



Mangrove swamp at sunset in Florida Keys

NCRF Easygrants Application Walkthrough



www.easygrants.nfwf.org



NFWF

How to Apply in Easygrants

2024 NCRF RFP Webpage

<https://www.nfwf.org/programs/national-coastal-resilience-fund/national-coastal-resilience-fund-2024-request-proposals>

2024 NCRF Tips Sheet

https://www.nfwf.org/sites/default/files/2024-04/tip_sheet.pdf

Problems with Easygrants?

Contact the Helpdesk at

easygrants@nfwf.org

Enter your login ID and password and click **Log In** below. If you have forgotten your password, click **Forgot your password?** below.
If you are a first time visitor to this system, click **Register here** below.

[Frequently Asked Questions](#)

Log In [New User?](#)

Login ID / Email

Password

Remember Me [Forgot Password?](#)

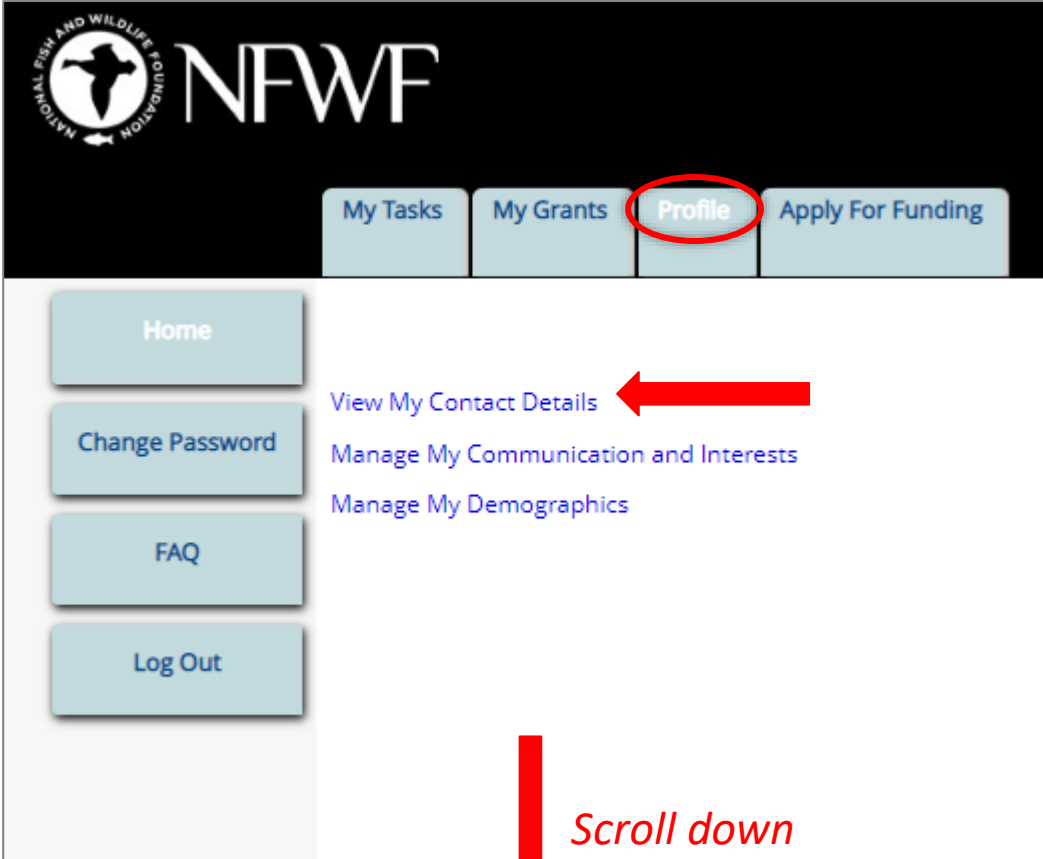
Log In

For the optimal Easygrants experience, please:

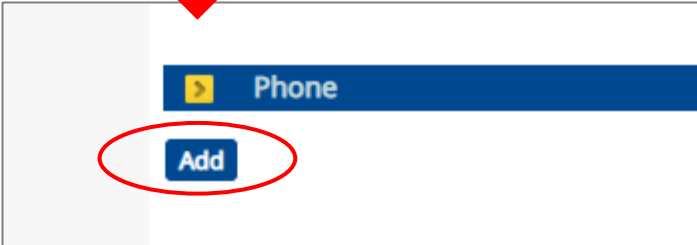
- [Use a Supported Browser](#)
- [Enable Pop-ups](#)
- [Allow Cookies](#)
- [Only Use One Tab](#)
- [Get Adobe Reader](#)
- [Log Out and Close Browser for Security](#)

For Technical assistance, please contact us via [e-mail](#).
[Download Adobe Reader](#)
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Adding Your Contact Information

