Florida SEP Project Grants Guidance and Requirements

**Revision Date – 1-31-2019**

# Grant Readiness – which projects get started

In order to align with the project sequencing represented in the SEP, the groups of potential grants to be prepared will be based on project milestone start years estimated in the SEP.

Pending Board approval, the proposed group of candidate project milestones will serve as the upper limit of grant volume in year 1. The project milestones (including estimated costs and timing) in the initial group of potential grant applications are based on the final SEP. The total cost of grants being submitted to RESTORE Council must be less than or equal the total amount of money in the Trust Fund for Florida’s Pot 3 portion. Project milestones (portions of projects that result in complete deliverables that advance a project toward implementation) cannot be divided among multiple grants to spread cost over several years. For example, if Final Design and Permitting is estimated to take 3 years based on the sequencing in the SEP, this requires a single grant application.

Once Board approval of the initial candidate grants is obtained, Subrecipients can decide which project milestones they are ready to proceed with for application preparation, and start preparing subaward applications to the Gulf Consortium. Project milestones have been classified/aggregated into fewer, uniform categories, and each milestone is assigned a single start year.

RESTORE Council has recommended that the Gulf Consortium be prepared to bundle/combine grant applications from subrecipients into programmatic grants with similar objectives and metrics for delivery to RESTORE Council. This will reduce administrative burden on RESTORE Council with the expected outcome of faster response to grant applications.

Gulf Consortium management have developed an interactive project data website in order for all interested personnel to see the expected timing and costs of project implementation. The goal is for this to also be used to track grant preparation and project status.

 <http://datavisual.balmoralgroup.us/GulfConsortiumProjects>

This interface is presently being used to categorize projects based on milestone types and expected start year (using data from the SEP) to evaluate funding availability and bundling opportunities.

The list of potential grant applications for implementation milestones was developed by including all project milestones expected to start in either 2019 or 2020, according to the SEP. This list reflects 143 project milestones, across all 23 counties, for a total Pot 3 cost of $79,783,376 (see web interface, page 1 select 2019-2020 start year for complete list). This amount should provide an upper bound for implementation grants received by the Consortium in the first year of SEP implementation.

If this group of candidate grant applications is approved by the Board, subrecipients can begin application development. Quarterly cutoff dates are proposed for subrecipients to deliver application materials to the Gulf Consortium in order for Consortium management to bundle/group grants applications to prepare applications for RESTORE Council. The goals of these deadlines are:

1. To allow sufficient time for transfer of funds from Trust Fund to Council
2. To reduce the number of grants received by RESTORE Council, in order to expedite Council responses to grant packages
3. To allow for predictable planning of work effort and approvals
4. To allow Gulf Consortium grants to proceed and not be delayed by subrecipient grants that are not ready.

Grant applications delivered to the Gulf Consortium by the following dates will be reviewed by Gulf Consortium personnel and outside scientists (for BAS where needed) and aggregated by milestone type for grant application development and delivery to RESTORE Council:

* January 31, 2019 (1st bundle: Conceptual Design, Feasibility, Appraisal; 1st bundle: Land Acquisition & Construction)
* February 14, 2019 (1st bundle: Final Design; 1st bundle: Monitoring; First SEP Amendment)
* April 26, 2019 (2nd bundle: Conceptual Design, Feasibility, Appraisal)
* August 16, 2019 (2nd bundle: Construction, Acquisition & Misc.)
* October 4, 2019 (Next group Grants from subrecipients: TBD)

Each group of application materials from subrecipients will be carefully reviewed by the Gulf Consortium, to ensure adequate documentation and BAS where needed. The grant applications for submission to RESTORE Council will be combined based on like milestones and objectives. The Gulf Consortium Board of Directors will review and take action on each grant prepared for Council. These actions are proposed to occur each Board meeting in 2019.

# Grant Submission Checklist – what’s required to start those projects

The following checklists have been adapted from RESTORE Council grants office guidance documents. Similarly, the included templates were compiled from RESTORE Council grants resources. Note: Note: RPAG refers to the Recipient Proposal and Award Guide, which can be found[**here**](https://www.restorethegulf.gov/sites/default/files/GO-RES%20RPAG%201-01%2012-21-2015.pdf).

## Required Documentation for All Submissions

* Project Abstract
* Project Narrative, include demonstration of BAS where applicable
* Budget Narrative
* Subrecipient Budget
* Milestone information
* Metrics information, include demonstration of BAS where applicable
* Pre-award Environmental Compliance Checklist
* Project Map
* GIS shapefiles
* Data Management Plan, include demonstration of BAS where applicable
* Observational Data Plan, include demonstration of BAS where applicable
* Cash Drawdown Projection and Leveraged Funding form

## Conditionally Required Documentation (Project-Specific)

Required documentation varies depending upon the type of project or program. Submission of applications without “conditional” project-specific documentation is allowed; however applications will be returned by the RESTORE Council Grants Office if all necessary documentation is not provided.

|  |  |  |
| --- | --- | --- |
| **√** | **Documentation** | **Notes** |
|  | Environmental Compliance Documentation | See below |
|  | * Documentation of environmental compliance obligations that will be

required in order to make an award (CZMA, FPPA, CBRA) | Upload if applicable and available; verification of compliance required prior to award |
|  | * Documentation of environmental compliance obligations that will be required prior to the disbursement of implementation funds (CWA Section

404, RHA Section 10, etc.) if applicable | Upload if applicable and available; sufficient documentation required to verify compliance (e.g., permit number or transmittal letter) |
|  | * Any additional documentation pertaining to state or local environmental laws, if applicable
 | Upload if applicable and available; funds for activities for which compliance has not been verifiedmay not be released until verification has been submitted |
|  | Environmental Compliance Supplemental List | Should be uploaded if the applicant has identified state and/or local environmental laws which willneed to be addressed |
|  | Negotiated Indirect Cost Rate Agreement(State) | Required if indirect costs are budgeted |
|  | Subrecipient Negotiated Indirect Cost RateAgreement(s) | Required for each subrecipient agreement where indirect costs are budgeted |
|  | Overhead/General & Administrative (G&A)support documentation | Required if Federal Servicing Agency is charging Overhead or G&A costs |
|  | Subrecipient Budget(s) | Required if there are subrecipients |
|  | Organizational Self-Assessment | Required annually – can use the OSAs submitted to Treasury to provide to Gulf Consortium. Gulf Consortium completes its own OSA annually; this should be submitted prior to or no later than at the time of the organization’s first application |
|  | Recipient Internal Control ComplianceDocument List and Certification | Required at the organizational level with the self- assessment |
|  | SF-LLL | Required if there are recipient or subrecipientlobbying activities |
|  | Engineering and Design Documents | Required for all projects with an E&D component |
|  | Construction Documentation | Required for all projects with a constructioncomponent – see below |
|  | Land Acquisition Documentation | Required for all projects that have a land acquisitioncomponent – see below |

## Additional Documentation Conditionally Required for Construction and Land Acquisition Projects

### Construction

The following are examples of documentation that may be required for projects involving construction; required documentation may vary on a project by project basis.

|  |  |  |
| --- | --- | --- |
| **√** | **Documentation** | **Notes** |
|  | Evidence of title | For property where construction will occur |
|  | Disclosure of encumbrances | For property where construction will occur |
|  | Applicable permits | Federal, State, or local, related to construction |
|  | Certified plans, engineering designs, construction drawings, specifications and related documents, | As applicable to the project; must be certified by a licensed engineer |
|  | Construction contract(s), if certain procurement processes apply | See Council RPAG: Part IV, Chapter IV, section C.1 |
|  | Insurance documentation | Upload if applicable |
|  | Bonding documentation | Upload if applicable; may include bid guarantee,performance bond, and/or payment bond |
|  | Notice of Federal Interest, if applicable | Applicable to real property that has been constructed or renovated |

### Land Acquisition

The following are examples of documentation commonly required for projects involving land acquisition; required documentation may vary on a project by project basis but will typically include all of the following.

| **√** | **Documentation** | **Notes** |
| --- | --- | --- |
|  | Property information | * Property name or identifier
* Legal Property description, including number of acres to be acquired (if applicable), location and parcel/tax ID number (also see Maps and Surveys below)
* For acquisitions, description of how acquisition of this specific property achieves the objectives of the grant
* Long-term use/management objectives for the property
 |
|  | Proposed title holder | * Organization/agency that will hold title to the property
* Relationship of this organization/agency to the recipient (e.g., subrecipient)
* For improvements of leased property, a “landlord letter of consent” that acknowledges the federal interest that will be created in the landlord’s property and that a Notice of Federal Interest in the improvements to the real property will be filed in the relevant real property records
* Any known plans to transfer title to another entity or other known property dispositions (note: any subsequent transfers must be approved by the Council; see 2 CFR 200.311(c))
 |
|  | Determination of Fair Market Value | * Method of valuation [UASFLA (recommended), request and justification for USPAP, waiver valuation]
* Procurement/selection method of appraisers and review appraisers
* Qualifications of appraisers and review appraisers
* Completion date or anticipated completion date for valuation
* Appraisals – see additional detail in “Additional Appraisal Information” section that follows this table
 |
|  | Maps, Surveys, and Related Documentation | * Map of the area in which the real property acquisition will be located
* Surveys, as applicable
* GIS shapefiles for all properties to be acquired; GIS template provided here <https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources>
* Federal Emergency Management Agency (FEMA) floodplain map of the area in which the real property acquisition will be located; Boundaries of the site must be clearly delineated
 |
|  | Environmental and Other Assessments | * Phase 1 Environmental Site Assessments if required by state or federal guidelines
* Other site-specific assessments or those required by law
 |
|  | Preliminary Title Information for Acquisitions | * Current title and legal description
* All known encumbrances and exceptions to title, including deed restrictions, easements, etc.
* Rights included and not included in sale (e.g., water rights, mineral rights, etc.)
* For severed rights, provide as much information as possible regarding rights ownership associated with the property that is (a) known to the recipient/subrecipient or (b) would be discovered through the exercise of due diligence in connection with a proposed sale of surface rights for conservation purposes.
 |
|  | Agreement to Purchase | * Purchase agreement/contract
* Certification that purchase is from a willing seller
 |
|  | Notice of Property Restrictions/FederalInterest | Required in title/deed and as a separate, recorded noticed of federal interest |
|  | For conservation easement acquisitions, submission of the proposed and finalconservation easement | Defines the restrictions and permitted uses and practices placed on the property |
|  | Land Use Plan | Describing current and planned uses and O&Mactivities |

