U.S. Department of Energy

Advanced Notification of Awards (ANA) User Guide

A service of iManage

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Introduction

The **Advanced Notification of Award** (ANA) system was designed to facilitate the ability of **Buyers**, **Program Offices (PO)**, and **Office of Congressional and Intergovernmental Affairs (CI**) to review, update, and ultimately approve or reject notifications of awards using the Congressional Grant/Contract Notification (DOE F 4220.10) Forms.

Approval Process Overview

The primary focus of ANA is to streamline the approval process of a 4220.10 form. A Buyer, PO and CI are required to complete the review. All parties shall review notifications for accuracy and completeness of data recorded in the STRIPES system and transferred to IDW/iPortal. The approval process flow is shown below; the paths for rejecting a form for various reasons will be discussed in the **Rejecting Notifications** section.

Role Descriptions

Listed below are the key stakeholders for the notifications within the ANA workflow. Each will serve as a vital part in the approval process of the 4220.10 form.
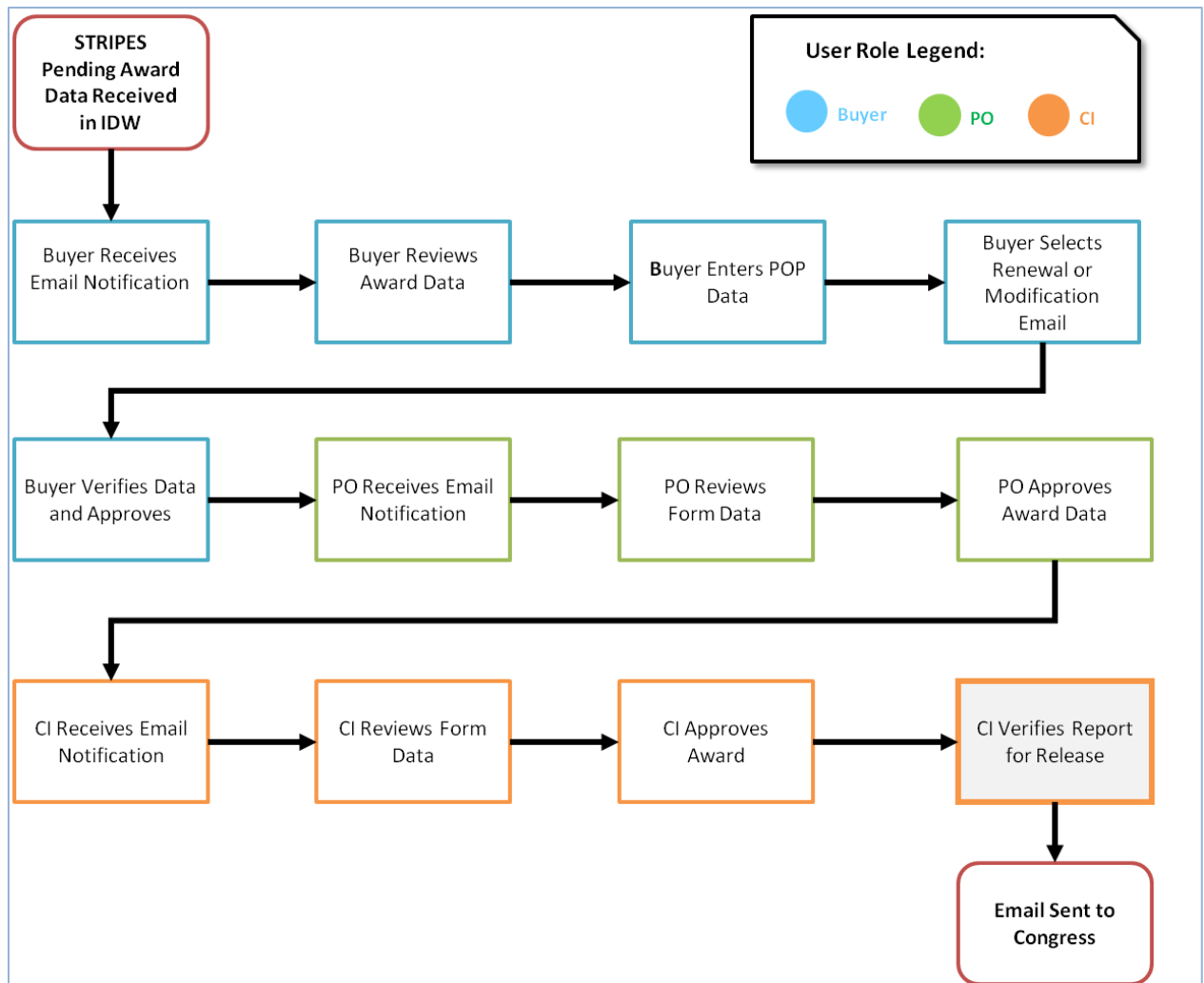
Buyer:

