FY24 NOAA/NWS Tsunami Activities Program Grant Application Guidance
(Updated January 23, 2024)

The NOAA National Weather Service's Tsunami Program Office has prepared this Guidance for use by eligible applicants in developing grant applications for FY24 Tsunami Activities Grants funding. Eligible applicants include States, Territories, Tribal, and Local Governments, including quasi-government authorities that operate and manage ports and harbors. This Guidance supersedes all prior tsunami program application guidance for tsunami grants.

Find the abbreviated version of this guidance [here](#). [UPDATE PENDING]

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Key dates for the process

January 2024	Release of Grant Guidance and related documents.
February 2024	Program Review Presentations by States/Territories
02/24/2024	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.
02/27-03/03/24	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.
3/10/2024	Grant review panel provides recommendations to NTHMP Chair for review and approval.
3/17/2024	NTHMP Chair provides final approval of recommendations via email to the Tsunami Program Office.
3/20/2024	NTHMP Chair's recommendations transmitted to NWS AFSO Director for review and approval. AFSO 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/ - 04/07/2024	Tsunami Program Office notifies applicants of the approved activities & tasks with instructions on preparation of final grant application.
Late April / Early May 2024	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 GEMS, the replacement of NOAA GrantsOnLine. Grantee Guidance on the new system can be found here.
Mid May 2024	Finalized FY24 grant applications submitted into on-line system by each applicant.
Mid May / June 2024	NWS Tsunami Program creates and uploads supporting documentation for all grants into the on-line system.
July through 08/31/2024	NOAA Grants Management reviews of submissions, including legal review. Applicants asked refining questions. Awards offered in late August, 2024.

Focus and Purpose of NOAA/NWS Tsunami Activities Grants

The focus for FY24 NOAA/NWS Tsunami Activities Grants is *support and sustainment of activities* described in the *NTHMP Strategic Plan for 2024 - 2029*. Request only what is needed to sustain current levels of activity toward achieving the NTHMP Strategic Plan's goals and strategies.

- promote the adoption of **tsunami** resilience, preparedness, warning, and mitigation measures by Federal, State, territorial, tribal, and local governments;
- support the development of community-based **tsunami** outreach and education programs to ensure community readiness and resilience;
- support the NWS TsunamiReady® Program for signage, warning support, and outreach;
- support the development and dissemination of guidelines and standards for community **tsunami** planning, education, and training products, programs, and tools;
- provide funds to initiate **tsunami** activities that states and territories will sustain with their own funds once begun;
- promote **tsunami** preparedness and guidance development;
- fulfill the mission, vision, goals, and strategies of the NTHMP to support the nation's **tsunami** capabilities to the last mile.

FY24 NOAA/NWS Financial Assistance for Tsunami Activities Grants Overview

Period of Performance

The period of performance for these grants is one year: September 1, 2024, through August 31, 2025. Propose only work that can be completed in a 12-month interval.

NTHMP Strategic Plan for 2024 - 2029

The [NTHMP Strategic Plan for 2024 - 2029](#) governs the priorities and strategies for activities to be funded by grants. This new Strategic Plan was adopted in 2023, 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](#).

Subcommittee Initiated Activities

These are activities that an applicant may include in its grant proposal IF an NTHMP Subcommittee wants to get a particular project done to serve the greater good of the nation's tsunami capabilities. Any activity on the "Allowable Grants Activities" list may be initiated by a subcommittee and request an applicant to propose it on its grant application.

Travel Budgeting

Travel should be assigned to different object classes depending on who is traveling for what purpose.

- Travel Object Class: Travel for a CC member or grant-funded staff to attend an NTHMP meeting and travel for grant-funded staff to execute grant activities.

- Other Direct Costs Object Class: all other travel; e.g., participants who travel to state-sponsored workshops, training, or stakeholders meetings; travel to participate in the PRiMO Conference; travel to a Tsunami Warning Center for training, if offered.

