



John H. Prescott Marine Mammal Rescue Assistance Grant Program

Pacific Islands Regional Marine Mammal
Response Network Meeting

July 2006





A Brief History

- Authority:
 - MMPA § 408, “The Marine Mammal Rescue Assistance Act of 2000”
- Purpose:
 - To help defray the high costs of response, recovery and rehabilitation of living and dead stranded marine mammals and improve the collection of scientific data during such activities.



A Brief History con't

Grants For:

1. Recovery or treatment of marine mammals;
2. Collection of data from living or dead stranded marine mammals for scientific research regarding marine mammal health; and
3. Facility operations directly related to 1 and 2.

Priorities (2006):

- A. Basic needs of stranding organizations
- B. Scientific research objectives
- C. Facility operations – renovate, upgrade, etc.



A Brief History con't

Eligibility:

Preference to stranding network members with established records of participation

Authorization:

NMFS: up to \$4 Mil; 6% for admin costs

USFWS: up to \$1 Mil

Appropriation:

NMFS \$4 Mil annually since 2001



A Brief History con't

Program Administration

- NMFS' Office of Protected Resources, Marine Mammal Health and Stranding Response Program (MMHSRP) serves as Program Office
 - Accept and review proposals
 - Conduct technical and merit reviews
 - Recommend grants for award
 - 2 staff: Sarah Wilkin and Michelle Ordone
- Grants awarded by NOAA's Grants Management Division (GMD)



A Brief History con't

- **2002: \$8 Million Available (FY01 + FY02)**
 - 84 Proposals Received
 - 68 Proposals Funded (~80%); **\$5,781,494 Awarded**
- **2003/2004: Combined Competition; \$8 Mil**
 - 88 Proposals Received: 53 – 2003, 35 – 2004
 - 79 proposals Funded (~90%); **\$4,465,343 in 2003;**
\$2,669,983 in 2004
- **2005: \$4 Million Available**
 - 97 Proposals Received
 - 40 Proposals Funded (40%); **\$3,586,630 Awarded**



The Present: FY2006

FY2006

- RFP June 30, 2005
- Proposals due Aug 15, 2005
- 78 proposals submitted
 - 4 submitted late (after midnight on Aug 15)
 - 6 submitted with insufficient matching funds (25%)
 - 68 passed initial screening and passed to review
- Panel Reviews Complete
- Final Budget Numbers Received
- Selection Completed
- $\frac{3}{4}$ Awarded – the Rest Expected by August 2006



The Future: FY2007

- **RFP June 13, 2006**
- **Proposals due September 27, 2006**
- **Expect to be awarded in May or June 2007 – start dates no earlier than June 1, 2006**



The Future of Prescott: FY07 and Beyond

- Increased flexibility for different regional needs
- **Building capacity for organizations: decrease reliance on Prescott funds**
- Changing needs of stranding network members
 - First grants: building capabilities (equipment)
 - Recent proposals: moving beyond Level A data



Prescott Funds: Ideas

The New England Aquarium

- Advanced field diagnostics and post-release monitoring
- Equipment:
 - Blood analyzers
 - Portable Electrocardiograph monitor
 - Satellite tags
- Staff training to learn to use equipment





Prescott Funds: Ideas

Cape Cod Stranding Network



- Mass stranding response: stabilization, transport, necropsy and prevention
- Development and presentation of Human

Interaction training to all NFMS Regional Stranding Network (with NMFS and Virginia Aquarium)



Prescott Funds: Ideas

Texas Marine Mammal Stranding Network



Necessary equipment purchases:

- Tomcar ATV: travels across sand, through 2' of water, and over rocks for recovery of animals from "inaccessible" beaches
- Aboveground soft-sided pool and food storage for cetacean rehabilitation