### Additional Appraisal Information

* For each real property acquisition with a fair market value greater than $25,000, an independent State-certified general appraiser must conduct a certified, self-contained appraisal report that meets Federal land acquisition standards (49 CFR § 24.103). Use of the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA), also known as the “Yellow Book”, is recommended. If UASFLA standards are not feasible, submit a written request and justification to the Grant Officer to utilize an appraisal consistent with the Uniform Standards of Professional Appraisal Practices (USPAP).
* If acquisitions are anticipated to have a fair market value of $25,000 or less, contact the Council Grants Office for valuation requirements.
* An appraisal review must be conducted for each appraisal, which also must conform to USAFLA or USPAP standards, as appropriate, and should be ordered at the same time as the appraisal to be reviewed. Through the review appraisal, a qualified independent review appraiser will conduct a technical review and provide a written opinion of the appraisal’s completeness, accuracy, adequacy, relevance, reasonableness and compliance with law, regulations, and the assignment conditions.
* Each appraisal and review appraisal must identify the recipient and RESTORE Council as users of the appraisal.
* The recipient must submit both the appraisal and review appraisal to the Council Grants Office for review prior to completing the acquisition. Qualifications of both the appraiser and review appraiser must be included.
* Appraisals must be recent, defined as within one year. Updates are required when the value estimate no longer reflects the conditions in the local real estate market.
* Appraisals are not required for projects involving improvements to real property only; however, it is recommended that an appraisal be conducted just prior to the improvement. This will allow a more accurate determination of the Council’s interest in the property as a whole if needed in the future.

# Application Submission

Gulf Consortium management has evaluated several grant management systems. Presently, application materials should be submitted using the online forms with document attachments (using templates from this guide) at <https://www.gulfconsortium.org/grant-resources>.

A draft diagram of personnel roles is illustrated here (with credit to Nan Summers for recommendations on clarifying roles); this is still in revision, and additional post-award roles will be clarified:



# Application Review

If an application is complete, the Gulf Consortium will review application using the same criteria used by RESTORE Council Grants Office. The following 14 criteria are evaluated for all complete application submissions:

* The recipient and any subrecipients are eligible for funding
* The project or program as described in the application is compliant with the proposal contained in the full SEP
* Award activities are allowable, achievable and attainable
* Staff time is appropriate to perform proposed tasks
* Best available science is applied
* The recipient has established a suitable monitoring plan
* Milestones and metrics are feasible, measurable and achievable
* Observational data and management plans are adequate (if applicable)
* Environmental compliance requirements have been met
* Budget line items are allowable, allocable, and reasonable
* Budget line items are accurately calculated
* Pre-award costs are requested, and if so, the documentation is sufficient
* The period of performance requires an adjustment and
* Any special award conditions are needed.

# Templates

## **Abstract Template**

Applicants must include both an abstract and an executive summary, as described below. Both of these will be entered as part of the application submission.

Abstract:

* The abstract should be a very short summary of the purpose/goal of the project, where it is located, and who will be undertaking the project.
* This abstract content may be used in Council reports and for other purposes requiring very brief descriptions of RESTORE-funded projects.
* The abstract should be 3-5 sentences, and should not exceed 1500 characters (approximately 200 words).

*Example: The Department of Conservation and Natural Resources will complete planning, design, engineering and feasibility assessments for a living shorelines project located at [project location, County, State]. Completion of these planning activities will provide the state with a full understanding of the feasibility of building this project, complete with environmental impact and benefits metrics. This information will provide the state with the necessary information to seek funds for implementation.*

## **Project Narrative Template**

GUIDANCE TO APPLICANTS

All grant applications under the Council Selected Restoration Component and the Spill Impact Component of the RESTORE Act must include a detailed Project Narrative and a separate Budget Narrative. Both the Project Narrative and the Budget Narrative will become part of your grant or interagency agreement. It is recommended that applicants begin preparing their application by ***first*** completing the project and budget narrative documents. These documents can then be used as references for entering the summary-level information requested in other areas of the application. Note: Additional application elements (e.g., Executive Summary) can refer to the additional details included in the project and budget narratives.

Detailed instructions for completing the Project Narrative are included below.

*NOTES:*

* *This Project Narrative Template is provided to applicants/recipients as general guidance. The elements in this document have currently been identified as information needed for all project or program narratives. However, every project or program is unique, and additional information may be required for the application to be approved for funding. Additional detailed information supporting the project or program budget is provided in the Budget Narrative. Any overlap between these two documents is intentional and considered necessary by Council Staff. You may summarize information in one narrative document and direct the reader to refer to more detailed information in the other narrative document.*
* *Applicants are not limited to only the information requested in the Project Narrative template. The template below highlights the primary elements necessary for a complete Project Narrative for a generic project. Additional information and Project Narrative sections can be provided if necessary to justify or more clearly explain project details.*
* *Please refer to the* [*Council’s Recipient Proposal and Award Guide*](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources) *for additional requirements that may be associated with specific types of activities such as construction or land acquisition.*

**Information included in the Project Narrative is required to:**

* Ensure the activity for which the grant or Interagency Agreement (IAA) is being sought fully corresponds to the associated activity as described in the SEP.
* Demonstrate “use of best available science” as required for project implemented with RESTORE Act funding.
* Provide the detail needed to ensure full transparency and accountability.

**Project Narrative:**

***Project Title***

* Project Title should match the title in the SEP.
* If the Project is part of a larger project or program, provide some additional identifying information, but ensure that the information coding is consistent between project/program components.

***Methodology / Approach***

* Brief purpose/objective of this project. This does not need to be more than a paragraph long, and could be drawn from any combination of the SEP or abstract.
* Scope of work (What and How) - Describe the scope of work for the proposed activity; if proposing a program, rather than a project or activity, provide specific tasks regarding the program’s activities and operations. (The applicant should contact Council Staff for further guidance prior to combining several small projects or activities into a single program).
* Roles and responsibilities (Who) - Describe roles and responsibilities of key organizations, including sponsoring Council members organization(s), partners, subrecipients, contractors, (if known at this time), and any important co-funder(s) for the project. Note that details regarding expertise, specific individuals, etc., will be captured in the corresponding budget narrative and the detailed budget.

*Roles and Responsibilities Table: (For example only; this table is optional and provided only as tool for illustrative purposes)*

|  |  |  |
| --- | --- | --- |
| *Organization/**Agency/Company* | *Role* | *Duties* |
| *NOAA* | *Sponsoring Council Member and IAA Federal Servicing Agency* | *Prepare application, project oversight, prepare environmental assessment, ESA consultations, prepare and submit monitoring reports to Council* |
| *Estuaries Foundation* | *NOAA Subrecipient* | *Due diligence, acquisition of property, initial landowner* |
| *USFWS* | *Partnering Council Member and Co-funder* | *Additional funds provided under Migratory Bird Program.**Long-term landowner under Oystercreek Refuge, long-term management and maintenance, monitoring* |
| *NFWF* | *Co-funder* | *Additional funds provided under Gulf Benefit Fund* |
| *Texas Parks and Wildlife Department* | *Partner* | *Construction oversight, permitting assistance, recipient of NFWF funding.* |
| *(Unknown)* | *NOAA Contractor* | *Engineering and design* |

* Location (Where) - Note that although maps and GIS files are required for all projects, general narrative location information is needed in the narrative as well.
	+ Provide a general description of the location of the activities and any areas that will be benefitted, if applicable.
	+ Can indicate that more detailed descriptions (including Congressional Districts, Maps, etc.) are provided elsewhere in the application.
* Project/Program Duration (When) – Include anticipated start date, end date, and duration of activities under the award, including applicable post-implementation monitoring.
* Approach (How) - Provide any additional details needed to fully describe how the scope of work will be implemented to achieve the objectives and outcomes.
* Supporting Information (Why) - Provide support for the methodology/approach selected; this should normally not be more than a paragraph. Include how and why this activity and approach, at this location, is based on the *Best Available Science* as defined in the Act. The RESTORE Act defines best available science as science that—(A) maximizes the quality, objectivity, and integrity of information, including statistical information; (B) uses peer-reviewed and publicly available data; and (C) clearly documents and communicates risks and uncertainties in the scientific basis for such projects”). The project narrative should refer to how best available science (e.g. scientific review processes, technical expertise, and/or data) will be/were utilized to develop and inform proposed project activities, design, and inform adaptive management.

***Risks and Uncertainties***

* Discuss the possible operational risks.
* Discuss the possible ecological risks if applicable (e.g., not reaching desired ecological outcomes, inadvertent harm to the environment).
* Discuss the possible material risks (e.g., legal, environmental compliance/regulatory, operational, budgetary, or unknowns).
* Discuss mitigation strategy(s) for each identified risk in order to implement and/or maintain the proposed activity.
* Discuss adaptive management strategy(s) if applicable.
* If applicable, discuss how the project or program will be operated and maintained (1) during the award period, and (2) after the award has closed. Include how these activities would be funded.

***Leveraged funds***

* This section is optional, and should be included in the narrative when the applicant deems it helpful in providing a full description of the relationship between this project and other activities funded under the RESTORE Act or with other funding beyond what is requested.
* Types of leveraging that could be summarily described in this section include:
	+ - Co-funding: Funds that are required for the project to be completed (for example, if the sponsor does not receive the leveraged funds, then the project cannot be completed).
		- Adjoining: Funds that are leveraged based on geographic location where ecosystem benefits are leveraged.
		- Building on other sources: Building upon prior or other investments that have been made in the past or present (it's the type of leveraging that can't necessarily be captured in adjoining).
* Note: Detailed information regarding any co-funding must be included in the budget in and should be described in the Budget Narrative.