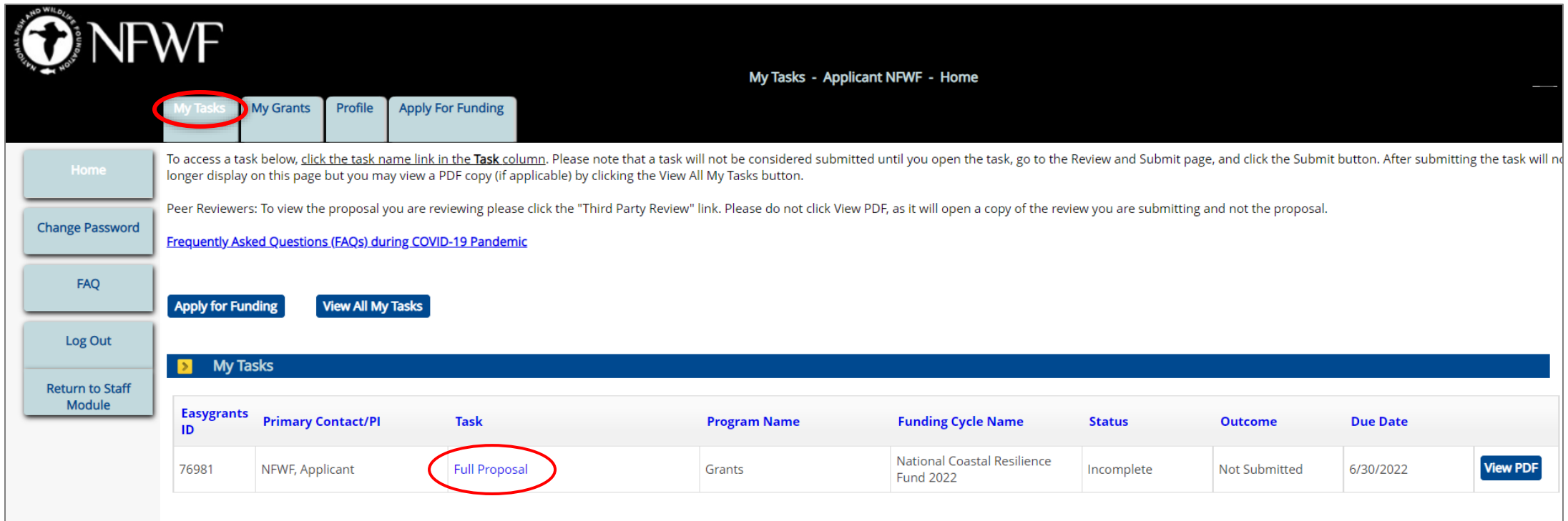


The screenshot shows the NFWF user interface. At the top left is the NFWF logo. Below it are navigation tabs: 'My Tasks', 'My Grants', 'Profile' (circled in red), and 'Apply For Funding'. On the left side, there are buttons for 'Home', 'Change Password', 'FAQ', and 'Log Out'. In the main content area, there are three links: 'View My Contact Details' (with a red arrow pointing to it), 'Manage My Communication and Interests', and 'Manage My Demographics'. A red arrow labeled 'Scroll down' points from the 'View My Contact Details' link to the next screenshot.



This close-up shows a 'Phone' contact field with a yellow arrow icon on the left. Below the field is a blue 'Add' button, which is circled in red.

Opening Your Full Proposal Task



The screenshot shows the NFWF user interface. At the top left is the NFWF logo. The page title is "MyTasks - Applicant NFWF - Home". A navigation bar contains buttons for "My Tasks", "My Grants", "Profile", and "Apply For Funding", with "My Tasks" circled in red. A sidebar on the left has buttons for "Home", "Change Password", "FAQ", "Log Out", and "Return to Staff Module". The main content area includes instructions on how to access a task, a link for frequently asked questions, and two buttons: "Apply for Funding" and "View All My Tasks". Below this is a "My Tasks" section with a table of tasks.

Easygrants ID	Primary Contact/PI	Task	Program Name	Funding Cycle Name	Status	Outcome	Due Date	
76981	NFWF, Applicant	Full Proposal	Grants	National Coastal Resilience Fund 2022	Incomplete	Not Submitted	6/30/2022	View PDF



How to Apply in Easygrants

The screenshot displays the Easygrants application interface. On the left is a vertical navigation menu with buttons for Home, Main, Contact Information, Organization Information, Project Information, Project Location, Map, Uploads, Metrics, Budget, Matching Contributions, Permits and Approvals, and Review and Submit. The 'Main' button is highlighted with a red rounded rectangle. The main content area has a blue header for 'Project Information' with a yellow arrow icon. Below this, it shows the due date '7/14/2016 11:59 PM ET' and the Easygrants ID '54375'. The user is identified as 'Test, Heather | Grants | Killer Whale Research and Conservation Program | Killer Whale Research and Conservation 2016'. The next section is 'Instructions', which provides guidance on using the navigation bar and lists helpful links: Home, FAQ, Help, and Log Out. The final section is 'Validation Summary', which lists the status of various pages: Contact Information (Complete), Organization Information (Incomplete), Project Information (Incomplete), Project Location (Incomplete), Map (Incomplete), Uploads (Incomplete), Metrics (Incomplete), Budget (Incomplete), Matching Contributions (Complete), and Permits and Approvals (Complete).

Page Name	Status
Contact Information	✓ Complete
Organization Information	✗ Incomplete
Project Information	✗ Incomplete
Project Location	✗ Incomplete
Map	✗ Incomplete
Uploads	✗ Incomplete
Metrics	✗ Incomplete
Budget	✗ Incomplete
Matching Contributions	✓ Complete
Permits and Approvals	✓ Complete

Organization Information

Add or Edit Grant Administration Organizations

Primary Organization

Role <Select> ▾

Organization * Office of the Government **Select Organization**

Save Save and Close Close

Add or Edit Grant Administration Organizations

Primary Organization

Role Primary ▾

Organization * National Fish and Wildlife Foundation **Select Organization**

Save Save and Close Close

Select Organization

national **Search**

Search by: Name EIN UEI

	Organization	Refuge	State	EIN	
Select	Friends of Buenos Aires National Wildlife Refuge	Sasabe	North America - United States	860803179	
Select	Friends of Camas National Wildlife Refuge	Hamer	North America - United States	272981852	
Select	Friends of Camas National Wildlife Refuge, Inc.	Hamer	North America - United States	464997082	
Select	Friends of Cape May National Wildlife Refuge	Cape May Court House	North America - United States	264418888	
Add New	Add New Organization				

Tip: Narrow your search. If there are too many matches, not all results will be displayed!

