

NARRAGANSETT BAY ESTUARY PROGRAM



Narragansett Bay Estuary Program

REQUEST FOR PROPOSALS

Southeast New England Program (“SNEP”) Watershed Restoration Projects for the Narragansett Bay Watershed

February 19, 2019

The [Narragansett Bay Estuary Program \(“NEBP”\)](#), through its host—the [New England Interstate Water Pollution Control Commission \(“NEIWPCC”\)](#) is inviting proposals for Watershed Restoration Projects (medium- to large-scale implementation and small-scale planning and design) within the greater bi-state Narragansett Bay watershed with funding from the United States Environmental Protection Agency’s (“U.S. EPA”) Southeast New England Program (“SNEP”). The selected projects will further implement [the Narragansett Bay Estuary Program’s Comprehensive Conservation and Management Plan \(“CCMP”\)](#) as it relates to the [SNEP vision and purpose](#). The results of the selected projects will improve water quality and/or habitat in Narragansett Bay and its watershed.

This request for proposals (RFP) includes the following information:

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I. Overview

NBEP

The NBEP's mission is to protect and preserve Narragansett Bay and its watershed, in both Rhode Island and Massachusetts, through partnerships that conserve and restore natural resources, enhance water quality, and promote community involvement. Founded in 1987, the Narragansett Bay Estuary Program is one of 28 nationally designated programs operating under the [National Estuary Program](#). This national program was established by the federal Clean Water Act and seeks collaborative solutions to protect and restore the water quality and ecological integrity of estuaries of national significance. NEIWPCC serves as the program host for the Narragansett Bay Estuary Program.

NEIWPCC

NEIWPCC is a not-for-profit interstate agency, established by an Act of Congress in 1947 to serve and assist its member states individually and collectively by providing coordination, research, public education, training, and leadership in the management and protection of water quality in the New England states and New York. NEIWPCC strives to coordinate activities and forums that encourage cooperation among the states, educate the public about key water quality issues, support research projects, train environmental professionals, and provide overall leadership in the management and protection of water quality.

SNEP

SNEP's mission is to foster collaboration among regional partners across southeast New England's coastal watersheds to protect and restore water quality, ecological health and diverse habitats by sharing knowledge and resources, promoting innovative approaches, and leveraging economic and environmental investments to meet the needs of current and future generations. SNEP's long-term goals include funding actions to restore water quality and physical processes, bolster sustainable communities by protecting and enhancing ecosystem services, enable innovative solutions that facilitate new technologies and approaches to improve habitat, aquatic life, and water quality, and advance solutions to regional environmental issues.

II. Project Goal

This RFP will focus on projects in the greater Narragansett Bay watershed, which is part of the SNEP area of interest.¹ SNEP's focus on this geographic area is designed to develop innovative and effective approaches to preserve the region's common critical resources. The NBEP and NEIWPCC are assisting U.S. EPA in administering and disbursing SNEP funds to projects within the greater Narragansett Bay watershed. Note that per U.S. EPA policy awards under this RFP are called "subawards" and those that are selected to receive funds are defined as "subawardees." The purpose of this RFP is to fund projects that help meet the Narragansett Bay Estuary Program's goals, as articulated in [the Comprehensive Conservation and Management Plan \(CCMP\)](#) in addition to the [SNEP vision and purpose](#). The results of funded projects will improve water quality and/or will restore natural habitats in Narragansett Bay and its watershed.

Specifically, this grant program is focused on two types of projects that will be judged separately and funded as follows: 1) **Watershed Restoration Subawards** (\$552,000 total for 2-3 projects; individual project budgets must be between \$125,000 and \$225,000) and 2) **Watershed Restoration Planning Subawards** (\$54,000 total for 2-3 projects; individual project budgets must be between \$20,000 and \$30,000).

¹ EPA's SNEP program covers the coastal waters and watershed lands spanning from Westerly, Rhode Island to Pleasant Bay, Massachusetts, and includes the watersheds of Narragansett Bay, Buzzards Bay, the Islands, and southern Cape Cod. More information about SNEP is available at www.epa.gov/region1/snecwrp, with additional information for Narragansett Bay at www.nbep.org.

