2018-2021 SEA GRANT COMPANION OMNIBUS GUIDANCE DOCUMENT

NOAA-OAR-SG-2018-2005337

<u>**Summary**</u>

I. <u>**Program Description**</u>

No additional guidance.

II. <u>**Award Information**</u>

A. Funding Availability

Directors will receive funding guidance from the Director of the National Sea Grant College Program. If you have specific questions related to your funding, please ask your Federal Program Officer. For example, some Sea Grant Programs receive additional funds either through Sea Grant or other parts of NOAA and/or the Federal government. These funds should not be included in your Omnibus Application unless your Federal Program Officer directs you to include them.

B. Project/Award Period

No additional guidance.

C. Type of Funding Instrument

No additional guidance.

III. Eligibility Information

A. Eligible Applicants

No additional guidance.

B. Cost Sharing or Matching Requirement

A 50 percent match of the federal funds (i.e., one dollar of match for every two dollars of federal money received) is required on all Sea Grant proposals unless otherwise specified. In addition, the cumulative match for each of the grant must be at least 50% of the cumulative federal request for that year. For example, year 1 match must be at least 50% of year 1 federal dollars, year 2 match must be at least 50% of year 2 federal dollars, and so on.

Match may be in the form of selected "in-kind" services, unrecovered indirect (see below), or additional funds from a specified institution, agency, industry, or non-federal program. No funds from federal entities can be used as match. According to the most recent OMB Super circular, "in-kind" contributions means the value of non-cash contributions (i.e., property and services) that benefit a federal assisted project and are contributed by non-federal third parties without charge to a non-federal entity under a federal award.

C. Other Criteria that Affect Eligibility

No additional guidance.

IV. Application and Submission Information

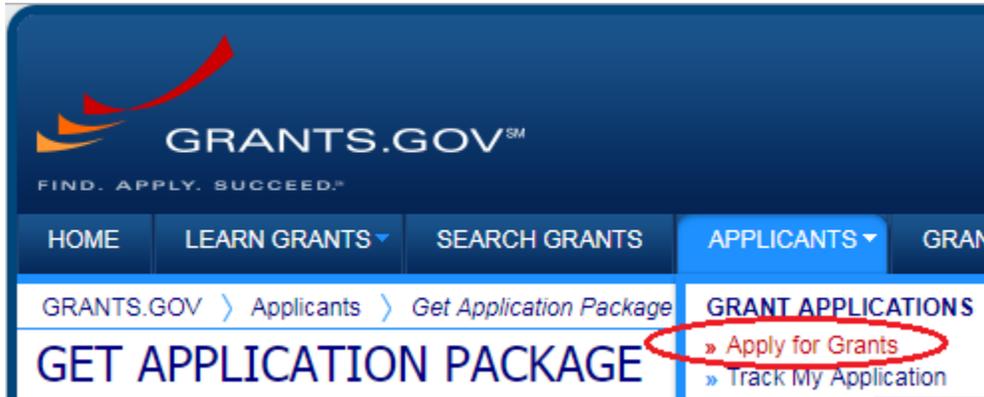### A. Address to Request Application Package

The Omnibus Application package is available from http://www.grants.gov.

This is not a competitive opportunity, so it doesn't show up in grants.gov when you select

SEARCH GRANTS. Instead, to find the announcement, select Applicants -> Apply for Grants.

Then click on **Get Application Package »**.

Fill out the query with the omnibus opportunity number, NOAA-OAR-SG-2018-2005337, and hit "Search".

B. Content of the Application

1. Project Narrative

Project Narratives should be able to stand on their own if an outside person were to ask what Sea Grant does, hopes to accomplish, and how they are managed and staffed. The projects should be primarily forward-looking documents and should concentrate on Sea Grant Program plans and outcomes for the next four years.

- Management /Administration Projects - The management and program administration project should contain the project summary, budget, and new or revised material not covered in the program's strategic/implementation plans such as the program organization chart, oversight and reporting arrangements, management team information, advisory and oversight structure, management objectives and the short resume/CV for the Director (PI). If the program has completed an overall data management plan for the entire omnibus, it should be included here.

- Program Development - No additional guidance.

- Research Projects – For research project selection guidance see Section IV. G.

- Communication, Extension, and Education Projects - Sea Grant communications, extension, and education projects may be from one to four years in duration, and together should describe the totality of your communication, extension, and education efforts over the next four years.