To make this process as easy as possible for applicants, the FY24 Budget Workbook Travel Tab has column N marked "Staff Travel." Simply enter "Y" for "Yes," meaning this person is traveling as a CC member to an NTHMP meeting or staff executing grant activities. Enter "N" if the travel is for any other reason.

When you do that, the workbook will calculate the costs in the appropriate object class automatically, including applying indirect costs if applicable (and as indicated with a "Y" or "N" toggle on the Budget Workbook's Info page.)

Nothing else needs to be done – just use the correct "Y" or "N" toggle on the Travel Tab, Column N, and the workbook will do all the work of accounting correctly by object class.

Siren Costs

Costs related to acquisition and maintenance of sirens has increased dramatically over the years. While maintaining a healthy outdoor warning siren system is important, the main purpose of these grants is to invest funds to get projects started with the intent that states, territories, and local jurisdictions will take on the responsibility and fund the costs for long-term system operation and maintenance.

Grant support for siren systems will continue for siren acquisition costs (gap-filling or mobile units) as well as siren maintenance. To provide sufficient funding for different types of tsunami-related activities, **there is an upper limit of $250,000** on *all* siren-related direct and indirect costs that may be requested in a grant application. This includes costs that may be included in several object classes on the budget workbook. Also, any object class subject to collection of indirect costs will have those indirect costs added to the total for siren-related costs.

Applicants should look for a column on the budget workbook marked "Siren-Related Y/N". This column appears on these tabs: Personnel & Fringe; Travel; Equipment; Supplies; and Contractual. All that is required is to enter "Y" in the "Siren-Related" column if a cost is related to sirens. The default is "N". The workbook will do all of the calculations.

To determine how close a budget is to reaching the $250,000 maximum for siren-related costs, go to the Summary tab on the workbook and look for that information along with a complete breakdown in a greyed-out box in the lower portion of the workbook. *Do not unprotect the worksheet or overwrite anything in that greyed-out section. All data there is derived from other tabs on the workbook.*

Tsunami Program Grant Guidance Issues

Staff Hours and Positions

Applicants cannot create general staff position(s), such as "Tsunami Specialist" charged as a *single* task to a grant. Staff time must be allocated by hours across tasks.

Applicants *are permitted* to create position(s); however, the hours must be identified within specific tasks in the budget. While costs associated with Task assignments may be shared between staff of the Prime applicant and its Subaward applicant(s), such costs must be clearly segregated and captured under the Prime and Subaward respectively.

Excluded Items or Activities

Refer to the list of Allowable / Disallowed Grant Activities for reference. Following is not a complete list, but highlights some items or activities for which grant funding may **not be requested**:

- Staff time (hours) for Coordinating Committee members to participate in NTHMP meetings.

It is expected when accepting a Coordinating Committee (CC) appointment that the CC member's time to attend and participate in CC meetings will be covered by the CC member's employer, and not from grant funds. Applies to CC members only.

- Travel to conferences or meetings that are not specific to a task.

Examples: AGU Meeting, SSA Conference, IAEM Conference, National Earthquake Meeting, and similar professional conferences or meetings. If participation in meetings and conferences is important to someone, another source of funding must be used. Further, most conferences are multi-hazard with tsunami being only a small part.

Laptop or desktop computers, LCD projectors, cameras, printers, and related computer hardware. (Note: As needed, it is expected that the NTHMP partner will use its own equipment/supplies. Even if these items are used 100% for tsunami purposes, they are considered "grant creep" and not a priority for grant funding.

- Travel for a team to conduct a post-tsunami survey is not allowed to be funded by a NOAA grant. This change was required by a decision by NOAA General Counsel in July, 2018.
- Purchase of new or used vehicles, or vehicle maintenance.

Relationship with NTHMP Plans and Guidance

Documents - NTHMP Strategic Plan for 2024 - 2029

Activities proposed for grant-funded activities must be tied to one or more goals and/or strategies in the *NTHMP Strategic Plan for 2024 - 2029*. The Strategic Plan is available [on the NTHMP](#) [website](#) and should be used when developing grant task proposals. Previous versions of NTHMP Strategic Plans should not be used.

