Proposal Guidelines and Application Instructions *(for Chesapeake Bay Implementation Grants)*

The guidelines and instructions apply to proposals submitted for the Chesapeake Bay Implementation Grant (CBIG) program through DNR's CCS Grants Online website. All applicants are expected to comply with these guidelines and the applicable federal award conditions. If an applicant cannot comply with these provisions, the applicant should provide a written justification indicating why an exception is warranted.

SUBMITTING A PROPOSAL USING *CCS GRANTS ONLINE*

To submit a proposal, you will first need to visit the *CCS Grants Online* website at: **http://dnr.maryland.gov/ccs/grantsonline.asp** and create a profile if you do not already have one. In order to create a profile, you will need to enter a username and password. Your username and password will be used to submit proposals for project funding and progress reports for funded projects. Please store your user name and password in a secure location for later reference.

Once a profile has been created, the user will be guided through the proposal process which is broken into four steps:

- **Step 1a: Create a Proposal**
- **Step 1b: Upload Proposal Narrative**
- **Step 2: Create and Upload a Budget**
- **Step 3: Upload Additional Documents**
- **Step 4: Review and Submit**

STEP 1: CREATE A PROPOSAL

Once you have logged in to *CCS Grants Online*, select "Submit a Proposal" from the left menu bar on the page. Next you will be asked to select the funding source for which you want to apply. Select "Chesapeake Bay Implementation Grant."

Step 1a: Basic Information

Once you have done that, you will advance to a new page where you will be asked to provide some basic information about the applicant, the proposed project, the project location, contact information, etc.

Please be sure to provide ALL requested information in the forms to ensure project consideration. Specific guidelines for completing the sections of the application in *CCS Grants Online* appear below:

1. Proposal Title: Provide a short, descriptive title of the proposed project.
2. Funding Recipient: Legal name of organization that would facilitate project implementation and to whom funds would be provided.
3. Federal Identification #: The Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number is a unique nine-digit number assigned by the Internal Revenue Service to business entities operating in the United States for the purposes of identification. It is similar in purpose to the Social Security Number that is assigned to individuals.
4. Applicant Name: Name of the person submitting the proposal on behalf of the funding recipient.
5. Applicant Street Address: Physical address of the funding recipient. This will be the address used on all formal correspondence.
6. Applicant City:
7. Applicant State:

8. Applicant Zip Code:
9. Applicant Email Address: E-mail address of the person submitting the proposal.
10. Applicant Phone: Primary phone number of person submitting the proposal.
11. Total Request: Total amount requested through the proposal.
12. Total Match (Non-Federal) Funds (if applicable): Please contact the CBIG project manager to discuss whether non-federal match funds will need to be provided for your project, if funded.
13. Total Project Cost: Total cost of the project to complete; typically Request + Match = Total.
14. Anticipated Date of Completion: Based on the current status, if funded, this is when the project(s) will be fully implemented.
15. Proposal Summary Statement/Abstract: Please limit to 4-5 sentences.
16. Nutrient and sediment reductions: Answer yes if there are reductions associated with your project, and no if not.

Once the basic details section has been completed, the applicant will need to click on the **"Detailed Proposal"** link to download the proposal template and/or guidance – a Word document that details the project narrative and description along with other required information.

Step 1b: Detailed Proposal Template

The Detailed Proposal Template mimics the scope of work template used in CBIG contracts. Applicants may download, edit, and save the document until the proposal document is finalized and ready to be uploaded back into CCS Grants Online.

Once completed, the applicant will upload the completed "Detailed Proposal" document to complete Step 1 and advance to Step 2: Upload a Budget.

If you have any questions about this application process, please the CBIG project manager for assistance.

STEP 2: CREATE A BUDGET

Detailed Budget Spreadsheet

Once you have uploaded the proposal, you will then need to download the **"Detailed Budget Template"**. Once you have downloaded the Budget Template, a Microsoft Excel worksheet, you should fill it out completely, provide adequate detail in the footnotes, save changes to your computer, and upload the file to the website. Detailed guidance for the specific budget elements is provided below.

*Note: While budget estimates are used for creation of a proposal, estimates do not qualify as support for charges to approved projects. If this project receives funding, actual project expenditures must be documented for requested funds.

Please identify your vendor(s)/subcontractors(s) and estimated funding amount(s) for each vendor/subcontractor in the Contractual category of your budget. If you are subcontracting a large portion of funds, please provide a copy of each subcontractor's budget separately using tabs 2 and 3 of the Detailed Budget Template worksheet. You can add more tabs as needed. Each sub-budget needs to be broken out by the same budget categories noted below.

1. Budget Columns
   - Federal: Information entered into to this column identifies the funds being requested through this proposal.

- Non-Federal: Information entered into this column identifies the local and other in-kind services and contributions that will be used as match. Please contact the CBIG project manager to discuss match requirements.
- Total: Enter the total project cost by line item (federal + non-federal) into this column.