- Future Competed Projects - If you have more than one "Future Competed Project" placeholder, please use names that clearly identify these projects as future competed placeholders, and that also describes the distinction between them, for example: Future Competed 2019-2020 Projects and Future Competed 2020-2021 Projects.

Each project within the Omnibus Application must be described within the following documents:

a) Project Proposal Narrative – no additional guidance.

b) Sea Grant 90-2 Project Summary Long Form

> The Sea Grant 90-2 Project Summary Long Form is updated periodically with new data.   The most recent update of this form, currently on the Sea Grant website, contains the newly proposed 2018 Focus Areas for each Sea Grant Program, and all of the most recently added Sea Grant partners. You can find the most recent Sea Grant 90-2 Project Summary Long Form here: http://seagrant.noaa.gov/FundingFellowships/SeaGrantFormsandTemplates.aspx. This form is used to update the Sea Grant PIER database. A detailed step-by-step for complete out a Sea Grant 90-2 Form is here:
> http://seagrant.noaa.gov/FundingFellowships/SeaGrantFormsandTemplates.aspx
> - Each project (M/, R/, E/, C/, A/, P/) must have its own tab within the Sea Grant 90-2 Form.
> - The Program Development project must have one tab within the Sea Grant 90-2 Form that briefly describes the process by which the individual projects will be solicited, selected, and documented. It is not necessary to provide a project description (this is already provided in the summary that is included in the Sea Grant 90-2 Form), budget justification, references, and CVs on the 90-2.
> - Each "Future Competed Project" must have one tab within the Sea Grant 90-2 Form. The project summary 90-2 form for this project should briefly describe the nature of the competition(s) to be conducted, how many competitions are envisioned, and in what years they will take place. It is not necessary to provide project description (this is already the

summary that is included in the Sea Grant 90-2 Form), budget justification, references, and CVs on the 90-2.

c) Abbreviated Environmental Compliance Questionnaires

In January 2017, NOAA implemented new requirements for compliance with National Environmental Policy Act (NEPA). The National Sea Grant Office is no longer allowed to review the entire omnibus package (as a whole) for environmental compliance; instead the Federal Program Officer must assess individual projects, sub-projects, and actions in the omnibus. As a Federal Program Officer reviews the omnibus, they are required to look for actions that trigger concerns with NEPA environmental compliance and subsequently complete an environmental review of that project or action. The environmental review of a project to assess NEPA compliance requires additional details and information, which can be collected with the Abbreviated Environmental Compliance Questionnaire (OMB Control No. 0648-0538).

To meet the new NOAA requirements and facilitate timely review and processing of omnibus proposals in the most streamlined way, Sea Grant Programs must provide Abbreviated Environmental Compliance Questionnaires with the Omnibus Application in lieu of the full 53 question NEPA questionnaire used in past years. The streamlined Abbreviated Environmental Compliance Questionnaire can be found here: http://seagrant.noaa.gov/FundingFellowships/SeaGrantFormsandTemplates.aspx. An abbreviated questionnaire is needed for all projects or actions in the omnibus that will require environmental compliance review. The omnibus package does not have to be re-organized or broken out by projects that require an environmental questionnaire. However, the abbreviated questionnaire should reference the project title and provide a clear descriptor of the sub-project and action as described in the Omnibus Application.

(1) *When to Complete an Abbreviated Environmental Compliance Questionnaire*

The categories of activities listed below, and in the Application, briefly summarize the questions you will encounter on the Abbreviated Environmental Compliance Questionnaire. When considering your program's projects, and reviewing this list, determine whether or not you would answer "n/a" to all of the categories on the list. If the project is not applicable to any of the items, then you do not need to submit an abbreviate questionnaire. Please do not submit questionnaires that respond "n/a" to all questions.

However, when considering your program's projects, if a project might have a response to one of these items on this list (within reason...we do not need to know if you are sitting in a room with fluorescent light bulbs), then please fill out a questionnaire so the PO has the information necessary to conduct an environmental review.

