

# National Fish and Wildlife Foundation Applicant Webinar



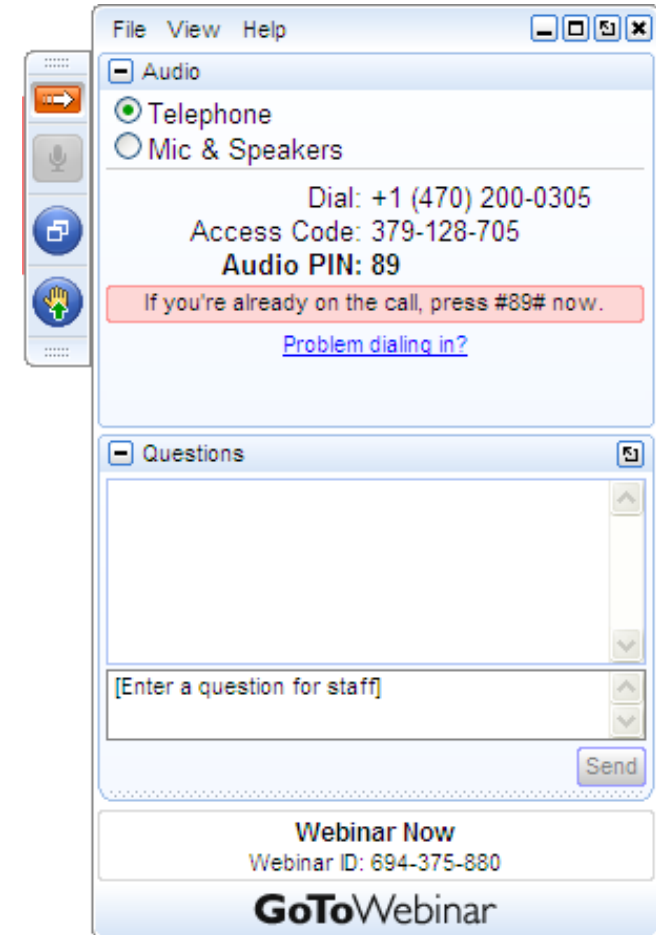
Photo by USFWS



# WEBINAR INSTRUCTIONS

- We may ask you to raise your “hand” in the webinar dialogue box to confirm participants can hear us.
- To improve sound quality, all participants will be muted for the duration of the webinar. If you want to ask a question you have two options:
  1. Enter your query where it says “Enter a question for staff” and click send. We will type a response or read your question aloud when we pause for Q&A.
  2. Write it down and contact us after the webinar. We have a lot of material to cover, so you may prefer to have a more in-depth discussion later.
- If you experience a technical glitch, please type it into the question box, since we can’t hear you. (We may not know about the glitch unless you say something!)

The webinar will be available for download within 48 hours at <https://www.nfwf.org/programs/southeast-aquatics>



# AGENDA

- 2021 Southeast Aquatics Fund RFP Overview
  - Program Overview
  - Geographic Focus
  - Program Priorities
  - Project Metrics
  - Eligibility
  - Funding Availability and Match
  - Evaluation Criteria
  - Timeline
- How to Apply in Easygrants
- Questions?



# YOUR NFWF CONTACTS

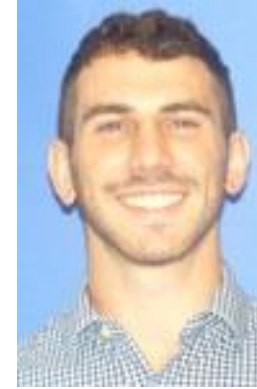


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# Program Overview

## What is the *SOUTHEAST AQUATICS FUND*?

*A competitive grant program that...*

- Supports watershed-based restoration and management projects
- Improves health of aquatic systems to secure populations of native freshwater aquatic species in the southeastern US

*Funded through a public-private partnership between ...*



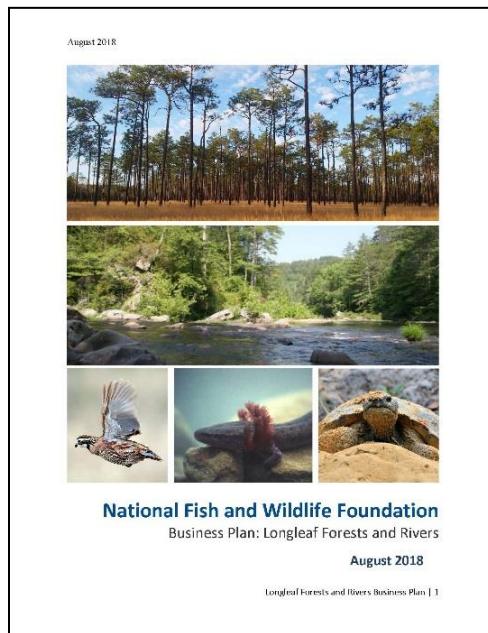
Mussel reintroduction  
Photo by Gary Peeples/USFWS



# Geographic Focus

In 2021, proposals will be considered from three geographies aligned with NFWF's strategic priorities:

1. **The Alabama and Mobile-Tombigbee Basins** (specific watersheds)
2. **The Apalachicola-Chattahoochee-Flint (ACF) Basin**
3. **Florida Grazing Lands Management**



The first two are driven by goals set in NFWF's Longleaf Forest and Rivers Business Plan, which outlines NFWF's goals and strategies for freshwater habitat restoration and enhancement in this landscape.

