

## Project Narrative Guidance



Please provide your full project narrative using the following outline. Responses should be concise and directly align with the outline prompts. Attachments such as images, drawings, letters, excel spreadsheets, etc. can be included for clarity.

- **Project Purpose:** Provide a concise, clear statement of project purpose. Describe the project in relation to known or anticipated climate change impacts that will be addressed including but not limited to sea level rise or changes in rainfall patterns. Describe the project location and site characteristics (type of habitat, public ownership, public access) as well as any evidence of existing habitat degradation or threat that exists including its association with climate change as applicable. Include information on the existing site-specific climate change problem or threats being addressed and characterize the current severity of risk to infrastructure on the public lands of the project from flooding and/or storm surge. As applicable, describe any existing or threatened loss of public access to the public lands of the project.
- **Project Approach:** Provide a concise overview of the project approach and explain how it will meet project purpose. Describe the project's impact on enhancing coastal or riverine habitats and how the project will address climate change impacts. Describe the technical basis for the project approach, including data and projections that will be considered (SLR projections, design storms to be utilized, etc.), and how success will be assessed or measured. Describe the anticipated duration of the proposed project. Describe the current project status, including any prior planning, design, and/or permitting work related to the project.

Describe the consistency of your project with relevant planning documents. These may include one more of the following:

1. Resilient Rhody
2. Rhode Island Coastal Wetland Restoration Strategy;
3. Rhode Island Coastal and Estuarine Habitat Strategy (CRMC)
4. Narragansett Bay Estuary Program - Comprehensive Conservation and Management Plan;
5. Regional or DEM Fisheries Management Plan(s);
6. DEM Nonpoint Source Pollution Management Plan;
7. DEM Watershed- Based Plans (Nonpoint Source Pollution, TMDLs)
8. CRMC Special Area Management Plans;
9. Local Hazard Mitigation Plan
10. Municipal Resilience Plans
11. Watershed Flood Studies/Plans
12. Municipal Comprehensive Plans
13. Any other watershed or habitat restoration plans.

## Climate Data & Hazard Mapping Resources:

STORMTOOLS: <https://stormtools-mainpage-crc-uri.hub.arcgis.com/>

FLOODPLAIN MAPPING: <https://riema.ri.gov/planning-mitigation/floodplain-management/mapping>

- **Project Tasks:** Describe the major project tasks that will be undertaken in the project such as procurement of services, design/engineering, permitting, preparation of access agreements, construction or implementation, community engagement, monitoring and report writing. Identify deliverables for each task. Identify who is responsible for each task. Provide a proposed timeline and milestones for the project.
- **Public Benefits:** Describe the project's beneficial impact by addressing the following as applicable:
  - How the project would: 1) create or replace habitat losses that benefit fish and wildlife, (2) improves fish and wildlife habitat; or (3) improve fish and wildlife habitat for rare or endangered species,
  - How the project would improve water quality and enhance any beneficial uses of waters being improved;
  - Any enhancement, restoration, or creation of new public access;
  - Utilization of nature-based solutions;
  - Any other public benefits including enhanced quality of life (i.e., Public recreational, educational, etc.)
- **Environmental Justice:** Identify whether the project is located in a designated environmental justice area and/or disadvantaged community?

Yes/No

As applicable, add description of benefits to EJ communities outside of project location.

Resources available to determine designated environmental justice or disadvantaged communities in RI include:

- a. **DEM EJ Map:** <https://dem.ri.gov/environmental-protection-bureau/initiatives/environmental-justice>
- b. **RIIB Disadvantaged Communities Designations:** Intended Use Plan Page 14-16 : [https://dem.ri.gov/sites/g/files/xkgbur861/files/2022-11/srf-clean-water-intended-use-plan-23\\_0.pdf](https://dem.ri.gov/sites/g/files/xkgbur861/files/2022-11/srf-clean-water-intended-use-plan-23_0.pdf)
- c. **EPA EJ Screening Tool** <https://www.epa.gov/ejscreen>
- d. **CEJST:** <https://screeningtool.geoplatform.gov/en/#3/33.47/-27.5>

- **Project Management and Team:** Identify who will manage the project, the roles of partners and the approach to coordination and collaboration. (form a project team, meet regularly, etc.). Describe the organization's prior experience managing projects of similar scope and complexity. Characterize the organization's capacity with respect to fiscal administration.
- **Location Map:** Include a map that identifies the project location. This may be included in the narrative document or added as a separate file attachment with the application package submittal.

### Budget Form Guidance

- **Personnel Costs:** Includes salaries and fringe benefits paid directly by the grantee for project work. "Salary" should be reflected as a per hour rate. Fringe benefits should be reflected as a percentage of salary.
- **Indirect costs:** May only be charged by those entities that have an approved negotiated rate with the State if RI.
- **Supplies:** Include various goods and materials to be purchased directly by the grantee that are necessary to complete the project, cost less than \$5,000 for any individual item and not included elsewhere in the budget as contractual or construction category.
- **Equipment:** Includes durable items purchased directly by the grantee to carry out the project, excluding construction materials, that individually cost \$5,000 or more.
- **Travel:** Includes travel costs directly associated with the project. Vehicle costs = miles x mileage rate).
- **Contractual:** Includes services not provided directly by the grantee including consultants, engineering and design services, etc. Applicant should provide estimated costs.
- **Construction:** Includes costs associated with contracted services for installation and construction of a project. This category includes any materials procured and provided by construction contractors. May also include permit fees. Applicant should provide estimated costs.
- **Other** – Use this category for any costs not described in the categories listed above.