

**Supplemental Guidelines for Prospective Applicants
and Accountability Requirements for Recipients of
NOAA Coastal and Marine Habitat Restoration Project Grants under the
American Recovery and Reinvestment Act of 2009
FFO# NOAA-NMFS-HCPO-2009-2001709**

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Background

The information provided below is intended to supplement, not replace, the instructions provided in the Federal grant application forms and the Federal Funding Opportunity full announcement. This information should decrease common errors and confusion when filling out Federal grant applications for NOAA Coastal and Marine Habitat Restoration Project Grants. Please call or email Craig.Woolcott@noaa.gov , 301-713-0174 x 163, if you have any questions.

Additionally, all projects funded under the NOAA Coastal and Marine Habitat Restoration Project Grants will be required to meet accountability requirements established by the American Recovery and Reinvestment Act and meet meaningful and measurable outcomes consistent with NOAA's mission support goal "Protect, Restore, and Manage Use of Coastal and Ocean Resources through Ecosystem-based Management." This information should help prepare potential grant recipients to meet their reporting requirements including any future requirements provided to implementing agencies by the Office Management and Budget.

Part 1- Guidance for Application Preparation and Submission

Important Notice Regarding Application Submission

Please register with Grants.gov as soon as possible. This is a one-time, multi-step process that may take several weeks. Instructions are available at www.grants.gov under “For Applicants” and “Get Registered.” You must download Adobe Reader Version 8.1.3 to successfully navigate the Grants.gov pages and complete your application on Grants.gov; you can download the programs before the registration process is complete. If, due to technical difficulties, you are not able to submit through Grants.gov, please print your Grants.gov application and attachments, sign the forms (even where it says ‘will be completed upon submission’), and submit them by the post-mark deadline. Do not wait until after your local post office or delivery service has closed to submit your application to Grants.gov as the deadline for submission cannot be extended and there is room for human or computer error during the Grants.gov submission process. Receipt of both reply messages from Grants.gov verifying acceptance or rejection of your application can take up to 48 hours.

Applications submitted through the Grants.gov website should include a maximum of four (4) files (PDF files only) in addition to the Federal application forms:

- 1) Project summary and narrative;
- 2) Budget justification;
- 3) Design plans; and
- 4) Supplemental Information - all other attachments combined into one, indexed file, such as maps, resumes, and support letters, not to exceed 20 pages.

Information about converting documents to PDF files is available on the grants.gov website under “Download Software” under “Applicant Resources.”

Forms Help

Form SF-424:

Make sure this form reflects the full dollar value requested and match proposed. Start dates are the first of the month, and end dates are the last day of the month, respectively. When asked for your project title (field #15), please choose a short, descriptive name including a location, if possible. Please begin your project title with the words "Recovery Act," for instance "Recovery Act— Restoring ...in [location]" This form asks for two contacts within your organization. The “person to be contacted on matters involving this application” (field #8f) is a project manager or primary investigator. The document is signed and submitted by the Authorized Representative (field #21). This should be the person designated as Authorized Organization Representative in Grants.gov by your organizations’ E-business Point of Contact during the registration process. The Authorized Representative will receive official communications concerning your application.

Budget Form SF-424A:

Section B (Budget Categories) of the 424A is the portion of this form most helpful to application reviewers; Use column 1 for Federal requests and column 2 for non-Federal match, if applicable. Section D (Forecasted Cash Needs) will help NOAA estimate how

quickly American Recovery and Reinvestment Act funds will enter the economy. Please enter your estimated Federal expenditures in quarter (3 month) increments, beginning with your start date. If your project period is longer than 12 months, only enter the first 12 months. Please enter whole dollar amounts on this form.

