Southeast New England Program
2022 Watershed Implementation Grants
Request for Proposals

Release Date: March 7, 2022

Letters of Intent are Due: Tuesday, April 26, 4:00 p.m. Eastern Time

Letters of Intent will be accepted by on-line submission only. Register and apply at www.snepgrants.org

For all inquiries related to this RFP, contact Thomas Ardito, Restore America's Estuaries, **tardito@estuaries.org**, and see **www.snepgrants.org for updates and more information.**

Virtual Application Workshops will be held on the following dates in 2022. All times Eastern. To register, see www.snepgrants.org:
- **Thurs., Mar. 17, 1:00 p.m.**
- **Tues., Mar. 22, 10:00 a.m.**

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1. Program Information

About SNEP
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 value through beach-going, fishing, tourism, marine trades, drinking water supply, 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 coastal Southeast New England, action is needed to reduce water pollution and to restore coastal and watershed habitats.

The U.S. Environmental Protection Agency (EPA), through its Southeast New England Program (SNEP), has established a vision for our region's environment in 2050. The **SNEP Strategic Plan** describes three main goals for achieving this vision:
- A resilient ecosystem of safe and healthy waters;
- Thriving watersheds and natural lands; and
- Sustainable communities.

The plan outlines five priority actions for achieving these goals:
1. Increase local capacity;
2. Increase available solutions;
3. Ensure diverse representation;
4. Demonstrate ways to address common challenges; and,
5. Increase community leaders' understanding of the benefit of restoration projects.

The **SNEP Strategic Plan** provides more information on SNEP's approach to achieving resilience and sustainability in Southeast New England.

About SWIG
SNEP Watershed Implementation Grants (SWIG) is a partnership between EPA and Restore America's Estuaries (RAE), a national coalition of non-profit coastal conservation organizations. The purpose of **SWIG** is to support the goals of the SNEP strategic plan by providing funding to implement SNEP priority actions.

The 2022 round of **SWIG (SWIG22)** will award up to $1.85 million in competitive grant funding to projects, programs, and partnerships 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 grant program, 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. All work funded by **SWIG** must be implemented within this geographic region, which is

located entirely within Rhode Island and Massachusetts and is referred to as the "**SNEP Region**" in this RFP. An interactive map of the **SNEP Region** can be accessed on the [**EPA SNEP web page**](#)**.**

2. How to Apply

RAE will select grantees through a two-step application process: an open Letter of Intent (LOI), followed by invited Full Proposals. Both steps are competitive; RAE's request for a full proposal does not guarantee funding of that proposal.

Any eligible organization may submit an LOI or multiple LOIs. In consultation with an independent advisory committee and EPA, RAE will select LOIs for further consideration as Full Proposals. In some cases, RAE may suggest changes to the scope of work or budget in the LOI, to be included in the Full Proposal.

Full Proposals will be accepted by invitation only, following RAE evaluation of LOIs. Similar to the process for LOI proposals, RAE will select full proposals for funding in consultation with an independent advisory committee and EPA. RAE may elect to partially fund proposals, or may request other project modifications prior to finalizing awards.

LOI requirements are provided in **Appendix 1**, while **Appendix 2** describes requirements of Full Proposals. **Appendix 3** outlines the process by which RAE will evaluate and select LOIs and Full Proposals.

In order to be considered for funding, LOI and Full Proposal applications must meet the requirements outlined in this RFP and appendices, including federal grant requirements incorporated by reference.

Letters of Intent and Full Proposals **must be submitted through the online portal** at [**www.snepgrants.org**](http://www.snepgrants.org). Submissions sent by email or other means will not be accepted.

3. Schedule (all dates 2022 unless noted otherwise; all times Eastern)
- **Mar. 7:** RFP Release Date
- Virtual Application Workshops: See Page 1
- **Apr. 26, 4:00 p.m.:** Letters of Intent (LOIs) Due
- **Week of May 16:** Full Proposal requested if selected; others notified
- **Jun. 30, 4:00 p.m.:** Full Proposals Due
- **August:** Notification of Awards
- **Aug./Sep.:** Development and Execution of Grant Agreements
- **Sep./Oct.:** Grant Announcement Events in Rhode Island & Massachusetts
- **Oct. 1:** Expected Award Date / Project Start Date
- **Dec. 31, 2024:** Latest date for completion of work.

