

# National Fish and Wildlife Foundation 2022 Lower MS Alluvial Valley Restoration Fund Applicant Webinar

November 4, 2021



Bottomland hardwood forest | Credit: Bruce Reid





# Webinar Guidelines

- All attendees will be muted for the duration of the webinar.
- Please type your questions into the “questions” box in the webinar controls on the right side of your screen. NFWF staff will answer these questions during several breaks in the presentation, but you can type them in any time. Everyone will be able to hear the answers.
- Don’t be shy. If you have a question, someone else is thinking it, too.
- If you experience a technical glitch, please type it into the chat/question box.
- **The Webinar is being recorded. We will post a copy of these slides and the recording on the NFWF website at <http://www.nfwf.org/lowermsvalley>.**



# Webinar Agenda

- **Program Overview**
  - 2022 Funding Opportunity
  - Geography
  - Lower MS Alluvial Valley business plan
- **Program Priorities**
- **How to Apply in Easygrants**
- **Timeline and Resource Links**



# Program Overview

The **Lower Mississippi Alluvial Valley Restoration Fund** invests in on-the-ground projects to restore, enhance and conserve bottomland hardwood forests and wetlands and promote aquatic connectivity on private and public lands to improve wildlife habitat and water quality.

## Public-Private Partnership



Big Island | Credit: John Ruskey



# 2022 Funding Opportunity

- **Request for Proposals:** [www.nfwf.org/lowermsvalley](http://www.nfwf.org/lowermsvalley)
- **Proposal due date:** December 16, 2021, by 11:59PM ET
- **Eligible Applicants\*:**
  - ✓ Non-profit 501(c)
  - ✓ State, tribal and local governments
  - ✓ Academic institutions
- **Anticipated Funding:** \$1.4 million
- **Grant size:** \$100,000 - \$500,000\*\*

*\*Federal agencies, for-profits and individual landowners cannot directly apply, but may partner on proposals*

*\*\*Applicants considering proposals outside of this funding range are encouraged to contact NFWF prior to submitting.*



Mississippi River side channel | Credit: Bruce Reid





# Geography

*Projects must occur within the Lower Mississippi Alluvial Valley in the following states...*

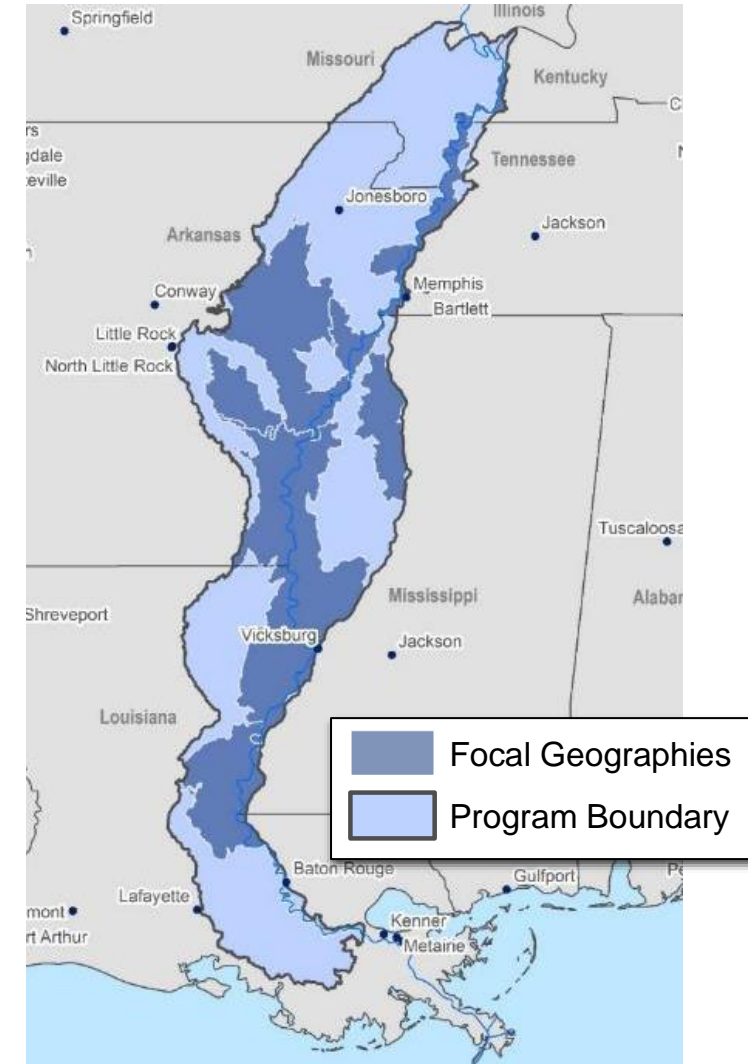
Arkansas	Illinois	Kentucky	Louisiana
Mississippi	Missouri	Tennessee	

