

Supplemental Guidelines for Prospective Applicants of the Estuary Habitat Restoration Program Funds

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Background

The information provided below is intended to supplement, not replace, the instructions provided in the application form and the Solicitation of proposals announcement. This information should decrease common errors and confusion when completing applications for the Estuary Restoration Act. Please contact Ms. Jenni Wallace, (301) 713-0174 x183, e-mail: Jenni.Wallace@noaa.gov or Ms. Ellen Cummings, (202) 761-4750, email: Ellen.M.Cummings@usace.army.mil if you have any questions.

Guidance for Application Preparation and Submission

A. Applicants to the Estuary Habitat Restoration Program must include a budget table in their application. We recommend but do not require applicants use Form SF-424A. This form is attached or can be downloaded from <http://www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf>. The form should be filled out for each year of project planning, design, and construction. Monitoring costs may be summarized and do not need to be broken out by year. Use of this form ensures that applicants have taken into account sufficient detail in their budget development. We also recommend that applicants develop a budget narrative (example below) to explain their budgets more fully.

Budget Form SF-424A

Section B (Budget Categories) of the 424A is the portion of this form most helpful to application reviewers; Use column 1 for Federal requests and column 2 for non-Federal match. In Section D, please enter your estimated Federal expenditures in quarter (3 month) increments, beginning with your start date. If your project period is longer than 12 months, only enter the first 12 months, then complete additional forms as needed for each additional year. Please enter whole dollar amounts on this form.

Developing Innovative Project Costs

If an applicant feels their project could be considered innovative, they should develop two budgets – one considering it innovative and one considering it as a standard project (which may receive a 65% Federal match). Innovative projects may receive 85% Federal funding for the incremental cost of the use of innovative technology. This means that the estimated cost of achieving similar results not using the innovative approach or technology must be provided.

For example –Project A using innovative technology costs \$110,000. To achieve the same or similar results not using the innovative technique or approach would cost \$90,000. The incremental cost is \$20,000. The maximum Federal share of the project cost using innovative technology would be –

$$\begin{array}{rcl} 110,000-90,000 = & 20,000 \times .85 = & 17,000 \\ & 90,000 \times .65 = & 58,500 \\ \text{Total maximum federal share} & & = 75,500 \end{array}$$

NOT – $110,000 \times .85 = 93,500$

Forms Help

Project Application Form

A. Project name should be short but unique and descriptive.

B. Non-Federal Sponsor's Point(s) of Contact. One of the individual(s) listed should be the person that can answer project specific questions and will be the day-to-day contact for the project. This may be a different individual than the individual signing the Non-Federal Sponsor's certification. The individual signing the Non-Federal Sponsor's certification must have the legal authority to make the required commitments.

C. Item 8. Funding and Partners. Post-construction costs for adaptive management and long-term project maintenance do not count as a cost share for projects funded under the Estuary Restoration Act and should not be included in the estimated total project cost. In the budget table, list the share of the project cost being sought from the Estuary Habitat Restoration Program as ERA funds. Funds from other Federal programs such as NOAA's Community-based Restoration Program should be listed by agency and program. Also note whether the contribution from non-Federal sources is cash or in-kind.

Describe the real estate interests required for the project. Also describe the legal authority for the proposed use of the property and plans for long-term operation and maintenance. For example, do you own the property or have you acquired an easement for use of the property? If you have an easement, who owns the property and what is the duration of the easement? If you wish to receive credit toward the Non-Federal share of the project cost for the use of the property for this project, provide the amount of credit requested and the basis for that valuation. Determining the allowable credit for real estate required for a project involves several steps and can be quite complex. Reviewers may request additional information during the proposal review period.

D. If submitting a proposal electronically, a hard copy of the Letter of Assurance and Certification may be submitted if it is post-marked by the closing date for this announcement and the electronic submission has the text of the Letter of Assurance and Certification with an indication of the date signed and name/title/organization of the individual signing these documents. The Letter of Assurance should be addressed to “Chairman, Estuary Habitat Restoration Council” and sent to the address in the Solicitation for hard copy submittals.

E. In the project description section of the project application form the phrase “Estimated life cycle of the project” refers to the functional life of the project and might include discussion of phases such as x years to maturity, y years at peak performance and z years in a declining state. As an example a wetland may fill with sediment over time and its functionality diminish. The “life-cycle” would be the number of years until the project no longer provides the original benefits.

F. Restoration Plans – Discussion of the plan, the public process used to develop it and how exactly the proposed project addresses priorities in the plan are essential. See the application form for required data. An example of what a response might look like is:

The (insert the name of the plan and indicate whether the plan is federal, state or regional) for area x was developed with input from state and local agencies (or other entities as appropriate) and the public through (provide examples of methods such as public meetings, request for comment, meetings with key stakeholders, etc.). The plan indicates that a priority concern is the reduction in submerged aquatic vegetation in several areas including area x where this project is proposed. The seeding of 10 acres of SAV in this area directly addresses the goal of restoring z acres in this area.