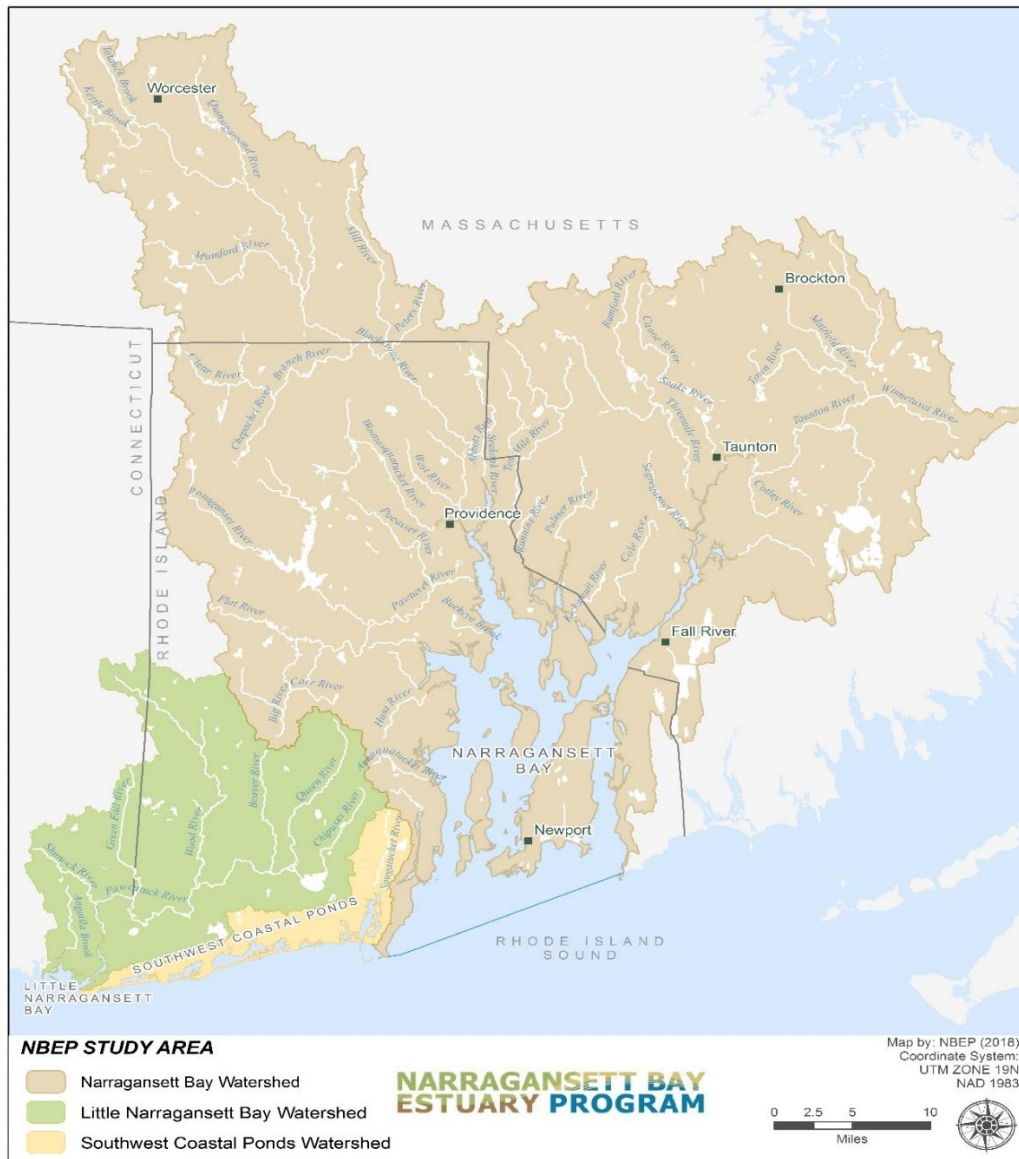
The **Watershed Restoration Subaward** category includes medium- to large-scale implementation projects that are focused on restoring degraded waters and water-related habitats through various methods. Restoration projects may address, but are not limited to, restoration of fish passage, stream barrier removal, culvert upgrades, and stream connectivity; living shorelines; removal of legacy wetland fill; marsh enhancement; and other restoration projects that address local climate change implications in impaired water and important habitat areas. Projects must provide a relevant metric of success such as the number of acres restored and/or miles of stream/river opened and/or the basin size and pollutant or nutrient loading reduction estimates. To enable the project to be **complete within 24-month** as required under this by award, NBEP is looking to fund construction of projects that have already completed all (or part) of the assessment/feasibility studies, engineering design, and permitting processes.

The **Watershed Restoration Planning Subaward** category is a small-subset of funding to be used for planning and design purposes for future implementation projects that could be eligible for the watershed restoration subaward category in the future.

III. Scope of Work

Through this RFP, the NBEP is encouraging and anticipating the receipt of a broad range of proposals—the majority of which will be on-the-ground projects with tangible and measurable outcomes. A smaller subset of funding has been allocated for feasibility, engineering, or planning studies that help prepare for future projects. Site-specific projects must lie principally within the greater Narragansett Bay watershed in the states of Rhode Island and Massachusetts [which includes the Narragansett Bay Watershed, the Wood-Pawcatuck Watershed (partially within Connecticut), and the Southwest Coastal Ponds Watershed]. See the project area map on the next page and the on-line ArcGIS map tool here: <https://arcg.is/ay501>. Projects that straddle the watershed boundary or applications that include linked complementary areas within and outside the watershed boundary may be considered if the project meets other eligibility requirements.

