



Southeast New England Program 2019 Watershed Grants Request for Pre-Proposals

February 25, 2019

Application Deadlines

- Pre-proposals due by 5:00 p.m. EDT on **April 5, 2019**
- Full proposals (by invitation only) due by 5:00 p.m. EDT on **May 31, 2019**

For all inquiries related to this solicitation, please contact Thomas Ardito, Restore America's Estuaries, tardito@estuaries.org. Subscribe to our mailing list at www.snepgrants.org for RFPs, updates and announcements.

Contents of this Document

1. Program Information
2. How to Submit a Pre-Proposal
3. Review Criteria
4. Award Calendar
5. Documentation of Timely Submittals; Problems with Submittals
6. Peer-to-Peer Learning Projects
7. Indirect Costs
8. Additional Resources

Sxn. 1. Program Information

Program Overview

Clean water, healthy watersheds, and vibrant coastal ecosystems are essential to the communities of Southeast New England – a foundation of our region's prosperity and quality of life. In Rhode Island and Massachusetts, natural systems generate billions of dollars in economic activity and value through beach-going, fishing, coastal tourism, marine trades, drinking water supply, property values, ecosystem services, and many other uses. Yet despite recent improvements, water pollution and ecosystem degradation threaten our most important natural assets. In order to strengthen and sustain prosperous, resilient communities throughout Southeast New England, action is needed to reduce water pollution and to restore coastal and watershed habitats.



The U.S. Environmental Protection Agency's (EPA's) Southeast New England Program (SNEP) has established broad goals to promote a resilient ecosystem of clean water, healthy diverse habitats, and sustainable communities in Southeast New England's coastal watersheds (see www.epa.gov/snecwrp). To achieve these goals through on-the-ground action, Restore America's Estuaries (RAE), with financial support from EPA, manages **SNEP Watershed Grants (SNEPWG)**.

The purpose of the **2019 SNEP Watershed Grants** is to advance Southeast New England's ability to restore clean water and healthy coastal ecosystems, encouraging strategic investments by state, local, tribal, and regional partners. The program targets integrated approaches to water quality and ecosystem restoration, recognizing that clean water, healthy habitats, resilient ecosystems, and prosperous communities are closely interconnected, and that strong partnerships offer the most effective means of meeting the region's environmental challenges.