4. Awards & Match

Source of Funds
The source of **SWIG** funding is federal 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 2022, RAE will award up to $1.85 million in federal funds through **SWIG22.** Typical awards will range from $100,000 to $350,000. Projects of exceptional impact will be accepted up to $500,000. Smaller grants will be considered in limited instances: as contributions to projects with other sources of funding; for pilot-scale projects; and for **Peer-to-Peer Learning Projects** as described below. RAE expects to fund 5 – 15 awards in 2022. In combination with prior grant rounds, **SWIG22** 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 priorities.

Funding Priorities
SWIG's funding priorities are aligned with the SNEP vision, goals and priority actions described above and in the **SNEP Strategic Plan.**

Examples of proposals that support SNEP vision, goals and priorities include those which:
- Establish or support sustainable partnerships;
- Provide multiple benefits for communities and the environment;
- Foster environmental justice and equity;
- Restore coastal and watershed habitats such as rivers, salt marshes, seagrass, and wetlands;
- Foster coastal resilience and adaptation to changing climate and environmental conditions;
- Reduce nutrients and nutrient impacts on coastal ecosystems;
- Restore or improve urban landscapes with nature-based solutions;
- Develop, implement or communicate innovative approaches;
- Develop sources or methods of sustainable financing for clean water and other environmental improvements;
- Develop or implement holistic environmental plans, including watershed-based planning and action;
- Improve land management, for example by averting inappropriate development.

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 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.

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.

Non-Federal 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. State, municipal, and private funding, as well as volunteer time, are all eligible sources of match.

Match Waiver Request
Applicants may request full or partial waiver of the non-federal match requirement. Funding for waivers is limited and will be provided on an as-needed basis as funds allow, at the discretion of RAE, in order to facilitate application by under-represented organizations and others that would otherwise have difficulty participating in the program.

Period of Performance
The expected date of award of **SWIG22** is Oct. 1, 2022. Following award, the period of work may be up to 24 months. Projects should be "ready to go" upon award; applicants are expected to begin incurring costs against the grant within the first quarter following award.

Pre-Award Costs and Match:
RAE will reimburse pre-award grant costs, and will accept qualified match expenditures, up to 90 days prior to the signature date of the agreement with prior approval. In order to be reimbursable, pre-award costs must be requested and match identified in the full proposal and included in an approved award budget. Grant-writing or development costs are not reimbursable or acceptable as match.

Eligible Applicants
Eligible applicants include state, county and local governments and their subdivisions, tribes, regional planning organizations, non-profit organizations, and academic institutions.

Organizations need not be located within the SNEP Region to be eligible for funding, but the funded work must take place within the region with the primary purpose of benefitting the SNEP Region.

Federal agencies are not eligible recipients of funding, but may be included as partners in proposals submitted by eligible recipients.

Public-private partnerships are encouraged, consistent with federal competitive procurement requirements noted in **Appendix 4.**

SNEP Steering Committee members are eligible to apply for and receive **SWIG** funding if they meet all other criteria. RAE utilizes established procedures to avoid conflicts of interest in the award of **SWIG.**

Multiple Applications & Projects
Organizations may submit multiple LOIs or applications either as a lead organization, or as a partner on another organization's application. Multiple applications must be submitted separately and each 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 **SWIG22** applications on the expectation of applying for future SWIG grants; the award of a 2022 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; and initiatives of private foundations. Although federal funds may not be used as match, applicants are encouraged to include federal agencies and federally-funded organizations in project partnerships.

SNEP Network
The **SNEP Network** provides municipalities and other organizations with training, technical assistance and capacity-building to achieve healthy watersheds, sustainable financing, and long-term climate resilience through ecological restoration and stormwater management. **SWIG** will consider implementation grants to complement the scope or continue the work of Network-supported partnerships, programs and projects.

Organizations with early-stage ideas for SNEP projects may contact the SNEP Network to request technical assistance support in project development, which may position the project for future grant funding from SNEP or other sources.

