



Federal Program Officer Training Manual

Competitive RFA Creation

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Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

Using this Guide Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

Text Conventions

Text; Example

Text in Bold; Click **Done**

Text in Italics; *RFA Details* screen appears.

What it means.

Indicates a command.

Indicates a screen.

Notes and Warnings

Notes and Warnings are used to indicate information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning! Business process may not work as desired or a procedure may produce an undesirable effect.

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Grants Online Overview

Overview The National Oceanic and Atmospheric Administration (NOAA) offers a variety of competitive and non-competitive grants or awards to various communities including States, Universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program polices to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive award, and for qualified designated applicants of non-competitive awards.

As part of its strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, award, management and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the agency to increase efficiencies related to mission goals.

Grants Online is developed to answer several issues that occur during the award processing including:

- Reducing or eliminating paper forms for application.
- Providing an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reducing the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Reviewers.
- Serving the NOAA community in its efforts to meet its mission goals more effectively.

Grants Online Software Description

**About
Grants
Online**

Grants Online operates in a web environment. As such, you will be required to use an internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have internet access. Logins and passwords are required and will be relayed to you once you are established within the system.



Note: You must have an Internet connection in order to access Grants Online.

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Getting Started

Overview When you are using any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users to navigate and use the system appropriately. In Grants Online, all actions within the system can be made through mouse and keyboard.

Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop
 - Internet Explorer browser opens
2. Enter the following URL information in your address bar of your browser:
<https://grantsonline.rdc.noaa.gov> then press **ENTER**
 - *Grants Online Login* page appears

Logging in to Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-713-1000
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**
3. Enter your assigned **Password**
4. Click **Enter**



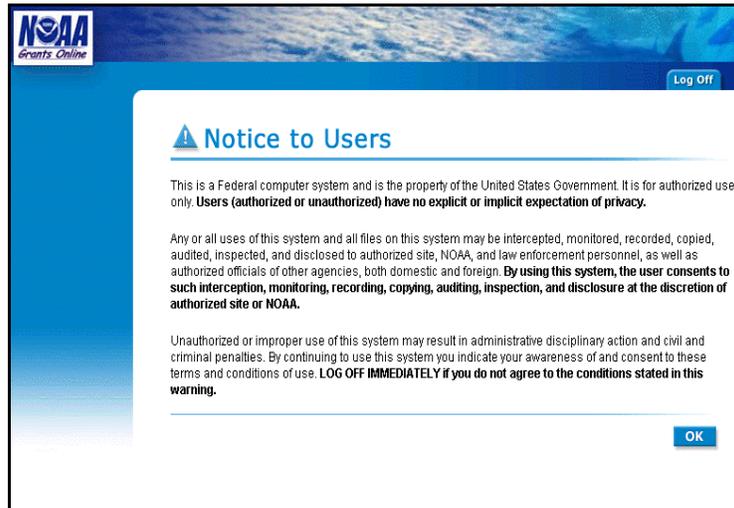
Warning!

If you entered your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account

If nothing happens when you click enter, it means the server is down and will need to be restarted.

Logging in to Grants Online

5. The Notice to Users screen appears
6. Review disclaimer information and click **OK**



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Creating a Competitive Request For Application

Overview This manual will help you learn how to create and publish a Competitive Request For Application (RFA).

Manual Objectives

The Manual will address the following topics:

- Set up the RFA Header Information
- Create a Competition
- Select the Application Routing
- Set up the Minimum Requirements
- Create a Review Event
- Set up the Special Award Conditions
- Enter the Application Instructions
- Create a Review Event
- Publish the RFA
- Create the Federal Register Notice
- Create the Omnibus Synopsis

What You'll Need to Create a Competitive RFA

This RFA is the parent document that will guide both the applicant as well as the FPO. The applicant will use this information (which they will access via Grants.gov) to provide NOAA with a complete and quality proposal. The RFA also guides the Program Officer, Grants Specialist, Budget Officer, etc. in reviewing and examining the proposal. Creating the RFA is the first step that is taken by the Program Officer. In order to do so, you will need the following information:

1. RFA Name – the “name” is identified by the Program Officer. There is no right or wrong name, however, easily identifiable and shorter names are the most effective.
2. CFDA Number
3. Fiscal Year
4. Approximate funding amount for the RFA
5. Funding Amount for the Competition
6. Application due date
7. Review Event Start and End date
8. Contact person within NOAA who will be responsible for answering questions related to the RFA
9. Name of Program Officers who will process the proposals (these names will be identified during the Routing phase of the RFA creation)
10. Application Instructions – which forms the applicant must include in the proposal

Creating a New Competitive RFA

1. Select the RFA tab located at the top of the webpage
2. Select the “Competitive” and “Create New from Scratch” options
3. Click **Create RFA** button



Building a New Competitive RFA

Once you have successfully selected the option to Create a New Competitive RFA, you will need to start building the RFA by populating the mandatory fields (denoted by a *) with data.

Building a Noncompetitive RFA – Header Information

1. RFA Name (required)
2. Fiscal Year (required)
3. Anticipated Publication Date (cannot be today's date)
4. Select an Assigned Program Office (required)
5. Select an Assigned Program Officer (required)
6. Select a CFDA Number (required)
 - a. Only CFDA numbers associated with your line office will appear. If you have a new CFDA number not in this list, contact the Help Desk
7. Select a Sub Program (if applicable)
8. Click the **Save** button

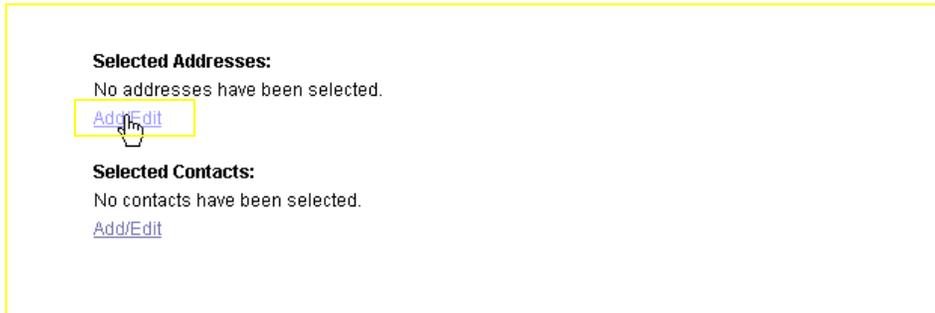
The screenshot shows the 'Create Competitive RFA' form in the NOAA Grants Online system. The form is titled 'Create Competitive RFA' and is located under the 'RFA' tab. The form includes the following fields and values:

Document ID	Line Office *	RFA Name *	Fiscal Year *	Anticipated Publication Date *	Assigned Program Office *	Assigned Program Officer *	CFDA Number *	Sub Program
	NATIONAL MARINE FISHERIES SERVICE	Competitive FPO Manual	2005	05/10/2005	SOUTH EAST REGIONAL OFFICE - NMFS	Peterson, Charles	11.433 - MARINE FISHERIES INITIATIVE	SE Competitive

At the bottom left of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a yellow box.

Building a Competitive RFA – (Selected Addresses)

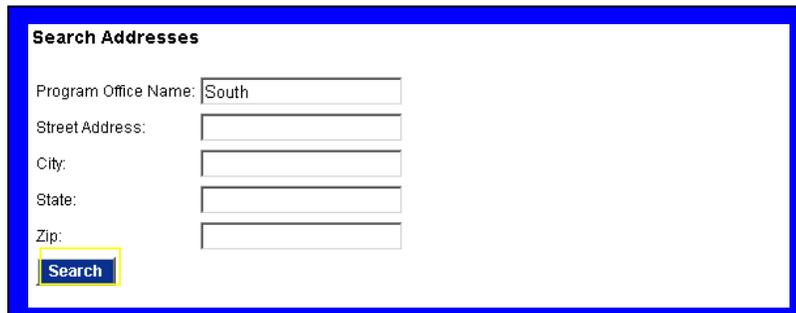
1. Click **Add/Edit** to identify an address. This is the location all paper based proposals will be sent (Please note: the picture below represents a lower portion of the Grants Online screen – you may have to scroll down to see it)



Selected Addresses:
No addresses have been selected.
[Add/Edit](#)

Selected Contacts:
No contacts have been selected.
[Add/Edit](#)

2. Type in search Query (usually Program Office Name)
3. Click **Search**



Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:



Note: If you enter search criteria into more than one field, you are asking the system to search and match all the information you entered. We recommend you enter the organization's name you are looking for and search – rather than entering the organization's name and address. etc.

Building a Competitive RFA – (Selected Addresses)

- 4. Select the address you wish to choose by clicking in the check box next to your selection (see picture below)
- 5. Click **Add to RFA**

The screenshot displays a web interface for searching addresses. It includes a search form with fields for Program Office Name, Street Address, City, State, and Zip, along with a Search button. Below the form, the Search Results section shows 4 items found, displaying all items. The results are presented in a table with columns for Program Office Name and Address. The first item is selected with a checked checkbox. At the bottom of the results, there is an 'Add to RFA' button highlighted with a yellow box.

Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:

Search

Search Results

4 items found, displaying all items. 1

<input type="checkbox"/>	Program Office Name	Address
<input checked="" type="checkbox"/>	SOUTH EAST REGIONAL OFFICE - NMFS	1315 East-West Highway, Silver Spring, MD 20910 USA
<input type="checkbox"/>	SOUTH EAST REGIONAL OFFICE - NOS	1315 East-West Highway, Silver Spring, MD 20910 USA
<input type="checkbox"/>	SOUTH EAST REGIONAL OFFICE - NWS	1315 East-West Highway, Silver Spring, MD 20910 USA
<input type="checkbox"/>	SOUTH EAST REGIONAL OFFICE - OAR	1315 East-West Highway, Silver Spring, MD 20910 USA

Add to RFA

Building a Competitive RFA - (Selected Addresses)

6. If you need to add another address, complete steps 2-5 again. If you made a mistake, and want to remove this address, click the check box by the organization's name and select **Remove from RFA**. You will then need to complete steps 2-5 to select a new address.
7. Once you are satisfied with your selected address(es), click **Save and Return to Main**

Search Addresses

Program Office Name:

Street Address:

City:

State:

Zip:

Search Results

Nothing found to display.

Selected Addresses for this RFA

One item found. 1

<input type="checkbox"/>	Program Office Name	Address
<input type="checkbox"/>	SOUTH EAST REGIONAL OFFICE - NMFS	1315 East-West Highway, Silver Spring, MD 20910 USA

Selected Contacts

A minimum of one search criteria must be entered when searching for contacts. You will be able to search by First Name, Last Name, Org Name, Street, City, State, Zip, Phone or Email.

Building a Competitive RFA- (Selected Contacts)

1. Click on the **Add/Edit** button under *Selected Contacts*. This is the person the applicant will contact with any questions about this funding opportunity.

Competitive RFA Details

RFA Header Information

Document ID	103784	Announcement Type	
Line Office *	NATIONAL MARINE FISHERIES SERVICE	Funding Opportunity Number	NMFS-SERO-2005-100312
RFA Name *	<input type="text" value="Competitive FPO Manual"/>		
Fiscal Year *	<input type="text" value="2005"/>	Anticipated Publication Date *	<input type="text" value="05/10/2005"/>
Assigned Program Office *	<input type="text" value="SOUTH EAST REGIONAL OFFICE - NMFS"/>	Assigned Program Officer *	<input type="text" value="Peterson, Charles"/>
CFDA Number *	<input type="text" value="11.433 - MARINE FISHERIES INITIATIVE"/>		
Sub Program	<input type="text" value="SE Competitive"/>		

RFA Supplementary Information

Anticipated Funding Amount \$	<input type="text" value="1000000"/>	Actual Funding Amount \$	<input type="text"/>
	Min	Max	
Anticipated Award Amount \$	<input type="text" value="250000"/>	<input type="text" value="500000"/>	
Anticipated Number of Awards	<input type="text" value="1"/>	<input type="text" value="4"/>	

Selected Addresses:

Street Address	City, State, Zip
1315 East-West Highway	Silver Spring, MD 20910

[Add/Edit](#)

Selected Contacts:

No contacts have been selected.

[Add/Edit](#)

Building a Competitive RFA- (Selected Contacts)

2. Enter the search information for the individual you would like to identify and click **Search**

Search Contacts

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Building a Competitive RFA- (Selected Contacts)

3. Select the address you wish to choose by clicking in the check box next to your selection (see picture below)
4. Click **Add to RFA**

Search Contacts

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Search Results

One item found.1

<input type="checkbox"/>	Contact Name	Org Name	Address	Phone	Email
<input checked="" type="checkbox"/>	Mr. Charles Marcus Peterson	SOUTH EAST REGIONAL OFFICE - OAR	1315 East-West Highway Silver Spring, MD 20910	301-713-0105	charles.peterson@noaa.gov

Building a Competitive RFA- (Selected Contacts)

5. If you need to add another contact, complete steps 2-4 again. If you made a mistake, and want to remove this individual, click the check box by the person's name and select **Remove from RFA**. You will then need to complete steps 2-4 to select a new address.
6. Once you are satisfied with your selected contact(s), click **Save and Return to Main**

Search Contacts

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Search

Search Results

Nothing found to display.

Add to RFA

Selected Contacts for this RFA

One item found.1

<input type="checkbox"/>	Contact Name	Org Name	Address	Phone
<input type="checkbox"/>	Mr. Charles Marcus Peterson	SOUTH EAST REGIONAL OFFICE - OAR	1315 East-West Highway, Silver Spring, MD 20910	301-713-0105

Remove from RFA

Save and Return to Main

Competitions

Every competitive RFA in Grants Online needs to have a competition. The competition is the meat and bones of a competitive RFA in that it is the place where the FPO defines due dates, funding amounts, routing, recipient types, review events (a necessity), minimum requirements, etc. You may have multiple competitions under one RFA, as each competition results in a selection package. However, please note that each competition also needs a Review Event. Review Events are discussed at a later point in this manual.

Building a Competitive RFA- (Creating a Competition)

1. Click **Save** to capture the changes we've made so far
2. Click **Add New** under the Competitions header to create a new competition

Competitive RFA Details

RFA Header Information

Document ID	103784	Announcement Type	
Line Office *	NATIONAL MARINE FISHERIES SERVICE	Funding Opportunity Number	NMFS-SERO-2005-100312
RFA Name *	<input type="text" value="Competitive FPO Manual"/>		
Fiscal Year *	<input type="text" value="2005"/>	Anticipated Publication Date *	<input type="text" value="05/10/2005"/>
Assigned Program Office *	<input type="text" value="SOUTH EAST REGIONAL OFFICE - NMFS"/>	Assigned Program Officer *	<input type="text" value="Peterson, Charles"/>
CFDA Number *	<input type="text" value="11.433 - MARINE FISHERIES INITIATIVE"/>		
Sub Program	<input type="text" value="SE Competitive"/>		

RFA Supplementary Information

Anticipated Funding Amount \$	<input type="text" value="1000000"/>	Actual Funding Amount \$	<input type="text"/>
	Min	Max	
Anticipated Award Amount \$	<input type="text" value="250000"/>	<input type="text" value="500000"/>	
Anticipated Number of Awards	<input type="text" value="1"/>	<input type="text" value="4"/>	

Selected Addresses:

Street Address	City, State, Zip
1315 East-West Highway	Silver Spring, MD 20910

[Add/Edit](#)

Selected Contacts:

Contact Name	Phone	Address	Email
Mr. Charles Marcus Peterson	301-713-0105	1315 East-West Highway, Silver Spring, MD 20910	charles.peterson@noaa.gov

[Add/Edit](#)

Program Elements/Funding Priorities:

No Program Elements/Funding Priorities Available

[Add/Edit](#)

Competitions:

Press **Save** before selecting the following link(s)

No Competition

[Add New](#)

Building a Competitive RFA- (Creating a Competition)

3. Enter Competition Name (automatically defaults to be the same name as the RFA)
4. Enter Fiscal Year
5. Select Competition Type
6. Select Competition Manager (this is the person who will work on the Selection Package, Confirm Review Events, etc.)
7. Click **Save**

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a welcome message: 'Welcome to Grants Online Charles Peterson' and a 'Log Off' button. The main content area is titled 'Competitive RFA Details' and contains 'RFA Header Information' with the following data:

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Charles Peterson
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/10/2005
Fiscal Year:	2005		

Below the header information, there are input fields for creating a competition:

- Competition Name * Fiscal Year *
- Competition Type * Group Individual Qualification
- Competition Manager *

At the bottom left of the form are two buttons: 'Save' and 'Cancel'.

Building a Competitive RFA- (Creating a Competition)

- 8. Select applicable Recipient Types (those recipients who are eligible to compete for funding)
- 9. Enter the Anticipated Federal Funding for this competition (Min and Max)
- 10. Enter the Application due date
- 11. Enter the Application due time
- 12. Enter the Anticipated Award Date

Competition Name *	<input type="text" value="Competitive FPO Manual"/>	Fiscal Year *	<input type="text" value="2005"/>
Competition Type *	<input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification	Competition Manager *	<input type="text" value="Charles Peterson"/>
Available Recipient Type		Selected Recipient Type	
<input type="text" value="For-profit Organization (Other than Small Business)"/> <input type="text" value="Nonprofit Organization (Other than Institution of Higher Education)"/> <input type="text" value="Native American Tribal Organization (Other than Federally Recognized)"/> <input type="text" value="Public/Indian Housing Authority"/> <input type="text" value="Small Business"/>		<input type="text" value="Local Government"/> <input type="text" value="State Government"/> <input type="text" value="Private Institution of Higher Education"/> <input type="text" value="State Controlled Institution of Higher Learning"/>	
Actual Funding Amount for this Competition	<input type="text"/>	Min	Max
Anticipated Federal Funding for this Competition *	<input type="text" value="250000"/>	<input type="text" value="500000"/>	
Required Federal Funding (in Dollars) per Application	<input type="text"/>	<input type="text"/>	
Cost Share (%) per Application	<input type="text"/>	<input type="text"/>	
Anticipated Competition Schedule			
Pre-Application	<input type="text" value="Due Date"/>	<input type="text"/>	Time: <input type="text"/> <input type="text" value="PM"/>
Application *	<input type="text" value="Days after RFA Publication Date"/>	<input type="text" value="30"/>	Time: <input type="text" value="05:00"/> <input type="text" value="PM"/>
Anticipated Award Date *	<input type="text" value="190"/>	Days after Application Due Date	
<input type="button" value="View Anticipated Competition Schedule"/>			

Application Routing

Selecting the application routing is required when creating any RFA. This will determine who will process the proposal/application. You have the ability to identify routing by workload, state or Priority/Program Element. Upon selecting a routing method, the other methods will be “disabled”. If a routing method has been selected in error, the user must clear all selections made and save the changes.