2. Budget Categories (rows)

The following is guidance for each budget category in the overall budget.

- **Personnel (Salary)**: Needed Information includes: Title, Grade/Step, % of time to be funded, Salary information (% of the funded person's time), and duration (# of months working on the project).

  In the budget footnotes, indicate the following:
    - the % of time to be expended on the project. (50% of a full-time employee would have an expected 20 hrs/ week specific to the project.)
    - the number of months this person will be working on the project. (For full-time employees - if 12 months at 50%, should equal 50% of employees annual salary)

- **Fringe**: This includes the amount of fringe requested/matched and the types of benefits provided. Fringe is expressed as a % of the total salary. In the "% Fringe" field, enter in the % of fringe associated with 100% of this position. In the "Other" field at the bottom of the fringes list, please type in any other fringe types not checked (e.g. retiree's health, match subsidy, etc.)

  In the budget footnotes, please indicate the following:
    - the fringe % associated with this position
    - identify any fringe that will be charged/matched on this position. If there are no fringes associated with this position, please leave blank.

  If there are additional personnel, you need to enter additional budget footnotes for each position.

- **Equipment**: Equipment is rarely an approved budget item. Please discuss with the CBIG project manager before requesting any funds for equipment. Identify each item of equipment to be purchased which has an estimated acquisition cost of $5,000 or greater either as an individual piece or as a group of pieces intended to be used together. Enter into the table the total cost for all Equipment, and use the budget footnotes to breakout the cost for each specific grouping of pieces. The equipment listed should be a necessary tool for the completion of the proposed project. Describe the purpose(s) and need for equipment identified.

  In the budget footnotes, please be sure to indicate the:
    - name of the equipment (e.g. YSI 6000 Datalogger),
    - the number of unit (pieces) you intend to purchase, and
    - the unit cost of the equipment.

- **Field Supplies**: "Field Supplies" means all tangible property other than "equipment" that will be used for project implementation in the field (i.e. trees, shovels, filtering systems, etc.). These are items that will be procured and purchased by the funding recipient, as opposed to being purchased by a subcontractor through a contractual agreement. Enter the total estimate for supplies in the spreadsheet and use a budget footnote to provide details.

In the budget footnotes, please be sure to indicate the:
- name of the field supply (e.g. 2" caliper Atlantic White Cedar),
- the number of unit (pieces) you intend to purchase
- the unit cost of the field supply, and
- total cost (# units x unit cost)

- **Travel**: In most cases, there is minimal travel expense associated with funded projects. If funds are needed for routine in-state travel (site visits, project meetings, contractor meetings, etc.), then enter the total estimate for travel in the spreadsheet and use a budget footnote to breakout estimates for the number of miles and the cost per mile (current federal rate), estimated parking fees, tolls etc.

- **Office Supplies:** "Office Supplies" refer to tangible property that will be used for the implementation of the project (i.e. paper, clipboards, etc.) In most cases, office supply costs are minimal and are viewed as a component of the indirect fee allowable by the fund.

- **Contractual Services**: Enter the total estimate for contractual services in the spreadsheet and use a budget footnote to identify each proposed contract and specify its purpose, nature, and estimated costs (includes, but not limited to: consultants, printing, and copying). Use of this category is generally for acquisition and construction projects. If the contractor is TBD, include a short description of their activity as it relates to the scope of work and identify the estimated amount of Contractual funds needed. Example: "Grantee will use their procurement process to hire a contractor to…" In the budget, enter the estimated funding request (e.g. $10,000). If the contractor is known, please provide a sub budget using the tables provided on the worksheet's second and third tabs (more tabs can be added as needed) that details the anticipated expenditures (salary, fringe, supplies…etc).

- **Other**: Any miscellaneous requests not addressed in other line items.

- **Indirect:** Indirect costs, which are sometimes referred to as facilities and administrative (F&A) costs, are those incurred for a common or joint purpose benefitting more than one cost objective. Examples of indirect costs include depreciation on buildings, operations and maintenance expenses, and general expenses relating to staff from the director's office and accounting department.

  If the applicant organization includes indirect costs in the proposed budget, and has a negotiated indirect cost rate, it must provide a copy of the current approved negotiated indirect cost agreement with the Federal Government in the application.

  If an applicant organization has never received a negotiated indirect cost rate, and would like to include indirect costs in the proposed budget, it may use a rate of 10%. This rate can only be applied to the proposed budget's modified total direct cost (MTDC). The MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the $25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward or subcontract in excess of $25,000.

Once the budget is complete, please double check any formulas and be sure detail in budget footnotes is adequate and consistent with budget table. At this point a saved version of the completed budget table may be uploaded to *CCS Grants Online*.

