



Northern California Forests and Watersheds 2018 Request for Proposals



Frequently Asked Questions (FAQs)

Updated: 3/12/18

This FAQ list will be periodically updated as new questions arise on www.nfwf.org/norcal.

Request for Proposal Questions

1) Are there specific projects that Eldorado or Lassen National Forest is interested in seeing? How do I reach the Forest Service contacts to further discuss a project?

Yes. NFWF, Eldorado, and Lassen National Forest have worked together for several months identifying projects in the [RFP Appendix](#) that the Forest deems as immediate needs. The [RFP Appendix](#) lists out projects by category type, provides additional background, and associated materials. If you have further questions about these projects, contact NFWF's Candace Leong at Candace.leong@nfwf.org who will be able to answer questions and direct you to the appropriate Forest Service staff member.

2) I am interested in submitting a proposal for Eldorado or Lassen National Forest but am not sure if the project would meet the fire scar and nexus criteria. Is this project eligible?

OR I am interested in submitting a meadows proposal that connects to several Storrie Fire/Power Fire affected watersheds and watersheds outside of the fire area. Should I apply to the Storrie Fire/Power Fire or Sierra Nevada meadows funding, or both funding sources?

OR I am interested in submitting a meadow proposal through the Sierra Nevada meadows funding but see that the potential meadow is out of the Sierra Nevada meadows map range (Figure 3 of the RFP). Is this meadow eligible?

Contact NFWF's Candace Leong at Candace.leong@nfwf.org in order to discuss your project for further guidance.

3) The project proposal that will be submitted is a smaller part of a larger vision/plan that I have for the area. How much should I talk about that larger vision in the Proposal Narrative?

Since there is an eight (8) page limit in a 12 point font for the [Proposal Narrative](#), we recommend spending no more than 1-2 paragraphs on the larger vision. You should include information on the total project vision, timeline for the larger vision, associated costs, and potential hindrances. If you have further questions, contact NFWF's Candace Leong at Candace.leong@nfwf.org.

4) I have a project idea that is near the Eldorado or Lassen National Forest fire affected areas but is not on Forest Service land. Is it an eligible project?

Due to the nature of the funds, if you are seeking funding from the Storrie Fire or Power Fire funds, then the project work must occur on Forest Service lands that were impacted by the fire. If you are seeking funding from the Sierra Nevada meadows funding, then work performed on private or public land are eligible. If you have further questions, contact NFWF's Candace Leong at Candace.leong@nfwf.org.

5) Is the project end date of summer 2020 a hard deadline?

Applicants should submit a proposal with the anticipation of having their project end in summer 2020 (i.e. September 2020). NFWF will work with awarded grantees if weather restrictions and other issues arise.

6) Other organizations have been a part of the Sierra Nevada meadows partnership for a while and I have only recently joined. Therefore, should I still apply for the Sierra Nevada meadows funding?

Yes. NFWF and other experts will be reviewing all proposals for relevance to the RFP and program, completeness, accuracy, and other evaluation criteria listed in the RFP. We will only evaluate the proposals that are submitted in Easygrants so if you have a project that you believe merits funding, meets the RFP, and is scientifically sound, we encourage you to apply.

7) In the metrics table, what does BMP mean?

Best Management Practice is methods or techniques found to be the most effective and practical means in achieving an objective (such as preventing or minimizing pollution) while making the optimum use of resources.

Non-Federal and Federal Match

1) Can staff and volunteer time for a community meeting count towards non-federal match?

If non-federal staff and volunteers were used to run the meeting, were necessary for the project, and occurred during the project's period of performance then it can count towards non-federal match. However, community members that attended the meeting and were not critical to running the meeting cannot count towards non-federal match. If you have further questions, contact NFWF's Candace Leong at Candace.leong@nfwf.org.

2) Can staff time spent on developing a proposal count towards project costs and/or non-federal match?

Non-federal personnel staff time spent developing a proposal is not being requested within the project costs and was incurred during the project's period of performance (Feb. 1, 2017 – Sept. 2020) can technically count towards non-federal match. However, in the spirit of the non-federal match requirement we prefer match that is relevant to the project's work. If the staff time was not listed as non-federal match, it could be listed within the project costs if one chooses to do so. If you have further questions, contact NFWF's Candace Leong at Candace.leong@nfwf.org.

3) Do you have recommendations on calculating in-kind volunteer work for non-federal match?

You should use the market rate for the services that the volunteer provides. For example, a standard rate of \$24.14/hour can be applied for a volunteer that is planting native vegetation. If someone is volunteering their skills for specialized services, then their hourly market rate can be used as match e.g. a designer that is donating their time to create a meadow design would use their hourly market rate.