A project's competitiveness will depend on how well it meets the selection scoring criteria. These criteria are provided in Appendix D. Projects that are expected to result in clear outcomes and measurable accomplishments will likely score more highly. Further, projects with large match contributions will receive more points. In general, projects must clearly articulate their relevance to NBEP's mission and goals and to SNEP's vision and mission.



Additional requirements for pre-proposals and full proposals: All site-specific projects involving construction **must** have a documented endorsement from the property owner where construction or alteration is proposed. The exceptions to this rule are those projects that involve an evaluation of multiple sites to select a final site or sites, and where the selection committee feels there is a reasonable expectation that the applicant will receive permission from the participating property owner(s) after undertaking this process. If a *municipality or subdivision of government (e.g., a district) is the applicant*, a letter of endorsement is required from the board of selectmen, mayor, sewer commissioners, or another authorized contract signatory, if they are not the applicant. Projects where the *work is to be undertaken by a municipality or district* must also have a letter of endorsement from the board of selectmen, mayor, or commissioners if they are not the applicant. Any projects that include environmental data operations must include the development of a Quality Assurance Project Plan. (See Section IV.F. **Quality Assurance & Quality Control Requirements** for more details.) Per U.S. EPA, environmental data operations include work performed to obtain, use, or report information pertaining to environmental processes and conditions. Another common description of this data is collection, analysis, or manipulation of environmental data. Further, if data are collected under this grant, the data must be submitted with the final report so that it can be made available publicly.

IV. General Guidelines for Applicants

A. Eligibility

Applicants who are eligible to submit proposals in response to this RFP include state or local government agencies; tribes; interstate agencies; private non-profit organizations and institutions; and academic or educational institutions. For-profit organizations are not eligible, but they may be subcontracted by the subawardee. Although multiple partners may be involved with a project, a single subawardee will be the recipient of funds, and partners receiving funds through the subawardee will be considered subcontractors. The subawardee will be responsible for the completion of all tasks including those through subcontracted partners.

B. Schedule

The project should take no more than 24 months to complete, with all final reports and paperwork received by June 30, 2021. However, it is desirable for projects to be completed earlier.

The schedule* for this RFP is as follows:

RFP Released	February 19
Deadline for Receipt of Questions	March 19
Pre-Proposals Due	April 2, 2019, 12:00 PM EST (noon)
Invitations for Full Proposal Sent Out	April 16
Full Proposals Due (By invitation only)	May 15, 2019 12:00 EST (noon)
Subawards Announced	May 29, 2019
Subawards Commence	June 30, 2019
1-year Progress Report Due	June 30, 2020
Project Completion and Final Report	June 30, 2021

*Schedule is subject to change.

C. Funding

There are up to \$606,000 in federal funds available for this solicitation. Should the amount of available funding change, the amount of grant funding may increase or decrease. Applicants may submit any number of applications and they may receive more than one subaward; however, no single award may exceed \$225,000, and no subawardee may be granted more than \$255,000 cumulatively through this RFP. The Watershed Restoration Subawards includes \$552,000 total for 2-3 projects, with individual project budgets between \$125,000 and \$225,000. The Watershed Restoration Planning Subawards includes \$54,000 total for 2-3 projects, with individual project budgets between \$20,000 and \$30,000.

Proposals with budgets that exceed the identified funding will not be considered. Final proposal budgets cannot exceed pre-proposal budgets. Awarded funds may be used for expenses specifically related to the proposed project, including wages and consultant fees. Expendable and non-expendable equipment directly related to the proposed project may qualify for funding but will require pre-approval (prior to Full Proposal submission) by NBEP and NEIWPC and must be justified in the Full Proposal.

Indirect costs are allowed, but must be in line with the following procedures:

- NBEP and NEIWPC recognizes that in some instances, applicants may have costs that are not directly attributable to projects or activities being funded but that the recovery of those indirect costs is necessary in order to effectively implement the respective projects or activities. In those situations, the following indirect cost policy applies:

- Applicants that do not have a Negotiated Indirect Cost Rate Agreement may charge a maximum indirect rate of 10 percent of direct costs (*de minimus* rate).
- Applicants (including academic institutions) with a valid Negotiated Indirect Cost Rate Agreement (NICRA) with their cognizant federal agency can charge indirect costs to projects based on their negotiated indirect cost rate, but not to exceed 25% of the direct project cost, whichever is less.
 - A valid NICRA is one in which the effective period has not expired. Applicants must provide a copy of their valid NICRA with their application for indirect costs reimbursement to be considered. If the effective period of the NICRA has expired but the grantee has documented evidence (via an indirect cost rate proposal) that they have reapplied for a new rate, the expired rate may be accepted.
 - Where an applicant has a NICRA higher than 25%, the difference may be applied to match if allowable under NEIWPC's prime agreement with the funding entity. If you need clarification reach out to the NEIWPC contact listed in Section IX of this RFP.

