

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

EXECUTIVE SUMMARY

- **Federal Agency Name:** Office of Education (OEd), National Oceanic and Atmospheric Administration (NOAA), Department of Commerce
- **Funding Opportunity Title:** Environmental Literacy Grants
- **Announcement Type:** Initial Announcement
- **Funding Opportunity Number:** SEC-OED-2006-2000467
- **Catalog of Federal Domestic Assistance Number:** 11.469, Congressionally Identified Awards and Projects
- **Program Authorities:** 15 U.S.C. 1540; P.L. 109-108, Department of Commerce and Related Agencies Appropriations Act, 2006
- **Dates:** Letters of interest are required for all applications and must be received by 5:00 p.m., EST, January 25, 2006. The deadline for full applications is 5:00 p.m., EST on March 1, 2006.
- **Overview Content:** The NOAA Office of Education (OEd) is issuing a request for applications for environmental literacy projects. Funded projects will be between one and five years in duration and will (1) further the use and incorporation of the Ocean Literacy Essential Principles and Fundamental Concepts (http://www.coexploration.org/oceanliteracy/documents/OceanLitConcepts_10.11.05.pdf) in formal and informal education and/or measure ocean literacy among the public; or (2) strengthen the capacity to develop a workforce knowledgeable about weather and climate. All projects shall employ the strategies articulated in the NOAA Education Plan (http://www.oesd.noaa.gov/NOAA_Ed_Plan.pdf) and involve NOAA entities as partners. It is anticipated that final recommendations for funding under this announcement will be made by June 30, 2006, and that projects funded under this announcement will have a start date no earlier than September 1, 2006.

FULL ANNOUNCEMENT TEXT

I. Funding Opportunity Description

A. Program Objective

The purpose of this document is to advise the public that NOAA's Office of Education (OEd) is requesting applications for 1- to 5-year environmental literacy projects commencing no earlier than September 1, 2006. The purpose of these awards is to support formal and informal education projects aimed at building environmental literacy among the public. This program has two funding priorities in FY 2006. Within Priority 1, funded projects will further the use and incorporation of the Ocean Literacy Essential Principles and Fundamental Concepts

(http://www.coexploration.org/oceanliteracy/documents/OceanLitConcepts_10.11.05.pdf) in formal and informal education and/or measure ocean literacy among the public. Within Priority 2, funded projects will strengthen the capacity to develop a workforce knowledgeable about weather and climate. All projects shall employ the strategies articulated in the NOAA Education Plan (http://www.oesd.noaa.gov/NOAA_Ed_Plan.pdf) **and** involve NOAA entities as partners.

B. Program Priorities

Priority 1

Funded projects in this priority area will further the use and incorporation of the Ocean Literacy Essential Principles and Fundamental Concepts

(http://www.coexploration.org/oceanliteracy/documents/OceanLitConcepts_10.11.05.pdf) in formal and informal education and/or measure ocean literacy among the public. Such projects may provide field experiences for non-scientists; use environmental data in innovative ways; evaluate and re-align existing educational materials relative to the Ocean Literacy Essential Principles and Fundamental Concepts; focus on methods for measuring ocean literacy; and/or provide teacher professional development to support integration of the Essential Principles and Fundamental Concepts into K-16 education. Priority 1 projects will employ the strategies articulated in the NOAA Education Plan (http://www.oesd.noaa.gov/NOAA_Ed_Plan.pdf) **and** will involve NOAA entities as partners.

Priority 2

Funded projects in this priority area will strengthen the capacity to develop a workforce knowledgeable in weather and climate. Such projects may provide field experiences for non-scientists; use environmental data in innovative ways; evaluate and update existing educational materials on weather and climate processes; and/or provide teacher professional development in support of integration of weather and climate topics into K-16 education. Priority 2 projects will employ the strategies articulated in the NOAA Education Plan (http://www.oesd.noaa.gov/NOAA_Ed_Plan.pdf) **and** will involve NOAA entities as partners.

