

# NOAA Coastal Resilience Grants Application Checklist

Full Funding Opportunity (FFO) Number: NOAA-NOS-NRPO-2017-2005159

## Eligibility (FFO Section III)

- My organization is one of the following: regional organization (see FFO Section III.A), institution of higher education, nonprofit or for-profit organization, a U.S. territory or state, Native American tribe, or local government (including counties, municipalities, and cities).
- My organization is NOT a federal agency or foreign government.
- My project benefits coastal communities (see FFO Section III.A).
- My requested federal budget falls between \$100,000 and \$2 million.
- I have reviewed the ineligible Habitat Restoration project types (FFO Section III.C).

## Proposal Content (FFO Section IV.B)

### Federal Forms:

- Application for Federal Assistance: SF-424 (7/03 version or newer)
  - My start and end dates encompass a 1-3 year period.
  - Box 18(a) contains only my requested funds under this grant program.
- Budget Information for Non-construction Programs: SF-424A
  - My project includes 2:1 federal to non-federal match or a waiver request (see FFO Section III.B).
  - My forms list my federal request and non-federal match separately.
- Assurances for Non-construction Programs: SF-424B
- Certification Regarding Lobbying: CD-511
- Disclosure of Lobbying Activities: SF-LLL (if applicable)

### Project Summary: (1-2 pages)

- Did you select a category: Strengthening Coastal Communities or Habitat Restoration?
- Did you address all items relevant to your category (see FFO Section IV.B.1)?

### Project Narrative: (15 pages)

- Include the suggested sections of a project narrative (see FFO Section IV.B.2):
  - Background
  - Goal, Objectives, Project Activities
  - Milestone Schedule
  - Evaluation
  - Partnerships
  - Public Engagement and Outcomes
- Respond to all the Evaluation Criteria (FFO Section V).
- Discuss how your proposal meets the Program Priorities (FFO Section I.B.), if applicable.

### Data Management Plan (2 pages), if applicable

### Budget Narrative (4 pages)

- Include a project budget that follows the object class categories on the SF-424A and justifies your request.
- Indicate whether non-federal match or cost share is secured.
- Include a list of equipment with intended use and ownership, and provide lease-versus-purchases analyses (see FFO).
- Include detailed budget information on all contracts and sub-awards regardless of dollar value (see FFO Section IV.B.4).

### Supporting Materials/Appendices (15 pages)

- Additional detailed budget information, for example sub-award or sub-contract budgets or indirect cost-rate agreements

- \_\_\_\_\_ Letters of collaboration
- \_\_\_\_\_ Resumes (1 page per person)
- \_\_\_\_\_ Other documents that support your application (e.g., maps, photographs, monitoring plans)
- \_\_\_\_\_ Design plans (no page limit for Habitat Restoration projects only)

**Submission Process** (Either submission method may be used, but Electronic is preferred)

*Electronic:*

- \_\_\_\_\_ Complete all actions on the Grants.gov [registration page \(grants.gov/web/grants/applicants/organization-registration.html\)](https://www.grants.gov/web/grants/applicants/organization-registration.html)
- \_\_\_\_\_ Review the Applications and Attachments section in the [Applicant FAQs \(grants.gov/web/grants/applicants/applicant-faqs.html\)](https://www.grants.gov/web/grants/applicants/applicant-faqs.html)
- \_\_\_\_\_ Verify receipt of **3 automated emails from Grants.gov (grants.gov/web/grants/applicants/apply-for-grants/step-3-submit-your-application-package.html)**, particularly the third email that indicates that your application was validated and delivered to NOAA; receipt of reply messages from Grants.gov verifying acceptance or rejection of your application can take up to 48 hours.

*Hard Copy:*

- \_\_\_\_\_ Did you SIGN all the federal forms (where your printed copy says “signed by Grants.gov”)?
- \_\_\_\_\_ Was the application postmarked or provided to a delivery service (documented with a receipt) by the application deadline? Did you choose package tracking (optional) so you can prove your application arrived within 5 business days (required)?

*If you have questions, please see FFO Section VII, Agency Contacts, for more information.*