Project Information

Title: Short, descriptive name indicating project purpose. (~100 characters)

Project start and end dates: Start anytime between June 1, 2024 and October 1, 2025. End no later than December 31, 2028. (Note: Restoration and Monitoring projects should include at least 1 year of post construction monitoring within the project's period of performance)

Description: Two sentences about primary project activities, location, outcome/metrics and relevance to conservation. (~300 characters)

- Clearly state the main activity and the method being used
- Address a specific habitat, location or species benefitted
- Include main metrics of outcomes (e.g., acres restored, number of volunteers engaged)

Abstract: More detailed description including location, major activities, outcome/metrics, and partners. (~1,500 characters)

- State what your organization will do
- Provide context and background information
- Explain how the project outcomes will specifically address a resilience challenge



NFWF

Map



Map your project at the finest scale by any of the three options:

Upload Shapefile

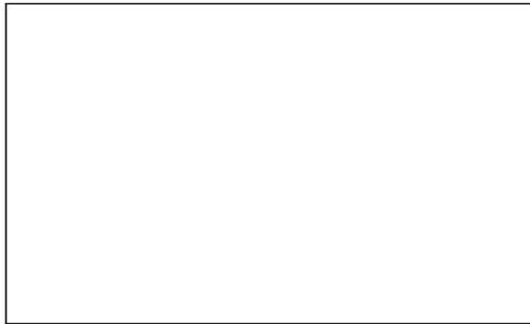
- Select a Zip file(.zip) containing a shapefile(.shp,.dbf,.prj) from your local file system.
- The shapefile must be of POLYGON geometry type.
- The shapefile must not exceed 1 MB.

No file chosen

Select By Geography

Draw a Custom Area

My project area:



I confirm that this project has been mapped as accurately as possible

Map – Upload Shapefile

Map your project at the finest scale by any of the three options:

Upload Shapefile

- Select a Zip file(.zip) containing a shapefile(.shp,.dbf,.prj) from your local file system.
- The shapefile must be of POLYGON geometry type.
- The shapefile must not exceed 1 MB.

No file chosen



NFWF

Map – Select by Geography



Map your project at the finest scale by any of the three options:

- Upload Shapefile
- Select By Geography**
- Draw a Custom Area

Turn on a layer and select an area by clicking on the map:

- None
- Protected Areas (USA)
- Lakes and Ponds (USA)
- Watershed (USA)
- County/District
- State/Province
- Country

Or search across the chosen layer by name

- Submitted Project Locations
- Pending Project Locations

County of Fairfax, VITA, Esri, HERE, Garmin, INCREMENT P, NGA, USGS esri



Map – Draw a Custom Area

Map your project at the finest scale by any of the three options:

- Upload Shapefile
- Select By Geography
- Draw a Custom Area**

Select Area or Point from below to begin:

Freehand Polygon Polygon

Click on the map and hold down the mouse button to draw area or click on the map to drop a point.

My project area:

Submit Project Location

Submitted Project Locations
Pending Project Locations

The interface shows a map of a city area with the Potomac River and Washington Channel. A red arrow points to the 'Freehand Polygon' button in the 'Draw a Custom Area' section.

Submitting Your Map

Uploads

Metrics

Budget

Matching Contributions

Permits and Approvals

Review and Submit

FAQ

Help

Log Out

Map your project at the finest scale by any of the three options:

Upload Shapefile

Select By Geography

Draw a Custom Area

Select Area or Point from below to begin:

Freehand Polygon **Polygon**

Click on the map and hold down the mouse button to draw area or click on the map to drop a point.

My project area:

Section C Anacostia Park

Submit Project Location

Submitted Project Locations

Pending Project Locations

Search for a location

I confirm that this project has been mapped as accurately as possible

Save and Continue

For Technical assistance, please contact us via e-mail or phone 202-595-2497.
Download Adobe Reader
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Uploads

Upload Type	Required	Template	File Types Allowed
NCRF Pre and Full Proposal Narrative 2024	Yes	NCRF Pre and Full Proposal Narrative Template 2024	.doc, .docx, .pdf, .rtf
Project Map	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
Letters of Support	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
Conceptual Plans	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
Engineered Plans	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
Photos - Jpeg	Yes		.jpeg, .jpg
Pre-Transaction Real Estate Documents	No		.doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .rtf, .xls, .xlsx
NCRF Monitoring Metrics and Protocols 2024	No	NCRF Monitoring Metrics and Protocols 2024	.doc, .docx, .pdf, .rtf
Statement of Litigation	Yes	Statement of Litigation	.doc, .docx, .pdf, .rtf
Board of Trustees, Directors, or equivalent	Yes		.doc, .docx, .pdf, .rtf
Applicant Controls Questionnaire (Pre 3.25.24)	Yes	Applicant Controls Questionnaire (Pre 3.25.24)	.doc, .docx, .pdf, .rtf
GAAP audited financial statements	Yes		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx, .xlsx
IRS Form 990	Yes		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
Single Audit (Formerly A-133 Audit)	Yes		.doc, .docx, .gif, .jpeg, .jpg, .pdf, .rtf, .xls
Indirect Rate Agreement	No		.xls, .doc, .pdf, .rtf, .gif, .jpeg, .jpg, .docx
Other Documents	No		.doc, .docx, .gif, .jpeg, .jpg, .pdf, .ppt, .pptx, .rtf, .xls, .xlsx
NCRF Full Proposal Special Upload 2024	No	NCRF Full Proposal Special Upload Template 2024	.doc, .docx, .pdf, .rtf

Uploads			
Choose Upload Type	+ Add files...	Start upload	Cancel upload

Required for Restoration Implementation Projects

Required for Projects applying for DOD Funding, Acquisitions, or Equipment

The full list of required uploads for your organization type is available on the NFWF website here: <https://www.nfwf.org/apply-grant/application-information/required-financial-documents>

Special Upload

- Special upload required for projects applying for:
 - DOD Funding
 - Equipment Purchases (Defined as items with a unit cost of more than \$10,000)
 - Acquisition of land
- Special Upload is maximum of **one page!**
- **For DOD funding** – leave your responses from the pre-proposal stage and expand on your responses per the instructions.
- To make room, you can delete the instructions at the top of page and the bulleted prompts below the headings.



NCRF FULL PROPOSAL – *Special Upload* Template

Instructions: At the full proposal stage, applicants seeking funding for **ACQUISITIONS** or **EQUIPMENT** and/or **DEPARTMENT OF DEFENSE** funding **MUST** complete a **one-page special upload** answering the questions applicable to their project. This one-page special upload is in addition to your 8-page full proposal narrative. Save this template to your computer and complete these specific questions, where applicable, in the format provided. You may edit and expand on your pre-proposal answers here. The page limit for the special upload is **(1) page**. Please retain the applicable headings in bold. You may delete these instructions and the bulleted prompts, below the heading(s). Once complete, upload this document into the online application as instructed.

