



Southeast New England Program 2020 Watershed Grants Request for Proposals

Release Date: April 1, 2020

Application Deadline: May 29, 2020

(updated 20 April to clarify DUNS/SAM requirement P. 11)

Check www.snepgrants.org for updates and more information

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

- **Tuesday, April 14, 1:00 p.m.**
- **Thursday, April 30, 1:00 p.m.**

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 Request for Proposals (RFP):

- 1. Program Information**
 - 2. Awards & Match**
 - 3. Eligibility**
 - 4. Use of Funds**
 - 5. Streamlined Award Process**
 - 6. Selection**
 - 7. Requirements of Funded Projects**
 - 8. Additional Resources**
 - 9. Adjustment of Calendar if Necessary**
- Appendix 1. Streamlined Proposal Requirements**
Appendix 2. Calculation of Indirect Costs

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**.

The purpose of **2020 SNEP Watershed Grants (SNEPWG20)** 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.

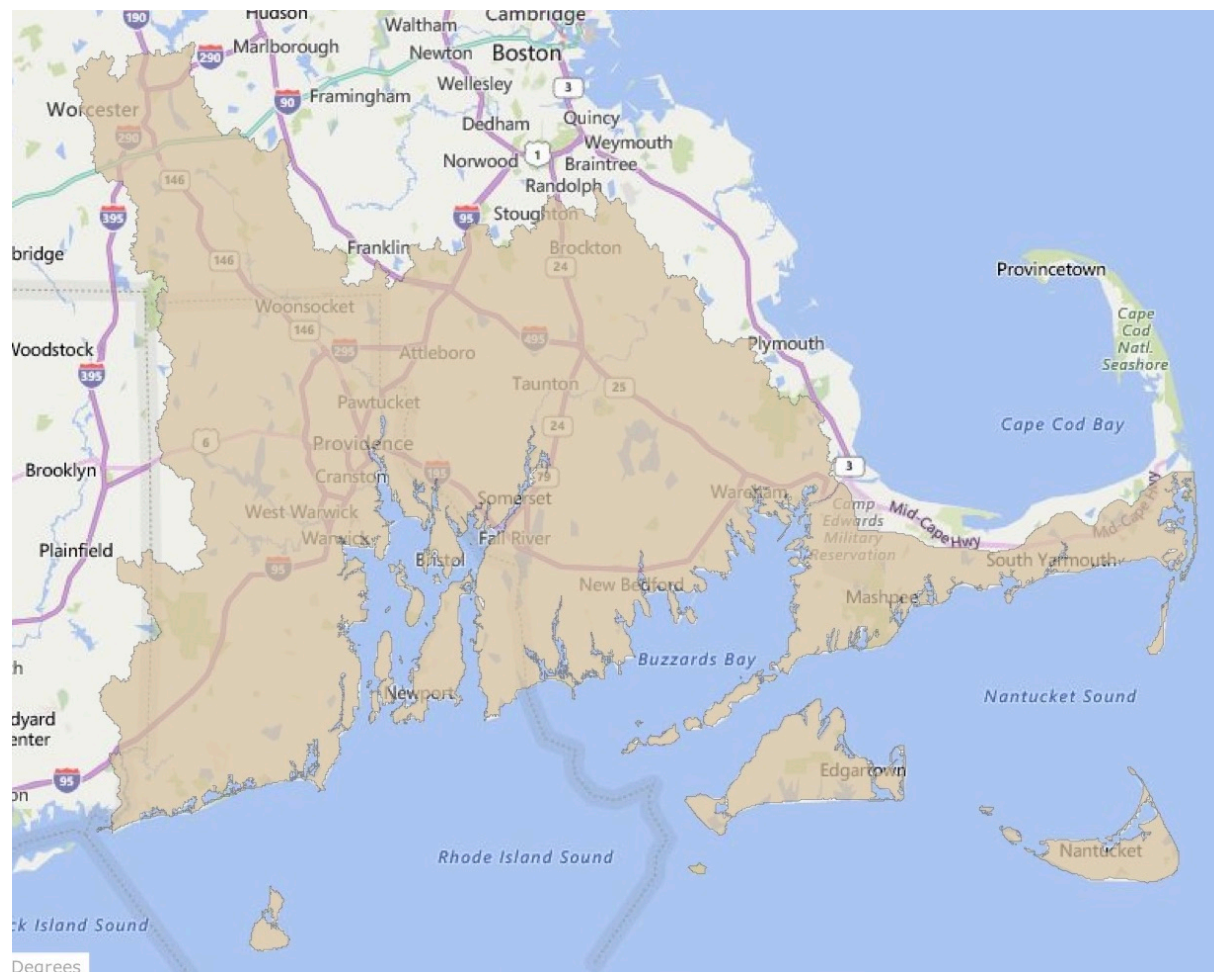
In 2019, RAE awarded 13 **SNEP Watershed Grants** totaling \$2.3 million to diverse organizations and partnerships throughout Southeast New England. In 2020, **SNEP Watershed Grants** will continue to fund programs and projects with large and lasting impacts, providing benefits and learning that continue beyond the grant period.