An Abbreviated Environmental Compliance Questionnaire must be completed for each applicable project or action that involves any of the below categories of activities or actions:

- Research--all Research projects (those whose project ID starts with "R/") and all other projects that include a component of research
- Permits, authorizations or waivers
- Biological take and/or release
- Environmental sampling
- Hazardous or toxic substances and waste
- Permanent or temporary environmental effects
- Endangered or threatened species and/or protected areas
- Known or unknown risks to human health or the environment
- Controversial environmental subject matter

Exceptions - Projects or actions that fall into the below categories do not need an abbreviated environmental compliance questionnaire:

- Program management (i.e., any projects be assigned the "M/" project ID)
- Placeholder projects (e.g., "Future Competed Projects"; these projects will have a Special Award Condition on the grant and undergo environmental compliance review at that time)
- Workshops or conferences that do not involve the above list of actions
- Communication activities that do not involve the above list of actions
- Fellowships where the Sea Grant Program does not have discretion over the fellow's externally funded research

These categories provide a general outline of the circumstances or activity that would subject a project or action to environmental compliance review. NOAA has the final discretion to determine when a project or action requires environmental compliance review.

Below are examples and types of actions for which Sea Grant Programs are expected to submit a completed questionnaire:

RESEARCH

All research projects inherently involve the category of 'research' as outlined in the list of activities that require a questionnaire. Therefore, competitive and noncompetitive research projects (including social science research) must have separate completed abbreviated questionnaires for each project, submitted with the omnibus package.

EXTENSION AND EDUCATION

Extension activities must adhere to the same requirements and exceptions noted above and NOAA legal counsel has confirmed that each individual extension activity (e.g., a Citizen Science Monitoring Program, Aquaculture Extension Model Shellfish Farm, etc.)

that triggers an environmental compliance concern requires an individual environmental review by the National Sea Grant Office.

We understand that many Sea Grant Programs combine their extension activities into a single extension project. In such cases, the Sea Grant Program should assess the omnibus extension project(s) and determine if individual actions (i.e., sub-projects within the larger extension project) trigger any of the categories of activities outlined in the Application. If an action includes one of the described activities (e.g., research, permits, biological take, etc.), then that action must have a separate abbreviated questionnaire submitted to provide the details necessary to assess that action for environmental compliance. When an extension agent provides expertise or advice on a project funded externally to the omnibus award (e.g., a grant or award obtained from an entity outside of Sea Grant), the environmental compliance responsibility lies in the funding agency for that project, and a Questionnaire should not be submitted as part of the omnibus package.

Education activities, whether included in the extension portion of the omnibus or as a separate section, must also adhere to the same requirements and exceptions noted above. This is particularly important for education projects that include any interaction with the environment (i.e., any field activities and trips, especially those that include field work such as environmental sample collection, seining, plankton tows, sediment cores, etc.).

Some extension and education projects many not have complete details determined at the time the omnibus is submitted (e.g., exact site location for activities). Please provide details in the questionnaire that cover the possible parameters of the project (e.g., a list of the possible sites based on previous work) so the Federal Program Officer can assess whether the activity, under all likely circumstances, will meet environmental compliance.

Per the Application, please note the few exceptions of projects or actions that do not need an abbreviated environmental compliance questionnaire. Those exceptions apply to all projects or actions, and the Sea Grant Program does not need to provide any additional information. However, as previously stated, NOAA has final responsibility to determine whether a project or action requires environmental compliance review. If NOAA determines that a project or action needs an environmental review, they may request the abbreviated questionnaire. Requesting, collection, and submitting this additional information after the omnibus submission deadline will delay the final approval of the omnibus package, so the program should do their best to preemptively supply all necessary information for projects and actions that meet the listed criteria.

(2) *How to Complete an Abbreviated Environmental Compliance Questionnaire*

The questionnaire should be filled out thoroughly and with sufficient detail that the Federal Program Officer can accurately assess environmental compliance. If information is not provided in detail, NOAA via the Federal Program Officer may need to request additional information, which can delay the approval process of the Omnibus Application. Per the Application, all questionnaires should be combined into a single pdf that is uploaded to Grants.gov with the omnibus package.

d) Data Management Plan

A NOAA data sharing policy, effective January 1, 2013, requires all grant and cooperative agreement recipients to make environmental data and information collected and/or created under NOAA grants/cooperative agreements visible, accessible, and independently understandable to general users. This requirement also applies to any data developed as part of sub-awards. This shall be done at no or low cost, in a timely manner (typically no later than two years after the data are collected or created), except where limited by law, regulation, policy, or by security requirements.

