



**2024 CHESAPEAKE BAY SMALL WATERSHED GRANTS  
REQUEST FOR PROPOSALS**  
Applicant Webinar

*February 10, 2024*

# AGENDA

- **Welcome/Webinar Instructions**
- **2024 Small Watershed Grants Overview**
  - Available Programs and Funding
  - Geographic Focus
  - Program Priorities
  - Eligible Applicants and Activities
  - Evaluation Criteria
  - Important Additional Considerations
  - Critical Resources for Developing a NFWF Application
- **Submitting a Proposal in Easygrants**



**Jake Reilly**  
Program Director



**Oleksandr Faryga**  
Program Manager



**Rose Keyathe**  
Program Coordinator

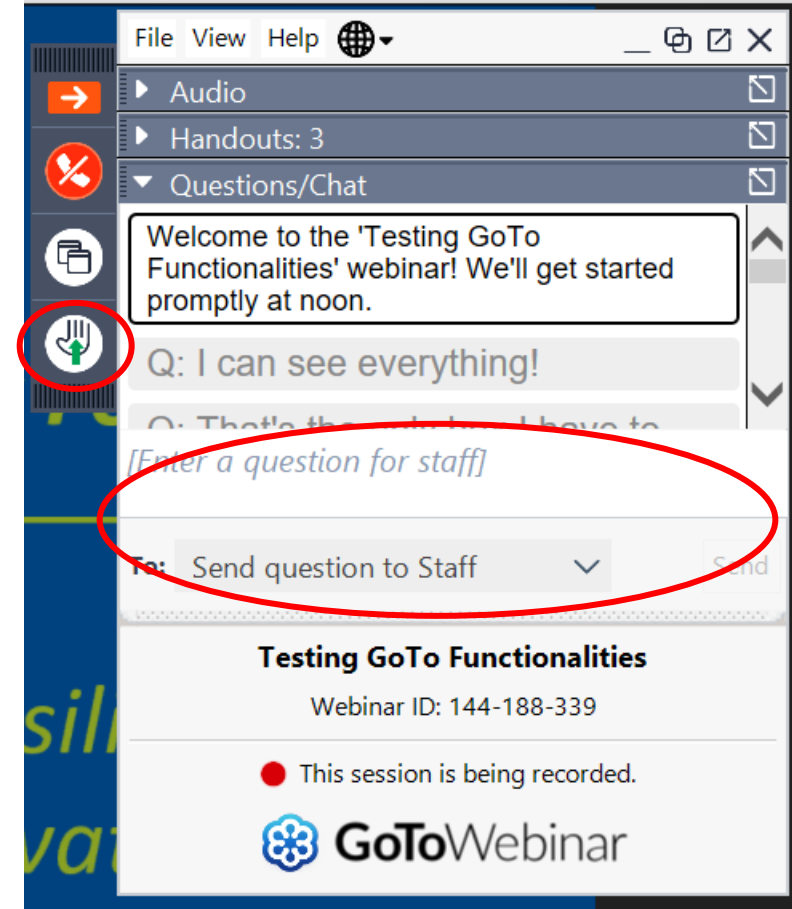


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# WEBINAR INSTRUCTIONS

- To improve sound quality, all participants will be muted for the duration of the webinar. To ask a question:
  1. Enter your query where it says “Enter a question for staff” and click send. Oleksandr will type a response or read your question aloud when we pause for Q&A. OR
  2. Write it down and contact us after the webinar.
- We may ask you to raise your “hand” in the webinar dialogue box to confirm participants can hear us.
- 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 hrs at [NFWF.org/Chesapeake](https://www.nfwf.org/Chesapeake)*



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# CHESAPEAKE BAY STEWARDSHIP FUND (CBSF) OVERVIEW

NFWF's CBSF is a **pooled funding mechanism** drawing resources from federal agencies, private companies, and other foundations that provides:

- **Competitive grants programs** that support on-the-ground efforts to advance the goals and outcomes of the Chesapeake Bay Watershed Agreement, Chesapeake Bay TMDL, and NFWF's Chesapeake Bay Business Plan
- **Direct (e.g., non-competitive) grant support** for critical networking, information-sharing, and convening partners and functions that support CBSF priorities
- **Contracted technical assistance support** for prospective applicants and grantees to help them conceive of and develop competitive proposals and ensure impact and replicability of successful projects

## 2024 SMALL WATERSHED GRANTS (SWG) RFP

**Objective:** Promoting voluntary, community-based efforts to protect and restore the diverse and vital habitats of the Chesapeake Bay and its tributary rivers and streams

- **SWG Implementation Grants (\$150,000-1M)** for projects that result in direct, on-the-ground actions to protect and restore water quality, species, and habitats in the Bay watershed
- **SWG Planning and Technical Assistance Grants (up to \$150,000)** for projects that that enhance capacity to implement future on-the-ground actions through assessment, planning, design, etc.

**Total funding available:** \$20-30M in combined funding available, with major funding provided by EPA's Chesapeake Bay Program Office, including funds via the Bipartisan Infrastructure Legislation

# 2024 SWG RFP FUNDING AND MATCH REQUIREMENTS

|                     | Funding Opportunity          |                              |
|---------------------|------------------------------|------------------------------|
|                     | SWG Implementation           | SWG-PTA                      |
| Project Award Range | \$150,000 – 1,000,000        | Up to \$150,000              |
| Match Requirement   | Encouraged, but not required | Encouraged, but not required |