Through this 2020 Request for Proposals (RFP), **SNEP Watershed Grants** will support projects and programs that restore coastal and watershed ecosystems throughout Southeast New England, while improving technical and institutional capacity to address pressing coastal issues.

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 provides an approximate guide. 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.

SNEP Watershed Grants Funding Region



2. Awards & Match

Source of Funds

The source of **2020 SNEP Watershed Grants** is federal funding through EPA (CFDA 66.129 - Southeast New England Coastal Watershed Restoration Program). However, all grants under this program will be awarded, overseen and administered by RAE.

Anticipated Awards

In 2020, RAE will award up to \$2 million in federal funds through **SNEP Watershed Grants**. 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** as described below). Proposals for region-wide projects and programs of exceptional impact costing more than \$500,000 will also be considered.

2020 SNEP Watershed Grants are expected to fund 5 – 15 projects in 2020. In combination with prior grant rounds, **2020 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.

Funding Priorities

This **2020 SNEP Watershed Grants** RFP seeks projects and programs that address one or more of the following priorities:

- Address SNEP program goals (see www.epa.gov/snecwrp);
- 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;
- Foster coastal resilience and adaptation to changing climate and environmental conditions;
- Restore coastal and watershed habitats such as rivers and wetlands;
- Measure and assess the effectiveness of environmental programs and projects;
- Analyze, interpret and communicate environmental data; and
- Build upon or implement existing watershed, water quality, or other environmental plans.

Peer-to-Peer Learning Projects

In addition to the larger projects described above, 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 workshops 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 and projects with stakeholders and practitioners throughout the SNEP region.

Larger Projects

RAE encourages applications for region-wide projects and programs of exceptional impact and will consider applications for such projects greater \$500,000.

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. Documentation of match is not required for applications but will be required prior to award. Match must be expended by the end of the approved budget period of the grant, but may pre-date the award (no earlier than October 1, 2017) if directly related to the funded work. State, municipal, and private funding, as well as volunteer time, are all eligible sources of match.

Period of Performance

2020 SNEP Watershed Grants will be awarded for a period of 30 months as follows:

- Contract Start Date: Aug. 1, 2020
- Completion of Funded Project: Dec. 31, 2022
- Completion of Reporting: Jan. 31, 2023

3. Eligibility

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 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 below. 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**.

Eligible Projects

Eligible projects are expected to achieve significant progress toward restoring clean water and healthy ecosystems; protecting watersheds and fostering resilience; restoring coastal or watershed habitats; or improving institutional capacity to address water quality, ecosystem degradation, or habitat loss. Eligible projects must be implemented within the defined SNEP boundaries. Eligible projects should build upon or implement existing watershed, water quality, or other environmental plans; strengthen ecosystems and communities by building or enhancing resilience; and 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. Plans and studies 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.
- Purchase of land or real estate.