1. *Projects Seeking Funding for ACQUISITIONS or EQUIPMENT:*

- Provide a rationale for why NFWF funding for these project elements is needed to support project activities.
- For **equipment**, describe why equipment rental is not an option and your plan for complying with federal requirements related to purchase of equipment. Please include cost estimates.
- For **acquisitions**, describe why acquisition is needed to support restoration / resilience activities.
 - Provide a rough estimate of the budget needed to pay for acquisition costs and describe why acquisition or purchase cannot be supported through other sources (federal or state programs, donation, leasing, etc.).
 - Describe in detail the ENTIRE transaction, communicating step-by-step pieces of the acquisition and the status of negotiations with landowners (i.e. total purchase price needed and how the price was determined, expected expenses, sources of revenue, who is selling the property, who will purchase the property, what entity will be the long-term manager of the property, how will the property be held, what deed restrictions if any will apply, etc.).
 - Please also describe plans for ensuring public access.
- Provide any further information important for the review of this request in your proposal.

2. *For Projects Requesting U.S. DEPARTMENT OF DEFENSE (DOD) Partner Funding:*

- Applicants who have questions regarding DOD funding may contact the REPI Office at osd.repi@mail.mil.
- Provide a description of the coastal hazards that threaten the military mission, the nature-based solution(s) proposed to address those threats, how those solutions will maintain and improve military resilience and/or directly benefit mission capabilities (see the RFP Funding Availability and Match section for more information).
 - Clearly explain any support needed by the lead Military Service to assist with completing all necessary regulatory permitting, environmental analysis, and cultural and historic property consultations.
 - **For the pre-proposal**, provide the contact information (name, organization, email, and phone number) of the installation personnel who are part of the project team and support the proposed project efforts.
 - **For the full proposal (by invitation only)**, include an endorsement letter from the lead Military Service, such as the installation commanding officer, to affirm support for the proposed activities. If there are multiple installations benefiting from the project, such as a regional or multi-state Sentinel Landscape, applicants should work with all Military Services involved to identify one lead Military Service in the application. The lead Military Service's endorsement letter serves as confirmation that DOD is aware of and accepts responsibilities for ensuring documentation of compliance (e.g., permitting, consultations) is complete before these activities are initiated.

Proposal Narrative

- **You MUST include your pre-proposal responses(Part I) AND your full proposal responses (Part II).**
- You MUST address any specific reviewer feedback in question E of the full proposal narrative
- If you did not select a Project Category at the pre-proposal stage, you MUST do so on the full proposal
- DO NOT exceed 8 pages!

NCRF *FULL PROPOSAL* – Narrative Template

Full Proposals are by Invitation Only.

ONLY complete Part II of this template, if you have received an email from easygrants@nfwf.org inviting you to submit a full proposal.

PART II – SCOPE OF WORK

A. Methods and Activities:

- List the main activities that will be implemented through the project with distinct headings, elaborate on the methodologies that will be used and deliverables that will be produced to achieve the project's goals. For each activity, please provide an estimated percentage of the budget that will be dedicated to that activity (e.g., community engagement, 10%; wetland restoration 25%, monitoring 5%).
- Please refer to the RFP and describe how the proposed activities address the program priorities, requested information for the project pipeline category selected, and evaluation criteria (e.g., sustainability and transferability).

B. Implementation Timeline and Milestones:

- Provide a detailed project timeline with milestones and expected progress for each activity supported with requested funds and match within the grant period. For **Restoration Implementation** projects, describe the status of final designs and permitting and provide a comprehensive project schedule with dates describing all activities from start of the award, start of construction, to project completion.

C. Monitoring Project Impact:

- What additional metrics, if any, will be tracked beyond required NFWF metrics to evaluate success in achieving outcomes.

D. Project Team & Partners:

- List the organizations and key personnel that will be primarily responsible for implementing the project and describe their qualifications and track record of success relevant to implementing the work.

- E. **Other (Optional):** Provide any further information important for the review of this proposal and that demonstrates how the proposal addresses the evaluation criteria included in the RFP. If you received specific feedback on your pre-proposal, please directly address those comments here.

Proposal Narrative Tips

- Proposal narrative walkthrough will be provided during the Full Proposal Applicant Webinar.
 - If unable to attend, a recording of the webinar will be available on the RPF page.
- Proposal must be in Calibri, size 11 font, with 1-inch margins.
- When providing community benefit and engagement demographic data, give percentages NOT percentiles. List of useful tools to collect this data:
 - EPA’s EJScreen
 - US Census Data
 - The US Census Quick Facts Page
 - American Community Survey
 - State data sources



American Oystercatcher in central TX



NFWF

Monitoring Metrics and Protocols (for Restoration Implementation ONLY)

National Coastal Resilience Fund: Project Monitoring Plan Template

Use the following tables to provide information on the monitoring requested by NFWF for the type of restoration work you are proposing, even if the monitoring will be funded by other sources than your NFWF grant. You MUST use the associated appendix table to help you fill out the tables for your project

Monitoring approaches for Marsh Restoration and/or Living Shorelines

[You must use Appendix A to complete this table]

Marsh Restoration and/or Living Shorelines					
Metric (include units)	Difference to Recommended Methods and Protocols (if any)	Spatial extent of metric monitoring	Baseline yr	Frequency/Timing	Data Limitations/Considerations
Percent Cover of biomass by species or cover type (% ranging from 0-100)					
Elevation (cm)					
Shoreline Position					
Water level					
Oyster reef restored (acres)[if applicable]					

Monitoring approaches for Beach/Dune Restoration

[You must use Appendix B to complete this table]

Beach and Dune Restoration					
Metric (include units)	Difference from Recommended Methods and Protocols (if any)	Spatial extent of metric monitoring	Baseline yr	Frequency/Timing	Data Limitations/Considerations
Shoreline position (cm)					
Beach width (cm)					
Elevation (cm)					

Appendix A: Metrics and Methods for Monitoring Marsh/Living Shoreline Restoration

Monitoring Overview: Use permanent transects perpendicular from the shore line with quadrat plots to sample changes in plant community, water encroachment and changes in elevation over time.