Subcommittee Annual Work Plans

Each NTHMP Subcommittee developed annual work plans (and MMS five-year "vision plan"). Those work plans may include subcommittee initiated activities on which an applicant will be asked by a subcommittee to take the lead to work on with a grant-funded action.

Further, subcommittee annual work plans can give an indication of higher-priority actions for applicants to consider including FY24 grant pre-applications. Grant requests that show a close

tie to outcomes indicated in subcommittee annual work plans and MMS vision plan will be more favorably considered.

NTHMP Guidance Documents

The *Tsunami Warning, Education, and Research Act of 2017* (P.L. 115-25 §3201 et seq) calls for development of Guidance documents that will bring a more consistent, uniform approach to activities such as mapping, modeling, maritime safety, education and outreach, and warning coordination. A subcommittee may request an applicant to take the lead on developing such Guidance. In that case, such a grant request will be favorably considered (but not a "given.")

Required Endorsement by NTHMP Partners

A written endorsement of the grant Pre-application package is required from both the Emergency Management member and Science member from the applicant's state, territory, or region. This ensures that both members representing an NTHMP partner assure awareness of all of the activities and budgets within a grant proposal.

Personnel

Applicants cannot create general staff position(s), such as "Tsunami Specialist" charged as a single task to a grant. Staff time must be allocated by hours across tasks.

Hours for FTE full or part-time personnel are allowable. There is a natural limit on FTE hours based on requirements to execute tasks being reasonably explained and within capability of the applicant. All personnel, whether full-time or part-time, must have hours assigned to specific tasks. No "general office hours."

Itemize the number of hours grant staff are assigned to each task in the application. The total number of hours for all staff combined should not exceed 2,080 or whatever is considered by the applicant's state/territory/agency as "full time." Total hours per person per task is required; percentages of time are not. Overtime or overtime rates are not permitted.

In the Budget workbooks, identify which personnel are assigned to which task and the hours that person will work on that task so that the grant review panel can determine the impact if a position were not funded.

Provide cost basis for salaries (state hourly salary rate). The base salary and hours for each task must be provided in order for the Grants Officer to determine reasonability of the salary costs.
Personnel costs can be requested for one year (period of performance September 1, 2024 through August 31, 2025). Personnel costs are year-to-year only.

Tasks that appear to be focused only on providing employment (staff or students) over meeting specific and multiple NTHMP strategies and outcomes will not be recommended for funding.

Fringe benefits

Fringe benefits for full or part-time staff are allowable in accordance with the organization's internal policy and its NICRA. These benefits must be equal to benefits provided to non-grant-funded staff in the same agency/employer.

If the fringe rate is not included as part of the NICRA, provide the fringe rate and submit a letter signed by an organization's authorized official or other official documentation that substantiates the rate.

If benefits exceed 35% of salary, a breakdown of the benefits must be provided in the Budget Explanation (MS-Word document) with documentation from the employing agency describing how benefits costs were calculated.

Travel

An estimated cost breakdown for each trip regardless of the amount of funding requested is required on the travel tab in the budget workbook. Include name and title of person traveling, number of nights lodging, estimated coach class (or equivalent) airfare OR mileage at current approved mileage rate, GSA-approved or state-approved per diem rates (whichever is less), and reasonable allowable other expenses. If a budget breakdown for travel costs is not provided, then the travel will not be recommended for funding. Denote which object class this travel belongs to on the budget as explained on Page 5 of this Guidance.

Note: Federal Government employees are not permitted to receive the benefit of NOAA grant funds, including travel. If the Science CC member is also a NOAA employee, he/she must obtain travel funds from a NOAA Financial Management Center (FMC). This also applies to Warning Coordination Meteorologists at NWS WFOs.

Allowable costs for travel include:

Priority 1: Travel for Coordinating Committee members

- Up to two appointed CC members (who are eligible to use grant funding for travel) to attend the NTHMP Annual Meeting in 2024.
- The Emergency Management CC member to travel to a meeting of the Mitigation & Education Subcommittee held in 2024.
- The Science CC member to travel to a meeting of the Mapping & Modeling Subcommittee held in 2024.