D. Match

Applicants must provide a non-federal match that will equal or exceed 25 percent of requested funds. Funds from other federal sources or grants, and funds committed to match other federal grants, are not eligible to be used as matching funds.

Cost share or match can be satisfied with cash or in-kind services, or a combination of both. Cash contributions are those funds used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant. Any contributions must be clearly explained and documented.

E. Deliverables

The primary deliverables for this project will be the following:

For a Watershed Restoration Subaward:

1. **Quarterly reports** delivered to the NBEP Program Director no later than the 10th day of January, April, July, and October during the duration of the project.
2. **Approved Quality Assurance Project Plan** (if required). See below for additional information about this deliverable.
3. **Construction/installation based on approved studies/designs and/or permits** (for implementation projects)
4. **Public-facing informational signage** (for implementation projects)
5. **Draft final report** in Microsoft Word format including:
 - a. Summary of all activity
 - b. Photos
 - c. Maintenance plan
 - d. Outreach/education plan
 - e. Microsoft excel attachment with GIS data for incorporation into NBEP's watershed restoration projects database
6. **Approved final report** in Adobe .pdf format including all of the above, following the incorporation of feedback from NBEP, NEIWPC, and review by relevant project partners (*e.g.*, NBEP's grants subcommittee and/or Science Advisory Committee).
7. **Data:** If data are collected under this grant, the data are expected to be entered into U.S. EPA's data

systems. Specifically, the successful applicant must ensure all water quality data generated in accordance with an U.S. EPA/NEIWPCC/NBEP-approved Quality Assurance Project Plan (“QAPP”), either directly or by subcontract, are uploaded annually or by project completion to the Water Quality Data (WQX), which is the mechanism for data partners to submit water monitoring data to U.S. EPA. Further information on QAPPs is provided in Section IV.F. Access to WQX web occurs through U.S. EPA’s portal for environmental data, the Central Data Exchange (CDX). The login page can be found at <https://cdx.epa.gov/>. Water quality data that are appropriate for WQX include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. WQX is the water data schema associated with the U.S. EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the WQX structure. WQX Web is a web-based tool to convert data into the WQX format for smaller data generators that are not direct partners on the Exchange Network. WQX Web account registration details can be found at: www.epa.gov/waterdata/wqx-web-account-registration.

For a Watershed Restoration Planning Subaward:

1. **Quarterly reports** delivered to the NBEP Program Director no later than the 10th day of January, April, July, and October during the duration of the project.
2. **Approved Quality Assurance Project Plan** (if required). See below for additional information about this deliverable.
3. **Project design** (for planning projects)
4. **Permitting** (allowed for planning projects but not required)
5. **Draft final report** in Microsoft Word format including:
 - a. Summary of all activity
 - b. Photos
 - c. Detailed strategy or action plan for next steps and expected tangible outcomes, including plans to obtain funding to implement the project
 - d. Microsoft excel attachment with GIS data for incorporation into NBEP’s watershed restoration projects database
6. **Approved final report** in Adobe .pdf format including all of the above, following the incorporation of feedback from NBEP, NEIWPCC, and review by relevant project partners (*e.g.*, NBEP’s grants subcommittee and/or Science Advisory Committee)
7. **Data:** If data are collected under this grant, the data are expected to be entered into U.S. EPA’s data systems. Specifically, the successful applicant must ensure all water quality data generated in accordance with an EPA/NEIWPCC/NBEP-approved QAPP, either directly or by subcontract, are uploaded annually or by project completion to the Water Quality Data (WQX), which is the mechanism for data partners to submit water monitoring data to EPA. Access to WQX web occurs through EPA’s portal for environmental data, the Central Data Exchange (CDX). The login page can be found at <https://cdx.epa.gov/>. Water quality data that are appropriate for WQX include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. WQX is the water data schema associated with the U.S. EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the WQX structure. WQX Web is a web-based tool to convert data into the WQX format for smaller data generators that are not direct partners on the Exchange Network. WQX Web account registration details can be found at: www.epa.gov/waterdata/wqx-web-account-registration.

All deliverables are to be submitted in draft form in Microsoft Word format for review by project partners and approval by the NBEP. Further, all final reports are to be delivered in Adobe .pdf format upon approval by NBEP (See Contact Information in Section IX).