General guidelines for using transects and quadrats method:

- These guidelines are relevant for the following metrics: Percent cover of biomass, Elevation, and Shoreline position.
- Initial placement of transects must be random and stratified, and then quadrats are placed along those transects. Be sure to capture the edge.
- Transects should capture the seaward edge of marsh vegetation, capture transition zones in elevation or vegetation, and continue through the upper marsh or approximate MHHW, different elevations, upper elevation, and different regions within the site.
- Use 1 m² plots.
- Use ~25-50 plots, depending on the size of the project.
- Permanent plots are preferred, as they facilitate capturing change over time, and once established they reduce sampling time. However, but be careful when walking across the same areas over time as this can result in visible damage to the restoration. Be sure to avoid walking within the plot area itself.
- If there are unique vegetation zones (i.e. low marsh, high marsh, etc.) it may be valuable to use a stratified random design (where the strata are the vegetation/elevation zones) with randomization occurring within each strata. For example, if there are two zones of relatively equal size and 6 quadrats total, three would be placed at randomly determined locations (along the transect) within each zone. If zones are substantially different in width, it may be worth distributing the sample plots proportionally.

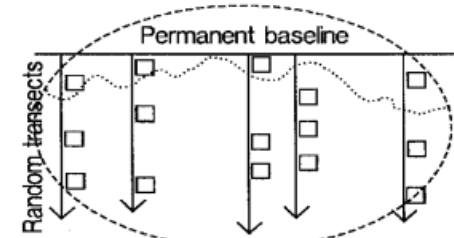



Figure 1: Sketch of random transects and quadrats

Guidelines for estimating Percent Cover of Biomass:

- Identify all plant species found in the quadrat. For each species, estimate and record the total percent cover by category (1-9 according to the NCVS vegetation categories outlined below; Peet et al. 1998). Using the same coverage categories, identify and record the cover of live oyster, live mussels, and wrack.

Cover Range	NCVS category
Solitary/Few/Small	1
0.1-1%	2

Uploads – Applicant Controls Questionnaire

APPLICANT CONTROLS AND CAPABILITIES QUESTIONNAIRE 

INSTRUCTIONS: The Applicant Controls Questionnaire (Questionnaire) is required with the submission of a NFWF full proposal. An authorized representative with adequate knowledge of your organization’s capability, competence, resources, policies, and procedures should complete and sign the Questionnaire and submit it along with your organization’s most recent Single Audit Report (if applicable). Please do not include copies of policies and procedures unless requested.

NFWF utilizes this Questionnaire to perform a risk assessment and determine an organization’s eligibility and capacity to manage a NFWF award. Negative responses do not mean an organization is not eligible for an award. Depending on the type of award and the responses herein, NFWF may require additional documentation and/or reporting requirements to raise an organization’s capacity and mitigate any potential compliance, audit, financial, or programmatic risks.

ORGANIZATION LEGAL NAME: _____

ORGANIZATION EIN: _____

ORGANIZATION UEI: _____

Audits and U.S. Federal Funding Experience: The following information provides insight into your organization’s experience and performance in administering past awards.

1. Does your organization have a current Single Audit report (within the last two years) on file with the Federal Audit Clearinghouse?
 Yes
 No
2. If you responded “Yes” above, does your organization’s most recent Single Audit report include any audit findings, material weaknesses, and/or significant deficiencies? If yes, please describe whether your organization has implemented the recommended corrective actions to address the findings. If you responded “No” above, select “N/A”.
 Yes
 No
 N/A

Enter response here.
3. Has your organization been suspended or debarred from any government contracting process? If yes, please explain if the suspension and debarment are still in effect.
 Yes
 No

**ALL Organizations Are
Required to Complete.
Regardless of Single Audit
Status**



Financial Document Uploads Tips

- All financial documents must be from the **SAME** fiscal year and no older than 2 years.
 - **Single Audits can't be older than 1 year and 9 months**
- Exemption letters are required if:
 - Not required to file IRS Form 990
 - Newly incorporated and has not filed IRS Form 990
 - Must provide IRS Tax Exempt Status Determination Letter
 - No Single Audit (did not expend more than \$1M of federal funds within the FY)
 - **All exemption letters MUST BE on company signed letterhead, signed with functional title, dated, and provide a reason for the exemption.**
- If no Single Audit, then submit a GAAP audit. If no GAAP audit, then submit financial statements (Balance Sheet/Statement of Position **AND** Income Statement/Statement of Activities)

Organization Type	Required Financial Documentation							
	¹ IRS Form 990 or Electronic Notice (e-Postcard)	EIN or FEIN	Unique Entity Identifier (UEI)	² Applicant Controls Questionnaire	³ Single Audit	GAAP Audit	⁴ Balance Sheet AND Income Statement	⁶ NICRA or CAP
Nonprofit Organizations	Yes	Yes	Yes	Yes	Yes	Only if no Single Audit	Only if there is no Single Audit or GAAP Audit	Yes, if requesting indirect costs
U.S. Federal Governments	No	Yes	Yes	No	N/A	No	No	Yes, if requesting indirect costs
State, Local & Municipal Governments	No	Yes	Yes	Yes	Yes	Only if no Single Audit	Only if there is no Single Audit or GAAP Audit	Yes, if requesting indirect costs
Tribal Governments	No	Yes	Yes	Yes	Yes	Only if no Single Audit	Only if there is no Single Audit or GAAP Audit	Yes, if requesting indirect costs
For-Profit Corporations	No, Just Memo	Yes	Yes	Yes	Yes	Only if no Single Audit	Only if there is no Single Audit or GAAP Audit	Yes, if requesting indirect costs
International Organizations	N/A	N/A	Yes	Yes	N/A	Yes, provide GAAP audited financial statements equivalent	Only if not included with audited financial statements	Yes, if requesting indirect costs

The full list of required financial documents can be found on our website

Metrics

PROJECT METRICS

To better gauge progress on individual grants and to ensure greater consistency of project data provided by multiple grants, applicants will be asked to report on specific metrics from the list below that relate to their project. Applicants should select only the most relevant metrics from this list for their project (all possible project metrics for this program are shown in the table below). In most cases, this will be 1-2 metrics from the relevant project category section and 1-2 metrics from the *Community Benefit and Outreach* section (for all project categories). For restoration metrics, please represent one acre/mile in **only one** metric. For example, if you are enhancing a floodplain that is also considered a wetland, please select the most relevant habitat. If you think an applicable metric has not been provided, please contact the NCRF program team (NCRF@nfwf.org) to discuss acceptable alternatives.

