



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
Silver Spring, MD 20910

OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH

MEMORANDUM FOR: National Oceanic and Atmospheric Administration  
Organizations Funding Science through Cooperative Institutes

FROM: Shannon Louie, Director  
Cooperative Institute Administration Office

SUBJECT: NOAA CI Operating Guidance for Supplemental Funds  
Appropriated in Fiscal Year 2023

DATE: May 19, 2023

This memorandum serves as operating guidance to organizations funding science through National Oceanic and Atmospheric Administration (NOAA) Cooperative Institutes (CI). All Line Office (LO) units funding CI science with supplemental funds appropriated in Fiscal Year (FY) 2023 must follow this guidance. Please read this guidance document in its entirety.

For further information about a particular CI, reference 405 Fast Facts linked [here](#). This document is updated as needed. Be sure to review the latest information before you review and approve a CI proposal.

### **Background**

Financial Assistance Listings are detailed public descriptions of federal programs that provide financial assistance awards. The Financial Assistance Listing for the CI program is 11.432. Because of a 100 ACCS Line limitation with control detail accounts, 11.432 received a waiver from the Treasury requirement for control detail accounting. In 2021, the CI program filed for an additional Financial Assistance Listing, 11.405. This new Financial Assistance Listing was placed on controlled detail accounting and allows grantees to draw funds from specific agreements in alignment with their work.

Projects funded with supplemental funds appropriated in FY 23 must include control detailed accounting and utilize existing Financial Assistance Listing numbers<sup>1</sup>. A CI project funded with

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<sup>1</sup> *Grants Management Division Guidance for Infrastructure Investment and Jobs Act (IIJA) and Disaster Relief Supplemental Act (DRSA)*

supplemental funds appropriated in FYs 2022 and 2023 will utilize Financial Assistance Listing 11.405 and follow the guidance detailed throughout this document.

## **Timelines**

To avoid late actions, CI funding for CI awards must adhere to the NOAA federal financial assistance award deadline June 30, 2023. Written justifications that detail the reason for the delay will be required to consider funding awards that miss the deadlines. A project that doesn't adhere to the below deadlines can submit a request via google form [here](#). If the request is denied or needs more information, the requester receives a response within three business days.

The table below identifies key dates, actions, and required documentation.

<i>Date/ Deadline</i>	<i>Key Action</i>	<i>Notes</i>
No later than 12 May 2023	CI proposals submitted via Grants.gov for FY23 funding	CI proposals received are forwarded to the NOAA sponsor identified on the proposal for review, approval, and completion of necessary paperwork
No later than 02 June 2023	NOAA funding offices: (1) enter projects into the NOAA Research and Development Database (NRDD), (2) submit signed funding memo, (3) submit National Environmental Policy Act (NEPA) memo, and (4) identify accounting codes for new proposals, and (5) complete noncompetitive justification	Federal Program Officer (FPO) completes processing on all actions and submits to the Grants Management Division (GMD)
02 June 2023 - 30 June 2023	If the NOAA funding office was unable to meet the 02 June 2023 deadline, it may still submit items 1-5 above and forward the award file to GMD with <a href="#">PLAR</a> approval	Proposals sent to GMD after 02 June 2023 with approval from the Deputy Assistant Administrator (DAA) for Science or CIAO Director  Requests for approval must detail the reason for the delay  FPO processed proposals must still be sent to GMD by the 30 June 2023

No later than 16 June 2023	NOAA funding offices identify accounting codes for partial releases and completes the partial release commitment of funds and sends the award file to GMD	Federal Program Officer (FPO) completes the partial release commitment of funds and sends to the Grants Management Division (GMD)
16 June 2023 - 30 June 2023	If the NOAA funding office was unable to meet the 16 June 2023 deadline, it may still submit a release of funds and forward the award file to GMD with <a href="#">PLAR</a> approval	Partial releases sent to GMD after 16 June 2023 with approval from the Deputy Assistant Administrator (DAA) for Science or CIAO Director  Requests for approval must detail the reason for the delay  Processed proposals must still be sent to GMD by the 30 June 2023 deadline
30 June 2023	FY23 NOAA’s federal financial assistance award cut-off date	All actions sent to GMD after the 30 June 2023 deadline require approval from the Line Office managing the CI per its late action memo procedures

**Funding CI Projects with Supplemental Appropriations in FY 2023**

Each TPM must notify the CIAO that NOAA intends to fund CI projects using supplemental appointments. The CIAO should be notified by sending an email to [cipo.oar@noaa.gov](mailto:cipo.oar@noaa.gov). Once notified by the TPM, CIAO will notify the CI in Grants Online of its request for financial assistance (rfa) number it can use to submit project proposals.

