



SWIG24

Southeast New England Program (SNEP) 2024 Watershed Implementation Grants

Request for Proposals

Release Date: Feb. 15, 2024

Letters of Intent (LOIs) are due April 5, 2024, 4:00 p.m. Eastern Time

LOIs will be accepted by on-line submission only. Apply using our new on-line application portal, accessed via the [SWIG24 RFP Page](#).

For all inquiries related to this RFP, contact Thomas Ardito, Restore America's Estuaries, tardito@estuaries.org.

A Virtual Pre-Application Workshop will be held on **Wednesday, March 6, 2024 at 10:00 a.m.** Eastern. Direct Zoom link [HERE](#) or via **SWIG24 RFP Page**.

Contents of this Request for Proposals (RFP):

1. Program Information
2. How to Apply
3. Schedule
4. Awards & Match
5. Peer-to-Peer Learning Grants
6. Use of Funds
7. Ineligible Uses of Funding
8. Additional Resources

Appendices:

1. Applications
2. Decisions
3. Requirements of Funded Projects
4. SWIG Budget Table Example

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, ecosystem degradation and climate change 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, restore coastal and watershed habitats, and to mitigate and adapt to climate change impacts.

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 2024 round of **SWIG (SWIG24)** will award approximately **\$2.8 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 waters south of Cape Cod. It also includes Martha's Vineyard, Nantucket, Block Island, the Elizabeth Islands, and the islands of Narragansett Bay. 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.

Appendix 1 to this RFP provides the application questions and more information on the application process, while **Appendix 2** describes the criteria used to evaluate 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** accessed via the [SWIG24 RFP Page](#). Submissions sent by email or other means will not be accepted.

RAE will provide technical support as needed to prospective applicants throughout the application process. In addition to the guidance provided in this document and on the **SWIG24** web page, a virtual application workshop will be held on the date noted below, with recordings available on the page. In addition, prospective applicants may request individualized assistance from RAE using the contact information at the end of this RFP.

3. Schedule (all dates 2024 unless otherwise noted; all times Eastern)

- **Feb. 15:** RFP Release Date
- **Mar. 6, 10:00 a.m.:** Virtual Application Workshop
 - Zoom link above or link from SWIG24 RFP Page
- **Apr. 5, 4:00 p.m.:** LOI deadline
- **Week of April 29:** Notification of LOI applicants; Full Proposal requested if selected for further consideration
- **Jun. 21, 4:00 p.m.:** Full Proposal deadline
- **July:** 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, 2026:** 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, which is responsible for sub-awardee selecting, funding, and oversight.

Anticipated Awards

In 2024, RAE will award approximately **\$2.8 million** in federal funds through **SWIG24**. Typical awards will range from \$100,000 to \$400,000. Projects of exceptional impact will be considered for grants 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 **10 – 15** awards in 2024. In combination with prior grant rounds, **SWIG24** 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](#).

For 2024, SWIG's main funding themes are:

- Restore Small Cities & Urban Environmental Resources;
- Conserve, Protect and Restore Rural and Natural Landscapes;
- Innovate to Improve Water Quality;
- Promote Environmental Justice and Equity;
- Address Environmental Change;
- Build & Sustain Local and Regional Partnerships; and
- Foster Regional Learning.

SWIG projects will generally achieve more than one of the following objectives:

- Establish or support sustainable partnerships;
- Provide multiple benefits for communities and the environment;
- Address environmental disparities in disadvantaged communities, such as lack of access to natural resources and green spaces;
- 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.

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, staff time, and volunteer time are all eligible sources of match.

Period of Performance

The expected date of award of **SWIG24** is Oct. 1, 2024. Work must be completed by Dec. 31, 2026. Projects should be “ready to go” upon award, and must begin incurring costs against the grant within the first reporting period 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 benefiting 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 3**.

SNEP Steering Committee members and members of the SWIG Application Review Committee 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.