Budget Narrative

A complete budget consists of the SF-424A and a budget narrative for the project. The NOAA Restoration Center's website includes a Budget Guidance document created by NOAA's Grants Management Division at:

http://www.nmfs.noaa.gov/habitat/restoration/projects_programs/crp/partners_funding/project_reports.html. All applications must have a detailed budget narrative explaining and justifying the Federal and the non-Federal expenditures by object class. The budget narrative should accurately describe the budget breakdown of Section B (Budget Category) of the SF-424A form. For clarification and simplicity, it is best to discuss each expense by object class in the order they appear on the SF424A. Indicate whether or not expenditures are Federal or non-Federal in nature. Include the dollar amounts in the discussion and how the dollar amounts were derived. Additional budget tables or spreadsheets with additional funding sources, contractor cost estimates, etc. are frequently helpful to reviewers. While matching funds are not required under this award, if additional expenditures are needed to complete the project, a description of these funds will contribute to the reviewer's understanding of project readiness.

The following are highlights from the Budget Guidance (see above) to help you formulate your budget narrative.

Object Class:

- a. Personnel: include salary, wage, and hours or % of time committed to project of each person by job title
- b. Fringe Benefits: should be identified for each individual. Must be described in detail if the rate > 35 % of the associated salary.
- c. Travel: provide a breakdown of travel costs totaling > \$5,000 or 5 % of award. Include destination, duration, type of transportation, estimated cost, number of travelers, lodging, mileage rate and estimated number of miles, and per diem.
- d. Equipment: Equipment is any single piece of non-expendable, tangible personal property with an acquisition cost > \$5,000, that has a useful life greater than one year (i.e. truck, copy machine).
- e. Supply: can be any supplies needed for the restoration or administration work. A detailed explanation is required for total supply costs over \$5,000 or 5% of the award. Purchases less than \$5,000 per item are considered by the Federal government as a supply.
- f. Contractual: list each contract or subgrant as a separate item, give cost breakdown and describe products/services to be obtained by the contractor. Contingencies are not allowed.
- g. Construction: only charge construction costs for construction of buildings (i.e. green house, educational center). All other project related construction costs should be contractual labor.
- h. Other: list items, cost, and justification for each expense

- i. Total direct charges—sum of above object class categories (a through h)
- j. Indirect charges: To use line (j) to claim indirect charges a Federally Negotiated Indirect Cost Rate Agreement must already be established. Applicants will be limited to the amount of indirect costs stated in the FFO, but amounts in excess can be used as match. A copy of the indirect cost agreement should accompany your application. If the applicant does not have a current negotiated rate and plans to seek reimbursement for indirect costs, documentation necessary to establish a rate must be submitted within 90 days of receiving an award. If no agreement has been arranged, indirect costs can be incorporated into other line items (i.e. fringe benefits, other) as long as they are justified in the budget narrative and meet all OMB prescribed cost principles including being reasonable, necessary, allocable, and allowable at [2 CFR Chapter II](#).
- k. Totals of direct and indirect charges

Example Budget Narrative:

Personnel (Federal Share), \$33,750

All staff will be paid prevailing wages.

John Doe, project manager, will provide 750 hours of work at \$25/hr for overall project management, supervision, and reporting. Total: \$18,750

Alice Doe, biologist, will provide 750 hours of work at \$20/hr for technical support, field work, and pre and post project monitoring. Total: \$15,000

Personnel (Non-Federal Share)- none

Fringe Benefits (Federal Share), \$5,063

The fringe benefit rate is 15% of salary. \$2,813 covers benefits for John Doe and \$2,250 for Alice Doe. Fringe benefits go toward FICA, medical and dental insurance, retirement and disability. Total: \$3,713

Fringe Benefits (Non-Federal Share) - none

Travel (Federal), \$2,230

Travel funding will be required for the project manager and biologist to travel to and from the Thompson Brook site to conduct field work and supervise construction activities. Mileage expenses will be charged at \$0.50/mile and total mileage (20 round trips) for the project is estimated to be 2000 miles. Total: \$1,000.