C. Program Authorities

Authority for the Environmental Literacy program is provided by the following: 15 U.S.C. 1540; P.L. 109-108, Department of Commerce and Related Agencies Appropriations Act, 2006

II. Award Information

A. Funding Availability for FY 2006

NOAA announces the availability of approximately \$3,000,000 of Federal financial assistance in FY 2006 for Environmental Literacy projects. Approximately 5 to 10 awards in the form of grants or cooperative agreements will be made. NOAA will only consider projects that have a duration between 1 to 5 years. The total Federal amount for all years that may be requested from NOAA for the direct and indirect costs of the proposed project shall not exceed \$600,000. The minimum Federal amount that must be requested from NOAA for all years for the direct and indirect costs is \$100,000. **Applications requesting Federal support from NOAA of less than \$100,000 total or more than \$600,000 total will not be considered for funding.**

Publication of this notice does not oblige DOC/NOAA to award any specific project or to obligate any available funds. If an applicant incurs any costs prior to receiving an award agreement signed by an authorized NOAA Grants Officer, the applicant would do so solely at one's own risk of such costs not being included under the award.

B. Project/Award Period

Full Applications should cover a project period of 12 to 60 months, with a start date no earlier than September 1, 2006.

C. Type of Funding Instrument

Project grants or cooperative agreements will be awarded to fund the successful projects. Cooperative agreements will be used when there is substantial involvement of NOAA oversight, personnel or assets (e.g., collaboration, participation, or intervention by NOAA in the management of the project). A determination of whether cooperative agreements are required will be made after selection decisions are made.

III. Eligibility Information

A. Eligible Applicants

Eligible applicants are accredited institutions of higher education, other nonprofits, commercial organizations and state, local and Indian tribal governments. Federal agencies are not eligible to receive Federal assistance under this announcement, but may be project partners.

Among those eligible applicants are K through 12 public and independent schools and school systems, and science centers and museums.

The Department of Commerce/National Oceanic and Atmospheric Administration (DOC/NOAA) is strongly committed to increasing the participation of Minority Serving Institutions (MSIs), i.e., Historically Black Colleges and Universities, Hispanic-serving institutions, Tribal colleges and universities, Alaskan Native and Native Hawaiian institutions, and institutions that work in underserved communities. Applications are encouraged that involve any of the above institutions.

B. Cost Sharing or Matching Requirements

There are no cost-sharing requirements.

C. Other

Applications with budgets in which the total Federal share requested of the NOAA Environmental Literacy Grants program is less than \$100,000 or more than \$600,000 for all years for the direct and indirect costs of the proposed project will not be considered for review.

Applications that are lacking any of the required elements of the application or do not follow the format prescribed in IV.B will not be reviewed.

Letters of interest are required. Full applications will not be reviewed if a corresponding letter of interest was not received on time.

Applications received after the deadline will not be reviewed.

Individual applicants (i.e., principal investigators) may only apply once through this funding opportunity.

This funding opportunity will not support installations or educational programming related to Science on a Sphere (<http://sos.noaa.gov/sosfaq.html>). A separate funding announcement will be issued in the event that funding for these purposes becomes available in FY 2006.

IV. Application and Submission Information

A. To Request an Application Package

There is no standardized application package for letters of interest. Refer IV.B for content and formatting instructions.

The full application is available through Grants.gov APPLY except the CD-346, which is available at <http://www.osec.doc.gov/forms/pdf/cd346fll.pdf>.

If an applicant does not have Internet access, application kits may be requested from Sarah Schoedinger at 202.482.2893.

If an applicant has problems downloading the application package from Grants.gov, contact Grants.gov Customer Support at 1-800-518-4726 or support@grants.gov.

B. Content and Format of Application Submission

This document requests letters of interest and full applications. **The provisions for proposal preparation are mandatory. Applications received after the published deadline (refer to IV.C, Submission Dates and Times) or applications that deviate from the prescribed format (refer to IV.B.2, Required Elements of Full Applications and IV.B.3, Proposal Format) will not be reviewed.** Additional guidance, including frequently asked questions (FAQ), is available online at www.oesd.noaa.gov/funding_opps.html.

1. Required Elements for Letters of Interest

Letters of interest are required for all applications and should briefly summarize the proposed project, identify the project's partners, explain how the project will address NOAA's education goals, and provide an estimate of the budget request. Letters of interest should not exceed three (3) pages of standard letter-size paper. Please see www.oesd.noaa.gov/funding_opps.html for additional guidance

Failure to submit a letter of interest by the deadline will result in applicants being ineligible to submit full applications for this funding opportunity.