5. Use of Funds

SWIG funding may be used for typical project costs, including salary, fringe, contractual support, equipment, supplies, travel, and indirect costs. All grant payments will be made on a reimbursement basis. See **Section 6** for ineligible uses of funds.

Indirect Costs
For organizations without a federal negotiated indirect cost rate agreement (NICRA), indirect costs will be reimbursed at a rate up to 10% of the total direct costs. For organizations with a current NICRA approved by any federal agency, indirect costs will be reimbursed according to the NICRA formula. In all cases, indirect costs will be factored into consideration of the cost-effectiveness of the proposal. **Appendix 5** explains calculation of indirect costs for **SWIG**.

Tools & Equipment

Under this program, RAE will consider funding tools and equipment such as hardware, software, monitoring technology, 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 to achieve SNEP goals. Equipment is defined as durable goods with a unit cost in excess of $5,000.

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 practitioners aligned with SWIG-funded projects. An example of a national forum for SWIG is RAE's biennial Coastal and Estuarine Summit. Applicants are encouraged to include airfare, hotel and registration for this conference in proposal budgets. Depending on the project schedule, applicants may plan to attend the conference in 2022, 2024, or both.

6. Ineligible Uses of Funding

SWIG may not be used for the following purposes under this 2022 solicitation. However, **SWIG** can fund eligible components of a larger project that may also include ineligible components funded by other means.

The following uses of funding are ineligible for **SWIG22**:

- **Research and Monitoring: SWIG22** will not fund proposals in which the primary purpose is research or monitoring; however, research and monitoring may be funded as part of a larger grant, where the purpose of the research or monitoring is to assess results and outcomes of the grant-funded activity. Applicants should be clear regarding the role of any research or monitoring activities within the context of the larger project.
- **Social Surveys and Questionnaires: SWIG** cannot fund social surveys or questionnaires; nor can the costs of such instruments be included as match. If your project utilizes social surveys or similar instruments, they must be off budget, with costs paid by separate funding sources.
- **Actions Legally Required: SWIG** will not fund actions required to settle a formal enforcement action or included in a court order; nor will it fund actions required as mitigation measures under a state, local, or federal permit for a specific project. However, **SWIG** may fund work that falls under the existing responsibilities of a local government (e.g., contributing data for development of TMDLs or information necessary to comply with MS4 permits). **SWIG** can also fund the cost of securing permit approvals as part of a larger grant-funded project, as well as non-required or voluntary "add-ons" to mandated responsibilities.
- **Routine Maintenance: SWIG** will not fund work involving only routine activities to maintain stormwater infrastructure, other facilities, land or waterbodies.
- **Plans or studies that lack a clear environmental impact or path to implementation**: Plans and studies will be considered for funding only if they are directly relevant to, and provide results that inform, the achievement of SNEP goals, and where applicants can describe a realistic pathway to implementation.

- **Conventional "gray infrastructure" projects: SWIG** will not fund conventional infrastructure projects using well-established technologies or methods (e.g., installation of sewer lines).
- **Private Construction: SWIG** will not fund projects that involve new construction or retrofitting of buildings or facilities serving primarily private purposes, including residential, commercial and institutional properties. However **SWIG** will consider demonstration projects on private land or buildings where there is a clear public purpose in support of the **SNEP Strategic Plan**, and an assurance that the funded practices will be sustained for the designed life of the practice.
- **Land Purchase:** Purchase of land or real estate will not be funded, although purchase of land or easements may be used as match if essential to the funded work, and if the expenditures are made during the funding period of the grant.

7. Additional Resources

Additional information is available at **www.snepgrants.org,** including:
- Link to online submission portal;
- Registration links for virtual application workshops;
- Information on prior grant awards;
- Updates to this RFP if necessary;
- Subscription link – subscribe for updates;
- Additional resources for applicants and grantees.

Other resources that may be helpful in developing applications are:
- **SNEP Strategic Plan**
- **SNEP Network**

For questions about this RFP, contact Thomas Ardito, Restore America's Estuaries, **tardito@estuaries.org**

Thanks for your interest in SNEP Watershed Implementation Grants.
We look forward to receiving your Letter of Intent!