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, including considerations of geographic diversity and project type. Similarly, applicants may submit **SNEPWG20** applications on the expectation of applying for future **SNEP Watershed Grants**; the award of a 2020 grant, however, does not represent or imply commitment toward funding in future grant rounds.

Coordination with Other Programs

RAE encourages coordination with other state, local, private and federal programs, including the National Estuary Program; state-funded water quality, habitat and resilience programs; initiatives of private foundations; etc. Although federal resources may not be used as match, such resources may fund components of projects that are not funded through RAE, and applicants are encouraged to partner with federal or federally-funded organizations, including other SNEP-funded programs such as the Southeast New England Network (www.snepnetwork.org).

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.

4. Use of Funds

SNEPWG20 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 proposal – see **Appendix 1** for budget format.

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.

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.

Conferences and Travel

Applicants are encouraged to budget for travel in order to share lessons and results of projects throughout the SNEP region, and to connect with regional and national practice aligned with SNEPWG-funded projects. An example of a national forum for SNEP Watershed Grants is RAE's biennial Summit on Coastal and Estuarine Restoration and Management, to be held in Providence, RI from October 4-8, 2020, and again in Fall 2022 at a location and date to be announced. Applicants are encouraged to include registration and travel funds for this conference in **2020 SNEP Watershed Grant** proposals.

Indirect Costs

RAE will reimburse reasonable indirect costs incurred as part of **2020 SNEP Watershed Grants** projects. See **Appendix 2**, below.

5. Streamlined Award Process

Grant Process & Schedule

Due to uncertainties caused by the COVID-19 pandemic, RAE has streamlined and accelerated the award process for **2020 SNEP Watershed Grants**, utilizing a one-step competitive application process with an extended deadline.

Streamlined proposal format and submittal requirements are described in **Appendix 1**, below.

Award Calendar (all dates 2020)

April 1: SNEPWG20 RFP released

April 14: Webinar #1: See www.snepgrants.org for details

April 30: Webinar #2: See www.snepgrants.org for details

May 29: Deadline for proposals

June: Notify applicants regarding awards

June / July: Develop and finalize grant contracts

September/October, 2020: Public announcement of awards

6. Selection

Proposals will be reviewed by an independent advisory committee of individuals with expertise in environmental management and ecological restoration. In consultation with the review committee, RAE will select proposals for funding. Following initial selections, RAE may request additional information from applicants, or changes to project scope and budget, prior to award.

Proposals will be evaluated under the following criteria:

- 1. Impact:** The potential of the proposal to have a significant positive impact on Southeast New England's coastal and watershed ecosystems, including water quality.
- 2. Capacity-Building:** The potential of the proposal to significantly advance regional knowledge, practice and capacity to restore, protect and understand Southeast New England's coastal ecosystems.
- 3. Innovation:** Consideration will be given to proposals that implement new technologies or methods, and to ensuring that SNEP Watershed Grants funds a diversity of approaches across the region.
- 4. Cost-Effectiveness:** The likely cost-effectiveness of the proposal relative to expected results.
- 5. Geographic Distribution:** Funding decisions will consider the geographic distribution of current and prior SNEP investments, with the goal of ensuring that the entire SNEP region is fairly served by the program, and that SNEP Watershed Grants works to build capacity in areas and communities of greatest need.

While RAE works closely with the technical advisory committee and EPA in evaluating applications, final funding decisions will be made at the sole discretion of RAE.

7. Requirements of Funded Projects

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 in grantee reports will be used by RAE and EPA in public communication materials and performance reports.

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

online at:

<https://www.epa.gov/grants/best-practice-guide-procuring-services-supplies-and-equipment-under-epa-assistance-agreements>

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. Travel funds for these meetings should be included in proposal budgets. Grantees may be asked to participate in other regional SNEP events aimed at sharing progress and results with organizations throughout Southeast New England, including SNEP symposia.

Sharing of Data & Results

Grantees must make project data, results, and other project information publicly available and readily transferable within one year of project completion. Should this present a problem with proprietary or personal information, contact RAE to discuss in advance of application. Additionally, applicants are expected to share project information and results at the collaboration and technology transfer meetings described above.