Alice Doe, biologist, will be presenting papers on the project progress, techniques and completion at a major fisheries restoration conference. Estimated airfare (\$800), lodging (2 nights, \$100/night, total lodging \$200), food (\$40/day, total \$80), and car rental and gas (\$150). Total conference travel: \$1,230

Travel (Non- Federal) - none

Equipment (Federal) - \$7,000

A portion of the cost of a hydroseeder is requested. The total purchase price of this equipment, used, is \$20,000, but this cost is split between several sources of funds. The cost to rent this equipment at \$800/week for this project will be approximately \$8,000. We are requesting \$7,000 towards the purchase of this equipment, which will continue to be used for habitat restoration after the completion of this project. This purchase represents a savings over estimated rental costs and will allow for long-term use for future restoration activities.

Equipment (Non-Federal) - \$13,000

The remaining cost of the hydroseeder (see above) will be covered by other non-Federal sources of funds.

Supplies (Federal), \$ 37,500

Purchase and use of expendable field supplies including – stream flow gauges, maps, sampling equipment, and health and safety equipment. Total: \$5,000

Interpretive/Education exhibit design and construction. Total: \$5,000

Native plants/trees will be purchased to revegetate the riparian area around the project site. A breakdown of the number, sizes, and costs is attached. Total: \$25,000

A laptop computer will be purchased to record monitoring data in the field prior to and after completion of the project. Data will be recorded and analyzed using the laptop computer. Total: \$2,500

Supplies (Non-Federal), \$3,000

The applicant will purchase \$3,000 in software for the lap-top computer to collect and analyze data. Total: \$3,000

Contractual (Federal), \$6,000,000

Contractors will be hired to carry out construction activities associated with habitat restoration including funds for the project engineer, heavy equipment rental, heavy equipment operators, and project materials. The attached cost estimate, based on the 70% design plan, includes personnel hours and costs by task. The contractor has certified that all iron, steel, and manufactured goods used on the projects will be made in the United States. All personnel hired under contract will be paid prevailing wages in keeping with the project locality.

Contractual (Non-Federal) - \$113,000

The County will purchase a bottom-less arch culvert to be installed at the project site.
Total \$105,000

The County will provide management and redirection of traffic flow. Total: \$8,000

Other (Federal) - none

Other (Non-Federal) - none

Indirect Charges (Federal), \$8,554

The county has an approved indirect cost rate of 20% of applicable direct charges, which excludes contractual costs. 10% of the applicable Federal direct charges are requested and the remaining 10% will be applied as non-Federal match. The total applicable direct charges are \$85,543 and 10% of that is \$8,554. This represents 0.14% of total direct charges. Total: \$8,554

Indirect Charges (Non-Federal), \$34,354

The county is applying the remaining unrecovered indirect costs (10% of the applicable Federal direct charges) as match (see above). Total \$8,554

The county will also cover the full 20% of the applicable non-Federal direct charges.
Total: \$25,800

Total Direct Charges: Federal: \$6,085,543
Non-Federal: \$129,000

Total Indirect Charges: Federal: \$8,554
Non-Federal: \$25,662

Total Charges: Federal: \$6,094,057
Non-Federal: \$154,662

Part 2- Preparing Recipients for the American Recovery and Reinvestment Act Requirements and NOAA Performance Measures

Regulations Regarding Expenditure of Funds

Section 1605 of the American Recovery and Reinvestment Act states funding recipients should purchase American iron, steel, and manufactured goods for public works-type projects. If a potential recipient plans to request a waiver for this requirement, they should discuss this with NOAA during the negotiation phase. Section 1606 of the American Recovery and Reinvestment Act states laborers and mechanics hired by subcontractors under the act will be paid prevailing wages.

Reporting

Recipients will be obligated to assist NOAA in complying with all relevant requirements

and implementing guidance issued to Federal agencies by the Office of Management and Budget.

