

## Tips on Preparing a CELCP Project Application

### GENERAL TIPS

- Read the full FY 2010 Federal Funding Opportunity (FFO) Notice, not just the Federal Register announcement. The FFO contains detailed instructions and application requirements, as well as guidance about eligible and ineligible uses and costs. Do not rely on previous years' announcements as there are a few changes this year. Also, be familiar with the CELCP guidelines. (These documents are all available at: [http://coastalmanagement.noaa.gov/land/celcp\\_fundingop.html](http://coastalmanagement.noaa.gov/land/celcp_fundingop.html).)
- Use the FY 2010 version of the project checklist, suggested project narrative template, and suggested budget template, as outlined in the FY 2010 FFO. If the suggested templates are not used, please ensure that each applicable evaluation factor, as described in the FFO, is addressed in the proposal.
- Leave enough time to submit proposals by the deadline. Deadlines for submitting proposals to the state/territory CELCP lead differ—please contact your CELCP lead for details (see list at <http://coastalmanagement.noaa.gov/land/media/celcpstateleadcontacts.pdf>). The deadline for state/territory CELCP leads to submit proposals to NOAA is 6 p.m. Eastern time on March 31, 2009. Proposals received after the deadline will not be accepted.

### APPLICANT INFORMATION

- Be sure that the application states clearly which entity will receive funds and hold title to land. The entity *must* be an eligible state or local public entity, as described in section III.A of the FY 2010 FFO.
- Also be sure a representative from the entity identified to receive funds and hold title to land has signed the project application checklist.
- If relevant, clearly describe the role of governmental or non-governmental partners involved in the project but that will not be receiving funds or holding title to the property.

### PROJECT PURPOSE AND VALUES

- Be sure the project, including any match properties, is located within the state or territory's coastal and estuarine area and is consistent with identified CELCP plan priorities. (A list of state and territorial CELCP plans is available at: <http://coastalmanagement.noaa.gov/land/welcome.html>.)
- Address each evaluation criterion in your proposal, e.g., include a discussion of how the project addresses each of the five CELCP values, not just the primary value. Evaluation criteria are listed and described in section V.A of the FY 2010 FFO Notice.

## TECHNICAL REQUIREMENTS (INCLUDING BUDGET)

- *General* - Be as specific as you can about the technical aspects of your proposal, such as how the budget was determined, the nature and/or extent of proposed uses on the site, plans and funding for site restoration (if needed), etc., so that reviewers have enough information to evaluate the proposal.
- *Timeline* - Make sure the scope of the project is consistent with the proposed budget and timeline for the grant awards. Applicants will need several months to complete review and approval of “due diligence” documentation before funds can be released to close on a property, particularly if multiple parcels are involved. Due diligence documentation generally includes appraisals, title documentation, survey maps, etc., for any property being acquired with CELCP funds or being used as in-kind match.
- *Pre-award Costs* - Be sure the Federal share does not include pre-award costs (costs incurred before the start of a grant). Pre-award costs may only be reimbursed under certain limited conditions as approved by NOAA, if they are identified in the application. Pre-award costs should not be assumed to be reimbursable in planning the project budget and schedule.
- *Administrative Expenses* - Expenses that are not directly related to acquisition may comprise no more than 5 percent of the requested Federal share of the budget. These administrative expenses can be charged to the Federal share or may count as match. (NOTE: Appraisals, surveys, title opinions, and other direct transaction costs do not count toward the 5 percent.)
- *Match* - Be sure the proposal identifies the source of match, and that the proposed match meets all eligibility requirements. Provide as much detail as possible on match contributions, e.g., sources, costs, and in-kind acquisitions. In-kind match properties are evaluated alongside the property proposed for CELCP funding – please include enough information to evaluate this proposed match. For more information on eligible match, see section 2.7 of the CELCP Guidelines and section III.B of the FY 2010 FFO Notice.
- *Multiple Funding Sources* - If a project is large and requires funding from multiple funding sources, discuss whether (or how) the project would be viable if funds from other sources are not secured.
- *Uses of the Site(s)* - Describe the existing uses and any planned future uses of lands to be acquired with CELCP funds, as well as any lands that will be used as match. Please see the FY 2010 FFO and section 2.5.b of the CELCP Guidelines for more information on eligible uses. NOTE: If existing uses are planned to continue after acquisition, the proposal must address the extent and the location of the uses, as well as how they will be managed. If existing uses will be phased out, please state clearly in the application how and when this is planned to happen.

When in doubt, please contact your state/territory CELCP lead or NOAA CELCP staff.