Land Control, Permissions, & Private Property

Most SWIG-funded projects take place on public land or waters; however, **SWIG** may fund work on private land or buildings where there is a clear public purpose in support of the [SNEP Strategic Plan](#), 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.

Applicants that are not the sole property owner must, prior to award, demonstrate permission from landowner(s) for any access, alteration and use necessary to complete the project. This may take the form of partnership commitments, letter of permission, etc. Environmental permits do not need to be approved prior to award, but the applicant must demonstrate a clear understanding of permitting requirements and schedules in the application.

As with projects on publicly owned property, project sites on private land must include permanent signage acknowledging SNEP/EPA funding.

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 **SWIG24** applications on the expectation of applying for future SWIG grants; the award of a 2024 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 proposals to implement or 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. In addition, the Network makes available a [suite of tools and resources](#) to help communities to advance projects toward implementation and maintenance. SNEP Network stormwater planning and design tools include the [New England Stormwater Retrofit Manual](#), [Buffer Restoration Guide](#), [BMP Accounting and Tracking Tool \(BATT\) video tutorials](#), and the [Bylaw Review Tool](#).

Applicants for SWIG grants are encouraged to review and, where appropriate, make use of SNEP Network tools and other resources.

Achievement of EPA SNEP Project Metrics

Upon completion of a SWIG-funded project, applicants will be required to summarize results using the SNEP metric framework on the **SWIG24 RFP Page**. Projects need only report on the subset of metrics directly relevant to the funded work. As needed, EPA will assist grant recipients in assessing the results of the work, for inclusion in the final report.

5. 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, professional or public conferences, major symposia, partnership development, etc. Such projects will typically be in the \$10,000 to \$30,000 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, or efforts to introduce the SNEP region practices that have proved to be promising or successful in other geographic areas.

6. Use of Funds

SWIG funding may be used for typical project costs, including salary, fringe, contractual support, partner subawards, 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. The budget guidance document on the **SWIG24 RFP Page** 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. Past SWIG-funded projects have presented RAE's biennial Coastal and Estuarine Summit. See [RAE's Summit Webpage](#) for information on the 2024 event and future Summits when available. Applicants are encouraged to include airfare, hotel and registration for conferences and meetings in proposal budgets.

7. Ineligible Uses of Funding

SWIG may not be used for the following purposes under this 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 **SWIG24**:

- **Research and Monitoring:** **SWIG24** 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 specifically included in a court order; nor will it fund actions specifically required as mitigation measures under a state, local, or federal permit for a particular 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 aspects of 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 new construction or retrofitting of buildings or facilities serving primarily private purposes, including residential, commercial and institutional properties; however, **SWIG** may in limited cases consider projects that demonstrate innovative approaches that can be widely studied and applied.
- **SWIG** will not fund construction or improvement of private septic systems.
- **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.

8. Additional Resources

The [SWIG24 RFP Page](#) is the primary on-line resource and portal for prospective **SWIG24** applicants. Many additional resources, including descriptions of previously awarded grants, can be found at www.snepgrants.org.

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 application!

End RFP; Begin Appendices

Appendix 1: Applications

SWIG24 utilizes a two-stage application process: a Letter of Intent (LOI) followed by a Full Proposal. The LOI application is open to any eligible organization, while the Full Proposal application is by invitation only, following review of the LOI.

The general format of the LOI and Full Proposal applications is the same; however, the LOI application requires shorter answers, while the Full Proposal requires some supplemental information as described below.

RAE recommends that applicants continue developing proposals following submittal of the LOI, particularly in the area of refining or improving cost estimates. The scope and budget of the LOI and Full Proposal, therefore, need not be identical, but should be substantially similar.

The LOI must be submitted online via the SWIG24 Application Portal, accessed via the [SWIG24 RFP Page](#). LOIs will be accepted beginning Feb. 15; the deadline for submittal is 4:00 p.m. on Friday, April 5, 2024.