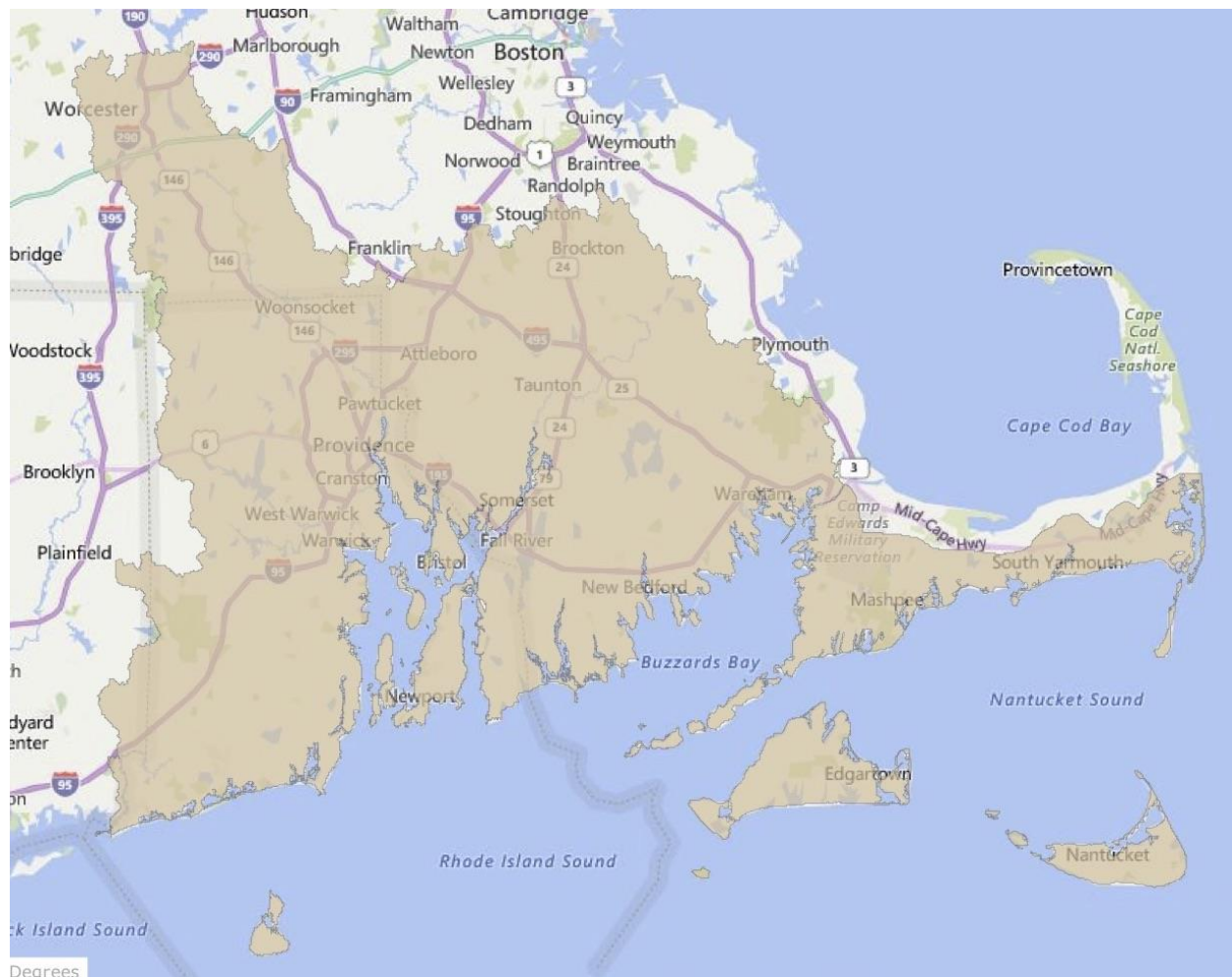
In 2018, RAE awarded 14 **SNEP Watershed Grants** totaling \$4.3 million to municipalities, state agencies, regional planning organizations, non-profit organizations, and universities throughout Southeast New England. In 2019, **SNEP Watershed Grants** will continue to fund programs and projects with large and lasting impacts, providing benefits and learning that continue beyond the grant period. Through this 2019 Request for Proposals (RFP), **SNEP Watershed Grants** will support and develop work that improves the restoration, preservation, and management of coastal and watershed ecosystems throughout Southeast New England, now and in the future through integrated approaches that recognize the foundational importance of water quality in sustaining healthy aquatic life.

This **2019 SNEP Watershed Grants** RFP seeks projects and programs that address one or more of the following priorities:

- Reduce nutrients and nutrient impacts on coastal ecosystems;
- Develop and implement innovative approaches and practices that provide multiple benefits for communities and ecosystems;
- Establish and support sustainable partnerships;
- Foster environmental equity and the restoration or improvement of urban landscapes and communities;
- Promote peer-to-peer learning and practice pertaining to clean water, habitat, and ecosystem restoration;
- Foster adaptation to changing climate and environmental conditions;
- Measure and assess the effectiveness of environmental programs and projects; and
- Build upon or implement existing watershed, water quality, or other environmental plans.

Geographic Focus

For purposes of this solicitation, Southeast New England is defined as lands, watersheds, waters, and islands from Westerly, RI, to Pleasant Bay, MA, on Cape Cod, including the waters of Narragansett Bay and Buzzards Bay, and their watersheds as far north as Worcester and Brockton, MA. It includes all major rivers and river drainage basins flowing into coastal waters of Rhode Island, Buzzards Bay, and the South Shore of Cape Cod. It also includes Martha’s Vineyard, Nantucket, Block Island, and the Elizabeth Islands. The inset map below is intended as an approximate guide only – a more detailed, interactive map may be accessed via the link on www.snepgrants.org. The funding region is located entirely within Rhode Island and Massachusetts and is referred to as the “SNEP Region” in this RFP.





Informational Meetings & Webinars

Prospective applicants are encouraged to attend a regional informational meeting or participate in a webinar, to learn more about the **2019 SNEP Watershed Grants** and discuss project ideas.