The Contract Officer (CO) or/and the Contract Specialist (CS)

PO:

 The Program Office representative who approves the congressional notification

CI:

Congressional Grant/Contract Notification Coordinator

ANA Approval Process Flow

Accessing the ANA system

Buyers, PO, and the CI will receive a notification via email when there are pending award notifications to review. Select the link in the email to the online form that mimics the physical 4220.10 document. Please see an example of the 4220.10 Congressional Grant/Contract Notification web form below, on the next page.

ANA can also be accessed online via Internet Explorer on the DOE network as needed by visiting the following URL: https://iportalwc.doe.gov/pls/apex/f?p=ANA. When visiting the web application directly, a list of Active and Inactive items will be presented on the home page.

ANA Web Application Home Page

The ANA home page is displayed when a user clicks on the URL above, or selects the Home button from the document page. The home page is divided in 4 sections. Please see the section descriptions below.

Active/Inactive Queue		The number of Active and Inactive items are listed in parenthesis, (n), to the right of each section name. **Active Queue**: Displays documents that require your attention. **Inactive Queue**: Displays documents that you have taken action on. These documents do not require any further action.
Status Legend		Each document presented in the Active/Inactive Queue will be highlighted in one of the following colors: • Green: Waiting for Approval • Yellow: Waiting for Modification • Red: Rejected as Non- Reportable • Blue: Approved for Congress
Search		Search for documents within the Active and Inactive Queues. The search option will only query items in the Queue that is expanded on the screen. Fields included in the search: Document Number, Vendor Name, Program Office, and Award date.

The form below will be shown after selecting the link in the notification email and/or selecting the document from the ANA homepage.

4220.10 Congressional Grant/Contract Notification Web Form

Approving Notifications

- When there is pending award information to review, the Buyer receives an email notification and a link to access the ANA Web Application 72 hours prior to the award date. The Buyer receives a follow up email 24 hours after the initial 72 hour notification reminding them to take action on the notification (should they not take action at the initial 72 hour release).