End RFP; Begin Appendices

Appendix 1: Letters of Intent

Letters of Intent (LOIs) 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.

The LOI must be submitted online via [www.snepgrants.org.](www.snepgrants.org) LOIs will be accepted beginning March 7, with a deadline for submittal by 4:00 p.m. on Tuesday, April 26, 2022.

The following provides a guide to the content of the LOI that must be submitted via the on-line portal.

Organization Profile
- Application Point of Contact
- Applicant Organization
- Fiscal Information
  - Employer Identification Number (EIN)
  - Federal System Award Management (SAM) registration status and current expiration date. A SAM account can be created at no cost at sam.gov
  - Applicant organization Unique Entity ID (UEI). The UEI will be automatically generated by your SAM account
- **Note: EIN, SAM information and UEI are not required for submittal of the LOI, but are required for the Full Proposal. Applicants can note that these items are "pending" when submitting the LOI. As it may take several weeks to complete these registrations, be sure to allow sufficient time to obtain them prior to the Full Proposal deadline. Registration links may be found at www.snepgrants.org**

Project Information
- Name of Project (limit 100 characters)
- Project Phase (select all that apply)
  - Pre-Implementation: Includes planning, design, data-gathering, permitting, modeling, etc.
  - Implementation: Activities that alter the physical or social environment: construction, installation, capacity-building, etc. May include execution of a conference or trainings where the primary purpose of the project is informational.
  - Post-Implementation: Includes post-construction monitoring and evaluation, tech transfer of successful approaches, etc.
  - Other: If other, describe. 100 character limit.
- General Location (Rhode Island, Massachusetts or Interstate)
- Brief Project Summary (limit 100 words)
- Project Lead Organization (may be same as Applicant; or Applicant may be serving as Fiscal Agent for another organization)
- Project Leader & contact information
- Partner Organizations

Cost
- Amount of Request
- Amount of Non-Federal Match
- Total Project Cost
- Match Percentage (Match ÷ Request x 100)
- Organizations requesting a full or partial waiver of the non-federal match requirement (33%) will be asked to explain its necessity.

Certification
- Signature of Organizational Leader
- Is this a Peer-to-Peer Learning Project as described under "Awards" in the RFP?

Project Description
The online submission portal provides space to clearly address the following questions. Each question is subject to a 200 word limit unless otherwise noted:
- **Problem:** Describe the problem or threat to Southeast New England's coastal and watershed ecosystems that the proposal seeks to solve. Where does this fit within the priorities and vision of the **SNEP Strategic Plan?**
- **Impact:** Clearly explain how the proposed work will address the problem identified. What is the ultimate impact of the work, and how will it be sustained? Use both quantitative and qualitative measures as appropriate.
- **Stakeholders:** Who will benefit from this project? Describe the communities, individuals or organizations that will benefit directly or indirectly. Will the project serve historically underrepresented communities or groups?
- **Work Plan:** Clearly describe the scope of work of your proposal. List the principal tasks, and provide the deliverables and period of performance for each. Note any work that was completed prior to, or is expected to follow, the SNEP-funded project.
- **Area of Work:** Describe the specific place in which the work will occur.
- **Area of Direct Impact:** Describe the watershed of the project; downstream or receiving waters; and any other geographic areas that will be directly affected by the work when completed.
- **Regional Impact:** Explain how the project will benefit the SNEP region as a whole.
- **Project Team:** Describe the core project team and the role of each individual.
- **Partners**: List partner organizations and briefly describe the role of each. Note that partners are those directly involved and contributing to the project, not simply supporting it. Partners may be funded under the grant and/or be match contributors. Federal agencies may be off-budget partners.
- **Outreach Plan:** Provide a brief outreach plan, including principal tasks, products and schedule. Describe your intended audiences, and how you will communicate with each. Audiences may be community, professional, regional, elected officials, etc., and many projects may benefit by targeting multiple audiences.

Budget Section
The online submission portal for the Letter of Intent requires applicants to upload a budget table for the proposed project. **Appendix 6** provides a template for the budget table; an Excel spreadsheet may be downloaded here.