Prescott Funds: Ideas

University of Alaska and Texas Marine Mammal Stranding Network

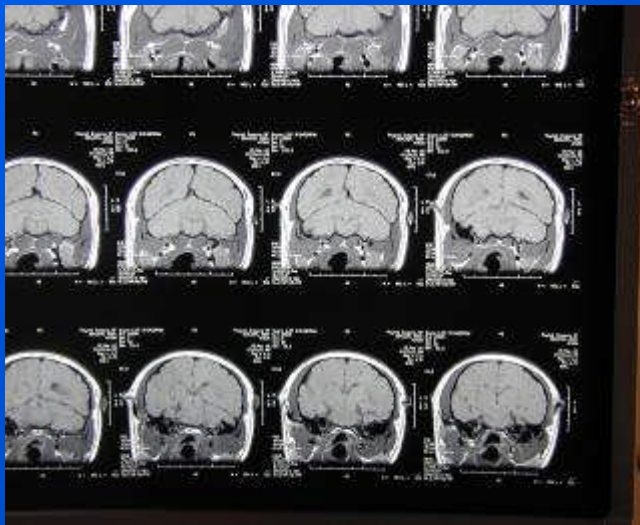
- Stress in cetaceans: adrenal glands
- 100% of stranded cetaceans had pathological changes to the adrenal gland due to catecholamine (stress response) injury
- Long term (chronically stressed) vs. short term (acutely stressed): differences in level of catecholamine production
- Differences in approaches for rehabilitation



Prescott Funds: Ideas

The Marine Mammal Center (CA)

- Identification of 8 new clinical conditions in pinnipeds
- Retrospective review of 3,720 sea lion strandings looking at trends, including the relation between cancers and the degree of inbreeding
- Extensive monitoring of potential domoic acid sea lions while in rehab, including MRI and CT scans





Prescott Funds: Ideas

Moss Landing Marine Laboratories (CA)

- Collecting samples from all strandings for research (ex., body burden of mercury)
- Working in conjunction with TMMC to evaluate the rehabilitation success of domoic acid positive animals through satellite tagging
- Although animals show no clinical signs of toxin, behavior does not return to “normal”





Prescott Funds: Ideas

Aerial/Shore surveys

- Audubon Aquarium of the Americas (Louisiana)
- Marterra, Inc. (Alabama)
- Institute for Marine Mammal Studies (Mississippi)
- South Carolina Department of Natural Resources

Outreach/Training Materials

- Sea Lion Necropsy CD-ROM: University of California
- Atlas of Mysticete Anatomy: Mt. Sinai Medical School
- Volunteer Training materials
- Informational brochures (What to do if you see a stranded animal)

Diagnostic and Analytical Services

- Microbiology: Purdue University
- Pathology: University of California

etc....



Advice to Applicants

- **#1 comment: read and follow instructions!**

4. Project summary (1-page limit): In 6 sentences or less, briefly summarize: project goals and objectives as they relate to the Prescott Grant Program Categories (i.e., Category A, Category B, or Category C), Program goals and/or Regional funding priorities; proposed activities; geographic area where activities would occur; and expected outcomes and benefits from the activities (e.g., increased number of responses to live stranded cetaceans, greater and higher quality data collected from pinniped strandings, renovation and upgrade of a marine mammal rehabilitation facility, etc.) of the project. This summary may be posted on our website if the project is funded.

5. Project description (10-page limit): The narrative description of the proposed project must not exceed 10 pages (not including curriculum vitae and supplemental documentation) and must be typed in 10-point font, double-spaced, with 1 inch margins. Each project or component

- **10 point font, double-spaced, 1 inch margins**
- **Page limits: 1 page summary, 10 page description, etc.**
- **Points may be subtracted in Technical Review!**



Advice to Applicants

- Assume the reviewers aren't familiar with your program or area
- **Provide a description of your organization and facility – 3 page Organizational Overview**
 - Response area (map)
 - Relationship with Neighboring Groups (panel is seeing multiple applications)
 - Stranding Statistics (# animals/year)
 - Organizational overview
 - Size (number of staff, number of volunteers)
 - Roles (President, Executive Director, Board, Head Veterinarian, etc.)
 - Facility (Size, Capacity, Resources)
 - Resources (Vehicles, Equipment, etc.)