**Notify the Recipient**

The Financial Assistance Listing 11.405 is relatively new, and many CIs aren’t aware of its existence. The TPM (or designee) will notify CI management of NOAA’s intent to fund projects using Financial Assistance Listing 11.405, and communicate:

- NOAAs process for projects funded using supplemental funds appropriated in FY23;
- New awards will be established and the CI must adhere to all terms and conditions, including Public Law 117-43, “Disaster Relief Supplemental Act”, Public Law 117-58,

“Bipartisan Infrastructure Law”, or “Inflation Reduction Act of 2022”, Public Law 117-169.

- In addition to the steps required for control detail accounting, the CI submits additional research performance progress reports and federal financial reports for new 11.405 awards;
- These awards do not count towards the CI institutional award ceiling; and
- No commitment of funds is made until a signed procurement is accepted by the CI.

### **Process CI Applications**

Applications for new awards under 11.405 are evaluated by a NOAA federal sponsor for funding. Applications from a CI are submitted through Grants.gov using the RFA number CIAO provided to each CI. You can find the RFA number [here](#).

The FPO listed [here](#) will receive the applications for funding using supplemental funds appropriated in FY23. This FPO, or their designee, will process applications in GOL. The NOAA sponsor office providing funds must submit to the FPO:

1. Funding Memo ([located here](#)) signed by a NOAA employee with technical expertise and authority to be responsible for the project;
2. Valid accounting for the full funding amount released to the CI (whole dollars, no cents);
3. Signed NEPA compliance documents;
4. Confirmation project entered into the NOAA R&D Database; and
5. A Non-competitive justification memorandum.

See, [FY23 CI 405 Supplemental Funds Processing](#) for a Standard Program Operating Procedures/Guidance (SPOPG) for assistance, if needed. See also, [Sponsor Letter Template](#) for assistance, if needed.

Important things to remember:

- Project titles must contain Disaster Relief Act (DRSA), Bipartisan Infrastructure Law (BIL) (formerly known as Infrastructure Investment and Jobs Act)<sup>2</sup>.
- Applications for funding must receive at least one merit review using the standard NOAA evaluation criteria. This requirement is met with a technical review properly completed on the funding memo.
- In order to properly identify Disaster Relief Supplemental Act (DRSA) and Bipartisan Infrastructure Law (BIL) (formerly known as Infrastructure Investment and Jobs Act) awards, the [Supplemental Information Category](#) drop down fields in Grants Online must be utilized;

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<sup>2</sup> At some point in the future, this may also include the Inflation Reduction Act of 2022 Public Law 117-169.

- Control detail accounts can only accommodate 100 lines of accounting and the number of accounting lines on Procurement Requests Commitment of Funds (PRCF) must be reduced to the extent possible;
- Control Detail Account ID(s) must be added to Grants Online;
- The NOAA sponsor must review and approve the Research Performance Progress Report (RPPR) and comply with NOAA implementation and reporting requirements; and
- The project performance period may extend beyond the CI award.

### **Task I**

Task I supports administrative functions. Task I is calculated based on total amount funded per award funded by supplemental appropriations in FY23 for each CI 11.405 award. Calculate Task I [here](#).

- For new proposals, ensure the CI included the appropriate percentage of Task I (see 405 Fast Facts linked above) in the proposal. Task I should be broken out separately and completely in the budget. There should also be a statement in both the budget and project Narratives that generally indicates the use for Task I.
- Do not separate Task I by the object class code 41-40 to minimize the number of accounting lines.

### **Roles and Responsibilities in the Process**

[Here](#), you will find more information on the roles and responsibilities in the process to fund CI projects using supplemental funds appropriated in FY23.

