



Award Information for Direct Grantees

Congratulations on receiving a NOAA award and becoming a partner with the Community-based Restoration Program. We look forward to working together with you to make our grass-roots habitat restoration project a success. This grantee welcome kit provides you with basic information about managing your award.

NOAA Staff

NOAA Restoration Center staff members at NOAA's Headquarters in Silver Spring, as well as at regional offices across the country, are available to help you throughout the duration of your award. The CRP Federal Program Officer (FPO) for your award helps to process your grant, manages National Environmental Policy Act (NEPA) documents, reviews progress reports, and serves as an information source on grants procedures. Our outreach staff is available to help with planning events and drafting press releases. NOAA Grants Management Division staff review and process the final approval of your grant award, review financial reports, and process changes to the award. Restoration Center field staff serve as the technical monitors for CRP projects. Technical monitors review proposals and progress reports, conduct NEPA analysis, and provide technical expertise, oversight, and assistance to support the restoration projects.

This welcome kit provides basic guidance about managing your award and suggestions about where to find more information. You should always feel free to contact the NOAA headquarters or regional staff for additional help. Your award document outlines who the FPO and Technical Monitor are for your project.

Award Terms and Conditions

Please review the Department of Commerce Financial Assistance Standard Terms and Conditions, the Bureau Specific (NOAA) Administrative Standard Award Conditions, the appropriate Code of Federal Regulations (CFR), and other requirements and cost principles that apply to this grant, all of which can be viewed in your Award Package in Grants Online. Further information can be found online at the Department of Commerce [Grants Management Division website](#), and [NOAA's Grants website](#). Subgrantees and contractors under the award must follow the CFR appropriate for their type of organization. More information on various CFRs can be found online at [GPO Access](#).

Award funds can only be used for activities which occur during the award period. If you need a no-cost extension for the award, you can request this through Grants Online. Extension requests must be submitted at least 30 days before the expiration of the award. After your award expires, you have 90 days to access your ASAP account and draw down any remaining funds needed to pay for activities completed during the award period.

Grants Online

NOAA's [Grants Online](#) is a web-based system that NOAA staff and recipients use to manage grants once they have been awarded. You will not receive any paper documents from NOAA regarding your grant. The NOAA Grants Online system is separate

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from [Grants.gov](https://www.grants.gov), which is the website that allows you to search and apply for federal government grants. Grantees must use NOAA Grants Online to accept their award, assign individual roles within their own organizations, submit progress reports, and enter award action requests for activities such as no-cost extensions or changes in the project scope. Federal Program Officers in the Community-based Restoration Program use Grants Online to monitor progress reports and track award action requests. NOAA's Grants Management Division also uses Grants Online to process award action requests and track the financial aspects of the award. To make any adjustments to how your project funding is allocated, or alter the activities included in the scope of your award or the timing of activities, please contact your CRP Federal Program Officer first for more information.

The [Grants Online Training website](#) has resources to help you learn how to navigate through and complete tasks using Grant Online. The [Quick Reference Guide](#) on this site provides much of the information that you need to get started in Grants Online, including contact information for the Grants Online Help Desk. There are also more detailed instruction manuals available on the Training website.

To access the system and accept your award, you will need a user name and password that can be obtained by contacting the Grants Online Help Desk. There are several user roles in the Grants Online system; one user can have multiple roles, and multiple users can share the same role. When you assign user roles within your organization, please be sure that each user contacts the Grants Online Help Desk to receive his or her username and password, in order to prevent delays in workflow.