Warning!

If you neglect to configure routing, the applications will NOT be sent to an FPO for processing. This is a necessary action!

Building a Competitive RFA- (Application Routing)

1. Select either Workload or State routing (do NOT use Priority/Program Elements as Grants.gov is not capturing that information at this time)
 - a. Workload: This routing method means you select different individuals who will receive applications throughout workflow. Each application will be distributed on a round robin basis depending on the individuals you designate in the workload routing.
 - b. State routing: This routing method allows for you to create groups by states. You can identify a single state, or a group of states you would like in a group, and then you can identify the Program Officers that would look at the applications from that particular group of states.
2. Once you have chosen a routing type (Workload or State), select **Configure Routing**

Application Routing

Workload State Priority/Program Element



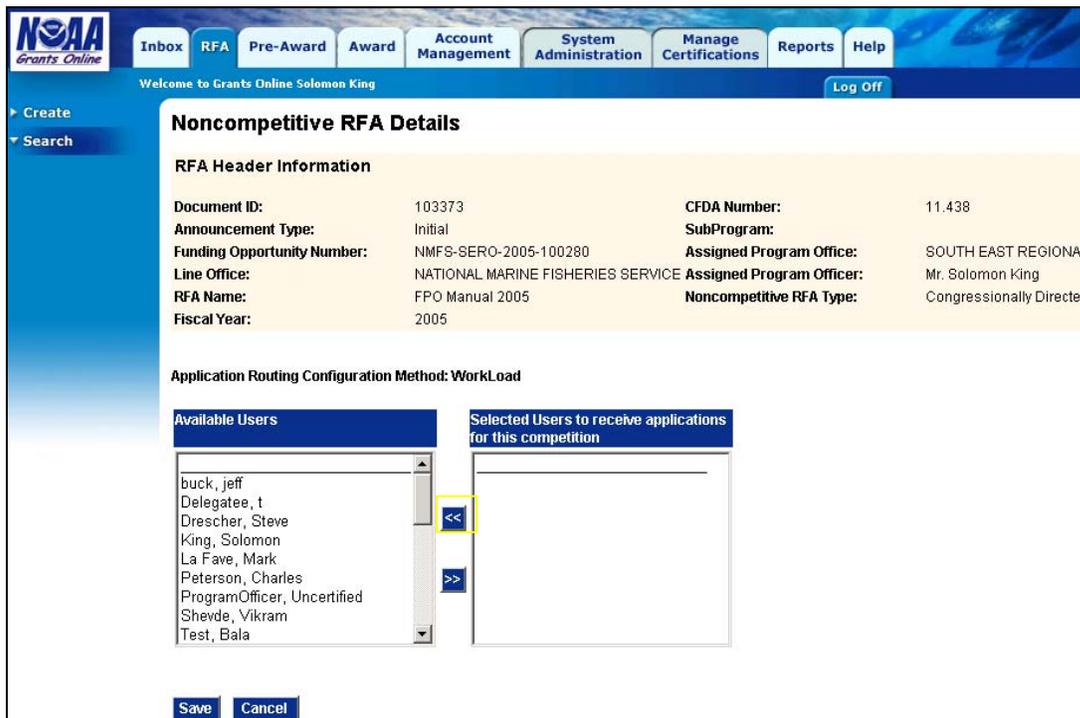
Note: Workload is the option selected in most cases. Whoever is identified as the selected user in routing will be the person who receives the task to perform the Minimum Requirements on the submitted application. The Federal Program Officer (FPO) who receives this task has the ability to reassign the task to another FPO.



Warning: **Whoever completes the task to perform minimum requirements on the application is the individual who will “own” that application. That FPO will also receive tasks to perform and work on the following actions:**
Conduct Negotiations, PO Checklist, Procurement Request and Commitment of Funds (CD 435) and NEPA Document.

Building a Competitive RFA- (Application Routing)

3. Click on the name of the person(s) you would like to receive applications (to select more than one, hold down the Ctrl key and use the mouse to highlight) and then click on the  button. The selected individuals will now display in the *Selected Users to receive applications for this competition* field. Remember, if you identify more than one individual, the applications will be routed in a round robin format.



The screenshot shows the NOAA Grants Online interface. At the top, there are navigation tabs: Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the tabs, it says 'Welcome to Grants Online Solomon King' and has a 'Log Off' button. On the left, there are 'Create' and 'Search' options. The main content area is titled 'Noncompetitive RFA Details' and contains 'RFA Header Information' with the following data:

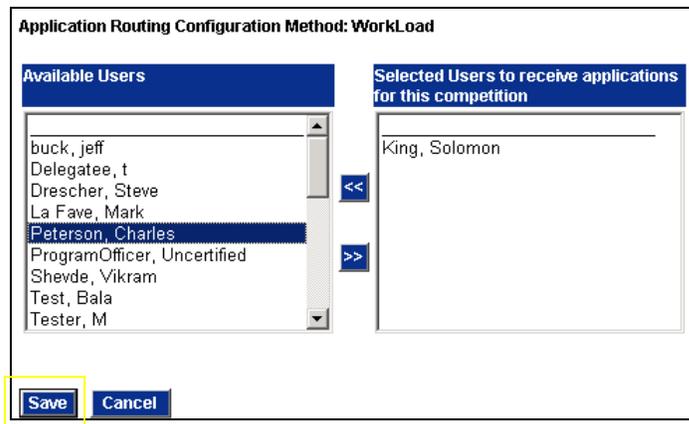
Document ID:	103373	CFDA Number:	11.438
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NMFS-SERO-2005-100280	Assigned Program Officer:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Solomon King
RFA Name:	FPO Manual 2005	Noncompetitive RFA Type:	Congressionally Directed
Fiscal Year:	2005		

Below this is the 'Application Routing Configuration Method: WorkLoad' section. It features two list boxes: 'Available Users' and 'Selected Users to receive applications for this competition'. The 'Available Users' list includes: buck, jeff; Delegatee, t; Drescher, Steve; King, Solomon; La Fave, Mark; Peterson, Charles; ProgramOfficer, Uncertified; Shevde, Vikram; Test, Bala. The 'Selected Users' list is currently empty. Between the lists are '<<' and '>>' buttons. At the bottom of this section are 'Save' and 'Cancel' buttons.



Note: If a user has been selected in error, highlight the name and click the top double arrows to push the user back to the Available User box.

4. Once you have selected the appropriate person(s), click **Save**
 - a. Click **Cancel** to go back to the previous page (without capturing your changes)



This screenshot shows the same 'Application Routing Configuration Method: WorkLoad' section as the previous one. In this view, 'King, Solomon' has been moved from the 'Available Users' list to the 'Selected Users to receive applications for this competition' list. The '<<' button is highlighted with a yellow box. At the bottom, the 'Save' and 'Cancel' buttons are also highlighted with yellow boxes.

Building a Competitive RFA- (Application Routing)

You will now be taken back to the *Competition details* screen. As you can see, State Routing and Program Element are both listed as disabled. This is because you can only have one routing method per RFA.

4. At this point in time, click the **Save** button at the bottom of the page. We have now entered ALL the mandatory information, so your work will now save.
 - a. **Cancel** will take you out of this page without capturing the changes you made
 - b. **Save and Continue** will capture the changes made, and take you back to the RFA screen

Competition Name *	Competitive FPO Manual		Fiscal Year *	2005	
Competition Type *	<input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification		Competition Manager *	Charles Peterson	
Available Recipient Type			Selected Recipient Type		
County Government City or Township Government Interstate Intermunicipal			State Government Local Government Independent Schools District State Controlled Institution of Higher Learning		
Actual Funding Amount for this Competition			Min	Max	
Anticipated Federal Funding for this Competition *	250000		500000		
Required Federal Funding (in Dollars) per Application					
Cost Share (%) per Application					
Anticipated Competition Schedule					
Pre-Application	Due Date		Time:		PM
Application *	Days after RFA Publication Date	30	Time:	05:00	PM
Anticipated Award Date *	190	Days after Application Due Date			
View Anticipated Competition Schedule					
Application Routing					
<input checked="" type="radio"/> Workload -- State (Disabled) -- Program Element (Disabled) Configure Routing					
If you are creating this competition, press Save before selecting the following links.					
<ul style="list-style-type: none"> • Review Events • Special Award Conditions 		<ul style="list-style-type: none"> • Minimum Requirements • Application Instructions 			
Save	Save & Continue	Cancel			

Building a New Competitive RFA - (Changing Application Routing)

If you have determined that you selected the wrong routing type, and wish to change it, perform the following steps: (If you would like to continue creating your RFA, skip to page 31)