Terms of travel must comply with state/territory travel rules. This applies only to NTHMP meetings held between September 1, 2024 and August 31, 2025.

A standardized travel cost calculator must be used to provide uniform travel estimates unless otherwise approved by NWS Headquarters.

Priority 2: Travel to accomplish grant-funded tasks

Travel may be POV, state-owned vehicle, rail, ferry, ship, or air. Must comply with state/territory travel rules and rates.

This includes site visits for TsunamiReady® support and evaluations (training, mentoring, signage placement, and TsunamiReady® Supporter recruitment etc.) Grant-funded travel is limited to

one person per site visit. Multiple site visits to the same location over time are permitted. Carpooling or ride sharing for more than one person to participate in a single site visit is permitted; air or rail travel by more than one person per site is not permitted.

Priority 3: Travel to Workshops

- PRiMO Conference: Registration fees and travel for one person from American Samoa, CNMI, Guam, and Hawaii to attend the PRiMO Conference if scheduled between September 1, 2024 and August 31, 2025. This is a Pacific Islands-oriented conference and is not applicable for other U.S. states or territories.

- One MMS science representative to attend one Powell Center tsunami source workshop in Fort Collins, Colorado, per eligible grant applicant. Eligibility to request these funds must be approved by the MMS Co-Chairs.

Travel to any other conferences, meetings, or workshops is not allowed to be charged to NOAA/NWS tsunami activities grants (this includes AGU, SSA, IAEM, Earthquake Conference, state EMA associations, etc.)

Priority 4: Other travel

- Travel for one person to attend a 1-week long "Tsunami Training" at the National Tsunami Warning Center, Palmer, Alaska, if the training will be offered between September 1, 2024 and August 31, 2025. This is most applicable to NTWC-serviced partner states: AK, CA, OR, WA, Gulf Coast, East Coast. A similar request for 3 days of training at the PTWC may be requested for partners in American Samoa, CNMI, Guam, Hawaii, Puerto Rico, and USVI. Additional participants may attend provided space is available and if they can fund travel from another source of funding.

Priority 5: Travel by others to attend NTHMP meetings

This section is about anyone other than officially appointed Coordinating Committee members to travel to an NTHMP meeting (annual or summer subcommittee meetings). Travel costs are allowed to be requested; however, because this travel is a low priority, these funds will only be considered if funding is available after all other priorities for all other activities are considered.

If travel funds are included in a grant proposal, the funds can be requested for one person (in addition to the CC member) for each meeting.

Funding for guest speakers to present at an NTHMP meeting may be requested in this priority. Funding for speaker fees or honoraria is not permitted.

High-Priority Activities

- Priority 1 and Priority 2 travel (see above)

- Hosting costs for NTHMP meetings

This covers costs for meeting space, rental of audiovisual equipment, and allowable hosting costs.

The selection of location and a host will be decided at the Coordinating Committee meeting held in conjunction with the NTHMP Annual Meeting.

● Produce NTHMP *TsuInfo Alert* newsletter and report archive

This is an activity done by a partner on behalf of the entire NTHMP. The Coordinating Committee will select the partner to do this activity. The selected partner is permitted to include costs (as Primary applicant or on behalf of an approved Subaward applicant) for personnel, fringe benefits, supplies, other direct costs, and applicable indirect costs (if any).

Subcommittee Initiated Activities

The following activities can be requested if an NTHMP subcommittee requests it and an NTHMP partner agrees to do it to serve NTHMP priorities. These over-arching activities generally have higher priority than individual applicant activities for consideration, since they would have a full subcommittee's endorsement.

It is anticipated that these activities may be more costly in the aggregate because they are being done by one applicant on behalf of several.

● Update of existing products or development of new products based on existing sources. Includes identifying and locating the sources; determining a realistic magnitude, epicenter, source size (length and width), displacement/"slip," and other factors of fault/landslide geometry. For probabilistic work, it would also include the recurrence period for various size events on a particular source. May include acquisition of existing paleotsunami deposit data. Maximum allowable cost on grant is $75,000 (including applicable indirect costs). Full cost breakdown is required.

