



Repayment Requests

GM 304





- Course Introduction
- Module 1 – Creating a Repayment Request
- Module 2 – Certifying a Repayment Request
- Course Summary



Introduction



- Name
- Role
- Training Purpose



After completing this course, you will be able to:

- Summarize the ezFedGrants repayment request creation and submission process
- Navigate to and within ezFedGrants system



- Course Introduction
- Module 1 – Creating a Repayment Request
- Module 2 – Certifying a Repayment Request
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Objectives



After completing this module, you will be able to:

- Summarize the ezFedGrants Repayment Request creation process
- Understand when a Repayment Request is needed



What is it?

- An improper payment or excess funds that need to be returned.
- Examples of when a **Repayment Request** would be appropriate:
 - Overpayment (e.g., ineligible expense(s), changes in Negotiated Indirect Cost Rates)
 - Duplicate payment (e.g. payment for same request)
 - Paid to incorrect recipient
 - Paid against incorrect recipient
 - Repayment of unused advance

What's Needed?

- Access to the ezFedGrants External Portal.
- To create repayment requests and submit them for approval as an external user, you must have either the Grants Processor (GP) or Grants Administrative Officer (GAO) role.
- To create repayment requests and submit them for approval as an external user, you must have agreements with an agency that utilizes the ezFedGrants repayments functionality.
- In order to create a repayment for reimbursements, reimbursement claims must exist against the agreement.
- In order to create a repayment for advances, an unjustified advance amount must exist against the agreement.