1. Click on **Configure Routing**

Competition Name * Competitive FPO Manual Fiscal Year * 2005

Competition Type * Group Individual Qualification Competition Manager * Charles Peterson

Available Recipient Type

- County Government
- City or Township Government
- Interstate
- Intermunicipal

Selected Recipient Type

- State Government
- Local Government
- Independent Schools District
- State Controlled Institution of Higher Learning

Actual Funding Amount for this Competition

Anticipated Federal Funding for this Competition * 250000 (Min) 500000 (Max)

Required Federal Funding (in Dollars) per Application

Cost Share (%) per Application

Anticipated Competition Schedule

Pre-Application Due Date Time: PM

Application * Days after RFA Publication Date 30 Time: 05:00 PM

Anticipated Award Date * 190 Days after Application Due Date

[View Anticipated Competition Schedule](#)

Application Routing

Workload -- State (Disabled) -- Program Element (Disabled) [Configure Routing](#)

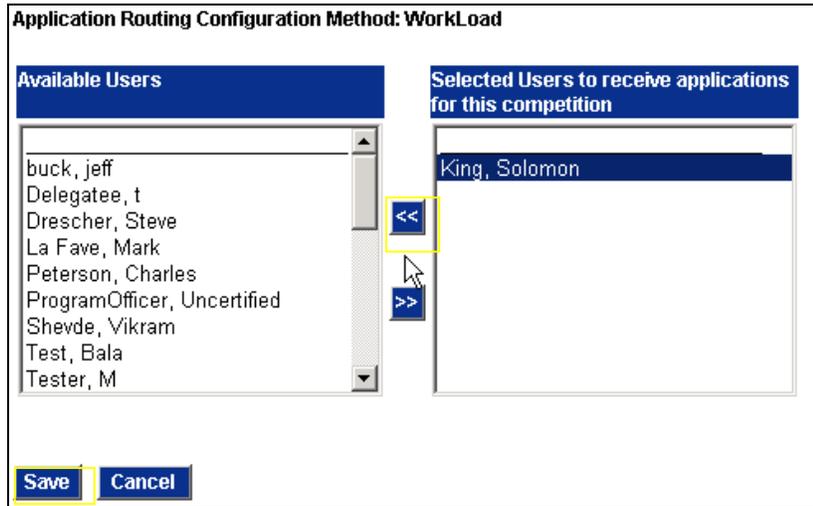
If you are creating this competition, press Save before selecting the following links.

- [Review Events](#)
- [Special Award Conditions](#)
- [Minimum Requirements](#)
- [Application Instructions](#)

[Save](#) [Save & Continue](#) [Cancel](#)

Building a New Competitive RFA - (Changing Application Routing)

2. Highlight the names of the individuals that had previously been selected and click the << button
3. Click **Save**



Building a Competitive RFA- (Changing Application Routing)

4. You will be taken back to the *Competitive RFA Details* screen. (Note that none of the routing buttons are listed as disabled)
5. Select the radial button next to State
6. Click **Configure Routing**

Competition Name * Fiscal Year *

Competition Type * Group Individual Qualification Competition Manager *

Available Recipient Type

- County Government
- City or Township Government
- Interstate
- Intermunicipal

Selected Recipient Type

- State Government
- Local Government
- Independent Schools District
- State Controlled Institution of Higher Learning

Actual Funding Amount for this Competition

Anticipated Federal Funding for this Competition * Min Max

Required Federal Funding (in Dollars) per Application

Cost Share (%) per Application

Anticipated Competition Schedule

Pre-Application Due Date Time: PM

Application * Days after RFA Publication Date Time: PM

Anticipated Award Date * Days after Application Due Date

View Anticipated Competition Schedule

Application Routing

Workload State Priority/Program Element **Configure Routing**

If you are creating this competition, press Save before selecting the following links.

- [Review Events](#)
- [Minimum Requirements](#)
- [Special Award Conditions](#)
- [Application Instructions](#)

Save **Save & Continue** **Cancel**

Building a Competitive RFA- (Changing Application Routing)

7. Click **Add New**

Application Routing Configuration Method: State
No state routing groups have been created

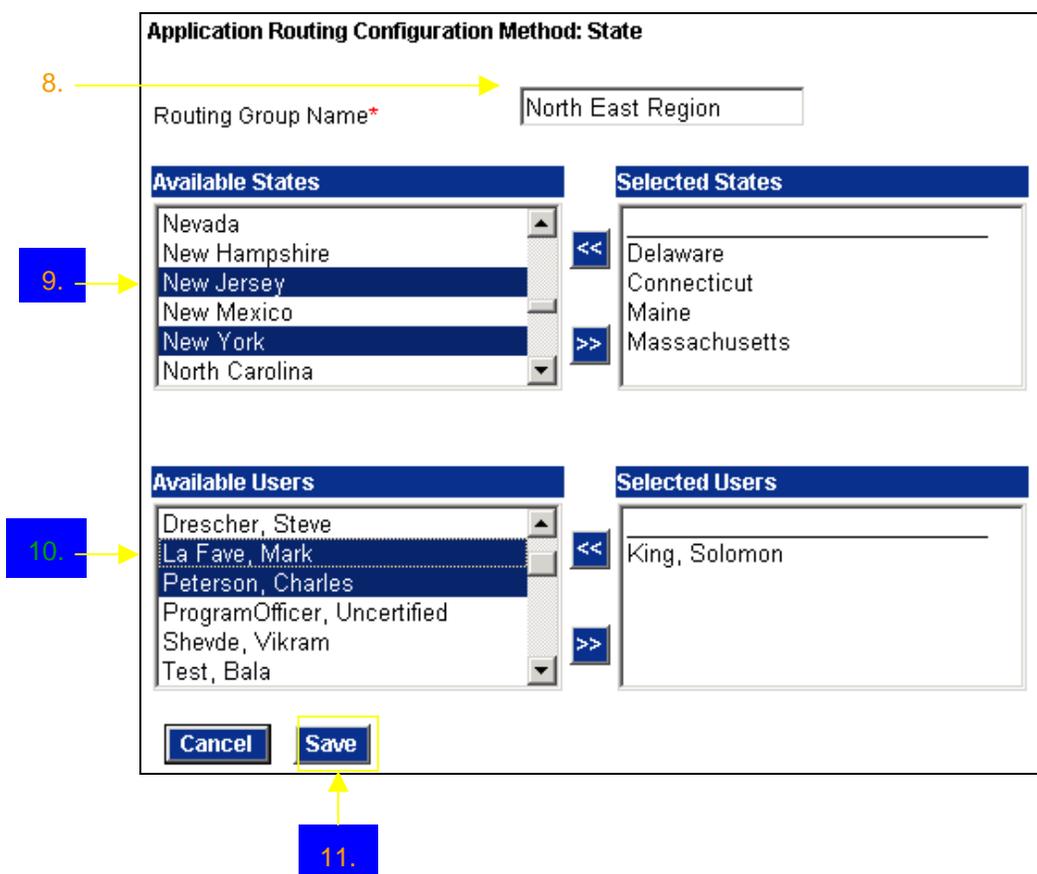
[Add New](#)

Cancel

Save and Return to Main

Building a Competitive RFA- (Changing Application Routing)

- 8. Provide a name for your routing group (you can have multiple groups)
- 9. Highlight the states you would like to include in your routing group, and use the  button to select them
- 10. Highlight the users who will work on applications from the states in this group and use the  button to select them
 - a. Proposals/applications from the states in this routing group will go to the Federal Program Officer selected so that the FPO can perform the Minimum Requirements check on the submitted application. Each application will be distributed on a round robin basis amongst the selected users you chose in this routing group.
- 11. Click the **Save** button



Warning!

If an application comes in from a state that you did not select in any of your routing groups, then it will NOT be routed through in workflow.
Example: if an application comes in from PA, but PA was never selected as a state in any of the routing groups, then the application will not be routed to anyone.

Building a Competitive RFA- (Changing Application Routing)

12. You now have one routing group identified. Select Edit or Delete if you would like to make changes to this group
13. Click on **Add New** to identify another routing group

Application Routing Configuration Method: State		
Name	States Assigned	Actions
North East Region	Connecticut Delaware Massachusetts Maine	Edit Delete

[Add New](#)

[Cancel](#)

[Save and Return to Main](#)

14. When creating a new group, note that states already selected appear as seen below in the red box – this is to let you know not to select that state again.
15. Follow steps 8-11 to create another routing group.

Application Routing Configuration Method: State

Routing Group Name*

Available States	Selected States
<ul style="list-style-type: none"> California Colorado <CT> <DE> District of Columbia Federated States of Micronesia 	

Available Users	Selected Users
<ul style="list-style-type: none"> buck, jeff Delegatee, t Drescher, Steve King, Solomon La Fave, Mark 	

[Cancel](#) [Save](#)

Building a Competitive RFA- (Changing Application Routing)

16. Once you have created all the groups you need, click **Save and Return to Main**

Application Routing Configuration Method: State		
Name	States Assigned	Actions
North East Region	Connecticut Delaware Massachusetts Maine	Edit Delete
West Coast	California Colorado New Mexico Nevada Oregon	Edit Delete

[Add New](#)

Building a Competitive RFA- (Minimum Requirements)

We now want to work on the hyperlinks displayed below the routing section: Minimum Requirements, Application Instructions, Special Award Conditions and Review Events.

