

## ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

### EXECUTIVE SUMMARY

Federal Agency Name(s): National Ocean Service (NOS), National Oceanic and Atmospheric Administration (NOAA), Department of Commerce

Funding Opportunity Title: 2011 Bay Watershed Education and Training (B-WET) Hawaii Program

Announcement Type: Initial

Funding Opportunity Number: NOAA-NOS-CSC-2011-2002463

Catalog of Federal Domestic Assistance (CFDA) Number: 11.473, Coastal Services Center

Dates: Letters of Intent (LOIs) must be received by the Pacific Services Center by 5:59 Hawaii Time on August 2, 2010.

Full Proposals must be received by [www.grants.gov](http://www.grants.gov), postmarked, or provided to a delivery service by 5:59 Hawaii Time on September 15, 2010. Use of U.S. mail or another delivery service must be documented with a receipt. No facsimile or electronic mail applications will be accepted. Please note: Validation or rejection of your application by Grants.gov may take up to 2 business days after submission. Please consider this process in developing your submission timeline.

Funding Opportunity Description: This federal funding opportunity meets NOAA's mission goal to protect, restore, and manage the use of coastal and ocean resources through ecosystem-based management. The purpose for this financial assistance is to support NOAA's goal by developing a well-informed citizenry involved in decision-making that positively impacts our coastal, marine, and watershed ecosystems in the State of Hawaii. This opportunity is a competitively based grant that provides funding to assist in the development of new programs, encourage innovative partnerships among environmental education programs, and support geographically targeted programs to advance environmental education efforts that complement national and state school requirements. The B-WET Hawaii Program is an environmental education program that promotes locally relevant experiential learning in the K-12 environment on priority topics, such as understanding climate change, earth sciences, and community resilience to hazards. Funded projects provide meaningful watershed educational experiences for students and related professional development for teachers, and support regional education and environmental priorities.

## FULL ANNOUNCEMENT TEXT

### I. Funding Opportunity Description

#### A. Program Objective

The NOAA Bay Watershed Education and Training (B-WET) Program was established in 2002 to create environmentally literate students and teachers through education. Recognizing that an informed community is the key to sustaining the nation's watershed, coastal, and ocean environment, NOAA developed B-WET programs in the Chesapeake Bay watershed (2002), California (2003), and Hawaii (2004). Because of the success in these three locations, the B-WET program expanded to the Gulf of Mexico, Pacific Northwest, and the Northeast regions in 2008. Experiential learning techniques, such as those supported by the B-WET Program, have been shown to increase interest in science, technology, engineering, and math (STEM), thus contributing to NOAA's obligations under the America COMPETES Act (33 USC 893a(a)).

The B-WET Hawaii program is administered by the NOAA Pacific Services Center based in Honolulu on behalf of the NOAA Office of Education. The B-WET Hawaii Program provides opportunities to create a population that is knowledgeable about earth systems science, climate change, marine and coastal science, and hazards. Once engaged with the experience and information, these educators and students are poised to understand the role this knowledge plays in community resilience and stewardship. By supporting organizations that use the environment as the context for learning, NOAA is providing a platform that engages learners and revitalizes teachers, with the watershed and the surrounding landscape acting as a living laboratory. Students immediately grasp earth processes and resilience linkages in the watershed and are immersed in a dynamic learning environment. The program supports NOAA's goal of developing a well-informed citizenry involved in decision-making that positively impacts our coastal, marine, and watershed ecosystems. Individuals who have been educated about the earth's processes, community resilience to hazards, and climate change can become effective problem solvers and future community leaders and decision makers charged with managing Hawaii's island resources.

1. Definitions: The terms used throughout this announcement are thus defined:

a. HAWAII: The islands of Hawaii, Maui, Lanai, Molokai, Oahu, Kauai, Kahoolawe, Niihau, and the Northwestern Hawaiian Islands

b. TEACHERS/EDUCATORS: Formal and nonformal educators for kindergarten through high school

c. STUDENTS: Kindergarten through high school (K-12)

d. KUPUNA: Native Hawaiian elder

e. AHUPUAA (WATERSHED): The ahupuaa (watershed) is defined as a division of land, coast, and ocean where culturally based knowledge and practices are used to manage the resources therein. It is a traditional Hawaiian relationship between man and his environment that provides a culturally based management tool to balance environmental, social, and economic development needs. This unique relationship was premised on the need to care for the Earth and its terrestrial, marine, atmospheric, and spiritual resources. Within the ahupuaa, human interactions and the use of resources were strictly managed through orally communicated laws of the land passed from generation to generation. Although this was practiced traditionally in ancient Hawaiian culture, the knowledge is still applied to today's contemporary society, affording opportunities to integrate both traditional and modern methods of resource management.

f. COMMUNITY RESILIENCE: The capacity of communities to survive, mitigate the effects of natural and other hazards, and recover from these hazards in order to withstand disasters and support long-term sustainability of communities. Resilient communities are well informed of their vulnerability to hazards and are able to comprehend the potential environmental, social, and economic impacts on their community. Examples of natural hazards include tsunamis, hurricanes, floods, earthquakes, erosion, and landslides. Human-induced or man-made hazards include but are not limited to runoff, leaching, pollution, sewage, and other effects of land use pressures in the ahupuaa.

h. EARTH SYSTEMS SCIENCES: The term for sciences related to any of the studies that deal with the earth or with one or more of its parts. Many scientists use the earth systems science approach, which treats the entire earth as a system. Multidisciplinary studies include but are not limited to meteorology, climatology, atmospheric chemistry, geology, geodesy, geophysics, soil science, oceanography, hydrology, marine biology, glaciology, and marine, coastal, and atmospheric sciences.

## B. Program Priorities

A proposal must address one or both of the following priorities :1) Meaningful science-based outdoor experiences for students in the study of earth sciences, community resilience to hazards, and/or climate change; or 2) Professional development for teachers in the area of environmental education, earth sciences, community resilience to hazards, and/or climate change. A proposal may address both priorities; however, applicants should identify which priority is most represented in their proposal.