Advice to Applicants

- Demonstrate why you need Prescott funds (vs. everybody else)
- **Financial overview of facility; some ideas:**
 - Operating budget
 - Donations
 - Need for funding a specific project
- “Need for Federal Assistance” section
- **Include summaries of activities conducted under previous Prescott grants or in your previous work with the stranding network**



Advice to Applicants

- **Documentation**
 - *i.e.*, letters of support from collaborating organizations
(not generic template letters or ones that are 3+ years old)
 - Matching funds: provide documentation that proposed match is legitimate (GMD will do this review, but it should be in your proposal)
 - Use past performance to demonstrate ability to complete activities as proposed



Advice to Applicants

- Choose your Category and Priority(ies) carefully
- You must pick 1 (one) Category
 - Proposals are reviewed in groups by Category and will be scored according to the standards of that category
- No “Bonus Points” for meeting multiple priorities
 - Better to pick a few and have a targeted proposal that completely meets those priorities



www.Grants.gov

The screenshot shows the Grants.gov website. At the top left is the NOAA logo. The main header features the Grants.gov logo and navigation links for 'Contact Us', 'SiteMap', and 'Help'. A central banner contains five circular images: a family, a red truck, a woman, a bowl of apples, and an elderly couple. Below the banner is the slogan 'Find. Apply. Succeed.' and a paragraph describing the site's purpose: 'Grants.gov allows organizations to electronically find and apply for more than \$400 billion in Federal grants. Grants.gov is THE single access point for over 1,000 grant programs offered by all Federal grant making agencies. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community.' Below this are four links: 'Read our Spring 2006 "Succeed" Newsletter', 'Read about Grants.gov in the news', 'Check out our Webcast: "Get Started with Grants.gov"', and 'View Grant Opportunities for the last 7 days'. On the left is a navigation menu with categories: APPLICANTS (with sub-links: About Federal Grants, Get Registered, Find Grant Opportunities, Apply for Grants, Track My Application, Applicant Help), ABOUT GRANTS.GOV, FOR AGENCIES, RESOURCES, HELP, CONTACT US, and SITE MAP. On the right is a newsletter sign-up box with a 'submit >>' button and a 'Quick Links' section with links for Grant Search, Grant Email Alerts, Get Registered, Applicant Login, E-Biz POC Login, and Agency Login. At the bottom are logos for Grants Streamlining Initiative, E-GOV, FIRSTGOV.gov (The U.S. Government's Official Web Portal), and Benefits.gov.

- Grants.gov is the electronic clearinghouse for federal grant programs, including Prescott
- Use Grants.gov to find and apply for funding



Grants.gov

Search feature lets you search by the name, funding opportunity number, or CFDA number (11.439)



The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for "For Applicants", "About Grants.gov", "Resources", and "For Agencies". Below this, there are links for "Contact Us", "SiteMap", "Help", and "Home". The main header features the Grants.gov logo and the text "GRANTS.GOV™".

On the left side, there is a vertical navigation menu with the following sections:

- APPLICANTS
 - About Federal Grants
 - Get Registered
 - Find Grant Opportunities
 - Search Opportunities
 - Basic Search
 - Browse by Category
 - Browse by Agency
 - Advanced Search
 - Email Subscription
 - Apply for Grants
 - Track My Application
 - Applicant Help
- ABOUT GRANTS.GOV
- FOR AGENCIES
- RESOURCES
- HELP
- CONTACT US
- SITE MAP

The main content area is titled "Search Grant Opportunities" and includes a breadcrumb trail: "Home > Find Grant Opportunities > Search Grant Opportunities". Below the title, there are four search options: "Basic Search" (selected), "Browse by Category", "Browse by Agency", and "Advanced Search". A link for "Search Tips" is also present.

The instructions state: "To perform a **basic search** for a grant, complete the "Keyword Search"; the "Search by Funding Opportunity Number"; **OR** the "Search by CFDA Number" field; and then click the "Search" button below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

The search form contains the following fields and buttons:

- Keyword Search:** A text input field containing "Prescott".
- Search by Funding Opportunity Number:** An empty text input field.
- Search by CFDA Number:** A text input field containing "11.439".
- Buttons: "Search" and "Clear Form".



Grants.gov

- Results display close date, title, agency, and funding number

[Home](#) > [Find Grant Opportunities](#) > [Search Grant Opportunities](#) > Search Results

Search Results

[New Search](#)

Sort: Relevance, Descending

[Sort by Open Date](#)

[Sort by Relevance](#)

Results 1-4 of 4

Close Date	Opportunity Title	Agency	Funding Number
06/27/2006	Prescott - Hawaii	National Oceanic and Atmospheric Administration	NMFS-PRPO-2006-2000763
	John H. Prescott Marine Mammal Rescue Assistance Grant Program (Prescott or Prescott Grant Program)	National Oceanic and Atmospheric Administration	11439Prescott063004
09/27/2006	John H. Prescott Marine Mammal Rescue Assistance Grant Program	National Oceanic and Atmospheric Administration	NMFS-PRPO-2007-2000748
	Prescott - FY 2006	National Oceanic and Atmospheric Administration	NMFS-PRPO-2006-2000005

