CMP GRANTS PROGRAM

Grant Cycle #18

Final Application Checklist

___1. Application (Project Description, Project Tasks, Project Budget (Narrative), and Project Budget (Tabular))

___2. Location Map (Maps in Appendix E may be used for §306 projects)

___3. Letters of Support - Letters of support should describe the relevance/impact that the project will have on the area and should be signed by an executive of the entity

___4. Financial Audit Information

___5. Approved Indirect Cost Rate Agreement

___6. Commitment Letters for In-kind Donations/Services - Applicants budgeting in-kind donations/services must submit letters of commitment from third-party donors.

___7. Nomination Letter (Required for nonprofit organizations only.)

****

___8. Additional Requirements for §306A Projects (Construction and Acquisition Projects Only)

___USGS Map

___Project Site Plan

___Photos of the Proposed Project Site

___Attorney Title Opinion

___Certificate of Consistency

___§306A Project Checklist

Reference No. _____

CMP GRANTS PROGRAM APPLICATION
GRANT CYCLE #18

The pre-proposal deadline is **June 20, 2012**, and the final application deadline is **September 26, 2012**, with a proposed project start date of **October 2013**. The pre-proposal application is five pages long and is only required if you would like written comments on your pre-proposal.

☐ Pre-Proposal ☐ Final Application

Project Title _____

Type of Project ☐ Nonconstruction ☐ Construction ☐ Land Acquisition ☐ Research

County or Counties that the project is located in or affects _____

CMP Funds Requested _____
Local Match Contributed _____
Third Party Contributed _____
Total Project Cost _____

Ranking _____
(Place project in order of priority if submitting more than one grant application.)

Funding Category Under Which the Project Should Be Considered

☐ Coastal Natural Hazards Response
☐ Critical Areas Enhancement
☐ Permit Streamlining/Assistance and Governmental Coordination and Local Government Planning
☐ Waterfront Revitalization and Ecotourism Development
☐ Public Access
☐ Water Sediment Quantity and Quality Improvement

Name of Applicant _____

Type of Applicant 0 _____

Project Manager _____ _____ _____ Title _____
First MI Last

Telephone _____ Fax Number _____

Physical Mailing Address _____

City _____ State TX Zip _____

Electronic Mail Address _____

Authorizing Official _____ _____ _____ Title _____
First MI Last

Physical Mailing Address _____

City _____ State TX Zip _____

Telephone _____ Fax Number _____

Electronic Mail Address _____

Project Description (10 points) 4000 Character Limit

The project description should be concise and flow smoothly. It should include a description of the issues that CMP funding will address, the steps to accomplish the project and how success will be measured.

Applicants submitting land acquisition projects should provide sufficient detail for the CMP review team to evaluate the likelihood of a successful transaction within the time frame of the grant. These details should include, but are not limited to: a description of the tract of land, and indication of the willingness of the seller, and the length of time the willing seller is committed to holding the property.

Applicants submitting education and outreach projects should include information about the target audience and why the audience was selected. The uniqueness and significance of the project benefit and need should be clearly demonstrated.

Applicants submitting research projects should describe the project's objectives in laymen's terms with emphasis on research applications, relevance, and value to coastal managers/general public. In addition, information should be included describing coordination efforts with local, state and federal agencies in the sought for future phases of the project. The uniqueness and significance of the study should be clearly described to set it apart from other ongoing research.

General Criteria

Please limit response for each criterion to two concise paragraphs. Each response is limited to 2000 characters.

1. First, list the specific goal(s) and policy(ies) that the project will fulfill. Describe how the project is consistent with CMP goals and policies. The goals and polices are listed in Appendix D. (15 points)

2. Are there any coastal natural resource areas (CNRAs) and/or associated coastal resources in the project site, and will they be affected in any way? Please identify. Will the project benefit CNRAs and/or associated coastal resources, for example, by protecting, restoring, or increasing public appreciation and awareness of them? Appendix C of the guidance document provides a list of CNRAs as defined in the Coastal Coordination Act. (15 points)

3. Does the project implement an already approved local, regional, state or federal plan (e.g., Local Parks Master Plan, The Galveston Bay Plan, The Coastal Bend Bays Plan, Texas Wetlands Plan, Gulf of Mexico Strategic Plan)? If so, please list the plan and explain the relationship between the project and the plan. (5 points)

