized to approve grants (their Grants Officer) or to receive and disburse funds (their Chief Financial Officer).

### **IMPORTANT:**

**Box marked "This space for Agency use only"**: When the SF-270 is received from the grantee, the CPSC Project Officer and Grants Management Officer will review the form and initial their approval in this box. This certifies to the Financial Management/Budget Officer that:

- Any required program or financial reports have been received;
- The level of activity that has occurred under the grant supports the amount of money already disbursed and/or the amount of money being requested;

- 3) For advances, the amount of money being requested will not result in excess cash being on-hand by the grantee (i.e., the grantee shouldn't have more money than they need to spend within a reasonable period of time); and
- 4) Everything is in order so that that the FMO can proceed with processing the advance or reimbursement of funds.

This box may also be used by the GO/GOR to indicate whether the payment should be in U.S. dollars or local currency, and whether the payment should be made by cash, check or electronic funds transfer (EFT). The FMO may use this box for his/her signature certifying approval for payment.

*For more information or assistance on the SF-270, please contact your assigned CPSC Project Officer*