***Milestones/Milestone Type Budget Summary***

* This section is optional, and should be included in the narrative when the applicant deems it helpful in providing a more complete description of the major milestones and the relationship between them, beyond what is requested in the grant application.
* See the Milestones Template for additional information on preparing milestones for entry into as part of the grant application.
* If this section is included in the project narrative, consider providing in narrative format any additional details of the information summarized in the milestones table (see associated [Milestones Template](https://www.restorethegulf.gov/sites/default/files/GO-RES_Milestone_Template_04132017.docx) available on the [Grants Office Resources](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources) web page).

***Metrics***

* + Provide, in narrative format, details of the metrics selected and entered separately in the Metrics Section of the application. Please describe the metrics, why they have been selected, and how they are related to the project milestones.
	+ Metrics should be:
		- Objective
		- Quantifiable, and
		- Include Outcome Targets (i.e., Success Criteria from ODP template).
* Describe, briefly, the monitoring strategy and methodology for metrics. Please note, additional details regarding metrics monitoring and methodology will be captured in the Observational Data Plan submitted with your application. However, a general description of the metrics and how they are related to project milestones should be provided here. Please coordinate the information included here with the technical staff member preparing the Observational Data Plan for your application.
* The list of metrics available for selection are listed in the “Metrics Choices Table” [here](https://www.gulfconsortium.org/grant-resources).

***Environmental Compliance***

* + The purpose of this section is to provide environmental compliance information that was not provided in the environmental compliance checklist for this application. For example, for applications that seek funding for environmental compliance activities, please briefly describe what those activities entail and how they will be conducted. For applications seeking implementation funding, please describe how any outstanding environmental requirements will be identified and addressed. In the budget narrative, please make sure that there is a corresponding budget line item for any environmental compliance activities that would be conducted by this project or program.

## **Budget Narrative Template**

GUIDANCE TO APPLICANTS

All grant applications under the Council Selected Restoration Component and the Spill Impact Component of the RESTORE Act must include a detailed Project Narrative and a separate Budget Narrative. Both the Project Narrative and the Budget Narrative will become part of your grant or interagency agreement. It is recommended that applicants begin preparing their application by ***first*** completing the project and budget narrative documents. These documents can then be used as references for entering the summary-level information requested in other areas of the application. Note: Additional application elements (e.g., Executive Summary) can refer to the additional details included in the project and budget narratives.

Detailed instructions for completing the Budget Narrative are provided in the template on the following pages.

PURPOSE

This document provides both guidance and a template that applicants may use to structure the budget information required for grant applications under the Council Selected Restoration Component and the Spill Impact Component of the RESTORE Act.

A Budget Narrative must be included with all applications and must support the budget details submitted with the grant application. The narrative should provide sufficient details, justifications and calculations to allow the Council grants staff to determine the allocability, allowability and reasonableness for each item of cost. The narrative should also support a determination that the costs requested are eligible and necessary to achieve the objectives of the project or program.

Detailed budget information by Object Class, using the SF-424 A & C categories, must be provided for the following:

1. All Council funding requested under the award, including contractual costs;
2. All leveraged Co-Funding that is required in order to complete the objectives of the project or program; and
3. All pass-through and other funding to be provided to subrecipients to carry out the project or program.

*NOTES:*

* *This Budget Template is provided to applicants/recipients as general guidance. Every project or program is unique and additional information may be required for the application to be approved for funding. Additional detailed information supporting the application is provided in the Project Narrative. Any overlap between these two documents is intentional and considered necessary by Council Staff. You may summarize information in one narrative document and direct the reader to refer to more detailed information in the other narrative document.*
* *Applicants are not limited to the information requested in the Budget Narrative template. The template below highlights the primary elements necessary for a complete Budget Narrative for a generic project. Additional information and Budget Narrative sections can be provided if necessary to justify or more clearly explain budget details.*
* *Please refer to the Council’s Recipient Proposal and Award Guide, available on the Grants Office Resources web page, for additional requirements that may be associated with specific types of activities such as construction or land acquisition.*
* *The tables provided in the template below represent data that is entered directly into the budget details and may be used as a tool to assist in preparing budget data for entry into the grants management system. Duplicating these tables in the budget narrative is not required. However, the tables alone are not sufficient documentation to support costs; narrative information must be provided as described below.*
* *Total amounts for each Object Class Category described in the budget narrative must match the corresponding budget data entered for the application.*
* *For more information on the Cost Principles associated with Federal awards, see 2 CFR Part 200 Subpart E.*

CONTENTS OF A BUDGET NARRATIVE:

The budget narrative should provide detailed information for each of the following, as applicable to your application.

1.0 SUMMARY AND JUSTIFICATION

2.0 PRE-AWARD COSTS (applicable to grant applications only)

3.0 Budget Object Classes Applicable to All Projects and Programs – DIRECT COSTS

3.1 PERSONNEL

3.2 FRINGE BENEFITS

3.3 TRAVEL

3.4 CONSTRUCTION and LAND ACQUISITION

3.5 EQUIPMENT

3.6 SUPPLIES

3.7 OTHER DIRECT COSTS

3.8 SUBRECIPIENTS

3.9 CONTRACTORS/CONSULTANTS

4.0 Budget Object Classes Applicable to All Projects and Programs – INDIRECT COSTS

5.0 PROGRAM INCOME

6.0 CASH DRAWDOWN PROJECTIONS

Detailed instructions for each item are provided below.

1.0 SUMMARY AND JUSTIFICATION

This section provides an introduction to the budget and describes how the budget as a whole is necessary to achieve the stated project or program objective(s). Suggested items for discussion in the summary include the following.

* Describe the overall amount of funding requested.
* Provide a justification for this amount.
* If co-funding is required to achieve the objective(s), describe the amount and source of these funds, the type of agreement under which the funds will be provided (e.g., grant, cooperative agreement, memorandum of understanding, interagency agreement), and how these funds will be provided (e.g., lump sum, advance, reimbursement, goods, in-kind services, etc.).

*NOTE - In describing the budget and providing cost details, it may be helpful to breakdown the budget into functional areas, tasks or time periods. Under this approach, detailed information for each item of cost must still be provided and associated with the applicable Budget Object Class (see Sections 3 and 4 below).*

**TOTAL PROJECT OR PROGRAM FUNDS REQUESTED $**

***Total Pre-Award Funds Requested $***

***Total Direct Costs Requested $***

***Total Allowable Indirect Costs Requested $***

***Total Program Income Anticipated $***

2.0 PRE-AWARD COSTS (*applicable to grant applications only*)

Pre-award costs are those costs incurred prior to the effective date of the grant, usually directly pursuant to the negotiation and in anticipation of the award, where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the grant award date and only with the written approval of the Grants Officer. All costs incurred before the Council awards the grant are at the recipient’s risk.

Requests for pre-award costs should be kept to a minimum. Generally, the period for such costs would not exceed 90 days prior to the start of the award period. If pre-award costs are necessary more than 90 days prior to the anticipated start of the award period, a request should be submitted to the Council Grants Office prior to incurring any pre-award costs.

If requesting pre-award costs in the budget, clearly identify the following information in the budget narrative. The information below should be included even if it has been provided in a previous request to the Grants Office. Descriptions of pre-award costs may be incorporated into the appropriate sections of the budget narrative, but these amounts should be clearly identified as pre-award costs.

1. Amount requested as pre-award costs;
2. Date initial costs were or will be incurred;
3. Detailed budget breakdown by object class category including a budget narrative and justification for each item requested as a pre-award cost;
4. Justification for incurring the costs prior to award;
5. Description of any impact for the project or program if the requested pre-award costs are not approved; and
6. For any pre-award costs incurred prior to the submittal of the application, provide documentation supporting these costs, which may include bills, invoices, contracts, work orders, etc.

***TOTAL PRE-AWARD FUNDS REQUESTED* $**

3.0 Budget Object Classes Applicable to All Projects and Programs – DIRECT COSTS

*The following information is applicable to preparing the budget and budget narrative for funding requested from the Council under the Council-Selected Restoration and Spill Impact Component of the RESTORE Acts, co-funding[[1]](#footnote-1) required to complete the objectives of the project, and funding provided to subrecipients[[2]](#footnote-2) through subawards. If preparing subrecipient budgets, note that references to “subrecipients” below would apply to second-tier subrecipients (“sub-subrecipients”)[[3]](#footnote-3) rather than the subrecipient entity for which the budget or budget narrative is being prepared.*

3.1 PERSONNEL

This refers to salaries and wages paid to employees of the eligible entity who are directly involved in grant implementation. This line item does not include contractors or personnel hired by a subrecipient; those costs are included in separate line items described in Sections 3.8 and 3.9 of this template.