## 1. Meaningful science-based outdoor experiences for Students (PRIORITY 1)

The NOAA Pacific Services Center seeks proposals for projects that provide opportunities for K-12 students to participate in meaningful science-based outdoor experience in the study of earth sciences, community resilience to hazards, and/or climate change. Hawaii's ahupuaa provides an excellent opportunity for environmental education. In many cases, the ahupuaa and surrounding landscape provide hands-on laboratories where students can see, touch, and learn about the earth processes in the dynamic interactions of different ecosystems within an ahupuaa, as well as potential hazards that may impact a community. In other cases, the islands' complex, diverse, and unique ecosystems can be brought to life in the classroom through a strong complement of outdoor and classroom experiences.

Hawaiians were recognized for their integrated and sustainable resource management practices and their ability to instill environmental, cultural, and spiritual values from generation to generation. The Hawaiian culture is recognized for its keen observations of the earth's processes and applying that knowledge to create sustainable practices that supported a population of nearly 1 million Hawaiians before western contact. The practice of ahupuaa management evolved in Hawaii as a result of the interrelationship of man and his environment that is recorded by the Kumulipo (story of creation). The island perspective regards humans as connected to nature and as a part of their environment, not as a separate entity. This unique relationship was premised on the need to care for the Earth and its terrestrial, marine, atmospheric, and spiritual resources and provides a powerful study and management mechanism to integrate earth sciences and community resilience to hazards in our contemporary land-use planning and decision-making processes.

Modern ahupuaa management focuses on knowledge of the earth's processes, fostering stewardship of the land and sea, and understanding the interconnectedness of the health of our environment to the resilience of our communities. It provides opportunities to promote community-based efforts with localized knowledge to take an active part in decisions about the management of the ahupuaa to balance the use of environmental resources with social and economic needs. In applying the ahupuaa concept, communities can begin to assess the resilience of their surrounding environment by having a more in-depth understanding of the earth's processes to arrive at sustainable land and natural resource management goals.

B-WET Hawaii provides a venue for students and teachers to learn and incorporate the earth sciences, community resilience to hazards, and/or climate change concepts into science-based learning and contemporary resource management practices. The islands' ahupuaa provide a genuine and locally relevant opportunity for engaging in meaningful science-based outdoor experiences while advancing student learning skills and problem-solving abilities

through the introduction of culturally based knowledge and practices with the general school curriculum.

Proposals submitted under this area should address the following elements and types of meaningful science-based outdoor experiences activities:

- a. Direct connection to the ahupuaa: Experiences should demonstrate to students that local actions within an ahupuaa can impact the greater environment and, ultimately, stewardship and long-term community sustainability.
  - i. Earth sciences and climate change: Experiences should encourage and inspire student and teacher participants to engage in exploring and investigating the earth's dynamic processes. Projects and activities must have an intentional connection to the ahupuaa and should reflect a multidisciplinary approach in the study of earth sciences and the interaction of different ecosystems within an island ahupuaa to support appropriate resource management, long-term sustainability, and resilient communities in both water-based and terrestrial-based activities.
  - ii. Community resilience to hazards: Understanding the balance between long-term resource management and land-use planning also affords opportunities to learn about the impact of past episodic natural and human-induced hazards on a community's sustainability. Hawaii's unique ahupuaa are geographically situated near or around areas susceptible to hazards. Building awareness of potential vulnerabilities to hazards and increasing the ability to prepare for, respond to, and recover from such events provides students and teachers with opportunities to enhance the resilience of their own community and increases the capacity for long-term sustainability.
  
- b. Integral to the instructional program: Experiences should be clearly part of what is occurring concurrently in the classroom. The experience should be part of the instructional coursework and be aligned with relevant and current academic content and performance standards appropriate for the public, private, independent, and charter school systems. Experiences should occur where and when they fit into the instructional sequence appropriate for each school system.
  
- c. Project-oriented, hands-on, and investigative: Experiences should be focused around questions, problems, and issues that are investigated through data collection, observation, interviews, and hands-on activities. These experiences should also include the scientific method and best management practices for both pre- and post-activities. Experiences should stimulate observation, motivate critical thinking, develop problem-solving skills, and instill confidence in students.
  
- d. Sustained activity: Experiences are not meant to be tours, gallery visits,

demonstrations, or nature walks. Meaningful experiences are a substantive part of a sustained activity that stimulates, engages, and motivates the student from beginning to end, and in which the outdoor experience contributes to student and/or teacher participants' learning. The total duration leading up to and following the experience should involve a significant investment of instructional time. Projects should provide teachers with the support, materials, resources, and information needed to conduct these three parts: PHASE I: Preparation - Focus on a question, problem, or issue to engage and involve students in discussions about it; PHASE II: Action - Outdoor learning and analysis include outdoor experiences that are sufficient to conduct the project, make the observations, collect the data required or monitor results; and PHASE III: Reflection - Refocus on the question, problem, or issue, analyze the conclusions reached, evaluate the results; assess the activity and the learning outcomes, and include sharing and communication of the results with a wide audience.

e. Integrated learning: Experiences do not have to be based solely on science disciplines. Experiences should be multidisciplinary and involve the use of materials, resources, and instruments to address multiple topics, such as traditional resource management knowledge and practices, ahupuaa education, earth sciences, technology, maritime heritage, cultural traditions, history, economics, math, English, art and the cultural significance of our natural resources. Experiences should make appropriate connections between subject areas and reflect an integrated approach to learning.

f. Communication: Projects should promote peer-to-peer sharing and emphasize the need for external sharing and communication. Projects should include a mechanism that encourages the students to share their experiences with other students or other members of a community (i.e., through a mentoring program, newsletters, journals, local conferences, websites, community presentations or other venues for outreach). External communication may also include the creation of new songs, dances, and other forms of expression that are consistent with the native Hawaiian oral and artistic traditions. Many of these interpretive forms convey traditional beliefs of man's direct connection with the environment and role as a steward.

g. Partnerships: Project proposals should include partnerships with Hawaii-based communities, schools, and/or school systems that will directly benefit from or contribute to the project. Signed letters of support from each partner shall be submitted with the application package to demonstrate the level of commitment and involvement. Preference will be given to applicants that partner with a Hawaii school, school system, or communities supporting a school or system.

h. Experiences for all students: The B-WET Hawaii Program is strongly committed to

expanding the knowledge and participation of low income, underrepresented, and underserved student populations in environmental education. It is crucial for all citizens to have an understanding of and connection with their own environment, therefore all students should be provided an outdoor experience regardless of where they live or go to school.