Required Data Elements

The American Recovery and Reinvestment Act specifies several types of information that NOAA will be required to collect from grant recipients. While NOAA expects to collect most of the required information based on the awarded applications, grant recipients should be prepared to provide NOAA with the following information within 10 days of the end of each calendar quarter, beginning July 10, 2009:

- total amount of funds received;
- amount of funds expended or obligated;
- a list of activities for which funds were expended or obligated including the activity name, description, completion status, and estimate of the number of jobs created or retained;
- state and local governments are required to identify infrastructure investments including the purpose, contact person, and rationale for selecting the project; and
- detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006. Further information is available at <http://www.usaspending.gov/index.php>, under “About the Data.”

Applicants can review these requirements in the [American Recovery and Reinvestment Act Division A, Title XV—Accountability and Transparency, Sec. 1512](#).

Report Forms

Progress reports may be required using a specific format for narrative information and a fill-form for project specific details that can be found at:

<http://www.habitat.noaa.gov/recovery>. A request to update this information collection and add data elements required by the American Recovery and Reinvestment Act is in progress.

Performance Measures

Estimate of Jobs Created or Maintained by NAICS Code

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NOAA will use the information reported by grant recipients to model the indirect jobs created by the awarded project. Codes are assigned to businesses, not individual job titles, based on their primary activity. You can use the search feature at <http://www.census.gov/eos/www/naics/> to enter a keyword that describes the businesses participating in your project. A list of primary business activities containing that keyword and the corresponding NAICS codes will appear. Choose the one that most closely corresponds to the primary business activity, or use the following abbreviated list of codes commonly used for habitat restoration activities.

- [237990](#) Other Heavy and Civil Engineering Construction
- [237310](#) Highway, Street, and Bridge Construction
- [541330](#) Engineering Services
- [541620](#) Environmental Consulting Services
- [541690](#) Other Scientific and Technical Consulting Services
- [541990](#) All Other Professional, Scientific, and Technical Services
- [562910](#) Remediation Services
- [813312](#) Environment, Conservation and Wildlife Organizations
- [924120](#) Administration of Conservation Programs
- [112512](#) Shellfish farming
- [424930](#) Flower, Nursery Stock, and Florists Supplies Merchant Wholesalers
- [115310](#) Support Activities for Forestry

Example Estimate of Jobs Created or Maintained by NAICS Code:

Code	Business Activity	Labor Hours	# People Employed on Grant Activities	Grant Funds Allocated to the Business Activity
424930	Flower, Nursery Stock, and Florists Supplies Merchant Wholesalers	200	1	\$25,000
237310	Highway, Street, and Bridge Construction	600	8	\$7,000
237990	Other Heavy and Civil Engineering Construction	450	6	\$6,000,000
813312	Environment, Conservation and Wildlife Organizations	100	1	\$53,543
Other...				
Total Requested Grant Funds				\$6,094,057

Ecological Performance Measures Recommended by NOAA

- Acres restored
- Increased abundance of target species
- Impact on status of listed species or species of concern
- Changes in recreational angling use
- Changes in local property values

Additional Ecological Performance Measures for Specific Project Types

Barrier Removal Project Performance Measures

- Stream Miles Made Accessible to Diadromous Fish
- Site Passability: Identify a baseline and target prior to and after project implementation
 - Channel width in project area
 - Channel slope/gradient in project area

- Maximum jump height
- What is the upstream status (presence/absence) of the target fish species?
- Community Participation/Enhancement and Socioeconomic Benefits:
 - What is the anticipated number of volunteers and volunteer hours to be associated with the project?
 - Estimated number of volunteers:
 - Estimated number of volunteer hours:
 - Will there be a civic project (e.g. park development, recreation enhancement, etc.) associated with the barrier removal anticipated? (yes/no)
 - What is the estimated average annual operating, maintenance, and/or liability cost over the next 5 year period if the barrier were to remain in place?
 - Will barrier removal eliminate or diminish a documented safety hazard? (yes/no)

Marine Debris Removal Performance Measures

- Weight of Debris Removed (metric tons)
- Footprint of Debris Removed (acres or square feet)