---

**\*Preference given to projects within focal geographies**

*Lands eligible for funding include:*

- Privately-owned lands
- State and local government lands
- Federal lands (encouraged to be part of projects where state, local and/or private lands are also included)



**Lower MS Alluvial Valley Program Landscape**

# Lower Mississippi Alluvial Valley Business Plan



**National Fish and Wildlife Foundation**  
Business Plan for Lower Mississippi Alluvial Valley

November 2019



<https://www.nfwf.org/lowermsvalley/Documents/lmav-business-plan.pdf>

# Lower Mississippi Alluvial Valley Business Plan

## 10-Year Habitat Goals

Goal	Target
Enhance and Maintain Existing Bottomland Hardwood Forests	25,000 acres
Restore (Establish) New Bottomland Hardwood Forests	25,000 acres
Restore and enhance hydrologic function to wetland and floodplain habitats	15,000 acres
Protect Bottomland Hardwood Forests and Wetlands with Conservation Easements	30,000 acres
Improve Connectivity of Stream and River Habitats	35 miles
Improve connectivity and hydrologic function to oxbows, scar lakes and other surface water features	500 acres
Install agricultural best management practices to improve water quality	10,000 acres
Engage private landowners through outreach and technical assistance	5,000 landowners
Move landowners to conservation action	500 landowners



# Program Priorities



Louisiana black bear | Credit: USFWS



NFWF

# Program Priorities

1. **Bottomland Hardwood Forest Enhancement and Maintenance**
2. **Wetland and Floodplain Hydrologic Restoration and Enhancement and Implementing Conservation Practices to Improve Water Quality**
3. **Bottomland Hardwood Forest Restoration**
4. **Targeted Outreach, Education, and Technical Assistance**
5. **Bottomland Forest and Wetland Habitat Conservation**
6. **Improve Aquatic Connectivity**
7. **Restoration Response Monitoring**

