

# 2020 NOAA Financial Assistance Workshops

## Agenda

March 3-5, 2020 (*March 5 for FPOs only*)  
 DoubleTree by Hilton Mission Valley  
 7450 Hazard Court Drive  
 San Diego, CA

March 24-26, 2020 (*March 26 for FPOs only*)  
 NOAA Auditorium and Science Center  
 1301 East West Highway  
 Silver Spring, MD

### AGENDA—DAY 1

TIME	PRESENTATION
7:00 am - 8:00 am	<i>Registration</i>
8:00 am - 8:15 am	Welcome
8:15 am - 9:15 am	Keynote Address
9:15 am - 9:50 am	Grants Management Division & Workshop Overview
10:00 am - 10:50 am	Grants 101
11:00 am - 11:50 pm	Find & Apply; BAA
12:00 pm - 1:30 pm	<i>Lunch (On Your Own)</i>
1:30 pm - 2:20 pm	Grant vs Contract
2:30 pm - 3:40 pm	Budget Proposals
3:50 pm - 5:00 pm	Post Award Actions

### AGENDA—DAY 2

TIME	PRESENTATION
8:00 am - 8:30 am	Opening Session / Q & A
8:30 am - 9:20 am	Compliance: Terms and Conditions
9:30 am - 10:20 am	Monitoring Recipients & Subrecipients
10:30 am - 11:20 pm	Closeouts
11:30 pm - 1:00 pm	<i>Lunch (On Your Own)</i>
1:00 pm - 1:50 pm	Risk Assessment & Audit
2:00 pm - 2:50 pm	OIG Investigations
3:00 pm - 4:00 pm	Closing Jeopardy

### AGENDA—DAY 3

TIME	PRESENTATION
8:00 am - 12:00 pm	FPO Closed Sessions

*\*Concurrent sessions will be available for Budget Helpdesk and Grants Online Helpdesk*

## Session Descriptions

**Grants 101.** Learn about the pre-award, award, and post-award phases of the grants lifecycle at a high level. This panel discussion will address the grants lifecycle at NOAA - from the creation of the Notice of Funding Opportunity to your award. The panel will also address the workflow processes of the application review and execution and how to access your grant funds, as well as the difference between a grant and a cooperative agreement.

**Find & Apply; BAA.** This panel session is a walk through Grants.gov to help you find and apply to grant opportunities. It will also address the NOAA Broad Agency Announcement (BAA).

**Grant vs Contract.** When applying for Federal funds it's important to know the appropriate funding instrument to use in support of a funded project. In this session, the presenters will address the similarities and differences between Contracts, Grants, and Cooperative Agreements, and scenarios for when to use the appropriate funding instrument.

**Budget Proposals.** During this session, we will go over the nuts and bolts of a good budget. Topics will include cost categorization on the SF-424A, budget narratives, match requirements, program income, indirect costs and the de minimis rate, contractual and equipment requirements, and more!

**Post Award Actions.** Once your grant has been awarded, what happens next? This session will focus on post-award actions and educate attendees on the various award action requests that could be relevant to your award.

**Compliance: Terms and Conditions.** What rules apply to you? Grant recipients must uphold standards of compliance for continued Federal funding. This panel session will address the Uniform Guidance, Research Terms and Conditions, DOC Financial Assistance Standard Terms and Conditions, NOAA Financial Assistance Terms, and reporting requirements.

**Monitoring Recipients & Subrecipients.** This panel discussion will address monitoring requirements for grant recipients. It will also include success stories and helpful tips from a grant recipient for managing your subawards. Discussion topics include the sub-recipient selection and award process, performance monitoring, and subaward closeout.

**Closeouts.** This panel session will address the closeout process, your closeout responsibilities, and cover common issues, such as property reporting and disposition, indirect costs, final reports, and common delays to closeout.

**Risk Assessment & Audit.** This panel session will demystify the risk review step in NOAA's pre-award selection and post-award monitoring process! Learn how to identify and manage your organization's risk to avoid getting into risky business. Have audit findings? What does that mean? How do you avoid them? These questions and more will be answered during the Audit Session. During this session we will discuss best practices when dealing with the audit process.

**OIG Investigations.** This plenary presented by the Office of Inspector General (OIG) on investigations will address grant fraud, whistleblower protection and consequences in efforts to avoid and address fraud, waste, and abuse.

**Budget Helpdesk.** NOAA GMD will address one-on-one questions as a breakout session during specific plenary sessions.

**Grants Online Helpdesk.** NOAA OCIO will address one-on-one questions as a breakout session during specific plenary sessions.

## Logistics

Please [register online via our Google Form](#). The deadline to register for the San Diego Workshop is Friday, February 28, 2020. The deadline to register for the Silver Spring Workshop is Friday, March 20, 2020.

Session presentations will be posted on the [NOAA AGO Website](#) under “News & Events” by February 28. The NOAA Grants Management Division will not have handouts at its workshops. Participants can opt to print them in advance, if needed.

For those who registered for the webinar workshops, you will receive the login instructions no later than three days prior to the workshop.

Evaluations will be emailed to all participants. We appreciate your feedback!

### **San Diego - March 3-5, 2020** *(March 5th is a Closed FPO Session)*

The workshop location is at the DoubleTree by Hilton Mission Valley at 7450 Hazard Court Drive, San Diego, CA 92108.

For grant recipients and the general public, the workshop will be held March 3-4, 2020. For NOAA Program Officers, the workshop will be held March 3-5, 2020. The last day is a closed session for Program Officers only.

According to the hotel’s website, the hotel offers self parking for \$30 per day. Valet is not available.

Food and beverage is not offered at this workshop. [Onsite dining](#) options are available. Hotel-provided offsite dining options are provided at the hotel concierge.

### **Silver Spring - March 24-26, 2020** *(March 26th is a Closed FPO Session)*

The workshop location is at the NOAA Auditorium and Science Center at 1301 East West Highway, Silver Spring, MD 20910. This is the building directly behind the “[Wave Pool](#)”.

For grant recipients and the general public, the workshop will be held March 24-25, 2020. For NOAA Program Officers, the workshop will be held March 24-26, 2020. The last day is a closed session for Program Officers only.

NOAA Headquarters is conveniently located right off of the [Metro](#) Red Line (Silver Spring stop).

There are also [public parking garages](#) in downtown Silver Spring. Garage 58 is the closest parking garage; however, parking is limited since this is a public parking garage next to the Metro. If you are driving, please allow yourself adequate time to find parking and walk to NOAA.

Food and beverage are not permitted in the NOAA Auditorium and Science Center, nor will they be offered at this workshop. Nearby restaurants are in the [Coastline](#) and overall [Downtown](#) Silver Spring areas.

## **Webinars**

Live webinars will be available for the workshops. Please note that the March 3-5, 2020 workshop webinar is in Pacific Standard Time, and the March 24-26, 2020 workshop webinar is in Eastern Standard Time.

The NOAA Grants Management Division encourages in-person participation. The Budget Helpdesk and Grants Online Helpdesk will not be available for live Webinar participants; however, virtual participants can email their grants specialists with questions. Webinar participants may be identified when questions are asked in the webinar chat for session speakers. Webinar participants cannot exceed 100, and webinar registration will close when it reaches its maximum capacity.

The March 3-5 2020 PST webinar registration is available at:

<https://attendee.gotowebinar.com/register/8331993966441236493>

The March 24-26 2020 EST webinar registration is available at:

<https://attendee.gotowebinar.com/register/2004992842869729804>