

Federal Financial Assistance Application Submission Instructions

The instructions provided below should only be used for submitting federal assistance applications for the Seaplane Risk Analysis.

Forms and Documents

All applicants must submit the documents detailed in section D2 of the NOFO within the GrantSolutions system. Application packages should include, at a minimum:

- A Project Summary
- A Project Narrative that includes:
 - Project title
 - Description of entities undertaking this project
 - Information on key project personnel
 - Statement of need
 - Purpose
 - Goals and Objective
 - Methods/Approach
 - Timetable or milestones
 - Information to support environmental compliance review requirements
 - Description of stakeholder coordination or involvement
 - Project monitoring and evaluation plan, including description of assessment tools to be used.
 - Draft outline of final risk analysis report
 - References
- A Budget Narrative that explains and justifies all requested budget items/costs.
- A statement of any actual or potential conflict of interest.
- An overlap / duplication statement that addresses if there is any overlap between the proposed project and any other active or anticipated projects in terms of activities, costs, or time commitment of key personnel.
- All application packages should include, at a minimum, the latest version appropriate federal forms: SF-424, 424A, and 424B for non-construction projects.
- The following documents, if required based on criteria in D2.
 - A single audit reporting statement
 - Certification regarding lobbying
 - Disclosure of lobbying activities
 - Request to Acquire, Improve, or Furnish Real Property

Application submission

The Service is now using the GrantSolutions system for its grant management. Please note that Grants.gov is only used for the grant announcement and to provide a downloadable Application Package; applications should be submitted electronically using the GrantSolutions system. If an eligible applicant cannot use GrantSolutions for a legitimate reason, application by email may be possible, but would require prior approval.

Seaplane Risk Analysis Funding Opportunity

All questions, including deadlines for submitting the application package, should be directed to:

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