1. Before you click on any of the hyperlinks in the, click the **Save** button
2. Click on the **Minimum Requirements** link

Competition Name *	Competitive FPO Manual		Fiscal Year *	2005	
Competition Type *	<input checked="" type="radio"/> Group <input type="radio"/> Individual Qualification		Competition Manager *	Charles Peterson	
Available Recipient Type			Selected Recipient Type		
<ul style="list-style-type: none"> County Government City or Township Government Interstate Intermunicipal 			<ul style="list-style-type: none"> State Government Local Government Independent Schools District State Controlled Institution of Higher Learning 		
Actual Funding Amount for this Competition			Min	Max	
Anticipated Federal Funding for this Competition *	250000		500000		
Required Federal Funding (in Dollars) per Application					
Cost Share (%) per Application					
Anticipated Competition Schedule					
Pre-Application	Due Date		Time:		PM
Application *	Days after RFA Publication Date	30	Time:	05:00	PM
Anticipated Award Date *	190	Days after Application Due Date			
View Anticipated Competition Schedule					
Application Routing					
<input checked="" type="radio"/> Workload -- State (Disabled) -- Program Element (Disabled) Configure Routing					
If you are creating this competition, press Save before selecting the following links.					
<ul style="list-style-type: none"> • Review Events • Special Award Conditions 		<ul style="list-style-type: none"> • Minimum Requirements • Application Instructions 			
Save	Save & Continue	Cancel			

Building a New Noncompetitive RFA- Other (Minimum Requirements)

A standard set of minimum requirements is automatically populated in this screen.

1. To view or edit a requirement, select **Edit**
2. To delete a requirement, click **Delete**

Selected Minimum Requirements		
Priority	Requirement Name	Actions
1	Eligible Applicant	Edit Delete
2	Application Received by Deadline	Edit Delete
3	Application Meets Minimum Federal Funding	Edit Delete
4	Application Meets Maximum Federal Funding	Edit Delete
5	Application Meets Minimum Match	Edit Delete
6	Application Meets Maximum Match	Edit Delete
7	Complete Application	Edit Delete

[Reorder](#)

[Add >>](#)

[<< Done](#)



Note: As an FPO, you are identifying the requirements that the applicant must meet in order to be considered for an award under this RFA. The purpose of this section is for you to denote the items you want verified when an application is submitted. This allows for evaluation consistency across all applicants under this RFA.

Building a Competitive RFA- (Minimum Requirements)

3. To add a new requirement click **Add>>** (as seen on the previous page)
4. Enter the requirement name
5. Enter the description of the requirement
6. Click **Save**
7. Click **Cancel** to go back to the previous page (any changes made on the page will not be saved)

Add Minimum Requirement

Name: *

Spell Check

Description: *

Save **Cancel**

Building a Competitive RFA- (Minimum Requirements)

8. The system will take you back to the Minimum Requirements page, where you can add a new requirement, reorder existing requirements, or select **<<Done** to continue working on the RFA

Selected Minimum Requirements

Priority	Requirement Name	Actions
1	Eligible Applicant	Edit Delete
2	Application Received by Deadline	Edit Delete
3	Application Meets Minimum Federal Funding	Edit Delete
4	Application Meets Maximum Federal Funding	Edit Delete
5	Application Meets Minimum Match	Edit Delete
6	Application Meets Maximum Match	Edit Delete
7	Complete Application	Edit Delete
8	Name of New Requirement	Edit Delete

[Reorder](#)

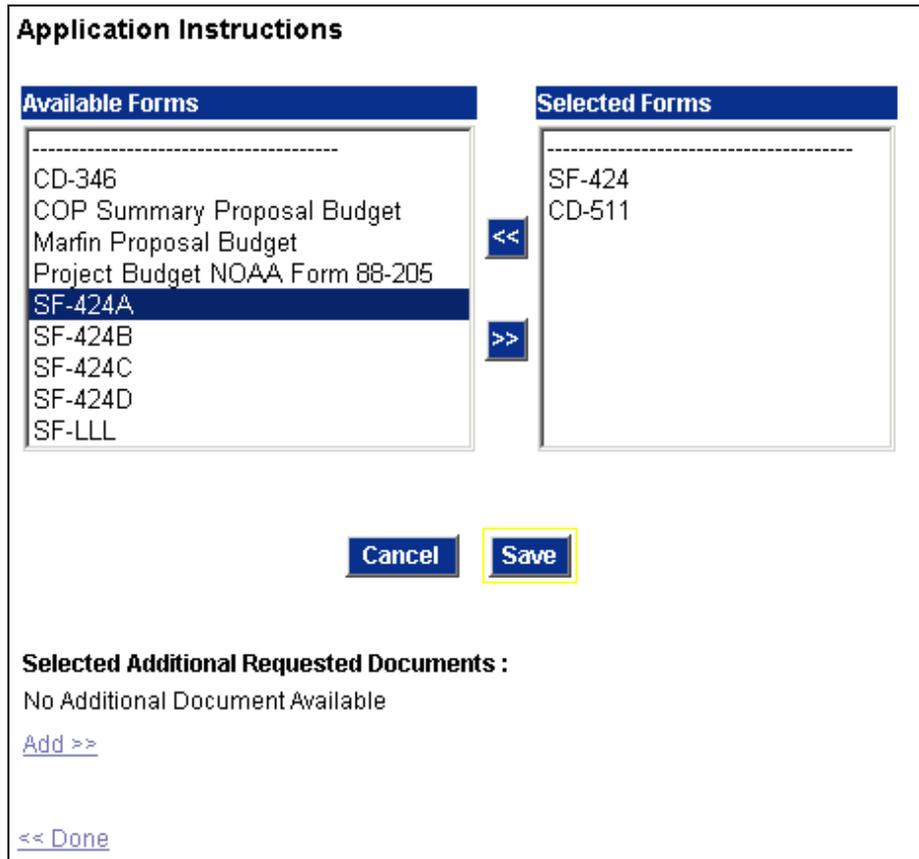
[Add >>](#)

[<< Done](#)

9. Once you click **<<Done**, the system will bring you back to the *Competition Details* screen.

Building a Competitive RFA- (Application Instructions)

1. Highlight the forms you wish to select
2. Click the  button to move the forms over to the *Selected Forms* section
3. Click **Save**



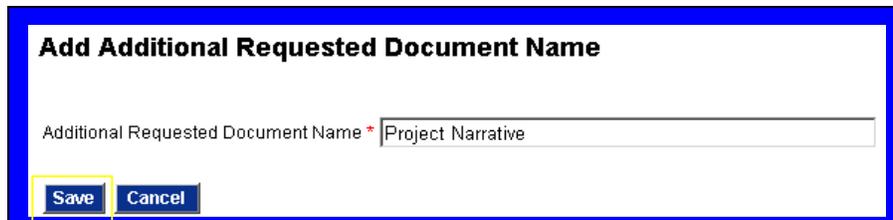
Application Instructions

Available Forms		Selected Forms
CD-346		SF-424
COP Summary Proposal Budget		CD-511
Marfin Proposal Budget	<<	
Project Budget NOAA Form 88-205	>>	
SF-424A		
SF-424B		
SF-424C		
SF-424D		
SF-LLL		

Cancel **Save**

Selected Additional Requested Documents :
No Additional Document Available
[Add >>](#)
[<< Done](#)

4. If you wish to specify another document you want the applicant to submit (that is not listed under Available Forms), click the **Add>>** link (as seen in the picture above)
5. Enter the name of the document you are requesting in the *Additional Requested Document Name* field
6. Click **Save**



Add Additional Requested Document Name

Additional Requested Document Name *

Save **Cancel**

Building a Competitive RFA- (Application Instructions)

7. Once you are satisfied with the Application Instructions section, and the selected forms/documents, click **<<Done**

Application Instructions

Available Forms		Selected Forms									
CD-346 COP Summary Proposal Budget Marfin Proposal Budget Project Budget NOAA Form 88-205 SF-424B SF-424C SF-424D SF-LLL	<< >>	CD-511 SF-424 SF-424A									
Cancel Save											
<p>Selected Additional Requested Documents :</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="border: 1px solid black; background-color: #0056b3; color: white; padding: 2px;">Additional Requested Document Name</th> <th style="border: 1px solid black; background-color: #0056b3; color: white; padding: 2px;">Edit</th> <th style="border: 1px solid black; background-color: #0056b3; color: white; padding: 2px;">Delete</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black; padding: 2px;">Project Narrative</td> <td style="border: 1px solid black; padding: 2px;">Edit</td> <td style="border: 1px solid black; padding: 2px;">Delete</td> </tr> <tr> <td colspan="3" style="padding: 2px;"> Add >> </td> </tr> </tbody> </table>			Additional Requested Document Name	Edit	Delete	Project Narrative	Edit	Delete	Add >>		
Additional Requested Document Name	Edit	Delete									
Project Narrative	Edit	Delete									
Add >>											
<< Done											

8. Once you click **Done** on the previous screen, the system will bring you back to the *competition details* screen.



- Note:**
1. Nearly all NOAA opportunities have a standard application package consisting of: 424, 424a, 424b and CD511.
 2. CD346 and SFLLL are optional forms, however certain applicants will have to complete those forms and add them to the proposal package.
 3. The CD356 is not available in Grants.gov, so you as a program officer must inform applicants to get that form from DOC forms library and attach a completed version to their proposal package.
 4. For a construction package the 424c and 424d would be used in lieu of 424a and 424b.
 5. A standard application package includes project narrative and budget narrative files – these are not forms, they are whatever type of document the applicant wishes to upload.
 6. Steve Drescher uses one of the standard application package formats when uploading to Grants.gov, therefore, if you have something specific needed, make sure you let him know via email.

