

# Abbreviated FY23 NOAA/NWS Tsunami Activities Program Grant Application Guidance

(Updated December 14, 2022)

## Key dates for the process

Late December 2022	Release of Grant Guidance and related documents.
January/February 2023	Program Review Presentations by States/Territories
02/17/2023	Pre-Application package (Project Narrative, Budget Explanation, Budget workbooks, Data Management agreement, Self Evaluation checklist, Endorsement Form, applicable NICRAs, CVs/Resumes, and NEPA Statement (Prime and Subawards) submitted to nws.tsunamigrants@noaa.gov for review by Federal Grant Panel.
02/20-03/03/23	Federal Grant Review Panel meets to conduct pre-application review. A panel member may communicate with an applicant to clarify questions and refine pre-applications if necessary.
3/10/2023	Grant review panel provides recommendations to NTHMP Chair for review and approval.
3/17/2023	NTHMP Chair provides final approval of recommendations via email to the Tsunami Program Office.
3/20/2023	NTHMP Chair's recommendations transmitted to NWS AFSD Director for review and approval. AFSD Director determines the final "top line" for available grant funding. Further meetings with the Federal Grant Panel and/or the NTHMP Chair may be necessary to determine the final approved amounts of funding for which each partner may apply.
04/03/ - 04/07/2023	Tsunami Program Office notifies applicants of the approved activities & tasks with instructions on preparation of final grant application.
Late April / Early May 2023	NWS Tsunami Program communicates with each submitter to inform of recommendations by the Federal Grant Panel with NTHMP Chair recommendation. NWS Tsunami Program posts funding opportunity notice to grants.gov via RFA in NOAA GrantsOnLine.
Mid May 2023	Finalized FY23 grant applications submitted into on-line system by each applicant.
Mid May / June 2023	NWS Tsunami Program creates and uploads supporting documentation for all grants into the on-line system.
July through 08/31/2023	NOAA Grants Management reviews of submissions, including legal review. Applicants asked refining questions. Awards offered in late August, 2023.

## 2018-2023 NTHMP Strategic Plan

The [2018-2023 NTHMP Strategic Plan](#) governs the priorities and strategies for activities to be funded by grants. This new Strategic Plan was adopted in February 2018, and is the only version to be used for grant applications. Suggested alignments with allowable activities and strategies in the plan can be found on the [Allowable Activities List](#).

## General Grant Guidance

### Pre-Application

Submit all grant pre-application documents on or before February 17, 2023.

Send these documents in their native format (do not convert to PDF):  
General instructions and guidance can be found on the [NTHMP website](#).

### General Grant Guidance

Use these documents:

- [FY23 Grant Project Narrative Template](#)
- [FY23 Prime Budget Workbook](#)
- [FY23 Subaward Budget Workbooks](#) (as needed)
- [FY23 Budget Explanation](#)
- [Applicant NEPA statement](#)
- [EM written endorsement](#)
- [Pre-application checklist](#)
- [Data Management Plan](#)
- Any applicable NICRAs
- If requesting equipment at \$5,000 or more, a “lease-vs-purchase” analysis is also required. If a lease is not available, say that.

Send these documents via email to: [nws.tsunamigrants@noaa.gov](mailto:nws.tsunamigrants@noaa.gov). The first-round of pre-applications due on or before February 17, 2023.

### Final-Application

Include only these documents as attachments in the final application:

- Project Narrative (MS-Word)
- CV/Resume of Principle Investigator(s) and any grant-funded staff, including those working on subawards
- Budget Workbook for Prime applicant (Excel)
- Budget Workbook(s) for Subaward participants (Excel)
- Budget Explanation (MS-Word)
- Data Management Plan (MS-Word)
- NICRA(s) for Prime and Subaward participants (if applicable) in PDF format
- SF424 Application for Federal Assistance (on-line automated form)
- SF424a Budget Information – Non-construction Programs
- SF424b Assurances for Non-Construction Programs (on-line automated form)
- CD511 Certification Regarding Lobbying