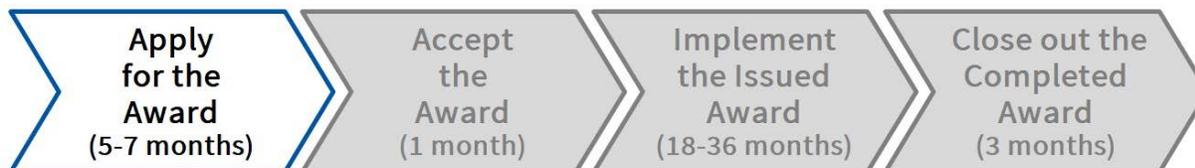


## QUICK REFERENCE



# Cooperative Agreement Process Quick Start Guide, Stage 1

## Apply for the Award



In this stage, you complete steps to create and submit an application for CZMA funding. This quick reference provides a checklist and overview of the steps in stage 1. This is an orientation to the process without all of the details.

**Note:** For complete information on rules and regulations on the process, please refer to requirements of the Office of Management and Budget (OMB) Uniform Guidance, which are codified at 2 C.F.R. Part 200, agency and department terms and conditions, Department of Commerce pre-award requirements, and any special award conditions.

## Stage 1 Checklist

Time to Complete: 5-7 months

Due Date: \_\_\_\_\_

**Discuss proposed activities with a NOAA liaison**

Draft a CZMA award application (typically January or February).  
Start coordinating with a NOAA Office for Coastal Management liaison.

**Review programmatic funding guidance**

Ensure cooperative agreement is consistent with the programmatic funding guidance and any relevant operations guidance.

**Complete necessary checks**

Check [DUNS#](#), [Sam.gov](#), and [Grants.gov](#) registrations and audit information.

**Develop draft application in CAMMP**

Use Coastal and Marine Management Program (CAMMP) database system ([coast.noaa.gov/cammp/](http://coast.noaa.gov/cammp/)) to develop the application, budget narratives, and budget tables.

**Review draft with NOAA liaison**

NOAA liaisons review draft applications to ensure that they meet both the programmatic and administrative requirements for funding.

**Revise draft as needed**

After the NOAA liaison review, revisions may be required during the application process. Revisions must be completed before submitting the application.

**Find funding opportunity on Grants.gov**

After the draft is complete, find the funding opportunity and application materials on [Grants.gov](https://www.grants.gov).

**Develop all application materials**

Complete all required application forms and prepare additional attachments as needed. These will include approximately 10 forms or attachments.

**Obtain state clearance and submit through Grants.gov**

Obtain necessary clearance and approval for the coastal management program's agency-authorized representative to submit through Grants.gov.

**Confirm receipt of application**

Verify receipt of [three automated emails from Grants.gov](#) to confirm receipt, acceptability, timeliness, and validation that the application has been forwarded to NOAA for further processing.

**Negotiate and submit revised materials as needed**

Answer additional questions from the NOAA liaison or the grants management specialist if questions about the application package arise. Provide revised application materials as requested.

---

## Stage 1 Overview

To apply for a CZMA cooperative agreement, the coastal management program needs to complete multiple steps to create and submit an application for CZMA funding.

The following provides an overview of the tasks in the above checklist.

### Discuss proposed activities with NOAA liaison

The coastal management program can draft a CZMA award application as early as possible (typically January or February), and should start coordinating with its NOAA Office for Coastal Management liaison as soon as application development begins. These conversations usually focus on the scope of the proposed award, including

- Major initiatives
- New activities
- Major coastal issues to address, including issues identified in audits or previous 312 evaluations
- Activities identified in the award that are making progress toward the long-term goals in the current Section 309 Assessment and Strategy document

NOAA liaisons can also identify

- Resources and assistance NOAA and its partners can offer in the implementation of the award
- Unallowable costs in the award. This helps reduce processing delays.
- Projects that are likely to require more in-depth environmental compliance review, such as an environmental assessment, which would delay the release of funds for the project.

### **Review programmatic funding guidance**

Ensure that the cooperative agreement is consistent with the programmatic funding guidance and any relevant operations guidance. Each year, NOAA develops annual funding guidance for the coastal management programs. This funding guidance lists each program's annual funding allotment, as well as program-wide funding priorities and related guidance.

