

Gulf of Mexico Coast Conservation Corps (GulfCorps) Program Application Checklist
FFO# NOAA-NMFS-HCPO-2017-2005141

Eligibility (See FFO Section III)

- My organization is NOT part of a federal government
- My work occurs within the five Gulf of Mexico states
- My federal funding request to NOAA falls between \$1 million and \$7 million

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 3 year project period
 - Box 18(a) contains only my requested funds under this grant program
- Budget Information for Non-construction Programs: SF-424A
 - My non-federal match is shown separately from my federal request
- 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 10 items listed on page 12 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 proposed GulfCorps logistical strategy
 - Describe a recruiting process
 - Describe training and mobilization
 - Describe areas of synergy or resource leveraging
 - Include metrics and targets for performance
 - Include a timeline and milestones
- Discuss how your project meets the Program Priorities (page 6), if applicable

Data Management Plan (2 pages), if applicable

Budget Justification: (6 pages)

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

Additional Information (15 page maximum):

- 1-page resumes of up to 4 key personnel
- Similar project examples
- Support letters from project partners
- Federally Negotiated Indirect Cost Rate Agreement (if applicable)
- Other documents that support your application

Submission Process (Either submission method may be used, but 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? Did you choose package tracking (optional) so you can prove your application arrives within 7 business days (required)?