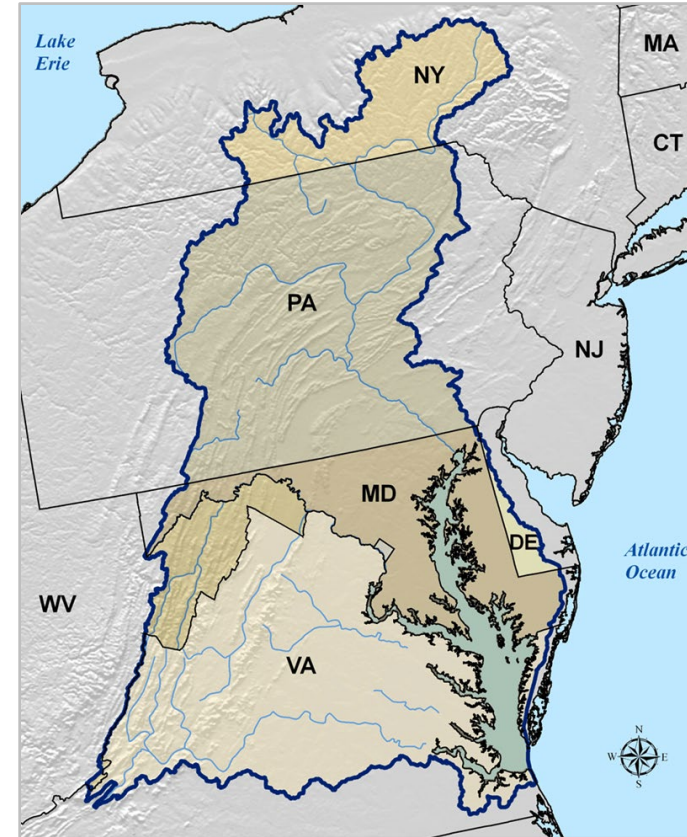


# GEOGRAPHIC FOCUS

All projects must occur wholly **within the Chesapeake Bay watershed**

Several available resources to help applicants target proposed actions to understand and maximize outcomes and benefits for associated **Program Priorities:**

- [NFWF Chesapeake Bay Business Plan mapping portal](#)
- [CBSF Applicant Toolbox](#)





# PROGRAM PRIORITIES – ENHANCING DEI

- Seeking **direct and meaningful engagement** of local communities in the identification, prioritization, selection, and implementation of proposed actions

|  |   |
|--|---|
| Co-creating projects with community members                              | Addressing a <b>specific and localized harm</b> such as pollution, flooding, etc.         |
| Empowering community members with knowledge or decision-making authority | <b>Creating jobs</b> in the target community or performing job training and certification |
| Including specific, <b>active engagement strategies</b>                  | Directly engaging in specific <b>cultural activities</b> with the community               |

# PROGRAM PRIORITIES #1: MANAGING RUNOFF

- **Managing upland agricultural runoff** through farm-scale conservation systems and solutions
- **Managing upland urban runoff** through green stormwater infrastructure (GSI) improvements
- **Accelerating innovation** in watershed management



# PROGRAM PRIORITY #2 – RIPARIAN RESTORATION/ CONSERVATION



Improving both **water quality** and **stream health** through:

- Restoring riparian and freshwater habitats through **forested buffers, livestock exclusion, and stream restoration**
- Conserving high-quality riparian corridors\*

# PROGRAM PRIORITY #3: EASTERN BROOK TROUT HABITAT

## Enhancing and protecting freshwater habitat for Eastern brook trout through:

- Increasing habitat integrity and population viability for Eastern brook trout
- Conserving upland and riparian forests in Eastern brook trout strongholds



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# PROGRAM PRIORITY #4: TIDAL AND ESTUARINE HABITAT

## Enhancing and protecting tidal and estuarine habitat through:



- Restoring and conserving wetland and tidal marsh habitat for American black duck
- Managing shoreline erosion and marsh loss
- Restoring large-scale oyster reefs
- Restoring river herring habitat connectivity

# PROGRAM PRIORITY #5: RESILIENCE

## Enhancing nature-based resilience for human communities through:

- Protecting and enhancing natural and nature-based solutions to improve community resilience
- Includes efforts to protect coastal and inland communities from the impacts of storms, floods, and other natural hazards and enable them to recover more quickly



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## PROGRAM PRIORITY #6: BUILDING CAPACITY

### Building capacity for landscape-scale planning, design, and implementation



- Regional-scale partnership development
- Improving delivery of outreach and technical assistance
- Assessing local watershed and habitat restoration needs and opportunities
- Designing and permitting watershed and habitat improvements
- Leveraging social science to advance behavior change



## SPECIAL OPPORTUNITY: INFRASTRUCTURE

NFWF is encouraging **SWG Implementation** proposals that accelerate one or more of the following selected natural and nature-based watershed and habitat restoration practices:

- **Riparian forest buffers**, including associated livestock exclusion fencing, crossings, and watering systems;
- **Tidal and non-tidal wetlands** creation, rehabilitation, or enhancement;
- **Floodplain restoration** that reconnects incised streams to their floodplains and floodplain wetlands;
- **Shoreline management**; and
- **Urban tree planting** and maintenance of existing and enhancement of existing urban tree canopy



# ELIGIBLE APPLICANTS

| Organization Type                    | Program            |         |
|--------------------------------------|--------------------|---------|
|                                      | SWG Implementation | SWG-PTA |
| 501(C) non-profit organizations      | ✓                  | ✓       |
| Community based organizations        | ✓                  | ✓       |
| Local Governments                    | ✓                  | ✓       |
| Municipal governments                | ✓                  | ✓       |
| Tribal governments and organizations | ✓                  | ✓       |
| K-12 educational institutions        | ✓                  | ✓       |
| U.S. Federal Government agencies     | ✗                  | ✗       |
| State Government Agencies            | ✗                  | ✓       |
| Institutions of higher education     | ✗                  | ✓       |
| Businesses                           | ✗                  | ✗       |
| Unincorporated Individuals           | ✗                  | ✗       |
| International Organizations          | ✗                  | ✗       |

# COST ELIGIBILITY

- ✓ Applicants are encouraged to rent **equipment** where possible and cost-effective or use matching funds to make equipment purchases. If you have questions, contact program staff to discuss options.
- ✗ 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