## 2. Professional Development in Environmental Education for Educators (PRIORITY 2)

The NOAA Pacific Services Center seeks proposals for projects that provide teachers with opportunities for professional development in the area of environmental education as it relates to earth sciences, community resilience to hazards, and/or climate change. Educators can ultimately provide meaningful environmental education experiences for students by weaving together classroom and field activities within the context of their instructional coursework and of current critical issues that impact the Islands. Hawaii is vulnerable to a range of hazards including earthquakes, landslides, hurricanes, and tsunamis, among others. Systematic, long-term education programs and professional development opportunities will reinforce an educator's ability to teach, inspire, and lead young people toward thoughtful stewardship of our natural and cultural resources, as well as develop the next generation of decision makers to support the development of hazard-resilient communities.

Priority 2 project requires an engagement of no less than five days, which include three days of instruction, one to two days of an outdoor component, and the reflection day. This can be in the form of a follow-up visit with the participants, or remote or in-classroom implementation support efforts.

Proposals submitted under this area should address the following elements and types of activities:

a. Understanding a Meaningful Science-based Outdoor Experience: Professional development opportunities should instruct teachers about the content and meaning of a meaningful science-based outdoor experience. Professional development opportunities should be designed so that teachers understand what a meaningful science-based outdoor experience is and why this type of pedagogy is important. Projects should be designed so that teachers are capable of conducting an experience during in-class instruction, outdoor field experiences, or elsewhere. In addition to providing the resources needed to conduct an experience, projects should also include a mechanism to encourage the teacher to implement an experience in their classroom. The goal is to ensure that professional development experiences for the teacher ultimately benefit the student.

b. Communication: Projects should promote peer-to-peer sharing and emphasize the need for external sharing and communication. Projects should include a mechanism that encourages

teachers to share their experiences with other teachers and with the community (i.e., through mentoring opportunities, presentations at local conferences, developing websites, in-school service days, community presentations or other public forums, and other venues for outreach). External communication may also include the creation of new songs, dances and other forms of expression that are consistent with the native Hawaiian oral and artistic traditions. Many of these interpretive forms convey traditional beliefs of man's direct connection with the environment and role as a steward.

c. Partnerships: Project proposals should include partnerships with Hawaii-based communities, schools, and/or school systems that will directly benefit or contribute to the project. Signed letters of support from each partner shall be submitted with the application package to demonstrate the level of commitment and involvement. Preference will be given to applicants that partner with a Hawaii school, school system, or communities supporting a school or system.

d. Experiences for all educators: The B-WET Program is strongly committed to expanding the knowledge and participation of teachers who serve a low income and underserved student population. Therefore, preference will be given to applicants who work with teachers that serve this community (i.e., partnering with a Title 1 school, minority groups, underserved, or underrepresented).

### C. Program Authority

15 U.S.C. 1540; 33 USC 893a(a)

## II. Award Information

### A. Funding Availability

Total anticipated funding for all awards is approximately \$1,000,000 and is subject to the availability of fiscal year 2011 appropriations. Multiple awards are anticipated from this announcement. The minimum federal assistance request is \$10,000 and maximum request is \$100,000. The anticipated number of awards ranges from five (5) to fifteen (15) and will be adjusted based on available funding. Applications requesting federal support from NOAA of more than \$100,000 will not be considered for review or funding.

Applicants are hereby given notice that funds have not yet been appropriated for this program. There is no guarantee that sufficient funds will be available to make awards for all qualified projects. Notwithstanding verbal or written assurance that may have been received, there is no obligation on the part of NOAA to cover pre-award costs unless approved by the Grants Officer as part of the terms when the award is made.

## B. Project/Award Period

The period of awards may be for a maximum period of up to 12 months. No assurance for funding renewal exists; funding will be at the complete discretion of NOAA.

## C. Type of Funding Instrument

The funding instrument for these awards may be grants or cooperative agreements. A cooperative agreement will be used if NOAA shares responsibility for management, control, direction, or performance of the project with the recipient. In the event a cooperative agreement is awarded, the federal government will agree to be substantially involved. If the federal government is proposed as a partner in a cooperative agreement, applicants should clearly articulate those roles and responsibilities and discuss prospective roles in the project after notification that the proposal is successful. Specific terms regarding substantial involvement will be contained in special award conditions.

## III. Eligibility Information

### A. Eligible Applicants

Eligible applicants are K-12 public and independent schools and school systems, institutions of higher education, commercial and nonprofit organizations, state or local government agencies, and Indian tribal governments. Individual applicants and federal agencies are not eligible. Federal agencies are not allowed to receive funds under this announcement but may serve as collaborative project partners.

The Department of Commerce/ National Oceanic and Atmospheric Administration (DOC/NOAA) is strongly committed to broadening the participation of historically Black Colleges and Universities, Hispanic-serving institutions, tribal colleges and universities, Alaskan Native and Native Hawaiian institutions, and institutions that service underserved areas.

### B. Cost Sharing or Matching Requirement

No cost sharing is required under this program, however, the NOAA Pacific Services Center strongly encourages applicants to share as much of the costs of the award as possible. Funds from other Federal sources may not be considered matching funds. The nature of the contribution (cash versus in-kind) and the amount of matching funds will be taken into consideration in the review process.

## C. Other Criteria that Affect Eligibility

### 1. Previously Funded Projects

The NOAA Pacific Services Center may provide new funding for grants that were funded in the previous application process. The length of funding for previously awarded projects shall not exceed three (3) years. No assurance for funding renewal exists.