**Download plan here:**

<https://www.nfwf.org/sites/default/files/longleaf/Documents/longleaf-forests-rivers-business-plan.pdf>



# Geographic Focus

## 1) The Alabama and Mobile-Tombigbee Basins

Projects will be considered within the three Hydrologic Unit Code (HUC) 8 watersheds listed below. Priority will be given to projects within specific tributary watersheds benefitting focal species:

- Conasauga (priority tributary: Holly Creek)
  - Focal species: Bridled and trispot darter; *Villosa* mussels (Alabama rainbow, Coosa creekshell)
- Locust Fork
  - Focal species: Black Warrior waterdog; flattened musk turtle
- Middle Coosa (priority tributary: Big Canoe Creek)
  - Focal species: Trispot darter

## 2) The Apalachicola-Chattahoochee-Flint (ACF) Basin

Projects will be considered that support sufficient water flows for native freshwater species, with particular interest in projects associated with agricultural lands.

## 3) Florida Grazing Lands Management

Projects will be considered that provide technical assistance to farmers and ranchers to implement practices that support effective grazing lands management.



Southeast Aquatics Fund Geographic Focal Areas 1 & 2



# Program Priorities

**What are the program's funding priorities?**

1. Provide Technical Assistance and Outreach
2. Agricultural and Forestry Best Management Practices
3. Restore and Enhance Riparian and In-stream Habitat
4. Improve Stream Crossings
5. Assessment, Prioritization and Planning
6. Monitoring



C. caerul and E. trisella  
Photo by GA DNR staff



# Program Priorities

## 1. Provide Technical Assistance and Outreach

- Support capacity to conduct outreach and provide technical assistance to private landowners to increase awareness of conservation need, appropriate practices and available cost-share programs that benefit watershed health.
- Projects within the Florida Grazing Lands Management Focal Area should be focused on this program priority and provide technical assistance for NRCS Farm Bill cost-share programs supporting improved grazing lands management.

## 2. Agricultural and Forestry Best Management Practices

- Support agricultural and forestry practices that reduce nutrient and sediment runoff from the land and conserve water where assistance is needed in addition to or outside of available Farm Bill and other cost-share programs.
- Ex. practices: livestock fencing, irrigation retrofits, riparian buffers and vegetative buffers around agricultural ditches, rotational grazing, cover crops, reducing nutrient inputs, and restoring streambanks impacted by erosion.



NFWF

# Program Priorities

## 3. Restore and Enhance Riparian and In-stream Habitat

- Restore wetland, streambank, and instream habitat in prioritized areas of a watershed otherwise not addressed through agricultural or forestry best management practices.

## 4. Improve Stream Crossings

- Restore connectivity for fish passage and reduce sedimentation by removing or retrofitting stream barriers and stream crossings.

## 5. Assessment, Prioritization and Planning

- Support the assessment of barriers and crossings within a watershed in order to identify which should receive highest priority for removal or retrofitting based on benefits to target species.

## 6. Monitoring

- Conduct monitoring to understand population status and habitat conditions for bridled and trispot darter, *Villosa* mussels (Alabama rainbow, Coosa creekshell), Black Warrior waterdog and flattened musk turtle within the Conasauga, Locust Fork and Middle Coosa watersheds.



Photo by Matt Winter/NFWF

# Project Metrics

Project Activity	Recommended Metric (as listed in Easygrants)	Additional Guidance
Technical Assistance and Outreach to Private Landowners; Agricultural and Forestry BMPs	Acres under improved management	Enter the number of acres under improved management through implementation of agricultural and forestry conservation practices. For practices where acres cannot be calculated, such as livestock exclusion fencing, please use the “Miles of improved management” metric below instead or in addition if the project includes multiple practices, but please do not double count the acres across two or more metrics. Please include in the notes the specific practices to be implemented. If project will be directly restoring riparian habitat, please use instead the “Acres restored” metric.
Technical Assistance and Outreach to Private Landowners; Agricultural and Forestry BMPs	Miles under improved management	Enter the number of miles of stream under improved management, specifically through conservation practices along or in-stream that cannot be quantified in acres, such as fencing installed to exclude livestock from streams or rivers. Please include in the notes the specific practices to be implemented. If project will be directly restoring in-stream habitat, please use instead the “Miles restored” metric.
Technical Assistance and Outreach to Private Landowners	# mgmt plans with BMPs	Enter the number of agricultural or forest management plans developed that incorporate Best Management Practices (BMPs).
Technical Assistance and Outreach to Private Landowners	# people reached	Enter the number # of landowners anticipated to be reached through educational meetings, trainings and/or technical assistance. If the target value includes landowners reached through more than one activity, please break out the # of landowners for specific activities in the notes section.
Technical Assistance and Outreach to Private Landowners	# people with changed behavior	Enter the number of private landowners who have implemented conservation actions as a result of technical assistance and outreach (developed a management plan for already enrolled NRCS Farm Bill program contracts or have implemented conservation practices that will improve aquatic habitat, etc.).