F. Quality Assurance & Quality Control Requirements

The NEIWPC Quality Management Plan requires that QAPPs are developed and approved for all projects involving environmental data operations. For projects that involve environmental data operations, the subawardee will be responsible for developing the project QAPP and submitting it to NBEP for review after the start of the subaward period. The QAPP must be approved by EPA, the NBEP Program Director, the NEIWPC Project Manager, and the NEIWPC Quality Assurance Program Manager prior to any data collection or analysis. If your proposed project will include environmental data operations, development of the QAPP can be completed as a task under this project and should be included in the proposal narrative, timeline, and budget. While preparing your proposal, please account for the additional time and resources necessary for QAPP development. Allow a minimum of 30 days for the development of your QAPP and 90 days for the review and approval of your QAPP by NBEP, NEIWPC, and U.S. EPA. It is appropriate for an applicant to utilize or build upon an existing, relevant, approved QAPP if one exists. For more information about QAPPs, see <http://neiwpc.org/our-programs/assessment-and-research/quality-management/> and <http://www.epa.gov/quality/qapps.html>. Questions regarding the QAPP process or the necessity of a QAPP for a proposed project should be directed to NBEP (see contact information in Section IX).

G. Deliverables, Ownership, and Credit Due

All materials, photos, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics produced as a result of this RFP and funded, in whole or in part, under an agreement with NEIWPC (NBEP's host) shall be made available to NBEP, NEIWPC, and the U.S. EPA in the formats in which it is stored or maintained. Additionally, NBEP, NEIWPC, and the U.S. EPA shall have an unrestricted right to use any materials, photos, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The subawardee shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, photos, software, maps, reports, and other products or data without the express, written consent of NEIWPC and subject to any other approvals required by state or federal law. Reports and other deliverables (including informational signage and any press releases) will credit the NBEP, NEIWPC, and U.S. EPA for any work completed under the subaward.

H. Project Informational Signage

Project implementation sites (*e.g.*, best management practice (BMP) installations, construction areas, etc.) must display, where appropriate and practicable, a permanent sign indicating that the project has received funding through NBEP, NEIWPC, and U.S. EPA, and include the NBEP, NEIWPC, and U.S. EPA logos.

I. Geographic Information System (GIS) Data Requirements

GIS data produced under this project must adhere to the requirements of EPA's National Geospatial Data Policy (see <https://www.epa.gov/geospatial/epa-national-geospatial-data-policy>). Specifically, the selected subawardee must provide documentation for all produced data, including source information for each digital data layer (*i.e.*, scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (*i.e.*, method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from <https://edg.epa.gov/EME/>. Specific technical guidance on geospatial deliverables and acceptable formats can be found at <https://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance>. GIS data produced under this project

must be submitted to NBEP as a deliverable. Data must have this geographical projection: Coordinate system: UTM Zone 19N and Horizontal datum: NAD 1983. Data must be stored in File Geodatabase. Feature classes must be within Feature Datasets that have the above projection. NEIWPCC will not accept “vector” GIS data in other formats such as shapefiles or coverage files.

J. Surveys & Information Collection

This project is funded through a U.S. EPA Assistance Agreement with NEIWPCC. NEIWPCC cannot allow use these funds to support a survey without completion of an Information Collection Request (ICR) describing the survey. The ICR must be submitted to the U.S. EPA Office of Management and Budget (OMB) for review and approval. This is an extensive process that can take several months to complete. A survey is defined as the collection of identical information from ten or more non-Federal respondents within a 12-month period. OMB approval must be received before any survey activities supported by NEIWPCC funds can begin. If the selected subawardee is providing non-federal match for this project, these matching funds may be used to support the cost of designing and administering a survey without the development of an ICR if the funds are not being used to match NEIWPCC’s agreement with EPA. Awarded funds may be used for analysis of the survey data and publication of the results regardless of whether or not an ICR is completed. If your project may include a survey component, please contact the NEIWPCC Project Manager (see contact information in Section IX) prior to submission.

K. Insurance Requirements

NBEP and NEIWPCC requires its subawardees (including sole proprietors) to maintain Workers Compensation and General Liability insurance. More details will be provided to applicants selected for funding. Note this applies for all subawardees, including sole proprietors. If you cannot provide proof of insurance, you are not eligible for this funding opportunity.

V. Proposal Requirements

Application to this RFP is a two-step process.

A. Pre-Proposals

First, applicants submit a pre-proposal, which will be ranked in a competitive process by a Review Committee. The Review Committee will be composed of state and federal agency representatives, NBEP, and NEIWPCC staff, or other subdivisions of government. The NBEP’s Scientific Advisory Committee may be asked to review the scientific validity and technical merit of the proposals.

