

Hawaii, Guam, American Samoa, Northern Mariana Islands

Renovations, upgrades, or expansions to live stranding and rehabilitation facilities.

e. Alaska Region

Facility upgrades and renovations for stranding response and live stranded marine mammal treatment.

Facility operation needs to improve in-house sample tracking and archiving for participation in the National Marine Mammal Tissue Bank and the Marine Mammal Health and Stranding national database.

### III. Proposal Instructions and Requirements

The instructions in this document are designed to help applicants in preparing and submitting a proposal for federal funding under the 2003/2004 annual cycle and the emergency assistance component of the Prescott Grant Program. All required Federal forms, the narrative description of the budget and proposed project, and applicable supporting documentation must be complete and must follow the format described here. One signed original and two signed copies of the complete proposal package must be submitted. The original proposal and copies should not be permanently bound in any manner and must be printed on one side only. In addition, we are requesting that applicants submit an electronic copy, on diskette or CD (in Microsoft Word v. 97 or earlier or WordPerfect v. 6.1 or lower), of the narrative project description. The required unbound original and two copies, and the optional electronic copy must be sent to the address listed in section I. K. of this document and postmarked by the submission deadline (see **DATES**) in order to be considered in the 2003/2004 annual award cycle. If a package does not contain all of the required Federal forms and proposal elements described in this section it will be returned to the applicant and will not be considered further in the this funding cycle. Note that there will be no extensions of the deadline.

Category A and B proposals and Category C proposals (i.e., those that involve build-outs, alterations, upgrades, and renovations to existing facilities) require different federal forms depending on the percentage of federal funds being requested. That is, Category C proposals with 50 percent or more of their requested federal amount going to construction activities require the federal forms for construction (i.e., SF-424C and SF-424D) and do not require the federal forms for non-construction (i.e., SF-424A and SF-424B).

#### A. Required Federal Forms for Category A and B Proposals (i.e., non-construction)

##### Cover Sheets

SF-424 "Application for Federal Assistance" ("Catalog of Federal Domestic Assistance" number is 11.439, and title is "Marine Mammal Data Program")

SF-424B "Assurances - Non-Construction Programs"

##### Project Budget

SF-424A "Budget Information - Non-Construction Programs"

##### Certifications and Disclosures

CD-511 "Certification Regarding Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements and Lobbying"

SF-LLL "Disclosure of Lobbying Activities" (as required under 15 CFR part 28)

CD-346 "Name Check"

#### B. Required Federal Forms for Category C Proposals (i.e., construction)

Construction proposals with 50 percent or more of their requested federal amount going to construction activities such as build-outs, alterations, upgrades, and renovations to existing facilities must submit the following forms as part of their proposal package:

##### Cover Sheets

SF-424 "Application for Federal Assistance" ("Catalog of Federal Domestic Assistance" number is 11.439, and title is "Marine Mammal Data Program")

SF-424D "Assurances - Construction Programs"

##### Project Budget

SF-424C "Budget Information - Construction Programs"

##### Certifications and Disclosures

CD-511 "Certification Regarding Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements and Lobbying"

SF-LLL "Disclosure of Lobbying Activities" (as required under 15 CFR part 28)

CD-346 "Name Check"

#### C. Required Elements of all Project Proposals

A complete proposal package must include the following elements in this order:

1. Cover Sheets (Required Federal forms)
2. Project Budget (Required Federal form(s), budget justification and

narrative, and, if applicable, a current and approved negotiated indirect cost agreement with the Federal government)

##### 3. Title Page

4. Project Summary (6 sentences or less)

5. Narrative Project Description (10 pages or less, in format described below)

6. Supporting Documentation (other Federal forms, proof of eligibility, proof of non-profit status (if applicable), curriculum vitae/resumes for the Principal and Co-Investigators, and background documents)

Assistance in filling out required forms and avoiding common problems, complete proposal requirements, supplemental instructions for completing all Federal forms and the budget narrative, and questions and answers related to applying for funds under the Prescott Grant Program can be found on the Prescott Grant Program web site: [http://www.nmfs.noaa.gov/prot\\_res/PR2/Health\\_and\\_Stranding\\_Response\\_Program/Prescott.html](http://www.nmfs.noaa.gov/prot_res/PR2/Health_and_Stranding_Response_Program/Prescott.html).

##### 1. Cover Sheet

Office of Management and Budget (OMB) Standard Forms 424 and 424B or 424D must be the cover sheets for each proposal. Under Standard Form 424, Item 5, "Legal Name" must match the name of the eligible applicant (i.e., LOA holder, LOA designee, authorized researcher, Northwest Contingency Plan participant, or state, local, or Federal entity). To complete item 10 of Standard Form 424, the Catalog of Federal Domestic Assistance number is 11.439, and the title is "Marine Mammal Data Program". Since the 2003/2004 cycle will use funds from two fiscal years, we recommend for item 13 of Standard Form 424 a start date no earlier than December 2003 for project proposals beginning in 2003 and January 2004 for project proposals beginning in 2004.

##### 2. Project Budget

Each proposal must include clear and concise budget information, both on the required federal forms, in summary and in narrative detail.

Category A and B proposals (i.e., proposals requesting a federal amount that does not include construction activities or in which construction activities are less than 50 percent of the total federal amount) must use OMB standard form 424A, "Budget Information - Non Construction Programs" and associated form instructions.

Category C proposals (i.e., proposals requesting a federal amount for construction activities that is equal to or greater than 50 percent of the total