Special Award Conditions

This section allows you to identify any Special Award Conditions (SAC) that will be applied to every recipient under this RFA. This is not a required field and should be used if only you need to identify a SAC that will apply to all recipients under this RFA

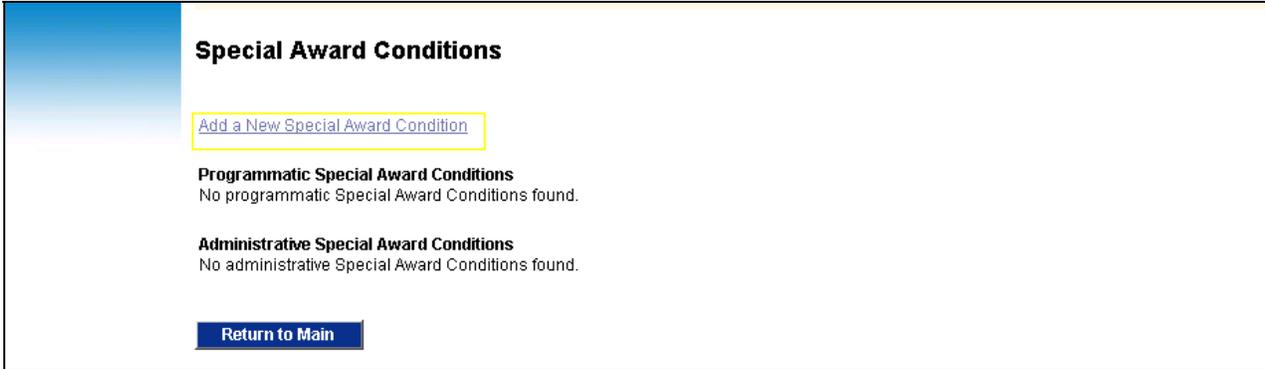
Building a Competitive RFA- (Special Award Conditions)

1. To specify or view Special Award Conditions, click on the **Special Award Conditions** link (If your RFA does not require any Special Award Conditions, skip to page 42)

The screenshot shows a web form for configuring a competition. At the top, there are fields for 'Competition Name' (Competitive FPO Manual), 'Fiscal Year' (2005), 'Competition Type' (Group selected), and 'Competition Manager' (Charles Peterson). Below these are two side-by-side lists: 'Available Recipient Type' (County Government, City or Township Government, Interstate, Intermunicipal) and 'Selected Recipient Type' (State Government, Local Government, Independent Schools District, State Controlled Institution of Higher Learning). The form includes several input fields for funding: 'Actual Funding Amount for this Competition', 'Anticipated Federal Funding for this Competition' (with Min: 250000, Max: 500000), 'Required Federal Funding (in Dollars) per Application', and 'Cost Share (%) per Application'. An 'Anticipated Competition Schedule' section contains dropdowns for 'Pre-Application' (Due Date), 'Application' (Days after RFA Publication Date: 30), and 'Anticipated Award Date' (190 Days after Application Due Date), along with time selection boxes. A 'View Anticipated Competition Schedule' button is present. The 'Application Routing' section shows 'Workload' selected and 'State (Disabled)' and 'Program Element (Disabled)' as options, with a 'Configure Routing' button. A note states: 'If you are creating this competition, press Save before selecting the following links.' Below this are links for 'Review Events', 'Special Award Conditions', 'Minimum Requirements', and 'Application Instructions'. At the bottom are 'Save', 'Save & Continue', and 'Cancel' buttons.

Building a Competitive RFA- (Special Award Conditions)

1. Click on the **Add a New Special Award Condition** link



The screenshot shows a web interface titled "Special Award Conditions". On the left is a blue gradient sidebar. The main content area has the title "Special Award Conditions" at the top. Below the title is a link "Add a New Special Award Condition" highlighted with a yellow border. Underneath, there are two sections: "Programmatic Special Award Conditions" with the text "No programmatic Special Award Conditions found." and "Administrative Special Award Conditions" with the text "No administrative Special Award Conditions found." At the bottom of the content area is a blue button labeled "Return to Main".

Building a Competitive RFA- (Special Award Conditions)

2. Enter the Name (required)
3. Enter the Description (required)
4. Click **Save** to capture the changes and stay on this screen OR click **Done** to capture the changes and go back to the previous screen
 - a. Click **Cancel** to leave the screen without making any changes

Special Award Condition Details

Name: *

Description: *

40 / 4000

Building a Competitive RFA- (Special Award Conditions)

5. There is now a Special Award Condition established for this RFA. If you would like to edit the SAC, click **Edit**. If you want to delete it, click **Delete**.
6. You can select **Add a New Special Award Condition** to identify another SAC, or select **Return to Main** to continue creating your RFA

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this, a blue banner reads 'Welcome to Grants Online Solomon King' with a 'Log Off' button on the right. On the left side, there are buttons for 'Create' and 'Search'. The main content area is titled 'RFA Header Information' and contains the following details:

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIONAL OFFICE -
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus Peterson
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/10/2005
Fiscal Year:	2005		
Competition Number:	103786	Competition Name:	Competitive FPO Manual
Anticipated Application Due Date:	30		

Below the header information, there is a section titled 'Special Award Conditions' with a link to 'Add a New Special Award Condition'. Underneath, there is a sub-section for 'Programmatic Special Award Conditions' which contains a table:

Id	Condition	Actions
100198	Minority Serving Institution	Edit Delete

Below the table, there is a section for 'Administrative Special Award Conditions' with the text 'No administrative Special Award Conditions found.' At the bottom of the page, there is a button labeled 'Return to Main' which is highlighted with a yellow box.

Review Event

Although Review Events currently occur outside the Grants Online system, you are still required to create a Review Event during the competitive RFA building process. The following pages detail a workaround that allows for you to skip many of the steps associated with performing a “dummy” review in Grants Online.

Building a Competitive RFA- (Review Event)

1. Click on the **Review Events** link

Competition Name * Competitive FPO Manual Fiscal Year * 2005

Competition Type * Group Individual Qualification Competition Manager * Charles Peterson

Available Recipient Type

- County Government
- City or Township Government
- Interstate
- Intermunicipal

Selected Recipient Type

- State Government
- Local Government
- Independent Schools District
- State Controlled Institution of Higher Learning

Actual Funding Amount for this Competition

Anticipated Federal Funding for this Competition * 250000 (Min) 500000 (Max)

Required Federal Funding (in Dollars) per Application

Cost Share (%) per Application

Anticipated Competition Schedule

Pre-Application Due Date Time: PM

Application * Days after RFA Publication Date 30 Time: 05:00 PM

Anticipated Award Date * 190 Days after Application Due Date

[View Anticipated Competition Schedule](#)

Application Routing

Workload -- State (Disabled) -- Program Element (Disabled) [Configure Routing](#)

If you are creating this competition, press Save before selecting the following links.

- [Review Events](#)
- [Special Award Conditions](#)
- [Minimum Requirements](#)
- [Application Instructions](#)

[Save](#) [Save & Continue](#) [Cancel](#)

Building a Competitive RFA- (Review Event)

2. Click on **Add New>>**

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson [Log Off](#)

RFA Header Information
Document ID: 103784 **CFDA Number:** 11.433
Announcement Type: Initial **SubProgram:** SE Competitive
Funding Opportunity Number: NMFS-SERO-2005-100312 **Assigned Program Office:** SOUTH EAST REGIONAL OFFICE
Line Office: NATIONAL MARINE FISHERIES SERVICE **Assigned Program Officer:** Mr. Charles Marcus Peterson
RFA Name: Competitive FPO Manual **Anticipated Publication Date:** 05/10/2005
Fiscal Year: 2005
Competition Number: 103786 **Competition Name:** Competitive FPO Manual
Anticipated Application Due Date: 30

Review Events

No review events have been defined.

[Add New >>](#)

[<< Done](#)

3. Enter Review Event Name
4. Select Review Basis
 - a. As long as we are conducting reviews outside the system, you should select Independent Individual Merit – regardless of the type of review you are actually performing
5. Click **Save**

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson [Log Off](#)

RFA Header Information
Document ID: 103784 **CFDA Number:** 11.433
Announcement Type: Initial **SubProgram:** SE Competitive
Funding Opportunity Number: NMFS-SERO-2005-100312 **Assigned Program Office:** SOUTH EAST REGIONAL
Line Office: NATIONAL MARINE FISHERIES SERVICE **Assigned Program Officer:** Mr. Charles Marcus Peter
RFA Name: Competitive FPO Manual **Anticipated Publication Date:** 05/10/2005
Fiscal Year: 2005
Competition Number: 103786 **Competition Name:** Competitive FPO Manual
Anticipated Application Due Date: 30

Review Event Information

Review Event Name:*

Review Basis: *

[Save](#) [Cancel](#)

Building a Competitive RFA- (Review Event)

- 6. Enter Anticipated Review Start Date (cannot be before application due date)
- 7. Enter Anticipated Review End Date



Note: You can set the Review Event Start and End dates to meet your needs, however in order for the workaround to function properly the Review Event CANNOT be set to begin in the past.