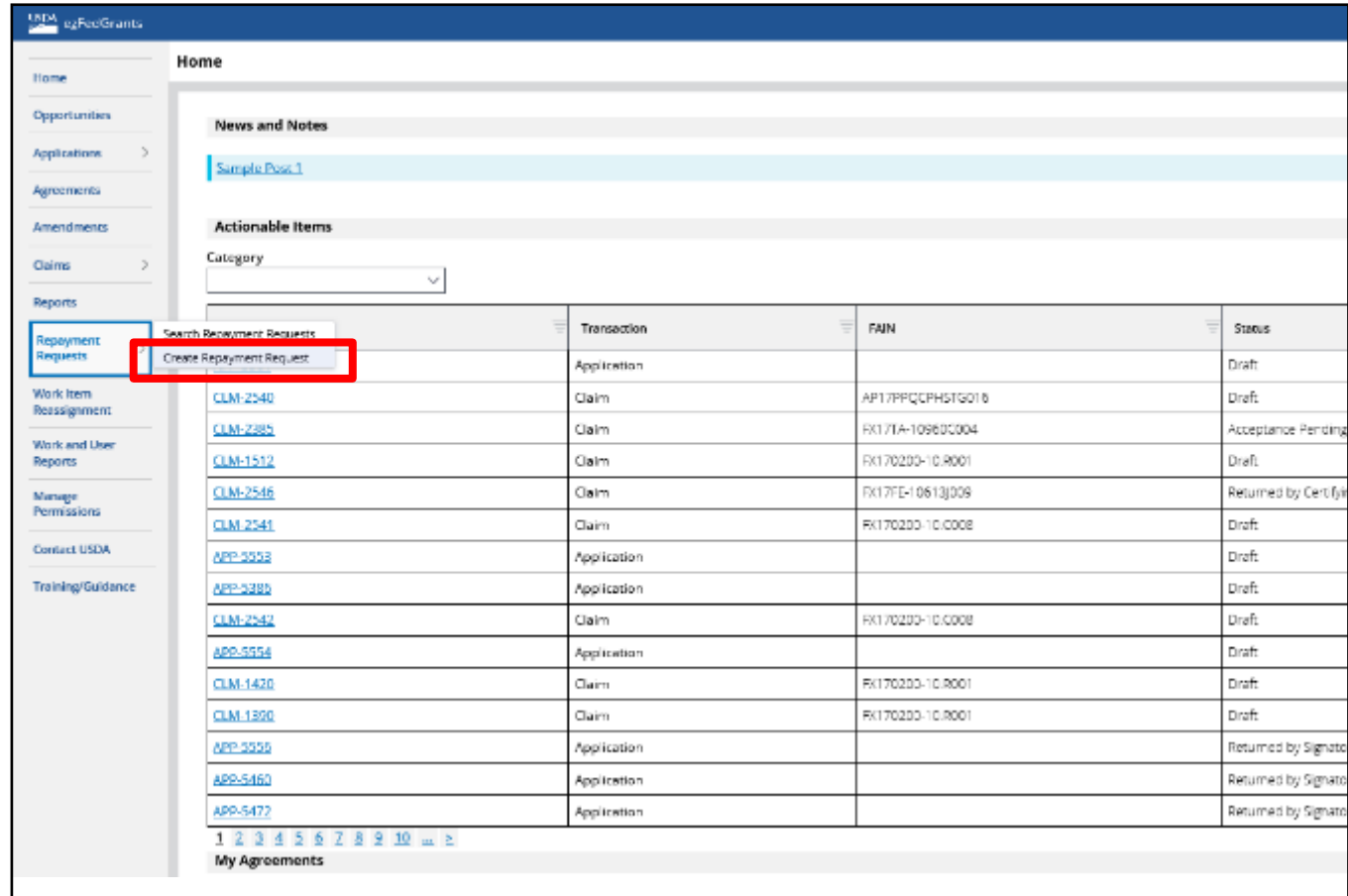
Helpful Hints

- Have a copy of the SF-270 submission available to assist in completing the **Valid From**, **Valid To**, **Direct Expenses**, and **Indirect Expenses** fields.
- Certain screenshots may display only a portion of the screen. Note that when working within the system, only the center body of the screen will change. The navigation options along the left side of the screen and the header bar across the top of the screen will remain the same.

Note: Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.

Start by accessing the **ezFedGrants External Portal Home** screen.

Click the **My Repayment Request** item on the left side navigation bar to open the submenu and select the **Create Repayment Request** menu item to open the **Search Agreements** screen.



Transaction	FAIN	Status
Application		Draft
Claim	AP17PPQCPHSTG016	Draft
Claim	FX17IA-10960C004	Acceptance Pending
Claim	FX170200-10.R001	Draft
Claim	FX17FE-10613J009	Returned by Certify
Claim	FX170200-10.C008	Draft
Application		Draft
Application		Draft
Claim	FX170200-10.C008	Draft
Application		Draft
Claim	FX170200-10.R001	Draft
Claim	FX170200-10.R001	Draft
Application		Returned by Signat
Application		Returned by Signat
Application		Returned by Signat

On the **Search Agreements** screen, enter relevant search criteria in the **Search Criteria** fields to identify the agreement for which the repayment will be requested. This search will, by default, only include agreements for the organization that have been awarded and have a disbursed amount.

Search Agreements
Close

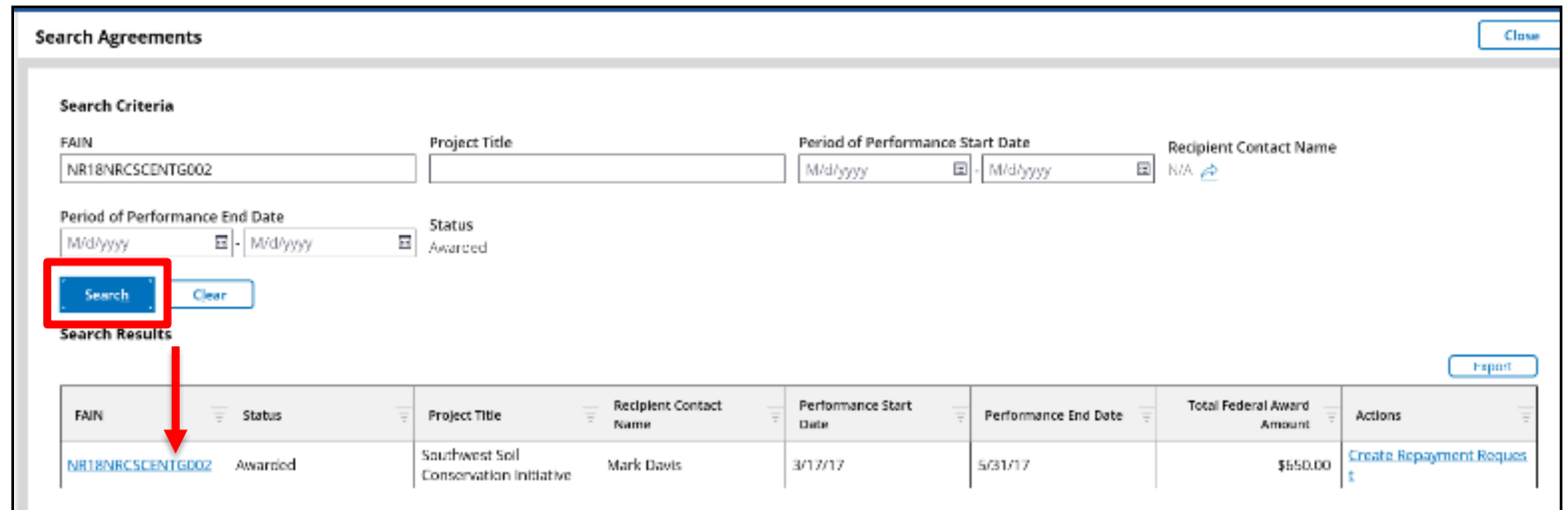
Search Criteria

FAIN <input type="text" value="NR18NRCSCENTG002"/>	Project Title <input type="text"/>	Period of Performance Start Date <input type="text" value="M/d/yyyy"/> - <input type="text" value="M/d/yyyy"/>	Recipient Contact Name <input type="text" value="N/A"/>
Period of Performance End Date <input type="text" value="M/d/yyyy"/> - <input type="text" value="M/d/yyyy"/>		Status <input type="text" value="Awarded"/>	

Search
Clear

Once you have entered your search criteria, click the **Search** button.