# Project Metrics

Riparian habitat restoration	Acres restored	Enter the number of acres from this project for which riparian habitat quality has been restored to support/increase target species presence.
Instream habitat restoration	Miles restored	Enter the number of miles from this project for which instream habitat quality has been restored to support/increase target species presence. If there are multiple activities happening at different parts of the stream please break out in the notes the 'distance' of impact for each activity.
Fish passage improvements	# passage barriers rectified	Enter the number of fish passage barriers rectified. In the notes section of this metric please indicate what type of barrier is being removed (e.g., culvert).
Fish passage improvements	Miles of stream opened	Enter the number of stream miles opened as a result of the removal or retrofit of stream barriers.
Assessment, Prioritization and Planning	# studies used to inform mgmt	Enter the number of barrier assessments completed whose findings will be used to inform and/or prioritize management decisions within a watershed.
Monitoring	# sites being monitored	Enter the number of streams/sites being monitored, and in the notes section indicate which priority species are being monitored (bridled and trispot darter, Alabama rainbow, Coosa creekshell, Black Warrior waterdog and flattened musk turtle).





# Eligibility

## Eligible and Ineligible Entities

- **Eligible applicants include:** non-profit 501(c) organizations, U.S. Federal government agencies, state government agencies, local governments, municipal governments, Tribal Governments and Organizations and educational institutions.
- **Ineligible applicants include:** businesses, unincorporated individuals and international organizations.

## Ineligible Use of Grant Funds

- NFWF funds and matching contributions may not be used to support political advocacy, fundraising, lobbying, litigation, terrorist activities or Foreign Corrupt Practices Act violations.
- NFWF funds may not be used to support ongoing efforts to comply with legal requirements, including permit conditions, mitigation and settlement agreements. However, grant funds may be used to support projects that enhance or improve upon existing baseline compliance efforts.



# Funding Availability and Match

- **Funding Availability:** Over \$1 million
- **Typical Grant Award Range:** \$150,000 - \$350,000
- **Grant Period:** 24 – 36 months
- **Matching Contributions Requirement:** At least 1:1 match ratio of non-federal cash or in-kind services



# Evaluation Criteria

**All proposals will be screened for relevance, accuracy, completeness and compliance with NFWF and funding source policies. Proposals will then be evaluated based on the extent to which they meet the following criteria:**

- Program goals and priorities
- Conservation Plan and Context
- NRCS Alignment
- Technical merit
- Cost-effectiveness
- Transferability
- Communication
- Funding Need
- Monitoring
- Long-term Sustainability
- Past Success
- Partnership



# Timeline

Dates of activities are subject to change. Please check the program page of the NFWF website for the most current dates and information.

<b>Applicant Webinar</b>	Thursday, June 10, 2021, 3-4 pm ET
<b>Full Proposal Due Date</b>	Tuesday, July 20, 2021, 11:59 pm ET
<b>Review Period</b>	July- October 2021
<b>Awards Announced</b>	November 2021

**Request for Proposals:**

<http://www.nfwf.org/programs/southeast-aquatics>





# How to Apply in Easygrants



Black bear

# How to Apply in Easygrants

[? Frequently Asked Questions](#)

Log In

New User?

Login ID / Email

Password

☒ Remember Me

Forgot Password?

Log In

For the optimal Easygrants experience, please:

Use a Supported Browser

Enable Pop-ups

Allow Cookies

Only Use One Tab

Get Adobe Reader

Log Out and Close Browser for Security

Register

First Name \*

First Name

Middle Name

Middle Name

Last Name \*

Last Name

Login ID / Email \*

Login ID / Email

Confirm Login ID / Email \*

Confirm Login ID / Email

Password \*

Password

[Password Requirements](#)