Using the Selection Criteria, the Review Committee will assign a score to each pre-proposal, and based on these scores, assign a rank order to each. The average rank score among all reviewers shall be calculated and used as the basis of ranking and proposal selection. The Review Committee will separately rank the two categories: 1) Watershed Restoration Subawards and 2) Watershed Restoration Planning Subawards. The goal of the Review Committee will be to split the available funding as previously described as best as can be achieved based upon ranked proposals. However, the Review Committee may decide to provide a different allocation based upon the scoring and number and quality of proposals received. The priority will be to fund implementation projects. Only the highest ranked pre-proposals will be invited to submit a full proposal. The number of applicants to receive invitations will be at the discretion of the Review Committee. Invitations will be offered to the highest ranked proposals in order of rank by the Review Committee. The goal of the Review Committee is to ensure that the highest ranked and most promising proposals are invited to submit full proposals. The Review Committee has discretion to select among equally scored proposals to maximize diversity of project type and geography.

B. Full Proposals

The same competitive review process will be followed for the review and selection of full proposals. Only the highest average -ranked full proposals will receive funding. In the case of a tie rank score between selected proposals, funding will go to the proposal that represents the best value for the program. However, as in the pre-proposal review, the Review Committee has discretion to select among equally scored proposals based on factors such as project diversity or geographic coverage. The Review Committee reserves the right to reject any or all pre-proposals or proposals that do not meet the goals and terms of this RFP. The Review Committee intends to fund only the higher-ranking projects, those that demonstrate clear and significant benefits to Narragansett Bay and its environment and those that meet the goals of the SNEP initiative and the threshold eligibility requirements. Lower ranking projects or those with marginal benefits may not be funded, even if sufficient funding is available. If insufficient funds are available for a project or for projects ranked on the cusp of available funding, partial funding may be awarded. However, if the Review Committee believes partial funding will make such a project unfeasible, the project may be bypassed, and a lower cost project may be funded.

NOTE: Incomplete or incorrectly submitted applications may be disqualified. If there are insufficient qualifying eligible proposals to utilize all funds, remaining funds may be directed to subsequent grant rounds.

C. Application Process

Application to this grant program is a two-step process. First, a pre-proposal must be received by **12:00 (noon) EST on April 2, 2019**. Full proposals will then be invited at the recommendation of the Review Committee. Full proposals must be received by **12:00 (noon) EST on May 15, 2019**. See the full schedule in Section IV.B.

STEP 1: Pre-proposals

Submit pre-proposals **electronically** through the NEIWPC website (see VI. Submission Process below). A complete pre-proposal must include a pre-proposal narrative and any partner commitment letters. The pre-proposal narrative should not exceed two (2) pages single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins, including figures and narrative. Pre-proposals must be accompanied by brief letters on letterhead from each partner affirming their specific role or contribution to the effort. For site-specific projects, if the applicant is not the property owner, the pre-proposals must be accompanied by a letter from the property owner agreeing to the proposed activities (subject to any necessary conditions). Site-specific proposals that lack support of the property owner where work is to be done may be disqualified. Please do not include any other support documentation at this time, as it will not be reviewed.

The pre-proposal narrative must include the following information:

- Description and location of the proposed project
- Specific CCMP actions addressed by the project and specific SNEP goal(s) and priority action(s) addressed;
- Total project budget, making clear the following: total amount requested and nonfederal match; purpose for which funds will be used; other funding sources for this project;
- Outputs (deliverables) and expected outcomes;
- Description of project partners and their anticipated role in the project; and
- Identification of the designated permit applicant for the project and a detailed list of required permits and regulatory approvals obtained or being sought for the project and an expected date of receipt; and
- Timeline for the project (including time for QAPP development, if necessary). The timeline should also clearly delineate which deliverables can be completed prior to June 30, 2020 (for funding allocation purposes). **It is expected that this will likely be a sub-portion of the total number of tasks.**

STEP 2: Full Proposal

Full proposals will only be accepted after invitation, based upon review and approval of a pre-proposal. Applicants must submit proposals **electronically** through the NEIWPCCC website (see VI. Submission Process below).

Proposals must include a (1) cover letter, (2) title page with abstract, (3) narrative with citations, (4) timeline, (5) budgets (both overall and task-based budget formats), (6) budget justification, (7) description of qualifications, (8) letters of commitment or support; and (9) a signed subrecipient risk assessment form (required) with recent audit (if applicable). Page limits for each of these components are provided in the individual descriptions below. Proposals that do not contain all of the information requested and/or do not meet the format requirements will be eliminated from consideration. Pages that exceed the maximum number specified for each section will not be reviewed.

All full proposals submitted must be consistent with the corresponding pre-proposal submission, including funding amount requested.