If the LOI is accepted for further consideration, the LOI Budget will serve as the basis for the budget in the Full Proposal, at which point it will likely be updated and amended. Therefore, the LOI Budget may approximate all costs. Additional instructions on the Full Proposal budget will be provided to those who are asked to complete a Full Proposal.

In applying for SWIG grants, applicants must list proposal costs and match according to the standard federal cost categories. These are as follows:

a. Personnel
b. Fringe Benefits
c. Travel
d. Equipment
e. Supplies
f. Contractual
g. Construction: <u>Not included in SWIG.</u> Construction activities for SWIG grants should be listed under other appropriate categories such as Personnel, Equipment, Supplies, or Contractual.
h. Other
i. Total Direct: Sum of Categories (a) – (h), above.
j. Indirect
k. Total: Sum of Direct (i) and Indirect (j), above.

Purpose of Cost Items: In the budget table, provide enough information on use of funding for reviewers to evaluate the cost-effectiveness of the proposal. For example:

- Under "Personnel," include a separate line for each individual and job title whose salary will be paid by the grant (for the applicant organization only);
- Under "Fringe," note the rate that will be applied to the salaries above;
- Under "Contractual," include a separate line for each expected contract;
- Under "Other," include a separate line for each subaward to a partner organization;
- In all cases, note the source of non-federal match funding.

Appendix 5 describes calculation of indirect costs. **Appendix 6** provides an LOI budget template. Round all costs to the nearest dollar.

Budget Note: Quality Assurance Project Plans (QAPPs)
Funded projects that collect or utilize environmental data, water-quality models, or similar tools and information for decision-making, including most construction projects, are required to develop a Quality Assurance Project Plan (QAPP). If your project will require a QAPP, be sure to include costs for developing the QAPP in your budget. More information on QAPPs is provided in **Appendix 4**, or contact RAE for assistance.

How to Submit a Letter of Intent
Go to **www.snepgrants.org** and follow the links to the online portal. Applications will be accepted through the online portal only.

When you submit your application, you will receive a reply acknowledging receipt of the submittal. Save or print the reply for your records.

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.

LOIs 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, objectives and requirements. RAE may request additional information from applicants prior to inviting full proposals.

End Appendix 1

Appendix 2: Full Proposals

As described in the RFP, Restore America's Estuaries will review all applicants' LOIs and select those which will be further considered for funding. These applicants will be invited to submit a Full Proposal. Full Proposals will be accepted by invitation only and must be submitted via an online portal that will be provided to selected applicants.

The format of the Full Proposal is similar to that of the Letter of Intent, but provides the opportunity to describe the project and answer questions in more detail. The Full Proposal also requires more budget detail, in addition to the budget table, and requires applicants to identify project performance metrics, which will be tracked and reported through the period of the grant.

RAE may request that the applicant make changes to the proposal as described in the LOI, in order to submit a Full Proposal. In other cases, the proposal may evolve as more information becomes available. The scope and budget of a Full Proposal need not be identical to that described in the LOI, but should be substantially similar.

RAE will provide complete information for submitting a Full Proposal to selected applicants.

End Appendix 2

Appendix 3: Decisions

LOIs and Full Proposals will be reviewed by an independent advisory committee of individuals with expertise in environmental management and ecological restoration. RAE will consult with the advisory committee and EPA prior to selecting LOIs for further

consideration, or Full Proposals for funding. Following initial decisions, RAE may request additional information from applicants, or changes to project scope and budget, prior to approving the next step.

Following the review of LOIs, RAE will invite Full Proposals from applicants whose proposals have been selected for further consideration, and will notify applicants whose LOIs have not been selected.

Following the review of Full Proposals, RAE will notify applicants whether they have been selected for a full award, partial award, or not selected. Awards are not final until grant agreements have been executed.