Confirm Password \*

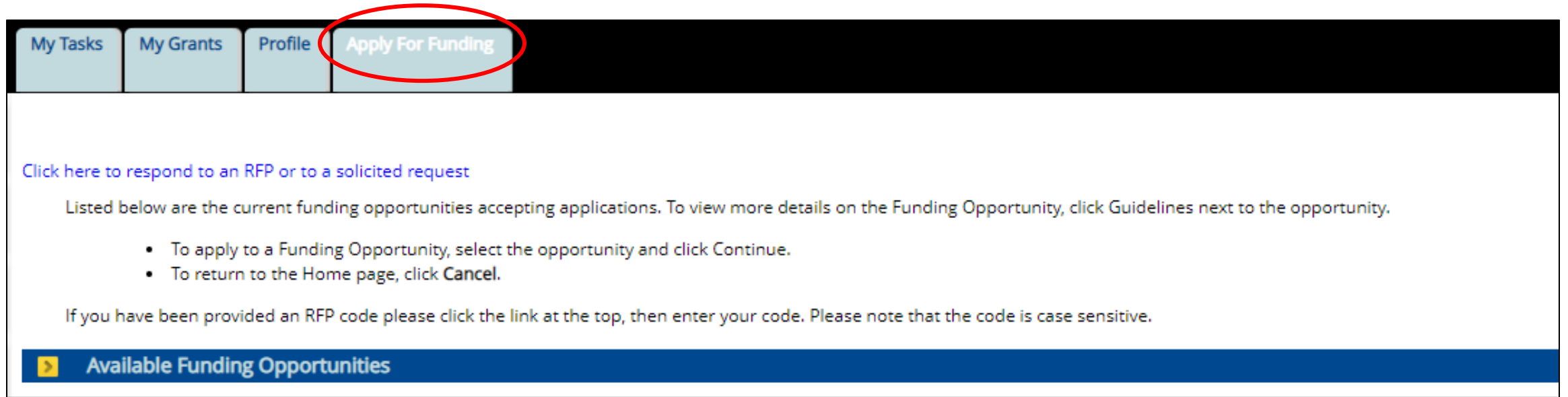
Confirm Password

Register

Back



# How to Apply in Easygrants



Once you are on your Easygrants homepage, click on “Apply for Funding”

Choose the Funding Opportunity you’re applying to.



# How to Apply in Easygrants

Home

Main

Contact Information

Organization Information

Project Information

Project Location

Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

Project Information

Due: 7/20/2021 11:59 PM ET

Easygrants ID: 73566

Bernstein, Zack |

Grants | Southeast Aquatics | Southeast Aquatics Fund 2021

Instructions

Click the page links on the left navigation bar, or in the summary below to view the pages where you will enter the information required for this submission, as needed until you submit. Once you submit, you will no longer be able to make changes. [Click here to view Foundation Guidelines for this Funding Opportunity](#)

Other useful links that will appear in the navigation bar at left include:

- **Home** brings you back to your Home page and out of this submission task.
- **FAQ** provides answers to common questions about the Foundation's proposal elements.
- **Help** provides guidance on both content and technical aspects related to completing many of the pages in the system.
- **Log Out** logs you out of the system.

Validation Summary

Page Name	Status
<a href="#">Contact Information</a>	✓ Complete
<a href="#">Organization Information</a>	✗ Incomplete
<a href="#">Project Information</a>	✗ Incomplete
<a href="#">Project Location</a>	✗ Incomplete
<a href="#">Map</a>	✗ Incomplete
<a href="#">Uploads</a>	✗ Incomplete
<a href="#">Metrics</a>	✗ Incomplete
<a href="#">Budget</a>	✗ Incomplete
<a href="#">Matching Contributions</a>	✓ Complete
<a href="#">Permits and Approvals</a>	✓ Complete



# Project Information

**Title:** Short, descriptive name indicating project purpose. (<100 characters)

**Project start and end dates:** Start within three months of the award announcement date (November 2020) and end within three years of the start date.

**Description:** Two sentences about primary project activities, location, outcome/metrics and relevance to conservation. (<500 characters)

- Clearly state the main activity and the method being used
- Address a specific habitat, location or species benefitted

**Abstract:** More detailed description including location, major activities, outcome/metrics, and partners. (<1,500 characters)

- State what your organization will do
- Provide context and background information
- Explain how the project outcomes will specifically address a conservation issue



NFWF

# Map

Map your project at the finest scale by any of the three options:

## Upload Shapefile

- Select a Zip file(.zip) containing a shapefile(.shp,.dbf,.prj) from your local file system.
- The shapefile must be of POLYGON geometry type.
- The shapefile must not exceed 1 MB.



No file chosen

## Select By Geography

## Draw a Custom Area

My project area:



-  Submitted Project Locations
-  Pending Project Locations



☐ I confirm that this project has been mapped as accurately as possible

# Uploads

Upload Checklist		
Upload Type	Required	Template
Full Proposal Narrative	Yes	<a href="#">Full Proposal Narrative Template 2010</a>
Project Map	Yes	
Letters of Support	No	
Photos - Jpeg	Yes	
Statement of Litigation	Yes	<a href="#">Statement of Litigation</a>
Board of Trustees, Directors, or equivalent	Yes	
Applicant Controls Questionnaire	Yes	<a href="#">Applicant Controls Questionnaire Template</a>
GAAP audited financial statements	Yes	
IRS Form 990	Yes	
A-133 Audit	Yes	
Indirect Rate Agreement	No	
Other Documents	No	

The full list of required uploads for your organization type is available on the NFWF website here:  
<https://www.nfwf.org/apply-grant/application-information/required-financial-documents>

# Narrative

- **Activities:** Elaborate on the primary activities that will be employed through the grant. Explain how these activities are expected to lead to the outcome(s). Describe how these activities relate to established plans (management, conservation, recovery, etc.) and priority conservation needs in the specific project location.
- **Outcome(s):** Elaborate on the outcome(s) summarized previously in the application; discuss what makes this outcome(s) achievable and important.
- **Tracking Metrics:** Indicate how the project will monitor/assess progress on the metrics selected previously in the application. Please note any challenges or limitations anticipated with tracking the metrics.
- **Project Team:** List key individuals and describe their qualifications relevant for project implementation. Include contractor information, if known.
- **Other (Optional):** Provide any further information important for the review of this proposal