Results Page: 1

[New Search](#)



Grants.gov

[Home](#) > [Find Grant Opportunities](#) > [Search Grant Opportunities](#) > [Search Results](#) > [Synopsis](#)

John H. Prescott Marine Mammal Rescue Assistance Grant Program



Synopsis

Full Announcement

How to Apply

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **06/12/2006**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

- Synopsis – basic information about competition (scroll down): dates, eligibility, description
- Change notification e-mails: will e-mail you if changes are posted



Grants.gov

- FR Notice: Basic information
- Full Funding Opportunity: Details - proposal elements, priorities, eligibility, application instructions, etc.

[Home](#) > [Find Grant Opportunities](#) > [Search Grant Opportunities](#) > [Search Results](#) > Full Announcement

John H. Prescott Marine Mammal Rescue Assistance Grant Program



[Synopsis](#)

Full Announcement

[How to Apply](#)

Click on the following file to download the full announcement.

Announcement Group	Description	File Type
Full Announcement	Federal Register Notice	PDF
Full Announcement	Full Funding Opportunity	PDF
Full Announcement	Zip of All Attachments	ZIP



Grants.gov

[Home](#) » [Applicants](#) » [Search Opportunities](#) »

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

Before you can view and complete an application package, you must have the PureEdge viewer installed. [Click Here](#) to download the PureEdge Viewer if you do not have it installed already.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
11.439	NMFS-PRPO-2007-2000748	2046918	John H. Prescott Marine Mammal Rescue Assistance Grant Program	National Oceanic and Atmospheric Administration	download

How to Apply: links to download grant applications



Grants.gov



[For Applicants](#) [About Grants.gov](#) [Resources](#) [For Agencies](#)

[Contact Us](#) [SiteMap](#) [Help](#) [Home](#)

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 11.439: Marine Mammal Data Program

Opportunity Number: NMFS-PRPO-2007-2000748: John H. Prescott Marine Mammal Rescue Assistance Grant Program

Competition ID: 2046918

Competition Title: John H. Prescott Marine Mammal Rescue Assistance Grant Program

Agency: National Oceanic and Atmospheric Administration

Opening Date: 06/12/2006

Closing Date: 09/27/2006

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#) = **FFO**
2. [Download Application Package](#) = **Forms and Attachment forms**



Application In Grants.gov

First: download the Pure Edge Viewer (free, similar to Adobe Reader)

Second: download the application package

Submit

Save

Print

Cancel

Check Package for Errors



GRANTS.GOV

Grant Application Package

Opportunity Title: John H. Prescott Marine Mammal Rescue Assistance Grant
Offering Agency: National Oceanic and Atmospheric Administration
CFDA Number: 11.439
CFDA Description: Marine Mammal Data Program
Opportunity Number: NMFS-PRPO-2007-2000748
Competition ID: 2046918
Opportunity Open Date: 06/12/2006
Opportunity Close Date: 09/27/2006
Agency Contact: Ms. Michelle Ordone, 1315 EAST WEST HIGHWAY
email: michelle.ordono@noaa.gov
Ms. Sarah Wilkin, 1315 East West Highway

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

[Redacted]

Mandatory Documents

Application for Federal Assistance (SF-424)
Project Narrative Attachment Form
Budget Narrative Attachment Form
CD511 Form
Assurances for Non-Construction Programs (SF-424B)
Budget Information for Non-Construction Programs (SF-424A)

Move Form to Submission List



Move Form to Documents List



Mandatory Completed Documents for Submission

[Empty box for Mandatory Completed Documents for Submission]



Applying with Grants.gov: SF424 - slightly different than last year

Close Form

Next

Print Page

About

OMB Number: 4040-0004
Expiration Date: 07/31/2006

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:



Applying with Grants.gov: Attaching Documents

Submit Save Print Cancel Check Package for Errors

CFDA Description:

Opportunity Number:

Competition ID:

Opportunity Open Date:

Opportunity Close Date:

Agency Contact:
email:

If the federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

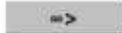
* Application Filing Name:

Mandatory Documents

- Application for Federal Assistance (SF-424)
- Project Narrative Attachment Form
- Budget Narrative Attachment Form
- CBOT Form
- Assurances for Non-Construction Programs (SF-424B)
- Budget Information for Non-Construction Programs (SF-424A)

Open Form

Move Form to Submission List



Move Form to Documents List



Mandatory Completed Documents for Submission

Open Form

Optional Documents

- Disclosure of Lobbying Activities (SF-LLL) Attachments

Open Form

Move Form to Submission List



Move Form to Documents List



Optional Completed Documents for Submission

Open Form



Applying with Grants.gov: Attaching Documents

Project Narrative File(s)

* **Mandatory Project Narrative File Filename:**

To add more Project Narrative File attachments, please use the attachment buttons below.

Mandatory: must attach at least 1 File for Project and Budget Narratives

Can add optional files under each (i.e. 1 budget Excel spreadsheet, 1 budget Word explanation)

Can also add additional files under “Attach Optional File”



Submitting in Grants.Gov

Submit **Save** **Print** **Cancel** **Check Package for Errors**

CFDA Description: Marine Mammal Data Program

Opportunity Number: NMFS-PRPO-2007-2000741

Competition ID: 2046918

Opportunity Open Date: 06/12/2006

Opportunity Close Date: 09/27/2006

Agency Contact: Ms. Michelle Ordone, 1315 EAST WEST HIGHWAY
email: michelle.ordono@noaa.gov
Ms. Sarah Wilkin, 1315 East West Highway

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Redacted]

Mandatory Documents

- CD511 Form
- Assurances for Non-Construction Programs (SF-424B)
- Budget Information for Non-Construction Programs (SF-424A)

Move Form to Submission List →

Move Form to Documents List ←

Mandatory Completed Documents for Submission

- Application for Federal Assistance (SF-424)
- Project Narrative Attachment Form
- Budget Narrative Attachment Form

Open Form

Optional Documents

Attachments

Move Form to Submission List →

Move Form to Documents List ←

Optional Completed Documents for Submission

- Disclosure of Lobbying Activities (SF-LLL)

Open Form

Warning: If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.



NOAA Grants Online



[ABOUT GRANTS ONLINE](#) | [OPPORTUNITIES](#) | [PROGRAMS](#) | [SEARCH](#) | [SITE MAP](#) | [HELP](#)



Welcome to Grants Online

- ▶ [NOAA Home](#)
- ▶ [DOC Home](#)
- ▶ [Grants.gov](#)
- ▶ [Grants Management Division](#)

General Public

Use our Public Search feature to see information pertaining to awarded NOAA grants.

Grant Applicants

To Find and Apply for a NOAA grant, go to the [Grants.gov](#) website.

Current Grant Recipient

- View information about your current NOAA grants
- Submit post-award action requests, progress reports, and financial reports
- Correspond with your NOAA Program Officer and Grant Specialist

Reviewers

- Access current applications assigned to you
- Submit your review comments and scores

NOAA Staff

- Generate funding notices
- Review grant applications
- Select applications for award
- Process selected applications
- Award and manage grants
- Correspond with Grant Recipients

NOAA Grants Online is the premier Federal solution for full life-cycle grants management processing.

Username	<input type="text"/>
Password	<input type="password"/>
Password Lookup	<input type="button" value="Enter"/>



Publication of the National Oceanic & Atmospheric Administration (NOAA), U.S. Department of Commerce.
Last Updated: 2005/03/03 03:56 v1.5
<http://www.noaa.gov>

[Accessibility](#) | [Privacy Policy](#)

Newer System: Came online 1/10/05

<https://grantsonline.rdc.noaa.gov/>



Grants Online

Manage Awards

- [Search Award](#) -

Search for Awards by Award Number or Applicant Name.

- [Search Financial and Project Progress Reports.](#) -

Search for Reports by Award Number and Project Start Date

NOAA Internal Users (Program Officers and Grants Management Division Users)-

Please use the Search Award link to search for Awards and then take Award actions such as Award Action Requests, Enforcement Fundings. The possible actions that you can take on the award will show up as links on the right hand side of your search results of those links will lead you to screens for creating the action. Program Officers - DO NOT use the Amendment link; it is for Grants

Grantees-

Please use the above link to search for your Awards and then take Award actions such as Award Action Requests. Additionally, F Administrators will have the option to manage their awards. The possible actions that you can take on the award will show up as links on the right hand side of your search results, and follow links will lead you to screens for creating the action.