4. Describe how the project fulfills a public need/benefit. Summarize and reference any available documentation (i.e., studies, survey results, etc.) that support this description. (10 points)

5. Explain how a proactive public education and/or outreach component has been incorporated into the project. (5 points)

6. What is the direct or indirect economic impact of the project? Summarize and reference any available documentation (i.e., studies, survey results, etc.) that support this description. (5 points)

7. Summarize the details from the project support and commitment letters about the proposed project received from local citizens, local governments, elected officials, established community organizations, or state/federal resource agencies. (Support letters should describe the impact/relevance that the project will have on the area, be signed by an executive of the entity, and **included** with the final application.) (5 points)

8. Describe how your entity plans to ensure the project's long-term success (e.g., maintenance plans, future enhancement plans) after the contract and funding have expired. Provide an estimate of future operation and maintenance costs and/or describe if future enhancements are planned. Describe the options for funding this ongoing work. (5 points)

9. Provide a brief summary of your entity's history with administering state/federal grants. If your entity has not previously received state/federal grants, why does your entity feel that it is capable of administering this project? (5 points - Score will also be based on Reviewers' knowledge of the entity's grant history.)

Project Tasks (10 points)

Please divide the project into discrete tasks and describe below. *Please limit your tasks to 6.*

Task **1**

Briefly describe the task to be accomplished, including the approach or methodology and the mechanism that will be used to transfer work products or data to researchers, regulators, managers, and/or the public.

		+

Add Task

Project Budget (10 points)
Narrative

Personnel

List all personnel who will work on the project. List each person's title, the amount of time they will spend on the project, and his or her annual salary.

Name	Title	% Time	Annual Salary	Months	Cost for Salary	Add/Remove Personnel
		%				+
					Total Cost:	

Fringe Benefits

Name	Fringe Benefit Rate (%)	Cost for Salary	Cost for Fringe Benefits
	%		
			Total Cost:

Please describe how fringe benefits are calculated and the types of benefits included in the calculation (e.g., FICA, unemployment, and health insurance). If the Fringe Benefits section is completed, this section is **required**.

Name	Description of Fringe Benefits

Travel

Please list all trips that will be taken that will be charged to the project. List the destination, the person who will travel, the cost of the travel (itemize airfare, accommodations, ground transportation, and per diem), and the purpose of the travel.

Destination	Traveler	Travel Cost	Purpose	Add/Remove Travel
				+
		Total Cost:		

Supplies (items that cost less than $5,000 per unit)

List all supply purchases (item and cost) that will be charged to the project. If you are categorizing items in bulk, please enter as a default a quantity of "1."

Item Description	Quantity	Cost per Unit	Total Cost	Need/Purpose	Add/Remove Item
					+
			Total Cost:		

Equipment (items that cost $5,000 or more per unit)

List all equipment purchases (item and cost) that will be charged to the project. If you are categorizing items in bulk, please enter as a default a quantity of "1."

Item Description	Quantity	Cost per Unit	Total Cost	Need/Purpose	Add/Remove Item
					+
			Total Cost:		

Contractual

List all the contracts that will be charged to the project. Describe the nature of the services to be acquired and list the cost. Please note that all contracts must meet state and federal contracting requirements. Competitive bidding procedures must be used when required and in all other cases when possible.

Type/Nature of Service	Estimated Cost	Competitive Bidding?	Add/Remove Contract
			+
	Total Cost:		

Other

List any other purchases (item and cost) that will be made that do not fit within any of the budget categories listed above (e.g., printing, registration fees, and volunteer time).

Item Description	Cost	Need/Purpose	Add/Remove Item
			+
Total Cost:			

Project Budget
Tabular

	CMP $	Local $***	Third Party $***	Total $****	
Salaries					
Fringe Benefits*					
Travel					
Supplies					
Equipment					
Contractual [1]					
Other [2]					
Total Direct Costs					
Indirect Costs**					
Total Project Costs					

In-kind Donations/Services are not reimbursable. However, the value of these donations/services can be used to meet the match requirement up to 40% of total project costs.

Commitment Letters for In-kind Donations/Services - Applicants budgeting in-kind donations/services must submit letters of commitment from third-party donors.

* The Council will limit fringe benefit costs to no more than 35% of salaries and/or wages.