STEP 3: UPLOAD ADDITIONAL DOCUMENTS

Applicants will have an opportunity to upload additional documents to accompany their proposal and budget. Attachments shall be limited to materials that directly support the main body of the proposal (i.e. detailed sub-award budget information, letters of support, landowner agreements, maps, photographs, references, etc.).

STEP 4: REVIEW AND SUBMIT

The final step before submitting your proposal is to review the entire proposal. You should scroll through the document and make additions or changes. When you feel that your entire proposal is in final form – complete with basic proposal information, a Detailed Proposal document, a Detailed Budget spreadsheet, and any additional attachments – simply click the "Submit" button at the bottom of the page.

Once you've submitted your proposal, you should be taken back to your *CCS Grants Online* dashboard. Your dashboard is the default view each time you log in and provides a "CCS Projects Overview" where you can see the date and time of your proposal submission. The project title is listed with an "awaiting review as of X date X time" notation.

Additional Proposal Submission or Logout

Next, you can submit an additional proposal or log out of *CCS Grants Online*. These actions can be taken by moving to the top left of your screen and clicking on "submit a proposal" or "logout."

Reporting and Invoicing Guidelines

All applicants are expected to comply with these guidelines and the applicable award conditions. If an applicant cannot comply with these provisions, the applicant should provide a written justification indicating why an exception is warranted.

REPORTING REQUIREMENTS

Once a proposal has been funded, it will appear as a funded project in *CCS Grants Online*. When the project manager logs into the system and views their dashboard, the project title will appear as a shaded row in a table with the links "View", "Summary", and "Reporting" appearing on the right side of that row.

"View" will allow the user to view the original proposal. "Summary" will allow the user to see additional project details. "Reporting" will allow the user to view the reporting schedule and to download the **Progress Report Template**. Once downloaded, the **Progress Report Template** should be completed, saved, and uploaded to *CCS Grants Online* once complete. The same template is used for each type of report below, however it is expected that the user will be sure to indicate the reporting period for which the report is being submitted. CCS expects that all reports are well-written and error-free, and composed of complete sentences.

Quarterly Reports: Quarterly reports document progress toward achievement of the Task Outcomes and deliverables. They contain information about 1) activities scheduled for the quarter, 2) activities conducted during the quarter, and 3) an explanation of any discrepancies between the two, if necessary. Quarterly report templates are used for reports due January 1, April 15, July 1, and October 15. The reports due on January 1 and July 1 are semi-annual, meaning that they are intended to summarize all contract activities that occurred over the preceding six months.

Abstract: With the final report, project managers **must** submit an Abstract – suitable for distribution in newsletters, magazines, online, etc. – documenting a significant achievement as a result of the activities conducted through the contract. **Abstracts** should be written with the public in mind as the audience.

It is recommended that abstracts be approximately one single- spaced page in length. The description should include enough information that CCS can use the report without requesting additional information. Funding recipients can attach any digital photos, reports, press releases, or other work products associated with the abstract.

REMEMBER: THIS DOCUMENT WILL BE POSTED ONLINE AND DISTRIBUTED VIA OTHER MEANS. PLEASE ENSURE THAT THIS IS A WELL-WRITTEN, ERROR-FREE DOCUMENT PRIOR TO SUBMISSION.

INVOICING GUIDELINES

Funds provided are reimbursable. Specifically, funds are expended by the contracted local government/funding recipient and then reimbursed by DNR. Advance payments are considered on a case-by-case basis, but are not common or encouraged. Invoices with appropriate back-up documentation must be submitted via mail for reimbursement and match on a quarterly basis with a Quarterly Status Report and work products as described in the project Scope of Work. **Invoices cannot be submitted through the *CCS Grants Online* system.** Please remember that match, if applicable, shall be labeled as match within the invoice and shall be documented in the same format as direct charges. Match shall be paid out at the same general rate as the Federal share, and its documentation should be provided with each invoice for direct charges. Due to EPA MBE/WBE reporting requirements, funding recipients also need to provide a list of MBEs and WBEs utilized for procuring services and supplies using the Exhibit D form with each invoice.

OTHER GUIDELINES

Incurring Costs – The Chesapeake Bay Implementation Grant is not liable for any cost incurred by the funding recipient or any subcontractor prior to the recipient receiving a fully executed contract (i.e., signed by both parties.) The recipient shall require that all subcontractors comply with all DNR award conditions and documentation requirements.

This funding will not fund any of the following:
• Refreshments and T-shirts.
• Promotional collateral, ex. Pens, key chains, etc.
• Endowments, deficit financing, individuals, building campaigns, annual giving, research, fund raising or venture capital.
• Reimbursement for a project that has been completed or materials that have been purchased prior to the award or project period.

All proposed expenditures will be evaluated and approved at the discretion of the review team and Issuing Officer.

Lobbying Activities – The recipient agrees that it will **not** use project funds, including the Federal and non-Federal share to engage in political lobbying activities.