## D. Format

This format for Phase II has been streamlined from that in Phase I. Proposals must identify the principal participants and include copies of any agreements between the participants and the applicant, describing the specific tasks to be performed. Project applications must be clearly and completely submitted in the format that follows. The forms described are available, with instructions for completion, from the Northeast Regional Office, NMFS (see ADDRESSES).

1. *Cover sheet*: An applicant must use Office of Management and Budget (OMB) Standard Form 424 (revised 4– 92) as the cover sheet for each project. (Do not complete item 16 of Standard Form 424 (REV 4–92). NMFS will obtain for the applicant any necessary clearances by the State Single Point of Contact established as a result of E.O. 12372, Intergovernmental Review of Federal Programs, to which this program is subject.)

2. Project summary: An applicant must complete NOAA Form 88–204 (10–92), Project Summary, for each project. This form is required in addition to the Project Narrative described below. Those applications which are to receive additional consideration in the review process must include the following sentence in the upper left-hand corner of this form: "If selected for funding, I agree to tender my privilege to fish for and retain regulated multispecies finfish for the duration of this project. My vessel name and permit number are

If an application involves more than one vessel, a similar statement for each vessel may be attached to the Project Summary sheet, with the signature of the appropriate vessel owner(s).

3. Project budget: A budget must be submitted for each project, using NOAA Form 88–205 (10–92), Project Budget. The applicants must submit cost estimates showing total project costs. Costsharing is discretionary, but if applicants choose to cost share, both the Federal and non-Federal shares must be shown, divided into cash and in-kind contributions. To support the budget, the applicant must describe briefly the basis for estimating the value of the matching funds derived from in-kind contributions. Estimates of the direct costs must be specified in the categories listed on the Project Budget form. The budget may also include an amount for indirect costs, if the applicant has an established indirect cost rate with the Federal Government. A copy of the current, approved, negotiated indirect

Cost Agreement with the Federal Government must be included with the application, if applicable. The total dollar amount of the indirect costs proposed in an application under this program must not exceed the indirect cost rate negotiated and approved by a cognizant Federal agency prior to the proposed effective date of the award or 100 percent of the total proposed direct costs dollar amount in the application, whichever is less. This restriction also applies to any subrecipient of this program.

NMFS will not consider fees or profits as allowable costs for applicants.

The total costs of a project consist of all costs incurred in accomplishing project objectives during the life of the project. A project begins on the effective date of an award between the applicant and an authorized representative of the U.S. Government and ends on the date specified in the award. Generally, the time expended and costs incurred in either the development of a project or the financial assistance application, or in any subsequent discussions or negotiations prior to award, are not reimbursable.

4. *Project narrative description*: The project must be completely and accurately described, as follows:

a. *Project goals and objectives*: State what the proposed project is expected to accomplish.

b. *Project statement of work*: The statement of work is an action plan of activities to be conducted during the period of the project. This section requires the applicant to prepare a detailed narrative, fully describing the work to be performed that will achieve the previously articulated goals and objectives.

(1) Describe in detail the project design. What work, activities, or procedures will be undertaken to produce anticipated results?

(2) Who will be responsible for carrying out the various activities? (Highlight work that will be subcontracted and provisions for competitive subcontracting).

Because this information is critical to understanding and reviewing the application, NMFS encourages applicants to provide sufficient detail. Applications lacking sufficient detail may be eliminated from further consideration.

c. *Project management*: Describe how the project will be organized and managed. List all persons directly employed by the applicant who will be involved in the project, their qualifications, experience, and level of involvement in the project. Provide a statement of experience and

qualifications for the Principal Investigator(s). If any portion of the project will be conducted through consultants and/or subcontractors, applicants must follow procurement guidance in 15 CFR part 24, "Grants and **Cooperative Agreements to State and** Local Governments," and OMB Circular A-110 for Institutions of Higher Education, Hospitals, and other Nonprofit Organizations. Commercial organizations and individuals which apply should use OMB Circular A–110. If a consultant and/or subcontractor is selected prior to application submission, include the name and qualifications of the consultant and/or subcontractor and the process used for selection. If a consultant and/or subcontractor has been selected as a "sole source," a justification must be provided giving the unique qualifications for the selection.

d. *Project impacts*: Describe the anticipated impacts of the project in terms of increased employment, increased landings, processing, and sales of underutilized species, or other measurable factors. Describe how the results of the project will be made available to the public.

e. Federal, state, and local government activities: List any existing Federal, state, or local government programs or activities that this project would affect, including activities under state Coastal Zone Management Plans and those requiring consultation with the Federal Government under the Endangered Species Act and the Marine Mammal Protection Act. Describe the relationship between the project and these plans or activities, and list names and addresses of persons providing this information.

5. Supporting documentation: This section should include any required documents and any additional information necessary or useful to the description of the project. The amount of information given in this section will depend on the type of project proposed.

## IV. Evaluation Criteria and Selection Procedures

## A. Evaluation of Proposed FIG Projects

1. Consultation with interested parties: NMFS will evaluate applications in consultation with NMFS Offices, the NOAA Grants Management Division, and, as appropriate, Department and other Federal agencies with programs affecting the U.S. fishing industry, members of the fishing industry, and others outside NMFS who have knowledge in the subject matter of a project or who would be affected by a project. The Regional Fishery