** The Council will limit indirect costs up to 15% of direct costs as a cost to be billed to the grant, or as either local or third-party match, provided the applicant or third-party has a negotiated indirect cost rate with its cognizant federal agency. This 15% threshold can only be based on direct costs as identified in the applicant or third-party‘s respective negotiated agreements. The Council will prohibit reimbursement of administrative costs and equipment usage costs if accounted for in the negotiated indirect cost rate agreement. If an applicant or third party’s indirect cost rate is higher than 15%, the difference cannot be used to match the grant.

*** No federal funds, whether received directly or as passed-through funds from a state agency, may be used as match support for a CMP grant.

**** The forth column (Total) will not total across for each budget category until the sum of columns 1 - 3 (CMP, Local & Third Party) equals the amount in the fifth column.

1 Includes Consultant Permitting costs.
2 Includes In-House Permitting costs.

Additional Documents

As applicable, attach these documents upon completion of application for electronic submission.

- ☐ 1. Location Map (Maps in Appendix E may be used for §306 projects)
- ☐ 2. Letters of Support (Earn up to 5 points)
- ☐ 3 Approved Indirect Cost Rate Agreement
- ☐ 4. Commitment Letters from Third-Party Donors for In-Kind Donations/Services
- ☐ 5. Nomination Letter (Required for nonprofit organizations only)

For §306A projects only, attach the following required documents.

- ☐ 1. USGS Map
- ☐ 2. Project Site Plan (8 ½" X 11" drawing of the project site including relationship to property lines and other facilities on the site. Distinguish between existing and proposed components of the site and identify coastal natural resource areas on the site. Any documentation, sketches or drawings necessary to fully explain the project should be included.)
- ☐ 3. Photos of the Proposed Project Site

Financial Audit Information

Please print, completely fill out, obtain signature, and submit this form electronically with the application.

Entities receiving (awarded/granted federal funds are subject to the Single Audit Act of 1996, Office of Management and Budget Circular No. A-133 (http://www.omb.gov/grants). Entities awarded contracts with the General Land Office (GLO), as the pass through agency issuing federal funds, will be monitored in accordance with the Single Audit Act.

Please complete *all* sections of this questionnaire and submit it with the grant application packet. Information supplied will be used to evaluate grant history and to set up the future monitoring of entities whose projects are accepted (awarded).

Section 1: Entity Information

_____ _____

Name of Applicant Project Title (must match title on grant application cover page)

What is your entity's fiscal year? _____ through _____

Month/Year Month/Year

Section 2: Federal Awards Information

For the fiscal year listed, account for all federal grant funds (awarded or expended) regardless of the source.

For Fiscal Year 2011:

1. What was the total amount of federal funds awarded (received/granted)? $_____
2. What was the total amount of federal funds expended (spent/reimbursed)? $_____

Section 3: Audit Information

- Date of your entity's last completed audit: _____

  Date

- Period covered by audit: _____ through _____

  Month/Year Month/Year

- Audit findings: ☐ No findings (it is not necessary to submit a copy of your audit report package)

  ☐ Findings (include a copy of the audit report package with the grant application)

- Next audit scheduled for: _____ (Month/Year)

- Period to be covered by next scheduled audit: _____ through _____

  Month/Year Month/Year

Section 4: Signature Section

Signature of Preparer _____

Date

_____

Printed Name of Preparer and Title

Preparer's Contact Information

Email: _____

Phone: _____

ATTORNEY TITLE OPINION
(for construction or acquisition projects)

Please print, completely fill out, obtain signature, and submit this form electronically with the application.

Date: _____

Re:

_____

(MUST MATCH PROJECT TITLE ON APPLICATION FORM)

I hereby certify that I am a member in good standing of the State Bar of Texas and have been requested to determine record of ownership for the parcel(s) of property on which the above-referenced project will be constructed.