Review Event Information

Review Event Name:*	<input type="text" value="FPO Competitive Manual"/>		
Review Basis: *	Independent Review	Primary Scoring Method: *	<input type="text" value="No configured methods"/>
Summary Score Determination: *	<input type="text" value="Mean"/>	Cutoff Score:	<input type="text"/>
Anticipated Review Start Date:*	<input type="text" value="05/12/2005"/>	Anticipated Review End Date:*	<input type="text" value="05/15/2005"/>

- 8. Select a scoring method, Quantitative or Qualitative (we recommend Quantitative for the purpose of the review event workaround)
- 9. Quantitative Scoring:
 - a. Percentage or Points
 - i. If you select Points, be sure to enter the total number of points in the Total Points box
- 10. Click the **Define Criteria** button to provide more detail about the scoring method

Quantitative Scoring

Quantitative Scoring Type: *

Percentage

Points Total Points:

Neither

Qualitative Scoring:

No qualitative scoring methods have been defined.

[Add New >>](#)

Building a Competitive RFA- (Review Event)

11. Click **Add New>>** to define the point scoring criteria

Criteria for Quantitative Scoring - Points

No criteria have been defined.

Designated Total Points: 10.0

[Add New >>](#)

[<< Cancel](#) [<< Done](#)

12. Define first criteria
13. Provide Name
14. Enter Minimum Score
15. Enter Maximum Score
16. Enter a Description
17. Click **Save** to capture changes and continue on OR click **Cancel** to go back without saving your changes

Criteria for Quantitative Scoring - Points

Name: *

Minimum Score: *

Maximum Score: *

[Spell Check](#)

Description: *

[Spell Check](#)

[Save](#) [Cancel](#)

Building a Competitive RFA- (Review Event)

- 18. If you need to add more criteria click **Add New>>**
- 19. If you need to edit or delete the criteria click **Edit** or **Delete**
- 20. You may also reorder the priority of the criteria by clicking **Reorder>>**
- 21. Once you are finished entering the criteria for the Review Event, click **<<Done** (This will take you back to the Review Event details page)
- 22. If you would like to go back to the Review Event details page, click **<<Cancel**

Criteria for Quantitative Scoring - Points

Priority Order	Name	Minimum Score	Maximum Score	Edit	Delete
1	Criteria 1	1	10	Edit	Delete

Sum of Maximum Scores: 10.0
Designated Total Points: 10.0

[Add New >>](#)
[Reorder >>](#)

[<< Cancel](#) [<< Done](#)

Building a Competitive RFA- (Review Event)

23. Note that once the Quantitative Scoring method has been indicated as the Primary Scoring Method for this RFA
24. Enter the Reviewer Instructions in the text box provided
25. Click **Save** to capture the changes and stay on this screen
26. Click **Save & Continue** to continue working on the RFA



Note: If you receive a red error message at the top of the screen be sure to make the necessary changes and click SAVE before moving on, otherwise your edits will not be captured

Review Event Information

Review Event Name:*

Review Basis: * Primary Scoring Method: *

Summary Score Determination: * Cutoff Score:

Anticipated Review Start Date:* Anticipated Review End Date:*

Quantitative Scoring

Quantitative Scoring Type: *

-- Percentage (Disabled)

Points Total Points:

-- Neither (Disabled)

Qualitative Scoring:

No qualitative scoring methods have been defined.

[Add New >>](#)

Reviewer Instructions

Enter instructions that you would normally send to the reviewers here - FALD will review these at a later date

Building a Competitive RFA

- 27. Review Event Header page displays
- 28. Navigate to Associated Documents and click on the link next to RFA

Review Event

Id: 103787
Creator: Charles Peterson **Create Date:** 05/09/2005
Status: Review Event Creation In Progress **Status Date:** 05/09/2005
Last Edited User: Charles Peterson

[Go to Review Event Details Page >>](#)
[Go to Review Event Summary Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus Peter
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/10/2005
Fiscal Year:	2005		
Competition Number:	103786	Competition Name:	Competitive FPO Manual
Anticipated Application Due Date:			

Sub Documents

One item found.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Review Summary Scores	103787	Review Summary Scores	N/A	05/09/2005	N/A	In Progress	05/09/2005

Associated Documents

2 items found, displaying all items.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
RFA	103784	Competitive FPO Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/09/2005	Charles Marcus Peterson
Competition	103786	Competitive FPO Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/09/2005	

Additional Documents

One item found.1

[Document Name](#)
[Review Event Summary](#)

Associated Attachments

Nothing found to display.

FFO and FRN/Omnibus

Each competitive RFA requires the creation of an FFO and an FRN/Omnibus. Those documents will be published on Grants.gov and will provide the applicants with the instructions for applying to this RFA. You will want to make sure your information is as accurate as possible, as FALD will be reviewing these documents before they are published on Grants.gov

Building a Competitive RFA- (FFO and FRN/Omnibus)

1. The *RFA Header* page now displays
2. Click on the [Go to RFA Details Page>>](#) link

RFA

Id: 103784
Creator: Charles Peterson **Create Date:** 05/09/2005
Status: RFA - Creation In Progress **Status Date:** 05/09/2005
Last Edited User: Charles Peterson

[Go to RFA Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIO
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus P
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/10/2005
Fiscal Year:	2005		

Sub Documents

2 items found, displaying all items.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Competition	103786	Competitive FPO Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/09/2005
Review Event	103787	FPO Competitive Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/09/2005

Associated Documents

Nothing found to display.

Additional Documents

Nothing found to display.

Associated Attachments

Nothing found to display.

Building a Competitive RFA- (FFO and FRN/Omnibus)

- Click on the **Create Publication(s)** button to start working on the FFO and FRN/Omnibus

Competitive RFA Details

RFA Header Information

Document ID	103784	Announcement Type	Initial
Line Office *	NATIONAL MARINE FISHERIES SERVICE	Funding Opportunity Number	NMFS-SERO-2005-100312
RFA Name *	<input type="text" value="Competitive FPO Manual"/>		
Fiscal Year *	<input type="text" value="2005"/>	Anticipated Publication Date *	<input type="text" value="05/10/2005"/>
Assigned Program Office *	<input type="text" value="SOUTH EAST REGIONAL OFFICE - NMFS"/>	Assigned Program Officer *	<input type="text" value="Peterson, Charles"/>
CFDA Number *	<input type="text" value="11.433 - MARINE FISHERIES INITIATIVE"/>		
Sub Program	<input type="text" value="SE Competitive"/>		

RFA Supplementary Information

Anticipated Funding Amount \$	<input type="text" value="1,000,000.00"/>	Actual Funding Amount \$	<input type="text"/>
	Min	Max	
Anticipated Award Amount \$	<input type="text" value="250,000.00"/>	<input type="text" value="500,000.00"/>	
Anticipated Number of Awards	<input type="text" value="1"/>	<input type="text" value="4"/>	

Selected Addresses:

Street Address	City, State, Zip
1315 East-West Highway	Silver Spring, MD 20910

[Add/Edit](#)

Selected Contacts:

Contact Name	Phone	Address	Email
Mr. Charles Marcus Peterson	301-713-0105	1315 East-West Highway, Silver Spring, MD 20910	charles.peterson@noaa.gov

[Add/Edit](#)

Program Elements/Funding Priorities:

No Program Elements/Funding Priorities Available

[Add/Edit](#)

Competitions:

Press Save before selecting the following link(s)

Competition Name	Actions
Competitive FPO Manual	Edit Delete

[Add New](#)

Building a Competitive RFA- (FFO and FRN/Omnibus)

4. Create Publications screen appears
5. Select whether you want to create an FRN or Create Omnibus Synopsis (bottom of page)
6. Click on each of the mandatory hyperlinks to enter information.