1. Cover Letter

Please include a one-page cover letter, printed on official letterhead and signed by an authorized representative of the lead agency, firm, or institution, with each proposal. The cover letter must state that:

- You are applying for funds under this program.
- You commit to the match you are proposing.
- You acknowledge that funding is provided on a reimbursement basis.

2. Title Page

For your convenience, an electronic version of the title page is available as a Microsoft Word document at <http://neiwpc.org/about-us/working-with-neiwpc/>. The title page must adhere to the format provided in Appendix A and include all of the following information, using a maximum of one single-spaced, one-sided, typed 8.5" x 11" page with 11-point font and 1-inch margins:

- Project Name: Use the exact project name as it appears throughout the proposal.
- Primary Investigator Name and Contact Information: Provide the name, title, and affiliation of the primary investigator, as well as mailing address, phone number, and email address.
- Financial Contact Name and Contact Information (if applicable): Provide the name, title, and affiliation of the individual responsible for financial/contractual negotiations (if different from primary investigator), as well as mailing address, phone number, and email address.
- Project Partners (if any): Provide the names, titles, affiliations, for each of the additional investigators or support staff who will significantly contribute to the project (if any).
- Funds Requested: Provide the amount of money you are requesting from NEIWPCCC for the project.
- Matching Funds: Provide the amount of matching funds you and/or your partners will be contributing to the project (if any).
- Federal Tax Identification Number (FID).
- DUNS Number²: A DUNS number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity globally. Subawardees must provide a DUNS number to comply with an administrative condition of NEIWPCCC's EPA cooperative agreement (individuals are exempt).

² Obtaining a DUNS number is free for all entities doing business with the Federal government. Under normal circumstances the DUNS number is issued within 1-2 business days when using the web form process (<http://fedgov.dnb.com/webform>).

- Certified Disadvantaged Business Enterprise (DBE): Indicate if your organization is a DBE.
- Project Location Description (City, State): Provide the state and city where of the primary location where work will be completed.
- Project Location Coordinates (Latitude, Longitude): Provide the latitude and longitude coordinates for the primary location where work will be completed.
- Abstract: The abstract must accurately describe the project being proposed and include: (1) the objectives of the project, (2) the methodology to be used, and (3) the expected outputs and outcomes of the project and how it addresses this RFP, including environmental benefits to Narraganset Bay and its watershed. **The abstract must fit within the title page.**

3. Proposal Narrative

The proposal narrative must not exceed 8 consecutively numbered, single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins. The 8-page narrative must include all of the following information:

- **Problem Description:** Briefly describe the project and its relevance to the goals of this RFP, including specific CCMP actions and SNEP goals. This section can also include brief background or introductory information.
- **Objectives:** Outline how the project will achieve the goal of this RFP.
- **Methodology:** Outline the project's design and describe the methods and techniques that will be used to meet the project's goal and tasks.
- **Expected outputs and outcomes:** Describe the project's expected outputs and outcomes, and list and describe each of the specific deliverables and end-products.
- Briefly discuss the **process to be used to evaluate the effectiveness and success** of the project.
- **Roles and Responsibilities:** Define the roles and responsibilities of all project participants.
- **Citations:** Include references as appropriate within the proposal narrative.

4. Timeline

Provide a detailed timeline for meeting identified tasks and completing deliverables, with **a completion date no later than June 30, 2021**. All timelines should be stated in terms of Month #1, #2, #4, etc. rather than specific dates, e.g. "March 5, 2019." Although the project start date is anticipated to be on or about June 30, 2019, this date may change based on the time the actual agreement is established. The timeline must be no more than one 8.5" x 11" page with 1" margins and 11-point font. Timeline should also clearly delineate which deliverables can be completed prior to June 30, 2020 (for funding selection purposes). It is expected that this will likely be a sub-portion of the total number of tasks.

5. Budget

The project budget must be provided in two formats:

- First, provide a complete, detailed budget using the format provided in Appendix B. For your convenience, an electronic version of the budget form is available at <http://neiwpc.org/about-us/working-with-neiwpc/>. The budget must be no more than one 8.5" x 11" page with 1" margins and 11-point font. Along with this budget, provide a brief justification (one page maximum) for the proposed costs in terms of meeting project objectives. Include an explanation of how indirect costs are calculated. Justify subcontracts, if any. Identify and describe current and pending financial resources (including the source) for non-federal cost share or matching funds that are intended to support the project. Entities intending to use a Negotiated Indirect Cost Rate must provide

documentation of their rate. See also the indirect cost policy (IV. General Guidelines for Applicants). This documentation does not count toward the page limit.