Role Specific Instructions	
Buyer	- The Buyer reviews the award information for accuracy and completeness of the STRIPES data that is transferred to IDW/iPortal. - After validating the information from STRIPES, the Buyer verifies that the Place of Performance (POP) information is accurate. The system will automatically populate the POP zip code with the zip code address from Block 3, the vendor address zip code. Should the information be different from the vendor address the buyer should modify the POP fields (Block 4). *Note: Zip Code is the only required field.* - If there is Place of Performance (POP) information available in STRIPES, the system will automatically display it on the right in red. *Note: This will not put the data in ANA. The Buyer must fill out the POP columns on the form. He/She can use the arrows to copy the data over easily.* - The state must be a two letter state code. If STRIPES has the state name spelled out, the copy button will not be available. - To assist with finding the 9-digit zip code, Buyers may use the UPS search, accessible by using the magnifying glass adjacent to the zip code entry box. - If the Buyer enters a 9-digit zip code that is valid the process will continue throughout the workflow. - If the system finds a match for the first 5 numbers of the zip code, but not the last 4 numbers: The buyer is presented with an on screen notification stating that an exact match could not be made, the system will use the 5 digit zip code provided, but multiple congressional representatives will receive the notification. Do you want to continue?
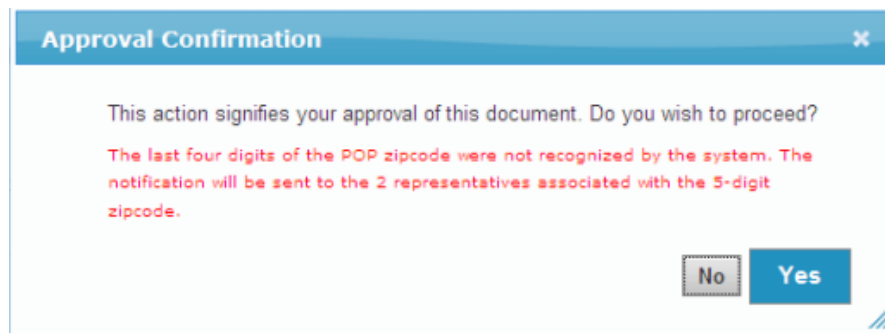
	• If the 9-digit zip code cannot be verified in the system, the buyer is presented with an on screen notification stating that no matching zip code could be found. Continuing will send the congressional notification to a CI representative for final distribution. **Approval Confirmation** ✕ This action signifies your approval of this document. Do you wish to proceed? The POP zip code was not recognized by the system. If you continue, the CI office will receive the notification. No Yes • If the Pending Award is a Financial Assistance (FA) and is not a New Award, the Buyer is required to select 'Renewal' or 'Modification' (Block 6). 6. Contract, Grant, or Other Agreement No.: EE0004551 *Specify Type of Instrument: ⦿ New ○ Modification ○ Renewal Total to Date: $2,000,000.00 Does this award result from an Information For Bid? ○ Yes ⦿ No • Once all information is validated and/or entered, the Buyer clicks on the blue **Approve** Button. • An additional dialog box will display the approval confirmation. Click the blue **Yes** Button to confirm approval. City: **Approval Confirmation** ✕ This action signifies your approval of this document. Do you wish to proceed? No Yes *Specify Type of Instrument: ⦿ New • A notification is sent to the PO for approval.
PO	• The PO reviews the award information for accuracy and completeness. • If the information is correct, the PO clicks on the blue **Approve** Button.
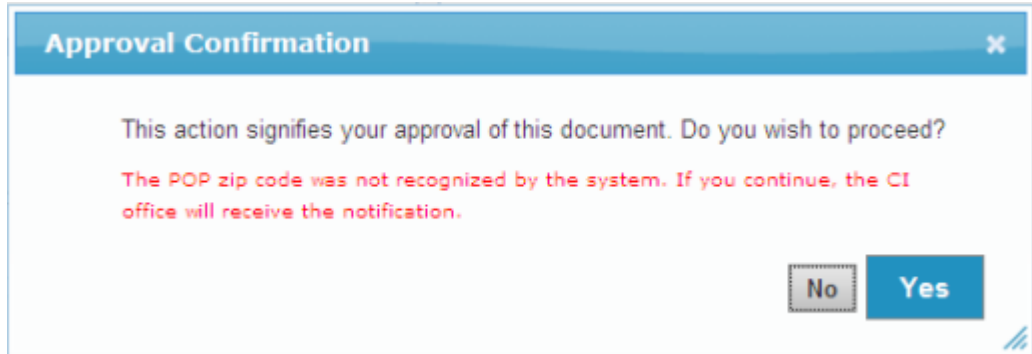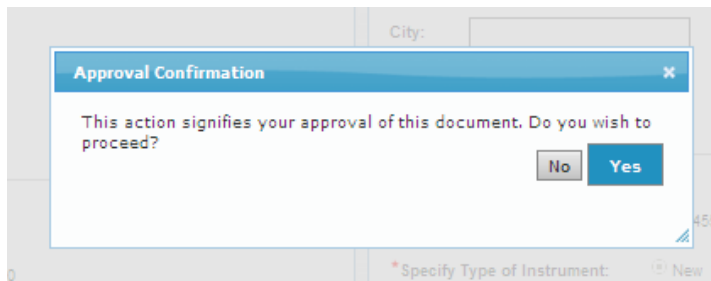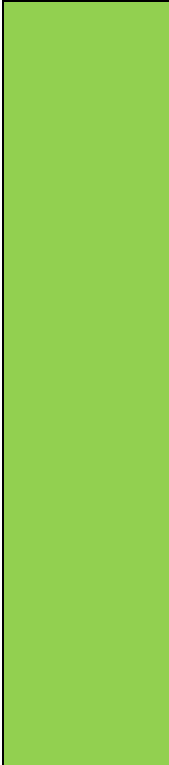
- An additional dialog box will pop-up, requesting approval confirmation. The PO may also select a future **Notification Date** here which initiates a Delay in notification. Click the blue Yes button to confirm approval.
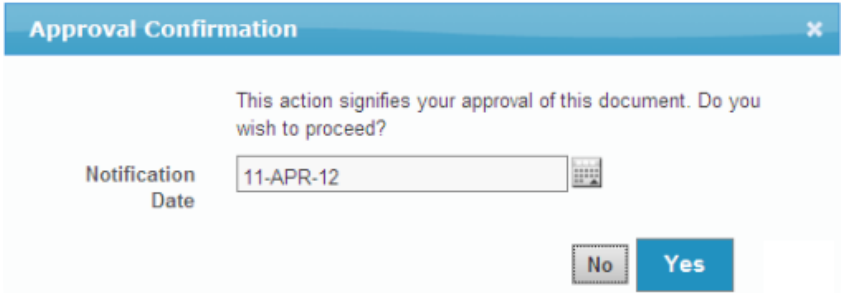
- A notification is sent to the CI for approval.
NOTE: If a PO representative does not act on a notification within 24 hours, it will automatically be approved and sent to the CI. |
| **CI** | - The CI reviews the award information for accuracy and completeness.
- If the information is correct the CI clicks on the blue **Approve Button**.
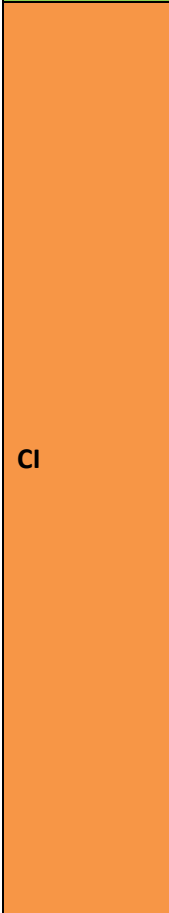
- An additional approval dialog box will pop-up requesting approval confirmation. The CI may also select a future **Notification Date** here which initiates a Delay in notification. If CI approves with a future Notification Date that is greater than the Proposed Date of Award, then CI will inform the Buyer by email. Click the blue Yes button to confirm approval.
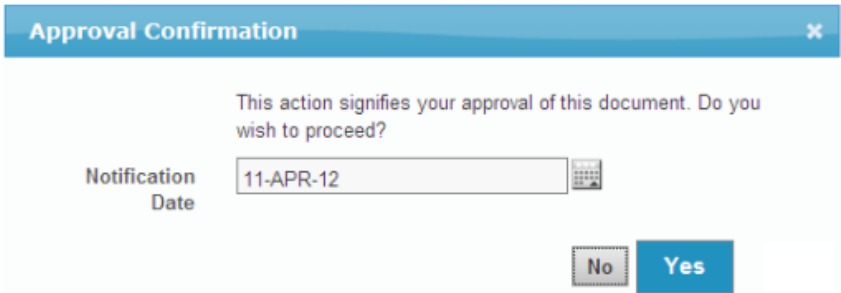
- The notification is placed in an "Approved – pending" notification state, and appears in the daily summary report which is elaborated in the CI Daily Role/Summary Report role section of this document. Once the CI representative reviews the summary report, then it will be released for congressional notification. |

