John H. Prescott Marine Mammal Rescue Assistance Grant Program

Pre-Award Webinar

September 15, 2021
Prescott Grant Program

• Established in 2001 under the Marine Mammal Protection Act (MMPA)
• Provides grants or cooperative agreements to eligible stranding network participants for:

1. Recovery & treatment (i.e., rehabilitation) of stranded marine mammals
2. Data collection from living or dead stranded marine mammals
3. Facility upgrades, operation costs & staffing needs directly related to the recovery and treatment of stranded marine mammals
20 Years of Prescott Grants

- **2001-2020:** ~$63.9M in funding via 739 Competitive Grants to Stranding Network members in 26 states & 2 Tribes

- **Emergency Prescott Funds:** ~$2.9M via 44 awards

- **2021:** ~$3.7M via 55 awards
2022 Prescott Grant Competition

- **July 13, 2021**: NOFO published on Grants.gov

- **October 13, 2021**: Applications due by **11:59 EST** through Grants.gov
  - We highly recommend submitting early
  - Refer to check-list to ensure applications are complete

- **Diversity & Inclusion** required component in organizational summary

- New language included to accommodate “extenuating circumstances” for the deadline

- NOFO is long but worth reading in its entirety since things change from year to year
Pre-Award Webinars:

This webinar is being offered to help applicants:

• Streamline the application process

• Prevent errors re: minimum requirements that would reject applications
  ➢ Ensure applications are submitted on time
  ➢ Ensure 25% match is accurate
  ➢ Ensure current eligibility letter from region or MMHSRP is included

• Address Technical Review comments
Before You Start Writing Your Application

1. Obtain an **Eligibility Letter** from your Regional Stranding/Entanglement Coordinator (or MMHSRP Staff for Category A2 Proposals)

2. Register or update your free registration with Sam.gov (System for Award Management)
   a. **DUNS number** (Dun and Bradstreet entity identification number) is required
   b. Set-up **Login.gov account** to register in SAM.gov
   c. Allow up to **10 business days** to become active in SAM.gov and another **24 hours** to become active in other government systems (i.e., Grants.gov)

3. Sign up or check Grants.gov workspace (account holder, passwords, emails for notifications)

* There are important “lessons learned” from the above *
The Official U.S. Government System for:

- Contract Opportunities (was fbo.gov)
- Contract Data (Reports ONLY from fpds.gov)
- Wage Determinations (was w dol.gov)
- Federal Hierarchy
  Departments and Subtiers
- Assistance Listings (was cfda.gov)
- Entity Registration
  Including Disaster Response Registry
- Entity Reporting
  SCR and Bio-Preferred Reporting
- Exclusions

Already know what you want to find?

Select Domain... e.g. 1606N020Q02

Register Your Entity
Register your entity to get started doing business with the federal government.

- Get Started
- Renew Entity
- Check Registration Status
Getting Started with Registration

This is the official U.S. government website for entity registration. Entity registration is FREE.

Before You Get Started

Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.

1. Request a DUNS Number
2. Prepare Your Data
3. Get a Login.gov Account
4. Submit and Finish

Register Your Entity

Register your entity to get started doing business with the federal government.

- Get Started
- Renew Entity
- Check Registration Status

Already Registered?

1. Managing your entity registration
2. Managing users and roles (non-federal users)
sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address
lanni.haki@noaa.gov

Password

Sign in

Create an account
Required Federal Forms (SF-424 Family)

• **SF424**: Cover Sheet – Information is imported into Grants Online via Grants.gov
• **SF424A**: Budget
• **SF424B**: Non-Construction Assurances
• **CD511**: Lobbing Disclosure
• **SFLLL**: If applicable, applies to corporate organizations and conservation groups
Important FYI

➤ When submitting the application through Grants.gov, the account holder of the Grants.gov workspace will be the signatory who digitally signs as the “Authorized Representative”

➤ The “Authorized Representative” is the responsible party for the award (i.e., negotiations, revisions & acceptance) & must be the same person identified in the information boxes & the signatory
SF424 Application for Federal Assistance