# EVALUATION CRITERIA



NFWF



Chesapeake Bay Stewardship Fund

| CONSERVATION OUTCOMES   | PARTNERSHIPS AND COMM. ENGAGEMENT   | BUDGET  | TECHNICAL   |
|---|---|---|---|
| <p>Clear and demonstrable increases in the rate and/or scale of implementation<br/><b>(Implementation Grants)</b></p>                       | <p>Collaborative with engagement with impacted communities</p>                              | <p>Quality and level of detail in the budget and budget narrative</p> | <p>Specific goals and objectives</p>                          |
| <p>Delivery of planning and technical assistance that meaningfully advances potential future implementation<br/><b>(SWG-PTA Grants)</b></p> | <p>Engagement of non-traditional partners or communities</p>                                | <p>Cost-effectiveness</p>   | <p>Core competencies of the project team</p>                  |
| <p>Plans and approaches to verify and sustain pollution load reductions</p>   | <p>Adequate description of community characteristics and proposed engagement activities</p> | <p>Reasonability of proposed costs</p>                                | <p>Permitting and environmental compliance considerations</p> |
| <p>Plans and approaches to actively transfer and disseminate project-related information</p>  | <p>Documented support from community partners and/or collaborators</p>                      | <p>Evidence of genuine partnerships in budget</p>                     | <p>Demonstrated ability of lead applicant</p>                 |

# ADDITIONAL CONSIDERATIONS – METRICS



## Appendix C

### Applicable Metrics

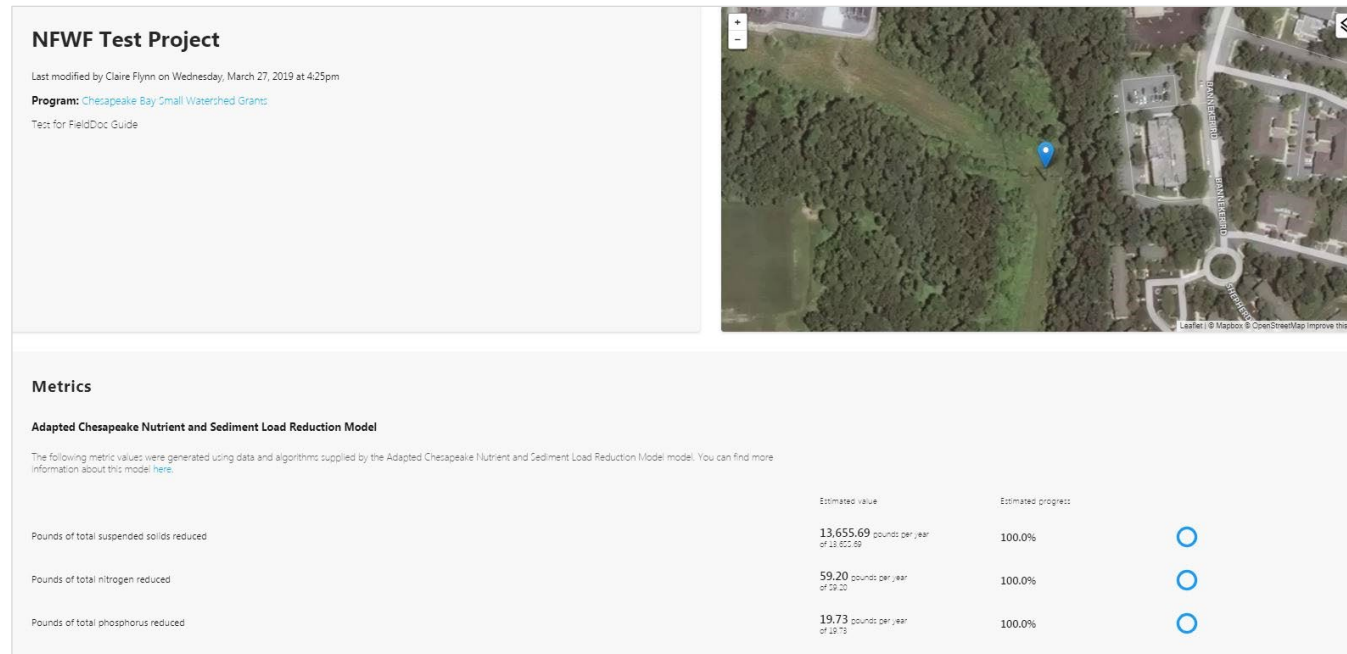
#### Chesapeake Bay Small Watershed Grants Program

| Activity/Outcome                                  | Recommended Metric*  | Metric Description/Instructions   |
|---|--|---|
| Water Quality Improvement (All)                   | CBSF - BMP implementation for nutrient or sediment reduction - Lbs N/P/S avoided (annually)            | Use FieldDoc to develop estimates of the annual nitrogen, phosphorus, and/or sediment load reductions from your proposed project. Enter FieldDoc-generated pollutant load reduction totals in this field then upload your FieldDoc Project Summary in the "Uploads" section.  |
|   | CBSF - BMP implementation for nutrient or sediment reduction - Acres with BMPs                         | Enter the total number of acres under agricultural or non-urban BMPs to reduce nutrient or sediment loading. Do not double-count individual acres which have multiple BMPs. If you're implementing load reduction practices on urban lands, report associated outcomes instead under the "CBSF - BMP implementation for stormwater runoff - Acres with BMPs" metric. Do not include cover crops, conservation tillage, enhanced cropland nutrient management, or managed grazing. |
| Water Quality Improvement (Select all that apply) | CBSF - BMP implementation for nutrient or sediment reduction - Acres with cover crops                  | Enter the number of cropland acres with cover crops practices. Describe the cover crop practices in the NOTES section.  |
|   | CBSF - BMP implementation for nutrient or sediment reduction - Acres with conservation tillage         | Enter the number of cropland acres with conservation tillage practices. Describe conservation tillage practices in the NOTES section.   |
|   | CBSF - BMP implementation for nutrient or sediment reduction - Acres with enhanced nutrient management | Enter the number of cropland acres with enhanced nutrient management practices other than or in addition to conservation tillage or cover crops. Describe the nutrient management practices in the NOTES section.   |
|   | CBSF - BMP implementation for nutrient or sediment reduction - Acres with managed grazing              | Enter the number of acres with managed grazing (i.e., promoting plant growth above and below ground, improving wildlife habitat, and maximizing soil carbon through a variety of grazing approaches). Describe the grazing practices in the NOTES section.  |
|   | CBSF - BMP implementation for stormwater runoff - Acres with BMPs                                      | Enter total drainage area treated by stormwater BMPs. If you wish to also provide the extent of specific BMPs themselves (i.e. square feet of   |

