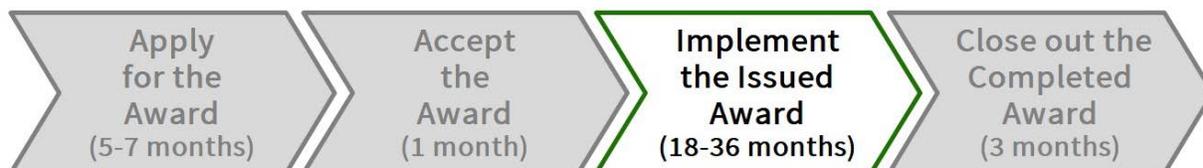


QUICK REFERENCE



Cooperative Agreement Process Quick Start Guide, Stage 3

Implement the Issued Award



In this stage, you are managing the award, submitting reports, and ensuring that the funded tasks are completed. This quick reference provides a checklist and basic descriptions of the steps in stage 1. This is an orientation to the process without all of the details.

Note: For complete information on rules and regulations on the process, please refer to requirements of the Office of Management and Budget (OMB) Uniform Guidance, which are codified at 2 C.F.R. Part 200, agency and department terms and conditions, Department of Commerce pre-award requirements, and any special award conditions.

Stage 3 Checklist

Time to Complete: 18-36 months

Due Date: _____

Comply with standard terms; conditions

When implementing the award, the coastal management program must comply with terms and conditions of the award.

Satisfy special award conditions

Deadline: _____

Satisfy the requirements (by the deadline, if included) in the special award conditions so they can be removed and any funding withheld can be released to the coastal management program.

Submit performance reports semiannually **Due Dates:** _____ **and** _____

Submit semiannual reports on the progress of the implementation of the cooperative agreements. Progress reports are due 30 days after each 6 month reporting period.

Submit financial reports semiannually **Due Dates:** April 30 and October 30

Submit semiannual interim financial reports on the progress of the implementation of the cooperative agreements on April 30 and October 30 of each year while the award is open.

- Inventory equipment and supplies** **Due Date:** _____
Equipment or supplies costing \$5,000 or greater per unit value, must be inventoried, to include its fair market value, through progress reporting at least once every two years.
- Submit real property report, if needed** **Due Date:** _____
If the award requested funds for real property, submit a report at least annually on its status, unless the federal interest in the real property extends 15 years or more.
- Submit FFATA reports annually, if needed** **Due Date:** _____
If awarding a subgrant, file a Federal Funding Accountability and Transparency Act (FFATA) subaward report “by the end of the month following the month in which the prime recipient awards any subgrant greater than or equal to \$25,000.”
- Submit, as needed, post-award actions**
Submit requests for changes to the approved award for review by NOAA as stipulated in the cooperative agreement. These need prior approval from NOAA to go forward.
- Accept amendments to award changes as needed**
If applicable, the authorized representative will be notified that the award has been amended and will need to accept this amendment.
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Stage 3 Overview

Once the coastal management program has been awarded the funding, it is responsible for managing the award and ensuring that the funded tasks are completed. Coastal management programs are also required to exercise financial control and management over the cooperative agreement funding.

The following provides an overview of the tasks in the above checklist.

Comply with standard terms; conditions

When implementing the award, the coastal management program must comply with terms and conditions of the award. For example, the following commonly apply to CZMA awards:

- Department of Commerce (DOC) pre-award notification and requirements
- Grant regulations
- DOC Financial Assistance Standard Terms and Conditions
- NOAA Financial Assistance Administrative Terms
- DOC Grants Manual
- Special award conditions

Satisfy special award conditions

Most special award conditions are general requirements that apply to the administration of the entire award. However, NOAA sometimes places special award conditions that place additional requirements or restrictions on a specific task, often when the original task description did not include enough information for NOAA to complete budget or environmental compliance review for the specific project. Once a coastal management program has satisfied the requirement set forth in the special

award condition, it can be removed and any funding withheld can be released to the coastal management program. Special award conditions may include deadlines and must be addressed by the deadline. For most project-specific special award conditions, coastal management programs must submit an award action request within grants online to “satisfy” the special award.

Submit performance reports semiannually

Coastal management programs are responsible for submitting semiannual reports on the progress of the implementation of the cooperative agreements. These progress reports are an opportunity to identify progress, any needs that arise during the implementation of tasks, and success stories from the awards. Progress reports are due 30 days after each 6-month reporting period. Performance reports should be consistent with the coastal management program annual awards performance report guidance documents developed by NOAA.

Submit financial reports semiannually

Coastal management programs are responsible for submitting semiannual interim financial reports on the progress of the implementation of the cooperative agreements to NOAA through Grants Online. Financial reports are due April 30 and October 30 of each year while the award is open.

Inventory equipment and supplies once every two years

Equipment or supplies (aggregate supplies, not per unit) at a cost of \$5,000 or greater per unit value must be inventoried, to include its fair market value, through progress reporting at least once every two years. Recipients may use the outdated SF-428 form series to report on tangible property or submit their own customized report including a description of federally owned equipment, identification information, acquisition cost, and acquisition date. Recipients must report on equipment and supplies, at a cost of \$5,000 or greater, purchased by any sub-recipients as well.

Submit real property report if needed

Recipients who requested funds for real property (e.g., land, land improvements, structures, accessory buildings), which is common to construction and acquisition projects (e.g., some types of 306A projects), must submit reports at least annually on the status of real property in which the federal government retains an interest, unless the federal interest in the real property extends 15 years or more. As necessary, SF-429 forms may be attached as an appendix to progress reports. Recipients must report on real property at a cost of \$5,000 or greater purchased by any sub-recipients as well.

Submit FFATA reports annually, if needed

All awardees of applicable grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.FSRS.gov on all subawards over \$25,000. The prime awardee (i.e., the CZMA program) is required to file a FFATA subaward report through the FSRS “by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$25,000.”

Submit, as needed, post-award actions

Coastal management programs will often have actions that need to happen once the cooperative agreement has been awarded. Sometimes these actions will need prior approval from NOAA to go forward. Examples of actions requiring prior approval include

- **No-Cost extensions:** Extension to the period of availability of funding. No-cost extensions must be submitted to NOAA’s Grants Management Division 30 days before the end of the award.

Therefore, recipients must factor in time for the program officer review. The program officer will forward acceptable requests to the NOAA Grants Management Division.

- **Rebudget:** Cumulative transfers that exceed 10 percent of the last approved total budget; or transfers that create a new budget category for the entire award (not just section), or any transfers between direct and indirect costs.
- **Changes in scope of work:** Any revision of the project scope or objectives of the tasks regardless of whether there is a budget change.
- **Changes or absences in principal investigators or key personnel specified in the application:** This could be a new program manager in the state, who will be the programmatic point of contact for the award; or it could be a change to the key principal investigator leading one of the subtasks.
- **Equipment:** Purchase of equipment not expressly identified in the project description prior requires prior approval of the Grants Office.
- **Foreign travel requests:** Recipient requests for foreign travel that were not specifically outlined in the original or previous project description require prior approval.
- **Subaward or contract to a federal agency:** Recipients cannot subgrant or subcontract to any federal agency without prior approval.
- **Removal of programmatic special award conditions:** Recipient must submit evidence to document satisfaction and removal of special award condition to release funding. _

Coastal management programs should work with their Office for Coastal Management liaison to develop and review these requests, and then notify NOAA by submitting requests in Grants Online.

Accept amendments to award changes, as needed

Certain post-award action requests, if approved, require an amendment to the award. In these cases, the authorized representative will be notified that the award has been amended and will need to accept this amendment.