



## 2024 Bay and Watershed Restoration Fund Grant Application Package

*Instructions:* Use this document to describe your project by answering each question in the boxes provided (box sizes can be expanded as necessary). Once completed, Save the document as a file with the applicant's name in the filename (e.g. BWRF application Smith.doc) and then upload the document through [RIDEM's BWRF Online Submission Portal](#).

### 1. Purpose and Description of the Existing Need/Problem:

- a.) Provide a brief, clear statement of the project purpose. Include overall project goal, and any objectives. Note which BWRF Grant Category the project fits under and explain why.
- b.) Describe the existing problem (water quality, habitat, and/or flooding), including *as applicable*:
  - Types of nonpoint pollution sources and water quality impairments or threats addressed by the project, including the primary and secondary pollutant(s).
  - The existing degradation to aquatic habitat (i.e. presence of invasive aquatic species)
  - How long has the problem been in existence, or when was the problem first noticed.
  - Describe the technical basis for the project and prior planning that has taken place. If applicable, provide the name of the TMDL, lake management plan, or watershed restoration plan that provided basis for proposed project.

**2. Project Approach:**

Provide a concise overview of the project, and how using this approach will meet objectives. Explain how the applicant has the access/permission to complete the project. For pollution abatement projects, describe the BMP selected and explain its effectiveness in abating pollution in the targeted waterbody. If applicable, describe the stormwater management program enhancement and how it will reduce impacts of stormwater.

**3. Project Tasks:**

Describe each task in detail in the box provided, including executing a grant agreement with RIDEM, applying for any necessary permits, procurement of services, and development of final report for RIDEM. Identify who is responsible for completing each task, and explain each output associated with a task, e.g., engineering plans, completed construction, final written report etc., describing the deliverable(s). Task schedules and costs shall be provided in Table A below.

**4. Management and Coordination:**

Identify who will manage the project (including how contracting and subcontracting will be done). Describe past project management experience. Document all members of the project team and include their titles and role, being clear who is responsible for each major task. Explain how will issues that may arise during implementation be addressed.

**5. Project Partners**

Describe if and how other agencies and/or organizations will participate in or support the project. For each partner, clearly describe their role. If applicable, upload letters of support through the “supplemental documents” file upload and state the filename of the document(s) here.

**6. Organizational Capacity & Experience**

Characterize current organizational capacity. Identify the authorized agent(s) responsible and what organizational procedures are utilized to: review and execution of any grant agreement contracts; complete procurement requirements such as competitive bidding; complete and submit progress reports or final written reports; record financial transactions; and/or document match. Describe your entity's experience with working on projects with similar type and scale.

**7. Project Monitoring, Maintenance, and/or Progress Measurement:**

After the project has been completed, describe what inspection, monitoring and/or maintenance will be required, and who will complete these activities. How will improvements be measured, such as nutrient load reductions, reductions in bacteria or other pollutants, or the results of physical restoration, e.g., acres of lakes or wetland restored, linear feet of riparian buffers installed, miles of beaches opened, etc. For construction projects, identify who will verify that the project was constructed as designed, and who will take responsibility to complete any long-term maintenance. For aquatic invasive species management or other habitat restoration projects, identify and describe the follow-up monitoring activities that will be completed to assess the success of the project, and any adaptive management activities anticipated to maintain progress toward goals and objectives.

**8. Outreach/Public Participation:**

If applicable, describe how the project results will be shared via public outreach and/or if any public participation is anticipated. If public participation and/or outreach is anticipated, define the target communities. Include meaningful engagement strategies that may be utilized to connect with, involve and/or recruit diverse populations. Where barriers to public participation in your project exist, describe how more equitable opportunities for public participation could be provided.

**9. Description of Supporting Documents (optional)**

If you are uploading supporting documents (such as data, letters of support, etc.) in the BWRF Grant Submission Portal, please provide a brief description of them:

## BUDGET DETAIL

**What is your source of match?**

Applicant's Funds

Third Party Funds

In-Kind Services

**Table A: Project Tasks<sup>1</sup>, Schedule, and Estimated Costs**

Task #	Task Description	Schedule <sup>2</sup>	Requested Amount	Match Amount
Totals				

1. Tasks must include progress and final reports.

2. Please express as the month number in which the task is expected to be completed from start of project (i.e., Month 2)

**Table B: Project Costs by Budget Category**

Budget Category						Requested Grant Amount	Match Amount	Total Cost of Category
<b>1. Salary and Fringe<sup>1</sup></b>								
Name	Title	Salary	Percent Time Charged to Project	Fringe (as percent of salary)	Total Salary Cost			
<b>2. Indirect Costs<sup>2</sup></b>								
<b>3. Supplies<sup>3</sup></b>								
<b>4. Equipment<sup>4</sup></b>								
<b>5. Travel and Training<sup>5</sup></b>								
<b>6. Contractual<sup>6</sup></b>								
<b>7. Construction<sup>7</sup></b>								
<b>8. Other<sup>8</sup></b>								
<b>Totals</b>								
To request reduced match, enter the reduced match in the match column in this row (no less than 25% of total projects costs required).								

**Table B notes:**

1. Include salaries and fringe benefits paid for work performed on the project. "Salary" should include the rate per hour by position. "Fringe benefits" are employment benefits given in addition to wages or salary, such as health, retirement, etc. Grant funds are typically not used to pay municipal employee's salaries; these expenses should be used as match.
2. Indirect costs can only be charged by those entities that have negotiated an indirect rate with the State of RI in advance.
3. Supplies include expendable items, such as office, field and lab supplies, film, postage, books or equipment etc. costing less than \$5,000.
4. Equipment includes any items of equipment costing more than \$5,000. Equipment under \$5,000 should be captured under the supplies row.
5. Travel and Training includes transportation costs incurred during work, such as tolls, costs of using vehicle (vehicle costs = number of miles x mileage rate).
6. Includes procured services not provided by grantee, such as consultants, engineering, and design services, etc. Projects must identify tasks and outputs for each contractor. If contractual work has not yet been bid, provide estimated costs.
7. Construction costs include costs associated with construction of BMPs, including permit fees.
8. Other costs includes costs not described by previous categories.

## APPLICANT CERTIFICATION AND SIGNATURE

By submitting this application, I acknowledge that I am authorized to submit this request on behalf of the organization and that, to the best of my knowledge, the materials submitted under this application, including the project narrative and budget, are complete and accurate.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_