Rejecting Notifications
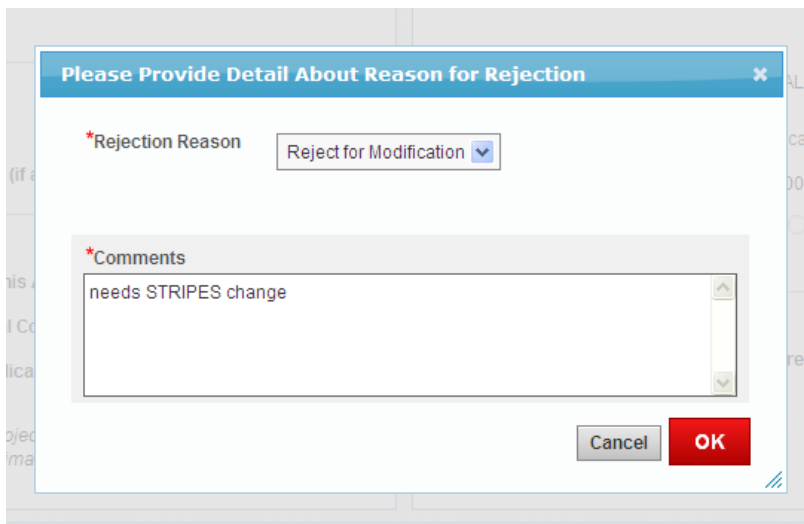
To Reject a Form, click on the red **Reject Button** at the bottom of an award notification form.
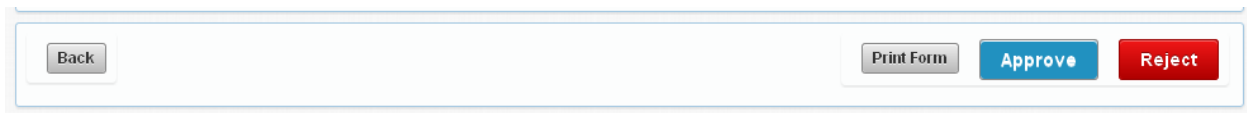
Note: Provide one of the following reasons for rejecting the form.