Locate the relevant agreement in the **Result List** table and click the **Create Repayment Request** link for the proper row. Once you click this link, the **Create Repayment Request** screen will appear. Agreements that belong to agencies that do not have repayment functionality will not have this link available for their agreements.



Search Agreements Close

Search Criteria

FAIN: NR18NRCSCENTG002 Project Title: Period of Performance Start Date: M/d/yyyy - M/d/yyyy Recipient Contact Name: N/A

Period of Performance End Date: M/d/yyyy - M/d/yyyy Status: Awarded

Search **Clear**

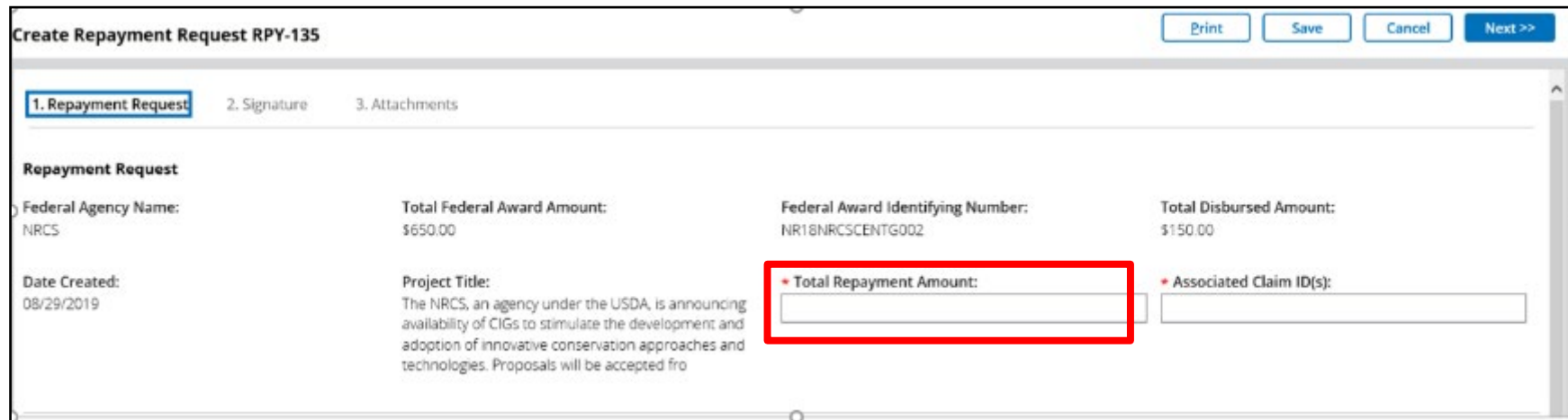
Search Results Report

FAIN	Status	Project Title	Recipient Contact Name	Performance Start Date	Performance End Date	Total Federal Award Amount	Actions
NR18NRCSCENTG002	Awarded	Southwest Soil Conservation Initiative	Mark Davis	3/17/17	5/31/17	\$550.00	Create Repayment Request

Filling out a Repayment Request

- On the **Create Repayment Request** screen there are several fields that are prepopulated and uneditable. The data in these fields are pulled from the agreement that the repayment request is for and include **Federal Agency Name, Federal Award Identifying Number (FAIN), Project Title, Total Federal Award Amount, Total Disbursed Amount,** and the **Recipient Organization** fields.
- Several fields are required to be filled before the repayment request can be submitted. These fields are indicated with an asterisk.

Click into the **Total Repayment Amount** field and enter the total amount that is being requested for repayment. The amount in this field must be less than the total disbursed amount. Hovering over this field will provide you with a short explanation of the amount limitation on the field.



Create Repayment Request RPY-135 [Print] [Save] [Cancel] [Next >>]

1. Repayment Request | 2. Signature | 3. Attachments

Repayment Request

Federal Agency Name: NRCS	Total Federal Award Amount: \$650.00	Federal Award Identifying Number: NR18NRCSCENTG002	Total Disbursed Amount: \$150.00
Date Created: 08/29/2019	Project Title: The NRCS, an agency under the USDA, is announcing availability of CIGs to stimulate the development and adoption of innovative conservation approaches and technologies. Proposals will be accepted fro	* Total Repayment Amount: <input type="text"/>	* Associated Claim ID(s): <input type="text"/>

Click into the **Associated Claim ID(s)** field and enter the **Grantor Claim IDs** of all of the claims associated with this request. You must enter at least one Claim ID to identify the source of the funds to be repaid. To locate the **Grantor Claim IDs**, the user can check the **Claim Overview** section of the **Agreement Details Screen** for this particular agreement.