In addition to the project metrics listed below, NFWF has developed additional ecological and socio-economic indicators to better assess the projects' impacts on resilience. NFWF will request applicants that are invited to the full proposal for Restoration Implementation to include specific ecological monitoring metrics and protocols into their projects and NFWF may contract a third party to collect socio-economic data across several funded resilience projects post-award. All awardees under this program may be engaged during their period of performance or in the years following to support these monitoring and evaluation efforts.

All Project Categories – Community Benefit and Outreach

Project Activity	Recommended Metric	Additional Guidance
Community Outreach and Engagement	Capacity, Outreach, Incentives – Volunteer participation - # of volunteer hours	Enter the number of volunteer hours in this project.
	Capacity, Outreach, Incentives – Outreach/ Education/ Technical Assistance – # people reached	Enter the number of people meaningfully engaged in the process of the proposed project. Please indicate the groups targeted by outreach efforts and how they will be engaged

Entering Metrics

Must Include a
Note for
EACH Metric!

The screenshot displays the 'Entering Metrics' interface in the Easygrants system. The left sidebar contains navigation links: Home, Main, Contact Information, Organization Information, Project Information, Project Location, Map, Uploads, Metrics, Budget, Matching Contributions, Permits and Approvals, Review and Submit, FAQ, Help, and Log Out.

The main content area is titled 'Project Information' and includes a 'Due' date of 8/7/2018 11:59 PM ET and an 'Easygrants ID' of 62175. Below this is an 'Instructions' section with a list of steps for entering metrics. A red box highlights a 'Notes' dialog box for the metric 'Resilience - Community benefits projected - # properties with enhanced protection'. The dialog box contains a red star icon and a text input field for a note. Below the input field are 'Save And Close' and 'Close' buttons.

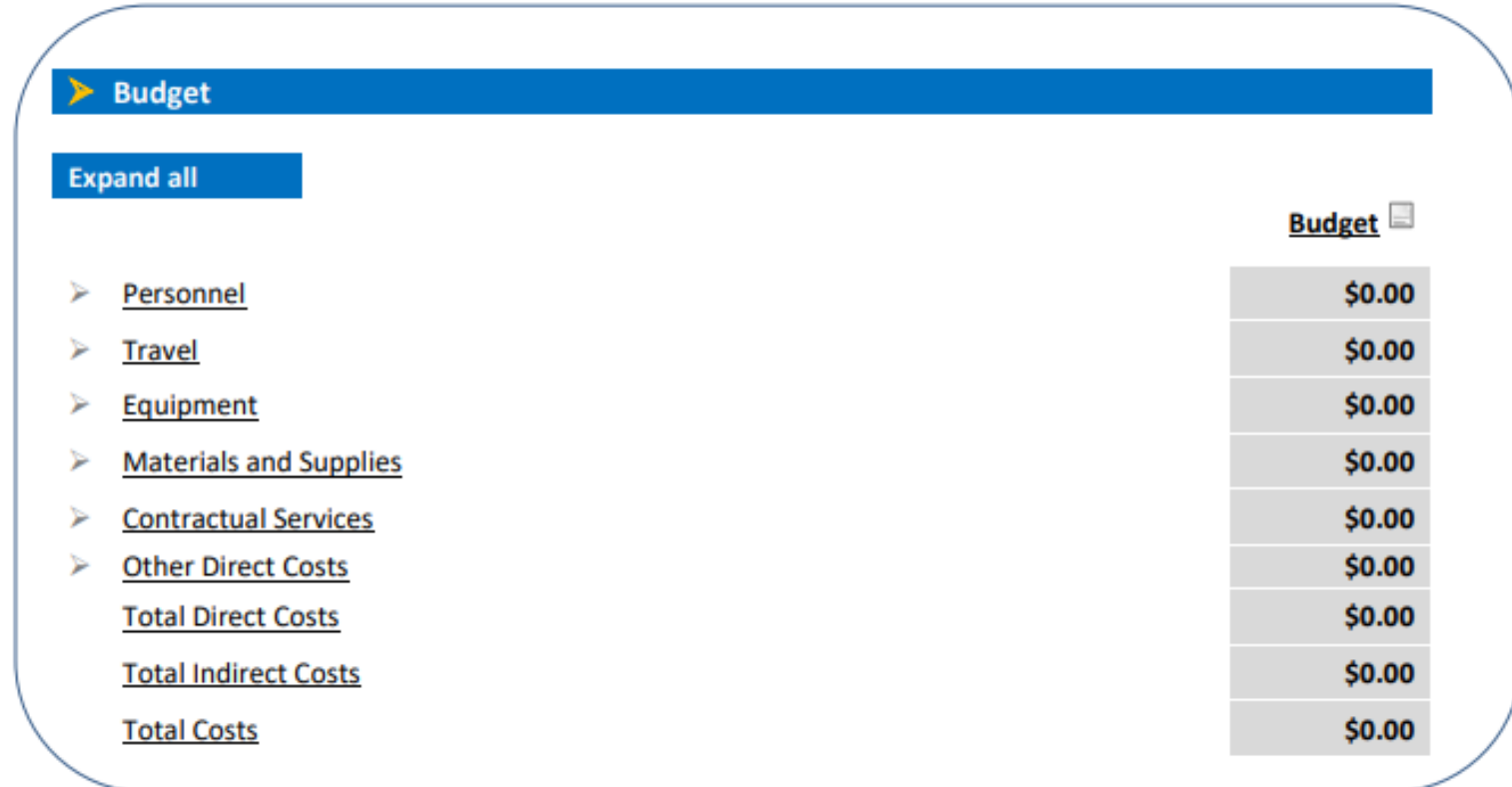
The 'Applicant Submission Version' section shows a table of metrics with columns for Metric, Strategies, Required, Starting Value, and Target value. The table lists three metrics:

Metric	Strategies	Required	Starting Value	Target value
<input type="checkbox"/> Resilience - Community benefits projected - # properties with enhanced protection	Planning, Research, Monitoring	Recommended	<input type="text"/> # properties with enhanced protection	<input type="text"/> # properties with enhanced protection
<input type="checkbox"/> Resilience - Instream restoration - Miles restored	Habitat Restoration	Recommended	<input type="text"/> Miles restored	<input type="text"/> Miles restored
<input type="checkbox"/> Resilience - Outreach/ Education/ Technical Assistance - # gov	Capacity, Outreach, Incentives	Recommended	<input type="text"/> # gov't entities participating	<input type="text"/> # gov't entities participating


At the bottom of the page, there is a footer with technical assistance contact information, a link to 'Download Adobe Reader', and the text 'Powered by Easygrants™ v9.5.0'.

Budget

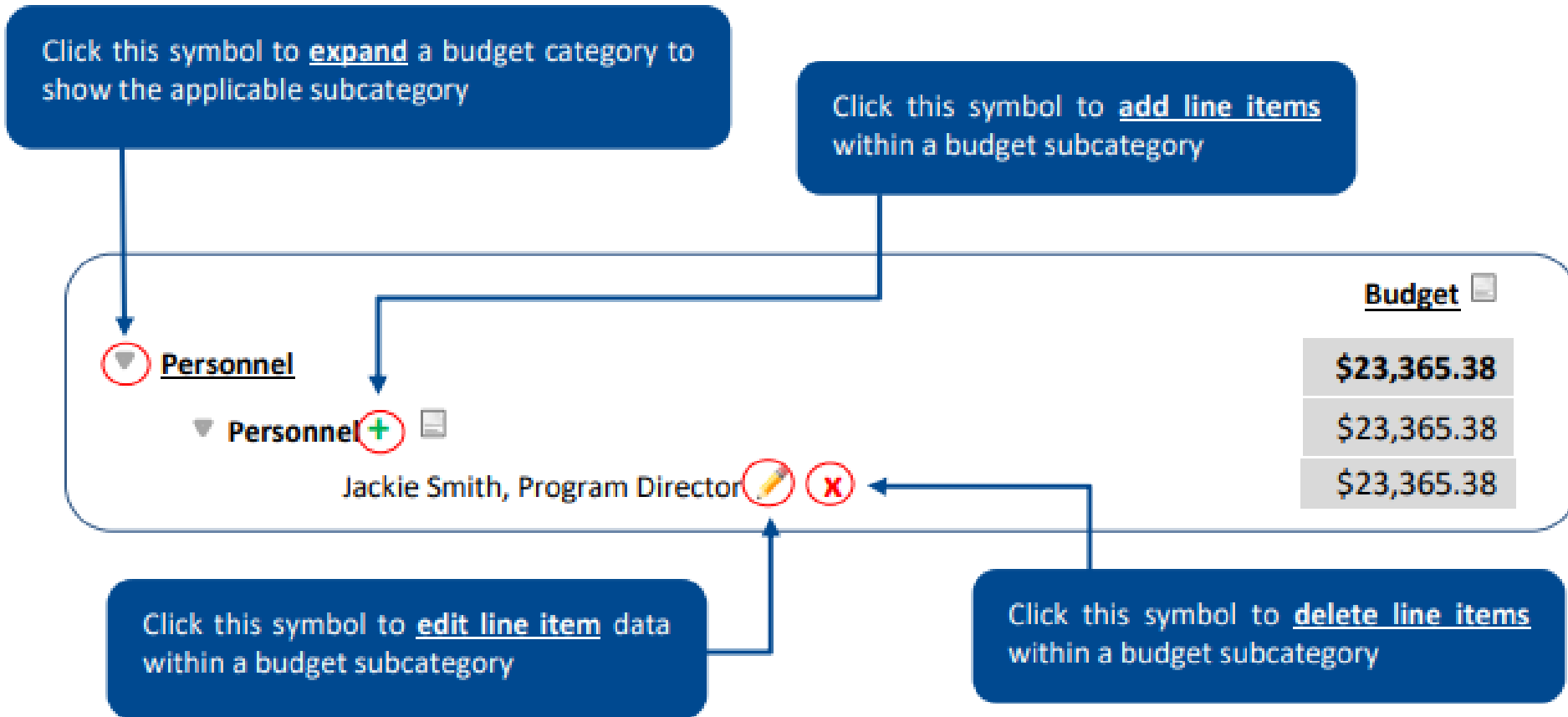
- In order to complete a budget for your proposal, you must expand the appropriate categories and provide the information requested.
- If you do not anticipate an expense for a particular category, skip that category- it is not necessary to enter a “0” value in the cost fields.
- Try to anticipate factors that may affect the budget when developing projections and provide an explanation of those factors.
- Matching contributions should not be included in the budget.



The screenshot displays a budget interface with a blue header bar labeled "Budget". Below the header is a button labeled "Expand all". The main content area shows a list of budget categories, each with a right-pointing chevron icon. The categories and their values are:

	<u>Budget</u> 
> <u>Personnel</u>	\$0.00
> <u>Travel</u>	\$0.00
> <u>Equipment</u>	\$0.00
> <u>Materials and Supplies</u>	\$0.00
> <u>Contractual Services</u>	\$0.00
> <u>Other Direct Costs</u>	\$0.00
<u>Total Direct Costs</u>	\$0.00
<u>Total Indirect Costs</u>	\$0.00
<u>Total Costs</u>	\$0.00

Budget



Detailed Budget Instructions: Adding/Editing Narratives

- **Narratives are required for all budgeted categories.**
 - Explain/justify the estimated costs including the unit cost and quantity requested
 - Explain how the costs associated with each line item supports the implementation of the project as outlined in the proposal
- Narratives should be written in such a way that someone not familiar with the project can conceptually understand the **rationale**, **purpose** and **calculation** of the anticipated costs identified by line item.
- Narratives should be concise and describe line items in 1-3 sentences.