● Tsunami Hazard Assessments for sediment transport effects on sandy beaches and dunes (dynamic erosion from tsunami) and in harbors. May be a workshop (travel), pilot study, and production of Guidelines and/or a report for the NTHMP. (Academic journal articles permissible, but submission fees are not fundable by grants.) Requires endorsement from the MMS.

● Develop guidelines to improve community tsunami related planning, education, training, exercises, warning and evacuation products and tools and foster the development of tsunami resilient communities.

● Conduct social science research to develop and assess the effectiveness of education, outreach, community warning and evacuation programs and materials.

● Create or analyze existing pilot projects and/or hold workshops to help develop and update guidelines for tsunami inundation models and maps that address preparedness, response, mitigation, and recovery planning. May include, but not limited to: Modeling of tsunamis in a built environment, dynamic erosion of dunes through tsunami sediment transport modeling, tsunami sediment transport effects in ports and harbors, meteotsunamis. May be a workshop (travel), pilot study, and production of Guidelines and/or a report for the NTHMP. Academic journal articles permissible, but submission fees are not fundable by grants.

Allowable Activities Funded Through IntraNOAA Transfers

Since NOAA entities (NCEI or PMEL) cannot be paid by an NTHMP partner with NOAA grant funds, the following activities may be requested, and if approved, funded separately outside the grant process.

- Standard DEM/Grid generation developed by NOAA/NCEI for priorities beyond those established by the MMS, and DEM verification. Applicant must demonstrate a link to evacuation map improvements in the Project Narrative. This applies only to DEMs developed by NOAA/NCEI. Development of DEMs by any other entity is not permitted for application of grant funds.
- Certain tsunami modeling or hazard assessments conducted by NOAA's Pacific Marine Environmental Laboratory.

Allowed and Disallowed Activities

The complete list of allowed and disallowed activities is on the [List of Allowed/Disallowed Activities](#) on the NTHMP website. The most recent version of the list as posted on the website applies. Do not use previously-issued lists.

List of Allowable/Disallowed Activities

NOAA/NWS reserves the right to exclude any activity for any reason when making recommendations for grants. Disallowance for activities may occur during the several stages of grant review: pre-application, application, or award review.

General Grant Guidance

Use these documents [LINKS TO BE UPDATED ONCE SERVER IS AVAILABLE]:

- [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](#)

Do not use project or budget templates or workbooks from past years or other sources.

List all activities that can be carried out independently from one another as discrete and separate tasks. Do not write applications where so many activities are intertwined such that if one of the tasks does not get funded, then the rest of the proposed tasks could not begin or be completed. Also, do not lump all activities into one single task with subtasks. Separate discrete tasks into separate task lines.

An applicant may request up to 12 tasks. Consider, however, a reasonable balance of requested funds with the consideration that a total of 12 entities will be applying for grants. It is unlikely that all tasks for all requesters can or will be recommended for funding.

Carefully review at least the last two Semi-Annual Grant Progress Reports submitted before. Funding has been cut from applications where it appeared that the proposed new work had already been completed and reported. Explain in the Project Narrative how new proposed work builds on previously completed projects.

The Grant Review Panel will give more positive consideration if leveraging of resources is demonstrated. For example, if an agency applies funding for a project from other resources, and

grant funding is a contribution to the effort, describe that. More favorable consideration for a request is also given if in-kind support is required with another entity, such as provision of labor to install signage or a siren tower by a local or state public works (or similar) department. Indicate any in-kind support requirements in the FY24 NTHMP Budget Explanation document.

Funds requested for grant activities must be broken down by Object Class such as personnel, fringe, travel, contracts, equipment, supplies, and other direct costs. See references about how to classify costs by Object Class. The applicant must determine the funds needed by object class. However, if during execution of a grant the grantee finds that more funds in one object class are required than in another, it is permissible to move funds between classes except for funds into and out of the Personnel and Fringe Benefits categories. If expenses for Personnel or Fringe categories must be increased later, a formal budget amendment is required.