The data management plan is a written narrative that briefly describes the parameters for projects in the omnibus that produce environmental data.
- The type of collection method: aircraft, ship, satellite, etc.;
- The tentative date by which data will be shared;
- The standards to be used for data/metadata format and content;
- Your program's policies addressing data stewardship and preservation;
- Procedures for providing access, data, and security; and
- Your program's prior experience with publishing such data.

As stated in the Application, the Data Management Plan requirement can be satisfied in one of two ways: Either through an individual Data Management Plan for each project in the Omnibus Application that generates environmental data OR through an overall Data Management Plan of no more than two pages covering the entire Omnibus Application. If none of the projects in the Omnibus Application will generate environmental data, use this second approach and include the following sentence – "These projects will not generate any environmental data."

e) Do not include the following for each project:

External peer reviews and Letter of Intent materials should be completed in line with the Procedures for the Solicitation, Review, and Approval of Proposals (http://seagrant.noaa.gov/Portals/0/Documents/network_resources/resources/peer_review_project_selection.pdf) and provided electronically to your Federal Program Officer. See Section IV. G. for more information.

2. Budget Narrative

a) Sea Grant 90-4 Form

The Sea Grant 90-4 Form can be found here:
http://seagrant.noaa.gov/FundingFellowships/SeaGrantFormsandTemplates.aspx. In addition to
the Sea Grant 90-4 Forms that describe the yearly omnibus budget and the total omnibus
budget, additional sets of Sea Grant 90-4 Forms and accompanying budget justifications are
required for each project that makes up the Omnibus Application:

- A Sea Grant 90-4 form covering the full duration of the individual project.
- Yearly Sea Grant 90-4 Forms covering each year that the individual project is active.
- Yearly Sea Grant 90-4 Forms for any sub-awards associated with each project.

Ensure that each Sea Grant 90-4 form is properly filled out with the project ID number, and start
and end dates.

It is very important that the total federal and non-federal matching fund amounts from the Sea
Grant 90-4 Forms equal the total Application federal and non-federal match amounts on the SF-
424, SF-424A, and Additional SF-424A, Extra Section B. Failure to do so may delay approval of
the Application, or impose conditions on the grant preventing funding or execution of certain
activities, until all questions are satisfactorily answered. Detailed guidance on filling out the
standard federal forms and assurances can be found in Section IV. B. 3.

Both the Sea Grant 90-4 Form and SF-424A Form break down the budget request into categories,
but those categories are not identically labeled. The table below shows how items on a SF-424A
Form correspond to items on the Sea Grant 90-4 Form. The funding amounts placed on each
form in the corresponding categories should match.

Relationship between Information on a Sea Grant 90-4 Form and SF-424A Form

Sea Grant 90-4 Form	SF-424A Form
	6. Object Classes
A. 2. Total Salary and Wages	a. Personnel
B. Fringe Benefits	b. Fringe Benefits
E. Total Travel	c. Travel
C. Permanent Equipment	d. Equipment
D. Expendable Supplies and Equipment	e. Supplies
Include as category under G. "Other" called "Contracts" or "Contractual Services"	f. Contractual
Almost never used, would be categorized under G. "Other"	g. Construction
F. Publication and Documentation Costs, PLUS everything in G. "Other", including sub-awards, but excluding any contracts for services or construction	h. Other

Total Direct	i. Total Direct
Total Indirect	j. Indirect
TOTAL COSTS	k. TOTALS

b) Budget Justification Narratives

Each project must include a budget justification narrative that explains budget items for each year in sufficient detail to enable review of the appropriateness of the funding requested. Please see below for more guidance on what kind of information should be included in the budget justification. The budget justification can be a text document that is converted into a PDF for upload into Grants.gov. Further instructions for preparing a budget justification narrative are provided by NOAA Grants Management Division and can be found here: http://www.ago.noaa.gov/grants/docs/gmd_budget_narrative_guidance_-_05-24-2017_final.pdf

Further Budget Form Guidance from NOAA's Grants Management Division:

SALARIES AND WAGES
Budget
Assign personnel to the various categories according to the explanations provided which conform to NOAA/Sea Grant usage (these definitions may not necessarily conform to usage in your institution). Identify project personnel by position title as indicated on the form. Use accurate current salaries as the basis for calculating salaries and wages for each individual (do not use percentages). If funds are being requested to support a vacant position, indicate this (vac. pos.) and use a salary rate appropriate to the position. Enter months of effort as full-time equivalents, regardless of how many calendar months the individual will work on the project for both Sea Grant and matching funds. A Full Time Equivalent (FTE) is equivalent to 12 months of full time effort (40 hours per week). Entries must be done in separate columns as indicated on the form.