Informational Meetings: In-person informational meetings will be held at the following locations and dates:

Providence, RI: Tues., March 19, 1:00 -3:00 p.m. at Save The Bay, 100 Save The Bay Dr., Providence, RI 02905

Taunton, MA: Wed., March 20, 1:00 -3:00 p.m. at Southeast Regional Planning & Economic Development District, 88 Broadway, Taunton, MA 02780

East Falmouth, MA: Thurs., March 21, 1:00 -3:00 p.m. at Waquoit Bay National Estuarine Research Reserve, 131 Waquoit Highway, Waquoit (East Falmouth), MA 02536 (Visitors' Center)

Webinars: Informational webinars will be held on the following dates. For log-in information, please see www.snepgrants.org

Tues. March 12, 1:00 p.m. – see www.snepgrants.org for details

Thurs., March 14, 1:00 p.m. – see www.snepgrants.org for details

Grant Process & Schedule

RAE will select grantees through a two-step application process: open pre-proposals, followed by invited full proposals. Both steps are competitive; RAE's request for a full proposal does not guarantee funding of that proposal.

Pre-proposal format and submittal requirements are detailed in **Sxn. 2**, below. Deadlines and notification dates are provided in **Sxn. 4** of this RFP.

Pre-proposals will be reviewed by an independent committee of individuals with expertise in environmental management and ecological restoration. In consultation with the review committee, RAE will select pre-proposals for consideration as full proposals. In some cases, RAE may request changes to pre-proposals for inclusion in full proposals, or may request changes to full proposals prior to award. Proposal review criteria are detailed in **Sxn. 3**, below.



Funding & Awards

The source of **2019 SNEP Watershed Grants** is federal funding through EPA; however, all grants under this program will be awarded, overseen and administered by RAE.

In 2019, RAE expects to award approximately \$2.3 million in federal funds through **SNEP Watershed Grants**. Projects may be up to 30 months in duration. Typical awards will range from \$100,000 to \$500,000. Smaller projects may be considered under special circumstances (for example, pilot-scale projects, larger projects needing smaller amounts to complete funding, or **Peer-to-Peer Learning Projects** per **Sxn. 6**, below). Larger projects of exceptional impact will also be considered. The program expects to fund approximately 5 – 10 projects in 2019. In combination with RAE's **2018 SNEP Watershed Grants**, the **2019 SNEP Watershed Grants** will continue the development of a diverse portfolio of projects throughout the SNEP region, led by a variety of organizations and using a range of approaches to accomplish SNEP goals and priorities.

Peer-to-Peer Learning Projects

In addition to types of projects described above, RAE will consider smaller grants that advance local and regional learning regarding the restoration of clean water and healthy coastal ecosystems. Examples of Peer-to-Peer Learning Projects include workshop or training series, partnership development, etc. See **Sxn. 6**, below.

Match

Funded projects must provide an additional **33% of the requested amount in non-federal matching funds**. For example, a request of \$100,000 must be accompanied by a commitment of at least \$33,000 in non-federal match, for a total project cost of \$133,000. Matching funds may be cash or in-kind. The expected source or sources of matching funds must be identified in the pre-proposal, while final applications must document match commitment. Match must be expended within the approved budget period of the grant (including the pre-award period, if any).

Use of Funds

2019 SNEPWG funding may be used for most project costs, including salary, fringe, contractual support, equipment, supplies, travel, and indirect costs. Expected costs must be outlined in the pre-proposal and detailed in the full proposal – see **Sxn. 2** for budget format. Funds intended for construction must be presented as described in the budget guidance under **Sxn. 2**, below.

Costs under this grant must be reasonable, allowable, allocable, and necessary to the supported project in accordance with 2 CFR Part 200, Subpart E and must adhere to the general procurement standards set forth in 2 CFR 200.318 and "Consultant Fee Cap" set forth in 2 CFR 1500.9. Awarded funds may not be used to purchase land; however, land purchase costs may be used as match.



Procurement Requirements

The source of SNEP Watershed Grants is federal funding. Therefore, funded projects must adhere to federal requirements regarding contracting, sub-awards and purchases. These include multiple bids for procurements above \$10,000 (2 C.F.R. 200), good-faith efforts to employ Disadvantaged Business Enterprises (40 C.F.R. 33.301), and Davis-Bacon prevailing wage requirements for construction activities (2 C.F.R. 200). For more information on budget categories and procurement requirements associated with this funding, applicants should refer to:

Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements (7 Sept. 2018)

online at:

www.epa.gov/sites/production/files/2018-09/documents/best-practice-guide-for-procuring-services-supplies-equipment.pdf

Indirect Costs

RAE will reimburse reasonable indirect costs incurred as part of **2019 SNEP Watershed Grants** projects. See **Sxn. 7**, below.