1. List each position to be supported under the proposed award by title or functional role (e.g., Project Manager, Monitoring Technician). Specify the position titles and provide a brief description of duties and responsibilities of each individual. Justify each position listed.
2. Show the amount of compensation (e.g., annual or hourly salary rate) and the amount of time (e.g., percentage of time for salaried employees, or number of hours for hourly employees) to be devoted to the project by each position. As shown in the example entry below, more than one person can be included in a line entry if each person is performing the same role; however, the description must clearly indicate the number of people included. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.
3. State whether the proposed compensation is consistent with that paid to other personnel engaged in similar work both within and outside your organization.
4. Briefly describe the methodology that will be used to track and allocate each employee’s time to the project or program (e.g., does the agency use an automated time and attendance system with unique project-specific tracking codes, will hours be tracked manually, or will another method be used?).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  Position/Role | Duties and Responsibilities | Unit Cost | Unit  | % Time (devoted to project) | Quantity | Total | Pre-Award Costs? |
| *1 Data entry* | *Implement protocol in DMP; ensure QA/QC of all associated data* |  *$20* | *per hour* | *n/a* | *500 hours* | *$10,000* |[ ]
| *3 Technicians* | *Collect samples and compile reports; conduct Lidar and other surveys* | *$35,000* | *annually* | *50%* | *3 years* | *$157,500* |[ ]
|  |  |  |  |  |  |  |[ ]
|  |  |  |  |  |  |  |[ ]

 **TOTAL PERSONNEL: $**

*ADDITIONAL NOTES ON PERSONNEL:*

* *Key project/program staff should be listed by name in the Personnel section of the application. Key staff may include the primary financial contact and the project manager or primary investigator.*
* *In addition, the official who is authorized to sign the grant agreement or IAA should be listed in the Personnel section of the application. His or her role should be assigned as the “Agency Responsible Official”.*
* *Listing key individuals associated with subrecipients and contractors is not normally required; however, when subrecipient and contracting organizations are known, they should be listed in the Organization section of the application. Organizational details should be provided in the project narrative.*

3.2 FRINGE BENEFITS

This refers to the allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the salaried personnel listed in Personnel above and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation, and Unemployment Compensation.

1. Identify the applicant organization’s fringe benefit rate and explain the base for the calculation for each personnel position identified in item Personnel above; or if a fringe benefit rate is not used, itemize how the fringe benefit amount is computed. For example:

**Computation Cost \_\_\_\_\_\_\_\_\_**

Position

Employer’s FICA Annual Salary x % Rate $

Health Insurance Annual Salary x % Rate $

Workman’s Compensation Annual Salary x % Rate $

Unemployment Compensation Annual Salary x % Rate $

1. If the applicant organization has multiple fringe benefit rates for project personnel, for each rate, identify the positions included and calculate the total fringe under that rate. If a single fringe benefit rate applies to all personnel who will be compensated under the grant, a single calculation is sufficient.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Position(s)
 | Total Compensation (life of project) | Fringe % | Total Fringe Benefit (life of project) | Pre-Award Costs? |
| *Technicians (3)* | *$157,500* | *32* | *$50,400* |[ ]
|  |  |  |  |[ ]
|  |  |  |  |[ ]
|  |  |  |  |[ ]

 **TOTAL FRINGE BENEFITS: $**

3.3 TRAVEL

This refers to the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the applicant. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the applicant’s non-federally funded activities and in accordance with applicant’s written travel reimbursement policies. This line item does not include travel expenses of a contractor or subrecipient; those costs are included in separate line items described in Sections 3.8 and 3.9 of this template. Itemize travel expenses of project personnel by purpose, and show the basis of computation.

The suggested method for supporting travel costs is described below. If an alternate method of calculating travel costs is used – or if all travel details are not known at the time of the application – the level of detail provided must be sufficient for the Council grants staff to determine the allocability, allowability and reasonableness of the request.

1. Indicate the estimated number of trips, number of travelers, points of origin and destination (if known), and purpose of travel;
2. Provide a justification indicating how each trip (or type of trip) is needed to achieve the goals and objectives of the project or program;
3. For each trip:
4. Where possible, itemize the estimate of transportation and/or subsistence costs; and
5. Specify the basis for computation of each type of travel expense (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Purpose of Travel | Destination | # Trips | # Travelers | Item | Quantity or Rate | Total | Pre-Award Costs? |
| *Monitoring* | *Bay of St. Louis* | *10* | *2* | *Per diem* | *$94* | *$1880* |[ ]
| *Monitoring* | *Bay of St. Louis* | *10* | *2* | *Travel-mileage* | *245 mi.* | *$1335* |[ ]
|  |  |  |  |  | **Subtotal Monitoring** | ***$3135*** |[ ]
|  |  |  |  |  |  |  |[ ]
|  |  |  |  |  |  |  |[ ]

 **TOTAL TRAVEL: $**

3.4 CONSTRUCTION and LAND ACQUISITION

This refers to all costs incurred for construction activities, whether these activities will be undertaken directly by the applicant or under a contractual agreement. Costs associated with acquisition of land are also included in this Object Class Category. This line item does not include construction or land acquisition costs to be incurred by a subrecipient; those costs are included in a separate line item described in Sections 3.8 of this template.

A breakdown of construction and/or land acquisition costs should be presented using the following budget categories as applicable. It is recommended that costs be categorized to correspond to the anticipated contract, organizational procedures and/or accounting system. For each budget category, as a minimum, identify the responsible entity, provide a brief summary of the work to be performed, a basis for the cost, and a justification for the cost. The level of detail provided for each item must be sufficient for the Council grants staff to determine the allocability, allowability and reasonableness of the request. If the applicant will enter into one or more contracts for these activities, each contract budget must also provide the required information described in the Contractual section 3.9 of this template below.

1. *Construction Management and Legal Expenses*—estimated amounts needed to cover expenses, e.g., legal costs generally associated with the purchase of land and certain services in support of construction of the project; do not duplicate Personnel and Fringe costs included above.
2. *Land, structures, rights-of-way, appraisals, etc.—*includes estimated amounts required for purchase, lease, and/or easements, as well as costs for due diligence activities such as appraisals, surveys and assessments.
3. *Relocation expenses and payments—*generally includes costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc., required under the Uniform Relocation Act.
4. *Architectural and engineering fees—*estimated basic architectural, engineering and design fees necessary for planning and construction, which may include start-up services and preparation of project performance work plan.
5. *Other architectural and engineering fees—*may include other engineering costs, such as surveys, tests, soil boring, etc.
6. *Project inspection fees—*estimated engineering inspection costs associated with construction activities.
7. *Site work—*costs of site preparation and restoration associated with construction activities; often included in a separate contract.
8. *Demolition and removal—*costs associated with demolition and removal of buildings, structures, soil, etc., not included in the basic construction contract or site work.
9. *Construction—*estimated cost of the construction work or contract.
10. *Contingencies—*applicable where there is an unknown or unpredictable result at the time of the application, not including amounts for major project scope changes, unforeseen risks or extraordinary events
11. Amounts must be justified, reasonable, and calculated using an established methodology.
12. Detail should be provided on why the contingency costs are needed (e.g., possible fuel rate or other material cost increase) and how the amount was calculated.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Budget Category | Item Name/Description | Unit Cost | Quantity or Rate | Total Cost | Pre-Award Costs? |
| Legal Expenses | Obtain access rights-of-way  | *300 hours* | *$100/hour* | *$30,000* |[ ]
| A&E Fees | Complete 30% Design |  |  | *$150,000* |[ ]
| Contingency | Fuel | 200 gallons | $2/ gal above current | $400 |[ ]
|  |  |  |  |  |[ ]
|  |  |  |  |  |[ ]

 **TOTAL CONSTRUCTION/LAND ACQUISITION: $**

3.5 EQUIPMENT

This refers to tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the applicant for financial statement purposes, or $5,000. This line item does not include equipment to be purchased by a contractor or subrecipient; those costs are included in separate line items described in Sections 3.8 and 3.9 of this template. This line item also does not include maintenance or rental fees for equipment; those costs are included in the “Other” line item. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Expendable items should be included in the “Supplies” category.

1. Briefly describe each item or type of item;
2. Indicate the estimate unit cost for each item to be purchased;
3. Provide the basis for cost estimates;
4. Briefly justify the need for items of equipment to be purchased (i.e., explain how the equipment is necessary for the success of the project); and
5. Describe the procurement method to be used and indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name/Description | Unit Cost | Quantity | Total Cost | Pre-Award Costs? |
| *Portable, Wireless HAZMAT Weather System*   | *$5870* | *1* | *$5870* |[ ]
|  |  |  |  |[ ]
|  |  |  |  |[ ]
|  |  |  |  |[ ]
|  |  |  |  |[ ]

 **TOTAL EQUIPMENT: $**

3.6 SUPPLIES

This refers to all tangible personal property other than those classified as equipment. Generally, supplies include any materials that are expendable or consumed during the course of the project. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the applicant for financial statement purposes or $5,000, regardless of the length of its useful life. Supplies can be grouped for the purposes of efficiency; however, the level of detail provided must be sufficient for the Council grants staff to determine the allocability, allowability and reasonableness of the request. This line item does not include supplies to be purchased by a contractor or subrecipient; those costs are included in separate line items described in Sections 3.8 and 3.9 of this template.

1. Itemize material and supply estimates by the nature of the expense (e.g., office supplies, postage, training materials, etc.);
2. Provide the basis for cost estimates or computations (e.g., vendor quotes, prior purchase of similar or like items, etc.); and
3. Provide a justification for the use of each item or type of item and relate it to specific project activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name/Description | Unit Cost | Quantity | Total Cost | Pre-Award Costs? |
| *Stormwater Sampler (Dual-Bottle)* | *$2090* | *3* | *$6270* |[ ]
| *Office supplies* (paper, pens, e-storage media, etc.) | *$150/month* | *36 months* | *$5400* |[ ]
|  |  |  |  |[ ]
|  |  |  |  |[ ]
|  |  |  |  |[ ]

**TOTAL SUPPLIES: $**

3.7 OTHER DIRECT COSTS

This refers to direct costs that do not fit any of the other line item categories, such as rent for buildings used to conduct award activities, utilities and/or leased equipment, transportation expenses, tuition for training, etc. This line item does not include other direct costs to be incurred by a contractor or subrecipient; those costs are included in separate line items described in Sections 3.8 and 3.9 of this template.