### 2. Indirect Cost Rates

Regardless of any approved indirect cost rate applicable to the award, the maximum dollar amount of allocable indirect costs for which the Department of Commerce will reimburse the recipient shall be the lesser of 25 percent of the total proposed direct costs for this program or the federal share of the total allocable indirect costs of the award based on the indirect cost rate approved by an oversight or cognizant federal agency and current at the time the cost was incurred, provided the rate is approved on or before the award end date. Applicants whose indirect cost rate would result in indirect costs above 25 percent of the total proposed direct costs may use the amount above the 25 percent level as cost sharing. The negotiated indirect cost rate agreement must be included with the application package.

## IV. Application and Submission Information

### A. Address to Request Application Package

Application packages for full proposals are available through [Grants.gov/APPLY](https://grants.gov/APPLY). Additional assistance for Grants.gov is available at the Grants.gov Customer Support at 1-800-518-4726 or <[support@grants.gov](mailto:support@grants.gov)>. If an applicant does not have Internet access, application packages can be requested from Stephanie Bennett, Federal Program Officer, NOAA Pacific Services Center, 737 Bishop Street, Suite 1550, Honolulu, Hawaii 96813 or by phone at (808) 522-7481, or via e-mail at <[Stephanie.Bennett@noaa.gov](mailto:Stephanie.Bennett@noaa.gov)>.

### B. Content and Form of Application

Applicants must follow the Letter of Intent (LOI) and full proposal application requirements stated in this announcement or LOIs and full proposal applications will not be considered. The LOI process is intended to provide potential funding applicants with information regarding the relevance of their project idea to the program objectives in advance of preparing a full proposal. A LOI is required before submitting a full proposal.

#### Letters of Intent

The LOI should provide a concise description of the proposed work and its relevance to program objectives. The LOI should include the components listed below. If these components are not included, the funding applicant will not be encouraged to submit a full

proposal application. The LOI should include the following information on a cover page:

- a. Identification of the B-WET Hawaii Program as the target of the LOI.
- b. Project title.
- c. Identification of the Priority(s) for which the proposal will address.
- d. Names and institutions of all principal investigators (PI), and specification of the Lead PI and contact information for that person.

The body of the LOI should be no more than 2 pages, single-spaced, 12-point font, and should include the following components:

- a. Purpose Statement- state the intent, goal, and output of proposed work.
- b. Summary of how funding will be allocated.
- c. Description of how the project will be completed, including the methodology, products, and estimated timeline.
- d. Description of intended benefits to the education community in Hawaii.
- e. Description of the partnerships to be employed in the development and completion of the proposed work.

#### Full Proposals

The following defines the preferred content and form of full proposal packages. Proposals must be complete and must follow the format described in this notice. Incorrect formatting will deem a proposal incomplete and will not be considered for further review.

Full proposal applications must total no more than 30 pages (single-spaced, 12-point font, including all appendices). The 30-page limit does not include the required government standard forms. Appendices should be limited to materials that directly support the main body of the proposal such as specific coursework, lesson plans and activities, chronological schedule of events, maps, resumes of staff members and partners involved. Applicants should paginate their proposal and any appendices.

All funding application packages must contain the following components:

#### 1. Required Government Forms

At time of application submission, all applicants shall submit the following forms with signatures of the Authorized Representative of the submitting institution.

#### GOVERNMENT FORM, TITLE, WHEN APPLICABLE

SF-424, Application for Federal Assistance, Required for all applicants

SF-424A, Budget, Non-Construction Programs, Required for all applicants

SF-424B, Assurances, Non-Construction Programs, Required for all applicants

CD-511, Disclosure of Lobbying Activities, Required for organizations involved in lobbying

2. Title Page (Proposal Cover Sheet).

- a. Project Name/Title
- b. Primary Contacts and Principal investigators (name, address, phone, fax, e-mail)
- c. Recipient Institution (name, address, phone, fax, e-mail)
- d. Area of interest for which you are applying:
  - 1) Meaningful science-based outdoor experiences for students; or
  - 2) Professional development in the area of environmental education for teachers
- e. Project duration (1-year project period beginning to end dates, starting on the first of the month and ending on the last day of the month)
- f. Total Federal Funds requested
- g. Total Project Cost and Cost-sharing
- h. Number of teachers and/or students that will be involved in your project

3. Executive Summary. Provide a one page summary of the proposed project. The summary should be prepared to be readable to a broad audience and contain the following sections:

- a. Project Name/Title
- b. Primary Proposal Contacts (name, address, phone, fax, e-mail)
- c. Brief Project Summary including objectives and intended benefits
- f. NOAA and non-NOAA partners
- g. Location and watershed identification
- h. School and community identification

4. Project Description.

All project descriptions must include the following sections:

- a. Goal and Objective(s): Describe in the narrative the specific project goals and objectives to be achieved. Goals and objectives should be specific for each year of the work plan presented. Recipients will be required to submit semi-annual progress reports in which progress against these goals and objectives will be reported. Explain the purpose of your project. This should include a clear statement of the work to be undertaken and include the following: Explain which Priority area will be addressed.
- b. Background: Provide sufficient background information for NOAA and non-NOAA reviewers to independently assess the significance of the proposed project. Summarize the problem to be addressed and the status of ongoing efforts to address the identified needs. Summarize the relationship of the proposed work to other regional efforts.

c. Audience: Explain who will conduct the project and the target audience. List each organization, cooperator, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution; identify the target audience and demonstrate an understanding of the needs of that audience; identify specifically how many students and/or teachers are involved in your project. Give a precise location of the project and area(s) to be served including a map of the school and watershed included in the proposal (the map may be included in an appendix).

d. Approach: Provide a work plan that identifies specific tasks to be accomplished, explains the technical approach (including quality assurance) needed to accomplish the tasks, identifies the roles of partners and cooperators, and identifies potential obstacles to successful completion of the goals and objectives. If the project includes federal partners, the roles and responsibilities of the federal partners must be clearly identified. Outline a detailed plan of action pertaining to the scope and detail of how the proposed work will be accomplished. Explain your strategy, objectives, activities, delivery methods, and accomplishments to establish for reviewers that you have realistic goals and objectives and that you will use effective methods to achieve them. When accomplishments cannot be quantified, list the activities in chronological order to show the schedule of accomplishments and target completion dates. Objectives should be simple and understandable; as specific and quantitative as possible; and clear as to the what and when. Projects should be accomplishment oriented and identify specific performance measures.