Budget Justification
For Salaries and Wages, NOAA Grants Management Division expects the budget justification to address the following questions:

- Is each individual identified by position?
- Are time commitments such as hours/weeks/months per year for each position?
- Are the total charges for each position listed along with an explanation of how the costs were calculated?
- Do the combined charges for all activities of any individual exceed 100% of their time including match for the project?
- Do the time commitments and charges appear reasonable?

- Are all individuals employees of the applicant organization? (If not, explain)
- Is a cost of living increase built into the budget?
- Are salary increases justified for the grant period?
- Are any salary/personnel costs unallowable (i.e., Federal Employees or legislative personnel)

FRINGE BENEFITS

Budget

Fringe benefits are those customarily paid by the grantee institution, following its usual practices in the payment of such benefits.

Budget Justification

For fringe benefits, NOAA Grants Management Division expects the budget justification to address the following questions:

- Are fringe benefits identified as a separate item?
- Are all the elements that comprise fringe benefits indicated?
- Do the fringe benefits and charges appear reasonable?
- Are the total charges for each person listed along with an explanation of how the charges were calculated?
- Are fringe benefits charged to federal and matching categories in the same proportion as salaries?

PERMANENT EQUIPMENT

Budget Justification

For any item(s) of equipment that has a useful life of more than one year and costing $5,000 per unit or more, a description of the item and associated costs is required.

For permanent equipment (e.g., DNA Sequencers, spectrophotometers, ROVs), NOAA Grants Management Division expects the budget justification to address the following questions:

- Is each item of equipment listed?
- If over $5,000 is there a description of how it will be used in the project?
- If over $5,000 has a lease vs. purchase analysis been completed? Note: Often a lease versus buy analysis is as simple as noting that it must be bought because no one leases it. In this case, the recipient should submit a statement of non-availability stating at least three sources that were contacted about leasing.
- For each item of equipment, is the number of units, cost per unit and total cost specified?
- Is each item of equipment necessary for the successful completion of the project?
- Are the charges for each item reasonable and realistic?

- Are disallowed costs excluded?
- Contingencies charges must be excluded!
- Reasonable miscellaneous can be allowed, but must be justified.

EXPENDABLE SUPPLIES AND EQUIPMENT

Budget Justification

Expendable supplies and equipment must be described according to major categories (e.g., chemical reagents, computer paper and supplies, glassware, lumber, etc). Fuel for boats should be budgeted here rather than under travel. Fuel for vehicles should be budgeted under E. Travel. The justification may be based on historical costs (note as such). For Expendable Supplies and Equipment, NOAA Grants Management Division expects the budget justification to address the following questions:

- Are supplies itemized by type of material or nature of expense?
- For general office or business supplies, is the total charge listed along with the basis for the charge (i.e., historical use rates)?
- For other specific supply categories, is the number of units, cost per unit and total cost specified?
- Are the charges necessary for the successful completion of the project?
- Are the charges reasonable and realistic?
- Are disallowed costs (e.g., liquor, entertainment) excluded?
- Contingencies or miscellaneous charges must be excluded!

TRAVEL

Budget Justification

The budget narrative is required for all travel. For Travel, NOAA Grants Management Division expects the budget justification to address the following questions:

- For foreign and domestic travel, is each trip listed along with the destination, estimated mileage, method of travel, cost per mile and duration, number of travelers, per diem rate for meals and lodging?
- If actual trip details are unknown, what is the basis for the proposed travel charges?
- Is the requested travel directly relevant to the successful completion of the project?
- Are the travel charges reasonable and realistic?

OTHER COSTS

Budget Justification

For Other Costs, NOAA Grants Management Division expects the budget justification to address the following questions:

- Are items listed by type of material or nature of expense?
- For each charge, is the number of units, cost per unit and total cost specified?
- Are the charges necessary for the successful completion of the project?
- Are the same charges listed elsewhere?
- Are the charges reasonable?
- Are disallowed costs (e.g., liquor, entertainment) excluded?
- Are charges which duplicate indirect cost items excluded?
- For projects that include training activities (e.g., workshops, seminars), are participant support costs clearly identified?