2. Required Elements of Full Applications

Each application must also include the following nine elements. **Failure to comply with the prescribed application format as described in this section and in section IV.B.3 will result in an application not being reviewed.**

(a) Required Forms. At time of application submission, all applicants anticipating direct funding shall submit the following forms with signatures of authorizing representative of the submitting institution (Note: submission through Grants.gov results in automatic electronic signatures on these forms, except the CD-346):

- (i) SF-424, Application for Federal Assistance (9/2003 version)
- (ii) SF-424-A, Budget Information, Non-Construction Programs (7/1997 version)
- (iii) SF-424-B, Assurances, Non-Construction Programs (7/1997 version)
- (iv) CD-511, Certifications Regarding Lobbying (1/2005 version)
- (v) CD-346, Applicant for Federal Assistance (if applicable—required of individuals applying on behalf of organizations that are non-profit, sole proprietorships, partnerships, corporations, and

joint ventures) (8/2003 version). This form is **only** available at <http://www.osec.doc.gov/forms/pdf/cd346fll.pdf> and must be uploaded into Grants.gov with other parts of the application)
(vi) SF-LLL, Disclosure of Lobbying Activities (if applicable) (7/1997 version)

(b) Title Page. The title page identifies the project's title, the PI's and co-PI's names, affiliations, complete mailing addresses, email addresses, telephone numbers and fax numbers. The requested budget for each project-year must also be included on the title page. If a hard copy is submitted, the title page should be signed by the institutional authorized representative. Title page templates are available at http://www.oesd.noaa.gov/funding_opps.html.

(c) One-page Abstract. The abstract is used to assist in comparing applications quickly. The abstract shall summarize the key points of the proposal including an introduction describing the project activities, the project partners involved, and the expected outcome(s).

The abstract should appear **on a separate page**, headed with the proposal title, institution(s), investigator(s), total proposed cost, and budget period.

(d) Project Description. The project description section must not exceed fifteen pages and must follow the requirements in IV.B.3, Proposal Format. Page limits are inclusive of figures and other visual materials, but exclusive of references and the milestone chart. Each page of the project description should include page numbers and the PI's name in the header or footer.

The proposed 1- to 5-year project must be completely described. The project description should clearly identify project implementation and management with an explanation of the functions of each applicant. It should provide a full justification for and explanation of the project. This section should also include:

(i) The objective(s) for the period of proposed activity, expected outcomes, and an explanation for how the activity and outcomes supports program priorities (refer to I.B);

(ii) The relationship to other ongoing environmental education activities and/or programs that are funded by NOAA, conducted by NOAA, or conducted by NOAA partners;

(iii) A discussion of how the proposed project reflects or addresses components of the stated NOAA Education Plan and standards;

(iv) A discussion of how the proposed project reflects or addresses the Ocean Literacy Essential Principles and Fundamental Concepts, if applicable;

(iv) A discussion of how proposed project addresses relevant national or state science standards, if applicable;

(v) Coordination with project partners, particularly NOAA entities (Note: letters of support articulating partners' commitments should be submitted separately);

(vi) A description of how project results will be disseminated beyond the audience immediately involved in the activities of the project;

(vii) A description of how the project activities will be evaluated for their effectiveness in meeting stated project goals and objectives as well as the goals of the NOAA Education Plan. Although a range of budgets for the project evaluations will be accepted, it is not unreasonable for 10% of the budget to be allotted to a comprehensive evaluation of the project.

(e) References Cited. Reference information is required. Each reference must include the names of all authors in the same sequence in which they appear in the publication, the article title, publication or publication title, volume number, page numbers, and year of publication. While there is no established page limit, this section should include bibliographic citations only and should not be used to provide parenthetical information outside the 15-page project description. **If there are no references to cite, applicants must indicate that this is the case.**

(f) Milestone Chart. Provide time lines of major tasks and potential outcomes covering the duration of the proposed project, including project evaluation.

(g) Budget. All applications must include a budget narrative and a justification to support all proposed budget categories. This narrative and justification will provide enough detail to allow OEd staff and the review panel to evaluate the level of effort proposed by investigators and staff on a specific project. Specifically, the narrative must provide details on: personnel salaries and fringe benefits (broken out by percent time and number of months devoted to the project for each individual to be paid by project); travel including per person and per trip costs for transportation, lodging and meals; equipment; supplies; contractual costs, such as anticipated sub-awards; and other costs, including printing, publications and communication costs. Documentation regarding indirect-cost-rate agreements must also be included. For additional guidance on providing adequate budget justifications, visit <http://www.ago.noaa.gov/grants/BUDGTGUD.PDF>.