# ADDITIONAL CONSIDERATIONS – FIELDDOC

NFWF has partnered with The Commons to develop the [FieldDoc](#) tool that allows consistent planning, tracking, and reporting of selected water quality improvement activities and associated load reductions

**NFWF is hosting a demonstration webinar for FieldDoc on Thursday, February 16 at 10:00AM EST**



## OTHER CONSIDERATIONS – COSTS AND BUDGETING

- **See NFWF's [Detailed Budget and Narrative Guide](#) for critical budget development guidance and instructions**
- **Equipment:** Applicants are encouraged to rent equipment where possible and cost-effective or use matching funds to make those purchases.
- Grantees may use grant funds for indirect costs:
  1. Consistent with the applicant's federally-approved negotiated indirect cost rate agreement (NICRA); or
  2. If no NICRA, up to a de minimus rate of 10% of proposed costs
- Direct administrative expenses are allowed



## OTHER CONSIDERATIONS – APPLICANT DEMOGRAPHIC 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 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.



# OTHER CONSIDERATIONS – APPLICANT DEMOGRAPHIC FORM

## 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. The 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:



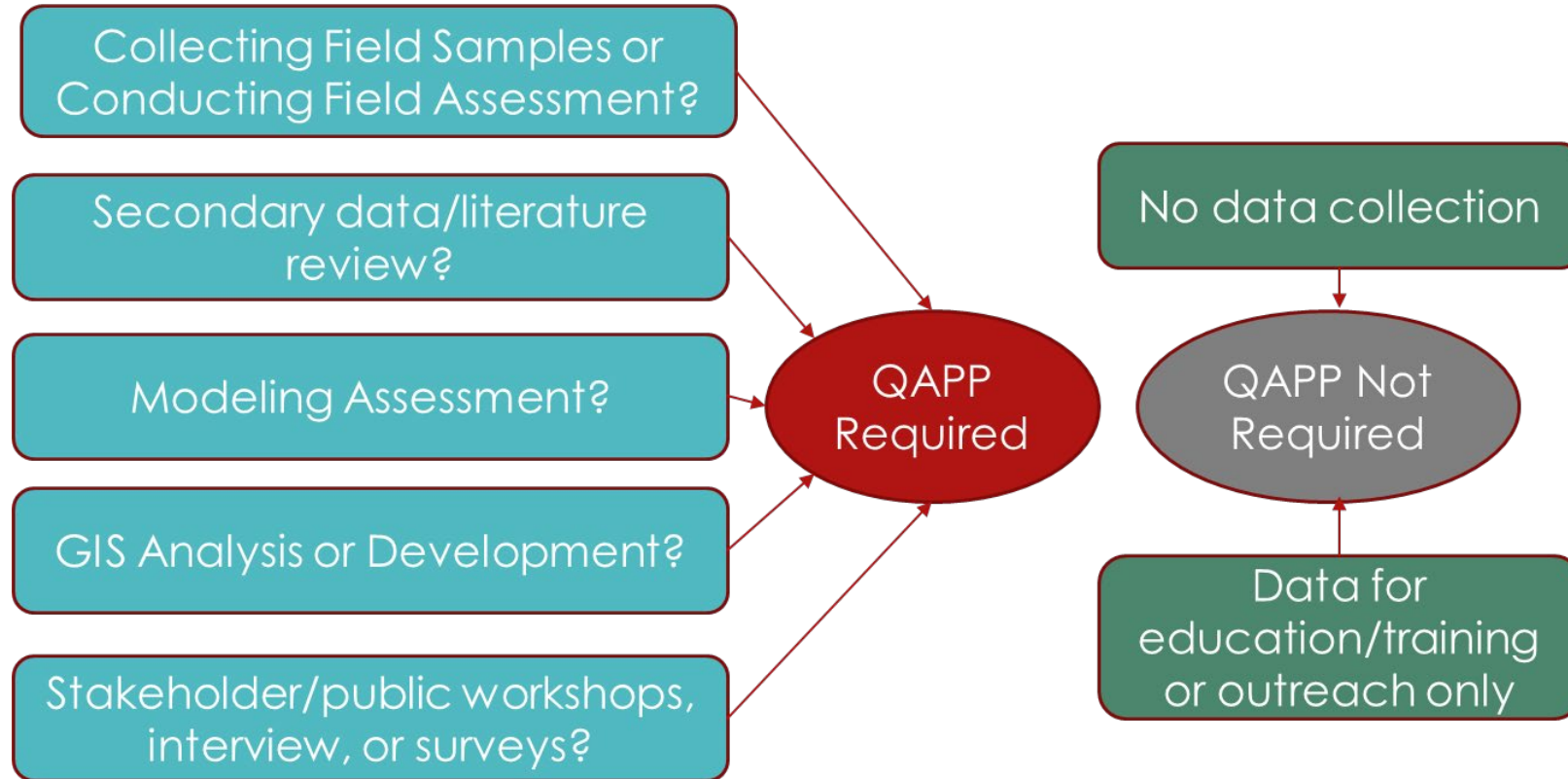
# FULL PROPOSAL NARRATIVE – COMMUNITIES IMPACTED

**Communities Engaged and Impacted:** Describe the community(ies) where the project will take place and any associated target audience(s):