- Basic applicant/organization information
- Proposed funding
- Description of the project
- Point of Contact
- “Authorized Representative”
  - Must be signed by the same person as listed in the information box above
  - Will negotiate and accept recommended award
Box 21: Please make sure the signature matches the person identified as the "Authorized Representative"
Box 21: Please make sure the signature matches the person identified as the “Authorized Representative”
SF-424A Budget Information, Non-Construction

Only fill out Row 1

Please be sure to separate & list Federal share and Match in columns e & f
Please be sure to separate & list Federal share and Match in columns 1 & 2.
### Section C(b):
List Match only

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>(b) Applicant</th>
<th>(c) State</th>
<th>(d) Other Sources</th>
<th>(e) TOTALS</th>
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### Section D:
Estimate Quarterly Cash Needs for Year 1

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<th>1st Quarter</th>
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<th>3rd Quarter</th>
<th>4th Quarter</th>
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### Section E:
Budget Estimates of Federal Funds Needed for Balance of the Project

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>First Year</th>
<th>(a) First (Years)</th>
<th>(b) Second</th>
<th>(c) Third</th>
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### Section F:
Other Budget Information

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<th>Direct Charges:</th>
<th>Indirect Charges:</th>
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Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prepared by OMB (Circular A-102) Page 2
Other Required Forms

- **SF-424B**: Non-Construction Assurances
- **CD-511**: Department of Commerce, Certification Regarding Lobbying
- **SF-LLL**: Disclosure Form to Report Lobbying (if applicable)

These forms should have the same Authorized Representative signature as the SF424 form
Choose Your Category Wisely: A vs. B

- **Category A: Research Projects or Diagnostic Laboratory Services**
  - A1: Research Proposals
  - A2: Diagnostic or Service Organizations

- **Category B: Stranding or Entanglement Response (Operational Activities)**
  - B1: New Applicants or Organizations who have never received Prescott funding before
  - B2: All other eligible organizations

- Proposals may have components of both categories but the majority of the federal request will determine the category to apply under.

- If B proposals have research objectives they must have testable hypothesis.
National & Regional Funding Priorities

• Proposals will be prioritized for funding that meet **national or regional priorities** as outlined in the NOFO
  - Judiciously choose relevant priorities
  - There’s no advantage to having multiple priorities (*i.e.*, don’t throw in everything and the kitchen sink into picking your priorities)

• Proposed objectives may be cut & funding may be reduced during the Program Review phase if a proposal component does not meet national or regional priorities
Important Application Format Requirements

- 10-point font (i.e., do not use 8 or 12-point)
- Double spaced
- 1 inch margins
- Adhere to section page limits
- **Do** include: eligibility letter from RSC, CI letter for research permits/parts authorizations (cover letters), single-page equipment quotes
- **Do Not** include: extraneous documents -- i.e., stranding agreement, entire permit, entire equipment catalogs
Title Page

• **Keep it simple**
• Example is available on the Prescott Grant website
• Clearly Identify **One** Category (A or B)
• Identify National and Regional Priorities but no need to copy them here (e.g., “Regional Priority 1(a)”)  
• Include a summary of the project goals & objectives in 3-4 sentences, which will be used on government websites if awarded
• **Do Not** put proposal title in ALL CAPS!
Project Narrative

- **Project Narrative**: Should be written for a reviewer learning about your organization & project for the very first time (i.e., don’t assume reviewers know about your program/facility or previous awards)

- **Goals & Objectives**: Restate the Category & the applicable National & Regional priorities

- **Project Management**: Identify Principal investigator (PI), Co-Investigators & Cooperators -- Explain how the PI will manage the project

- **Page limit**: 10 pages

- **Takeaways**:
  - Organize your applications so reviewers have the information required in the project narrative at their fingertips
  - Provide justifications for elements of the project
Organizational Summary

• A sample organizational summary is on the Prescott Grant website

• Include maps, statistics, organization overview, size & capacity of facility

• Explain your role in the network & how you work with your network partners

• Diversity & Inclusion must be included here (including paid internships, volunteer program & educational and outreach programs)

• Provide financial overview of the facility
Data Sharing Plan

• Required by NOAA
• Data management guidance is available on the Prescott grant website

• Minimum Expectations:
  ➢ Level A, Rehab & HI data entered into the National Database
  ➢ Level B & C data held by organization

• Examples of Data Sharing: fulfilling requests, websites, presentations, journals, posters, educational outreach, etc.
Budget Information

- Sample of SF-424A provided on the Prescott Grant website
- **Both** Budget Narrative & Budget Table are required
- Budget Narrative **must** support the SF-424A

- Budget table reflects categories of SF-424A, but itemized, Check Your Math!