e. Benefits: Identify, with a high degree of specificity, the users of the information derived from the work, and the benefits that will be achieved for those users, as well as society as a whole. Document how valid user requirements are guiding the proposed work. Describe how the information from the project will be delivered to those users, and any special considerations or requirements for ensuring or improving the delivery of information. Demonstrate the need for assistance. Explain why other funding sources cannot fund all the proposed work.

f. Project evaluation: Explain how you will ensure that you are meeting the goals and objectives of your project. Evaluation plans may be quantitative and/or qualitative and may include, for example, evaluation tools, pre and post tests, and/or surveys.

g. Previously Funded Projects: Applicants requesting renewal are asked to include the accomplishments to date from previously funded projects through the B-WET Program to demonstrate that project goals and objective have been or are being met.

h. Milestone Schedule: Display time lines for major tasks, target milestones for important intermediate and final products, and key project outcomes.

## 5. Project Budget

a. Budget Spreadsheet: Provide a budget spreadsheet that follows the categories and formats in the NOAA grants package (Standard Form 424-A). The budget spreadsheet submitted with the application should match the dollar amounts on all required federal forms (SF-424, SF-424A). Additional cost detail is recommended to complete the analysis of overall cost allowability, allocability, and reasonableness.

b. Budget Narrative: Provide a narrative of detailed information on project costs that follow the budget spreadsheet. These should encompass those categories plus travel and training. Include a description of anticipated travel, destinations, the number of travelers, and a justification of how the requested travel is directly relevant to the successful completion of the project. If actual trip details are unknown, applicants must state the basis for the proposed travel charges. Applicants should allocate travel funds for any coordination meetings at regional or national levels. Foreign travel must receive prior approval, and therefore, should be included in the proposal to avoid having to request prior approval after the project starts. Applicants may factor in travel costs for participation in a NOAA Grants Management Division workshop for recipients.

Applicants must itemize and describe the intended use of equipment costing \$5,000 or greater that will be purchased under the award. Applicants must complete a lease versus purchase analysis for any equipment \$5,000 or greater. The applicant, to the extent possible, is requested to state who will be requested to retain ownership of any equipment purchased through grant funds after the project ends.

Applicants are encouraged to include the budgets of subawards and contracts. Information should include the name of the entity receiving funds, the location of the entity receiving the funds (e.g., city, state, and Congressional district), the location of the entity receiving funds (city, state, and Congressional district), and the location of the primary place of performance under the contract/subaward.

## 6. Appendices

### a. Letters of Support

Signed letters of support from each significant partner must be submitted with the application package to demonstrate the level of commitment and involvement. Total number of letters of support may not exceed 5 letters. Individual letters of support should be formatted in 12-point font, one-sided and may not exceed 1 page in length. Again, brevity will assist reviewers and program staff members in dealing effectively with proposals. Letters must be dated in the year the proposal is submitted. Letters dated outside this requirement will not be considered for review with the proposal package.

b. Resumes/CV

Provide resumes of the Principal Investigator for the project and other key personnel critical to the success of the project. Ensure that resumes address qualifications relevant to conducting the proposed work. Please limit resumes to a maximum of two pages for each key investigator.

c. Negotiated Indirect Cost Rate Agreement (NICRA): The NICRA with the appropriate cognizant agency should be included in the application package if indirect costs are requested. This agreement memo can be included in the appendix if necessary.

d. National Environmental Policy Act (NEPA)

NOAA must analyze the potential environmental impacts, as required by the National Environmental Policy Act (NEPA), for applicant projects or proposals which are seeking NOAA federal funding opportunities. Detailed information on NOAA compliance with NEPA can be found at the following NOAA NEPA website: < <http://www.nepa.noaa.gov/> > including our NOAA Administrative Order 216-6 for NEPA, < [http://www.nepa.noaa.gov/NAO216\\_--6\\_--TOC.pdf](http://www.nepa.noaa.gov/NAO216_--6_--TOC.pdf) > and the Council on Environmental Quality implementation regulations, < [http://ceq.eh.doe.gov/nepa/regs/ceq/toc\\_ceq.htm](http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm) >.

Consequently, as part of an applicant's package, and under their description of their program activities, applicants are required to provide detailed information on the activities to be conducted, locations, sites, species and habitat to be affected, possible construction activities, and any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non-indigenous species, impacts to endangered and threatened species, aquaculture projects, and impacts to coral reef systems). Applicants should answer the NEPA questions to the best of their ability with as much detail as possible. If the applicant does not answer all the questions indicated in the Announcement of Federal Funding Opportunity the application may be considered incomplete.

NOAA may require follow-up information after the application process has been completed. In addition to providing specific information that will serve as the basis for any required impact analyses, applicants may also be requested to assist NOAA in drafting of an environmental assessment, if NOAA determines an assessment is required. Applicants will also be required to cooperate with NOAA in identifying and implementing feasible measures to reduce or avoid any identified adverse environmental impacts of their proposal. The failure to do so shall be grounds for the denial of not selecting an application. In some cases if additional information is required after an application is selected, funds can be withheld by the Grants Officer under a special award condition requiring the recipient to submit additional environmental compliance information sufficient to enable NOAA to make an

assessment on any impacts that a project may have on the environment.

Some of the questions may overlap with material provided in other parts of the application. This overlap occurs because the answers to the questionnaire are provided to NOAA staff members who do not review the other parts of the application. If appropriate, the applicant may copy the information from other parts of the application and paste it into the answers to the questionnaire. Many questions have a yes or no response. If the response is no the applicant does not need to elaborate on their answer. If the response is yes the question will have a second part asking the applicant to provide more information.