Audits

Applicants with independent audits or audited financial statements must make them available to RAE within one month of receipt. RAE conducts periodic on-site audits of all grantees.

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.

Quality Assurance Project Plans (QAPPs)

Most projects funded by SNEP Watershed Grants will require a Quality Assurance Project Plan (QAPP) approved by EPA Region 1 prior to beginning work. This includes all projects that collect or utilize environmental data, water-quality models, or similar tools and information for decision-making. **This also includes most construction projects.** 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 proposal the means by which they plan to complete the QAPP (for example, through contractual support or in-house). **QAPPs, if required, must be approved within one year of grant award.** 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 and EPA

Grantees must acknowledge **SNEP Watershed Grants** and **EPA** as sources 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.

Land Control, Permissions, & Private Property

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 the application guidelines below. 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.

8. Additional Resources

Additional resources that may be of assistance in developing **2020 SNEP Watershed Grant** applications are available at www.snepgrants.org, including:

- Program overview;
- Webinar access information;
- Information on prior grant awards; and
- Updates to this RFP if necessary.

9. Adjustment of Calendar if Necessary

Applicants should consider the grant calendar presented in this RFP, including deadlines, as firm and fixed. In the event that public health circumstances necessitate changes to this RFP, such as extension of deadlines or changes to the award calendar, such changes will be posted promptly on www.snepgrants.org

Thank you for your interest in 2020 SNEP Watershed Grants. We look forward to your proposal!

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Appendix 1: Streamlined Proposal Requirements

Due to the COVID-19 pandemic, RAE has streamlined and accelerated the application process for **SNEPWG20** as compared with prior grant cycles. Please adhere to the proposal submittal format, page limits, and deadlines as described below.

Proposals must follow this template to be considered for funding. Please use the subheads and bullets provided, and clearly address all questions directly. RAE reserves the right to disqualify applications that do not adhere to the required format and page limits.

Proposal Application Format

Page Limits & Format: The application is limited to ten (10) pages, including the cover page, map(s) and images, and must be submitted as a **single PDF document**. Applications should be in 12-point type with margins no less than 0.75 in. Tables may be in 10-point type. **All pages in the document must be letter-sized.** With this streamlined application process, **letters of support or commitment are not required – do not include them.** RAE will require documentation of match and other partner commitments prior to award.

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.

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

Proposal Application Template (10 pages total, max., including cover page, maps and images)

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). **If pending, note “pending.”**
- Applicant SAM registration expiration date (see www.sam.gov. DUNS number required to register for SAM). **If pending, note “pending.”**
- 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 (executive director, board chair, town manager, council president, etc.)
- Is this a **peer-to-peer learning project** as described in the RFP? (Yes/No)

2. Project Narrative

The 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, and how will it contribute to solving this problem? What, specifically, will be the immediate impact of the project, and what is its long-term vision? What is the geographic area of impact? How will the project advance SNEP goals throughout the region? How will it contribute to improving the practice and knowledge of coastal ecosystem restoration and management in Southeast New England? Describe regional outcomes of the project (ecological, institutional, etc.)

2.B. Project Workplan: Describe your approach to completing the funded project. **Include a table that describes schedule, major tasks and deliverables.** Be sure to list all permits needed and projected timelines for permitting. State whether a QAPP will be needed and how it will be developed (in-house, contract with consulting firm, etc.)

2.C. Project Partners: 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. **Note:** Project partners are those that are materially contributing to the project, not simply supporting it. Project partners may be receiving grant funds, providing match, or both, and should be listed in the project budget. While federal or federally-funded partners may not provide match, they should be included in budget notes. Since this streamlined application process does not include letters of commitment, all project partners should be listed in the proposal narrative and, as appropriate, the budget.

2.D. 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. Map(s) & Images: Provide at least one map of the project area. More maps or images may be provided within the application page limit.