Pre-Award Costs

RAE may reimburse grant expenses incurred up to 60 days prior to award of a 2019 SNEP Watershed Grant, subject to approval of the workplan, funding period and budget, if such costs would have been allowable if incurred after the award and the recipients submitted complete grant applications before the beginning of the budget period. Such costs must be identified in the grant application that RAE approves. The applicant incurs pre-award costs at its own risk. RAE is under no obligation to reimburse such costs unless they are included in an approved grant award.

Eligible Applicants

Eligible applicants are municipalities, state agencies, tribes, regional planning organizations, state or municipally-chartered commissions, other subdivisions of state and local government, 501(c)3 non-profit organizations, and academic institutions. Federal agencies, for-profit corporations, and private individuals are not eligible recipients, but may be included as partners in proposals submitted by eligible recipients; public-private partnerships are encouraged, consistent with the competitive procurement requirements noted above. SNEP Steering Committee members are eligible to apply for and receive **SNEP Watershed Grants** if they meet all other criteria. RAE utilizes established procedures to avoid conflicts of interest in the award of **SNEP Watershed Grants**.



Multiple Applications & Projects

Organizations may submit multiple grant applications either as a lead organization, or as a partner on another organization's application. Multiple applications must be submitted separately and will be evaluated independent of other proposals.

Coordination with Other Grant Rounds

RAE will consider applications that are linked to prior SNEP-funded projects (for example, construction funding for projects designed with prior grants; or further assessment or monitoring of projects constructed with prior funding); however, each application in each year will be evaluated independently, and funding decisions will be based on evaluation results for that particular round of funding. Similarly, applicants may submit **2019 SNEPWG** applications on the expectation of applying for future **SNEP Watershed Grants**; the award of a 2019 grant, however, does not represent or imply RAE commitment toward funding in future grant rounds.

Eligible Projects

Eligible projects are expected to achieve significant progress toward restoring clean water and healthy ecosystems; protecting watersheds and fostering resilience; or toward improving institutional capacity to address water quality, ecosystem degradation, or habitat loss. Eligible projects must be implemented within the defined SNEP boundaries. Eligible projects will build upon or implement existing watershed, water quality, or other environmental plans; will strengthen ecosystems and communities by building or enhancing resilience; and will be consistent with the vision, mission, and goals of EPA's Southeast New England Program for Coastal Watershed Restoration (see www.epa.gov/snecwrp).

Ineligible Projects

Projects ineligible for funding under this program are:

- Actions required to settle a formal enforcement action or included in a court order; or specified as a required mitigation measure under a state, local, or federal permit for a specific project; however, grant funding may be used to enhance or expand such projects beyond minimum requirements for compliance. Similarly, grant funds may not be used to satisfy funding commitments for supplemental environmental projects (SEPs), but may be used in addition to such funding to expand the eligible scope of such projects, in which case the SEP funding may be used as match toward a SNEP-funded project.
- Work involving only routine activities to maintain stormwater infrastructure, other facilities, or land.
- Projects which fall under the existing responsibilities of an individual state or local government (e.g., development of TMDLs or MS4 permits).
- Plans, research projects or studies that lack a clear environmental impact or path to implementation. Such projects will be considered if they are directly relevant to, and

provide results that inform, the practice of water quality management, watershed preservation, or habitat restoration.

- Conventional “gray infrastructure” projects using well-established technologies or methods (e.g., installation of sewer lines).
- Projects that involve new construction or retrofitting of buildings or facilities serving primarily private purposes, including residential, commercial and institutional, among others.

Tools & Equipment

Under this solicitation, RAE will consider funding tools and equipment such as hardware, software, monitoring devices, durable equipment, and heavy equipment, where such investments support the implementation of SNEP goals and objectives. RAE is particularly interested in funding tools and equipment that support partnerships and build local or regional capacity.

Surveys and Questionnaires

RAE will not fund social surveys or questionnaires under SNEP Watershed Grants; nor may the costs of such instruments be included as match. If your project utilizes social surveys or similar instruments, please be sure they are off budget, with all costs paid by entirely separate funding sources.