- **Not Reportable**: The approver has indicated that this is not reportable to Congress. The Pending Award is displayed in the **Inactive** Queue of the Web Application for reference as needed.

- **Reject For Modification**: The approver has determined that there needs to be a data modification in STRIPES before the notification can be approved.

In addition, a brief description of rejection is required in the accompanying comment field. **Please provide extensive detail as to why the document is being rejected**. Click the red **OK** Button to confirm the rejection.

Note: When rejecting a notification, email notifications that include the reason for rejections are sent to all relevant parties.
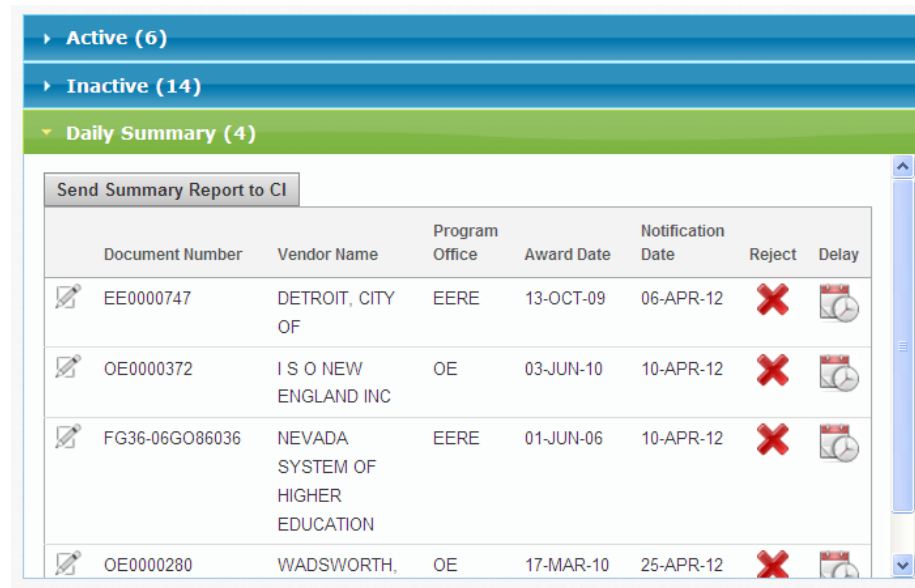
Role Specific Instructions	
Buyer Rejects	• When a document is rejected for modification, it will show up in the Buyer's active queue in yellow. In addition the Buyer will receive an email that the Form was Rejected for Modification. • The Buyer makes the necessary changes and must approve again. • If the notification requires STRIPES changes, the Buyer must go make the changes in the STRIPES system, and then click on the blue **STRIPES changes made**

	button on the form, this will ensure the document is pushed through the workflow. • The document drops off the Buyer's list and is placed in the inactive queue. • After ensuring that the STRIPES changes occurred as expected, the Buyer can now approve the document.
PO Rejects	• A notification will be sent to the Buyer to update information as necessary. The PO will receive a notification again when the document is ready for review.
CI Rejects	• A notification will be sent to the PO and the Buyer. The Buyer will update information as necessary. The CI will receive a notification again when the document is ready for review.

Role Specific Instructions

CI Daily Role/Summary Report	In addition to Active and Inactive items sections, the CI will also have the **Daily Summary** section available. These are listings of documents which will be sent to Congress daily. You can reject or delay them by using the buttons in the below screenshot. **Summary Report:** The process of generating a Summary Report and sending it to CI can be done in two ways as stated below: 1. CI POC has the option of clicking the **"Send Summary Report to CI"** button in the **Daily Summary** section shown in the above screen shot and the ANA Summary report is generated as a PDF document and sent via an email to all Users with the CI role 2. The ANA Summary report is systematically generated as a PDF document and sent via an email to all Users with the CI role at 3.00 pm every day.