4. Budget:

The proposal **requires** a budget table. Additional budget notes or narrative are optional, and should be provided as needed. **Only applications that provide clear, complete, and defensible information on project costs will be competitive.** Cost bases (methods or formulas for calculating costs) should be included in the budget table or budget notes. Where it is necessary to use cost estimates, for example for contractual items that will be

advertised for bid, note that this is an estimate and provide the basis for estimation. Round all costs to the nearest dollar – do not include cents.

4.A. Budget Table: The budget table must break down costs **for both Request and Match** by federal (SF-424A) cost category (object class). These categories are as follows (additional explanation provided by RAE):

- a. Personnel:** Under **Request**, “Personnel” covers salaries for the grantee organization only, while requested funds for partner organization salaries should be listed under “Other.” Under **Match**, “Personnel” may include salaries and volunteer time from the grantee and partner organizations. Salaries must be provided at **actual rates** but should factor in anticipated raises (include note to explain calculation).
- b. Fringe Benefits:** Fringe may be calculated on an hourly basis or as a percentage of staff salaries and must be provided at actual rates.
- c. Travel:** Estimate costs for local and long-distance travel. Use current federal mileage rate and note purpose of travel.
- d. Equipment:** Durable goods in excess of \$5,000 only.
- e. Supplies:** All other durable and non-durable goods less than \$5000, including computers. Grants will pay for refreshments as necessary for public meetings, etc., but food and drink costs must be listed as a separate line item. Grants will not pay for alcoholic beverages.
- f. Contractual:** Include payments to outside businesses (engineering companies, construction companies, etc.). Provide separate line items for each contract.
- g. Construction: Do not include this category.** Construction costs should be listed under “Contractual” if hired out; or if performed directly by a grantee or partner, labor costs may be listed under “Personnel” or “Other,” and materials under “Supplies” or “Other,” as appropriate.
- h. Other:** Include payments to funded partners such as non-profit organizations. Also includes equipment rentals or any other costs that do not fit into the categories above. May include construction items, such as pre-cast basins, if over \$5000 and not included as part of a construction contract.
- i. Total Direct:** Sum of Categories a – h, above.
- j. Indirect:** See Appendix 2 for calculation of indirect costs.
- k. Total:** Sum of Direct (i) and Indirect (j.), above.

Please include all categories except for Construction (g.) in your budget table, even if the amount in that category is zero. Categories can, and should be subdivided as necessary, as in the example budget below.

Budget Table Format

Applications must use the following budget table format, using the federal cost categories as listed above, subdivided with additional line items as necessary. Provide a separate line under “Personnel” for each individual on the project, and a separate line under “Contractual” for each contract. Show request and match amounts for each line item and cost category.

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

Cost Category and Item	Cost Basis	RAE Request	Non-Fed Match	Match Source	Total Cost
a. Personnel					
Jane Trout, FOTW Senior Scientist	2500 hrs @ \$37.50	\$73,750	\$20,000	Mackerel Foundation	\$93,750
Susan Scup, FOTW Comm. Mgr.	1600 hrs. @ \$30	\$40,000	\$8000	FOTW Unrestricted	\$48,000
James Salmon, Scalloptown DPW	160 hrs. @ \$50	0	\$8000	Scalloptown Gen. Fund	\$8000
FOTW Volunteers	1000 hrs. @ \$25.43	0	\$25,430	In-kind	\$25,430
Total Personnel		\$113,750	\$61,430		\$175,180
b. Fringe Benefits					
Fringe, FOTW Staff	25% of Salaries	\$28,438	\$7000	As above	\$35,438
Fringe, Scalloptown	30% of Salaries	0	\$2400	As above	\$2400
Total Fringe		\$28,438	\$9400		\$37,838
c. Travel					
Mileage to Outreach Meetings	1000 mi. @ \$0.575	0	\$575	FOTW Unrestr.	\$575
Travel to RAE Conference	See Narrative	\$2000	0		\$2000
Total Travel		\$2000	\$575		\$2575
d. Equipment					
***ACME Water Quality Probe	See Narrative	\$7000	0		\$7000
Total Equipment		\$7000	0		\$7000
e. Supplies					
Office Supplies		\$500	0		\$500
Total Supplies		\$500	0		\$500
f. Contractual					
QAPP Development	See Narrative	\$7500	0		\$7500
BMP Construction	See Narrative	\$5000	\$5000	Scalloptown GF	\$10,000
Total Contractual		\$12,500	\$5000		\$17,500
h. Other					
***Boat Rental	See Narrative	\$5000	0		\$5000
Total Other		\$5000	0		\$5000
i. Total Direct		\$169,188	\$76,405		\$245,593
NICRA Indirect Cost OR Modified Total Direct Cost	MTDC in this example	\$157,188	\$76,405		\$233,593
j. Indirect Cost:	For NICRA: Up to 25% of request Non-NICRA: use 10% of MTDC (this example)	\$15,719	\$7641		\$23,360
k. Total (Direct + Indirect)		\$184,907	\$84,046		\$268,953
Non-Federal Match as a Percentage of Request [in this example]: 45%					
***Items excluded from MTDC calculation					