Create Repayment Request RPY-135

Print Save Cancel Next >>

1. Repayment Request

2. Signature

3. Attachments

Repayment Request

<p>Federal Agency Name: NRCS</p> <p>Date Created: 08/29/2019</p>	<p>Total Federal Award Amount: \$650.00</p> <p>Project Title: The NRCS, an agency under the USDA, is announcing availability of CIGs to stimulate the development and adoption of innovative conservation approaches and technologies. Proposals will be accepted fro</p>	<p>Federal Award Identifying Number: NR18NRCSCENTG002</p> <p>* Total Repayment Amount: <input type="text"/></p>	<p>Total Disbursed Amount: \$150.00</p> <p>* Associated Claim ID(s): <input style="border: 2px solid red;" type="text"/></p>
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Creating a Repayment Request




Click the **Calendar** icon by the **FROM** and **TO** field in the **Period Covered by This Request** section and, from the pop out calendar, select the date that corresponds with the beginning of the claim period that is being repaid. The date can also be typed manually into this field using the format MM/DD/YYYY.

Create Repayment Request RPY-135

Print Save Cancel Next >>

Period Covered by This Request

From: (month, day, year)  * To: (month, day, year)

Period Covered by This Request From Date: To: (month, day, year)

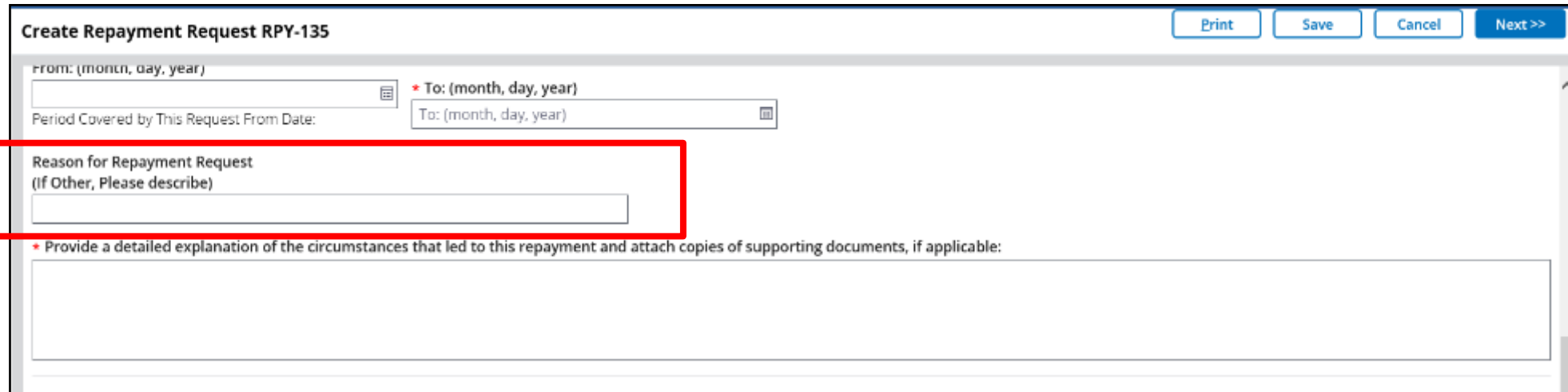
Aug 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

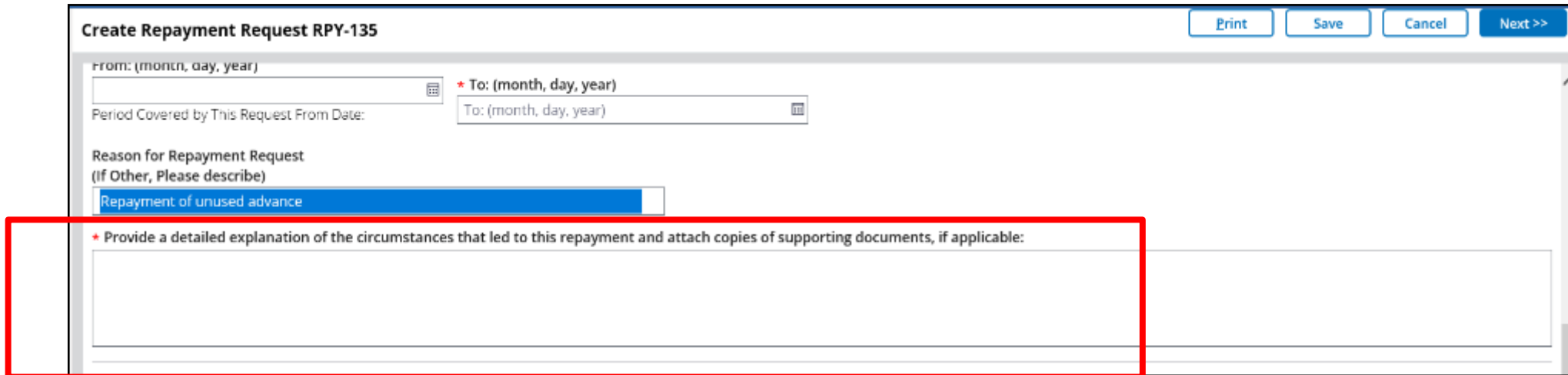
Today Close

circumstances that led to this repayment and attach copies of supporting documents, if applicable:

On the **Create Repayment Request** screen, click the **Reason for Repayment Request** field and select an option from the dropdown to indicate the reason that the claim is being repaid. If your explanation is included in an attachment (which you will upload later in this process), please enter “See attachment” or a similar comment.