Also include any applicable indirect facility costs in this budget category. Indirect facility costs must be:

* Documented in and supported by a Negotiated Indirect Cost Rate Agreement (NICRA) or other established methodology;
* Distinguishable and separate from other indirect costs included in the Indirect Cost Object Class Category (see Instructions for Calculating Allowable Indirect Costs on the [Grants Office Resources web page](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources)[[4]](#footnote-4) for more information); and
* Deducted from the Indirect Cost Object Class Category if included as Other Costs.
1. List and describe items (e.g., rent, reproduction, telephone, janitorial or security services, equipment maintenance, etc. or indirect facilities costs) by major type; and
2. Provide the basis for cost estimates or computations. For example, for rent, provide the square footage and the cost per square foot or a monthly rental cost and how many months of rent are proposed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name/Description | Unit Cost | Quantity | Total Cost | Pre-Award Costs? |
| *Cellular service for automated samplers* | *$53* | *36 months* | *$1908* |[ ]
| *Boat rental*  | *$300* | *10* | *$3000* |[ ]
| *Indirect facilities costs (14% of NICRA)* | $12,000 | n/a | $12,000 |[ ]
|  |  |  |  |[ ]
|  |  |  |  |[ ]

 **TOTAL OTHER COSTS: $**

3.8 SUBRECIPIENTS

This refers to entities that will receive pass-through funds to carry out part of a Federal project or program. It is not specific to the legal instrument being used (agreement versus “contract”), but is determined largely by the substance of the relationship between the award recipient and the subrecipient. See the Council’s Recipient Proposal and Award Guide available on the [Grants Office Resources web page](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources)5 and [2 CFR § 200.330](http://www.ecfr.gov/cgi-bin/text-idx?SID=132d92feb3ada8ed7020969fd121591a&mc=true&node=se2.1.200_1330&rgn=div8) for more information on determining whether an entity is a subrecipient or a contractor.

For each subrecipient, provide the following information. If the subrecipient, is not known at time of the application, provide a summary of anticipated activities and describe how the subrecipient(s) will be selected. If not submitted with the application, the information below must be submitted to the Council prior to granting the subaward. This line item does not include contractual costs incurred by the recipient; those costs are included under a separate line item described in Section 3.9 of this template.

1. *Name of Subrecipient*—identify the name of the subrecipient, if known; this information is also entered in the Organizational section of the application.
2. *Method of Selection*—identify the method of selection for the subrecipient; if a noncompetitive process was used to select the subrecipient, include a detailed justification as to why competition was not necessary or desirable and briefly describe the subrecipient’s qualifications to perform the scope of work.
3. *Period of Performance*—specify the beginning and ending dates of the subaward.
4. *Scope of Work*—describe the specific services/tasks to be performed by the subrecipient and relate them to the accomplishment of program objectives; deliverables should be clearly defined.
5. *Method of Accountability*—describe how the progress and performance of the subrecipient will be monitored during and on close of the period of performance; identify who will be responsible for monitoring the subrecipient.
6. *Itemized Budget and Justification*—provide an itemized budget with appropriate narrative support and justification (subrecipient budget narrative) as a separate attachment in the application. A separate Subrecipient Budget Template is available on the [Grants Office Resources web page](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources)[[5]](#footnote-5). Use the same object class categories from the SF-424A and/or SF-424C that are required for the applicant. If applicable, include any indirect cost paid under the subaward and specify the indirect cost rate.
7. *NICRA*—If applicable, attach the subrecipient organization’s negotiated indirect cost rate agreement (NICRA) to the application.

*ADDITIONAL NOTES ON SUBRECIPIENTS:*

* *Subrecipients are not subject to the 3% limitation on administrative costs (see Indirect Cost section below for more information).*
* *Any subgrant (or multiple subgrants) to a nongovernmental entity equaling 10% or more of the Council award may not be award by the recipient unless, at least 30 days prior making such a subaward, an announcement is posted in the Federal Register and delivered to designated Congressional committees [33 U.S.C. § 1321(t)(2)(E)(ii)(III)].*
* *An agreement between the recipient/pass-through entity and the subrecipient must be in place before the subrecipient incurs pre-award costs.*

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Description | Amount | Pre-Award Costs? |
| *TBD* | *Subgrant to develop & disseminate educational materials* | *$54,000* |[ ]
| *Greater Yellowlegs Conservancy* | *Subgrant to restore beach habitat* | *$267,000* |[ ]
|  |  |  |[ ]
|  |  |  |[ ]
|  |  |  |[ ]

**TOTAL SUBRECIPIENT(S): $**

3.9 CONTRACTORS/CONSULTANTS

This refers to purchases of property or services needed to carry out the project or program under the Federal award that are procured by the recipient through a contractual agreement. See the [Council’s Recipient Proposal and Award Guide](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources)[[6]](#footnote-6) and [2 CFR §§ 200](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) for more information on determining whether an entity is a contractor or a subrecipient.

For each contract, provide the following information. If the contractor or consultant is not known at time of the application, provide a summary of anticipated contractual activities and describe how the contractor(s) will be selected. This line item does not include contractual costs directly related to construction that will be incurred by the recipient; those costs are included under the Construction Object Class Category described in Section 3.4 above.

1. *Name of Contractor*—identify the name of the proposed contractor, if known; this information is also entered in the Organizational section of the application in.
2. *Method of Selection*—identify the method of selection for the contract and indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed; if a contract is sole source, include a detailed justification as to why this organization is the only one able to perform the contract services.
3. *Period of Performance*—specify the beginning and ending dates of the contract.
4. *Scope of Work*—describe the specific services/tasks to be performed by the contractor and relate them to the accomplishment of program objectives; deliverables should be clearly defined.
5. *Method of Accountability*—describe how the progress and performance of the contactor will be monitored during and on close of the period of performance; identify who will be responsible for supervising the contract.
6. *Itemized Budget and Justification*—provide an itemized budget with appropriate justification; recognizing that the level of detail required will vary with the complexity of the contract and services to be provided, in general, provide the same level of detail as provided in the contract.

*NOTE on Consulting Fees—For each consultant, provide the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. List and provide details for all expenses anticipated to be paid from the award to the individual consultants in addition to their fees (e.g., travel, meals, lodging, etc.).*

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Description | Amount | Pre-Award Costs? |
| *Computer Design Corp.* | *Contract for website development* | *$132,000* |[ ]
| *TBD* | *Contract for development & delivery of training webinars* | *$340,000* |[ ]
|  |  |  |[ ]
|  |  |  |[ ]

**TOTAL CONTRACTUAL: $**

**TOTAL OF DIRECT COSTS $**

4.0 Budget Object Classes Applicable to All Projects and Programs – INDIRECT COSTS

Indirect costs refer to costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect costs incurred under an approved negotiated indirect cost rate agreement (NICRA) or other approved basis (e.g., *de minimus* rate) and overhead or general/administrative (G&A) costs should be included in this category.

Administrative costs for recipients, including overhead for Federal Servicing agencies, are capped under the RESTORE Act. The total allowable indirect costs that can be charged by recipients are subject to this cap. See the Instructions for Calculating Allowable Indirect Costs available on the [Grants Office Resources web page](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources)[[7]](#footnote-7) for more information.

*Notes:*

* *Indirect facilities costs may be included here, or if the administrative cost cap is exceeded these costs may be entered under the Other Costs category above.*
* *Indirect costs of subrecipients are not subject to the administrative cost cap.*
1. Describe the indirect or G&A cost rate and identify the basis upon which the costs are calculated (e.g., personnel, personnel and fringe, etc.).

**INDIRECT, OVERHEAD OR G&A RATE: %**

**BASIS:**

1. Provide the applicable NICRA or other documentation for the cost basis as an upload/attachment.

 **TOTAL CALCULATED INDIRECT/OVERHEAD COSTS: $**

1. Confirm that the calculated indirect/overhead costs do not exceed the allowable indirect costs; if calculated costs exceed allowable costs, see the Instructions for Calculating Allowable Indirect Costs available on the [Grants Office Resources](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources) web page.

 **TOTAL 3% ADMINISTRATIVE COST CAP (3% of total project cost): $**

**TOTAL OF ALLOWABLE INDIRECT COSTS $**

5.0 PROGRAM INCOME

Program income is gross income earned by the recipient or subrecipient that is directly generated by a supported activity or earned as a result of the award during the award period. Program income excludes interest earned on advances and includes, but is not limited to, income from service fees, conference fees, sale of commodities, usage or rental fees, and royalties on patents and copyrights.

*NOTE: 2 C.F.R. Part 200 provides less flexibility regarding program income if this income is identified after the award has been finalized. It is recommended that applicants carefully consider whether any program income may be generated or earned during the award period and disclose any such anticipated income in the application.*

1. Identify and describe any anticipated program income (e.g., estimated amount, source, when and where generated).
2. Indicate how the applicant plans to handle the program income under the award (e.g., used to defray other expenses incurred under the project or program, additive or deductive method; see [2 CFR § 200.307](http://www.ecfr.gov/cgi-bin/text-idx?SID=132d92feb3ada8ed7020969fd121591a&mc=true&node=se2.1.200_1307&rgn=div8) for more information).

**TOTAL PROGRAM INCOME ANTICIPATED $**

6.0 CASH DRAWDOWN PROJECTIONS

Briefly discuss the cash drawdown budget entered in the application and how these projections were derived.

## **Subrecipient Budget Template**

**Instructions:**

A detailed budget using object class categories from the SF-424A and/or SF-424C, as appropriate, must be provided for each anticipated subaward. On the subrecipient template, enter the name of the subrecipient(s), if known, across the top of the spreadsheet (line 6), and enter budget data by object class category for each subrecipient. If applicable, include any indirect costs to be paid under the subaward and the indirect cost rate used, and upload the subaward organization’s negotiated indirect cost rate agreement in the upload section of RAAMS.

Detailed subrecipient budgets must be uploaded into RAAMS and must be supported by the information submitted in the Budget Narrative. The Budget Narrative Template found on the Council's Grants Office Resources page provides guidance on the detailed information needed to support costs included in the subrecipient budget.

If the specific subrecipient is not known, enter “TBD”, briefly describe the anticipated project role, and provide a total amount requested (line k) for that scope of work.

Repeat for each anticipated subrecipient.