## **NFWF is interested in projects that:**

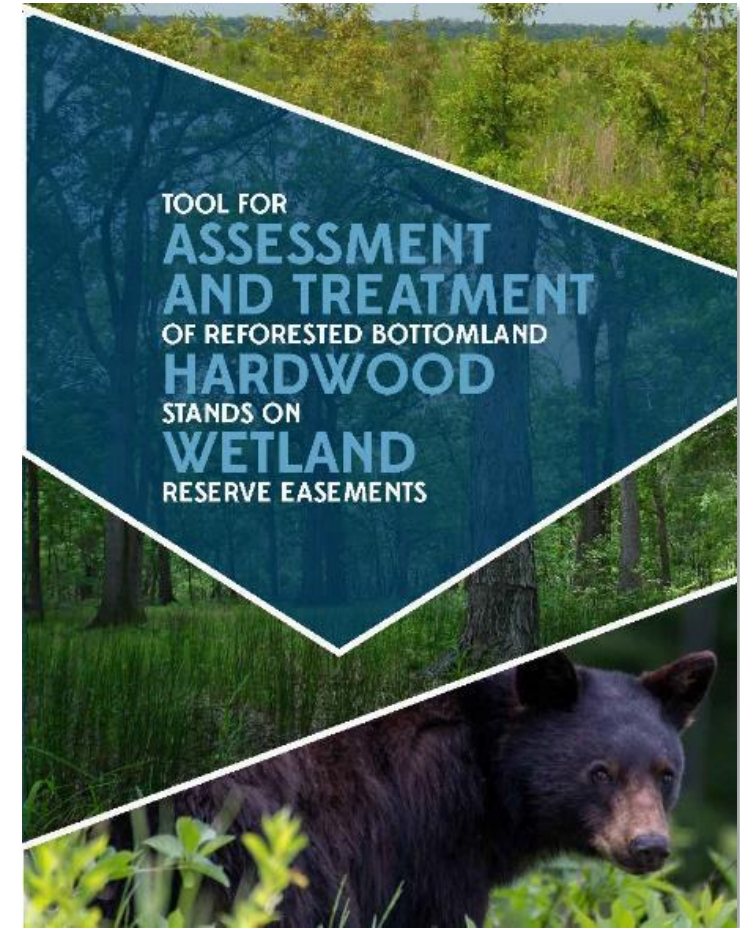
- sequester carbon and/ or improve water quantity or quality
- include outreach and technical assistance to minority and underserved landowners and producers
- address landowner barriers to participation in forestry and conservation programs





# 1. Bottomland Hardwood Forest Enhancement and Maintenance

- Pre-commercial thinning and thinning
- Crop tree release
- Invasive species control
- Residual stocking
- WRP/WRE forest inventory and assessment and management plan development
  - Preference is for projects that will assist individual landowners advance on-the-ground implementation versus large-scale remote sensing or GIS mapping exercises.
- Identify and address specific barriers to bottomland hardwood management and habitat enhancement (i.e., lack of markets, community issues, etc.)



*Note: Projects that include work on lands enrolled in WRP/WRE should coordinate with the appropriate NRCS state office*



## 2. Restore Wetland and Floodplain Hydrology and Improve Water Quality

### Wetland and Floodplain Restoration:

- connecting wetlands and water features between adjacent properties
- improving wetland habitat and function through vegetation management
- managing for moist soil plants
- installation of low-maintenance water control structures, such as flashboard risers, for water management capability.

### Conservation Practices on Working Agricultural Lands:

- rerouting agricultural runoff to constructed or restored wetlands
- rehabilitating or stabilizing ditches and/or gullies
- integrating cover crops, no-till, conservation crop rotation, and/or establishing buffer strips



### 3. Bottomland Hardwood Forest Restoration

- Reforestation and/or afforestation of cropland
- Site preparation and planting of bottomland hardwoods
- Practices to promote natural regeneration of bottomland hardwood forest
- Preference to projects that contribute to landscape-scale habitat connectivity to benefit wildlife

Projects should:

- ✓ Summarize plans to promote long-term management for wildlife habitat



## 4. Target Outreach, Education and Technical Assistance

- Outreach and technical assistance capacity, i.e. “boots on the ground”
  - Dedicated funding from NRCS Louisiana and NRCS Mississippi to support capacity to deliver technical assistance and assist landowners and producers with enrollment and implementation of new and existing Environmental Quality Incentives Program (EQIP) contracts within their respective states.
- Education and training opportunities for landowners and/or conservation practitioners
  - Includes efforts to minimize human-bear conflict
- Address landowner barriers to participation in forestry and conservation programs, such as heirs’ property title issues
- Demonstration sites
- Advance new market-based solutions or incentives
- Increase participation in third-party certification