Note that RAE has developed a new on-line portal for submittal of SWIG applications. The interface will therefore appear different from past years; in addition, we have made minor changes to the application questions. RAE expects these changes to improve the SWIG application process for applicants and reviewers.

Following review of the LOI, RAE will notify applicants whether a Full Proposal is requested, and will provide additional information needed for the Full Proposal application process. RAE may request that the applicant make changes to the proposal as described in the LOI, for purposes of submitting a Full Proposal.

Following are the questions that applicants will be asked to address in the on-line application. Additional instructions are provided in the application portal. Word limits are noted in parentheses **(25)**; where such limits differ for the LOI and Full Proposal, they are listed respectively **(25/50)**. All templates needed for uploads can be found on the [SWIG24 RFP Page](#).

Section 1: Applicant Information

- Name of Applicant Organization (organization requesting SWIG funding)
- Role of Applicant Organization (may be project leader or fiscal agent)
- Project Leader: Name, organization, email, phone
- Application Point of Contact

Section 2: Organizational 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 (June 21, 2024). Registration links may be found at www.snepgrants.org under “Applicant and Grantee Resources.”

Section 3: Project Overview

- Name of Project **(10)**
- Amount Requested
- Brief Description of Project **(150)**
- 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.
 - Peer-to-Peer Learning Project as described in RFP.
 - Other: If other, describe. **(10)**
- General Location (Rhode Island, Massachusetts, Interstate or Region-wide)
- Location of Work (Description sufficient to identify location on a map or on the ground: may include name of property, park, beach, street, municipality, watershed, waterbody, river or shoreline segment, marsh, etc.; include street address, town, state and zip if available; lat/long if needed) **(25)**
- List of Partner Organizations

Section 4: Cost Overview

- Amount of Request
- Amount of Non-Federal Match
- Match Percentage (Match ÷ Request x 100)

Section 5: Project Description

The online form provides space to clearly address the following questions.

5.1 Potential Impact

- **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?](#) **(100/150)**

- **Project Impact:** Clearly explain how the proposed work will address the problem identified by addressing the following questions, using quantitative and qualitative measures as appropriate:
 - Area of direct impact: Describe the geographic area (watershed, waterbody, community, etc.) that will be directly restored or improved by the work) **(50)**
 - Result of grant: What, specifically, will your SWIG grant accomplish? May be a plan, construction project, workshop, etc. This question should address only the phase of work that is funded by the grant. **(100/150)**
 - Outcome of work: Describe the ultimate outcome of the work, i.e. the physical and/or social change you are trying to effect, and explain how that will follow from the work funded by the grant. **(100/150)**
 - Regional impact: Describe the work's affects beyond the area of immediate impact. These may be regional, town-wide, state-wide, etc. **(100/150)**
- **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? **(100/150)**
- **Project Sustainability:** How will the work continue or be sustained following completion of the grant? **(100/150)**

5.2 Effectiveness of Approach

- **Scope of Work:** Clearly describe the scope of work for your proposal. List the principal tasks, major deliverables and schedule. Note work to be completed in-house or by contractors, and note any work that was completed prior to, or is expected to follow, the SNEP-funded project. Note roles of staff and partners. For the Full Proposal only, a separate Work Plan document is a required upload to supplement this section. **(150/250)**
- **Technical Approach:** Describe the technical basis for the project, if any – for example, computer models to be used, sea level rise projections, monitoring reports or programs, watershed assessments, etc. If not applicable, mark N/A. **(50/100)**
- **Project initiative:** How will you proceed with this project if you do not receive this SWIG grant? **(50)**
- **Real Estate Control and Permissions:** Applicants must state whether any kind of real estate permissions or authorizations, beyond the control of the applicant, will be needed to complete any stage of the project for which funding is requested. If so, documentation of permission will be required with the Full Proposal.
- **Quality Assurance Project Plan (QAPP):** Indicate whether your project will require a QAPP, and who will be responsible for developing it (see Appx. 3 of this RFP for more information).