*Note: If the subrecipient is not known at time of the application, the information above must be submitted to the Council for concurrence prior to entering into an agreement with the subrecipient. This requirement may be included as a Special Award Condition.*

|  |
| --- |
| **Supplemental Budget Template - Subrecipients** |
|  | SF-424A / SF-424C |  |  |  |  |  |  |
| 6 | Object Class categories | Subrecipient Name (if known; if not known briefly describe anticipated role) | TOTAL |
|  |  |  |  |  |  |
| 1 | 2 | 3 | 4 | 5 | (6) |
| a | Personnel | - | - | - | - | - | - |
| b | Fringe Benefits | - | - | - | - | - | - |
| c | Travel | - | - | - | - | - | - |
| d | Equipment | - | - | - | - | - | - |
| e | Supplies | - | - | - | - | - | - |
| f(1) | Contractual | - | - | - | - | - | - |
| f(2) | Subrecipient(s) | - | - | - | - | - | - |
|  | Construction or Land Acquisition |  |  |  |  |  |  |
| g1 | - Construction Management / Legal Expenses | *-* | *-* | *-* | *-* | *-* | - |
| g2 | - Land, Structures, etc. | *-* | *-* | *-* | *-* | *-* | - |
| g3 | - Relocation | *-* | *-* | *-* | *-* | *-* | - |
| g4 | - Architectural and Engineering fees, etc. | *-* | *-* | *-* | *-* | *-* | - |
| g5 | - Project Inspection Fees | *-* | *-* | *-* | *-* | *-* | - |
| g6 | - Site Work | *-* | *-* | *-* | *-* | *-* | - |
| g7 | - Demolition and Removal | *-* | *-* | *-* | *-* | *-* | - |
| g8 | - Construction | *-* | *-* | *-* | *-* | *-* | - |
| g9 | - Equipment | *-* | *-* | *-* | *-* | *-* | - |
| g10 | - Miscellaneous | *-* | *-* | *-* | *-* | *-* | - |
|  | *Construction SUBTOTAL (lines g1-g10)* | ***-*** | ***-*** | ***-*** | ***-*** | ***-*** | ***-*** |
| g11 | - Contingencies (applicable to construction only) | *-* | *-* | *-* | *-* | *-* | *-* |
| g | Total Construction/Land Acquisition Charges | - | - | - | - | - | - |
| h | Other | - | - | - | - | - | - |
| i | **TOTAL Direct Charges** (sum of 6a - 6h) | - | - | - | - | - | - |
|  | Enter the federally approved indirect rate (%) | *0.00%* | *0.00%* | *0.00%* | *0.00%* | *0.00%* |  |
| j | Allowable Indirect Charges \* | *-* | *-* | *-* | *-* | *-* | - |
| k | **TOTALS** (sum of 6i and 6j) | - | - | - | - | - | - |
|  |  |  |  |  |  |  |  |
| \* | Note: Where Allowable Indirect Charges are included, a copy of the subrecipient's current Negotiated Indirect Cost Rate Agreement must be submitted. |

## **Milestone Template**

The following template for proposed milestone information is suggested as a tool to assist applicants in preparing the information needed for entry into the Milestones section of the grant application. The applicant may choose to include a more detailed description of the milestones in the “Milestones/Milestone Type Budget Summary” portion of the Project Narrative section.

* *NOTES on Milestone Costs or “Planned Amount”:*
	+ The sum of the budgets for each milestone type, task or activity must equal the total funds requested in the application.
	+ There should be a relationship between this milestones budget, timelines associated with it, and the cash drawdown projections.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Milestone | Milestone Type | Description | Start Date | Expected Date | Milestone Plan Amount ($) | Deliverable (Y/N) |
|  | Choose an item. |  |  |  |  | Choose an item. |
|  | Choose an item. |  |  |  |  | Choose an item. |
|  | Choose an item. |  |  |  |  | Choose an item. |
|  | Choose an item. |  |  |  |  | Choose an item. |
|  | Choose an item. |  |  |  |  | Choose an item. |

*Definitions/Instructions*

*Milestone* – Name or briefly describe the activity to be carried out within the specified time frame and/or the deliverable to be produced. This activity and any deliverable(s) should be fully described and identifiable in the grant application. Please note that all activities to be carried out with the requested funding should be summarized in the Milestones section of the grant application. These may include activities such as “project oversight” that have not traditionally been considered “milestones.”

*Milestone Type* – Choose the type of activity to be carried out from the choice list provided. Available activity types are: Project Oversight & Grants Management, Planning, Environmental Compliance, Engineering and Design, Implementation - Non-construction, Construction, Land Acquisition, Scientific Monitoring & Metrics, Data Management & Reporting, Long Term Operations & Maintenance, Adaptive Management, and Other. For additional information on the milestone types, please see Appendix 1 of this document.

*Description –* Provide a concise description of milestones associated with each milestone type and any deliverables. Information provided should be detailed enough to provide the reader a clear understanding of the work to be conducted, including any subcontracting and deliverables; support the scope of work; and justify the budgeted costs. However, it is not necessary to provide extensive detail, such as all the specifications related to a specific activity, or to describe numerous sub-activities that may be needed to achieve the milestone. For example, if the project involves tree planting, it is sufficient to describe the number of trees or acres to be planted and who will be responsible for this activity in the milestone description; an exact description of the spacing of the trees, planting techniques, the purpose for the activity, etc., is not needed in the milestones, but should be describe elsewhere in the application. Similarly, if a contractor will be responsible for the milestone, it is not necessary to replicate exact contract or specifications language in the milestone description. This more detailed information should be provided elsewhere in the budget narrative portion of the application.

*Start Date* – Enter the date when it is anticipated that this activity or development of this deliverable will begin. This may be the start date for the project, or it may be later in the performance period. If pre-award costs are requested, the start date for the activity may be before the anticipated award date. To the extent possible, the Start and “Expected” dates should represent a sequence of activities that build toward final completion of the project. In this way the milestones can be a useful project management tool for identifying dependencies and outlining project risk.

*Expected Date* – Enter the date when this activity or deliverable is expected to be completed.

*Deliverable* –Will this activity produce or result in an item that will be submitted to the Council as a deliverable (e.g., a plan, construction drawings, or a research report)? Select “Yes” or “No”. If a deliverable is anticipated, please include and briefly describe it in the ”Description” field as part of the description of the relevant milestone.

*Milestone Plan Amount (Expected Costs)*–

* Enter the anticipated cost of implementing each specific milestone, including the cost of developing each deliverable as applicable. The total anticipated cost for all the milestones must equal the amount of funding requested in the application.
* The budgeted amounts for each task or activity should incorporate all associated costs – personnel and fringe benefits, travel, supplies, equipment, applicable portions of a contract, indirect costs, etc.; however, they do not have to be detailed to that level.
	+ For example, if a milestone for the project is to perform an endangered species survey, the costs associated with that activity would include any in-house costs associated with performing the survey, the contractual costs to complete the survey, any travel necessary to do the survey, and associated indirect costs. The total estimated cost must be provided for each task. Ideally, additional cost details, such as the estimated contractual costs, should also be specified. In this example, the deliverable of a survey report would also be included in the description.
	+ Costs such as project oversight can be incorporated into each functional task or activity, or can be set up as discrete tasks to be completed over some reasonable time period.

Example of milestones for a planning and construction project. These are suggestions, but not a rigid set of required milestones. Please contact Council staff if you would like to discuss milestones for your project.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Milestone/ Activity | Milestone Type | Description | Start Date | Expected Date | Deliverable (Y/N) | Milestone Plan Amount ($) |
| Grants Management and Oversight  | Project Oversight/ Grants Management | [AGENCY] will assign a project manager to provide technical oversight and general project coordination; a grants manager will also be assigned to provide budgetary and other administrative oversight. See section xx of the budget narrative for more information. [AGENCY] will review all contracted materials to ensure quality of findings, conduct routine site inspections throughout the construction period, review scientific monitoring activities and reports, and provide all reports and associated raw data to the Council per the Data Management Plan.  | 6/1/2016 | 12/30/2023 | No | $300,000 |
| Develop Scope of Work (deliverable) | Planning | [AGENCY] will prepare a scope of work, including in-house staff duties, roles and responsibilities, etc.; description of work to be contracted, and mechanisms for oversight/review of contracted work; prepare bid package. See section xxx of the project narrative for more information. | 6/1/2016 | 6/30/2016 | Yes | $10,000 |
| Data Collection and Modelling (deliverable) | Planning | The Contracting Party will collect data needed to design a constructible and permittable project, and prepare the Data Collection Summary Report. See section xxx of the project narrative for more details on information to be collected and summarized. | 7/1/2016 | 8/30/2016 | Yes | $50,000 |
| Alternatives Analyses (deliverable) | Engineering and Design | The Contracting Party will utilize collected data and modelling outputs to perform an alternatives analyses on the feasibility of several design options that will meet the stated goals and objectives of the proposed project. A design decision document will be developed to finalize the selection of the preferred option for inclusion in the preliminary engineering and design effort. | 8/30/2016 | 12/30/2016 | Yes | $10,000 |
| Preliminary Engineering (deliverable) | Engineering and Design | The Contracting Party will conduct the preliminary design phase will provide more details on the project features (e.g., cross-section and plan view layout). In this phase, the work to be conducted in the next phase of engineering will also be identified (e.g., locations of soil borings, surveys). Landrights services will be initiated in this phase, to be completed as part of finalizing the project design. The Preliminary Engineering Report, including preliminary project plans that will support project permit applications development, will be submitted to [AGENCY] for review and approval. | 1/1/2017 | 3/1/2017 | Yes | $15,000 |
| Obtain Permits (deliverable) | Environmental Compliance  | The Contracting Party will develop the necessary permit applications packages, including all aspects and features of the project, and all data needed to complete the NEPA documentation including identification of cultural resources and other sensitive areas. The Contracting Party will submit the applications and be responsible for ensuring they are obtained. | 2/1/2017 | 4/15/2017 | Yes | $10,000 |
| Final Design; produce E&D plan for construction (deliverable)  | Engineering and Design |  [The Contracting Party will complete the construction specifications for final engineering designs, incorporating landrights clearances, and including design drawings, calculations, and assumptions. The final design will incorporate all previous engineering and analysis comments from [AGENCY]. A design report will be prepared by the Contracting Party. The Contracting Party will also prepare the monitoring and data management plans, as well as the Construction Bid package which will include the schedule of items to be bid upon by proposing contractors. See section xxx of the Project Narrative for more details. | 3/1/2017 | 8/30/2017 | Yes | $15,000 |
| Construction of structure\* (deliverable) | Construction | The Contracting Party will conduct all activities necessary to ensure construction is completed according to E&D plan(s), at cost and on-time. The Contracting Party will complete a construction completion report, and submit to [AGENCY] as part of completion of the project.  | 9/1/2017 | 3/1/2018 | Yes | $2,500,000 |
| Project Monitoring (deliverable) | Scientific Monitoring/ Metrics | The Contracting Party will conduct monitoring activities consistent with the Observational Data Plan and the Data Management Plan (see ODP and DMP documents attached to this application).  | 3/1/2018 | 12/30/2023 | Yes | $150,000 |