2022 Review Framework
LOIs and Full Proposals will be reviewed utilizing six major criteria:

> **1. Potential Impact:** Alignment with SNEP priorities and the potential of the proposal to have a significant positive impact on Southeast New England's coastal and watershed ecosystems, including water quality, either directly (for example, through on-the-ground improvements) or indirectly (for example, through plans or studies that enable subsequent action).
> **2. Applicant & Team Capability:** The potential of the applicant to successfully complete the project, as indicated by technical and administrative capacity, experience and past performance. The quality and diversity of the project partnership, with priority given to projects that establish or strengthen cross-cutting or regional partnerships among multiple organizations. Projects that are "ready to go" are preferred for funding.
> **3. Capacity-Building:** The potential of the proposal to significantly advance regional knowledge and practice to restore, protect and understand Southeast New England's coastal ecosystems, by building either technical or institutional capacity. Projects that develop or build upon watershed plans or other comprehensive approaches are encouraged.
> **4. Innovation:** Proposals that pioneer, improve or operationalize emerging technologies or methods, and those that test or demonstrate the effectiveness of new or underutilized approaches.
> **5. Budget:** Cost-effectiveness of the proposal relative to expected results; fiscal performance and capacity of the applicant; quality of budget proposal, with sufficient detail, solid cost justification, and realistic cost expectations.
> **6. Diversity of Awards:** The geographic distribution of current and prior SNEP investments, to ensure that the entire SNEP region is fairly served by the program, and that SNEP Watershed Implementation Grants builds capacity in areas and communities of need. RAE will continue to develop a broad portfolio of SWIG projects by funding diverse kinds of organizations and types of projects, including organizations, areas and project types that have not been previously funded. RAE intends to allocate 2022 grant funding approximately equally between Rhode Island and Massachusetts, and will balance considerations of geographic diversity, diversity of technical approaches, and the quality of proposals received in selecting proposals for funding.

Final scores and evaluation notes will be provided to applicants on request.

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

End Appendix 3

Appendix 4: Requirements of Funded Projects

Reporting Requirements
Grantees must submit semi-annual progress reports as well as a final report. Report requirements include cost tracking, programmatic reporting, and tracking of performance metrics. 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 Implementation 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

Award Announcements
Grants will be announced at one or two public events (real or virtual) in September 2022. Grantees are required to participate in these events.

Collaboration & Technology Transfer
Grantees are required to participate in at least two SNEP Grantees' meetings during the period of the award, to be held within the SNEP Region. Travel funds for these meetings may 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 (including monitoring and modeling 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. As noted earlier, applicants are expected to begin incurring costs against the grant within the first quarter following award.

Quality Assurance Project Plans (QAPPs)
Most projects funded by SNEP Watershed Implementation 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 (including use of secondary data), water-quality models, or similar tools and information for decision-making. This also includes most construction projects. Draft QAPPs must be submitted 60 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, and again, must be approved before any data collection, use of data or modeling begins. RAE will assist grantees in coordinating QAPP submittals to EPA.

Requirements for QAPPs can be found at:
> www.epa.gov/quality
> www.epa.gov/quality/region-1-quality-systems-documents

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

Acknowledgement of SNEP Watershed Implementation Grants and EPA
Grantees must acknowledge **SWIG** 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 agreements.

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 in the application. 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 long-term operation and maintenance agreement, conservation easement, deed restriction, or other agreement with the landowner. As with projects on publicly owned property, project sites on private land must include signage recognizing SNEP/EPA funding.

Utilization of Small, Minority, and Women's Business Enterprises (MBE/WBE).
Funded projects will be required to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities, contained in 40 CFR, Part 33. Annual reporting requirements will be provided upon award.

Other Federal Cost Requirements
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.

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End Appendix 4

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Appendix 5: Indirect Costs

SWIG 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.

5.A. Organizations with Current Approved NICRA: Use the guidance in the NICRA to calculate indirect costs. Organizations may charge less than the full authorized NICRA rate to a **SWIG** grant in order to devote more grant funding toward direct costs; in such cases the organization may apply the difference (foregone indirect cost) toward match if it is from eligible non-federal sources. Organizations with an approved NICRA will be required to provide RAE with a copy of the current NICRA, and to provide RAE with updates as they are approved by the federal agency.

