NOAA Coastal Resilience Grants Application Checklist  
FFO# NOAA-NMFS-HCPO-2018-2005502

Eligibility (FFO Section III)
_____ My organization submitted a pre-proposal, and received a notification of eligibility to submit this full proposal
_____ My organization is NOT a federal agency or foreign government
_____ My project benefits coastal communities (see FFO Section III.A.)
_____ My requested federal budget falls between $75K and $2M
_____ I have reviewed the ineligible project types (FFO Section III.C.)

Proposal Content (FFO Section IV.B)
Federal Forms:
_____ Application for Federal Assistance: SF-424 (7/03 version or newer)
   ____ My start and end dates encompass a 1-3 year period
   ____ Field 5b includes the proposal number provided by NOAA
   ____ Field 18(a) contains only my requested funds under this grant program
_____ Budget Information for Non-construction Programs: SF-424A
   ____ My project includes 2:1 federal to non-federal match (see FFO Section III.B.)
   ____ My forms list my federal request and non-federal match separately
_____ Assurances for Non-construction Programs: SF-424B
_____ Certification Regarding Lobbying: CD-511
_____ Disclosure of Lobbying Activities: SF-LLL (if applicable)

Project Narrative: (15 pages)
_____ Include the suggested sections of a project narrative (see FFO Section IV.B.2.)
_____ Respond to all the Evaluation Criteria (FFO Section V.)
_____ Discuss how your proposal meets the Program Priorities (FFO Section I.B.)

Data Management Plan (2 pages), if applicable

Budget Narrative (6 pages)
_____ Include a project budget that follows the object class categories on the SF-424A and justifies your request
_____ Indicate whether non-federal match or cost share is secured

Project Design Plans (no page limit)
_____ This attachment includes engineering design drawings or conceptual plan drawings, not text narrative

Supporting Materials (15 pages)
_____ Letters of Support
_____ Resumes (1 page per person)
_____ Additional detailed budget information, for example sub-award or sub-contract budgets or indirect cost rate agreements
_____ Other documents that support your application (e.g. maps, photographs, monitoring plans)

Submission Process (Either submission method may be used, but Electronic 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 5 business days (required)? Please email NOAA (address below) so we know to expect your paper application.

Please contact Melanie Gange (Melanie.Gange@noaa.gov, 301-427-8664) if you have application submission questions.