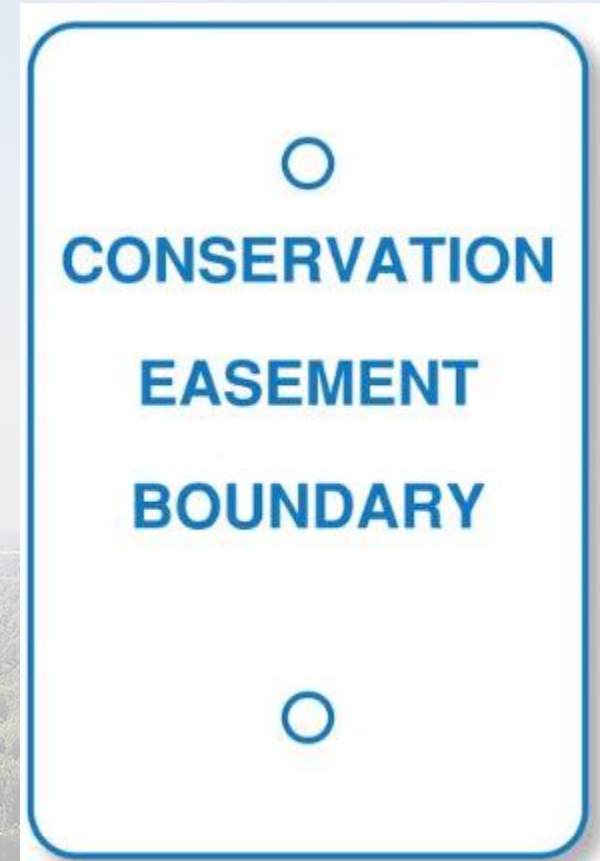


*Encourage projects that include beginning farmers, socially disadvantaged farmers or ranchers, limited resource farmers or ranchers, Tribes and veteran farmers and ranchers*



## 5. Bottomland Hardwood Forest Habitat Conservation

- Capacity and transaction costs (boundary surveys, appraisals, legal fees, etc.) to facilitate targeted conservation easement projects
- Should be part of larger bottomland forest/wetland restoration proposal
- Requests for conservation easement funding should not exceed 10% of the total proposal request



## 6. Improve Aquatic Connectivity

- Restore or retrofit barriers, such as dikes and levees, to improve flows between rivers and side channels to increase habitat connectivity for fish and other aquatic species.
- Proof-of-concept approaches to increase the frequency and duration of oxbow connection to the Mississippi River main stem will also be considered.



Dike notching | Credit: Bruce Reid



## 7. Restoration Response Monitoring

- Develop monitoring protocols to measure Louisiana black bear, waterfowl, forest birds and/or swamp rabbit, response to habitat restoration and enhancement projects funded through the grant program.
- Aquatic connectivity and/or aquatic habitat improvement proposals should detail the pre- and post-intervention freshwater fish monitoring at the site to be conducted either by the applicant or a partner/subcontractor.
  - This monitoring should include a sampling design and detection/capture methods for, abundance, and, if applicable, life-stages for the species being targeted.
  - Both single- and multi-species approaches will be considered.