(h) Brief Resumes. All principal investigators, co-principal investigators, and/or key personnel of project partners must provide summaries of no more than 3 pages per person that include the following:

(i) A list of professional and academic credentials and contact information (mailing address, email address, phone, fax);

(ii) A list of all persons (including their organizational affiliation) in alphabetical order, with whom the investigator has collaborated on a project or publication within the last 48 months, including collaborators on this proposal and persons listed in the publications. If no collaborators exist, this should be so indicated;

The material presented in (h)(ii) is used to assist in identifying potential conflicts or bias in the selection of reviewers. **Failure to provide this information in the required format and within prescribed page limits will result in the proposal not being reviewed.**

(i) Current and Pending Support. Describe all current and pending Federal and non-Federal funding for all principal investigators (PIs) and co-PIs. The capability of the applicants (PIs and co-PIs) and their collaborators to complete the proposed work in light of present commitments to other projects must be assessable. Therefore, please discuss the percentage of time the applicant and collaborators have committed to other Federal or non-Federal projects, as compared to the time that will be committed to the project solicited under this notice. Also, provide the name and telephone contact for three references on contracts or grants that the PIs have held over the last 1 to 3 years. **If the applicants have no current or pending funding beyond this application, this must be clearly indicated under a heading “Current and Pending Support.”**

3. Application Format

The page margin on standard letter-size paper must be one inch (2.5 cm) at the top, bottom, left, and right. The typeface must be standard 12-point size and must be clear and easily legible. Color or high-resolution graphics, unusually sized materials, or otherwise unusual materials submitted as part of the proposal are allowed, but should be employed only when necessary for adequate description of the proposed project. Applications should be single spaced and follow the requirements described in Section IV.B.2. **Failure to comply with the application format as described in this section or in section IV.B.2 will result in a proposal not being reviewed.**

C. Submission Dates and Times

Letters of Interest are required for all applications and must be received by 5:00 p.m., EST, January 25, 2006. The deadline for full applications is 5:00 p.m., EST on March 1, 2006.

Letters of Interest should be submitted by email to sarah.schoedinger@noaa.gov and are time and date stamped by the sender's server. Full applications submitted through Grants.gov APPLY will be accompanied by an automated receipt of the date and time of submission.

If an applicant does not have Internet access, hard copies of the letter of interest and the application will be accepted and date and time stamped **when they are received** in the Office of Education (OEd). Facsimile transmissions of applications are not allowed. **Electronic or hard copies of the letter of interest or application received after the deadline will not be considered for review and will be destroyed.**

D. Intergovernmental Review

Applications under this program **are not** subject to Executive Order 12372, Intergovernmental Review of Federal Programs (refer to item 16 on SF-424).

E. Funding Restrictions

There are no special restrictions.

F. Other Submission Requirements - Address

Letters of Interest should be submitted to Sarah Schoedinger at sarah.schoedinger@noaa.gov. If an applicant does not have Internet access, a hard copy of the letter of interest may be mailed to or Sarah Schoedinger, DOC/NOAA, Office of Education, 1401 Constitution Avenue NW, Room 6863, Washington, DC 20230. Please note: Hard copies submitted via the US Postal Service can take up to 4 weeks to reach this office; applicants are recommended to send hard copies via expedited shipping methods (e.g, Airborne Express, DHL, Fed Ex, UPS).

Full applications should be submitted through Grants.gov APPLY (<http://www.grants.gov>). If an applicant does not have Internet access, one hard copy should be sent to Sarah Schoedinger, DOC/NOAA Office of Education, 1401 Constitution Avenue NW, Room 6863, Washington, DC 20230. If submitting a hard copy, applicants are requested to provide a CD-ROM of the application, including scanned signed forms or forms with electronic signatures.

V. Application Review Information

A. Evaluation Criteria

(1) Importance and/or relevance and applicability of proposed project to the program goals (35 points): This ascertains whether there is intrinsic value in the proposed work and/or relevance to NOAA's Federal, regional, or local activities. The proposal should address how well the proposed project addresses NOAA's stated objectives and priorities. Reviewers will evaluate:

- How well the project addresses the program priorities (refer to Section I.B) (10 points);
- How well aligned the project is with NOAA education goals, strategies, and standards (5 points);
- The likelihood that the project will increase awareness of NOAA and NOAA-related sciences (5 points);
- The extent to which NOAA entities are partners of the project and whether or not these partnerships are articulated in letters of support. NOAA entities include programs, offices, and organizations, such as the National Estuarine Research Reserve System, National Marine Sanctuary Program, National Sea Grant College Program, National Weather Service Weather Forecast Offices, NOAA Office of Ocean Exploration, NOAA Cooperative Institutes, and Regional Associations of the Integrated Ocean Observing System (10 points); and
- The extent to which the project is aligned with appropriate national, state, or local learning standards (if applicable) (5 points).