Indirect costs may be requested if the applicant agency has an approved Negotiated Indirect Cost Rate Agreement (NICRA) whose period of coverage includes the month on which pre-applications are submitted AND indirect costs are calculated per terms of the agency's agreement which covers personnel, benefits, and sometimes items in other Object Classes (up to certain specified limits). If Indirect Costs are claimed, the agency's NICRA must be submitted with the pre-application and again when the final application is submitted on-line.

A Grant Review Panel appointed by NWS Management and/or the NTHMP Chair will review Grant Pre-Application documents. Any panel member may contact the applicant if there are questions about the application. Please answer questions thoroughly and promptly.

Do not assume that the members of the Grant Review Panel understand what has been done in the past, how the agency is organized, or how business is conducted. More explanatory detail is better than not providing it. Think of it this way, "if I were reviewing this application and didn't know how I do what I do, would I understand what is being proposed and why the expenses are at the amounts they are?"

The period of performance for these grants is September 1, 2024, through August 31, 2025. If there are specific needs for an adjustment for a later start date, please contact NOAA/NWS Tsunami Program office staff.

If the applicant has an existing NOAA/NWS Tsunami Activities grant whose performance end date is beyond August 31, 2024, then please be careful not to over-obligate personnel & fringe benefit costs for the Principle Investigator or other staff paid through the grant's personnel/fringe object classes. Obligations of personnel by more than 100% time could be cause for tasks within an application not to be recommended for funding.

If there is an ongoing grant where this new grant will overlap an existing grant, be careful not to propose to do "old" work under the "new" grant. Everything proposed in the "new" grant must be a new activity and not duplicated or carried forward from a previous grant – again, only if active periods of grants overlap.

Make sure that the dollars match exactly in the Project Narrative and the Budget Workbooks. NOAA/NWS or the Grant Review Panel may not reconcile differences and may choose the lower of amounts if given a choice.

Round all numbers up to the nearest whole dollar. Do not include decimals.

Grants to Indian Tribes

Federally recognized Indian Tribes that have land subject to tsunami inundation are eligible to apply for a NOAA/NWS Tsunami Activities Grant. A Tribal representative should send an email to nws.tsunamigrants@noaa.gov to request application instructions and documents. More information is at this link.

Subawards to local governments and quasi-government authorities

A local government is defined as a county, municipality (borough, city, town, township, or village). Local Government status extends to "quasi-Government" entities like a Port Authority that operates harbor and/or port operations.

Local governments and quasi-government authorities that have areas they manage or are responsible for that are subject to tsunami activity must contact their respective state's grant Principle Investigator (list here) to discuss how a local project can be considered for inclusion in the state or territory's grant application.

Further information and instructions can be provided by emailing nws.tsunamigrants@noaa.gov.

Procedures for using grant templates

Project Narrative

The Project Narrative should describe the applicant's goals and provide details on tasks being requested and why each task is important to the applicant.

A standard Tsunami Activities Grant Project Narrative Template is required. Do not use previous versions of any other Project Narrative prepared for past years.

Do not convert the document to PDF on submission for various stages of the review process.

Put tasks in order of Priority Rank. All Priority 1 travel should be included in the same Task and should be the first task in the Project Narrative.

Budget Workbook (prime and subawards)

A NOAA-developed budget workbook provides the method to indicate cost estimates for each task of the application. Instructions on using the budget workbook are provided. Read the instructions! It is essential that the workbook be completed accurately and completely. The budget workbook is a required component of a grant application.

Subaward partners may complete individual budget workbooks to provide cost estimates for task(s) that the partner will be doing. The primary applicant will import the data from the subaward workbook into the Prime applicant workbook to have a full picture of all costs by task and object class.

Do not convert the document to PDF on submission for various stages of the review process.

Budget Explanation

Most of the budget details in the workbook are self-explanatory. However, some items may need to have better definition, explanation, or detail. Use the Budget Explanation document to add context and explanations where necessary.

When finalizing the budget explanation, please remove instructions.