Note: Any participants or trainees that attend these workshops/conferences/seminars (but are not project employees or speakers) must be defined as "Participants", and any Participant support costs (e.g., stipends, subsistence, travel) must be excluded from the indirect cost base.

SUB-AWARD
Budget Justification

NOAA Grants Management Division expects the budget justification to address the following questions:

- Is each sub-award listed as a separate item? (Separate budgets are required for sub-awards regardless of the dollar value.)
- Are the products/services to be acquired described along with the applicability of each to the project?
- Do the costs appear reasonable and realistic?
- Are any sole source contracts contemplated?
- If yes, is a sole source justification included with the Application which describes why the proposed sole source entity is the only source capable of meeting the applicant's project needs?
- Are disallowed costs excluded?
- Contingencies or miscellaneous charges must be excluded!
- Is the sub-award to a foreign-owned or operated entity?
- Do you have a CD-512 on file for each of your sub-grants or subcontracts?

INDIRECT COSTS
Budget

- Indirect Cost is the grantee institution's negotiated Facilities and Administrative (Indirect) cost rate and its relation to those elements of the proposed grant budget to which that rate is to be applied.
- A grantee institution will identify the direct costs to which indirect costs can be applied.

An explanation for all indirect costs must be included in the budget justification.

- If indirect costs are allowed on federal funds, then it is allowed on the matching funds.
- Unrecovered indirect costs may be included as part of cost sharing and matching.

Note: The recipient must use the indirect rate submitted with the Application or upon award for the entire award period unless approved by the Grants Officer. Thus, if the grantee receives a new Negotiated Indirect Cost Rate Agreement (NICRA) during the award period, the grantee must submit an AAR requesting to use it and be approved to use this before it can be used.

Budget Justification

For indirect costs, NOAA Grants Management Division expects the budget justification to address the following questions:

- Are indirect costs requested?
- Is the correct rate being used? (If a lower rate than is authorized in the negotiated indirect cost rate agreement is being proposed, you must explain why your organization is deviating from the approved rate.)
- Is the rate applied to the correct base?
- Are charges which duplicate direct costs excluded? (If no, explain/revise.)

MATCHING FUNDS

For Matching Funds, NOAA Grants Management Division (GMD) expects you to consider the following questions:

- Is a match (non-federal share) required for this program?
- If yes, does the Application meet the matching requirements?
- Are the sources of match clearly identified? (i.e., cash or in-kind)
- Does the Application provide adequate documentation to support in-kind contributions?
- Does the Application exclude matching contributions, cash or in-kind, used for other programs?
- Does the Application exclude federal funds used as match? Per Sea Grant's authorizing legislation, federal funds cannot be used to fulfill matching fund requirements.
- Are all matching contributions necessary for accomplishing the project?
- Are all matching contributions in compliance with federal cost principles?

Note that it is important to track match contributions carefully to be able to demonstrate sources and amounts if audited. Any match contributions identified by investigators are subject to federal audit that may result in additional costs to the institution.

3. Overall Omnibus Application

a) SF-424 Form "Application for Federal Assistance"

Critical information to include:

- Program Director (must be listed in Section 8F: "Person to be contacted on matters involving this project")
- Grant start date of February 1, 2018 and an end date of January 31, 2022
    - Individual projects in the omnibus may run the entire duration of the grant, or any shorter interval. No projects proposed in the Application can start before the proposed start date of the omnibus grant or end after the proposed end date.
- Accurate EIN and DUNS for the host institution
- Authorized Representative or designee identified and signature of Authorized Representative or designee must match
- Funding amounts - The National Sea Grant Office will send written notice of your institutional allocation for 2018 to 2021. It will include your base funding and merit funding, and may include additional Sea Grant-appropriated or pass through funds that have been arranged with your Program. This allocation is subject to the availability of resources.
    - If you believe your institutional allocation funding amount is incorrect, contact your Federal Program Officer first.
    - You may not request more federal funds than are provided in the allocation without advance approval from the National Sea Grant Office and you may not pledge matching funds less than 50% of your federal request.
- Total amounts listed in the SF-424, SF-424A, and Sea Grant 90-4 Forms must be the same. Please ensure Applications are completed as accurately as possible, and in accordance with the guidance. Failure to do so may delay approval of the Application, or impose conditions on the grant preventing funding or execution of certain activities until all questions are satisfactorily answered.
- More information about this form and further instructions for filling out a SF-424 Form can be found on Grants.gov here: https://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html

b) SF-424A Form "Instructions for Budget Information for Non-Construction Programs"

Critical information to include:

- This form is used to report the budget breakdown of your Application's federal funding request by year, for the four years of the omnibus grant, and does not include matching dollars. The SF-424A filled out in Grants.gov should be laid out exactly as shown below. Failure to do so will result in a return of your Application for revision and delays in processing.