 TOTAL REQUESTED\*\*: $3,060,000

*\* Additional construction milestones may be warranted, depending upon the complexity and/or duration of the construction to be undertaken.*

*\*\*Note: The total of the anticipated costs for the milestones must equal the funding requested under the application.*

**Appendix** – Additional descriptions of the “Milestone Type” data element

* **Project Oversight and Grants Management:** Management of the day-to-day operations of award and recipient activities including supervision of project or program activities and functions in progress to ensure they are on-course, on-schedule and within budget to meet objectives and performance targets. Grantees are responsible for managing the day-to-day operations of award and subrecipient-supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved.
* **Planning:** A basic management function involving formulation of one or more detailed plans to achieve optimum balance of needs or demands with the available resources. The planning process identifies the goals or objectives to be achieved, formulates strategies to achieve them, arranges or creates the means required, and implements, directs, and monitors all steps in their proper sequence. Although generally considered a part of planning, environmental compliance and engineering and design activities are separate areas of effort for the purposes of these milestones.
* **Environmental Compliance:** Conforming to environmental laws, regulations, standards and other requirements such as site permits to operate. Environmental compliance activities include the preparation of required environmental investigations, documents and permit applications.
* **Engineering and Design:** The process of utilizing knowledge and principles to design and analyze objects, usually in preparation for construction.
* **Implementation: Non-Construction:** The process of creating activities required to achieve goals and objectives of a project. Implementation includes new activities as well as a continuation of activities to achieve the project or program objective. Implementation measures that involve construction are included in the construction area of effort for the milestones.
* **Construction:** the initial building or major alterations or renovations of a structure, facility or project. Construction activities may include clearing, dredging, excavating, and grading of land and other activity associated with buildings, structures, or other types of real property.
* **Land Acquisition:** The procurement of land or an interest in land, which may include improvements or appurtenances, by purchase (fee), donation or exchange. Land acquisition activities may include the search for and selection of properties and due diligence activities prior to the actual acquisition of properties or easements.
* **Scientific Monitoring and Metrics:** The collection of observational data which include any field data collected, compiled, or utilized as part of a RESTORE funded project, such as compliance, engineering and design, baseline, post-implementation assessment data, etc. This area of effort also includes measurements of metrics to assess performance, efficiency, progress, or quality of the project or program and to demonstrate benefits after implementation of the primary project objective is complete. An observational data plan is required when data will be collected, and the preparation of that plan can be included under this area of effort. Management of any observational data collected is included in the data management area of effort.
* **Data Management and Reporting:** A comprehensive process involving movement of data and information from the observing system sensor to the data user. Data that has been acquired is validated, cataloged, stored, protected, processed, and archived, and accessibility, reliability, and timeliness is ensured to satisfy the needs of the data users. A data management plan is required when data will be collected during a RESTORE project or program, and the preparation of that plan can be included under this area of effort. Collection of observational data collected is included in the scientific monitoring and metrics area of effort.
* **Long-Term Operations and Maintenance:** Activities required or undertaken to conserve as nearly and as long as possible the original condition of an asset or resource while compensating for normal wear and tear. O&M includes routine activities, such as inspections, mechanical maintenance, or vegetation, physical stability and erosion control, as well as more intensive items, such as repairing damage after major storm events.
* **Adaptive Management:** A systematic process for continually improving management policies and practices and may involve modification of a concept, object, or activity to make it applicable in situations different from originally anticipated.
* **Other:** For milestones that are not captured by the areas of effort provided.

***\* Hint:*** *Include any indirect, overhead or contingency costs in the area of effort to which they are applicable.*

## **Metrics Template**

The following template for proposed metrics information will be entered as part of the grant application. An example Metrics entry is shown on the next page.

|  |  |
| --- | --- |
| Template Name: | Enter a template name. *Template names are listed at the top of the* [*Initial Project/Program Metrics Spreadsheet*](https://restorethegulf.gov/sites/default/files/GO-Res_metrics_initial_ver20160411.pdf) *(e.g., “Restore, Enhance and Protect Habitats), and the templates that correspond with each Metric are indicated in the Internal Notes column of the spreadsheet.* |
| Activity/ Outcome Name : | Enter the identifier and name for the activity/outcome selected. |

|  |  |
| --- | --- |
| Baseline | A numerical value representing a measurement reflective of conditions prior to restoration or other activities conducted as part of the proposed project or program. This value will often be “zero”, but in some cases may reflect activities carried out prior to the new project or program or natural conditions that exist on the site.  |
| Current | This value should be equal to the baseline value at the application stage. During the reporting process once an award is made, users will update this value as the project moves toward completion.  |
| Grant/Project Completion | A numerical value representing the goal at grant/project completion.  |

|  |
| --- |
| **Metrics Example Entry*****(User-entered values are highlighted in yellow)*****Activity-Outcome Information****Template**  Restore, Improve, and Protect Water Resources**Activity-Outcome**  HR003-Erosion Control - Miles restored (turbidity)**Edit Activity-Outcome** |
| Miles restored (turbidity) - Baseline | 0 |  | number of miles restored to a certain level of turbidity at start of project (i.e., baseline) |
| Miles restored (turbidity) - Current | 0 |  | number of miles restored to a certain level of turbidity to date (i.e., accomplishments) |
| Miles restored (turbidity) - Project Completion | 20 |  | number of miles to be restored to a certain level of turbidity by end of project (i.e., target) |
| **Activity-Outcome Information****Template**  Restore, Enhance and Protect Habitats**Activity-Outcome**  PRM001 - Land Use Planning - Acres with reduced impacts**Edit Activity-Outcome** |
| Acres with reduced impacts - Baseline | 0 |  | number of acres with reduced impacts under a conservation land use plan at start of project (i.e., baseline) |
| Acres with reduced impacts - Current | 0 |  | number of acres with reduced impacts under a conservation land use plan at present time (i.e., accomplishments) |
| Acres with reduced impacts - Grant Completion | 600 |  | number of acres with reduced impacts under a conservation land use plan at end of project (i.e., target) |

## **Council Environmental Compliance Checklist**

**Instructions:**

For each item described below, applicants must indicate whether the requirement has been met, not met, or is not applicable to the proposed activity or activities.

Prior to awarding a grant under the Spill Impact Component, the Council must comply with the Coastal Zone Management Act, Coastal Barrier Resources Act, and Farmland Protection Policy Act, as applicable. The Council will work with the sponsors of SEP project to address these laws. Applicants must indicate whether the requirement has been met, not met, or is not applicable to the proposed activity or activities. Later in the submission process, applicants will be asked to provide documentation of compliance obligations that have been met.

|  |  |  |
| --- | --- | --- |
| Environmental Requirement | Has the requirement been addressed? | Compliance Notes (e.g., status of application, permit number, etc.) |
| Coastal Zone Management Act | \_\_\_ Yes \_\_\_ No \_\_\_ N/A |  |
| Coastal Barrier Resources Act | \_\_\_ Yes \_\_\_ No \_\_\_ N/A |  |
| Farmland Protection Policy Act | \_\_\_ Yes \_\_\_ No \_\_\_ N/A |  |

## **Observational Data Plan Template**

**NOTE**

Complete documentation, including descriptions of all observational data collection elements will be required by recipients for consideration and approval by the Council prior to plan implementation and award of funds. Where applicable, metric units are required (e.g., horizontal, geospatial, measurements, etc.) except when dealing with vertical datums (i.e., ft. NAVD88). For information that is not known at this time, please indicate that it is TBD and include a timeframe and plan for providing updated information. Recipients must deliver updated DMPs to the Council at least annually until all “N/A” or “TBD” values are provided.

