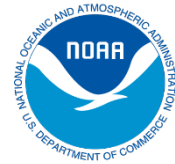


APPLICATION CHECKLIST



Regional Coastal Resilience Grants

Full Funding Opportunity (FFO) Number:

NOAA-NOS-OCM-2015-2004324

Eligibility (See FFO Section III)

- My organization is one of the following: regional organization (see FFO Section III.C), nonprofit; private (for profit) entity; institution of higher education; state, territorial, tribal, or local government (including counties, municipalities, and cities)
- My organization is NOT a federal agency or foreign government
- My project benefits coastal communities in one or more of the 35 U.S. coastal states and territories (see FFO Section III.A)
- My project includes 2:1 federal to non-federal match

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 period
- Budget Information for Non-construction Programs: SF-424A
 - My requested federal budget falls between \$500,000 and \$1 million
 - My required 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)

Title Page:

- Did you address all 6 items (a-f) listed in Section IV, Part B, Number 1 of the FFO?

Project Summary: (1-2 pages)

- Did you address all 7 items (a-g) listed in Section IV, Part B, Number 2 of the FFO?

Project Narrative: (10 pages, single spaced 11 or 12 point font)

- Include the suggested sections of a project narrative:
 - Describe the goals and objectives, including expected reductions in risk or improvements in capacity to coastal regions, communities, and economic sectors to recover or adapt to extreme weather, climate hazards, or changing ocean conditions
 - Provide background information on the project, including the problem or need the project addresses; how the project implements strategies within regional,

- _____ federal, state, tribal, or local plans; and the relationship of the project to other ongoing efforts
 - _____ Describe the approach to be used including specific tasks demonstrating how the project is collaborative, involves relevant stakeholders, and leverages other resources
 - _____ Describe the roles of partners
 - _____ Include a project timeline that includes annual or other interim project milestones
 - _____ Include a project budget description that follows the categories and formats in SF-424A and brief justification of the budget
 - _____ Describe the public and stakeholder engagement
 - _____ Respond to all the Evaluation Criteria (Section V, Part A of the FFO)
 - _____ Discuss how your project meets the Program Priorities (Section 1, Part B of the FFO), if applicable
- Supplemental Information* (All appendices should not exceed more than 30 pages, excluding government forms, National Environmental Policy Act (NEPA) information, and information provided to complete government forms)
- _____ Mandatory detailed budget information, for example SF-424A for each sub-award and contract
 - _____ Letters of collaboration from partners and additional letters of support, if applicable
 - _____ Resumes of the principal investigator of the project and other key personnel (*maximum 2 pages per key investigator*)
 - _____ Data Sharing Plan (*2 pages*), if applicable
 - _____ Federally Negotiated Indirect Cost Rate Agreement, if applicable
 - _____ Other documents that support your application

Submission Process (Either submission method may be used, but Electronic is preferred)

Electronic:

- _____ Complete all actions on the Grants.gov registration checklist (www.grants.gov/web/grants/applicants.html)
- _____ Review the file name guidance for attachments
- _____ Verify receipt of 3 emails from Grants.gov (including one that says your application was delivered to NOAA)

Hard Copy:

- _____ Did you SIGN all the federal forms (where it says “signed by Grants.gov”)?

For administrative or technical questions contact

Lisa Warr, NOAA Office for Coastal Management
 (301) 563-1153
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