4) Can a tribal organization use a self-determination contract as a non-federal match source if the match is relevant to the proposed project's scope of work?

Yes, per the [Bureau of Indian Affairs's Public Law 93-638's](#) Indian Self-Determination and Education Assistance Act. Note, the match must be relevant to the project's scope of work and used during the project's start and end date. You can reach out to NFWF's Candace Leong at Candace.leong@nfwf.org if you have questions if your match is relevant.

5) What can count towards the non-federal match requirement?

Non-federal match should be relevant to your project's scope of work and must be used during your project's start and end date. Note that the back-date is now February 1, 2017 so applicants can capture incurred costs and more relevant match.

Match may include non-federal cash, in-kind contributions of non-federal staff and volunteer time, materials and services donated, or other tangible contributions to the project's objectives and outcomes. Match that includes state, county, city, or other non-federal resources can be counted towards non-federal match. Eligible indirect that is not being requested can also be submitted as non-federal match. Please review NFWF's [Indirect Cost Policy for Applicants](#).

Proposals not meeting match expectations will be considered on a case-by-case basis, so we still encourage you to apply. Additionally, you can reach out to NFWF's Candace Leong at Candace.leong@nfwf.org to brainstorm additional creative match sources.

Other things to note:

- *If you are applying to other non-NFWF funding, please indicate it in your proposal as non-federal match. Match does not have to be in hand at the time of the proposal, but if you receive a grant you will be required to report on match throughout the life of the grant.*
- *All match must be:*
 - *Raised and dedicated specifically for the project;*
 - *Spent between the project's start & end dates listed in the proposal;*
 - *Voluntary in nature (mitigation, restitution, or other permit, court-ordered settlements are ineligible); and*
 - *Applied only to the Northern California Forests and Watersheds grant and not to any other federal matching programs.*

6) Why does the Sierra Nevada meadows funding have a 1:1 or 100% non-federal match requirement?

Currently, the Sierra Nevada meadows funding is comprised of Congressional Appropriations funding which requires NFWF to produce a 1:1 non-federal match. We encourage applicants to strive for a 1:1 non-federal match on all proposals including Sierra Nevada meadows. However, if you are unable to do so, we still encourage you to apply. You can reach out to NFWF's

Candace Leong at Candace.leong@nfwf.org to brainstorm additional creative match sources.

7) Can federal match count towards my non-federal match requirement?

Federal match should be noted as leverage within Easygrant's match section and your proposal narrative. However, it will not count towards the non-federal match requirement.

Proposal Budget

1) Are federal employees an eligible cost through the Eldorado/Lassen National Forest and Sierra Nevada meadows funding sources? *NEW*

No, unless it is for USGS or USFS Research staff.

2) Who should be listed in the Personnel section?

Using guidance from the [NFWF's Budget Instructions](#), you should only list Personnel/staff that work in the eligible organization that is submitting the proposal. If there are other individuals that are not part of the eligible organization that is submitting the proposal, then they should be listed in the Contractual Services section. If you have further questions, contact NFWF's Candace Leong at Candace.leong@nfwf.org.

3) Is there guidance on how to fill out the budget section of the proposal?

Yes. There is further detailed guidance and definitions for each of the proposal's budget section available at [NFWF's Budget Instructions](#). If you have further questions, contact NFWF's Candace Leong at Candace.leong@nfwf.org.

4) How should the Contractual Services line items be filled out if you do not know the name of the contractors that you would like to work with?

Using guidance from the [NFWF's Budget Instructions](#), you should list each contractor as "Contractor TBD" and then provide a brief description of services. Note that multiple subawards should be listed individually and not lumped together as one line item. If you have further questions, contact NFWF's Candace Leong at Candace.leong@nfwf.org.

Financial Documents

1) I am an eligible organization. What are the required documents that need to be submitted?

Using the [Required Financial Documentation](#) chart and look up your organization type to determine the required documents. All documentation must represent the same fiscal year period, be the most recent financial information available, and be less than two years old. Note that if you are awarded and the financial documentation submitted does not meet that criteria, then the grant agreement will be delayed until the required financial documentation is submitted correctly. If you have further questions, contact NFWF's Candace Leong at Candace.leong@nfwf.org.

Applicant Eligibility

1) Are federal governments eligible?

Yes. Additionally, federal governments should consider how the non-federal match requirement will be achieved.

2) I would like to submit a proposal. Can you tell me who is applying to a particular proposal?