_____
(name or brief description of land)

After thoroughly examining the public land records or other appropriate records in accordance with the laws of Texas, I certify that the record title to the parcel is held by:

_____
(name of entity)

in (check one):

- ☐ fee simple absolute
- ☐ other (specify)

_____

I have determined that there are (check one):

- ☐ no easements or encumbrances on the property.
- ☐ easements or encumbrances on the property, but they would not interfere with its being used for the Coastal Management Program project which is the subject of this grant. They are:

_____

- ☐ easements or other encumbrances on the property that may interfere with its being used for the Coastal Management Program project which is the subject of this grant. They are:

_____

- ☐ easements or other encumbrances on the property that have been secured. They are:

_____

Signature _____

Name _____

Address _____

City _____ State _____ Zip _____

Bar Number _____ Telephone Number _____

CERTIFICATION OF CONSISTENCY
(for construction or acquisition projects)

Please print, completely fill out, obtain signature, and submit this form electronically with the application.

I hereby certify that the above application/project is consistent with the goals and policies of the Texas Coastal Management Program as approved by the National Oceanic and Atmospheric Administration.

_____ _____

Signature and Title of Authorizing Official Date

I hereby acknowledge that documentation for this project, including copies of required permits and other authorizations, will be maintained in the state's files. I also certify that construction or acquisition will not begin until this documentation has been obtained. Furthermore, these files may be subject to review during CZMA §312 evaluations. Failure to maintain these files may result in the deobligation of federal funds and/or the requirement, by OCRM, to return to submitting all documentation prior to federal funding of CZMA §306A activities.

_____ _____

Sheri Land, Director
Grants Programs & Support
Coastal Resources

Date

Section 306A Project Checklist

Please print, completely fill out, obtain signature, and submit this form electronically with the application.

State Coastal Management Programs (CMPs) shall complete a §306A Project Checklist for each Coastal Zone Management Act (CZMA) §306A project and submit it to the Coastal Programs Division (CPD), Office of Ocean and Coastal Resource Management (OCRM), National Oceanic and Atmospheric Administration (NOAA) for approval. A complete checklist signed by the CMP Program Manager and CPD Chief, title document, and other information that may be required by this checklist are required for project approval. These are the only documents required for CPD approval unless otherwise notified by CPD. See CPD, *Coastal Zone Management Act Section 306A Guidance*, February 1999, for further information.

1. **Grant Number:** _____ **State:** Texas

2. **Project Title:**
_____

3. **Project Proponent:**
(must be a public entity) _____

4. **Total Cost:** _____ **Federal:** _____ **State/Local Match:** _____

I ATTEST TO THE FOLLOWING: (1) THE STATEMENTS MADE AND OTHER INFORMATION PROVIDED IN THIS CHECKLIST ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE; (2) THE PROJECT DESCRIBED IN THIS CHECKLIST IS CONSISTENT WITH CZMA §306A AND CPD'S §306A GUIDANCE; (3) THE STATE HAS ON FILE THE DOCUMENTS IDENTIFIED IN THIS CHECKLIST; AND (4) I UNDERSTAND THE CONSEQUENCES, AS DESCRIBED IN CPD'S §306A GUIDANCE, IF THE PROJECT DESCRIBED IN THIS CHECKLIST DOES NOT COMPLY WITH CZMA §306A AND CPD'S §306A GUIDANCE.

_____ _____
Sheri Land Date
Director, Grants Programs & Support
Coastal Resources
Texas General Land Office
1700 North Congress Avenue, Room 335
Austin, Texas 78701

The signature below by the Chief, Coastal Programs Division, OCRM/NOAA, is NOAA's approval that the applicable special award condition is satisfied and releases the federal CZMA §306A funds for the project described in this Checklist.

_____ _____
Chief, Coastal Programs Division Date

5. **Project Eligibility:**

a. §306A Objectives (check all that apply)

☐ §306A(b)(1)(A)	preservation or restoration of areas designated in the state CMP (Identify APC or APR (coastal natural resource area)
☐ §306A(b)(1)(B)	preservation or restoration of coastal resource of national significance or restoring or enhancing shellfish production clutch (Identify APC or APR (coastal natural resource area)
☐ §306A(b)(2)	redevelopment of deteriorating or underutilized urban waterfronts designated as APCs in the state's CMP (Identify APC or APR (coastal natural resource area)
☐ §306A(b)(3)	providing public access to coastal areas
☐ §306A(b)(4)	development of process for aquaculture

b. §306A Uses (check all that apply)