## Most Competitive Narrative Elements:

- ☐ Program Goals and Priorities
- ☐ Technical Merit
- ☐ Partnership
- ☐ Transferability
- ☐ Communication
- ☐ Funding Need
- ☐ Conservation Plan and Context
- ☐ Monitoring
- ☐ Long-term Sustainability
- ☐ Past Success
- ☐ Key Personnel



NFWF

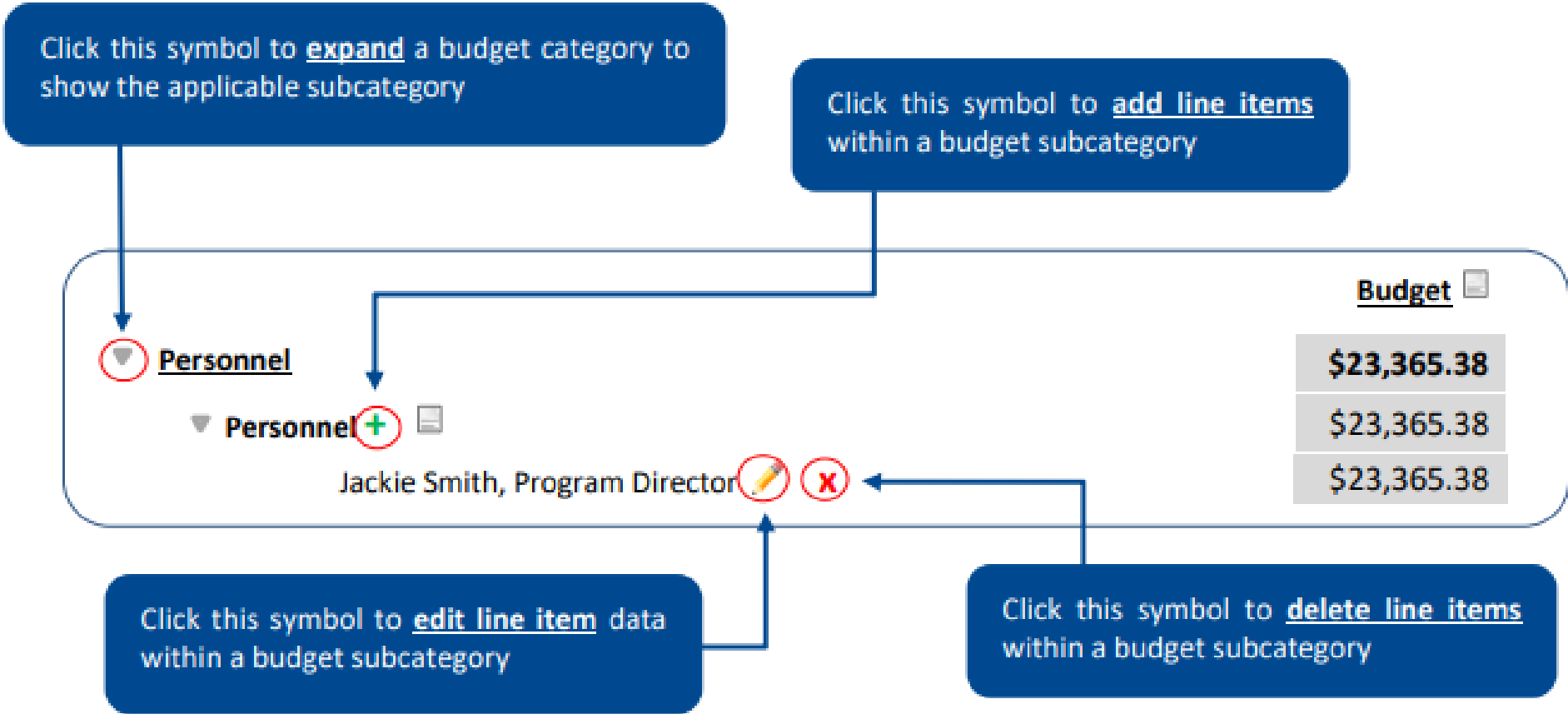


# Budget

- In order to complete a budget for your proposal, you must expand the appropriate categories and provide the information requested.
- If you do not anticipate an expense for a particular category, skip that category- it is not necessary to enter a “0” value in the cost fields.
- Try to anticipate factors that may affect the budget when developing projections and provide an explanation of those factors.
- Matching contributions should not be included in the budget.

