

Coastal and Marine Habitat Restoration Project Grants Application Checklist
FFO# NOAA-NMFS-HCPO-2003587

Eligibility

- My organization is NOT part of a federal government
- My project does NOT occur in the Great Lakes region
- My project does NOT focus on marine debris prevention/removal
- My project does NOT address only water quality improvement measures
- My requested budget falls between \$100K and \$10M

Proposal Content

Federal Forms:

- Application for Federal Assistance: SF-424 (7/03 version or newer)
 - My start and end dates encompass a 1-3 year period
 - My requested federal funds include 1-3 years of requested funding
- Budget Information for Non-construction Programs: SF-424A
- Assurances for Non-construction Programs: SF-424B
- Certification Regarding Lobbying: CD-511
- Disclosure of Lobbying Activities: SF-LLL (if applicable)

Project Summary: (2 pages)

- Did you address all 11 items listed on page 10-11 of the FFO?

Project Narrative: (15 pages)

- Respond to all the Evaluation Criteria (page 16-19 of the FFO)
- Respond to the suggested elements of a project narrative such as:
 - Describe annual or other interim project milestones
 - Include a project time line
 - Include a discrete monitoring plan
- Discuss how your project meets the Program Priorities (page 5-6) if applicable
- Data Sharing Plan (2 pages)

Budget Narrative: (6 pages)

- Detailed budget broken out by SF-424A object classes

Supplemental Information

- Project Designs
- 1-page resumes of up to 3 key staff
- Support letters, especially from land owner/manager
- Federally Negotiated Indirect Cost Rate Agreement (if applicable)
- Other documents that support your application

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

Electronic:

- Complete all actions on the Grants.gov registration [checklist](#)
- Review the file name guidance for attachments
- Verify receipt of 3 emails from Grants.gov (including one that says your application was delivered to NOAA)

Hard Copy:

- Did you SIGN all the federal forms (where it says “signed by Grants.gov”)?

Did you call your NOAA contact, Melanie Gange, (Melanie.Gange@noaa.gov, 301-427-8664,) and ask all your questions?