

Coastal and Marine Habitat Restoration Project Grants Application Checklist
FFO# NOAA-NMFS-HCPO-2016-2004800

Eligibility (See FFO Section III)

- My organization is NOT part of a federal government
- My project is NOT legally required mitigation or otherwise required by law or settlement
- My project occurs within the States, Commonwealths, or Territories of the United States
- My project does NOT occur within the Great Lakes watersheds
- My project is NOT for the purpose of land acquisition or marine debris removal
- My project does NOT focus on water quality improvement measures such as wastewater treatment plant upgrades
- My project does NOT solely benefit freshwater fish species or ESA-listed Species under the jurisdiction of the United States Fish and Wildlife Service
- My federal funding request to NOAA falls between \$100K and \$5M

Proposal Content (See FFO Section IV)

Federal Forms:

- Application for Federal Assistance: SF-424 (7/03 version or newer)
- My start and end dates encompass a 1-3 year project period; Box 18(a) contains only my requested funds
- Budget Information for Non-construction Programs: SF-424A
- My non-federal match is shown separately from my federal request on the SF-424A form
- 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 12 of the FFO?

Project Narrative: (15 pages)

- Respond to all the Evaluation Criteria (page 18-22 of the FFO)
- Respond to the suggested elements of a project narrative such as:
 - Describe annual or other interim project milestones
 - Include historic and ecological context
 - Include technical implementation plans
 - Include a timeline
 - Include status of all consultation and permitting requirements
 - Include a discrete monitoring plan
- Discuss how your project meets the Program Priorities (page 5-6) if applicable

Budget Justification: (6 pages)

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

Additional Information:

- Data Sharing Plan (2 pages)
- Project Design plans
- Site map or aerial photo of site location(s)
- 1-page resumes of up to 3 key personnel
- 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 through Grants.gov is preferred)

Electronic:

- Complete all actions on the Grants.gov [registration page](#)
- Review the Applications and Attachments section in the [Applicant FAQs](#)
- Verify receipt of [3 automated emails from Grants.gov](#) (particularly the third email that indicates that your application was validated and delivered to NOAA)

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?