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Year 1 Federal funds	(2) Year 2 Federal funds	(3) Year 3 Federal funds	(4) Year 4 Federal funds	Total Federal funds
a. Personnel	$	$	$	$	$ 0
b. Fringe Benefits					0
c. Travel					0
d. Equipment					0

- Grants.gov instructions for filling out a SF-424A budget form can be found here: https://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html. If you have remaining questions, please ask your Federal Program Officer.
- Instructions for the Additional SF-424A, Extra Section B are below.

c) Additional SF-424A, Extra Section B

The SF-424A Form described above and provided in the Grants.gov Application does not have the room to record both your federal funds and your non-federal matching funds. In order to do record your non-federal matching funds, download the additional form from http://seagrant.noaa.gov/FundingFellowships/SeaGrantFormsandTemplates.aspx and complete Section B exactly as laid out below to report the budget breakdown of your Application's non-federal matching funding request by year, for the four years of the omnibus grant. No federal dollars should be reported anywhere on this form.

The cumulative match for each year of the grant must be at least 50% of the cumulative federal request for that year. For example, year 1 match must be at least 50% of year 1 federal dollars, year 2 match must be at least 50% of year 2 federal dollars, and so on.   Please remember to cross-check the matching funds presented on this additional SF-424A Extra Section B Form with the federal funds on the SF-424A described above to ensure there is at least 50% match for each year.

SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories | GRANT PROGRAM, FUNCTION OR ACTIVITY | | | | Total (5) |
	(1) Year 1 matching funds	(2) Year 2 matching funds	(3) Year 3 matching funds	(4) Year 4 matching funds	Total matching funds
a. Personnel	$	$	$	$	$ 0
b. Fringe Benefits					0
c. Travel					0
d. Equipment					0

Please make sure that the matching funds you report each year here adds up to the total matching fund amount on your SF-424A and Sea Grant 90-4 Forms. Please ensure Applications are completed as accurately as possible, and in accordance with the guidance. Failure to do so may delay approval of the Application, or impose conditions on the grant preventing funding or execution of certain activities, until all questions are satisfactorily answered.

d) SF-424B Assurances

No additional guidance.

e) CD-511 Certification Regarding Lobbying

No additional guidance.

f) SF-LLL Disclosure of Lobbying Activities

No additional guidance.

C. Form of the Application

1. Project Narrative

a) Project Proposal Narratives

This section contains all projects and accompanying materials (references, CVs), if any. This section will contain also individual data management plans associated with each project, unless an overall Omnibus data management plan is utilized.

b) Sea Grant 90-2 Project Summary Long Form

The Long Form is one spreadsheet that includes all projects. This file MUST be submitted as an excel sheet, it cannot be submitted as a PDF.

c) Abbreviated Environmental Compliance Questionnaires

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No additional guidance.

d) Data Management Plan (unless included in each project proposal narrative)

No additional guidance.

2. <u>Budget Narrative</u>

a) Sea Grant 90-4 Forms and Budget Justification Narratives

This attachment is a single PDF document that includes the Sea Grant 90-4 Forms for the overall omnibus and Sea Grant 90-4 Forms and budget justification narratives for each individual project in the omnibus.

To facilitate review of the budget documents, place each form in the following order, combine them into a single pdf document titled Budget Narrative and upload to your Grants.gov Application.

- Annual 90-4 forms for the entire omnibus
- Budget justification narrative for project 1
- Overall and annual 90-4 forms for project 1
- Budget justification narrative for project 2
- Overall and annual 90-4 forms for project 2
- Budget justification narrative for project 3
- Overall and annual 90-4 forms for project 3
- etc.

b) SF-424A Form, Extra Section B

Attached as a PDF to the "Budget Narrative Attachments" section of the Grants.gov Application.