Note all sources of match and whether they are cash or in-kind. **Total non-federal match must be at least 33% of request.** 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.**

4.B. Budget Notes or Narrative: Include additional budget notes or budget narrative as needed, to explain or justify costs or cost bases listed in the budget table.

Additional Notes on Calculation and Presentation of Costs:

- Salaries and fringe may be calculated on an hourly or percentage basis. If salaries are expected to increase over the period of the grant, factor in such increases to reflect total cost over the period of the grant, and provide a note explaining your calculations.
- 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 and cost basis for developing estimates.
- Sub-awards to partner organizations should be listed under “Other,” with a separate line item for each organization. Provide a brief explanation or justification for calculation of partner costs.
- Contracts or sub-contracts awarded to engineering firms, construction firms, and other for-profit businesses 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 (most SNEPWG-funded projects do, including construction projects). QAPPs may be developed in-house or through a consultant contract – contact RAE for assistance in QAPP planning if need be.
- Volunteer time should be calculated at the national average rate published by www.independentsector.org and should be listed under the “Personnel” category in the “Non-Federal Match” column.
- While federal resources may not be counted as match, please list any federal funds or resources that are contributing toward the work.
- Passenger vehicle mileage should be calculated at the current federal rate.
- Equipment is generally durable property valued at more than \$5,000 – see 2 CFR 200 for guidance.
- For instructions on calculating indirect rates, see **Appendix 2** to this RFP.
- 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.

How to Submit Your 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 May 29, 2020**. 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: **SNEPWG20-[organization identifier].pdf**. For example, a proposal submitted by Friends of the Watershed would be labeled: **SNEPWG20-FOTW.pdf**. The email subject line may be **FOTW Proposal**. If submitting multiple proposals, provide unique identifiers, e.g., **SNEPWG20-FOTW1.pdf** and **SNEPWG20-FOTW2.pdf**.

Documentation of Timely Submittal

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 confirmation of receipt by the end of the first business day following the deadline, **you must** contact Thomas Ardito as soon as possible at 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.

Notification of Funding: In June, 2020, following review of proposals, RAE will notify all applicants via email whether their proposal has been selected for funding. RAE may request additional information, or request changes to project scope or budget prior to funding selection. Following initial selection of awards, RAE will request documentation of match and partner commitments, and additional organizational information such as independent audits if available, prior to finalization of awards.

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Appendix 2: 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 guidance summarizes the process for calculating indirect costs for organizations with or without an approved NICRA.

3.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. Utilize the guidance in the NICRA to calculate indirect costs. If the indirect cost calculated from the NICRA exceeds 25%, the difference may be applied as match if it is from eligible non-federal sources.

3.B. For 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.

3.C. Organizations without 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) **includes** 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. **Organizations seeking to charge the 10% indirect cost rate must calculate MTDC in order to calculate the allowable indirect cost.**

Note: Organizations **with** an approved NICRA **should 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). Again, the non-reimbursable portion of the NICRA-determined indirect cost may be applied toward match if from non-federal sources.

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