☐ §306A(c)(2)(A)	fee simple or other interest in land
☐ §306A(c)(2)(B)	low-cost construction projects
☐ §306A(c)(2)(C)(i)	revitalize urban waterfronts--piers
☐ §306A(c)(2)(C)(ii)	revitalize urban waterfronts--shoreline stabilization
☐ §306A(c)(2)(C)(iii)	revitalize urban waterfronts--pilings
☐ §306A(c)(2)(D)	designs and other 306A reports, including aquaculture process
☐ §306A(c)(2)(E)	educational, and other management costs, including aquaculture process

6. **Project Description: (MUST MATCH PROJECT DESCRIPTION ON APPLICATION FORM)**

7. Public Benefit:

a. The project will be located on a property that is publicly owned or accessible via a publicly held easement.
☐ Yes ☐ No

b. The project will be for public benefit. ☐ Yes ☐ No

c. The project will not improve private property and/or result in private or commercial gain. ☐ Yes ☐ No

If the answer to any of the above is No, the project is not eligible for section 306A funding.

d. The state or sub-recipient will need to secure an easement or lease to conduct the project (i.e., because the state or sub-recipient does not own the property). ☐ Yes ☐ No

If the answer to 7d is Yes, attach a copy of the easement or lease to this checklist; if No, go on to 7e.

What is the term of the easement or lease (provide date of expiration or specify if in perpetuity)?

The easement or lease contains a reversionary clause. ☐ Yes ☐ No

e. The project will be open to the general public. ☐ Yes ☐ No ☐ N/A

If the answer to 7e is No, the project is not eligible for section 306A funding unless access is to be limited for a legitimate reason, such as public safety, resource protection, or scientific research. Attach an explanation for why the project will not be open to the public and describe the public benefits that would be provided by the project in the absence of public access.

f. The public will be charged a user fee to access the project. ☐ Yes ☐ No ☐ N/A

If the answer to 7f is Yes, attach an explanation for the user fee, including the amount, whether there will be differential fees (and a justification thereof), the need for the fees, and proposed use of the revenue.

8. Involvement of Non-profit Organizations:

The state CMP or sub-awardee will contract with a non-profit organization to comlete part or all of this project.

☐ Yes ☐ No

If yes, the name of the non-profit is:

9A. Supporting Documentation for Low-Cost Construction Projects (if your project is land acquisition, skip to 9B):

a. A title opinion, title insurance commitment/certificate, or affidavit showing that the property on which the proposed project will be located is publicly owned, leased, or under easement in prepetuity or for the expected life of the project (at leaset 20 years) is attached.

☐ Yes ☐ No

b. The state CMP has on file a site plan for the project. ☐ Yes ☐ No

c. The state CMP has on file a site location map for the project. ☐ Yes ☐ No

(Go on to 10.)

9B. Supporting Documentation for Land Acquisition Projects:

a. A title opinion or title insurance commitment/certificate showing that the property to the acquired is owned by the contracted seller and is free of encumbrances that could affect the future viability of the property in its intended use is attached. ☐ Yes ☐ No ☐ N/A

b. The State or grant sub-recipient has obtained an independent appraisal of the fair market value for the property to be purchased that was developed pursuant to CPD's Section 306A Guidance. ☐ Yes ☐ No

10. National Historic Preservation Act and State Historic Preservation Office's (SHPO's) Clearance:

a. The project will affect sites listed or eligible to be listed on the National Register of Historic Places or the similar State registry.

☐ Yes ☐ No

b. The state CMP has on file the SHPO's clearance. ☐ Yes ☐ No

If the answer to 10b is No, the CMP Program Manager certifies, by signing this checklist, that the State is seeking the SHPO clearance and that work will not begin and/or land will not be purchased until the SHPO clearance is received.

11. National Flood Insurance Program:

a. The project involves land acquisition to support construction or actual construction.

☐ Yes ☐ No (If the answer to 11a is no, go on to 12)

b. The project will be located in a Special Flood Hazard Area shown on a National Flood Insurance Program (NFIP) Flood Insurance Rate Map. ☐ Yes ☐ No (If the answer to 11b. is No, go on to 12.)

c. The community in which the project will be located is participating in the NFIP. ☐ Yes ☐ No

(If the answer to 11c is No, the project is not eligible for section 306A funding.)

12.Coastal Barrier Resources Act:

The project is located on a coastal barrier island designated as a unit of the Coastal Barriers Resources System.