Budget	
Expand all	
➤ <u>Personnel</u>	Budget \$0.00
➤ <u>Travel</u>	\$0.00
➤ <u>Equipment</u>	\$0.00
➤ <u>Materials and Supplies</u>	\$0.00
➤ <u>Contractual Services</u>	\$0.00
➤ <u>Other Direct Costs</u>	\$0.00
<u>Total Direct Costs</u>	\$0.00
<u>Total Indirect Costs</u>	\$0.00
<u>Total Costs</u>	\$0.00

# Budget



# Detailed Budget Instructions: Adding/Editing Narratives

- Narratives are required for all budgeted categories.
  - Explain/justify the estimated costs including the unit cost and quantity requested
  - Explain how the costs associated with each line item supports the implementation of the project as outlined in the proposal
- Narratives should be written in such a way that someone not familiar with the project can conceptually understand the **rationale**, **purpose** and **calculation** of the anticipated costs identified by line item.
- Narratives should be concise and describe line items in 1-3 sentences.

**Figures without narrative descriptions will be returned to the applicant for further details and clarification.**

Click this symbol to add a narrative within a budget subcategory

	Budget
▼ <u>Personnel</u>	\$23,365.38
▼ Personnel + 	\$23,365.38

Next, complete the narrative box as shown below:

Notes		
Line Item Budget	Personnel	
Budget	Jackie Smith will manage all aspects of the program which includes, surveys of the project site alongside field techs, landowner interviews and follow-ups, and supervision of volunteers during sponsored work days.	
Save	Save and Close	Cancel

# Detailed Budget Instructions: Personnel

- Identify and itemize each individual employee/staff member of your organization working on the project, their name, and position/job title in individual line items.
  - **Non-employees, consultants or contractors working on the project should be listed separately in the Contractual Services category of the budget.**
- Input annual salary in whole dollars.
- Specify the number of hours they will dedicate to this project in the Project Hours box.
- Enter the fringe rate (if applicable) to be applied to each staff member working on the project.
- Enter a description of the work to be completed by each position budgeted for and how the work of each position will support the purpose and goals of the overall project.

Enter the fringe rate as a percentage instead of its decimal equivalent (i.e. if the rate is 25.9%, enter 25.9 not 0.259) → The fringe total dollar amount will be calculated automatically

Staff Name*	Jackie Smith							
Position	Program Director							
Apply to Year(s)								
	Annual Salary	Project Hours	Hourly Rate	LOE (%)	Project Salary	Fringe (%)	Fringe Amount	Total Personnel
Budget	\$72,000	540.00	\$34.62	26.00	\$18,692.31	25.00	\$4,673.08	\$23,365.38
Save	Save and Close		Cancel					

The level of effort [Maximum: 100% per year] will be calculated automatically based on Project Hours entered for each staff member.



- Each employee listed works for the grantee organization (not a third party or contractor)
- Provide gross salary before taxes only
- Salary and fringe must be itemized by staff member/line item

# Detailed Budget Instructions: Travel

- Itemize each type of travel requested in the appropriate travel subcategories. Do not combine trips together into a simple lump sum that covers multiple travel types.
  - If travel to multiple locations is required, each destination should have their own line item under each applicable travel subcategory.
  - If the type of travel does not fall within one of the subcategories listed, include that item in the Other Direct Costs category of the budget.
  - **Do not include the travel costs being paid for by subrecipients, contractors or other third parties.**
- Specify the purpose and destination for the travel item, unit type, and the quantity of units requested.
- Budget items using the basis as described next to budget subcategory.
- Briefly describe the purpose of the travel and the assumptions used in estimating the costs of all travel that the applicant is paying for directly.

**Lodging – Per Night**

**Purpose/Destination\*** Washington, DC for Kick-Off Meeting and Site Visit in January 2020.

**Apply to Year(s)**

	Unit Cost	Quantity	Total Cost
Budget	\$181.00	2	\$362.00

**Save** **Save and Close** **Cancel**

Narrative Sample: Jackie Smith will travel to Washington D.C. to meet with NFWF program staff for project kick-off meeting and planning. Meeting will take place over 3 days, so two nights are budgeted. Costs are estimated based on allowable GSA rates and cursory searches for hotel rooms for one person.



- For Mileage, Lodging, Per Diem, Meals & Incidentals, use GSA.GOV as a guide for allowability and reasonableness.
- Provide economy class, round trip airfare rates
- If travel destinations have yet to be determined, please indicate so in budget and narrative and explain the basis for cost estimates (previous projects experience, recent searches, etc.)



# Detailed Budget Instructions: Equipment

**Equipment** is defined as tangible property having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more. Items not meeting these criteria should be itemized in the Materials and Supplies category of the budget.

- Itemize each piece of equipment to be purchased for this project in their own line item.
- Identify the item name, the quantity of items budgeted for, and the unit cost for each.
- State the intended purpose of each item as it relates to project goals, and how the estimated costs were determined.
- Equipment costs should only include the costs to purchase new equipment needed to complete the project.
- If available, please upload equipment quote during proposal submission.

Equipment

Item Name\*

Excavation machines

Description

Excavation machines for sites in Chesapeake Bay.

>

Apply to Year(s)

	Quantity	Unit Cost	Total Cost
Budget	2	\$10,250	\$20,500

Save

Save and Close

Cancel

Narrative Sample: Excavation machines are needed during extensive restoration activities that requires the clearing and removal of thick vegetation and land at the three work sites. The equipment will enable us to complete work quickly and efficiently and saves funds by eliminating the need to hire large work crews. Quote and rent vs. buy analysis attached to proposal.