Below is the Screen Shot of the Summary Report:

➢ The Summary Report shall contain all ANA Documents Approved by the CI that have Future Notification Dates and not yet sent to Congress.
➢ No "Rejected" documents shall be included on the Summary Report
➢ Once the CI POC has the ANA Summary report, they shall distribute to the Public Affairs (PA), CFO ExCo, and the Office of the Secretaryl for Verification.
➢ These personnel reviews the ANA Summary Report and shall notify the CI POC using the existing process, if a particular document on the Summary Report should be "Delayed" or "Rejected"
➢ Should a "Rejection" occur at that point, The CI POC shall go to the Daily Summary Section of the Web Application and click the "Reject" button for the relevant document as shown below:

➢ Should a "Delay" occur at that point, The CI POC shall go to the Daily Summary Section of the Web Application and click the "Delay" button for the relevant document.
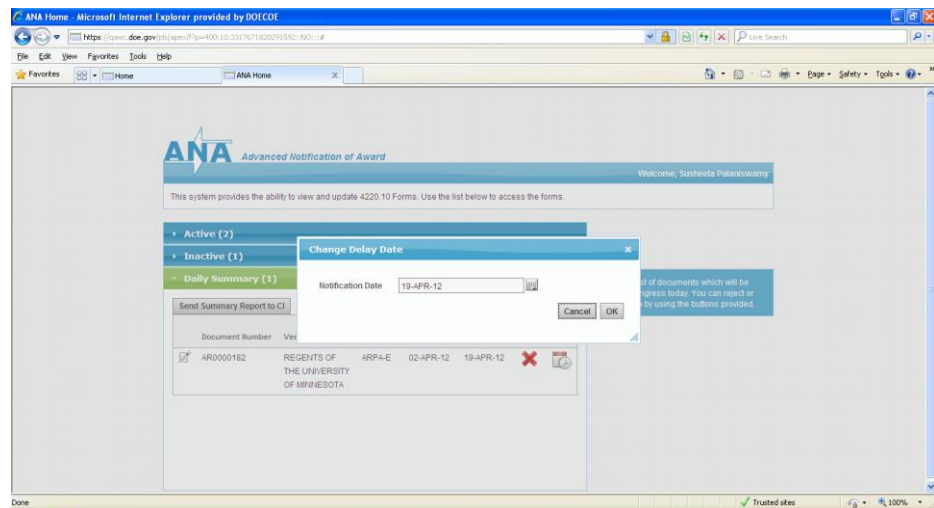
➢ An Option to select a future **Notification Date** shall be presented to the CI POC.
   ❖ The CI POC shall enter the New Notification Date and Click the "OK" Button
   ❖ The New "Notification Date" shall be Saved.

➢ The CI POC shall have until 12.00 p.m of the Notification date to either "Reject" or "Delay" documents
➢ If a "Delay" or "Rejection" does not occur, the System shall automatically generate and send a PDF version of the Approved ANA Documents to the Relevant Congressional Personnel at 12.00 p.m of the Original Notification date.

Additional System Tools: Document History

Within the ANA system there is a green **Document History** button on the top right of the form. All historical states of a document can be viewed via the panel that expands out from the top. Simply click on the Pencil Icon to the left of any of a document line item to view an older version of the document before modification or status change.

Manual Submission:

In the event that a manual submission is necessary, the buyer is asked to submit the Congressional Grant/Contract Notification (DOE 4220.10) Form to the Congressional Intergovernmental office. A blank 4220.20 form can be obtained by visiting the link below.

Click here to access the Congressional Grant/Contract Notification form

A Completed DOE 4220.10 form (in PDF format) with a copy of related press releases, if any, should be emailed to CI-ANA@hq.doe.gov, or

- FAXed to the CI Contract Notification Coordinator at 202-586-5497

 The Contract Notification Coordinator, on 202-586-5450, must be contacted to confirm receipt of the form; to report that an action did not process as planned; or for further information.

Additional Support:

iManage Help Desk Support:

(301) 903-2500 and selecting Option 4, Option 1, Option 1
Or
(866) 834-6246 and selecting Option 4, Option 1, Option 1

I-MANAGE Enterprise Application Support (EAS)

Help Desk Hours of Operation

Monday-Thursday (8:00 AM - 7:00 PM ET)
Friday (8:00 AM- 6:00 PM ET)

Procurement Support:

Deshonjla Peterson

Deshonjla.Peterson@hq.doe

202-287-1705

Congressional Affairs Support:

Robert Tuttle

Robert.Tuttle@hq.doe.gov

202-586-4298