Pallid sturgeon | Credit: Bruce Reid



# How to Apply in Easygrants



Prothonotary warbler | Credit: iStock



# 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](#)

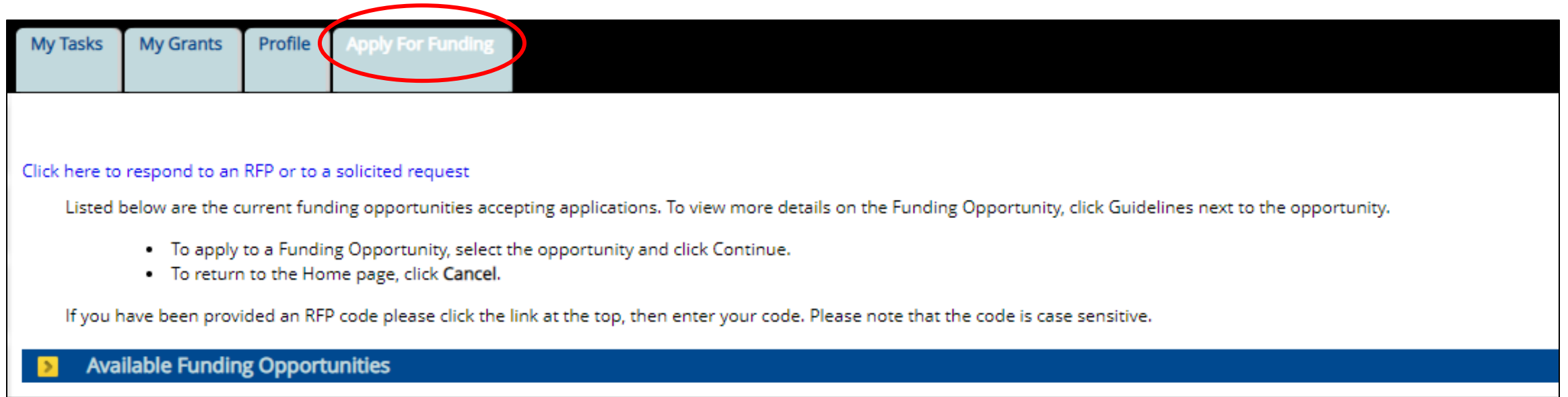
Confirm Password \*

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: 12/16/2021 11:59 PM ET

Easygrants ID: 74112

Bernstein, Zack | Grants | Lower MS Alluvial Valley Fund | Lower MS Alluvial Valley Restoration Fund 2022

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. **Click** 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 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





# 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.

Choose File No file chosen

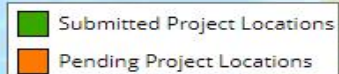
## Select By Geography

## Draw a Custom Area

My project area:



Submit Project Location



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

Save and Continue

# Uploads

Upload Checklist		
Upload Type	Required	Template
LMAV Full Proposal Narrative 2022	Yes	<a href="#">LMAV Full Proposal Narrative Template 2022</a>
Project Map	Yes	
Letters of Support	No	
Conceptual Plans	No	
Engineered Plans	No	
Photos - Jpeg	No	
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>
Applicant Demographic Information Form	Yes	<a href="#">Applicant Demographic Information Form</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:

24 <https://www.nfwf.org/apply-grant/application-information/required-financial-documents>



# Uploads - Applicant Demographic Information Form

- The information you provide will not be shared with proposal reviewers and will not be considered when making grant decisions.
- The Foundation will not share identifying information about any particular entity or project.
- While the form is a required upload, applicants can opt out of providing the information within the form itself
  - If your organization does not collect this information or if you have provided NFWF with this information in the last 12 months, you can opt out.
- The information provided on this excel form will be kept confidential, the Foundation may share its anonymized aggregate findings as appropriate with its staff, Board of Directors, funding partners, and publicly on its website or through other media.

## APPLICANT DEMOGRAPHIC INFORMATION

As part of NFWF's goal to encourage and support diversity across the conservation projects we fund, we would like to better understand the existing diversity in our grantmaking community and in the local communities. To accomplish this task, we are asking organizations that we fund to assist us by providing basic information about their workforce demographics on this form.

As part of this effort to support diversity, we also desire to understand how our grantees engage with the communities where the projects take place and who in those communities might benefit from them. We ask for this information provided on this excel form will be kept confidential, although the Foundation may share its aggregate findings as appropriate with its staff, Board of Directors, funding partners, and publicly on its website. not share identifying information about any particular entity or project. These anonymized aggregate data will be used by NFWF to better understand the demographic profiles of the organizations that we fund.

The information you provide will not be shared with proposal reviewers and will not be considered when making grant decisions.

**Instructions:** Complete all pertinent fields shaded in green. Your Human Resources Department may have some of the information requested readily available. Please be sure to complete the General Information section. If you do not know an answer, use the "don't know/not sure" option instead of guessing. If a section does not apply to your organization you may skip it. **Do not make any other changes to this form.** You may opt out of providing this information to NFWF; however, you still must upload this form to Easygrants with your application and complete the first section of the form.