- A. Who will specifically benefit from the project?
- B. How were they or will they be engaged in project development and implementation?
- C. *Using the table below, provide information on key demographic and socioeconomic indicators for the community(ies) and target audience(s). Use your response to questions A or B above to provide any other representative demographic or socioeconomic data or information.*

| Community(ies) and/or Target Audience(s) | Race/Ethnicity (%) | Poverty Rate (%) | Low Income (%) | Annualized Unemployment Rate (%) |
|--|--------------------|------------------|----------------|----------------------------------|
|  |                    |                  |                |                                  |
|  |                    |                  |                |                                  |
|  |                    |                  |                |                                  |
|  |                    |                  |                |                                  |

# ADDITIONAL CONSIDERATIONS – QUALITY ASSURANCE



Note that data collection related to engineered practices may not need a QAPP but may be covered under a Quality Assurance Statement which requires no additional documentation

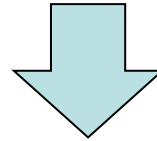
<https://www.nfwf.org/programs/chesapeake-bay-stewardship-fund/tools-current-grantees/quality-assurance>

## ADDITIONAL CONSIDERATIONS – QUALITY ASSURANCE

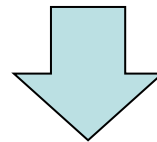
- Applicants **can and should** budget time and resources in their MEB proposal to complete this task.
- Reimbursement for project activities, including non-data collection activities, may be delayed until quality assurance compliance requirements are complete.
- Projects that require a QAPP should budget time and resources to complete the QAPP and have it approved within the *first 3 months of the grant's period of performance*.
  - The timeline for receiving review feedback and comments and subsequent submittal for EPA approval is dependent upon the quality of the draft QAPP submission and may involve several iterations.

## ADDITIONAL CONSIDERATIONS – QUALITY ASSURANCE

**Prepare a draft QAPP:** Your document will be reviewed by the external QAPP consultants at Stantec. Comments are dependent upon the quality of the QAPP submission and may involve several iterations prior to submission to EPA. Each resubmission of the draft QAPP to Stantec will initiate a 30-day review and comment period.



**QAPP is technically approved and submitted to the EPA by NFWF:** EPA will have a chance to review and comment on the draft QAPP prior to providing their signature. It is our goal that QAPPs submitted to EPA receive no additional feedback and are technically sound enough to be signed by them.



**QAPP Review and Approvals:** NFWF will advise grantees concerning the status of the QAPP review (e.g. approved, requested revisions, etc.) and circulate the final, signed version. The QAPP tag restricting payment on data collection activities is removed.

## ADDITIONAL CONSIDERATIONS

- All applicants with active grants from NFWF **must be in good standing** in terms of reporting requirements, expenditure of funds, and quality assurance (if required).
- Applicants must demonstrate awareness and the status of all permits required to comply with federal, state or local requirements.
- When procuring goods and services, NFWF recipients must follow documented procurement procedures which reflect applicable laws and regulations.



# CRITICAL RESOURCES FOR DEVELOPING YOUR APPLICATION



## DETAILED BUDGET AND NARRATIVE GUIDE

This **DETAILED BUDGET AND NARRATIVE GUIDE** contains three sections, please refer to the applicable sections. Budgets not completed according to these instructions may create significant delays in evaluation, approval and/or contracting.

- SECTION I. GENERAL GUIDELINES – Pg. 1
- SECTION II. BUDGET INPUT FUNCTIONALITY – Pg. 1
- SECTION III. BUDGETING AND NARRATIVE BEST PRACTICES – Pg. 4

I. **A complete detailed budget must be submitted with NFWF Full Proposals.** In order to complete a budget for your proposal, applicants must expand the appropriate categories and provide the information requested.

- *If you do not anticipate an expense for a 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 funds should not be included in the proposal budget*

II. **In addition to the financial aspects of the budget, applicants must include category or full budget level narratives for each line item category.**

Below is a snapshot of a **COLLAPSED** blank NFWF summary budget as seen in the Grants Management System. **These categories will need to be expanded in order to add line item detail for each cost category. It can be helpful to expand only one budget category at a time.**



## Chesapeake Bay Small Watershed Grants - Implementation 2023 Full Proposal Tip Sheet

### STARTING AN APPLICATION

When you are ready to begin the application process, go to [easygrants.nfwf.org](https://easygrants.nfwf.org).

- New users to the system will be prompted to register before starting their application.
- Existing users should log in using their e-mail address and password. If you have forgotten your password, please click the "Forgot your password?" link on the Easygrants login page and a reset link will be sent to you. The link expires within 24 hours of being sent.
- Once you are logged in, click the **Apply for Funding** button, and select **Chesapeake Bay Small Watershed Grants - Implementation 2023** from the list of "Available Funding Opportunities".
- Complete the Eligibility Quiz and Save and Submit your response.
- If you pass the Eligibility Quiz, Easygrants will return you to your personal Easygrants Home Page. From there, click on the Full-Proposal for the **Chesapeake Bay Small Watershed Grants - Implementation 2023**. Now you are ready to get started! If you do not pass the Eligibility Quiz, please contact the NFWF Program Contact identified in the RFP.

\* \* \* \* \*

The instructions below follow sequentially through each section and field in Easygrants required for this program. You may, however, complete these sections and fields in any order. **You are encouraged to use the Help feature in Easygrants for additional guidance and examples.** Additional resources for applicants, including the Indirect Cost Policy, can be accessed on the NFWF website by clicking [here](#). Use the Quick Launch box on the left hand side of the screen to locate your desired information.

### Take Note!

- **Pop-ups:** Easygrants uses pop-up windows to display some files. Please make sure your web browser allows for pop-ups. The internet browser pop-up blocker must be disabled prior to beginning the application process. You can also try holding the Shift or Control (CTRL) key when clicking the link.
- **Cookies:** Easygrants uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies.
- **PDF:** Easygrants uses PDFs extensively. Make sure you are able to use Adobe Reader.
- **SAVING AND SUBMITTING:** Once an application has been initiated, it may be saved and then modified and submitted at a later time, up to the application deadline of **April 20th, 2023, 11:59 PM Eastern Standard Time**. Please note DO NOT hit the "Submit" button until you are actually ready to submit. Once you hit submit the application is formally submitted and you may no longer make changes.

