Optional Checklist for Species Recovery Grant Applicants

Applicants should read the notice of funding opportunity carefully to ensure that proposals meet eligibility requirements and are complete upon submission. The below checklist is **NOT** comprehensive but meant to assist with some commonly missed (or incorrectly filled out) components in applications.

- ☐ **Federal Form SF-424A** (includes whole dollars ONLY, broken down by project year *and* Federal and non-Federal funds; example of a completed form: https://media.fisheries.noaa.gov/2021-07/SF424A_example.pdf?null)

- ☐ **Data Management Plan** (this should be a standalone section in the proposal). For additional guidance: https://www.fisheries.noaa.gov/national/funding-and-financial-services/frequent-questions-species-recovery-grants-states#data-management-and-data-sharing)

- ☐ **Outreach/Education Component** (description of how project results or products will be shared appropriately, including with underserved community residents and/or organizations; part of the evaluation criteria. Please read the notice of funding opportunity for additional guidance).

- ☐ **Budget Table** (must show breakdown by project year and by Federal and non-Federal funds; example: https://media.fisheries.noaa.gov/dam-migration/sample_budget_table.pdf).

- ☐ **Budget Justification/Narrative** (must be sufficiently detailed, please refer to the following for guidance: https://www.noaa.gov/sites/default/files/atoms/files/gmd_budget_narrative_guidance_-_05-24-2017_final.pdf

- ☐ **Appendices**
  - ☐ CVs/Resumes (abbreviated) for ALL PM/PIs and other relevant individuals
  - ☐ Indirect Cost Rate Agreement
  - ☐ ESA permit Information (if applicable)

- **Multi-state Proposals** (i.e., requesting reduced match, if applicable)
  - The federally listed species (addressed by the proposal) is included on the ESA Section 6 Agreements for all cooperating state agencies that are requesting Federal reimbursement, or will be added to the agreements within 60 days following the grant application deadline.

  - Methods section of the proposal (and associated budget narrative and table) clearly identifies activities that will be conducted by each cooperating state.

  - Proposal is submitted either as: 1) a single application through a lead state agency that will administer a subaward to the cooperating state(s) OR 2) separate applications that include identical proposal components (i.e., title page, summaries, project descriptions, budget justification, budget tables) but with Federal Forms (e.g., SF424, SF424A) specific to the particular state agency submitting the application.

If you have any questions regarding this checklist or the Species Recovery Grants to States notice of funding opportunity, please contact the Federal Program Officer, Heather Austin (301-427-8422, Heather.Austin@noaa.gov).