

# Checklist of Required Forms and Information from Grant Applicants

NOAA Office for Coastal Management  
Revised: February 2022

This checklist is designed to help grant applicants and program officers ensure that non-construction grant application packages address routine administrative requirements.

- SF-424 – Application for federal assistance.** If you are submitting a revised SF-424 during negotiations with NOAA, you must submit the form outside of *Grants.gov* directly to the NOAA program office. The form must contain an original ink signature by an authorized representative since it is not being submitted through *Grants.gov*, which is a password protected site. Applicants must submit a completed form, including the correct Unique Entity Identifier (UEI) number and Employer Identification Number, or Taxpayer Identification Number if applying as an individual.
- UEI number** provided on SF-424 (and in project summary) verified in *Sam.gov*.
- SF-424A – Budget information for non-construction programs.**
- Budget narrative.** Budget narrative must contain detailed budget information consistent with budget information contained in the body of the proposal, forms SF-424 and SF-424A; if the project intends to have NOAA retain funds for technical assistance on the project, note the amounts by year and line office using the funds. Foreign travel must be identified and justified.
- Equipment.** Include a listing of equipment and the intended use of that equipment for any individual item with a value of more than \$5,000. Provide a lease versus purchase analysis for each item with a value of more than \$5,000. Non-profit and university applicants shall identify, if this information is known when submitting the grant application, who they plan to request that NOAA transfer equipment or property ownership titles to after the project ends.
- Contracts and sub-awards.** Include detailed budget information regarding all contracts and sub-awards regardless of the dollar value, and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project. Each sub-award must include form SF-424A. A contract does not need an SF-424A per se, but requires an itemized budget to include all of the same categories on the SF-424A. Applicants shall not incorporate contractual indirect costs under the indirect costs line item for the applicant or grantee on the SF-424A or in the budget narrative. Detailed budget information includes
  - **Name of subrecipient, contractor, or vendor.** Include the name of the qualified subrecipient, contractor, affiliation, and contact.
  - **Method of selection.** Competitive, sole source with justification, sealed bids, small purchases, or micro purchases (see 2 CFR 200.320).
  - **Period of performance.** Include the dates for the performance period. If it involves a number of tasks, include the performance period for each task.
  - **Scope of work.** List and describe the specific activities or tasks to be performed.

- **Criteria for measuring accountability.** Include reporting schedule.
- **Itemized budget.** Include categories used in program budget.
- Signed and approved indirect cost rate agreement.** This information is required if indirect charges are included in the proposed budget. If the recipient does not have an approved and current agreement, the recipient must follow the procedures outlined in the Department of Commerce Standard Grant Terms and Conditions, which require recipients to submit documentation to the Department of Commerce within 90 days of the award start date.
- SF-424B – Assurances for non-construction programs.**
- CD-511 – Certification regarding lobbying.**
- Proposal cover sheet.** *(If required by announcement)*
  - Project title
  - Proposed project period (start and end dates)
  - Type of project (i.e., grant or cooperative agreement)
  - Recipient name (must match registered name in System for Award Management)
  - Recipient Unique Entity Identifier number
  - Principal and other investigators (names, organization, and contact information)
  - Financial representative (names, organization, and contact information)
  - Requested funding by year (as appropriate) (if the project intends to have NOAA retain funds for technical assistance on the project, note the amounts by year and line office using the funds)
  - If the project is intended to be administered under an existing NOAA Cooperative Institute, state which institute will administer the award
- Proposal abstract or summary.** *(If required by announcement)*
  - Project title
  - Requested funding by year (as appropriate)
  - Brief project summary including objectives, partners, expected results, and intended benefits and outcomes
- Project description.** Project description and appendices must follow format requirements (including page limits) identified in funding announcement. NOAA partnerships should be clearly summarized; if the application anticipates substantial federal agency involvement in the project, the project description must articulate the federal agency (or agencies) involved and what their role(s) will be in the project. A data or information sharing plan of no more than two pages is required as part of the project description.
- Appendices.** Appendices must follow guidance stated in the announcement. Appendices must only include materials that directly support the main body of the proposal, such as support letters, Principal Investigator and co-Principal Investigator resumes, references, lists of data sources, maps, and National Environmental Policy Act material, as required in announcement.
- SF-LLL – Disclosure of lobbying activities.** This form is required only if lobbying activities are being reported; ***otherwise, this form shall remain on file with the applicant only and not with the federal program office.***