# REQUIRED FINANCIAL DOCUMENTS AND FISCAL COMPLIANCE

| Upload                                   | Required | Notes  |
|--|----------|--|
| Stream Narrative Supplement              | Optional | Template provided in Easygrants online application "Uploads" section. If your project includes stream restoration this narrative supplement is required.   |
| FieldDoc Project Summary                 | Yes      | Instructions PDF provided in Easygrants online application "Uploads" section.  |
| Project Maps                             | Optional | In addition to the Mapping Tool, please submit maps and/or diagrams of on-site work proposed, if applicable. Strongly recommended for restoration or green infrastructure projects.  |
| Letters of Support                       | Yes      | Recommended from significant partners, especially those providing matching contributions. <b>Letters of support should not be mailed directly to NFWF.</b> Scan all letters of support into one single file and upload the file in the "Uploads" section of your online application.                       |
| Other documents                          | Optional | Ten (10) page limit.   |
| Statement of Litigation                  | Yes      | Template provided in Easygrants online application "Uploads" section. Federal, state, and local government applicants are not required to complete this section.   |
| Board of Trustees or Directors           | Yes      | Provide a list of members. If your organization is not a nonprofit and does not have a Board, upload a document stating that none exists.  |
| GAAP Audited Financial Statements*       | Yes      | Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission.  |
| IRS Form 990*                            | Yes      | Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission.  |
| Single Audit*                            | Yes      | Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission.  |
| Applicant Controls Questionnaire         | Yes      | Please refer to the <a href="#">Required Financial Documents and FAQs</a> webpage for details on all financial information required for submission.  |
| Conceptual or Engineered Plans           | Optional | Conceptual or engineering designs of green infrastructure, restoration, best management practices, and other technology or techniques that will be employed during the course of the project, if applicable.   |
| Photos                                   | Optional | Please compress photos to minimize file size.  |
| Applicant Demographic Information Form** | Yes      | Template provided in Easygrants online application "Uploads" section. While this upload is required, you can opt out of providing the information within the form. If your organization has provided NFWF with this information in the last 12 months, please indicate that in the opt out drop down menu. |

The following table breaks out the required documents by type of entity:

| Organization Type                    | Required Financial Documentation                            |             |                                |   |                           |            |  |                           |
|--------------------------------------|---|-------------|--------------------------------|---|---------------------------|------------|--|---------------------------|
|                                      | <sup>1</sup> IRS Form 990 or Electronic Notice (e-Postcard) | EIN or FEIN | Unique Entity Identifier (UEI) | <sup>2</sup> Applicant Controls Questionnaire | <sup>3</sup> Single Audit | GAAP Audit | <sup>4</sup> Balance Sheet AND <sup>5</sup> Income Statement | <sup>6</sup> NICRA or CAP |
| Nonprofit Organizations              | Yes   | Yes         | Yes                            | Yes   |                           |            | Only if there is no  | Yes, if                   |
| U.S. Federal Governments             | No  | Yes         | Yes                            | No  |                           |            |  |                           |
| State, Local & Municipal Governments | No  | Yes         | Yes                            | Yes   |                           |            |  |                           |

**APPLICANT CONTROLS AND CAPABILITIES QUESTIONNAIRE**

**INSTRUCTIONS:** The Applicant Controls Questionnaire (Questionnaire) is required with the submission of a NFWF Full proposal. An authorized representative with adequate knowledge of your organization's capability, competence, resources, policies, and procedures should complete and sign the Questionnaire and submit it along with your organization's most recent Single Audit Report (if applicable). Please do not include copies of policies and procedures unless requested.

NFWF utilizes this Questionnaire to perform a risk assessment and determine an organization's eligibility and capacity to manage a NFWF award. Negative responses do not mean an organization is not eligible for an award. Depending on the type of award and the responses herein, NFWF may require additional documentation and/or reporting requirements to raise an organization's capacity and mitigate any potential compliance, audit, financial, or programmatic risks.

**ORGANIZATION LEGAL NAME:** \_\_\_\_\_

**ORGANIZATION EIN:** \_\_\_\_\_

**Audits and U.S. Federal Funding Experience:** The following information provides insight into your organization's experience and performance in administering past awards.

- Does your organization have a current Single Audit report (within the last two years) on file with the Federal Audit Clearinghouse?
  - Yes
  - No
- If you responded "Yes" above, does your organization's most recent Single Audit report include any audit findings, material weaknesses, and/or significant deficiencies? If yes, please describe whether your organization has implemented the recommended corrective actions to address the findings. If you responded "No" above, select "N/A".
  - Yes
  - No
  - N/A

Enter response here.
- Has your organization been suspended or debarred from any government contracting process? If yes, please explain if the suspension and debarment are still in effect.
  - Yes
  - No

Enter response here.

Applicant Controls Questionnaire  
May 2023



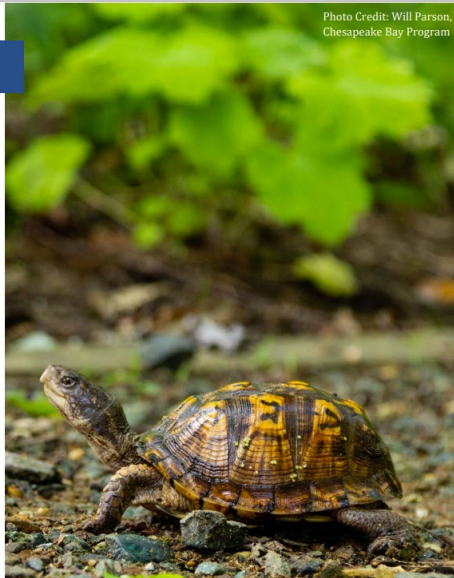
CHESAPEAKE BAY STEWARDSHIP FUND  
2023 SMALL WATERSHED / CHESAPEAKE WILD  
GRANTS METRICS GUIDANCE