5.3 Capacity Building

- **Project Team:** Describe the core project team and the role of each individual or organization. **(100/150)**
- **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. **(100/150)**

- **Outreach Approach:** Describe your approach to outreach for the project, 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. Most projects will benefit by targeting multiple audiences. **(100/150)**

5.4 Innovation

- **Innovation:** What makes this proposal innovative, either within the SNEP Region or beyond? **(50/100)**
- **Tech Transfer:** How will this innovation be communicated or transferred to other practitioners within the SNEP Region? **(50/100)**

5.5 Cost-Effectiveness

- **Proposal Budget (upload):** A budget table is required of all proposals. You must use the Excel budget template on the [SWIG24 RFP Page](#). Also available on that page is a guidance document providing detailed instructions on completing the budget. Once complete, save the budget table as a single PDF document, 8.5 x 11 inches, 3 pages max. Ensure that the table is no more than one page wide. It must be legible at letter size -- avoid unnecessary blank rows or columns that lead to tiny print in the PDF document.
- **Budget Narrative (upload for Full Proposal only):** Use the Budget Narrative to provide supporting information for the numbers in the budget table, in order to demonstrate that the requested funds will be used effectively. Download the Budget Narrative template on the [SWIG24 RFP Page](#), complete and upload where indicated on the Full Proposal application.

Section 6: Other Required Uploads

- **Maps & Images:** A map of the proposed project area is required for all proposals except those which are region-wide in scope. In addition to the required map, you may include additional maps, drawings, photos or other images in this section. All images must be combined into a single PDF file, standard letter size. **(3 pages max. in LOI; 10 pages max. in Full Proposal).**
- **Letters of Commitment (Full Proposal only):** Required for all partner organizations that are providing non-federal match, serving as subrecipients, or otherwise materially contributing to the proposed project. Note that SWIG does not accept general letters of support but requires letters of commitment from contributing partners. If the match is being provided from sources internal to the applicant organization (e.g. staff time, unrestricted cash, etc.) you may skip this section, as long as the match sources are clearly noted in your budget. If match sources are external to the applicant organization, or if there are proposed subrecipients, these letters are required. **(Single PDF, 10 pages max.)**

- **Work Plan (Full Proposal only):** Download the Work Plan template on the [SWIG24 RFP Page](#), complete it, save as PDF and upload where indicated on the Full Proposal application. **(2 pages max.)**
- **Project Impact Model (Full Proposal only):** Download the Project Impact Model template on the [SWIG24 RFP Page](#), complete it, save it as a PDF and upload where indicated on the Full Proposal application.
- **SNEP Project Metrics Checklist (Full Proposal only):** EPA has developed a standard set of metrics for assessing the results of SNEP-funded projects. Upon completion of SWIG grants, we will assist grantees in using these metrics to quantify project results. To help us ascertain which metrics are likely to apply to your project, download the SNEP Project Metrics Checklist template (fillable PDF) on the [SWIG24 RFP Page](#), check the metrics which apply to your proposed project, and upload where indicated on the Full Proposal application.
- **Real Estate Permissions (Full Proposal only):** For projects requiring real estate permission by an organization other than the applicant organization, letters of permission are required. **(No template; 5 pages max.)**

Section 7: Certification

- Signature of responsible individual (name, job title, organization)

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 3**.

How to Begin an Application

Go to the [SWIG24 RFP Page](#) and follow the links to the online Letter of Intent application. Applications must be submitted via this portal.

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.

Applications 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 application on the basis of its sole determination that the application meets, or does not meet, program goals, objectives and requirements. RAE may request additional information from applicants prior to inviting Full Proposals or completing awards.