- Existing equipment already owned by the applicant should not be included in this section
- Costs for equipment being rented should be included in the Other Direct Costs budget category

# Detailed Budget Instructions: Materials and Supplies

Materials and Supplies are defined as tangible property not meeting the criteria of equipment.

- Itemize each item to be purchased for the project.
- Identify the item name, the purpose as it relates to accomplishing project goals, and the unit of measure being used.
- Specify the quantity and unit cost for each item.
- Briefly describe requested supplies and their intended purpose in relation to project goals.
  - Quantities may be estimated if not known at the time of applications, but provide a basis for this estimate in the narrative.

Materials and Supplies

Item Name*	Native Grass Seed		
Purpose	Grassland Restoration		
Unit of Measure	Per Bag		

> Apply to Year(s)

Budget	Quantity	Unit Cost	Total Cost
	100	\$5.25	\$525.00

Save

Save and Close

Cancel

Narrative Sample: 100 bags of native grass seed will be purchased as a part of the grassland restoration aspect of the project as a direct benefit to the land, riparian areas, and native species. Costs are estimated based on a previously completed project similar in scope and size.



- Routine materials/supplies for your organization’s operational needs should not be included here, only those specific to the project
- If exact quantities of supplies has yet to be determined, please still use the quantity function in the budget and indicate estimates are used in narrative. Explain the basis for cost estimates (previous project experience, recent searches based on scope, etc.)

# Detailed Budget Instructions: Contractual Services

SUBAWARD	CONTRACT
Transfer of programmatic responsibility to another organization, with measurable performance goals related directly to the primary award	A party is required to deliver a product or service in exchange for compensation

- Select the appropriate agreement type.
- Itemize each contractual services cost budgeted for this project per agreement
  - **Do not lump multiple subwards into one line item.**
- If you have not identified the specific contractor or subrecipient who will be conducting the required work, input “TBD” in the Contractor/Subrecipient Name box.
- For each Subaward or Contract, briefly describe the associated activities, scope of work or services to be provided and how the costs were estimated.

**Subcontract/Contract – Per Agreement**

**Contractor Name\*** M.A.P. Consulting

**Description** Development of mapping tool for coastal region salmon.

**Apply to Year(s)**

Budget

Total Cost

\$27,542.00

Save

Save and Close

Cancel

Narrative Sample: M.A.P. Consulting will be hired to develop a mapping tool for tracking salmon over course of the project. M.A.P. has extensive experience creating similar tools that our organization does not possess to complete this task in-house. Cost based on preliminary quote.



- All cost associated with the Contract or Subaward should be included in the line item including Travel, Materials and Supplies, etc.
- NFWF budget approval does not constitute approval of Procurement methods
- NFWF expects applicants to follow their internal procurement processes for selecting third parties

# Detailed Budget Instructions: Other Direct Costs

- Itemize any additional costs that do not appropriately fit within any budget category listed above.
- Identify the item name, the purpose as it relates to accomplishing project goals, and the unit of measure being used.
- Specify the quantity and unit cost for each item.
- Enter a brief description of each budgeted cost item explaining the need for each item, how it will further the objectives of the project, and how the cost estimation was determined.

Other Direct Costs

Type\*

Purpose

Unit of Measure

Event Parking

Parking costs for river cleanup

Per day

▶

Apply to Year(s)

Budget

Quantity

Unit Cost

Total Cost

1

\$17.00

\$17.00

Save

Save and Close

Cancel



*This category should contain items such as equipment rental, conference fees (facility rental, honorariums, and other participant costs) ad hoc services (sampling, waste removal), stipends, printing cost and shipping/mailing fees.*

# Detailed Budget Instructions: Indirect Costs

**Indirect Costs** are incurred for a common purpose, benefiting more than one objective project or program, and cannot be easily assignable to the outcome, project or program specifically attaining the related benefits.

- Refer to your organization’s NICRA (if applicable) in the “base” section to input the MTDC base in the explanation box.
- If the rate type is De Minimis, the expiration date is not required.
- If you are including indirect costs in your budget request, please provide a narrative description identifying what the indirect request will be supporting.
  - E.g. CEO salary, rent for lab space central to project site, etc.
  - Indirect cost narratives should include a statement of whether the applicant has ever had a NICRA.
  - **Budgets without narrative descriptions for indirect costs may be rejected and/or returned to the applicant for further details and clarification.**

Explanation of Modified Total Direct Cost Base (MTDC)

Total direct salaries, including benefits

NICRA Expiration Date

9/30/2020

Rate Type\*

Provisional

Apply to Year(s)

	Modified Total Direct Costs	Indirect Cost Rate (%)	Total Cost
Budget	\$23,365.38	25.40	\$5,841.35

Save

Save and Close

Cancel

Enter the Indirect Cost rate as a percentage instead of its decimal equivalent (i.e. if the rate is 25.4%, enter 25.4 not 0.254).


