

# Financial Assistance Management DOT Dash 2010-03

**Date:** January 14, 2010

**To:** DOT Grants Information System (GIS) Data Users and the Financial Assistance Working Group

**From:** Financial Assistance Management Division

**Subject:** Official Launch of OST's New Grants Information System (GIS) and Change in Reporting Requirements

**Summary:** The official go-live date for the department-wide **New Grants Information System (GIS)** will be Tuesday, January 19, 2010. The **New GIS** will be the only source for collecting and reporting financial assistance (grants, cooperative agreements, loans, and other financial transactions) data. Simultaneously, the Department's old Grants Information System (GIS) will be retired. The former GIS becomes the historical reference repository for all financial assistance data collected prior to October 1, 2008.

All system users within each operating administration (OA) have received training and orientation on the use and operability of the **New GIS**. A User's Manual has been provided to all system users. Additionally, system users currently have access to the **New GIS** and have received user names and temporary passwords.

To ensure data quality and validation, some of the major enhancements that were included in the **New GIS** are:

- **New GIS** will not accept submissions that has missing or incomplete data elements, and;

- **New GIS** interfaces with Dun and Bradstreet and will automatically provide the unique Data Universal Numbering System (DUNS) Number associated with the recipient, to assure a confidence code of 7 or higher in accordance with Office of Management and Budget Memo, M-09-19, "Guidance on Data Submission under the Federal Funding Accountability and Transparency Act (FFATA)."

Missing or incomplete data elements will result in **EXCEPTIONS** which will not be accepted. Any **Exceptions** will need to be corrected and resubmitted within 24-hours.

In addition, OST is requiring all financial assistance data be reported to the **New GIS** within 2-business days of obligation. Failure to do so results in inaccurate and untimely reporting of Federal-wide reporting requirements by the Department. This 2-business day period will aid in the reconciliation with Delphi (financial accounting system), in a timely manner.

**In summary:**

- Effective Tuesday, January 19, 2010, data users will report financial assistance data into the **New GIS**.
- All financial assistance data will be reported to the **New GIS** within 2-business days of award.
- While uploading your assistance data, if you receive **Exceptions**, all **Exceptions** will be rectified within 24 hours and resubmitted to **New GIS**.

If you have any questions or concerns, please contact [Laverne.Taylor@dot.gov](mailto:Laverne.Taylor@dot.gov); [Pamela.Lynch@dot.gov](mailto:Pamela.Lynch@dot.gov); or [Ellen.Shields@dot.gov](mailto:Ellen.Shields@dot.gov)



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