Land Control, Permissions, & Private Property

Final proposals must demonstrate sufficient authority to perform the work proposed. If the applicant is not the sole property owner, this may take the form of partnership commitments, letter of permission, etc. Permits and access agreements do not need to be completed prior to award, but the applicant must demonstrate a clear understanding of permitting and access requirements and schedules, as described in **Sxn. 2**. RAE will fund work on private property only where there is a clear public benefit and where the applicant can provide an assurance of lasting impact – for example, through a conservation easement, deed restriction, or other agreement with the private landowner. As with projects on publicly owned property, project sites on private land must include signage recognizing SNEP/EPA funding.

Partial Awards

In general, RAE will seek to fund proposals in their entirety. In some cases, however, RAE may elect to partially fund proposals, or may request other project modifications prior to finalizing awards.

Reporting Requirements

Grantees must submit semi-annual progress reports as well as a final report. RAE will provide grantees with the format of interim and final reports upon award. Information included in the final report will be used by RAE and EPA in public communication materials and performance reports.



Collaboration & Technology Transfer

Grantees will be required to participate in two SNEP Grantees' meetings during the period of the award, to be held within the SNEP region or in Boston. One will be a technical working session held approximately six months after grant awards, and the second will be an annual partnership and technology transfer meeting with the SNEP Steering Committee to report on their work. . Grantees may be asked to participate in other regional SNEP events aimed at sharing progress and results with organizations throughout the region, including the biennial SNEP symposium. In addition, RAE will be highlighting **2019 SNEP Watershed Grants** at its 10th National Summit on Coastal and Estuarine Restoration and Management, to be held October 17-22, 2020 in Fort Lauderdale, FL. Applicants are encouraged to include registration and travel funds for this conference in **2019 SNEP Watershed Grant** proposal budgets.

Sharing of Data & Results

Grantees who collect data as part of their project, especially those who are required to develop a Quality Assurance Project Plan (QAPP), are required to make data, results, and other project information publicly available and readily transferable. Additionally, applicants are expected to share project information and results at the collaboration and technology transfer meetings described above.

Reimbursement

Project costs will be reimbursed on the basis of documented, incurred expenses. Reimbursement requests shall be submitted at least quarterly and at most monthly. Advance funding for specific program elements may be requested and will be provided where necessary to ensure successful grant execution; however, RAE will not approve proposals that rely entirely on advance funding. In other words, SNEP Watershed Grants will be funded on a reimbursable basis, with exceptions to be made strictly on an as-needed basis and at the discretion of RAE.

Quality Assurance Project Plans (QAPPs)

All funded projects that collect or utilize environmental data, water-quality models, or similar tools and information for decision-making will require approval of a Quality Assurance Project Plan (QAPP) by EPA Region 1 prior to beginning work. Draft QAPPs must be submitted at least 30 days prior to beginning data collection or use in order to provide sufficient time for review. Grant recipients are responsible for development of an approved QAPP and must identify within the full proposal the means by which they plan to complete the QAPP (for example, through contract support or in-house). RAE will assist grantees in coordinating QAPP submittals to EPA.

An overview of EPA Region 1 QAPP requirements is available at:

www.epa.gov/quality/managing-quality-environmental-data-epa-region-1



while detailed guidance on QAPP requirements is provided at:

www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans

Applicants unfamiliar with the QAPP development and approval process are encouraged to contact RAE for assistance in QAPP planning prior to proposal submittal.

Acknowledgement of SNEP Watershed Grants

Grantees must acknowledge **SNEP Watershed Grants** as a source of project funding in all external communications materials – press releases, webpages, public and technical presentations, etc. RAE will provide acknowledgement guidelines and materials with grant contracts.

Sxn. 2: How to Submit a Pre-Proposal

Pre-proposals allow RAE to provide preliminary review of project ideas, in order to determine whether a full proposal will be requested and to provide comments to applicants. Please adhere to the pre-proposal submittal format, page limits, and deadlines as described below.

Pre-Proposal Application Format (5 pages max.)

1. Cover Page (1 page max.)

The cover page must include the following information:

- Name of project
- Project abstract (Brief description of project, one paragraph max.)
- Applicant organization name and address
- Applicant DUNS and EIN (a DUNS number can be obtained free at www.dnb.com/duns-number/get-a-duns.html)
- Application point of contact (name, email, telephone)
- Project leader name, email, and telephone (if different)
- Nature of Organization (501(c)3 non-profit, state agency, tribe, etc.)
- List of Partner Organizations (Note: Partner organizations are those materially contributing to the project, not merely supporting it. They will generally appear in the budget, providing either cash or in-kind contributions.)
- Location of project (state, city, street address if there is one; lat./long. coordinates; water body if applicable, etc.)
- Cost: Total amount of request; total amount of non-federal match; total project cost; match percentage
- Signature of organizational leader (ED, board chair, town manager, council president, etc.)
- Is this a **peer-to-peer learning project** per **Sxn. 6**, below? (Yes/No)

2. Project Narrative (2 pages max.)

The pre-proposal project narrative should address the following questions:

2.A. Project Purpose: What is the threat to Southeast New England’s coastal and watershed ecosystems that this proposal seeks to solve? How will this project, specifically, contribute to solving the problem? What is the long-term vision of the project?