Do not convert the document to PDF on submission for various stages of the review process. If systems on your end convert files to PDF automatically, then email raw files in MS-Word and Excel to: nws.tsunamigrants@noaa.gov.

Review Process

Pre-Application

Submit all grant pre-application documents on or before February 24, 2024.

Send these documents in their native format (do not convert to PDF):
● Project Narrative
● Budget Workbooks (prime and subawards)
● Budget Explanation
● Any applicable NICRAs
● Data Management Plan
● NEPA Statement
● EM Written endorsement
● 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. The first-round of pre-applications due on or before February 24, 2024.

The Tsunami Program Office will review the pre-applications and work with applicants to ensure the pre-applications are correctly completed.

Federal Grant Panel Review

The National Weather Service and the NTHMP Chair appoint a panel of people who are not applicants for grants, yet are intimately familiar with the NTHMP, its members, grant applicants, Principal Investigators, tsunami science, and emergency management interests on tsunamis.

The Federal Review Panel will closely review all documents for each applicant. The Panel is charged to make recommendations to NOAA/NWS Management on what tasks for each applicant should be funded. The Panel considers the "fit" with allowable activities, NTHMP Strategic Plan, NTHMP Subcommittee Work Plans, NOAA priorities, and the applicant's past performance.

The Panel has wide latitude to consider the content of proposals and may contact an applicant with questions during the Federal review process. The Panel has no obligation to include any task or part of a task, even if an NTHMP subcommittee endorses or recommends it.

The Federal Grant Panel review process continues through early March 10, 2024.

NWS Management Review

The Federal grant panel will make recommendations for activities and tasks included in a grant pre-application to Management of the National Weather Service. Ultimately, NWS Management decides on activities that an applicant is permitted to include in its final FY24 NOAA/NWS Tsunami Activities Grant application.

When NWS Management confirms and approves grant activities, staff of the NWS Tsunami Program Office will inform each applicant what was approved within the applicant's proposal. The applicant will be instructed to prepare a final grant application.

During development of a final grant application, an applicant may be permitted to make adjustments for personnel, fringe benefits, and other object classes as may be warranted in the situation where not all tasks included in the pre-application process were approved by NWS Management that possibly could result in an hours deficit for a grant-funded FTE individual.

Final grant applications must be completed on-line via grants.gov in response to a Request for Application posted in May, 2024. Instructions for applicants will be provided. Once the application is submitted via Grants.gov, it is automatically transferred to the NOAA GrantsOnLine system.

Do not convert MS-Word and Excel files to PDF format as attachments to the **grants.gov** application.

Include only these documents as attachments in the final application:

- Project Narrative (MS-Word)
- CV/Resume of Principal 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 Do not include:

- NEPA Statement (that is submitted only during pre-application process)
- Budget estimates or bid quotes from vendors
- Any other miscellaneous grant documentation, including annual reports, photographs, illustrations, or anything else not specifically required or requested.

The final grant application package is due via grants.gov on or before a date that is TBD and will be announced when the RFA is announced. Incomplete or late applications may result in a rejection and halt further consideration.

After grant application packages are submitted, the NWS Tsunami Program Office reviews each one to ensure that it matches what was approved during the pre-application, the Federal Grant Panel Review, and NWS Management Review processes. Any discrepancies may result in the entire application being rejected from further consideration.

Additional documentation that is required within NOAA is prepared and added to the on-line applicant file by the NWS.

When the entire package is complete, the NWS will transmit the application package approval to NOAA Grants Management Division for its review.

NOAA Grants Management Division Review, including Federal Assistance Law Division (FALD) Review

NOAA's Grants Management Division (GMD) will review all details of the application. GMD's review process includes a review by FALD attorneys assigned to NOAA programs.

NOAA Grants Management Division staff may contact an applicant's representative for further clarification and to address questions that come up during GMD review. Prompt replies to these questions are important to avoid any disruption in the GMD review process that may cause a delay in issuing a grant award.

Grants may only be approved by NOAA Grants Officers. Notice of approval will be provided through GOL to the Authorized Representative identified in the SF-424 submitted with the final application. Prior to going into effect, the Grant must be accepted by the Authorized Representative following such notification.