5.B. Organizations without NICRA: For applicants that have never had a NICRA with a Federal agency, the applicant may use an indirect cost rate up to 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. Procurement contracts are not covered by this restriction. **Organizations seeking to charge the 10% indirect cost rate must calculate MTDC in order to calculate the allowable indirect cost.** See budget template in **Appendix 6.**

Note: Organizations **with** an approved NICRA **should not calculate MTDC.** Rather, show the NICRA base cost, calculated NICRA indirect cost, and the portions of the NICRA indirect cost for which the applicant is requesting reimbursement or which it is applying as match.

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End Appendix 5

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Appendix 6: SWIG22 Budget Table Template

A budget table will be uploaded with the LOI, and should utilize the following template. The template can be downloaded as an excel file from the [SWIG Resources Page](#).

Full Proposal Budget Table – Quahogs Unlimited Clean Water Partnership

Cost Category and Item	Cost Basis	SWIG Request	Eligible for MTDC	Non-Fed Match	MTDC for Match	Match Source	Total Cost
a. Personnel (Quahogs Unltd. Only)							
Melanie Mercenaria, Habitat Coordinator	2500 hrs @ $37.50	$73,750	$73,750	$20,000	$20,000	Molluska Foundation	$93,750
Sam McClam, Outreach Coord.	1600 hrs. @ $30	$30,000	$30,000	$18,000	$18,000	QU Unrestricted	$48,000
Total Personnel		**$103,750**	**$103,750**	**$38,000**	**$38,000**		**$141,750**
b. Fringe Benefits							
Fringe, Quahogs Unltd.	25% of Salaries	$25,938	$25,938	$9500	$9500	As above	$35,438
Total Fringe		**$25,938**	**$25,938**	**$9500**	**$9500**		**$35,438**
c. Travel							
Mileage to Outreach Meetings	2000 mi. @ $0.56	0	0	$1120	$1120	QU Unrestricted	$1120
Travel to RAE Summit (2 people)	Estimate	$4000	$4000	0	0		$4000
Total Travel		**$4000**	**$4000**	**$1120**	**$1120**		**$5120**
d. Equipment							
***Starfish Water Quality Probe	Starfish Catalog	$7000	0	0	0		$7000
***Total Equipment**		**$7000**	**0**	**0**	**0**		**$7000**
e. Supplies							
Planting Materials		$2500	$2500	0	0		$2500
Total Supplies		**$2500**	**$2500**	**0**	**0**		**$2500**

Table Cont'd next page

f. Contractual							
QAPP Development	Engineer's Estimate	$10,000	$10,000	0	0		$10,000
BMP Construction	Engineer's Estimate	$75,000	$75,000	$25,000	$25,000	O.C. Cap. Bdgt.	$100,000
Total Contractual		**$85,000**	**$85,000**	**$25,000**	**$25,000**		**$110,000**
g. (Note: No "Construction" Category)		**0**		**0**		**0**	**0**
h. Other							
Bill Bivalve, Director of Public Works, Town of Oyster Creek	160 hrs. @ $50	0	0	$8000	$8000	Oyster Creek Gen. Fund	$8000
Francine Fluke, Sr. Biologist, Friends of Flatfish	450 hrs @ $45.00	$10,125	$10,125	$10,125	$10,125	Anemone Foundation	$20,250
QU & FoF Volunteers	400 hrs. @ $27.20	0	0	$10,880	$10,880	In-kind	$10,880
***Tuition, Coop Students, Flounder State	See Narrative	$5000	0	$5000	0		$10,000
***Total Other		**$15,125**	**$10,125**	**$34,005**	**$29,005**		**$49,130**
i. Total Direct		**$243,313**	**N/A**	**$107,625**	**N/A**		**$350,938**
j. Indirect							
Indirect Cost Basis: NICRA Indirect Cost <u>OR</u> Modified Total Direct Cost (See **Appx. 5**)	MTDC in this example		$231,313		$102,625		$333,938
j. Total Indirect Cost (10% of MTDC in this example)		**$23,131**		**$10,263**			**$33,394**
k. Total Cost (Direct + Indirect)		**$266,444**		**$117,888**			**$384,332**
		Non-Federal Match as a Percentage of Request [in this example]: $117,888 ÷ $266,444 x 100 = 44%					
		***Items fully or partially excluded from MTDC calculation – See **Appendix 5**					

End Appendices