Memorandum for: Deputy Assistant Administrators
Staff Office Directors

From: Jeffrey S. Thomas
Director

Subject: Final Dates for NOAA Acquisition and Grants Office Fiscal Year 2019 Obligations and Late Acquisition and Grants Requests

On September 23, 2018, the NOAA Acquisition and Grants Office (AGO) issued a memorandum entitled, Fiscal Year 2019 Year End Cut-Off Dates and Late Acquisition and Grants Requests, establishing (1) the year-end financial assistance and acquisition cut-off dates for fiscal year 2019 (FY19); (2) the final dates for AGO obligations; and (3) the procedures for late acquisition and grants requests. This memorandum is a reminder to NOAA Line and Staff Offices that all FY19 contract actions must be obligated and submitted for recordation no later than 5:00 pm Eastern Time on Friday, September 20, 2019. All FY19 financial assistance awards, including grants and cooperative agreements, must be obligated no later than 5:00 Eastern Time on Thursday, September 26, 2019. Requisitions for acquisition or financial assistance received after the established FY19 cut-off dates will be considered late and may be accepted for processing on a best effort basis, in accordance with the following:

1. The Requestor shall process the attached Late Acquisition and Grant Request Form. The Late Acquisition and Grant Request Form can be submitted electronically or as a hard-copy version to the appropriate Head of Contracting Office (HCO) or the Grants Management Division (GMD) Director. Please access the Late Acquisition and Grant Request Form for instructions. This form is also located in the AGO Forms section located at http://www.ago.noaa.gov/acquisition/forms.html.

2. The decision to process the action will be issued by the HCO or GMD Director in a timely manner, normally within three business days. The decision will be based on need; compliance with law, regulation, and policy; resources; and workload.

3. A recommended disapproval of the request will be reviewed by the AGO Director. AGO decisions may be appealed to the Deputy Under Secretary for Operations.

cc: Deputy Under Secretary for Operations
NOAA Executive Panel
Chief Financial Officer (CFO) Council
Chief Information Officer (CIO) Council
Acquisition Management Advisory Committee (AMAC)
Grants Management Advisory Committee (GMAC)