### **Complete Necessary Checks**

A number of elements needed to apply for an award can be checked while working on the draft application, including [DUNS#](#), [Sam.gov](#), and [Grants.gov](#) registrations, and audit information.

- A Data Universal Number System (DUNS) number is the first step in registering as an organization applicant in Grants.gov and it must be current.
- The System for Award Management ([Sam.gov](#)) – use it to complete a registration renewal required once a year. Applicants must have an active Sam.gov registration to submit an application in Grants.gov and receive funds. Applications will not be processed if the registration lapses during review.
- Grants.gov – use it to find the CZMA federal funding opportunity and the application package for the cooperative agreement, and to submit the final cooperative agreement application.
- The Federal Audit Clearinghouse – use it to find out whether the single-state audit findings for the current fiscal year are complete.

### **Develop draft application in CAMMP**

The Coastal and Marine Management Program (CAMMP) database system is an online template ([coast.noaa.gov/cammp/](http://coast.noaa.gov/cammp/)) coastal management programs are required to use for developing the CZMA award application project, budget narratives, and budget tables.

- Project narratives include descriptions of each task proposed. The narrative should be developed so that the coastal management program provides a clear picture of the work to be done, why it needs to be done, and who will be completing the work. The narrative should also include information on the deliverables to be produced and milestones or benchmarks by which the Office for Coastal Management can review progress on the task.
- Budget narratives include descriptions of the actual costs associated with the tasks in the project narratives. The budget narrative should outline costs for categories such as salary, fringe benefits, travel, equipment, supplies, indirect costs, and contractual and sub-awards.

### **Review draft with NOAA liaison**

NOAA liaisons review draft applications to ensure that they meet both the programmatic and administrative requirements for funding. Programmatic review includes evaluating whether the proposed tasks address coastal management priorities, are eligible uses of the relevant section funding (e.g., 306, 309), and meet government requirements. Administrative review includes evaluating the cooperative agreement to ensure that it meets the administrative requirements for federal awards.

### Revise draft as needed

After the NOAA liaison reviews the draft application, revisions by the coastal management program may be required during the application process. Revisions must be completed before submitting the application through Grants.gov.

### Find funding opportunity on Grants.gov

After the draft is complete, find the funding opportunity and application materials on [Grants.gov](https://www.grants.gov). This is the website to find and apply for federal awards, including the CZMA annual funding.

### Develop all application materials

Complete all required application forms and prepare additional attachments as needed. These will include the following:

1. **SF424 (Grants.gov):** Formal Application for Federal Assistance – contains summary and contact information
2. **SF424B (Grants.gov):** Assurances: Non-Construction Programs
3. **SF424A form (Grants.gov):** Federal Budget Form
4. **Project Narrative and Budget Narrative (CAMMP File):** The CAMMP PDF file will serve as both the project narrative and budget narrative.
5. **Personnel Worksheet:** If personnel detail not provided in CAMMP Budget Narrative, include separate personnel worksheet
6. **Current Indirect Cost Rate Agreement:** If applicable. Captures the current negotiated indirect rate your agency can charge the federal government.
7. **CD-511 (Grants.gov):** Certifications Regarding Lobbying
8. **306A Materials** (if applicable): 306A questionnaire; supporting project information (e.g., maps, title opinion, appraisal, design plans)
9. **SF-LLL (Grants.gov):** Disclosure of Lobbying Activity (submit with your proposal only if your organization is engaged in lobbying activities)
10. **Data Management Plan** (if applicable): A brief plan outlining how activities funded by the award will adhere to NOAA's data sharing policy

### Obtain state clearance and submit through Grants.gov

Once the application materials are complete, obtain necessary clearance or approval for the coastal management program's agency-authorized representative to submit through Grants.gov. Depending on clearance requirements for your state, this step might need to be started earlier in the process to ensure timely submission of your application process through grants.gov.

### Confirm receipt of application

After submitting the application through Grants.gov, verify receipt of *three automated emails from Grants.gov* to

1. Confirm receipt by Grants.gov, not NOAA
2. Confirm that the submission is acceptable and timely (receipt of reply messages from Grants.gov verifying acceptance or rejection of your application can take up to 48 hours)
3. Validate that the application has been forwarded to NOAA for further processing

### Negotiate and submit revised materials as needed

After submission is confirmed, be prepared to answer additional questions from the NOAA liaison or grants management specialist if questions about the application package arise. Provide revised application materials as requested.