The screenshot shows the 'Create Repayment Request RPY-135' form. At the top right, there are buttons for 'Print', 'Save', 'Cancel', and 'Next >>'. The form contains several input fields: 'From: (month, day, year)', 'To: (month, day, year)', and 'Period Covered by This Request From Date:'. The 'Reason for Repayment Request (If Other, Please describe)' field is highlighted with a red box. Below this field, there is a note: '* Provide a detailed explanation of the circumstances that led to this repayment and attach copies of supporting documents, if applicable:'. The form is otherwise empty.



Create Repayment Request RPY-135 Print Save Cancel Next >>

from: (month, day, year) * To: (month, day, year)
Period Covered by This Request From Date: To: (month, day, year)

Reason for Repayment Request
(If Other, Please describe)

Repayment of unused advance

* Provide a detailed explanation of the circumstances that led to this repayment and attach copies of supporting documents, if applicable:

On the **Create Repayment Request** screen, enter an explanation of the repayment into the appropriate free text box. This explanation should be as detailed as possible, including any clarifications of the **Reason for Repayment Request**. Comments are required for all reasons but are especially important if you selected **Other** in the previous step.



Creating a Repayment Request



Create Repayment Request RPY-135 Print Save Cancel **Next >>**

From: (month, day, year) * To: (month, day, year)
Period Covered by This Request From Date To: (month, day, year)

Reason for Repayment Request
(If Other, Please describe)

* Provide a detailed explanation of the circumstances that led to this repayment and attach copies of supporting documents, if applicable:

Certification

I certify that to the best of my knowledge and belief that this repayment is due and constitutes the total due to the government at this time.

Signature of Authorized Certifying Official	Date Request Submitted	Typed or Printed Name or Title
N/A	N/A	N/A
Telephone (Area Code, Number, Extension)		
N/A		

Once all required fields have been filled out, click **Next** in the top right corner of the screen.

The fields in the **Certification** section on the first breadcrumb are populated when the **Certifying Official** signs the **Actionable Item** for the repayment request during workflow. Before this stage, they remain blank.

Click the **Primary Certifying Official** field and begin typing the name of the individual you would like to assign as the primary certifying official for this request. Any individual in your organization with ezFedGrants access may be assigned as a Certifying Official, including yourself. Repeat this step if you would like to assign an alternate Certifying Official in the **Secondary Certifying Official** field.

Create Repayment Request RPY-135

Print
Save
Cancel
<< Previous
Next >>

✓ 1. Repayment Request
2. Signature
3. Attachments

Signature

Select a Certifying Official by typing their name into the appropriate field. As you type, a list of matching names will appear below the field (you may need to press the down arrow on your keyboard to display the list). Click the appropriate Certifying Official's name when it appears on the list of matches. Please note that the user must be registered in ezFedGrants. You can select yourself as the Certifying Official.

A Primary Certifying Official must be selected. The Secondary Certifying Official is optional. Notifications and work items will be sent to each Certifying Official selected here.

