

# Coastal Impact Assistance Program

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## **Grant Application Review Process**

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## Grant Application Review Process

### Concurrent Program and Business Reviews

#### Project Officer Review – programmatic requirements

- Technical analysis
- Budget appropriateness
- Compliance with Federal, State, and local laws

#### Grant Officer Review – administrative requirements

- Budget analysis - SF 424 Forms & Budget Narrative
- Reasonable, Allowable, Allocable, & Necessary
- Compliance with Statutes, Regulations, and Policies

If application is not complete and adequate, work with recipient to revise application

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## Timing of Reviews

Every effort is made to complete the necessary reviews and award the grants in a timely manner

Factors that can affect the timely review of a grant:

- Complexity of the project,
- Completeness/adequacy of the application, and
- Volume of grant applications submitted.

Applications are reviewed in the order they are received:

- Project Priority List – send to:
  - Regional CIAP Representative and
  - Grants Team Lead

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## Grant Application Reviews – Program Office

### Tracking Sheet

- **Status:**
  - New (new application received)
  - On Hold (application placed on hold as per recipient)
  - Review-\$ (application under fiscal review)
  - Review-PO (application under PO review)
  - Waiting (waiting for application revisions from recipient)
  - Review-Q (application/revisions in queue for PO review)
  - Adequate (application deemed adequate by PO)
  - Adequate-DA (draft award under PO review)
  - DA (draft award sent to recipient for signature)
  - Awarded (grant awarded)
  - Closed (grant closed)

### Assignments

- Fiscal Review
- Project Officer (PO)

### E-mail to Applicant of Assignment

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## **Grant Application Reviews – Program Office**

### **Review by Program Office**

- **Grant Application Review Form**

**Comments shared with Grants Officer for review**

### **Comments emailed to Applicant**

- **Telecons to review comments – at request of 1<sup>st</sup> time applicants**

### **Review Revisions**

**Review/Comments Process – continues until the application is Deemed Adequate**

**Review of Draft Award Document**

**FBMS Approval (Purchase Request)**

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## Grant Application Revisions

**E-mail all form(s) and/or attachment(s) that are affected and indicate the changes/new information:**

- **Use track-changes – it helps us to review the new information faster**
- **“Reply to All” on e-mail – ensures all parties receive the same information**
- **Do not resubmit using grants.gov unless requested**

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## Grant Application Revisions – IT Requirements

### Non-Sensitive, Non-Proprietary, and/or Non-PII Information

- If small (<3MB) – via MMS e-mail account
- If large (>3MB):
  - gmail account (cps1gomr@gmail.com)
  - WinZip v.8 (via MMS or gmail account)
  - CD/DVD (mail)

### Sensitive, Proprietary, and/or PII Information

- WinZip v.8 with password :
  - If small (<3MB) – via MMS e-mail account
  - If large (>3MB):
    - gmail account (cps1gomr@gmail.com)
    - CD/DVD (mail)

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## Workshop Questions

**Q: Is the 5 page limit in the project description defined as single or double-spaced?**

**A: The spacing is not important. The 5 pages is really a guide; if you need more pages to explain the project, we will not send it back. We would prefer not to have to read 10-20 pages though when it could be answered in 5 pages.**



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## Workshop Questions

**Q: Should the environmental permits be attached to the project narrative as other optional documents?**

**A: You can either send them as option documents through grants.gov or send through mail on CD.**

**Q: If document attachments are submitted electronically on grants.gov, are we still obliged to send digital copies via a CD to the Program Officer?**

**A: No.**

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## Workshop Questions

**Q: Would you prefer the maps and drawings to be inserted into the Project Narrative word file or as separate attachments to be submitted as an optional documents?**

**A: You can either send them as option documents through grants.gov or send through mail on CD.**

**Q: Is necessary to submit a schedule and project management plan for grants requesting pre-award costs only (both construction and non-construction)?**

**A: No, if it's already completed, but we still need a detailed breakdown of costs.**

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## Workshop Questions

**Q: The Program Announcement states ‘...Once a grant has been awarded, any changes to [submitted] documents will require an amendment to a grant.’ When implemented, construction projects often contain many changes. What specifically constitutes a change to the drawings?**

**A: If the changes are within the approved scope, send MMS the final plan, drawings, specs, etc. If during the course of the project, the project (plans) must change such that it is no longer within the scope of the approved grant, then you must notify MMS immediately for instructions.**

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## Workshop Questions

**Q: Could a project be described as phased in the Plan and submitted as a single grant?**

**A: Yes; give an explanation for the change in the application.**

**Q: Or vice versa, could we submit a grant application for preliminary engineering costs only, when the project was not described as phased in the approved Plan?**

**A: Yes; give an explanation for the change in the application.**