(2) Technical/scientific merit (36 points): This assesses whether the approach is technically sound and/or innovative, if the methods are appropriate, and whether there are clear project goals and objectives. Reviewers will evaluate:

- The completeness and adequacy of detail in the project description including clearly stated goals and measurable objectives (6 points);
- The overall technical feasibility of the project, including whether the proposed approach is educationally and technically sound and uses appropriate methods to achieve project outcomes (6 points);
- The likelihood of meeting milestones and achieving anticipated results in the time proposed (6 points);
- If project is a pilot or small-scale, has the applicant articulated a plan for expansion to a larger scale, e.g., regionally or nationally. If project is regional to national in scale, has the applicant articulated a plan for long-term sustainability of the project. (6 points)
- Whether there are appropriate mechanisms to evaluate the success of the project in meeting the anticipated outcomes (6 points); and
- The innovativeness of the project approach (6 points).

(3) Overall Qualifications of Applicants (10 points): This ascertains whether the applicant possesses the necessary education, experience, training, facilities, and administrative resources to accomplish the project. Reviewers will evaluate:

- The qualifications and demonstrated ability within their areas of expertise of the applicants, of key personnel who would receive funds from this program, and of key personnel of project's partners (2 points);
- The applicant's previous experience in managing or designing educational programs (2 points);
- The likelihood that the participating institution(s) have the appropriate resources to carry out the proposed activities and that applicant(s) have the ability to complete the proposed project successfully (2 points);
- The level of collaboration with other programs, minority-serving institutions (MSIs), or other educational, research, or management institutions (2 points); and
- The extent to which all partners are contributing meaningfully to the project, including articulation of activities in letters of support (2 points).

(4) Project Costs (10 points): The budget is evaluated to determine if it is realistic and commensurate with the project needs and time-frame. Reviewers will evaluate:

- The adequacy of the proposed resources to accomplish the proposed work within the indicated time-frame (2 points);
- The appropriateness of the requested funding with respect to the total available funds through this funding opportunity (2 points);
- The likelihood of the project to result in appropriate outcomes for the proposed cost (2 points);
- If funds are requested for partial support of a project, how does the overall project budget allow an informed determination of the project's readiness and cost-benefit ratio (2 points); and

- How well justified are all costs associated with the project (2 points).

(5) Outreach and Education (9 points): This criterion ascertains whether this project provides a focused and effective education and outreach strategy regarding NOAA's mission to protect the Nation's natural resources. Reviewers will evaluate how the outcomes and results of the proposed project will be disseminated to audiences beyond those participating directly in the project. These may include publications, conferences, community events, media, etc.

B. Review and Selection Process

Upon receipt of a completed application by NOAA, an initial administrative review is conducted to determine compliance with requirements and completeness of the application. All applications that meet the minimum eligibility requirements and that are ascertained to be complete will be evaluated and scored by independent reviewers. The reviews will be conducted by a panel of individuals, who may be Federal or non-Federal experts, each having expertise in a separate area so that the panel as a whole covers the spectrum of environmental education relevant to NOAA-related sciences. The reviewers will score each proposal using the evaluation criteria provided above. The individual review panelist ratings shall be averaged for each application to establish rank order and presented to the Program Officer. No consensus advice will be given by the review panel.

The Program Officer will neither vote nor score applications as part of the review panel nor participate in discussion of the merits of any proposal.

The Program Officer will make his/her recommendations for funding based on rank order and the selection factors listed in the next paragraph to the Selecting Official, the Director of NOAA Education, for the final funding decision.

C. Selection Factors

The panel review ratings shall provide a rank order to the Selecting Official for final recommendation to the NOAA Grants Officer. The Selecting Official shall award in the rank order unless the proposal is justified to be selected out of rank order based upon one or more of the following factors.

1. Availability of funding;
2. Balance/distribution of funds:
 - a. Geographically
 - b. By type of institutions
 - c. By type of partners
 - d. By research areas
 - e. By project types
3. Whether this project duplicates other projects funded or considered for funding by NOAA or other federal agencies;
4. Program priorities and policy factors;

5. Applicant's prior award performance;
6. Partnerships and/or Participation of targeted groups;
7. Adequacy of information necessary for NOAA staff to make a NEPA determination and draft necessary documentation before recommendations for funding are made to the Grants Officer.