2.B. Project Description: Summarize the overall project approach and provide a brief workplan, including principal tasks, major deliverables, and realistic schedule.

2.C. Impact: Describe the local and regional impact of the project. How will it restore water quality, habitats, community resilience, or coastal and watershed ecosystems? Include a brief description of the geographic area of impact – i.e., affected watershed, project area, and receiving waters. Describe the regional outcomes of the project (ecological, institutional, etc.), how they will be measured, and how the project will advance SNEP goals throughout the region.

2.D. Project Team: List project partners and briefly describe the role of each partner. Include a discussion of the capacity of the lead organization to successfully complete the project; describe how the project team will be managed or coordinated.

2.E. Outreach & Communications: How will you publicize the project and support regional practice? Provide a brief outreach plan. This should include community engagement and media coverage at the local level, as well as information for use by professional resource managers elsewhere in the SNEP region.

3. Budget (2 pages max.):

The pre-proposal requires a budget table only, while the full proposal includes a budget narrative to provide additional information on project costs. Pre-proposals and proposals that provide clear, complete, and defensible information on project costs are much more likely to be selected for funding. It is expected that figures in the pre-proposal budget will be preliminary, while the full proposal should include solidly established costs and cost estimates. Round all costs to the nearest dollar – do not include cents.

3.A. Budget Table: The following example provides a budget table format that may be used for both full and pre-proposals. Applicants may modify or adjust the format as needed; however please use the federal cost categories shown here, adding lines as necessary. Show request and match for each line item and cost category. Provide a separate line under “Personnel” for each individual on the project, and a separate line under “Contractual” for each contract.

There is no “Construction” category. Construction costs should be listed under “Contractual” if contracted out; or if performed directly by a grantee or partner, labor costs



may be listed under “Personnel,” materials under “Other,” and equipment under “Equipment.”

Note all sources of match and whether cash or in-kind. Total non-federal match percentage must be at least 33% of request (or 25% of total project cost). Proposals providing a greater match percentage will receive no additional benefit in scoring. Match percentage is calculated as follows: **(non-federal match) ÷ (request) x 100 = match percentage.**

Do not include letters of commitment or other match documentation with pre-proposals; such back-up is required for full proposals only.

More information on cost calculation and allowable costs is provided below. Calculation of allowable indirect costs is detailed in **Sxn. 7**, below.

Sample Budget Table – Friends of the Watershed (FOTW) Clean Water Partnership

Cost Item or Category	Cost Basis	RAE SNEP Request	Total Non-Fed Match	Match Source	Total Project Cost
Personnel					
Jane Trout, FOTW Senior Scientist	2496 hrs @ \$37.50	\$73,600	\$20,000	Mackerel Found.	\$93,600
Susan Scup, FOTW Comm. Mgr.	1600 hrs. @ \$30	\$40,000	\$8000	FOTW Unrestr'd	\$48,000
James Salmon, Town Planner	160 hrs. @ \$50	0	\$8000	Scalloptown Gen. Fund	\$8000
FOTW Volunteers	1000 hrs. @ \$24.69	0	\$24,690	In-kind	\$24,690
Total Personnel		\$113,600	\$60,690		\$174,290
Fringe					
Fringe, FOTW Staff	25% of FOTW Staff Cost	\$28,400	\$7000	As above	\$35,400
Fringe, Scalloptown	30% of Town Staff Cost	0	\$2400	As above	\$2400
Total Fringe		\$28,400	\$9400		\$37,800
Travel					
Mileage to Outreach Meetings	1000 mi. @ \$0.58	0	\$580	FOTW Unrestricted	\$580
Travel to RAE Conference	See Narrative	\$2000	0		\$2000
Total Travel		\$2000	\$580		\$2580