End Appendix 1

Appendix 2: Decisions

LOIs and Full Proposals will be reviewed by the SWIG Application Review Committee (ARC), an independent advisory committee of individuals with expertise in environmental management and ecological restoration. RAE will consult with the ARC and EPA prior to selecting LOIs for further consideration, or Full Proposals for funding. RAE may also request additional information from applicants, or request changes to the proposal scope or budget, at either of these stages. RAE will notify applicants regarding the status of all applications. RAE may offer

Following the review of LOIs, RAE will notify all applicants regarding selection of LOIs and whether a Full Proposal is requested. 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. At either stage of review, RAE may request additional information from applicants, or changes to project scope and budget, prior to the next step.

2024 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, either directly (for example, through on-the-ground improvements) or indirectly (for example, through plans or studies that spur subsequent action).
- 2. Effectiveness of Approach:** The likelihood that the proposal will accomplish what it sets out to do, as judged by the quality of the workplan, capability of lead organization and project team, strength of partnerships, and clarity of goals and directions. This evaluation will include both technical and non-technical elements of the proposal, and may include past performance for prior SNEP or SWIG grantees. Projects that are "ready to go" are preferred for funding over those which cannot begin immediately.
- 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, as are projects that establish or strengthen cross-cutting or regional partnerships among multiple organizations.

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. Cost-Effectiveness (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 build 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 2023 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. In selecting SWIG23 awards, RAE will seek to meet stated goals of the President's Justice40 Initiative.

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 2

Appendix 3: 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 (in-person or virtual) in Fall, 2023. Grantees are expected to participate in at least one of these events.

Collaboration & Technology Transfer

Grantees will be required to participate in at least two SNEP Grantees' meetings during the period of the award, to be held within the SNEP Region or online. 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 conferences and workshops.

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 elsewhere, applicants must begin incurring costs against the grant within the first reporting period 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:

<https://www.epa.gov/irmpoli8/environmental-information-policy-procedures-and-standards>

<https://www.epa.gov/quality/specifications-non-epa-organizations>

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. SWIG-funded construction projects require permanent on-site signage acknowledging EPA/SNEP 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.

End Appendix 3



Appendix 4: SWIG24 Application Budget Example

Here’s an example of a completed SWIG application budget. To develop your budget, download the Excel template and budget guidance document from the [SWIG24 RFP Page](#). Refer to the instructions in this RFP and the guidance document to complete the budget and upload it with your application. For the Full Proposal, a Budget Narrative is also required – template on SWIG24 RFP Page. Contact RAE if need be for additional assistance.

SWIG 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 (Grantee 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. @ \$0.67	0	0	\$1340	\$1340	QU Unrestricted	\$1340
Travel to RAE Summit (2 people)	Estimate	\$4000	\$4000	0	0		\$4000
Total Travel		\$4000	\$4000	\$1340	\$1340		\$5340
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

SWIG24 Budget Table Template, Cont'd.

Cost Category and Item	Cost Basis	SWIG Request	Eligible for MTDC	Non-Fed Match	MTDC for Match	Match Source	Total Cost
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. @ \$31.80	0	0	\$12,720	\$12,720	In-kind	\$12,720
***Tuition, Coop Students, Flounder State	See Narrative	\$5000	0	\$5000	0		\$10,000
***Total Other		\$15,125	\$10,125	\$35,845	\$30,845		\$50,970
i. Total Direct		\$243,343	N/A	\$109,685	N/A		\$352,998
j. Indirect							
Indirect Cost Basis: NICRA Indirect Cost OR Modified Total Direct Cost (See Appx. 5)	MTDC in this example		\$231,313		\$104,685		\$335,998
j. Total Indirect Cost (10% of MTDC in this example)		\$24,331		\$10,969			\$35,300
k. Total Cost (Direct + Indirect)		\$267,644		\$120,654			\$388,298
		Non-Federal Match as a Percentage of Request [in this example]: $\$120,654 \div \$267,644 \times 100 = 45\%$					
		***Items fully or partially excluded from MTDC calculation – See Budget Guidance Document					

(Optional) Add explanatory notes and / or Partner Cost Tables to the spreadsheet as needed here.

End Appendices