**Project Information**

Project name:

[fill in, please making sure to match the name provided in the application]

Agency:

[fill in]

Project phase (planning/implementation):

[fill in]

Project phase(s) to which this ODP pertains:

[fill in, selecting from planning, implementation, and/or post-implementation]

Project ODP point(s) of contact:

[fill in, including name, phone, and email]

Expected observational data collection start and end dates:

[fill in]

Short description of the project location:

[fill in, using a short description]

Short description of the overall project construction features:

[fill in, if applicable]

Overall project goals and objectives:

[fill in]

Specific goals and objectives:

[fill in]

**Identification of Metrics, Associated Measures, and Success Criteria for Each**

Metrics to be reported:

1. [fill in a numbered list of Metrics]

Success criteria for Metric 1 ([fill in Metric name]):

[fill in]

*Measure I: [Fill in measure name]*

*[Measures are the data collected to support metrics. Statistical analyses of the supporting measures enable reporting on a metric in the grant management system. Metrics may require multiple measures to enable reporting or may necessitate only one measure for reporting. Measures should be numbered continuously across metrics so that no two share the name number.]*

*Success criteria:*

1. [fill in, listing when there are multiple criteria]

[continue for all measures]

[continue for all metrics]

**Identification and Discussion of the Reference Sites/Conditions**

Reference conditions for Metric 1 ([fill in Metric name]):

*Measure I. [fill in measure name]*

[fill in]

[continue for all measures]

[continue for all metrics]

**Baseline Condition Sampling/Data Mining Plans**

[brief summary of approach]

Baseline plan for Metric 1 ([fill in Metric name]):

[brief summary if needed]

*Measure I. [fill in measure name]*

[detailed plan]

[continue for all measures]

[continue for all metrics]

**Potential Corrective Actions**

Corrective actions for Metric 1 ([fill in Metric name]):

*Measure I. [fill in measure name]*

[fill in]

[continue for all measures]

[continue for all metrics]

**Observational Data Collection**

Plan for Metric 1 ([fill in Metric name]):

*Measure I. [fill in measure name]*

Purpose:

[fill in]

Methods:

[fill in]

Schedule/Timing and Frequency:

[fill in]

Sample Size:

[fill in]

Site Locations:

[fill in]

Quality Assurance and Quality Control:

[fill in]

[continue for all measures]

[continue for all metrics]

**Anticipated Statistical Analysis**

Analysis for Metric 1 ([fill in Metric name]):

*Measure I. [fill in measure name]*

[fill in]

[continue for all measures]

[continue for all metrics]

**Unforeseen Event Contingency**

Contingency plans for Metric 1 ([fill in Metric name]):

*Measure I. [fill in measure name]*

[fill in]

[continue for all measures]

[continue for all metrics]

**Consistency with Local or Regional Planning/Monitoring Efforts**

[fill in]

**Observational Data Collection and Reporting Budget**

Estimated total budget for observational data collection:

$[fill in dollar amount]

*Metric 1: [fill in Metric name]*

Measure I. [fill in measure name]

* [fill in list of activities] ­ $[fill in dollar amount for each]

[continue for all measures]

[continue for all metrics]

Estimated total budget for observational data reporting:

$[fill in dollar amount] ([fill in description/breakdown])

Estimated budget for contingency monitoring:

$[fill in dollar amount]

*Metric: [fill in Metric name]*

Measure I. [fill in measure name]

* [fill in list of activities] ­ $[fill in dollar amount for each]

[continue for all measures]

[continue for all metrics]

Location of observational data costs in Overall Project Budget, Budget Narrative or Milestones:

*Observational data collection costs:*

[fill in]

*Observational data reporting costs:*

[fill in]

*Contingency monitoring:*

[fill in]

**Data Review and Reporting**

[fill in]

**Literature Cited**

[fill in]

## **Data Management Plan Template**

**NOTE**

The following information is provided as an example using a hypothetical/fictitious project and provides information regarding only three observational data types, corresponding to the example Observational Data Plan (ODP) provided separately, in Appendix A of the ODP interim guidance available on the [Grants Resources webpage](https://restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources). The specifics provided below are not factual and do not reflect elements of a real project. The information serves simply as an example.

Complete documentation, including descriptions of all observational data collection elements will be required by recipients for consideration and approval by the Council prior to plan implementation and award of funds. Where applicable, metric units are required (e.g., horizontal, geospatial, measurements, etc.) except when dealing with vertical datums (i.e., ft NAVD88).

**Project Information**

Project name:

Golden Island Restoration

Agency:

Department of Success

Project phase(s) to which this DMP pertains:

Implementation & Post-Implementation

Data Steward(s):

John Smith, (123) 456­7777, john.smith@dos.gov

Expected data collection start date:

Targeted FY16, prior to project construction (exact dates TBD based on award date, and will be included in an updated version of this plan with the first annual report)

Expected data collection end date:

XX/XX/XXXX, 10 years post construction (exact dates TBD based on award date, and will be included in an updated version of this plan with the first annual report)

Brief project description:

The Golden Island Restoration project is composed of both dune and marsh creation tasks. The dune creation phase of the project will extend for 2800m along the Gulf of Mexico shoreline raising the supratidal, intertidal, and subtidal environments to dune and supratidal elevations on Golden Island. The marsh creation phase will elevate subtidal and intertidal areas directly behind the dune to intertidal and supratidal elevations.

Project location:

An island 30 km south­southwest of Pascagoula, FL in the Gulf of Mexico.

General description of data collection activities (methods, sampling frequency, etc.):

High resolution aerial photography will be used to map emergent habitats on Golden Island using the technical framework established by the USFWS National Wetlands Inventory (NWI) Classification of Wetlands and Deepwater Habitats (Cowardin et al. 1979). Data collection will occur once per year beginning with pre­implementation (year 0), and will continue post­implementation (years 1, 2, 5, and 10). Aerial photography will be analyzed and mapped as part of this observational data collection effort. Field investigations will be conducted to ground­truth various geomorphic and vegetation habitats in the field with corresponding signatures on aerial photography.

The composition and cover of emergent vegetation will also be surveyed. 10 cross­shore transects will be established at 300m intervals in the project area bisecting dune and marsh creation areas. Each transect will contain ten randomly located vegetation stations, for a total of 100 vegetation stations. Vegetation stations will consist of 2X2m plots and sampling protocol will be consistent with Folse et. al. 2014 using a modified version of Braun­Blaunquet method (Ellenberg and Mueller­Dombois 1974, Steyer et al. 1995). As­built (implementation phase) vegetation cover will be surveyed approximately 90­180 days following completion of construction within the marsh and dune cells. Post­implementation vegetation cover will be surveyed late summer/early fall of years 2 and 5.

Estimated budget for data management:

$645,000

Location of costs in the Overall Project Budget, Budget Narrative, and/or Milestones:

* $350,000 in Personnel (Salary and Fringe Benefits for GS­7 IT Specialist at 30% staff hours for 10 years) in project budget
* $13,000 in Equipment (Data Management Server) in project budget
* $282,000 in Software (Licenses, updates and annual maintenance) in project budget

**Data Management Capabilities**

Do you have in-house data management and metadata capacity? (Yes/No):

Yes

*If yes, describe how this project’s data and metadata will be:*

1. Stored

The project data along with corresponding ISO­compliant metadata will be stored on a DOS­managed server and backed up regularly to an off­site location.

1. Archived

At the completion of the project, final project data and metadata will be submitted to the National Centers for Environmental Information (NCEI) for archiving.

1. Made available to others (including delivery to the Council)

The applicable GIS data layers will be service­enabled and made available for consumption through the Golden Island Restoration Online Mapping Application. The tabular data will also be available for download through a password-protected web interface. In addition, all electronic data and metadata will be delivered to the RESTORE Council on a yearly basis for review and approval.

*If no, describe how you will ensure items 1-3 above are accomplished:*

N/A

Will project data/metadata use digital object identifiers (DOIs)?:

DOIs will not be used

**Observational Data Types**

Fill out the following fields of information for each type of data being collected. For information that is not known at this time, please indicate that it is TBD and include a timeframe and plan for providing updated information. Recipients must deliver updated DMPs to the Council at least annually until all “N/A” or “TBD” values are provided.

Data type 1:

Aerial imagery

*GIS representation:*

Raster – High-resolution digital aerial photography (near-vertical, color-infrared)

Projection:

NAD83 UTM zone 17

Horizontal and vertical datum:

UTM, NAD83

GIS POC:

 Smith, (123) 456­7777, john.smith@dos.gov

*Frequency of collection:*

Five discrete acquisitions will occur, one in each of years 0, 1, 2, 5, and 10.

*Duration of collection:*

Spanning 10 years

*Data storage format:*

Digital orthophotographs created from the native aerial imagery that will be service­enabled as a mosaic dataset

*Units:*

Meters

Data type 2:

Habitat composition maps

*GIS representation:*

GIS raster files

Projection:

NAD83 UTM zone 17

Horizontal and vertical datum:

UTM, NAD83

GIS POC:

John Smith, (123) 456­7777, john.smith@dos.gov

*Frequency of collection:*

Five discrete acquisitions will occur, one in each of years 0, 1, 2, 5, and 10.

*Duration of collection:*

Spanning 10 years

*Data storage format:*

geoTIFF

*Units:*

Meters

Data type 3:

Emergent vegetation surveys

*GIS representation:*

100 selected stations will be represented by lat/long points

Projection:

NAD83 UTM zone 17

Horizontal and vertical datum:

UTM, NAD83

GIS POC:

Jane Smith, (123) 456­7778, jane.smith@dos.gov

*Frequency of collection:*

Biannually (summer and early fall) surveys will occur in years 2 and 5, post-implementation.

*Duration of collection:*

Spanning 3 years

*Data storage format:*

Relational database and .csv files

*Units:*

% cover/species with status category (native/invasive)

1. Co-funding is a type of leveraging in which costs are shared across funding from two or more sources. The leveraged funding from all sources is required in order to achieve the project or program objective; therefore, the project cannot proceed without the co-funding. [↑](#footnote-ref-1)
2. A subrecipient is an entity that receives a subaward provided by a pass-through entity to carry out part of a Federal award received by the pass-through entity (the “recipient”). See [2 CFR §§ 200.86, 200.93 and 200.94](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) for definitions of recipient, subrecipient and subaward. [↑](#footnote-ref-2)
3. A second-tier subrecipient is an entity that that receives a subaward from a first-tier subrecipient whose subaward was provided through a pass-through entity (the recipient of the Federal award). The recipient pass-through entity receives the Federal award and provides funding to the first-tier subrecipient; the first-tier subrecipient may then pass-through a portion of the funding to a second-tier subrecipient through a second subaward. [↑](#footnote-ref-3)
4. The Council Grants Office Resources web page is available at the following link - <https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources>. [↑](#footnote-ref-4)
5. <https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources>. [↑](#footnote-ref-5)
6. Available on the Grants Office Resources page at <https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources>. [↑](#footnote-ref-6)
7. The Council Grants Office Resources web page is available at the following link - <https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources>. [↑](#footnote-ref-7)