Manage Existing Awards and Applications:

View status

Request extensions, modifications



Grants Online

- Current capabilities for electronic recipients:
 - **Submit progress and financial reports online**
 - **Check the status of your awards**
- Future capabilities:
 - **E-mail reminders when reports are due**
- Evolving system
- Applicants/Recipients are being rolled on to the system in a staggered manner; all recipients should be on by the end of 2006; new applicants will automatically be added



Grants Online: User Roles

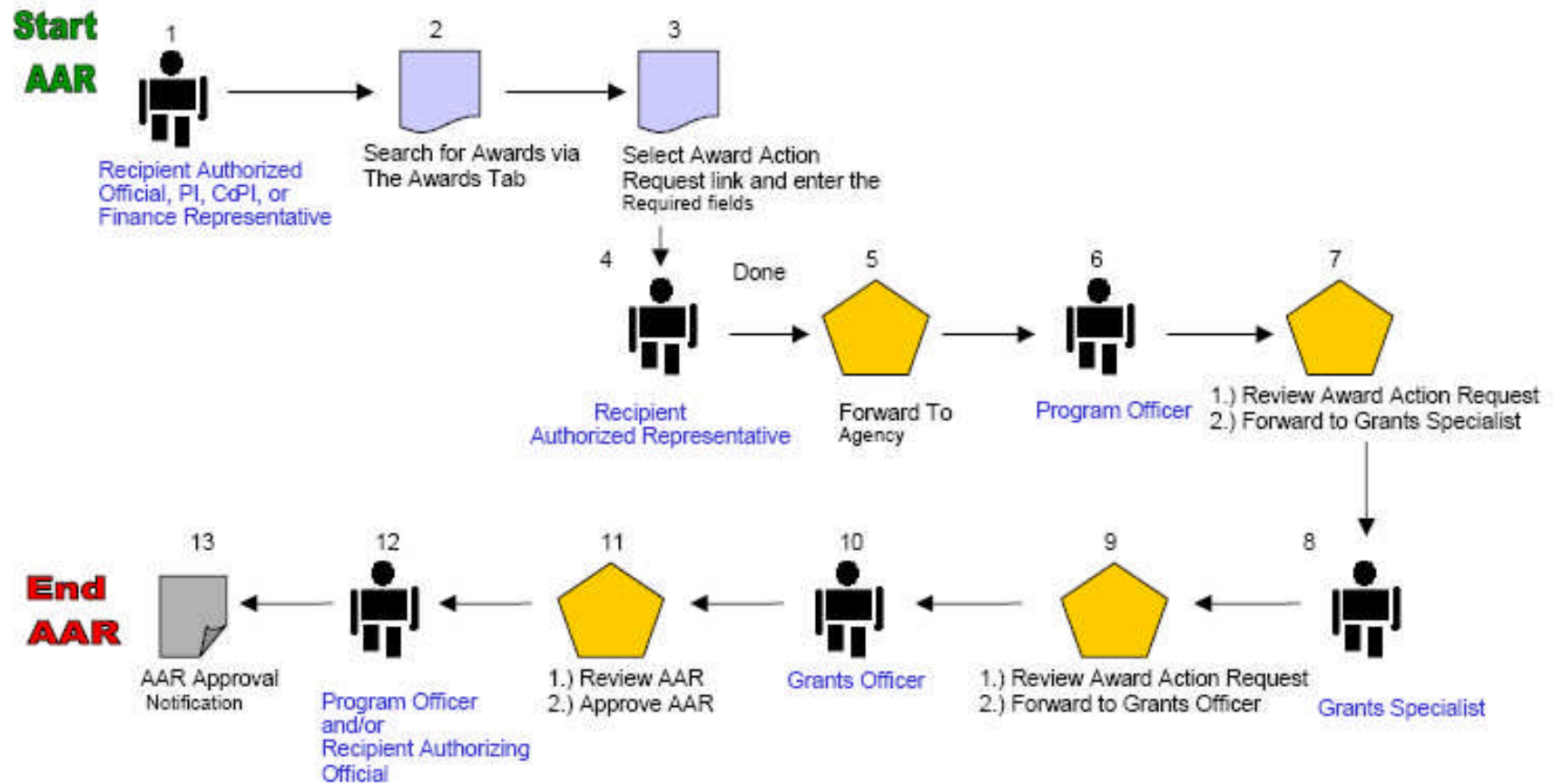
- **Recipient Administrator**
 - Administrator for the purposes of Grants Online: sets up accounts for the people within their organization on the system; provides appropriate permissions and access
- **Recipient Authorized Official**
 - Authorized Representative: have signature authority for official grants documents (SF-424); can have multiple per organization, but each award will have one primary
 - Actions initiated by another user (ex/ PI) will be forwarded to the RAO for approval before being sent to GMD
- **Recipient Business/Financial Rep**
 - Fills out financial forms/reports