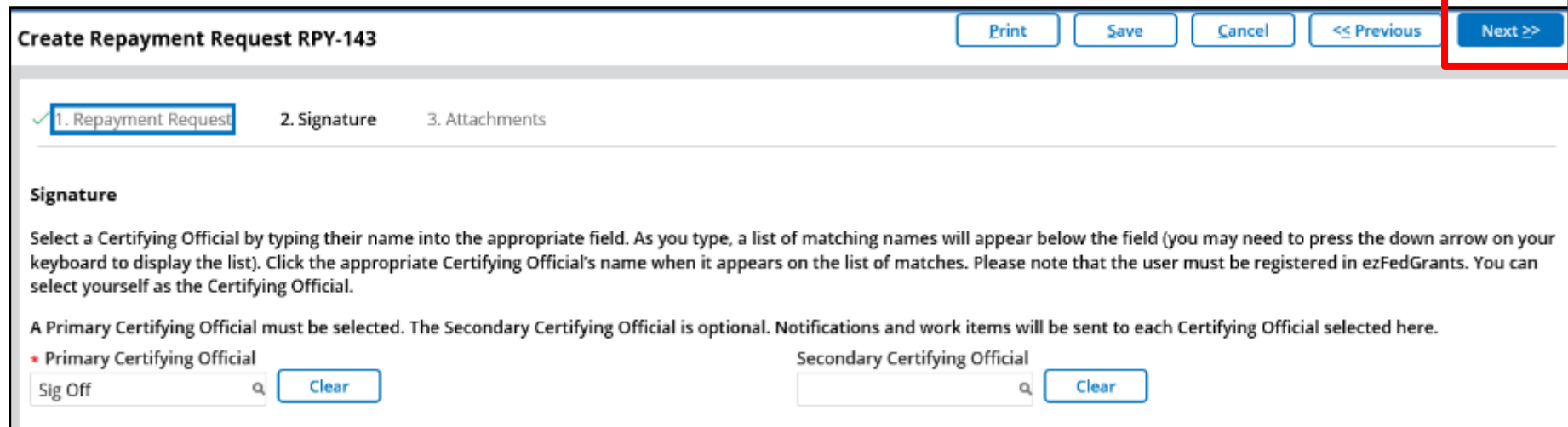
* Primary Certifying Official

Clear

Secondary Certifying Official

Clear

Once a Primary Certifying Official, and any secondary certifying officials have been selected, navigate to the next step in the process by clicking **Next** in the top right corner of the screen.



Create Repayment Request RPY-143

Print Save Cancel << Previous **Next >>**

✓ 1. Repayment Request 2. Signature 3. Attachments

Signature

Select a Certifying Official by typing their name into the appropriate field. As you type, a list of matching names will appear below the field (you may need to press the down arrow on your keyboard to display the list). Click the appropriate Certifying Official's name when it appears on the list of matches. Please note that the user must be registered in ezFedGrants. You can select yourself as the Certifying Official.

A Primary Certifying Official must be selected. The Secondary Certifying Official is optional. Notifications and work items will be sent to each Certifying Official selected here.

* Primary Certifying Official Secondary Certifying Official

Sig Off Clear

Clear

On the **Attachments** breadcrumb, the attachments required for upload are listed. To upload this attachment, select the **Click Here to Attach Files**. This will trigger the **Add Attachment** popup to display. For repayment requests, the creator will be required to upload a Justification attachment before submission.

Create Repayment Request RPY-135

Print
Submit
Save
Cancel
<< Previous

✓ 1. Repayment Request
✓ 2. Signature
3. Attachments

Attachments

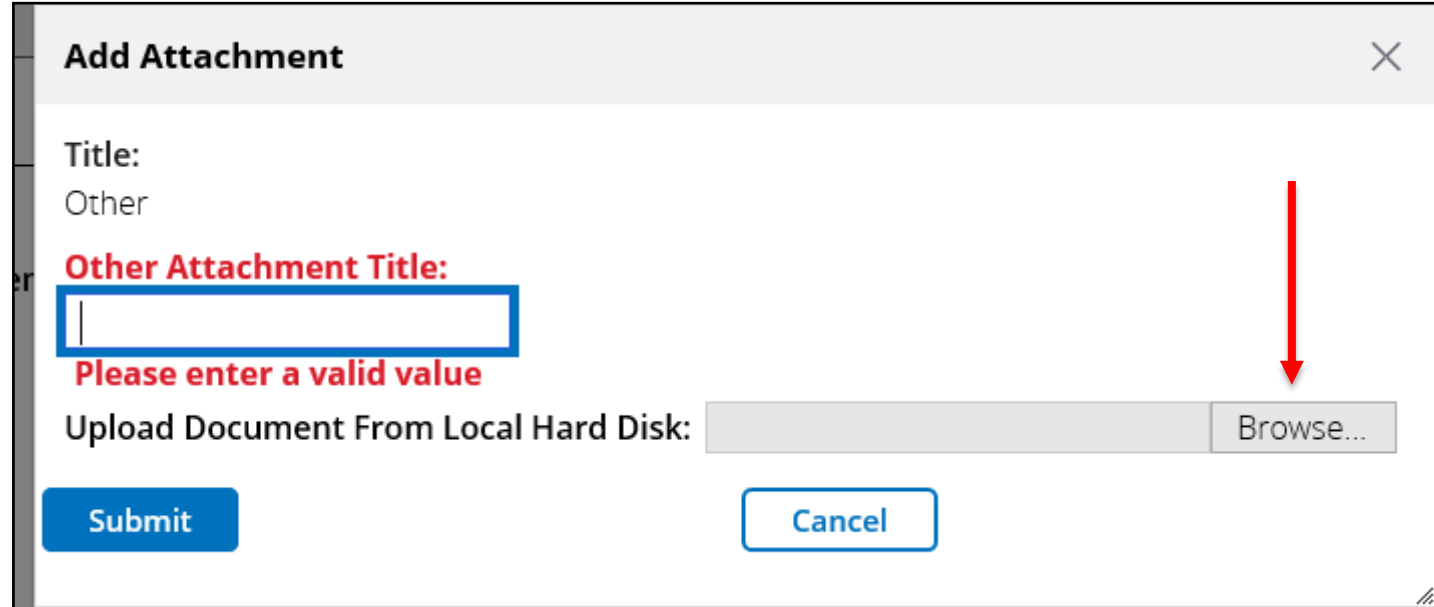
List of Attached Files:

Title	File	Operator	Date/Time	Delete?
No attachments				

[Click Here to Attach Files](#)

Upload attachments by clicking on the Attach button below. Items with a red asterisk and red Attach box are required prior to final submissions. Additional documents can be uploaded by clicking on the "Click Here to Attach Additional Files" hyperlink.