Applicant NEPA questions are as follows:

Question A2. Describe the purpose and need of the proposed activity. If the proposal is a continuation of an ongoing project, fully explain any changes in the purpose and need in relation to information gathered in previous years.

Question A3. Provide a description of potential alternatives to the proposed activity (e.g., alternative times, locations, methods, etc.).

Question C1. Is the proposed activity going to be conducted in partnership with NOAA or would the proposed activity require NOAA's direct involvement, activity, or oversight? If yes, describe NOAA's involvement, activity, or oversight, including the name of the office or program that is involved.

Question C2. Would the proposed activity involve any other federal agency(ies) partnership, direct involvement, activity, or oversight? If yes, provide the name(s) of the agency(ies) and describe its involvement, activity, or oversight.

Question D1. Provide a brief description of the location of the proposed activity.

Question E1. List any federal, state, or local permits, authorizations, or waivers that would be required to complete the proposed activity. Provide the date the permit, authorization, or waiver was obtained or will be obtained. Provide copies of the permit, authorization, or waiver as appropriate. Was a NEPA analysis prepared for the permit, authorization, or waiver? If yes, state the title of the NEPA analysis and provide copies of the NEPA analysis.

Question F1. Is there the potential for the proposed activity to cause changes that would be different from normal ambient conditions (e.g., temperature, light, turbidity, noise, other human activity levels, etc.)? If yes, describe the changes and the circumstances that would cause these changes.

## Paperwork Reduction Act Statement

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other suggestions for reducing this burden to Ms. Cristi Reid, NOAA

Office of Program Planning and Integration, SSMC 3, Room 15700, 1315 East West Highway, Silver Spring, MD 20910. The information collection does not request any proprietary or confidential information. No confidentiality is provided.

Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subjected to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

### C. Submission Dates and Times

LOIs. The deadline for receipt of LOIs is 5:59 p.m. Hawaii Time on August 2, 2010. For LOIs submitted by e-mail, the date and time indication of the receiving server will be the basis of determining timeliness. Note that receipt may be delayed if e-mail servers are not functioning efficiently. Applicants submitting multiple LOIs must use a unique project title for each LOI and may send all LOIs in one e-mail or in multiple e-mails. For hard copy submission of LOIs, they will be date and time stamped when they are received. LOIs may not be considered if received by the Pacific Services Center after 5:59 p.m. Hawaii Time on August 2, 2010.

Full Proposals must be received by [www.grants.gov](http://www.grants.gov), postmarked, or provided to a delivery service by 5:59 Hawaii Time on September 15, 2010. Use of U.S. mail or another delivery service must be documented with a receipt. No facsimile or electronic mail applications will be accepted. Please note: Validation or rejection of your application by Grants.gov may take up to 2 business days after submission. Please consider this process in developing your submission timeline.

Applicants may not submit full proposals unless they submitted an LOI.

### D. Intergovernmental Review

Funding applications under the Center are subject to Executive Order 12372, Intergovernmental Review of Federal Programs. It is the state agency's responsibility to contact their state's Single Point of Contact (SPOC) to find out about and comply with the state's process under EO 12372. To assist the applicant, the names and addresses of the SPOCs are listed on the Office of Management and Budget's website < <http://www.whitehouse.gov/omb/grants/spoc.html> >.

#### E. Funding Restrictions

Please note the following funding restrictions:

1. The B-WET Program should not be considered a long-term source of funds. Explain your strategy for long-term sustainability after NOAA funding ends.
2. Funding may not be used to support endowments; individuals; building campaigns or capital construction; deficit financing; annual giving; or fund-raising.
3. Reasonable amount of funds for salaries and fringe benefits may be requested only for those personnel who are directly involved in implementing the propose project and whose salaries and fringe benefits are directly related to specific products or outcomes of the proposed project.

#### F. Other Submission Requirements

Letters of intent (LOI) may be sent via e-mail to < [nos.psc.bwethawaii@noaa.gov](mailto:nos.psc.bwethawaii@noaa.gov) >. Insert FY 2011 BWET Hawaii as the subject line of the e-mail. If hard copy LOIs are submitted, an original and electronic copy on CD should be sent to the attention of Stephanie Bennett, NOAA Pacific Services Center, Suite 1550, 737 Bishop St, Honolulu, Hawaii, 96813.

Full proposal application packages, including any letters of support, should be submitted through Grants.gov APPLY. The standard NOAA funding application package is available at [www.grants.gov](http://www.grants.gov). Please be advised that potential funding applicants must register with Grants.gov before any application materials can be submitted. An organization's one time registration process may take up to three weeks to complete so please allow sufficient time to ensure applications are submitted before the closing date. The Grants.gov site contains directions for submitting an application, the application package (forms), and is also where the completed application is submitted.

Letters of intent (LOI) may be sent via e-mail to < nos.psc.bwethawaii@noaa.gov >. Insert FY 2011 BWET Hawaii as the subject line of the e-mail. If hard copy LOIs are submitted, an original and electronic copy on CD should be sent to NOAA Pacific Services Center, Stephanie Bennett, Suite 1550, 737 Bishop St, Honolulu, Hawaii, 96813.

Full proposal application packages, including any letters of support, should be submitted through Grants.gov APPLY. If an applicant does not have Internet access, one set of originals (signed) and one electronic copy on CD of the proposals and related forms should be mailed to NOAA Pacific Services Center, Stephanie Bennett, Suite 1550, 737 Bishop St, Honolulu, Hawaii, 96813.