If you are an eligible applicant, this information will not be released in order to have a fair and competitive request for proposals. However, if you are a business or unincorporated individual who is seeking partnerships with eligible applicants then reach out to NFWF's Candace Leong at Candace.leong@nfwf.org with a short description of the project's scope of work and type of partner needed to assist with the project.

3) Are businesses or unincorporated individuals eligible?

Businesses and unincorporated individuals are not an eligible grant applicant for this program. However, businesses and unincorporated individuals can work on projects as a subcontractor or subgrantee for an eligible applicant. If you are a business or unincorporated individual, feel free to reach out to NFWF's Candace Leong at Candace.leong@nfwf.org with a short description of the project's scope of work and type of partner needed to assist with the project.

4) We have multiple Principal Investigators (PIs) and organizations collaborating on a proposal. Who should submit the proposal?

If you have multiple organizations or PIs working together, our recommendation is to determine who should be the primary PI lead and organization prior to beginning work in Easygrants. If awarded, the primary organization listed in the proposal will be NFWF's funding and award recipient.

5) When working in Easygrants, who should register and submit the proposal application i.e. the Principal Investigator (PI) or a university's Office of Sponsored Research?

The applicant of record must be a person authorized to submit the request for funding on behalf of an organization. This may be a PI or another individual based upon organizational policies.

Proposal Evaluation and Feedback

1) Do you have examples of good proposals? Are awarded proposals made public?

NFWF does not share proposal examples for grant applicant proprietary reasons. Since there are a variety of factors that go into evaluating a proposal you are encouraged to address the [RFP's Evaluation Criteria](#) in order to create a more successful proposal. You can reach out to NFWF's Candace Leong at Candace.leong@nfwf.org for proposal feedback.

2) Transferability is listed as an evaluation criteria. What does that mean?

Transferability refers to if there is a plan and ability to transfer the lessons learned from a project to benefit/impact other communities or government programs or policies. For example, say there was a proposal for a biomass fuels feasibility plan that focused on green alternatives. The lessons learned from the biomass fuels plan could be shared with other agencies and benefit their understanding of the topic and may be integrated into future policies.

3) Who will be reviewing my proposal?

NFWF, Eldorado National Forest (NF), Lassen NF and other experts as needed will comprise the Northern California Forests and Watersheds review committee. For Power Fire and CFLR proposals, NFWF and Eldorado NF will review those proposals, while NFWF and Lassen NF

will review the Storrie Fire proposals. NFWF and other experts as needed will review the Sierra Nevada meadows proposals.

4) Can I receive proposal feedback?

Yes, once the awards have been announced in mid-August 2018, you can reach out to NFWF's Candace Leong at Candace.leong@nfwf.org for proposal feedback.

Grant Awards, Procurement, and Payment Requests

1) Will there be a 2019 Northern California Forests and Watersheds Request for Proposals (RFP)?

Yes. We anticipate releasing a RFP in early 2019 so keep an eye out for future notifications. If you did not receive a 2018 RFP email from NFWF's Candace Leong at Candace.leong@nfwf.org then contact her and she'll add you to the email list.

2) Can I apply to the 2019 Northern California Forests and Watersheds Request for Proposals (RFP) if I was awarded a 2018 Northern California Forests and Watersheds grant?

Yes.

3) Are only certain type of awarded grantees available to receive an advance?

Any awarded grantee can request an advance. If you seek an advance, you will have to provide a reasonable justification, timeline, and imminent need for expenditure. Advances will be considered on a case-by-case basis. For more detail you can go to <http://www.nfwf.org/whatwedo/grants/recipients/Pages/payments.aspx>.

4) I listed a specific organization in my proposal and budget. Does that mean NFWF approved my procurement of that specific organization?

If you are awarded a grant, that does not mean that you have NFWF's express written authorization to procure those specific services noncompetitively. Therefore, grant recipients will need to follow procurement policies from their own organization, the Office of Management and Budget (OMB) [Uniform Guidance](#), and any flow-down provisions from the funding sources listed in the grant agreement. Please see the RFP's Other section on Procurement for additional information related to Davis-Bacon and other relevant procurement provisions.

5) If awarded, how will I be paid and can I receive advances?

The awarded grantee will need to submit a payment request on Easygrants. NFWF makes payments twice a month primarily in a reimbursement format. If you seek an advance, you will have to provide a reasonable justification, timeline, and imminent need for expenditure. Advances will be considered on a case-by-case basis. For more detail you can go to <http://www.nfwf.org/whatwedo/grants/recipients/Pages/payments.aspx>.