Selected applicants may be asked to modify objectives, project plans or budgets, and provide supplemental information required by the agency prior to the award. When a decision has been made (whether an award or declination), verbatim anonymous copies of reviews and summaries of review panel deliberations, if any, will be made available to the applicant.

In anticipation of additional funding, declined applications scoring may be retained for up to 1 year and then destroyed.

D. Anticipated Announcement and Award Dates

Subject to the availability of funds, review of applications will occur during Spring 2006. September 1, 2006, should be used as the proposed start date on applications, unless otherwise directed by the Program Officer.

VI. Award Administration Information

A. Award Notice

Successful applicants will receive notification (either hard copy or electronically) from OED that the application has been recommended for funding to the NOAA Grants Management Division. This notification is not an authorization to begin performance of the project. Official notification of funding, signed by a NOAA Grants Officer, is the authorizing document that allows the project to begin. Notifications may be issued electronically or through postal mail to the Authorizing Official of the project.

Unsuccessful applicants will be notified that their reviewed application was not recommended for funding (declined) or was not reviewed because it did not meet the minimum requirements prescribed in Sections IV.B and IV.C.

B. Administrative and National Policy Requirements

The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements

The Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements contained in the Federal Register notice of December 30, 2004 (69 FR 78389) is applicable to this funding opportunity.

Limitation of Liability

In no event will NOAA or the Department of Commerce be responsible for proposal preparation costs if these programs fail to receive funding or are cancelled because of other agency priorities. Publication of this announcement does not oblige NOAA to award any specific project or to obligate any available funds.

National Environmental Policy Act (NEPA)

NOAA must analyze the potential environmental impacts, as required by the National Environmental Policy Act (NEPA), for applicant projects or proposals which are seeking NOAA federal funding opportunities. Detailed information on NOAA compliance with NEPA can be found at the following NOAA NEPA website: <http://www.nepa.noaa.gov/>, including our NOAA Administrative Order 216-6 for NEPA, http://www.nepa.noaa.gov/NAO216_6_TOC.pdf, and the Council on Environmental Quality implementation regulations, http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm. Consequently, as part of an applicant's package, and under their description of their program activities, applicants are required to provide detailed information on the activities to be conducted, locations, sites, species and habitat to be affected, possible construction activities, and any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non-indigenous species, impacts to endangered and threatened species, aquaculture projects, and impacts to coral reef systems). In addition to providing specific information that will serve as the basis for any required impact analyses, applicants may also be requested to assist NOAA in drafting of an environmental assessment, if NOAA determines an assessment is required. Applicants will also be required to cooperate with NOAA in identifying feasible measures to reduce or avoid any identified adverse environmental impacts of their proposal. The failure to do so shall be grounds for not selecting an application. In some cases if additional information is required after an application is selected, funds can be withheld by the Grants Officer under a special award condition requiring the recipient to submit additional environmental compliance information sufficient to enable NOAA to make an assessment on any impacts that a project may have on the environment.

C. Reporting

Recipients will be required to submit the following financial and performance (technical) reports. These reports are to be submitted electronically unless the recipient does not have Internet access, in which case hard copy submissions will be accepted.

A Federal Cash Transaction Report (SF-272) is required semi-annually in April and October. A final Financial Status Report (SF-269) and a final SF-272 is required within 90 days of the end of the grant.

Performance or progress reports are required to be submitted to the NOAA Program Officer semi-annually. These reports will be due no later than 30 days following the end of each 6-month period from the start date of an award. The final report is due 90 days after the award expiration.

VII. Agency Contacts

Please visit the OEd website for further information at http://www.oesd.noaa.gov/funding_opps.html or contact Sarah Schoedinger (202) 482-2893 or Sarah.Schoedinger@noaa.gov.

For those applicants without Internet access, hard copies of referenced documents may be requested from NOAA's Office of Education by contacting Sarah Schoedinger at (202) 482-2893 or sending a letter to Sarah Schoedinger, DOC/NOAA Office of Education, 1401 Constitution Avenue NW, Room 6863, Washington, DC 20230. **Please note:** Hard copies submitted via the US Postal Service can take up to 4 weeks to reach this office; applicants are recommended to send hard copies via expedited shipping methods (e.g, Airborne Express, DHL, Fed Ex, UPS).