Photo Credit: Will Parson,  
Chesapeake Bay Program

Photo Credit: Will Parson,  
Chesapeake Bay Program

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  - Water Quality Improvement
  - Stream and Riparian Restoration & Conservation
  - Aquatic Habitat Connectivity and Restoration
  - Terrestrial Habitat Connectivity, Conservation & Restoration
  - Tidal & Estuarine Habitat Connectivity, Conservation & Restoration
  - Public Access Improvement
  - Capacity, Outreach, Incentives
- Metrics Resources**
  - FieldDoc



# ADDITIONAL RESOURCES

## CBSF QUICK REFERENCE PROJECT GUIDE

### BACKGROUND

This guide is intended to provide prospective Chesapeake Bay Stewardship Fund applicants with assistance in selecting the most appropriate grant program to apply for based on primary proposed activities.

While NFWF does not require consultation prior to application, we strongly encourage interested applicants to contact NFWF staff or its contracted field liaisons to discuss their proposed project, gather constructive feedback in developing a competitive proposal, and to obtain guidance on the most appropriate program and funding opportunity for project consideration. Interested applicants may schedule virtual project consultations with NFWF staff [here](#).

### SELECTING THE RIGHT PROGRAM

| Project Type   | Program  |                                |
|--|--|--------------------------------|
| <b>Watershed Restoration and water quality improvement projects with a primary goal...</b> | ...to reduce nutrient and sediment pollution to the Chesapeake Bay or other pollutants of concern affecting local human communities  | Small Watershed Grants Program |
|  | ... of improving habitat or addressing threats for imperiled species   | Chesapeake WILD Grants Program |
| <b>Improving Habitat connectivity, conservation, and restoration for the benefit of...</b> | ... species identified in the 2014 Chesapeake Bay Watershed Agreement and NFWF's Chesapeake Bay Business Plan (e.g., Eastern brook trout, American black duck, eastern oyster, or anadromous fish species) | Small Watershed Grants Program |
|  | ... other imperiled species  | Chesapeake WILD Grants Program |



**TOOLBOX**  
for preparing proposals to the  
**CHESAPEAKE SMALL WATERSHED  
OR  
CHESAPEAKE WATERSHED INVESTMENTS FOR  
LANDSCAPE DEFENSE (WILD)  
GRANTS**

Updated February 2023

Cover Photo: Will Parson/  
Chesapeake Bay Program





## PROGRAM TIMELINE

|                            |   |
|----------------------------|---|
| <b>RFP Released:</b>       | <b>Tuesday, January 23<sup>rd</sup></b>   |
| <b>Applicant Webinar:</b>  | <b>Tuesday, February 13<sup>th</sup></b>  |
| <b>FieldDoc Webinar:</b>   | <b>Thursday, February 15<sup>th</sup></b> |
| <b>Proposals Due:</b>      | <b>Wednesday, April 3<sup>rd</sup></b>    |
| <b>Proposal Review:</b>    | <b>April – May</b>                        |
| <b>Board Approval:</b>     | <b>August</b>                             |
| <b>Award Notification:</b> | <b>August</b>                             |
| <b>Award Announcement:</b> | <b>September (estimated)</b>              |



NFWF

# QUESTIONS?

## NFWF Staff Contacts:



**Jake Reilly**, Program Director  
[jake.reilly@nfwf.org](mailto:jake.reilly@nfwf.org)  
(202) 595-2610



**Oleksandr Faryga**, Program Manager  
[oleksandr.faryga@nfwf.org](mailto:oleksandr.faryga@nfwf.org)  
(202) 888-1656

| Liaison Contact                      | Email  | Phone          | Sector Expertise  |
|--------------------------------------|--|----------------|---|
| <a href="#">Kristen Saacke Blunk</a> | <a href="mailto:kristen@headwaters-llc.org">kristen@headwaters-llc.org</a> | (814) 360-9766 | <ul style="list-style-type: none"><li>All Sectors</li></ul>   |
| <a href="#">Sarah Clark</a>          | <a href="mailto:sarah@icl.org">sarah@icl.org</a>                           | (240) 472-1772 | <ul style="list-style-type: none"><li>Partnerships and Collaborative Leadership</li></ul>             |
| <a href="#">Kristen Hughes Evans</a> | <a href="mailto:kristen@susches.org">kristen@susches.org</a>               | (804) 554-3403 | <ul style="list-style-type: none"><li>Agricultural Conservation</li></ul>                             |
| <a href="#">Liz Feinberg</a>         | <a href="mailto:liz.feinberg63@gmail.com">liz.feinberg63@gmail.com</a>     | (610) 212-2345 | <ul style="list-style-type: none"><li>All Sectors</li></ul>   |
| <a href="#">David Hirschman</a>      | <a href="mailto:dave@hirschmanwater.com">dave@hirschmanwater.com</a>       | (434) 409-0993 | <ul style="list-style-type: none"><li>Stormwater/Urban Sector</li></ul>                               |
| <a href="#">Katie Ombalski</a>       | <a href="mailto:katie@woodswaters.com">katie@woodswaters.com</a>           | (814) 574-7281 | <ul style="list-style-type: none"><li>Agricultural Conservation</li><li>Habitat Restoration</li></ul> |

# AGENDA

- **Welcome/Webinar Instructions**
- **2024 Small Watershed Grants Overview**
  - Available Programs and Funding
  - Geographic Focus
  - Program Priorities
  - Eligible Applicants and Activities
  - Evaluation Criteria
  - Important Additional Considerations
  - Critical Resources for Developing a NFWF Application
- **Submitting a Proposal in Easygrants**



**Jake Reilly**  
Program Director



**Oleksandr Faryga**  
Program Manager



**Rose Keyathe**  
Program Coordinator



# Step One: Create an Account



Enter your login ID and password and click **Log In** below. If you have forgotten your password, click **Forgot your password?** below.  
If you are a first time visitor to this system, click **Register here** below.