Budget Narrative

A complete budget consists of the SF-424A (or a comparable budget table) and a budget narrative for the project. All applications must have a detailed budget narrative explaining and justifying the Federal and the non-Federal expenditures by object class. The budget narrative should accurately describe the budget breakdown of Section B (Budget Category) of the SF-424A form. For clarification and simplicity, it is best to discuss each expense by object class in the order they appear on the SF424A. Indicate whether or not expenditures are Federal or non-Federal. Include the dollar amounts in the discussion and how the dollar amounts were derived. Additional budget tables or spreadsheets with additional funding sources, and cost estimates, etc. are helpful to reviewers.

The following are highlights from the Budget Guidance (see above) to help you formulate your budget narrative.

Object Class:

- a. Personnel: include salary, wage, and hours or % of time committed to project of each person by job title
- b. Fringe Benefits: should be identified for each individual. Must be described in detail if the rate > 35 % of the associated salary.

- c. Travel: provide a breakdown of travel costs totaling > \$5,000 or 5 % of award. Include destination, duration, type of transportation, estimated cost, number of travelers, lodging, mileage rate and estimated number of miles, and per diem.
- d. Equipment: equipment is any single piece of non-expendable, tangible personal property with an acquisition cost > \$5,000 that has a useful life greater than one year (i.e. truck, copy machine).
- e. Supplies: can be any supplies needed for the restoration or administration work. A detailed explanation is required for total supply costs over \$5,000 or 5% of the award. Purchases less than \$5,000 per item are considered by the Federal government as a supply.
- f. Contractual: list each contract or sub-grant as a separate item, give cost breakdown and describe products/services to be obtained by the contractor.
- g. Construction: All other project related construction costs should be contractual labor.
- h. Other: list items, cost, and justification for each expense
- i. Total Direct Charges—sum of above object class categories (a through h)
- j. Indirect Charges: To use line (j) to claim indirect charges a Federally Negotiated Indirect Cost Rate Agreement must already be established. Applicants will be limited to the amount of indirect costs stated in the FFO, but amounts in excess can be used as match. A copy of the indirect cost agreement should accompany your application. If the applicant does not have a current negotiated rate and plans to seek reimbursement for indirect costs, documentation necessary to establish a rate must be submitted within 90 days of receiving an award. If no agreement has been arranged, indirect costs can be incorporated into other line items (i.e., fringe benefits, other) as long as they are justified in the budget narrative and meet all OMB prescribed cost principles including being reasonable, necessary, allocable, and allowable at [2 CFR Chapter II](#).
- k. Totals of direct and indirect charges

Example Budget Narrative

Personnel (Federal Share) - \$33,750

All staff will be paid prevailing wages.

John Doe, project manager, will provide 750 hours of work at \$25/hr for overall project management, supervision, and reporting. Total: \$18,750

Alice Doe, biologist, will provide 750 hours of work at \$20/hr for technical support, field work, and pre and post project monitoring. Total: \$15,000

Personnel (Non-Federal Share) - none

Fringe Benefits (Federal Share) - \$5,063

The fringe benefit rate is 15% of salary. \$2,813 covers benefits for John Doe and \$2,250 for Alice Doe. Fringe benefits go toward FICA, medical and dental insurance, retirement and disability. Total: \$3,713

Fringe Benefits (Non-Federal Share) - none

Travel (Federal) - \$1,000

Travel funding will be required for the project manager and biologist to travel to and from the Thompson Brook site to conduct field work and supervise construction activities. Mileage expenses will be charged at \$0.50/mile and total mileage (20 round trips) for the project is estimated to be 2000 miles. Total: \$1,000.

Travel (Non- Federal) - none

Equipment (Federal) - \$7,000

A portion of the cost of a hydroseeder is requested. The total purchase price of this equipment, used, is \$20,000, but this cost is split between several sources of funds. The cost to rent this equipment at \$800/week for this project will be approximately \$8,000. We are requesting \$7,000 towards the purchase of this equipment, which will continue to be used for habitat restoration after the completion of this project. This purchase represents a savings over estimated rental costs and will allow for long-term use for future restoration activities.

Equipment (Non-Federal) - \$13,000

The remaining cost of the hydroseeder (see above) will be covered by other non-Federal sources of funds.

Supplies (Federal) - \$ 32,500

Purchase and use of expendable field supplies including – stream flow gauges, maps, sampling equipment, and health and safety equipment. Total: \$5,000

Native plants/trees will be purchased to revegetate the riparian area around the project site. A breakdown of the number, sizes, and costs is attached. Total: \$25,000

A laptop computer will be purchased to record monitoring data in the field prior to and after completion of the project. Data will be recorded and analyzed using the laptop computer. Total: \$2,500

Supplies (Non-Federal) - \$3,000

The applicant will purchase \$3,000 in software for the lap-top computer to collect and analyze data. Total: \$3,000

Contractual (Federal) - \$6,000,000

Contractors will be hired to carry out construction activities associated with habitat restoration including funds for the project engineer, heavy equipment rental, heavy

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY			Total (5)
	(1)	(2)	(3)	
a. Personnel	\$	\$	\$	\$
b. Fringe Benefits				
c. Travel				
d. Equipment				
e. Supplies				
f. Contractual				
g. Construction				
h. Other				
i. Total Direct Charges (sum of 6a-6h)				
j. Indirect Charges				
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$

7. Program Income	\$	\$	\$	\$	\$
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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.