On the **Add Attachment** popup, click the **Browse** button to load a file from the local hard drive. Once this is completed, the **OK** button can be clicked to attach the file to the repayment request.



Add Attachment [X]

Title:
Other

Other Attachment Title:
[]
Please enter a valid value

Upload Document From Local Hard Disk: [Browse...]

Submit **Cancel**

Once all fields are filled and attachments are uploaded, the repayment request will be able to be submitted. Click the **Submit** button in the top right corner of the **Create Repayment Request** screen.


Create Repayment Request RPY-135

Print
Submit
Save
Cancel
<< Previous

✓ 1. Repayment Request
✓ 2. Signature
3. Attachments

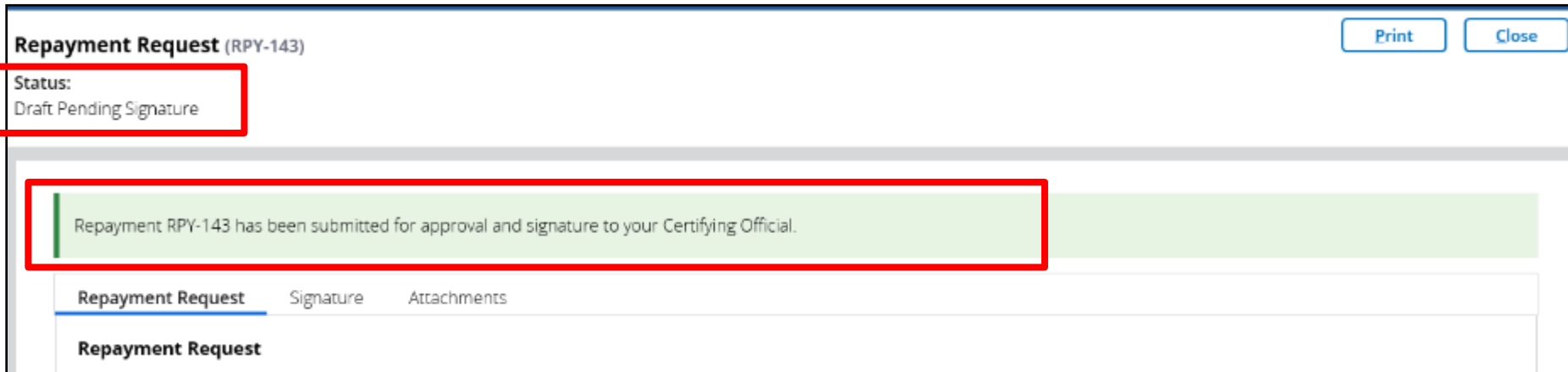
Attachments

List of Attached Files:

Title	File	Operator	Date/Time	Delete?
Justification	C:\Users\... \Document+	ARS ARS-ST-GL-Admin	8/29/2019 1:23 PM	

[Click Here to Attach Files](#)

Upload attachments by clicking on the Attach button below. Items with a red asterisk and red Attach box are required prior to final submissions. Additional documents can be uploaded by clicking on the "Click Here to Attach Additional Files" hyperlink.



Repayment Request (RPY-143) Print Close

Status:
Draft Pending Signature

Repayment RPY-143 has been submitted for approval and signature to your Certifying Official.

Repayment Request Signature Attachments

Repayment Request

ezFedGrants will check that your repayment request meets all minimum requirements. Once the repayment request is successfully submitted, a confirmation message will be displayed, and the status will change. The **Certifying Official** indicated on the **Signatures** portion of the repayment request will receive an **Actionable Item**, which starts the **Repayment Request Workflow**.

- Course Introduction
- Module 1 – Creating a Repayment Request
- Module 2 – Certifying a Repayment Request
- Course Summary

After completing this module, you will be able to:

- Summarize ezFedGrants Repayment Request Certification process



What is it?

- Once a Repayment Request has been created and submitted, it must be reviewed by the Certifying Official(s) that were designated.
- Once the Certifying Official reviews the Repayment Request, it can then be submitted to the Awarding Agency for review and processing.



