

(10) *Project impacts*: Describe how these products or services will be made available to the fisheries and management communities.

(11) *Education and outreach*: Describe how this project would provide a focused and effective education and outreach strategy regarding NOAA's mission to protect the Nation's natural resources.

(12) *Evaluation of project*: Provide an evaluation of project accomplishments and progress toward the project objectives and performance measures at the end of each budget period and in the final report. The application must describe the methodology or procedures to be followed to determine technical feasibility or to quantify the results of the project in promoting increased production, product quality and safety, plant survival, or other measurable factors.

c. *Total project costs and budget narrative*. Total project costs are the amount of funds required, contributions and donations included, to accomplish what is proposed in the Project Description.

Explain the calculations and provide a narrative to support specific items or activities, such as personnel/salaries, fringe benefits, travel, equipment, supplies, contract costs, and indirect costs. The budget detail and narrative submitted with the application should match the dollar amounts on all required forms. Additional cost detail may be required prior to a final analysis of overall cost allowability, allocability, and reasonableness.

2. *Funding restrictions*. Please note the following:

a. The budget may include an amount for indirect costs if the applicant has an established indirect cost rate with the Federal Government, see Administrative Requirements, section VI, C.

b. Funds for salaries and fringe benefits may be required only for those personnel who are directly involved in implementing the proposed project and whose salaries and fringe benefits are directly related to specific products or outcomes of the proposed project. NOAA strongly encourages applicants to request reasonable amounts of funding for salaries and fringe benefits to ensure that their proposals are competitive.

3. *Supporting documentation*. Provide any required documents and any additional information necessary or useful to the description of the project. The amount of information given in this section will depend on the type of project proposed, but should be no more than 20 pages. The applicant should present any information that would

emphasize the value of the project in terms of the significance of the problems addressed. Without such information, the merits of the project may not be fully understood, or the value of the project may be underestimated. The absence of adequate supporting documentation may cause reviewers to question assertions made in describing the project and may result in lower ranking of the project. Information presented should be clearly referenced in the project description.

D. Federal forms

Applicants may obtain required Federal forms from the NOAA Chesapeake Bay Office Web site (see **ADDRESSES**) or from the NOAA Grants Web site: <http://www.rdc.noaa.gov/~grants/index.html>.

1. *Cover sheet*. All applicants must use Office of Management and Budget (OMB) Standard Form 424 (revised 7/97) as the cover sheet for each project.

2. *Budget form*. All applicants must use a Standard Budget Form (SF-424A) required for all Federal grants.

3. *Form CD-511*. All applicants must submit a CD-511, "Certification Regarding Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements and Lobbying".

4. *SF-424B*. All applicants must submit a SF-424B, "Assurances of Non-Construction Programs".

5. *CD-346 "Applicant for Funding Assistance"*. Required for the following individuals—Sole Proprietorship, Partnerships, Corporations, Joint Venture, Non-profit Organizations.

E. Evaluation Criteria

1. *Project Design/Conceptual Approach*. Projects will be evaluated on your conceptual approach and how you have integrated this into the project design. (25 points)

2. *Project evaluation*. Projects will be evaluated based on your explanation of how you will ensure that you are meeting the goals and objectives of your project, as required in Section IV.C.1.b.12, so that results may be reported in performance reports. (10 points)

3. *Project Management*. Projects will be evaluated based on the management, experience and qualifications of personnel with respect to the applicants being capable of conducting the scope and scale of the proposed work (i.e., education, experience, training, facility, and administrative resources/capabilities). (5 points)

4. *Justification and allocation of the proposed budget*. Proposals will be evaluated on the reasonableness,

allowability, and allocability of the proposed budget, as set forth in Section IV.C.1.c. (10 points)

V. Selection Procedures

A. Initial Evaluation of the Applications

NCBO will review all applications to assure that they meet all the requirements of this announcement, including eligibility and relevance to the NCBO. Proposals that do not support the areas of interest of the Chesapeake Bay, as defined in section II of this document above, will not be considered for funding.

B. Technical Review

Applications meeting the requirements of this solicitation will undergo an external technical review. This review will normally involve individuals in the field of SAV and habitat restoration from both NOAA and non-NOAA organizations. Proposals will be scored based on the evaluation criteria as defined in section IV. D. of this document. Reviewers will be asked to review independently and to provide a score and comments on each proposal. All comments submitted to NCBO will be taken into consideration in the evaluation of projects. No consensus advice will be given by the technical reviewers.

C. Funding Decision

Scores for each proposal will then be averaged and the proposals will be ranked numerically for funding based upon the technical review scores. After the proposals have been ranked, the Chief of the NOAA Chesapeake Bay Office, in consultation with Program staff, will determine which projects will be recommended for funding.

Although numerical ranking will be the primary method used for deciding which of the proposals will be selected for funding, it will not be the sole selection factor. Duplication with other projects, geographic diversity, program goals, inter-jurisdictional and inter-institutional collaboration and duplication, and the nature and the amount of any cost share contribution may also be considered in making the final selections. A written justification will be prepared for any recommendation for funding that falls outside the ranking order. The exact amount of funds awarded to each project will be determined in pre-award negotiations among the applicant, the Grants Office, and the Program staff. Potential grantees should not initiate projects in expectation of Federal funding until an award document