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Equipment					
ACME Water Quality Probe	See Narrative	\$7000	0		\$7000
Total Equipment		\$7000	0		\$7000
Supplies					
Office Supplies		\$500	0		\$500
Total Supplies		\$500	0		\$500
Contractual					
QAPP Development	See Narrative	\$7500	0		\$7500
BMP Construction	See Narrative	\$5000	\$5000	Scalloptown	\$10,000
Total Contractual		\$12,500	\$5000		\$17,500
Other					
Boat Rental	See Narrative	\$5000	0		\$5000
Total Other		\$5000	0		\$5000
Total Direct		\$169,000	\$75,670		\$244,670
NICRA Indirect Cost OR Modified Total Direct Cost	MTDC in this example	\$162,000	\$75,670		\$237,670
Allowable Indirect Cost	For NICRA: Up to 25% of request Non-NICRA: up to 10% of MTDC	\$16,200	\$7567		\$23,767
Total (Direct + Indirect)		\$185,200	\$83,237		\$268,437
Non-Federal Match as a Percentage of Request [in this example]: 45%					

Notes on Calculation and Presentation of Costs:

- Salaries and fringe may be calculated on an hourly or percentage basis. If cost rates are expected to increase over the period of the grant (through, e.g., annual pay increases), factor in such increases so that total cost reflects actual cost over the period of the grant.
- RAE recognizes that cost estimates will be necessary in some instances, for example construction contracts that will be competitively bid. Please note cost estimates where used.
- Partner sub-awards may be made on an hourly or lump sum basis; in all cases, however, the budget should provide a brief explanation or justification for partner costs.
- Contracts or sub-contracts awarded by grantees with SNEP funding must be selected through competitive bidding procedures consistent with Federal requirements (2 C.F.R. 200) as well as the grantee's own purchasing procedures

(see **Procurement Requirements**, above). Where SNEPWG funds continuing contracts (i.e. contracts that were awarded by the grantee prior to the SNEP grant award), RAE will require documentation of competitive selection procedures used in awarding such contracts.

- Be sure to budget for QAPP development if your project will require one. QAPPs may be developed in-house or through a consultant contract – contact RAE for assistance in QAPP planning if need be.
- Volunteer time may be valued at an hourly rate of \$24.69 (source: Independent Sector).
- Passenger vehicle mileage may be calculated at \$0.58 per mile (IRS approved rate for 2019).
- Equipment is generally durable property valued at more than \$5,000 – see 2 CFR 200 for guidance.
- For instructions on calculating MTDC and allowable indirect costs, see “Indirect Costs” under **Sxn. 7**, below.
- Organizations with an approved NICRA need not calculate MTDC. Rather, show NICRA indirect cost below “Total Direct” and, beneath that, the reimbursable portion of indirect costs (up to 25% of total request). See **Sxn. 7**, below, for guidance.
- If you anticipate earning program income as part of your project, show the source, estimated amount, and how it will be used.
- As noted above, there is no “Construction” category. Itemize construction costs under “Contractual,” “Personnel,” “Other,” etc., as appropriate.
- Round all costs to nearest dollar.

To Transmit a Pre-Proposal

Combine all application elements into a single PDF document and email it as an attachment to snepgrants@estuaries.org by **5:00 p.m. EDT on April 5, 2019**. Applicants are encouraged to file early to avoid transmittal delays and provide time to rectify any problems prior to the deadline.

Use the following filename format: **PREWG19-[organization identifier].pdf**. For example, a pre-proposal submitted by Friends of the Watershed would be labeled: **PREWG19-FOTW.pdf**. The email subject line may be **FOTW Pre-Proposal**.

Applications should be in 12-point type with margins no less than 0.75 in. Tables may be in 10-point type.

Applications may include internet hotlinks to supporting information (organizational websites, supporting documents, etc.); however, the application should be self-contained for purposes of review. In other words, the reviewer should be able to fully evaluate your



proposal regardless of whether s/he chooses to follow the links. Do not include references, footnotes, or endnotes in pre-proposals or full proposals.

Do not include letters of commitment or support with pre-proposals.

RAE may request additional information from applicants, including organization budget, independent audits, federal Negotiated Cost Rate Agreement (NICRA), etc., prior to selecting proposals.

Sxn. 3: Pre-Proposal Evaluation Framework

Pre-proposal Evaluation: Pre-proposals will be evaluated in their entirety on a 3-point scale as follows:

1. Fails to meet SNEP Watershed Grants goals and priorities – non-qualifying application.
2. Adequately meets program goals and priorities – qualifying application.
- 3: Strongly meets program goals and priorities – outstanding project potential.