- Itemize & show your work (clear description of how computation was done.)

- **Salaries & Fringe:**
  - Salary & Wages in salary line
  - Everything else in Fringe Benefits line (payroll taxes, FICA, Medicare, insurances, leave, etc.) If over 35%, provide a description & breakdown of what’s included in the rate for each position
Cost-Share Notes

• Volunteer rates belong in the personnel category
  • https://independentsector.org/resource/vovt_state_2021/

• Rate can be the National Value or state value, whichever is higher
Indirect Costs

• Do you have a Negotiated Indirect Cost Agreement (NICRA)?
  - If so, make sure it is valid at least through August 2022
  - If not, use the 10% *de minimus* rate

• Do not include equipment costs as part of your indirect cost calculations

• National Fish and Wildlife Foundation (NFWF) has an online Indirect cost calculator at:
  
  https://www.nfwf.org/apply-grant/application-information/indirect-cost-cost-calculator
Appendices

• 15-page limit
• Should include additional materials in support of project goals & objectives
  ➢ **Do** include relevant: tables, charts, graphs, maps, photos, brochures, educational/outreach materials
  ➢ **Do Not** include: entire Stranding Agreement, entire permit, catalogs

Please keep appendices to the point because extraneous information after page 15 is removed before technical review
Supporting Documentation

• No page limit
• Required Documentation:

1. Letter of Eligibility
2. Results of Previous Prescott Awards (last 3 years only)
3. CV’s of those involved (named) in the project including cooperators
4. Letters of Cooperation (must have from persons involved in the project from outside the applying organization)
5. Position descriptions: required if new position being formed under project
6. Cover letter of permits, Authorizations (Not SA), IACUC approvals
Supporting Documentation (continued)

- **Optional Documentation:**

1. Letters of Support (please limit to 5!)
2. Copy of NICRA
3. Equipment descriptions ($5K and over): Quote or market value at application time
Early Submission

• Please **do not** wait until the last hour to submit your application

• By submitting early we may be able to do a pre-check for minimum requirements (*i.e.*, correct 25% cost-share, eligibility letter, data sharing plan)
Uploading to Grants.Gov

• Please label your document files (i.e. Project Narrative, Budget Narrative, Budget Table, Appendices, Supporting Documentation)

• Group documents together if possible (i.e. CV’s, Appendices, Supporting Documentation)

• Number documents if you have a specific order you want your proposal read
“Extenuating Circumstances”

Please note the new “extenuating circumstances” language in this year’s NOFO to allow applicants flexibility for:

1. Natural or anthropogenic disasters

2. Validated service disruptions in a specific area

3. Sudden acute severe illness or death of the Project Investigator/Authorized Representative or immediate family member)

An extension past the deadline (up to 2 weeks) may be granted on a case-by-case basis with approval from the program office.
2022 Timeline

- **October 13, 2021 11:59 EST**: deadline to submit through Grants.gov
- **October-January 2022**: proposals screened & technical review
- **March-April 2022**: Program Review & funding recommendations
- **April-June 2022**: pre-award negotiations and necessary revisions
- **July 2022**: TBA, funding recommendations submitted to NOAA Grants
- **July-September 2022**: NOAA grants reviews and NOAA grants officer finalizes awards
Questions?
Prescott Staff & Contact Info

• Lanni Hall, Prescott grant program manager, Lanni.Hall@noaa.gov, 301-427-8435
• Stephen Manley, Prescott grant program assistant, Stephen.Manley@noaa.gov, 301-427-8476
• Prescott Grant website: https://www.fisheries.noaa.gov/grant/john-h-prescott-marine-mammal-rescue-assistance-grant-program
• Prescott grant email: Prescott.Grant@noaa.gov
Thank You!
Prescott Grant Program Accomplishments

- 10-year Accomplishments Report
  - Covers 2001-2010
  - https://repository.library.noaa.gov/view/noaa/3933
- 5-year Accomplishments Report
  - Covers 2011-2015
- 2016-2020 (draft in review)