**All applicants must complete this section, even if you have provided this data to NFWF in the past 12 months or are opting out for another reason.**

If you have provided this data to NFWF in the past 12 months you do not need to provide it again but you must still complete this top section of the form and submit it with your proposal.

Easygrants project # from your grant application:

Grant program name shown on the RFP:

If you are opting out, select a reason from the dropdown list in the green box:

### General Information

Date Completed:

Project Title:

Organization Full Name:

Organization EIN:

Organization Type:

Organization Size (number of employees)

Click on the green box to select from the dropdown list

Click on the green box to select from the dropdown list

### PART 1: APPLICANT ORGANIZATION - ALL EMPLOYEES (if applicable)

Please provide the following demographic information about all of your organization's employees, including senior leaders.

1. How many people currently work for your organization? (Include temporary and part-time employees in your response but do not include contractors)

Total Number:

2. How many of your employees identify as each gender?

Female:

Male:

Non-binary:

Unknown/Not sure:



NFWF

# 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).
- **Threats and/or Opportunities:** Describe the threats that this project seeks to address in achieving large-scale conservation
- **Implementation Strategy:** Detail the approach or methodology that will be used to achieve the goals of the project.
- **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.
- **Benefit to Species:** Please describe how the activities described in the proposal will contribute to improved populations of species that are representative of healthy forest and/or wetland systems
- **Monitoring and Evaluation:** Describe the general monitoring approach that will be used to assess progress for those metrics selected previously in the application
- **Partnerships and Project Team:** List key individuals and describe their qualifications relevant for project implementation. Include contractor information, if known.
- **Community Impact:** Describe the community(ies) where the project will take place, who will benefit from the project, and how they were or will be engaged in project development and implementation
- **Ancillary Benefits:** Describe any ancillary benefits that may result from the project
- **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



# Full Proposal Narrative

**Describe the community(ies) where the project will take place, who will benefit from the project, and how they were or will be engaged in project development and implementation. Provide demographic information on the community(ies), including but not limited to age, race and ethnicity, poverty rates.**

- Describe community characteristics of the project area and identify any communities impacted.
- Describe outreach and community engagement activities.
- Use demographic data to document (poverty statistics, school lunch data, demographic records to articulate high need or underserved communities).
  - This data can be found using Census data, School District data, State data centers, EJ Screen, and other sources



# Metrics

Select Metric

Show: Show All Templates Show All Strategies

Search:

Add	Metric	Strategies	Required
<input type="checkbox"/>	LMAV - Restoring hydrology - Acres with restored hydrology (private lands)	Habitat Restoration	Recommended
<input type="checkbox"/>	LMAV - BMP implementation for nutrient or sediment reduction - Acres with BMPs (public lands)		
<input type="checkbox"/>	LMAV - BMP implementation for nutrient or sediment reduction - Acres with BMPs (private lands)		
<input type="checkbox"/>	LMAV - Conservation easements - Acres protected under easement		
<input type="checkbox"/>	LMAV - Outreach/ Education/ Technical Assistance - # people with changed behavior		
<input checked="" type="checkbox"/>	LMAV - Land, wetland restoration - Acres restored on private land	Habitat Restoration	Recommended
<input type="checkbox"/>	LMAV - Land, wetland restoration - Acres restored on public land	Habitat Restoration	Recommended
<input type="checkbox"/>	LMAV - Improved management practices - Acres under imp mgt (public)	Habitat Management	Recommended
<input type="checkbox"/>	LMAV - Restoring hydrology - Acres with restored hydrology (public lands)	Habitat Restoration	Recommended

☐ Select All

Add Selected

Close

Filter By:  
No rest  
Selec  
Save

Metric instruction: Enter the total acres of bottomland hardwood forest that will be established on private lands during the grant period of performance, or that will be established after the grant period of performance, as part of restoration associated with a WRE/WREP easement.

