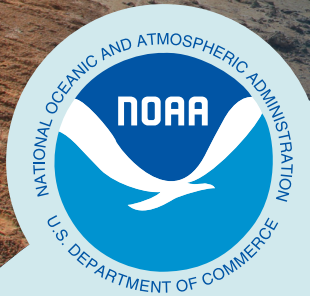




# Award Information for NOAA Grantees



## NOAA FISHERIES

Office of  
Habitat  
Conservation

Congratulations on receiving a NOAA award and becoming a partner with the Community-based Restoration Program. We look forward to working together with you to make our grass-roots habitat restoration project a success. This grantee welcome kit provides you with basic information about managing your award.



### NOAA Staff

Restoration Center staff members at NOAA's headquarters in Silver Spring, MD, as well as at regional offices across the country, are available to help you throughout the duration of your award. The Federal Program Officer for your award helps to process your grant, manages National Environmental Policy Act (NEPA) documents, reviews progress reports, and serves as an information source on grants procedures. Technical Monitors provide technical expertise, local oversight, and assistance to support restoration, but also review proposals and progress reports and conduct NEPA analysis. Our outreach staff is available to help with planning events, drafting press releases, developing joint events, and other outreach needs. NOAA Grants Management Division staff review and process the final approval of your grant award, review financial reports, and process changes to the award.

The type of financial assistance you are receiving is a cooperative agreement. This means that NOAA intends to have substantial involvement in the activities under the award. NOAA staff provides assistance in understanding both your fiscal and environmental compliance responsibilities. This document provides guidance about managing your award and where you may find more information. You should always feel free to contact the NOAA headquarters or regional staff for additional help. Your award document specifies the Federal Program Officer and primary Technical Monitor.

### Award Terms and Conditions

Before you accept your award, please review the Department of Commerce Financial Assistance Standard Terms and Conditions, the Bureau Specific (NOAA) Administrative Standard Award Conditions, the Award Specific Special Award Conditions, the



appropriate sections of the Code of Federal Regulations (CFR), and other requirements and cost principles that apply to this grant. Sub-recipients or vendors under the award must follow the cost principles appropriate for their type of organization. All this information can be viewed in your award package in Grants Online, or in the Financial and Administrative Guidance section of the [Applicant and Grantee Resources Page](#).

## NOAA Grants Online

NOAA [Grants Online](#) is a web-based system used to manage your grant once it has been awarded. You will not receive any paper documents from NOAA regarding your grant. Please note, the NOAA Grants Online system is separate from [Grants.gov](#), the website that allows you to search and apply for federal grants. Grantees must use Grants Online to accept their award, submit progress reports, and enter award action requests, such as no-cost extensions or changes in the project scope, and assign user roles for members of their organization. Our staff uses Grants Online to review your progress reports and track award action requests. NOAA's Grants Management Division also uses Grants Online to process award action requests and track the financial aspects of the award.

The [Grants Online Training website](#) has resources to help you learn how to navigate through and complete tasks using Grant Online. The [Quick Reference Guide](#), at the top of the training website, provides much of the information that you need to get started in Grants Online, including contact information for the Grants Online Help Desk. There are also more detailed instruction manuals available on the training website.

When the NOAA Grants Management Division officially extends an offer of financial assistance, you will receive an email with instructions on signing and executing the agreement. To access Grants Online and accept your award, your organization's authorized representative will need a user name and password that can be obtained by calling the Grants Online Help Desk. There are several user roles in the Grants Online system; a single user can have multiple roles, and multiple users can share the same role. The authorized representative will either assign roles, usernames and passwords to all users in the organization, or pick another person to perform that administrative role.

## Automated Standard Application for Payments

The Department of Treasury ASAP system is the most common means by which recipients draw down award funds. You must enroll in ASAP, as this is the most efficient system to use if you are planning to make multiple withdrawals. While not recommended, you may also use Grants Online to submit individual reimbursement requests (SF-270), which will be fulfilled with a check.

The ASAP payment system allows you to have funding directly transferred from an established ASAP account to their organization's bank account. You should withdraw funds from ASAP as needed for payment on project related expenses; funds may be drawn down before a payment is to be made, but advances not disbursed in a timely manner should be returned to the ASAP account. Information about this system can be accessed at the [Department of Treasury website](#) and the [ASAP website](#). To register for ASAP, follow the instructions found at the [DOC ASAP Enrollment Guidance page](#) and have the following information ready:

- 1. EIN#
- 2. DUNS#
- 3. Name of Organization
- 4. Type of Organization (i.e. Non-profit, For Profit, State etc.)
- 5. Address
- 6. Point of Contact
- 7. Title



- 8. Point of Contact's Email Address
- 9. Phone Number

Once your information has been entered into the ASAP system, the Point of Contact that you designate will receive a user name and password (by mail), along with instructions on how to complete the enrollment process. Please start the enrollment process as soon as possible, as there are multiple steps that can take some time to complete. If you need help with enrollment, please contact the ASAP Help Desk at 855-868-0151.