- Second, prepare a budget that is broken down by project tasks as shown in Appendix C. For your convenience, an electronic version of the budget form is available at <http://neiwpc.org/about-us/working-with-neiwpc/>. As you develop this budget, keep in mind that contractual payments will be made based on this budget. This budget must be no more than two 8.5" x 11" pages with 1" margins and 11-point font. Matching funds should not be included in the task-based budget.

6. Qualifications

The applicant chosen for this project should possess the academic and/or professional expertise and certifications in the relevant subject areas and have a strong track record in delivering projects of this nature. Attention to detail in documenting qualifications that meet the scoring requirements is strongly advised. The qualifications section, including resumes, CVs, descriptions of past projects, etc. must not exceed 3 pages.

7. Letters of Support

Projects undertaken in partnership with other organizations, particularly where the partner will provide a service or action must include support letters from each partner stating their specific commitments. If your project includes matching funds and the match is to be provided by partners, letters of commitment for the match from those partners must be included. "General letters of support" should not be included with the application.

8. Subaward Requirements

Subawardees must comply with all requirements and responsibilities of this subaward and with all U.S. EPA General Terms and Conditions under the prime agreement as outlined at <http://www2.epa.gov/grants/grant-terms-and-conditions#General%20Terms%20and%20Conditions>. Subawardees are required to submit a Subrecipient Risk Assessment Form with their proposal (see Appendix E). This form includes a requirement to attach an audit in some cases. If a Subawardee fails to submit or complete this form their proposal may be eliminated from consideration.

VI. Submission Process

Pre-proposals must be submitted by no later than 12:00 (noon) EST Friday, April 2, 2019. No late submissions will be considered.

Invited full proposals must be submitted by no later than 12:00 (noon) EST Friday, May 15, 2019. No late submissions will be considered.

Applicants must submit their pre and full proposals electronically through the NEIWPC website. Unless prior approval is given, proposals received through e-mail, postal delivery, or any other delivery method will not be accepted.

To submit your proposal, go to <http://neiwpc.org/about-us/working-with-neiwpc/contractor-proposal-submissions/> and follow the instructions provided for uploading your file(s). It is highly preferred that the proposal and all supporting information are submitted as a single PDF document. This requires Adobe Acrobat or similar Adobe product (the free Adobe Reader does not allow the conversion of documents into PDF format), or a scanner. If multiple files are to be submitted, you will need to create an archive file (.zip, or .rar) containing all of the files you wish to submit. The file name should be in the following format: "NBEP-SNEP 2019_NAME OF YOUR ORGANIZATION." Once you have clicked the "submit" button, please allow adequate time for your

submission to process and do not hit the back button or close your browser window. The process is not considered complete until you have reached the confirmation page. If submitted successfully, you will receive an email from NEIWPC (mailto:mail@neiwpc.org) with the subject line "RFP Submission Confirmation" confirming your submission. For questions regarding submission of proposals, contact Heather Radcliffe, the NEIWPC Project Manager (see contact information in Section IX).

VII. Proposal Evaluation Process

NBEP will screen all proposals to ensure that they meet all requirements of this RFP. If a proposal is found to be incomplete, the proposal will be eliminated from the competition and NEBP will notify the applicant. To be considered complete, proposals must include all of components described in Section V. Proposal Requirements. Pages in excess of the limits specified for each component will not be reviewed. Complete and eligible proposals will be reviewed by the Review Committee. Proposals may also be submitted for external peer reviews. The review team will evaluate the proposals based upon the criteria in Appendix D.

VIII. Notification of Subawards

Subaward notification to applicants is expected by May 2019. Subaward recipients may be asked to submit a revised work plan, timeline, and budget at this time. Projects cannot start until the subaward (contract document) is signed by both parties and all mandatory documentation, including proof of General Liability Insurance and Worker's Compensation, is received by NEIWPC. Further, if your project includes environmental data operations, this work may not begin until the QAPP is approved. **Expenses incurred prior to the subaward start date will not be paid.** Payment for costs incurred will be on a reimbursement basis per the payment schedule delineated in the subaward and contingent upon completion of quarterly progress reports and project deliverables.

IX. Contacts

NBEP and NEIWPC will accept questions about this RFP by email or phone through March 19, 2019 at 12:00pm EST (noon).

For information regarding the RFP, proposal review, full proposal invite and subaward announcement, work plan and budget revisions, and submittal of QAPPs, reports, and deliverables contact **Mike Gerel**, the NBEP Program Director:

Mike Gerel
Program Director
Narragansett Bay Estuary Program
(401) 633-0552
mike.gerel@nbep.org

For information regarding electronic pre-proposal and full application submittal, survey or information collection, and subaward contracting, contact **Heather Radcliffe**, the NEIWPC Project Manager:

Heather Radcliffe
Senior Program Manager and Staff Attorney
New England Interstate Water Pollution Control Commission
(978) 349-2522
hradcliffe@neiwpc.org