## V. Application Review Information

### A. Evaluation Criteria

1. Importance and/or relevance and applicability of proposed project to the program goals (60 percent): This ascertains whether there is intrinsic value in the proposed work and/or relevance to NOAA, federal, regional, state, or local activities. For the B-WET Program this includes the following categories:

- a. Connection to the ahupuaa environment
- b. Meaningful Watershed Education Experience
- c. Partnerships
- d. Target audience
- e. Align with Ocean Literacy Principles and/ or Climate Literacy Principles

2. Technical and scientific merit (40 percent): This criterion assesses whether the approach is technically sound and/or innovative, if the methods are appropriate, and whether there are clear project goals and objectives. For the B-WET Program this includes the following categories:

- a. Integration with school program
- b. Clearly defined, focused and realistic objectives
- c. Earth sciences, community resilience, hazards, climate change
- d. Evaluation

### B. Evaluation Criteria for full proposals

1. Importance and/or relevance and applicability of proposed project to the program goals (35 points): This ascertains whether there is intrinsic value in the proposed work and/or relevance to NOAA, federal, regional, state, or local activities. For the B-WET Program this includes the following categories:

- a. Connection to the ahupuaa environment (10 points)
- b. Meaningful Watershed Education Experience (10 points)
- c. Partnerships (5 points)
- d. Target audience (5 points)
- e. Align with Ocean Literacy Principles and/ or Climate Literacy Principles (5)

2. Technical and scientific merit (35 points): This criterion assesses whether the approach is technically sound and/or innovative, if the methods are appropriate, and whether there are clear project goals and objectives. For the B-WET Program this includes the following categories:

- a. Integration with school program (10 points)
- b. Clearly defined, focused and realistic objectives (7 points)
- c. Earth sciences, community resilience, hazards, climate change (10 points)
- d. Evaluation (5 points)
- e. Spelling and Grammar (3 points)

3. Overall qualifications of the funding applicants (12 points): This criterion ascertains whether the funding applicant possesses the necessary education, experience, training, facilities, and administrative resources to accomplish the project. For the B-WET program questions relevant to this criterion include:

- a. Does the applicant show the capability and experience in successfully completing similar projects? (2 points)
- b. Does the applicant demonstrate knowledge of the target audience? (3 points)
- c. Does the applicant demonstrate knowledge of the Hawaii Content and Performance Standards? (3 points)
- d. Does the applicant document past collaborations with schools or school systems in the Pacific? (2 points)
- e. Are the partners involved in the project qualified? (2 points)

4. Project costs (12 points): This criterion evaluates the budget to determine if it is realistic and commensurate with the project needs and time-frame. For the B-WET program questions relevant to this criterion include:

- a. Does the applicant demonstrate the ability to leverage other resources? Is the nature of the cost share cash or in-kind? (1 point)
- b. Is the budget request reasonable and does the applicant justify the proposed budget request? Are requested funds for salaries and fringe benefits only for those personnel who are directly involved in implementing the proposed project and/or are directly related to specific products or outcomes of the proposed project? (5 points)
- c. Is a significant percentage of the budget directly related to bringing students and teachers in contact with the environment? (5 points)

d. Does the applicant demonstrate that the project will continue after NOAA funding has expired? (1 points)

5. Outreach (6 points): This criterion assesses whether the project provides a focused and effective education and outreach strategy regarding NOAA's mission to understand and protect the Nation's natural resources. For the B-WET program questions relevant to this criterion include: Does the project involve external sharing and communication?

## B. Review and Selection Process

LOI Review Process: All LOIs will be evaluated by federal and nonfederal staff members in accordance with the assigned weights of the above evaluation to determine whether the proposed project is responsive to the goals as advertised in this notice. The Pacific Services Center will respond to each LOI by e-mail informing the applicant (i.e., the lead PI) whether or not they are encouraged to submit a full proposal. We anticipate sending responses by August 16, 2010.

Full Proposal Review Process: Upon receipt of a full application, an initial administrative screening will be conducted to determine compliance with requirements and completeness of the proposal package. All proposals will be evaluated and individually ranked in accordance with the assigned weights of the above evaluation criteria by at least three independent peer reviewers, who are regional experts in the field of environmental education, through a full merit review process (i.e., a mail and panel review process). The merit reviewer's ratings are used to produce a rank order of the proposals during a full panel review.

## C. Selection Factors

The Selecting Official will award in the rank order unless proposals are justified to be selected out of rank order based upon one or more of the selection factors provided below. The Selecting Official or designee may negotiate the funding level of the proposal. The Selecting Official shall award according to rank order unless the proposal is justified to be selected out of rank order based upon one or more of the following factors:

1. Availability of funding
2. Balance/distribution of funds:
  - a. Geographically
  - b. By type of institutions
  - c. By type of partners
  - d. By research areas
  - e. By project types
3. Duplication of other projects funded or considered for funding by NOAA/federal agencies

4. Program priorities and policy factors (as set out in sections I.a and I.b of this funding announcement)
5. Applicant's prior award performance
6. Partnerships with/Participation of targeted groups
7. Adequacy of information necessary for NOAA staff to make a NEPA determination and draft necessary documentation before recommendations for funding are made to the Grants Officer.

#### D. Anticipated Announcement and Award Dates

The start date on proposals should be on or after July 1, 2011; or the first day of any proceeding month after July 1, 2011, but no later than January 1, 2012 unless otherwise directed by the NOAA Federal Program Officer.

## VI. Award Administration Information

### A. Award Notices

Applications recommended for funding by the selecting official will be forwarded to the NOAA Grants Management Division (GMD) by the Program Office. The applicant may be notified by the program office by e-mail that their application was recommended for funding, however a notification by the program office is NOT an official award notice.

Successful applicants will receive notification (CD-450) that the application has been approved for funding by the NOAA Grants Management Division with the issuance of an award signed by a NOAA Grants Officer. This notification will be sent by e-mail from Grants Online to the institution's Authorizing Official. The official notification of funding, signed by a NOAA Grants Officer, is the authorizing document that allows the project to begin. Successful applicants may be asked to modify objectives, work plans, or budgets before final approval of an award.

Unsuccessful applications for all Pacific Services Center programs will be destroyed and not returned to the applicant. Unsuccessful applicants will be notified by e-mail that their application was not recommended for funding (declined) no later than 15 days after selection packages have been approved.

### B. Administrative and National Policy Requirements

1. Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements: Administrative and national policy requirements for all Department of Commerce awards are contained in the Department of Commerce Pre- Award

Notification Requirements for Grants and Cooperative Agreements contained in the Federal Register notice of February 11, 2008 (73 FR 7696). A copy of the notice may be obtained at < <http://www.gpoaccess.gov/fr/search.html> >.