Note: There are twenty-six fields, twenty-three of which are mandatory that need to be completed before the publication can be created. If any of the mandatory fields are left blank, you will receive an error message prompting you to enter information into the blank field

RFA Header Information

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REG
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Charles Peterson
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/11/2005
Fiscal Year:	2005		

Create Publications

Edit Information to be created in Publications:

Funding Opportunity Title:*	<input type="text" value="Competitive FPO Manual"/>	CFDA Number:*	<input type="text" value="11.433"/>
Federal Agency Name:*	<input type="text" value="NATIONAL MARINE FISH"/>	RIN:*	<input type="text" value="0000"/>

Publications:

Dates*	Cost Sharing or Matching Requirement*	Evaluation Criteria*
Optional, Additional overview Content	Other Criteria that Affect Eligibility	Review and Selection Process*
Program Objectives*	Address to Request Application Package*	Anticipated Announcement and Award Dates*
Program Priorities*	Content and Submission Form of Application*	Award Notices*
Program Authority*	Submission Dates and Times*	Administrative and National Policy Requirement*
Funding Availability*	Intergovernmental Review*	Reporting Requirements*
Type of Funding Instrument*	Funding Restrictions*	Agency Contacts*
Project Award Period*	Other Submission Requirements*	Other Information
Eligible Applicants*		

Create FFO
 Create FRN
 Create Omnibus Synopsis

7. When you click on the link, a text box opens →
8. Data is pulled in from your RFA – check data for accuracy
9. Enter additional data if necessary
10. Click **Save**



Note: Each text box must have some text in it before you can successfully save. If you do not wish to add anything, type N/A

11. Repeat steps 6-9 for all twenty-three mandatory fields
12. Once you have entered all the information, click the **Save and Return to Main** button at the bottom of the *Create Publications* page

Publication Text

Dates

Anticipated Publication Date: 5/11/2005

Competition: Competitive FPO Manual

Anticipated Award Date: 11/19/2005

Application Due Date: 5/13/2005

Building a Competitive RFA- (FFO and FRN/Omnibus)

13. New buttons now display at the bottom of the screen

Save - This button allows you to capture changes made on this screen

Save and Return to Main - This button will capture changes as well as initiate review of your FFO. You only want to click this once you are ready to process this FFO.

View FFO Report - This button will open a word document, whereby you are able to view all of the information provided in the links below. You do NOT want to make changes to the word document, as they will not be captured. Be sure to make changes under the specific link, shown in the picture below

Cancel - This button will take you out of this page and back to the FFO header screen

14. Once you are confident the FFO is ready for review, click the **Save and Return to Main** button



Warning!

Once you click Save and Return to Main, workflow is initiated and a task is sent to your inbox

Edit Information to be published in FFO:		
Funding Opportunity Title:*	<input type="text" value="Competitive FPO Manual"/>	CFDA Number: 11.433
Federal Agency Name:*	<input type="text" value="NATIONAL MARINE FISHERIES SERVICE, N"/>	RIN: <input type="text" value="0000"/>
FFO:		
Dates*	Cost Sharing or Matching Requirement*	Evaluation Criteria*
Optional, Additional overview Content	Other Criteria that Affect Eligibility	Review and Selection Process*
Program Objectives*	Address to Request Application Package*	Anticipated Announcement and Award Dates*
Program Priorities*	Content and Submission Form of Application*	Award Notices*
Program Authority*	Submission Dates and Times*	Administrative and National Policy Requirement*
Funding Availability*	Intergovernmental Review*	Reporting Requirements*
Type of Funding Instrument*	Funding Restrictions*	Agency Contacts*
Project Award Period*	Other Submission Requirements*	Other Information
Eligible Applicants*		
Save	Save and Return to Main	
View FFO Report	Cancel	

Building a Competitive RFA- (FFO and FRN/Omnibus)

15. The Federal Funding Opportunity header page appears
 - a. Notice the message informing you that the FFO review has been initiated
16. Navigate down to the Associated Documents and click on the **RFA** link

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation menu with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. A welcome message reads 'Welcome to Grants Online Charles Peterson' with a 'Log Off' button. A red-bordered box highlights a message: 'FFO Review has been initiated. Please initiate FRN or Omnibus Reviews from their respective pages'.

Federal Funding Opportunity
Id: 103788
Creator: Charles Peterson **Create Date:** 05/10/2005
Status: Federal Funding Opportunity Creation In Progress **Status Date:** 05/10/2005
Last Edited User: Charles Peterson
[Go to Federal Funding Opportunity Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus Peterson
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/11/2005
Fiscal Year:	2005		

Sub Documents

One item found. **1**

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Federal Funding Opportunity Report	103788	Competitive FPO Manual	Charles Peterson	05/10/2005	Charles Peterson	IN Progress	05/10/2005

Associated Documents

2 items found, displaying all items. **1**

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
RFA	103784	Competitive FPO Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/10/2005	Charles Marcus Peterson
Federal Register Notice Report	103789	Competitive FPO Manual	Charles Peterson	05/10/2005	Charles Peterson	IN Progress	05/10/2005	

Additional Documents

Nothing found to display.

Associated Attachments

Nothing found to display.

Building a Competitive RFA- (FFO and FRN/Omnibus)

- 17. Note that under Sub Documents, there are now 4 documents found. Navigate to the second screen under Sub Documents to find the Federal Register Notice (FRN) or Omnibus Synopsis
- 18. Click on the link by the Federal Register Notice

RFA
Id: 103784
Creator: Charles Peterson Create Date: 05/09/2005
Status: RFA Creation In Progress Status Date: 05/10/2005
Last Edited User: Charles Peterson
[Go to RFA Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIONAL OFFICE - NM
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus Peterson
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/11/2005
Fiscal Year:	2005		

Sub Documents

4 items found, displaying 4 to 4. [First](#)/[Prev](#) 1, 2 [Next](#)/[Last](#)

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Federal Register Notice	103789	Competitive FPO Manual	Charles Peterson	05/10/2005	Charles Peterson	IN Progress	05/10/2005

Building a Competitive RFA- (FFO and FRN/Omnibus)

19. The *Federal Register Notice* details page appears
20. Click on the [Go to Federal Register Notice Details Page>>](#) link

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation menu with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below the menu, a blue banner reads 'Welcome to Grants Online Charles Peterson' with a 'Log Off' button. On the left side, there are links for 'Create' and 'Search'. The main content area is titled 'Federal Register Notice' and shows the following details:

- Id:** 103789
- Creator:** Charles Peterson
- Create Date:** 05/10/2005
- Status:** Federal Register Notice Creation In Progress
- Status Date:** 05/10/2005
- Last Edited User:** Charles Peterson

A link [Go to Federal Register Notice Details Page >>](#) is provided. Below this, a message states: 'This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)'.

The 'RFA Header Information' section contains the following data:

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Office:	SOUTH EAST REGIONAL OFFICE - NM
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcus Peterson
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/11/2005
Fiscal Year:	2005		

The 'Sub Documents' section shows 'One item found. 1' and a table with the following data:

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Federal Register Notice Report	103789	Competitive FPO Manual	Charles Peterson	05/10/2005	Charles Peterson	IN Progress	05/10/2005

The 'Associated Documents' section shows '2 items found, displaying all items. 1' and a table with the following data:

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
RFA	103784	Competitive FPO Manual	Charles Peterson	05/09/2005	Charles Peterson	IN Progress	05/10/2005	Charles Marcus Peterson
Federal Funding Opportunity Report	103788	Competitive FPO Manual	Charles Peterson	05/10/2005	Charles Peterson	DefaultActions Not Started	05/10/2005	

The 'Additional Documents' section shows 'Nothing found to display.' The 'Associated Attachments' section also shows 'Nothing found to display.'

Building a Competitive RFA- (FFO and FRN/Omnibus)

- 21. FRN screen appears
- 22. Follow the same process (steps 6-9) that you went through for the FFO
- 23. Click Save to Capture your changes
- 24. Click Save and Return to Main to initiate review of the FRN



Warning!

Once you click Save and Return to Main, workflow is initiated and a task is sent to your inbox

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Charles Peterson [Log Off](#)

RFA Header Information

Document ID:	103784	CFDA Number:	11.433
Announcement Type:	Initial	SubProgram:	SE Competitive
Funding Opportunity Number:	NMFS-SERO-2005-100312	Assigned Program Officer:	SOUTH EAST REC
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Charles Marcu
RFA Name:	Competitive FPO Manual	Anticipated Publication Date:	05/11/2005
Fiscal Year:	2005		

Edit Information to be published in FRN:

(Title):*	<input type="text" value="Competitive FPO Manual"/>	CFDA:*	<input type="text" value="11.433"/>
Agency:*	<input type="text" value="NATIONAL MARINE FISH"/>	RIN:*	<input type="text" value="0000"/>

FRN:

[Dates*](#) [Cost Sharing or Matching Requirements*](#) [Summary*](#)

[Evaluation and Selection Procedures*](#) [Supplementary Information: Electronic Access*](#) [Statutory Authority*](#)

[Submission Dates and Times*](#) [Supplementary Information: Funding Availability*](#) [General Information Contact*](#)

[Eligibility*](#)

Building a Competitive RFA- (Publishing the RFA)

1. Click on your inbox tab and go to your tasks
2. You have two tasks to Review – one for the FRN and one for the FFO
3. Click **View** by the task you wish to act on

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date
View	31060	Review	Not Started	Federal Register Notice	103789	
View	60963	Review	Not Started	Federal Funding Opportunity	103788	
View	59601	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	103782	

4. The Task Screen appears
5. There are three options in the action dropdown
 - a. Approve – approves the document and will send to FALD for review
 - b. Return for Revisions – allows you to make any changes to the FFO/FRN
 - c. View Details – allows you to view the specifics on the FFO/FRN
6. Select an action (select approve if you are ready to forward to FALD for review) and click **Submit**

Once FALD approves the FFO and FRN/Omnibus, Steve Drescher will receive a task to review, approve, and publish this RFA. At that time, the RFA will post to Grants.gov.

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