

Market Development Cooperator Program
Grants Workshop, Grants Orientation Session
Monday, November 2, 2009

9:30 am – 12:00 pm

Room 4813

Grants Management Assistance

Arlene Simpson Porter, Acting Director, Grants Management Division

- I. Explanation of Grants Management Division's Role

Beverly A. Manley, Grants Officer, Grants Management Division

Topics of Discussion

- II. Award Document
- III. Special Terms and Conditions (SACs)
- IV. Line Item Budget
- V. Federal and Non-Federal Share
- VI. Transfer of Funds Among Categories
- VII. Cost and No Cost Amendments
- VIII. Program Income
- IX. Payments

Latoya Larker, Grants Management Specialist

- X. Federal Financial Report (SF-425)

Percy Robinson, Attorney, Office of Federal Assistance and Law Division

- XI. Buy America Act
- XII. Fly America Act

Beverly A. Manley, Grants Officer

- XIII. Refund Checks
- XIV. Audits A-133
- XV. Cost Beyond the Expiration Date
- XVI. Equipment Disposition
- XVII. Closeout
- XVIII. Record Retention