[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](#)

For Technical assistance, please contact us via [e-mail](#) or phone 202-595-2497.

[Download Adobe Reader](#)

Powered by [Easygrants™ v9.5.0](#)

# HOW TO SUBMIT A PROPOSAL

- Please add a phone number!
- Once you have created your Easygrants log-in and or you log-in as an existing user, please visit review your contact details and make sure that you provide a phone number.

The screenshot shows the NFWF user interface. At the top, the NFWF logo is on the left, and navigation buttons for 'My Tasks', 'My Grants', 'Profile', and 'Apply For Funding' are on the right. The 'Profile' button is circled in red. Below the navigation bar, there are buttons for 'Home', 'Change Password', 'FAQ', and 'Log Out'. To the right of these buttons, there are links: 'View My Contact Details', 'Manage My Communication and Interests', and 'Manage My Demographics'. A red arrow points from the text 'Click here' to the 'View My Contact Details' link. Below this, a large red arrow points downwards, with the text 'Scroll down' next to it. At the bottom of the screenshot, a 'Phone' field is visible with an 'Add' button circled in red.

# SUBMITTING A PROPOSAL IN EASYGRANTS

1. Log in with existing email and password
  - Register now if you do not have one – this will allow for time to familiarize yourself with the system
  - If you have trouble logging in, use the help feature
2. Turn off your pop-up blockers
3. Download and use the tip sheet available on the program webpage
4. You can work on the narrative offline – download the template and upload when you're finished
5. Please be as specific as possible with mapping AND providing location information on your project
6. Click save frequently
7. Input budget line-item narratives!
8. Make sure all your check marks are green; do not click SUBMIT until you are completely finished

# BUDGET TIPS

- **Concise Budget Narrative must be included for *every* line item**
- Budget should only include the grant amount requested from NFWF
- Must comply with [OMB's Uniform Guidance](#)
- Itemize all costs in appropriate budget categories
- Avoid lumping costs i.e., All Materials and Supplies: \$10,000
- Total Amount Requested in Project Information section must equal the Budget Grand Total in Budget section

# BUDGET TIPS

| 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 |

- For each Subaward or Contract, briefly describe the associated activities, scope of work or services to be provided and how the costs were estimated
- If you have not identified the specific contractor or subrecipient who will be conducting the required work, put “TBD” in the Contractor/Subrecipient line

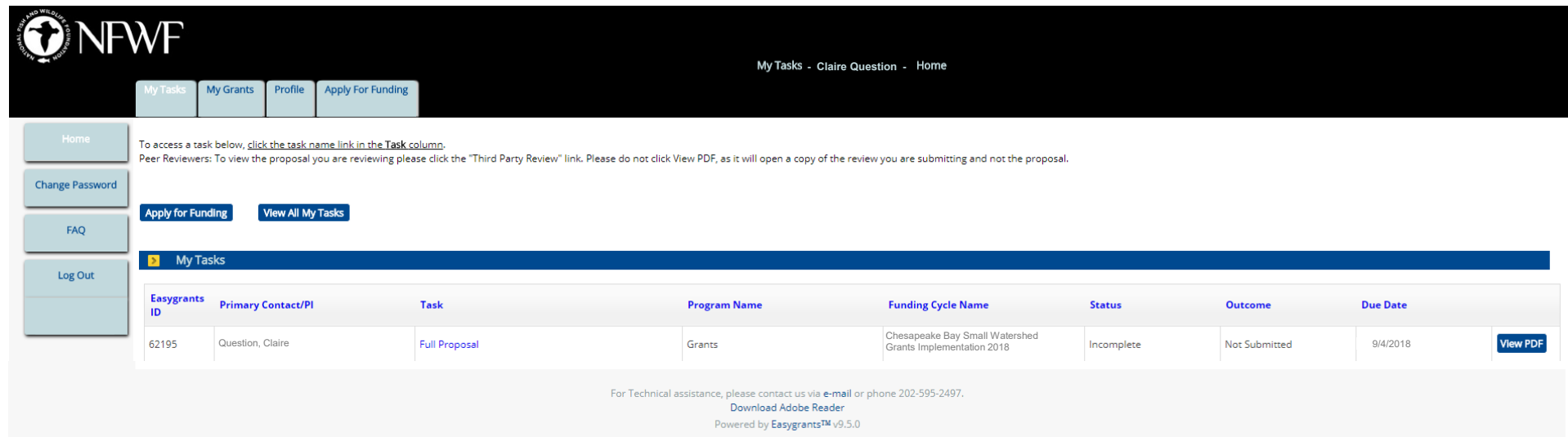



# FINANCIAL DOCUMENTS

- All financial documentation must:
  - Represent the same fiscal year period
  - Be the most recent financial information available
  - Be less than two years old

Further details on document requirements and for FAQs visit our website: <https://www.nfwf.org/apply-grant/application-information>

# Let's try it...



 My Tasks - Claire Question - Home

My Tasks My Grants Profile Apply For Funding

Home  
Change Password  
FAQ  
Log Out

To access a task below, [click the task name link in the Task column.](#)  
Peer Reviewers: To view the proposal you are reviewing please click the "Third Party Review" link. Please do not click View PDF, as it will open a copy of the review you are submitting and not the proposal.

[Apply for Funding](#) [View All My Tasks](#)

### My Tasks

| Easygrants ID | Primary Contact/PI | Task                          | Program Name | Funding Cycle Name  | Status     | Outcome       | Due Date |                          |
|---------------|--------------------|-------------------------------|--------------|---|------------|---------------|----------|--------------------------|
| 62195         | Question, Claire   | <a href="#">Full Proposal</a> | Grants       | Chesapeake Bay Small Watershed Grants Implementation 2018 | Incomplete | Not Submitted | 9/4/2018 | <a href="#">View PDF</a> |

For Technical assistance, please contact us via [e-mail](#) or phone 202-595-2497.  
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