Pre-proposals that omit required elements or which do not adhere to specified page limits will not be accepted or evaluated. RAE reserves the right to accept or reject any proposal on the basis of its sole determination that the proposal meets, or does not meet, program goals and objectives.

Sxn. 4: Award Calendar

Feb. 25: release RFP

Mar. 12-21: Informational meetings (3) and webinars (2) – details above

April 5: Preproposal due

Late April: Notify applicants regarding requests for pre-proposals

May 31: Full proposal due

Early July: Notify applicants of awards

Aug. 31: Award contracts complete

September: Public announcement of awards

Sxn. 5: Documentation of Timely Submittal

As noted above, the pre-proposal or proposal must be combined into a single PDF document and submitted as an email attachment to RAE at [sneprants@estuaries.org](mailto:snepgrants@estuaries.org). Submittal deadlines are listed above.

When you submit your application, you will receive a reply acknowledging receipt of the submittal. Save or print the reply for your records, in the event there is a problem with the transmittal.



If you do not receive a reply, **YOU MUST** contact Thomas Ardito as soon as possible at [**tardito@estuaries.org**](mailto:tardito@estuaries.org) to ensure acceptance of your application.

All applications must meet the deadlines listed above, and must be complete as directed at the time of submittal. In the event of documented transmittal problems, corrupted files, or other technology problems, RAE will make every effort to accept applications that were submitted correctly, but not received due to problems outside the control of the applicant. However, to minimize the chance that a proposal cannot be accepted, we encourage applicants to submit proposals with sufficient time to rectify these kinds of problems prior to deadlines.

Sxn. 6: Peer-to-Peer Learning Projects

Under this RFP, RAE will consider smaller grants that advance local and peer-to-peer learning regarding the restoration of clean water and healthy coastal ecosystems. Examples of Peer-to-Peer Learning Projects include workshop or training series, major symposia, partnership development, etc. Such projects will typically be in the \$10,000 to \$20,000 range. RAE is particularly interested in funding special projects that share knowledge and experience developed through SNEP programs, projects and funding with stakeholders and practitioners throughout the SNEP region.

Sxn. 7: Indirect Costs

SNEP Watershed Grants will reimburse grantees for reasonable indirect costs related to the execution of funded projects. The calculation of indirect costs and amount of reimbursement depends on the type of organization, and whether it has an approved, current Negotiated Indirect Cost Rate Agreement (NICRA) on file with a federal agency. The following subsections summarize the process for calculating indirect costs for several types of organizations and cost-rate approvals; further guidance is available at [**snepgrants@estuaries.org**](mailto:snepgrants@estuaries.org) or by contacting Thomas Ardito at [**tardito@estuaries.org**](mailto:tardito@estuaries.org).

7.A. Organizations with Current Approved NICRA: Organizations with a current federally-approved NICRA may charge calculated indirect costs up to 25% of the award amount. **If the organization's calculated NICRA indirect exceeds 25%, the difference may be applied as match if it is from eligible non-federal sources.**

7.B. State Executive Agencies Only: For state executive agencies with an approved NICRA, if the calculated indirect cost exceeds 25%, RAE will consider funding the full approved indirect cost rate on request.

7.C. Organizations Without Approved NICRA: For applicants that have never had a NICRA with a Federal agency, the applicant may use the de minimis indirect cost rate of 10% of Modified Total Direct Costs (MTDC). MTDC (as defined under 2 C.F.R. §200.68) means all direct salaries and wages, applicable fringe benefits, materials and supplies,



services, travel, and the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward or subcontract in excess of \$25,000.

Note: Organizations **with** an approved NICRA **need not calculate MTDC**. Rather, show the calculated NICRA indirect cost below "Total Direct" and, beneath that, the reimbursable portion of indirect costs (up to 25% of total request).

Sxn. 8: Additional Resources

Additional resources that may be of assistance in developing **2019 SNEP Watershed Grant** proposals include an overview of the program, information on prior grant awards, and further guidance on calculating indirect costs. See www.snepgrants.org.

Inquiries about this RFP or **SNEP Watershed Grants** may be directed to Thomas Ardito, Program Director, tardito@estuaries.org.

Thank you for your interest in 2019 SNEP Watershed Grants. We look forward to your pre-proposal!

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