Reference documents

- *NTHMP Strategic Plan for 2024 – 2029*
- [THE FOLLOWING TO BE UPDATED]
- FY23 Grant Project Narrative Template
- FY23 Grant Budget Workbook Instructions
- FY23 Budget Explanation/Backup
- FY23 Grant Prime Applicant Budget Workbook
- FY23 Grant Subaward Budget Workbook(s)
- NEPA Checklist – Applicant Certification
- Reference – classification of costs by Object Class
- Reference – NOAA Grants Management Budget Narrative Guidance See http://nws.weather.gov/nthmp/grants/reference.html

Questions / Contact Information

If there are questions, please contact:

nws.tsunamigrants@noaa.gov

General caveat: there are many factors governing grants being made available for FY24. Factors beyond control of the NWS Tsunami Program may cause a reduction in available funds, non-approval of funds for certain tasks, or cancellation of the grants program.

Disclaimer

This Guidance was developed by the Tsunami Program at NWS Headquarters. It is not official Grant Guidance from NOAA's Grants Management Division. All grant application materials will be reviewed at the appropriate time by NOAA Grants Management Division and NOAA General Counsel. Changes to application content may be questioned or requested at any time during the application process to ensure consistency and compliance with *Department of Commerce Grants Policy and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR 200).

Lexicon of terms, abbreviations, and acronyms

See also: [Glossary of NOAA Grants Terms and Acronyms](#)

AFS, AFSO: Analyze, Forecast, and Support (Office): the parent structural entity under which the NWS Headquarters Tsunami Services Program falls. The Director of the AFSO has final approval authority of grant recommendations. The NWS Chief Financial Officer has final authority to commit grant funds.

Application: A formal entry of required forms and files that compose an entire grant package for submission to NOAA via grants.gov in response to a Request for Application. Once submitted in grants.gov, the application is automatically transferred to the NOAA GrantsOnLine system.

CC: NTHMP Coordinating Committee.

DOC: Department of Commerce. The parent Department of NOAA and 11 other bureaus and offices.

Federal Grant Review Panel: a team of Federal agency representatives appointed by the Chair of the NTHMP. This team reviews grant pre-applications, scores them, and makes recommendations for projects and tasks permitted to request grant funding support.

GMD: NOAA Grants Management Division. A cross-NOAA office that administers grant actions including review of applications, legal review, issuance of grant awards, review and approval of reprogramming requests, and operates the NOAA GrantsOnLine system.

NCEI: National Centers for Environmental Information (formerly the NGDC), a NOAA entity located in Boulder, Colorado, and part of the National Environmental Satellite, Data, and Information Service (NESDIS) line office.

NICRA: Negotiated Indirect Cost Rate Agreement. This is a formal document that provides information on what indirect costs are allowable, at what rates, and against certain object classes of expenses.

NOAA: National Oceanic and Atmospheric Administration, the parent agency of the National Weather Service and six staff offices and six line offices.

NOAA GrantsOnLine: an on-line grants management portal operated by NOAA GMD. All grant actions must be conducted via this portal once a grant is awarded.

NWS: National Weather Service. This is the agency where the Tsunami Program is placed under the Analyze, Forecast, and Support Office (AFSO). The Tsunami Program supports the NTHMP and serves as the overall NOAA/NWS Tsunami Activities Grants Program Officer.

PMEL: Pacific Marine Environmental Laboratory. This is the home of the NOAA Center for Tsunami Research, and is located in Seattle, Washington. PMEL is part of the NOAA Oceanic and Atmospheric Research (OAR) line office.

Program Office: Tsunami Services Program technical staff located in the "Program Office" at National Weather Service Headquarters in Silver Spring, Maryland.

Pre-application: Prime Budget Workbook, Subaward Budget Workbook(s), Budget Explanation/Support document, Project Narrative files, any applicable Indirect Cost Rate Agreements (Prime and Subawardees), and NEPA Checklist. These files compose a complete pre-application for a grant.