If you need ASAP help with regards to your NOAA grant once it has been awarded, please contact Heather Cooper 301-628-1320 and at [heather.cooper@noaa.gov](mailto:heather.cooper@noaa.gov).

**Award funds can only be used for activities which occur during the award period. If you need a no-cost extension for the award, you can request this through Grants Online. Extension requests must be submitted 30-60 days before the expiration of the award.** After your award expires, you have 90 days to access your ASAP account and draw down any remaining funds needed to pay for activities completed during the award period.

#### **Award Action Requests (changing aspects of your grant)**

Requests to change aspects of your grant (how funding is allocated, no-cost extensions to the award expiration date, etc.) should be submitted via the Grants Online system. We suggest that you discuss the changes with your Federal Program Officer first, so that he or she can help guide you through the request process. Directions on how to submit Award Action Requests are available on the Grants Online Quick Reference Guide for Grantees. Additional guidance on what information should be included in a No-Cost Extension Request is also available.

## **Environmental Compliance and Safety Issues**

Before funds are released to awarded restoration projects, NOAA staff must conduct National Environmental Policy Act (NEPA) analysis. NEPA requires that federal agencies consider the environmental impacts and reasonable alternatives for proposed actions of any projects which are financed, assisted, conducted, regulated, or approved by the agency. To help streamline the NEPA process, we have already assessed the usual impacts of most common project types. These are described in two documents available in the Environmental Compliance section of the Applicant and Grantee Resources page. If a project falls outside the scope of our existing NEPA documents, we may need to prepare an individual assessment, which takes additional time and may delay receipt of your project funds.

Our regional and headquarters staff will need to collect information from the project proponents to conduct this analysis, and we may ask our grantees to help us. We may need you and/or your subgrantee to provide information on: the scale of the project; the impact of proposed actions (both beneficial and adverse); impacts to public health or safety; any controversies or risks associated with the project; potential loss to scientific, cultural, or historic resources; compliance with federal, state, and local laws; acquisition of state and local permits; potential spread of nonnative species; impacts to threatened or endangered species; and other individual or cumulative impacts. You and your contractor/subcontractor need to ensure that you adhere to applicable federal, state, and local laws. You must ensure that implementation of the project will meet all federal laws and regulations by obtaining any required federal consultations and permits prior to expending federal funds or awarding match for those activities requiring permits and consultations. This includes, but is not restricted to, consultations required under the Endangered Species Act, Magnuson-Stevens Fishery Conservation and



Management Act (Essential Fish Habitat), National Historic Preservation Act, and Coastal Zone Management Act. Grantees must also obtain state and local permits if necessary.

**As a grantee, you should be aware of all conditions and restrictions required by your permits and consultations, and should immediately stop activities and contact your NOAA Technical Monitor if events occur that threaten to violate the conditions or restrictions required by their permits and consultations.**

You must maintain project files for all restoration activities taking place under this award. These files must contain, at a minimum, project work plans and copies of all federal and state permits/consultations associated with project implementation. The permits should be available to provide to NOAA upon request.

Safety is a critical consideration for restoration project implementation. You and your sub-awardees must have a written safety plan for management of employees, contractors, and volunteers working on the project(s) as applicable. You should ensure that a safety briefing is conducted for all project participants immediately prior to their involvement in hands-on restoration activities under this award, and require that any volunteers sign a liability release waiver. The safety plan should consider safety in and around project sites during and after project construction, and take into account potential safety concerns with regard to the current and future use of the sites.

### Reporting and Monitoring

Progress reports detailing the funding being spent and the work being done through the award are due every six months, according to the schedule described in the award's Special Award Conditions. Grantees have 30 days after the end of the reporting period to submit (through Grants Online) both a financial report and a progress report. A sample progress report form can be found on

the [Applicant and Grantee Resources webpage](#).

Progress on project goals and metrics is a critical aspect of reporting. Your Federal Program Officer will work with you to determine the appropriate parameters to be used as performance measures for the project. Generally the report should detail the progress of the project; include information about the acres of habitat restored or stream miles opened to fish passage; and state the number of volunteers involved with the project and the number of work hours that the volunteers contributed.

There may also be separate requirements for project monitoring that require more in-depth or extensive reporting through separate monitoring forms or reports. Your Federal Program Officer or Technical Monitor will work with you to determine the frequency and intensity of monitoring requirements for your award. Additional guidance documents on monitoring for NOAA Restoration Center grants can be found in the Applicant and Grantee Resources webpage.

Again, congratulations on receiving a NOAA award! We look forward to working with you.

