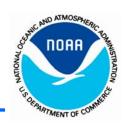


Center for Sponsored Coastal Ocean Research Coastal Ocean Program



Grants Management

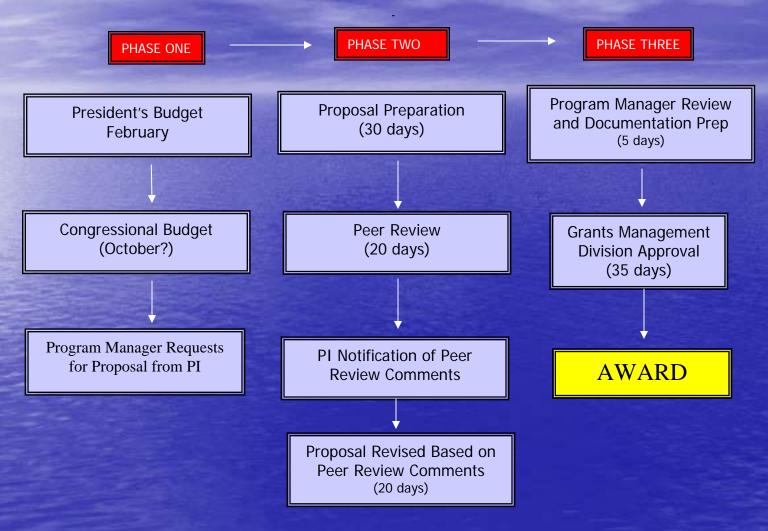
Coral Reef PI Meeting

June 10-11, 2003 La Parguera, Puerto Rico

http://www.cop.noaa.gov

Financial Assistance Competitive Award Process PHASE THREE PHASE ONE PHASE TWO Proposals Received and President's Budget **Federal Register Notice Entered in Database** Administration/Legal Review February (60-90 days overall) includes: (1-2 days) Mail Review Dept. of Commerce, NOAA Legal, **Budget Allocation** and Grants Mgmt. Division Review (30 days) 3rd Quarter (15-30 days) Prepare Federal Register Notice Prep. & Panel Review Program Manager revises notice (10-15 days) (10 days) (10 days) PIs Revise Proposals Clearance by NOAA Assistant Administrator (10-20 days) (7-15 days) Clearance by Legal Div. and NOAA Program Manager Review Administrator (10 days) (5 days) COP acts on comments, sends **Application Processing** notification to Congress NOTE: Phases 1-3 need to (30 days) (5 days) occur sequentially, not Publication/ NOAA Assistant **GMD** Approval **Administrator Signature** (60-120 days) (7-15 days) **Announcement Open AWARD** (30-45 days)

Financial Assistance Non-Competitive Award Process



Required Forms

- Required COP Forms
 - Summary Proposal Budget
 - Project Summary Abstract
- Required Standard NOAA Forms
 - SF-424: Application for Federal Assistance
 - SF-424A: Budget Information for Non-Construction Programs
 - <u>Budget Justification</u>
 - SF-424B: Assurances Non-Construction Programs
 - <u>CD-511</u>: Certifications Regarding Debarment, Suspension, and Other Responsibility Matters, Drug-Free Workplace Requirements, and Lobbying
 - <u>CD-512</u>: Certifications Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower-Tier Covered Transactions (Remains with Recipient)
 - SF-LLL: Disclosure of Lobbying Activities (If Applicable)

Common Mistakes

- Missing Forms
- Missing Indirect Rate Agreement (IRA), IRA not matching budget, incorrect calculations of IRA
- Incorrect Catalog of Federal Domestic Assistance (CFDA) # on SF-424
 - 11.426 for HCRI, NCRI and PRCRMP
 - 11.478 for CRES
- Budget Miscalculations
- Incomplete Budget Narrative
- Missing Subcontract Budgets

Grants Management Issues

- No-cost extensions not granted if request not received 10 days prior to expiration of award (30 Days for PRCRMP)
- No carryover of funds if application is not in to Grants Management Division on time
- Milestone schedules for all grant offices
- Earlier deadlines

Current Initiatives

- Grants Online
 - Work with Federal Government wide E-Grants initiative (Oct. 2003?) as NOAA "back office"
 - Iterative (phased in) process, full launch by Dec. 2004?
 - Contract bids solicited, contractor expected to be on board this month
- Streamlining "Omnibus Federal Register
 Notice", Milestone Schedules, Budget Allocations