\* If none of the available metrics apply to your project, please contact NFWF to discuss



# Metrics

- Add starting and target values for the metric (in most cases should be zero)
- Use “Note” section to provide additional detail on the “Target Value”



Notes

**Metric :** LMAV - Land, wetland restoration - Acres restored on private land

Note

Save And Close

Close

\* If none of the available metrics apply to your project, please contact NFWF to discuss



# Budget

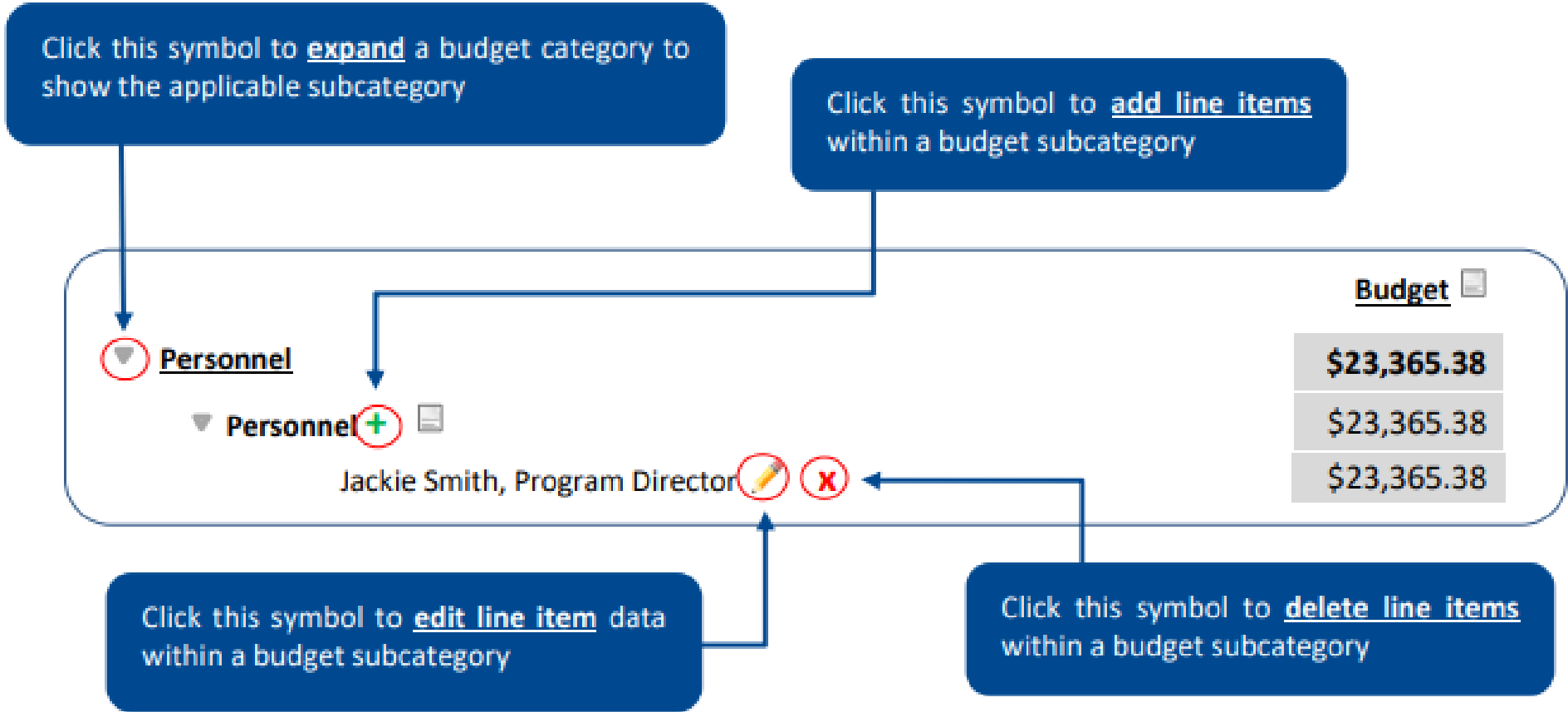
- In order to complete a budget for your proposal, you must expand the appropriate categories and provide the information requested.
- If you do not anticipate an expense for a particular category, skip that category- it is not necessary to enter a “0” value in the cost fields.
- Try to anticipate factors 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

	<b>Budget</b>
> <u>Personnel</u>	\$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.