Grants Online: User Roles

- Recipient Administrator
- Recipient Authorized Official
- Recipient Business/Financial Rep
- **Recipient Investigator**
 - PI/Co-PI
 - Can initiate award action requests (no-cost extension, reprogramming, etc.) but they will be forwarded to the Authorized Official for approval
 - Can have multiple per award, but will have one “lead”
- **Recipient User**
 - Additional key personnel
 - Can view award information but not make changes or initiate tasks

Workflow Overview – Award Action Requests





Progress & Financial Reports

APPLICATION FOR FEDERAL ASSISTANCE OMB Approval No. 0948-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED March 3, 2005	Applicant Identifier
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	

5. APPLICANT INFORMATION

Legal Name: _____ Organizational Unit: _____
 Address (give city, county, State, and zip code): _____
 Name and telephone number of person to be contacted on matters involving this application (give area code): _____

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
 [] [] - [] [] [] [] [] [] [] [] [] [] [] []

7. TYPE OF APPLICANT (enter appropriate letter in box)
 A. State H. Independent School Dist.
 B. County I. State Controlled Institution of Higher Learning
 C. Municipal J. Private University
 D. Township K. Indian Tribe
 E. Interstate L. Individual
 F. Intermunicipal M. Profit Organization
 G. Special District N. Other (Specify) _____

8. TYPE OF APPLICATION:
 New Continuation Revision
 If Revision, enter appropriate letter(s) in box(es) [] []
 A. Increase Award B. Decrease Award C. Increase Duration
 D. Decrease Duration Other (specify): _____

9. NAME OF FEDERAL AGENCY: _____

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
 [] [] - [] [] [] []

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
 TITLE: _____

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): _____

13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICT OF:	
Start Date	Ending Date	Applicant	Project

a. Federal	\$	0
b. Applicant	\$	0
c. State	\$	0
d. Local	\$	0
e. Other	\$	0
f. Program Income	\$	0
g. TOTAL	\$	0

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
 a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
 DATE _____
 b. No. PROGRAM IS NOT COVERED BY E. O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
 Yes If "Yes," attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Type Name of Authorized Representative b. Title c. Telephone Number
 d. Signature of Authorized Representative e. Date Signed

Previous Edition Usable Standard Form 424 (Rev. 7-97)
 Authorized for Local Reproduction Prescribed by OMB Circular A-102

Reports Due Every 6 Months

First report due 6 months after start date on SF424; 2nd report due 12 months

Doesn't matter when money was received

(this is why progress reports can be overdue when you haven't yet received funds)



Progress & Financial Reports

Progress reports to Program Office (MMHSRP)

- Text description of what was accomplished
- Budget information of what was spent
- Comparison to timelines/objectives from proposal; if you're off schedule tell why and what you'll do to fix it in the next 6 months
- Cover the 6 months of the progress report only (not cumulative)

Financial reports submitted to Grants Management Division: Forms available on NOAA's grants website



Progress & Financial Reports

Responsibility:

On-time submittal (including knowledge of due dates) is the responsibility of the **recipient**

Consequences:

Delinquent reports mean that **no changes** may be made to any federal grants held by your *organization, including* awarding new funds (FY05 grants) or modifications to other awards (no cost extensions, reprogramming, etc.)



More Information

- Grants Online Website: Training and Walk-throughs
 - User Roles of Grantees
 - Progress and Financial Reports in general and in Grants Online
 - Grants Online “Process Maps”
- Sarah Wilkin: sarah.wilkin@noaa.gov,
301.713.2322 x104
- Michelle Ordono: michelle.ordono@noaa.gov,
301.713.2322 x177