Certifying a Repayment Request



USDA ezFedGrants

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Actionable Items

Category

Transaction ID	Transaction			Last Updated
RPY-145	Repayment Request	NR18NRCSCENTG008	Draft Pending Signature	9/4/19
RPY-144	Repayment Request	NR18NRCSCENTG008	Draft Pending Signature	9/4/19
CLM-2558	Claim	FX170200-10.C008	Draft	9/4/19
CLM-2557	Claim	FX170200-10.G029	Draft	9/4/19
RPY-64	Repayment Request	NR173A750001C018	Draft	9/4/19
-PE-Final-17	Performance Report		Not started	2/27/18
OA-GA-17-010-PE-Final-17	Performance Report	OA-GA-17-010	Draft Pending Signature	4/29/17
-FI-Final-17	Financial Report		Not started	2/27/18

Start the procedure by accessing the **ezFedGrants External Portal Homepage** screen to locate the repayment request you want to review in the **Actionable Items** section.



Certifying a Repayment Request



Under the **Actionable Items** section, click the relevant **Transaction ID** link to open the repayment request work item.

Note: If you have a lot of work items, use the **Category** dropdown menu to filter the **Actionable Items** list.

Actionable Items			
Category			
<input type="text" value=""/>			
Transaction ID	Transaction	FAIN	Status
RPY-145	Repayment Request	NR18NRCSCENTG008	Draft Pending Signature
RPY-144	Repayment Request	NR18NRCSCENTG008	Draft Pending Signature

Certifying a Repayment Request

If the Repayment Request is complete, correct, and ready to submit to the awarding agency, click the **Sign and Submit** option on the **Please select an option** dropdown menu to proceed with digitally signing the Repayment Request and submitting it to the awarding agency.

Select **Return** to return the Repayment Request to the Repayment Request creator for editing. The **Cancel** option will remove the Repayment Request from the workflow.

Certifying Official Decision:

Please select an option ▼

Repayment

Repayment

Sign and Submit

Return

Cancel

Certifying a Repayment Request

I certify that to the best of my knowledge and belief the data in this form 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.

Acceptance of the terms described below upon clicking "Legal Notice" is also required.

Legal Notice



Once you select the **Sign and Submit** option, you must review and agree to the legal notice/terms and conditions before submitting the Repayment Request to the awarding agency. To review and accept the terms and conditions, click the **Legal Notice** button. This will open the **Legal Notice** popup window.

Certifying a Repayment Request

Legal Notice ✕

If you have read and agreed to the Legal Notice, please check the I Agree checkbox located at the bottom of the screen.

1. Electronic Signature Agreement. By selecting the "Complete Signature" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "Complete Signature"
2. Consent to Electronic Delivery. You specifically agree to receive and/or obtain any and all N
3. Paper version of Electronic Communications. You may request a paper version of an Electro
4. Revocation of electronic delivery. You have the right to withdraw your consent to receive/ob
5. USDA Level 2 e-Authentication enrollment. Your current enrollment in USDA level 2 e-Auth
6. Hardware, software and operating system. You are responsible for installation, maintenance

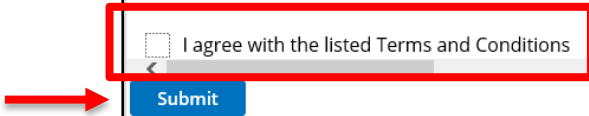
Processor - IBM compatible Pentium PC running Windows 2000
 Memory - 4MB RAM
 Disc Space - 50 MB's Free Space
 Monitor - 800 x 600 resolution
 Browser- Microsoft Internet Explorer 6.0 or higher
 Internet access - 28.8 modem or better

7. Controlling Agreement. If this E Signature is for an Amendment to an Agreement, then the resulting Amendment supplements and/or modifies the original Agreement and any previous amendments, as applicable by the terms and conditions of the amendment. To obtain electronic services and communications, indicate your consent to the terms and conditions of this Agreement by clicking on the "Complete Signature" button.

I agree with the listed Terms and Conditions

Submit
Cancel

Review the **Legal Notice** terms and conditions. Once you have reviewed the legal notice, scroll to the bottom of the **Legal Notice** popup window and click the checkbox to the left of the **I agree with the listed Terms and Conditions** statement. Click the **Submit** button to confirm your acceptance of the legal notice and proceed with Repayment Request submission. This will close the Legal Notice popup window.



Once you click the **OK** button, you will be returned to the **Repayment Request** screen. Click the **Complete Signature** button to finalize your digital signature and submit the Repayment Request to the awarding agency for review. If submission is successful, the system should display a confirmation message. Otherwise, you can confirm the successful submission by checking that the Repayment Request no longer appears on your worklist/actionable items list.

Certifying Official Decision:

Please select an option ▾

Sign and Submit

I certify that to the best of my knowledge and belief the data in this form 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.

Acceptance of the terms described below upon clicking "Legal Notice" is also required.

[Legal Notice](#)

Upon your acceptance, click the "Complete Signature" button below to finish the process.

[Complete Signature](#)



Agenda



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- Today we learned about:
 - How to Create a Repayment Request in ezFedGrants
 - How to Certify and Submit a Repayment Request

- Monthly FAQ Session
- Your Agency Representative
- ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov





Questions?