**Note:** The federal government has determined that a de minimis 10% indirect rate is an acceptable minimum for organizations without a NICRA, as such NFWF reserves the right to scrutinize ALL proposals with indirect rates above 10% for cost-effectiveness.

Please refer to [NFWF’s Indirect Costs Policy](#) for clarification on the allowability and application of Indirect Costs.



# Detailed Budget Instructions

- The final expanded budget will appear as follows, showing the budget details.
- For further questions, contact Program Staff listed on the RFP.

Budget	
Collapse all	
	Budget 
> <u>Personnel</u>	\$23,365.38
Personnel	\$23,365.38
Jackie Smith, Program Manager	\$23,365.38
> <u>Travel</u>	\$512.00
Domestic Airfare	\$0.00
International Airfare	\$0.00
Train- Per Ticket	\$150.00
Two Round Trip Tickets to Project Site	\$150.00
Rental Car- Per Day	\$0.00
Taxis – Per Trip	\$0.00
Mileage – Per Mile	\$0.00
Gasoline – Per Gallon	\$0.00
Per Diem (M&IE)	\$0.00
Lodging – Per Night	\$362.00
Washington, DC hotel for Kick Off & site visit	\$375.00
Meals (No M&IE) – Per Meal	\$0.00
> <u>Equipment</u>	\$20,500.00
Equipment	\$20,500.00
Excavation Machine	\$20,500.00
> <u>Materials and Supplies</u>	\$525.00
Materials and Supplies	\$525.00
Native Grass Seed	\$525.00
> <u>Contractual Services</u>	\$60,042.00
Contract – Per Agreement	\$27,542.00
M.A.P. Consulting	\$27,542.00
Subaward – Per Agreement	\$32,500.00
ACME International, River Cleanup	\$32,500.00
> <u>Other Direct Costs</u>	\$17.00
Other Direct Costs	\$17.00
River cleanup event parking.	\$17.00
> <u>Indirect Costs</u>	\$5,841.34
Indirect Costs	\$5,841.34
Salaries & Benefits, 9/30/20, Provisional	\$5,841.34
<u>Total Direct Costs</u>	\$104,961.38
<u>Total Indirect Costs</u>	\$5,841.34
<u>Total Costs</u>	\$110,802.72

# Matching Contributions

Matching Contribution Editor

Instructions

Enter the required matching contribution details below. Click **Save** regularly to save your work. **The system will timeout and you will lose unsaved work if you do not save at least once every hour.** Click **Save and Close** to save and return to the Matching Contributions list page. Fields marked with a red asterisk (\*) are required for final submission for most programs. Click **Help** for examples and instructions.

Status \*

<Select>

Source \*

Enter the name of the person or Organization providing the Matching Contribution

Source Type \*

<Select>

Type \*

<Select>

Description \*

Limit: 250 charactersRemaining: 250

Amount \*

Save and Close

Close

# Review and Submit

- Make sure to click the blue **“Submit”** button to submit your proposal.
- If correctly submitted, you will receive a confirmation e-mail and the task will disappear from your homepage.

Project Location

Map

Uploads

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

NOTE: You must enable pop-ups to use this system. If a link does not open please try holding the Shift or Control (CTRL) key.

View Full Submission

View PDF

Submission

Validation Status

Page Name	Status
Contact Information	✓ Complete
Organization Information	✗ Incomplete
✗ Primary Organization is required	
Project Information	✗ Incomplete
✗ Project Title is required.	
✗ Project Start Date is required.	
✗ Project End Date is required.	
✗ Description is required	
✗ Abstract is required.	
✗ Requested Amount is required.	
Project Location	✗ Incomplete
✗ Project Location Description is required.	
✗ Project Location Country(s) is required.	
Map	✗ Incomplete
✗ Please confirm your project has been accurately mapped.	
Uploads	✗ Incomplete
✗ GAAP audited financial statements is required and has not been uploaded.	
IRS Form 990 is required and has not been uploaded.	
A-133 Audit is required and has not been uploaded.	
Board of Trustees, Directors, or equivalent is required and has not been uploaded.	
Statement of Litigation is required and has not been uploaded.	
CBWTP Full Proposal 2021 is required and has not been uploaded.	
CBWTP 5 Year Transaction Projection 2021 is required and has not been uploaded.	
CBWTP Work Elements 2021 is required and has not been uploaded.	
Budget	✓ Complete
Matching Contributions	✓ Complete
Permits and Approvals	✓ Complete

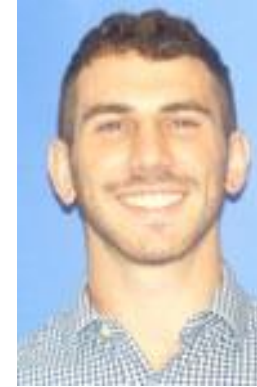
# WRAP UP



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**Full Proposal Due Date**  
**Review Period**  
**Awards Announced**



**Zack Bernstein**

Coordinator, Regional Programs  
*National Fish and Wildlife Foundation*  
(202) 595-2433  
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Tuesday, July 20<sup>th</sup>, 2021 Eastern Time  
August-October 2021  
November 2021