☐ Yes ☐ No

If the answer to 12. is Yes, attach to this checklist a brief analysis as to how the proposed project is consistent with the three CBRA purposes: to minimize (1) the loss of human life, (2) wasteful federal expenditures, and (3)damage to fish, wildlife another natural resources.

13. Endangered Species Act:

a. There are known listed threatened or endangered plant or animal species or their critical habitat (as defined by the Endangered Species Act) that are under the jurisdiction of the National Marine Fisheries Service (NMFS) or U.S. Fish and Wildlife Service (USFWS) on the proposed project site. ☐ Yes ☐ No

If the answer to 13a. is Yes, attach a list of the species and/or their critical habitats.

b. The proposed project may have adverse effects on species listed or proposed for listing as endangered or threatened or on their designated critical habitats. ☐ Yes ☐ No

If the answer to 13b. is Yes, attach a description of the species and/or habitats affected, the adverse effects (minor and significant effects), and any coordination that has occurred between the state and the USFWS or NMFS. CPD will not approve a project that USFWS or NMFS has determined will have significant adverse effects on listed species or their critical habitat.

14. National Environmental Policy Act:

a. The proposed project may significantly affect the human environment. ☐ Yes ☐ No

b. The proposed project involves unresolved conflicts concerning alternative uses of available resources. ☐ Yes ☐ No

c. This action may have significant adverse effects on public health and safety. ☐ Yes ☐ No

d. This action may have highly controversial effects to the human environment. ☐ Yes ☐ No

e. This action may have highly uncertain and potentially significant environmental effects or involve unique or unknown risks.

☐ Yes ☐ No

f. The project may have significant adverse impacts on other natural resources not covered elsewhere in this checklist, e.g., beaches and dunes, wetlands, estuarine areas, wildlife habitat, wild or scenic rivers, reefs, or other coastal resources.

☐ Yes ☐ No

g. The project's effects may be individually insignificant, but their addition to effects from existing and reasonably foreseeable actions may result in cumulatively significant impacts. ☐ Yes ☐ No

If the answer to any one subpart of 14 is Yes, then additional NEPA review and documentation may be required. Attach a description of the resource(s) affected, the nature and scope of the effects, and information explaining why the state or sub recipient believes an Environmental Agency (EA) or an Environmental Impact Statement (EIS) should be required. CPD may require additional information in cases where potential impacts are not clearly described or where probable impacts require an EA or EIS.19.

15. Environmental Justice:

The project will have disproportionately high and adverse human health or environmental effects on minority or low income populations. ☐ Yes ☐ No

16. Coastal Nonpoint Pollution Control Program:

The project will employ best management practices as appropriate in conformance with the applicable State's Coastal Nonpoint Pollution Control Program. ☐ Yes ☐ No ☐ N/A

17. Americans With Disabilities Act:

The proposed project will be accessible to people with disabilities. ☐ Yes ☐ No ☐ N/A

If the answer to 17 is No, attach an explanation for how the project conforms with ADA requirements as described in CPD's Section 306A Guidance. If the project does not meet the requirements, it will not be approved.

18. State and Local Laws:

The project is consistent with applicable state, and local laws. ☐ Yes ☐ No

(If the answer is No, the project will not be approved.)

19. Tribal Interest

a. The project is located on or will affect tribal lands. ☐ Yes ☐ No (If no, go on to 20.)

b. The project is consistent with applicable tribal laws. ☐ Yes ☐ No (If No, the project will not be approved.)

20. Required permits: Please list local, state, tribal or federal permits required for this project and the status of the permits. If the permits have not been obtained, then the state CMP Program Manager certifies, by signing this checklist, that the state CMP (or other public entity) is seeking the required local, state, and federal permits and that work will not begin or land will not be purchased until the permits have been issued and received by the state CMP.

_____

_____

_____

0MB control #0648-0119 expires 08/31/2012. *OCRM requires this information in order to adequately assess the eligibility of proposed CZMA section 306A projects. Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to John King, Chief, Coastal Programs Division, OCRM, 1305 East-West Hwy., 11th Floor, Silver Spring, Maryland 20910. This reporting is required under and is* authorized *under 16 U.S.C. 1455a. Information submitted will be treated as public records. Notwithstanding any* other *provision of the law, no person is required to respond to, or shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid OMB Control Number.*

Print Check For Errors

For GLO Staff Only

username

Password

GLO Logon