

**NOAA Grants Federal Program Officer's Training Workshop
October 23 and 24, 2008; 1:00 to 5:00 Eastern Time
Location: SSMC3, Room 4527 and Online**

Speaker	Subject	Session Minutes	October 23 Schedule
Rimas Liogys NOAA Grants Management Division (GMD)	<i>Welcome to Federal Program Officer's (FPO)</i> Overview Grants Management Advisory Committee (GMAC) Members, Roster of NOAA Grants Specialists and Assignments	20 min	1:00
JoAnna Grable, GMAC Member	FPO Deadlines, Certifications, Performance Measures		
Lamar Revis NOAA GMD	<i>Pre-award Process</i> Federal Program Officers Prepare Federal Funding Opportunities using Grants Online Submission of Applications using Grants.Gov Receive, review, evaluate, submit	60 min	1:20
	Break	15 min	2:20
Dinah Flynn Federal Assistance Law Division	<i>FALD Reviews and Updates –</i> Review of justification documents (for noncompetitive and competitive - including Broad Agency Announcements) Grants and NOAA Employees – when can Federal employees apply Statute entries in Grants Online Merit reviewers and Conflict of Interest Procurement vs Assistance	60 min	2:35
Phil Hoffman, Acting Coop Institutes Director	National Environmental Policy Act (NEPA)- the FPO Perspective	30 min	3:35
Carol (C.J.) Pendleton NOAA GMD	<i>Award Review Process –</i> Review of 4 Required Documents (Application, NEPA, Procurement Request, Program Officer Checklist)	55 min	4:05
Adjourn			5:00
Speaker from	Subject	Session Minutes	October 24 Schedule
Heather Cooper	Commerce Business System Obligation Process. Workflow after Grants Officer signs document, including obligation	30 Min	1:00
Maria Eisel Diana Carpenter Certifying Official	Automated Standard Application for Payment (ASAP) and Finance Confirmation		
Kadija Baffoe-Harding GMD	<i>Post Award - Award Action Requests</i>	45 min	1:30
Rich Fales GMD	<i>Monitoring – Standard Generic Progress and Financial Report and Enforcement Actions</i>	45 min	2:15
	Break	15 min	3:00
Tracy Jackson GMD	<i>Closeout – Review new Close-Out Policy</i>	20 min	3:15
Mike Nelson NOAA	<i>NOAA Review and Updates</i> Federal Funding and Accountability Transparency Act (FFATA) Taxes and Subgrants reporting DOC Manual update	55 min	3:35
	Questions/Clarifications	30 min	4:30
Adjourn			5:00