Automated Standard Application for Payments (ASAP)

The Department of Treasury ASAP system is the most common means by which recipients draw down award funds. This payment system allows grantees to have funding directly transferred from an established ASAP account to their organization's bank account. Grantees should withdraw funds from ASAP as needed for payment of project related expenses. Funds may be drawn down several days before a payment is made, but advances not disbursed in a timely manner should be returned to the ASAP account. Useful information about this system can be accessed at the [ASAP website](#). To register for ASAP, please email the following information to both ASAP.Inquiries_Enrollment@noaa.gov and Heather.Cooper@noaa.gov immediately after you accept your grant award:

1. EIN#
2. DUNS#
3. Name of Organization
4. Type of Organization (i.e. Non-profit, For Profit, State etc.)
5. Address
6. Point of Contact
7. Title
8. Point of Contact's Email Address
9. Phone Number

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Please put the award number on the subject line of the email for reference. Once your information has been entered into the ASAP system, the point of contact at your organization will receive a user name and password, along with instructions on how to complete the enrollment process. Please start the enrollment process as soon as possible, as there are multiple steps that can take some time to complete. If you need help with enrollment, please contact ASAP (contacts for each region are listed at <http://fms.treas.gov/asap/index.html>). If you need ASAP help with regards to your NOAA grant once your grant has been awarded, please contact Heather Cooper at 301-713-0922.

Environmental Compliance and Safety Issues

Before funds are released to any award, NOAA staff must conduct National Environmental Policy Act (NEPA) analysis. NEPA requires that federal agencies consider the environmental impacts and reasonable alternatives for proposed actions of any projects which are financed, assisted, conducted, regulated, or approved by the agency. In order to streamline the NEPA process, we have taken a programmatic approach and assessed the usual impacts of several common project types. These are described in two documents available at <http://www.habitat.noaa.gov/partners/granteeresources.html>. If a project falls outside the scope of the programmatic environmental assessment, however, (e.g. some projects involving endangered species or historic resources), we might need to prepare an individual environmental assessment.

Our regional and headquarters staff will work with you to collect information to conduct the analysis. We may need you to

provide information on: the scale of the project; the impact of proposed actions (both beneficial and adverse); impacts to public health or safety; any controversies or risks associated with the project; potential loss to scientific, cultural, or historic resources; compliance with federal, state, and local laws; acquisition of state and local permits; potential spread of non-native species; impacts to threatened or endangered species; and other individual or cumulative impacts.

Grantees need to ensure that they and their contractors adhere to applicable federal, state, and local laws. The grantee must ensure that implementation of the project will meet all federal laws and regulations by obtaining any required federal consultations and permits prior to expending federal funds or awarding match for those activities requiring permits and consultations. This includes, but is not restricted to, consultations required under the Endangered Species Act, Magnuson-Stevens Fishery Conservation and Management Act

(Essential Fish Habitat), National Historic Preservation Act, and Coastal Zone Management Act. **The grantee should be aware of all conditions and restrictions required by their permits and consultations, and should immediately stop activities and contact their NOAA Technical Monitor if events occur that threaten to violate the conditions or restrictions required by their permits and consultations. Grantees must also obtain state and local permits if necessary.**

Grantees must maintain project files for all restoration activities taking place under this award. These files must contain, at a minimum, project work plans and copies of all federal and state permits/consultations associated with project implementation. The permits should be available to provide to NOAA upon request.

Safety is a critical consideration for restoration project implementation. The grantee must have a written safety plan for



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management of employees, contractors, and volunteers working on the project. The grantee should ensure that a safety briefing is conducted for all project participants immediately prior to their involvement in hands-on restoration activities under this award, and require that any volunteers sign a liability release waiver. The plan should consider safety in and around the project site during and after project construction, and take into account potential safety concerns with regard to the current and future use of the site.

Award Action Requests (changing aspects of your grant)

Requests to change aspects of your grant (how funding is allocated, no-cost extensions to the award expiration date, etc.) should be submitted via the Grants Online system. We suggest that you discuss the changes with your Federal Program Officer first, and then he or she can help guide you through the request process. Directions on how to submit Award Action Requests are available on the Grants Online Quick Reference Guide for Grantees. Additional guidance on what information should be included in a No-Cost Extension Request is also available.

Again, congratulations on receiving a NOAA award and becoming a partner with the Community-based Restoration Program. We look forward to working with you.