2. Limitation of Liability: In no event will NOAA or the Department of Commerce be responsible for proposal preparation costs if these programs are cancelled because of other agency priorities. Publication of this announcement does not oblige NOAA to award any specific project or to provide special fishing privileges.

3. National Environmental Policy Act (NEPA):

NOAA must analyze the potential environmental impacts, as required by the National Environmental Policy Act (NEPA), for applicant projects or proposals which are seeking NOAA federal funding opportunities. Consequently, as part of an applicant's package, and under their description of their program activities, applicants are required to provide detailed information on the activities to be conducted, locations, sites, species and habitat to be affected, possible construction activities, and any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non-indigenous species, impacts to endangered and threatened species, aquaculture projects, and impacts to coral reef systems). In addition to providing specific information that will serve as the basis for any required impact analyses, applicants may also be requested to assist NOAA in drafting of an environmental assessment, if NOAA determines an assessment is required. Applicants will also be required to cooperate with NOAA in identifying feasible measures to reduce or avoid any identified adverse environmental impacts of their proposal. The failure to do so shall be grounds for not selecting an application. In some cases if additional information is required after an application is selected, funds can be withheld by the Grants Officer under a special award condition requiring the recipient to submit additional environmental compliance information sufficient to enable NOAA to make an assessment on any impacts that a project may have on the environment.

See the NEPA information in Section IV, B, 6 (c) of this announcement for the information required to complete the application.

Detailed information on NOAA compliance with NEPA can be found at the following NOAA NEPA website: <<http://www.nepa.noaa.gov/>>, including our NOAA Administrative Order 216-6 for NEPA, <[http://www.nepa.noaa.gov/NAO216\\_6\\_TOC.pdf](http://www.nepa.noaa.gov/NAO216_6_TOC.pdf)>, and the Council on Environmental Quality implementation regulations, <[http://ceq.hss.doe.gov/nepa/regs/ceq/toc\\_ceq.htm](http://ceq.hss.doe.gov/nepa/regs/ceq/toc_ceq.htm)>

C. Reporting

Grant recipients will be required to submit financial and performance (technical) progress reports electronically through the NOAA Grants Online System. Instructions for submitting financial and progress reports will be provided by NOAA Grants Management Division and the B-WET Federal Program Officer.

## VII. Agency Contacts

For administrative and technical questions, contact Stephanie Bennett, Federal Program Officer at NOAA Pacific Services Center, 737 Bishop Street, Suite 1550, Honolulu, Hawaii 96813 or by phone at (808) 522-7481, or via e-mail at < Stephanie.Bennett@noaa.gov >.

## VIII. Other Information

Funding applicants may also refer to the Pacific Services Center's website < <http://www.csc.noaa.gov/psc/bwet.html> > for additional information on the B-WET Hawaii program.

After electronic submission of the application through Grants.gov, the person submitting the application will receive within the next 24 to 48 hours two e-mail messages from Grants.gov updating them on the progress of their application. The first e-mail will confirm receipt of the application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system before transmission to the grantor agency or has been rejected because of errors. After the application has been validated, this same person will receive another e-mail when the application has been downloaded by the federal agency.

Official notification of an award notice is provided by the Grants Management Division, not the program office. If one incurs any costs before receiving an award agreement from an authorized NOAA grant official, one would do so solely at one's own risk of these costs not being included under the award.

The Coastal Services Center will not release the names of applicants submitting LOIs or proposals unless ordered by a court or requested to do so by an appropriate NOAA official and administrative protocol. Applicants can use a NOAA public search feature to find out information about NOAA awards < <https://grantsonline.rdc.noaa.gov/flows/publicSearch/begin.do;jsessionid=GbZDVT7JqmXqNlm84y2DBn5CpmGR2vJvQKfnX5CLd94YvywZQTZq!-1742093309> > or go through the Freedom of Information Act process to request more information about grant

competitions. More information about the NOAA FOI process is online at < <http://www.rdc.noaa.gov/~foia/> >.

Successful applicants will be requested to ensure that all progress reports a) clearly state the resulting impact of their project and products in the coastal management community; and b) indicate whether financial reports have been submitted to NOAA's Grants Management Division and are up-to-date. Applicants in their final progress report will be asked to certify that final financial reports have been submitted to NOAA's Grants Management Division and a final funding draw-down has been made through the Automated Standard Application for Payments (ASAP).

If equipment was purchased with grant funds or obtained from a federal agency, applicants may be asked to submit an equipment inventory as an appendix to interim and final progress reports. The equipment inventory should include all equipment including its fair market value. If current fair market value of a piece of equipment is \$5,000 or greater and the title of that equipment is intended to be transferred to another entity at the end of the project, then the recipient must request approval to transfer title of the equipment. NOAA will respond within 120 days with instructions for disposition. Equipment disposition instructions typically require that recipients file complete an award action request in Grants Online. The program office recommends this type of award action request be submitted approximately 150 days before the project period ends to allow sufficient time to have equipment disposition requests addressed before a project period ends.

Please be advised that potential funding applicants must register with Grants.gov before any application materials can be submitted. An organization's one time registration process may take up to three weeks to complete so please allow sufficient time to ensure applications are submitted before the closing date. To use Grants.gov, applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and be registered in the Central Contractor Registry (CCR). Allow a minimum of five days to complete the CCR registration. (Note: Your organization's Employer Identification Number (EIN) will be needed on the application form.)

The Grants.gov site contains directions for submitting an application, the application package (forms), and is also where the completed application is submitted. Applicants using Grants.gov must locate the downloadable application package for this solicitation by the Funding Opportunity Number or the CFDA number (11.473). Applicants will be able to download a copy of the application package, complete it off line, and then upload and submit the application via the Grants.gov site. After electronic submission of the application, the person submitting the application will receive within the next 24 to 48 hours two e-mail messages from Grants.gov updating them on the progress of their application. The first e-

mail will confirm receipt of the application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system before transmission to the grantor agency or has been rejected because of errors. After the application has been validated, this same person will receive another e-mail when the application has been downloaded by the federal agency.