3. <u>Overall Omnibus Application</u>

a) SF-424, SF-424A, SF-424B, CD-511, and SF-LLL

No additional guidance.

D. Submission Dates and Times

No additional guidance.

E. Intergovernmental Review

No additional guidance.

F. Funding Restrictions

No additional guidance.

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G. Other Submission Requirements

Proposals subject to open competition and supported by core program funding provided in this Application must follow the procedures outlined in Procedures for the Solicitation, Review, and Approval of Proposals (http://seagrant.noaa.gov/Portals/0/Documents/network_resources/resources/peer_review_project_se lection.pdf), including:

It is a requirement that your Federal Program Officer (or designated NSGO replacement) participates in the technical review panel of all competitive projects. Following the technical review panel, submit a Letter of Intent, per the Procedures for the Solicitation, Review, and Approval of Proposals, to your Federal Program Officer before notifying investigators. The Letter of Intent should list all proposals submitted to your program (title, PI, PI affiliation, request amount) with technical panel scores or recommendations. Indicate which projects you have selected for inclusion in the omnibus proposal and include the rationale for inclusion (or exclusion) if any included projects deviate from the technical review panel's scores or recommendations. Your Federal Program Officer will review the letter and either issue a letter of concurrence of or discuss modifications.

Communication, extension, and education projects are generally considered noncompetitive, but peer-reviewed, and must receive written merit reviews by three or more peer professionals in appropriate fields, and/or appropriate representatives of the user communities. Send these reviews to your Federal Program Officer electronically (do *not* include them in your Application, in order to preserve confidentiality). Each review needs to include, title, project and the name and affiliation of each reviewer. Use a filename that identifies each review by a title and project number that matches the title and project number you will use for that project in your omnibus Application.   If there were follow-up conversations and changes that address problems raised by the reviewers, please include a short summary describing the changes in the review file as well.

These reviews should be sent to your Federal Program Officer by the omnibus Application deadline. If questions or concerns arise from the reviews, please contact your Federal Program Officer before your official submission so you can talk through any issues you might anticipate with their review and approval.

H. Address for Submitting Proposals

No additional guidance.

V. Application Review Information

A. Evaluation Criteria

No additional guidance.

B. Review and Selection Process

Federal Program Officers will review the complete 2018 Omnibus Application package, including all project proposals and merit reviews.   Their review follows the evaluation criteria given in the 2018 Omnibus Application instructions and their knowledge of the Sea Grant Program and its strategic plan.

C. Selection Factors

No additional guidance.

D. Anticipated Announcement and Award Dates

No additional guidance.

VI. Award Administration Information

No additional guidance.

VII. Agency Contacts

No additional guidance.

VIII.   Other Information

General Reference Information

- National Sea Grant Office, Policy for the Allocation of Funds, FY 2014 and Beyond (2014), available at http://seagrant.noaa.gov/Portals/0/Documents/network_resources/resources/Sea%20Grant%20Policy%20for%20the%20Allocation%20of%20Funds%20FY%202014%20and%20Beyond%20-%209-23-14.pdf

- National Sea Grant Office, Program Core Funding: Procedures For The Solicitation, Review And Approval Of Proposals, available at http://seagrant.noaa.gov/Portals/0/Documents/network_resources/resources/peer_review_project_selection.pdf

- Department of Commerce Current Standard Terms and Conditions, available at http://www.osec.doc.gov/oam/grants_management/policy/documents/Department%20of%20Commerce%20Standard%20Terms%20&%20Conditions%2031%20March%202017.pdf, or at https://go.usa.gov/xRpRU

- Department of Commerce <u>Grants Manual</u>, available at
  http://www.osec.doc.gov/oam/grants_management/policy/documents/Grants%20Manual%20-%2024%20October%202016.pdf

- <u>Grants Online Recipient Assistance for Award Action Requests</u>, available at
  http://www.corporateservices.noaa.gov/grantsonline/Documents/AAR_Assistance/Recipient_AAR_Help.pdf

- <u>Grants Online Quick Reference Guide for Grantees</u>, available at
  http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/GrantRecipients_Quick_Ref_Guide.pdf

- Department of Commerce <u>Grants Policy</u> website:
  http://www.osec.doc.gov/oam/grants_management/policy/default.htm