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.

Project Location

Map

Uploads

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

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

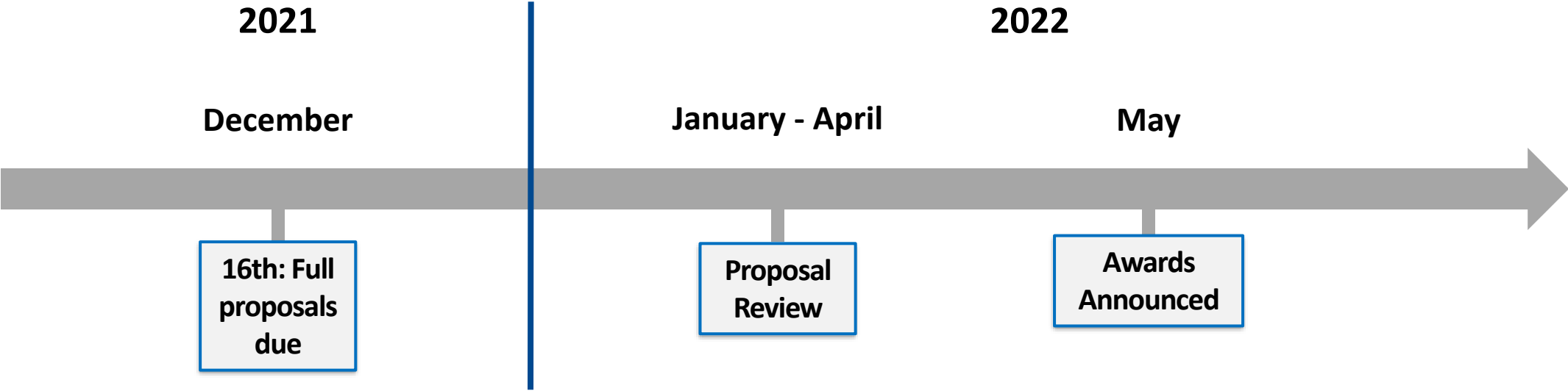
# Timeline and Application Resources



Prothonotary warbler | Credit: iStock



# Program Timeline



# Resources

## **Tip Sheet**

<https://www.nfwf.org/sites/default/files/2021-10/LMAV-2022-Tip-Sheet.pdf>

## **Lower MS Alluvial Valley business plan**

<https://www.nfwf.org/lowermsvalley/Documents/lmav-business-plan.pdf>

## **Required Financial Documents**

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/required-financial-docs.aspx>

## **Budget Instructions**

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/budget-instructions.aspx>

## **NFWF Indirect Policy**

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/indirect-policy.aspx>

## **Mapping Tutorial**

<http://www.nfwf.org/whatwedo/grants/applicants/Pages/mapping-tool.aspx>



## QUESTIONS or COMMENTS

**Jon Scott**  
**Program Director, Southern Forests**  
[jonathan.scott@nfwf.org](mailto:jonathan.scott@nfwf.org)  
**(202) 595-2609**

**Zack Bernstein**  
**Program Coordinator**  
[zachary.bernstein@nfwf.org](mailto:zachary.bernstein@nfwf.org)  
**(202) 595-2433**

***Easygrants technical support:***  
Email helpdesk at [Easygrants@nfwf.org](mailto:Easygrants@nfwf.org) or  
leave a message at 202-595-2497