Figures without narrative descriptions will be returned to the applicant for further details and clarification.

Click this symbol to add a narrative within a budget subcategory



	Budget
Personnel	\$23,365.38
Personnel + [document icon]	\$23,365.38

Next, complete the narrative box as shown below:

Notes		
Line Item Budget	Personnel	
Budget	Jackie Smith will manage all aspects of the program which includes, surveys of the project site alongside field techs, landowner interviews and follow-ups, and supervision of volunteers during sponsored work days.	
Save	Save and Close	Cancel

Detailed Budget Instructions: Personnel

- Identify and itemize each individual employee/staff member of your organization working on the project, their name, and position/job title in individual line items.
 - **Non-employees, consultants or contractors working on the project should be listed separately in the Contractual Services category of the budget.**
- Input annual salary in whole dollars.
- Specify the number of hours they will dedicate to this project in the Project Hours box.
- Enter the fringe rate (if applicable) to be applied to each staff member working on the project.
- Enter a description of the work to be completed by each position budgeted for and how the work of each position will support the purpose and goals of the overall project.

Enter the fringe rate as a percentage instead of its decimal equivalent (i.e. if the rate is 25.9%, enter 25.9 not 0.259) →
The fringe total dollar amount will be calculated automatically

Staff Name*	Jackie Smith							
Position	Program Director							
Apply to Year(s)								
Budget	Annual Salary	Project Hours	Hourly Rate	LOE (%)	Project Salary	Fringe (%)	Fringe Amount	Total Personnel
	\$72,000	540.00	\$34.62	26.00	\$18,692.31	25.00	\$4,673.08	\$23,365.38
Save	Save and Close	Cancel						

The level of effort [Maximum: 100% per year] will be calculated automatically based on Project Hours entered for each staff member.



- Each employee listed works for the grantee organization (not a third party or contractor)
- Provide gross salary before taxes only
- Salary and fringe must be itemized by staff member/line item

Detailed Budget Instructions: Travel

- Itemize each type of travel requested in the appropriate travel subcategories. Do not combine trips together into a simple lump sum that covers multiple travel types.
 - If travel to multiple locations is required, each destination should have their own line item under each applicable travel subcategory.
 - If the type of travel does not fall within one of the subcategories listed, include that item in the Other Direct Costs category of the budget.
 - **Do not include the travel costs being paid for by subrecipients, contractors or other third parties.**
- Specify the purpose and destination for the travel item, unit type, and the quantity of units requested.
- Budget items using the basis as described next to budget subcategory.
- Briefly describe the purpose of the travel and the assumptions used in estimating the costs of all travel that the applicant is paying for directly.

Lodging – Per Night

Purpose/Destination* Washington, DC for Kick-Off Meeting and Site Visit in January 2020.

Apply to Year(s)

	Unit Cost	Quantity	Total Cost
Budget	\$181.00	2	\$362.00

Save Save and Close Cancel

Narrative Sample: Jackie Smith will travel to Washington D.C. to meet with NFWF program staff for project kick-off meeting and planning. Meeting will take place over 3 days, so two nights are budgeted. Costs are estimated based on allowable GSA rates and cursory searches for hotel rooms for one person.



- For Mileage, Lodging, Per Diem, Meals & Incidentals, use GSA.GOV as a guide for allowability and reasonableness.
- Provide economy class, round trip airfare rates
- If travel destinations have yet to be determined, please indicate so in budget and narrative and explain the basis for cost estimates (previous projects experience, recent searches, etc.)

Detailed Budget Instructions: Equipment

Equipment is defined as tangible property having a useful life of more than one year and a per-unit acquisition cost of **\$10,000** or more. Items not meeting these criteria should be itemized in the Materials and Supplies category of the budget.

- Itemize each piece of equipment to be purchased for this project in their own line item.
- Identify the item name, the quantity of items budgeted for, and the unit cost for each.
- State the intended purpose of each item as it relates to project goals, and how the estimated costs were determined.
- Equipment costs should only include the costs to purchase new equipment needed to complete the project.
- If available, please upload equipment quote during proposal submission.

Equipment

Item Name*
Description

> Apply to Year(s)

	Quantity	Unit Cost	Total Cost
Budget	<input type="text" value="2"/>	<input type="text" value="\$10,250"/>	\$20,500

Save Save and Close Cancel

Narrative Sample: Excavation machines are needed during extensive restoration activities that requires the clearing and removal of thick vegetation and land at the three work sites. The equipment will enable us to complete work quickly and efficiently and saves funds by eliminating the need to hire large work crews. Quote and rent vs. buy analysis attached to proposal.



- Existing equipment already owned by the applicant should not be included in this section
- Costs for equipment being rented should be included in the Other Direct Costs budget category

Detailed Budget Instructions: Materials and Supplies

Materials and Supplies are defined as tangible property not meeting the criteria of equipment.

- Itemize each item to be purchased for the project.
- Identify the item name, the purpose as it relates to accomplishing project goals, and the unit of measure being used.
- Specify the quantity and unit cost for each item.
- Briefly describe requested supplies and their intended purpose in relation to project goals.
 - Quantities may be estimated if not known at the time of applications, but provide a basis for this estimate in the narrative.

Materials and Supplies

Item Name*	Native Grass Seed		
Purpose	Grassland Restoration		
Unit of Measure	Per Bag		

> Apply to Year(s)

Budget	Quantity	Unit Cost	Total Cost
	100	\$5.25	\$525.00

Save Save and Close Cancel

Narrative Sample: 100 bags of native grass seed will be purchased as a part of the grassland restoration aspect of the project as a direct benefit to the land, riparian areas, and native species. Costs are estimated based on a previously completed project similar in scope and size.



- Routine materials/supplies for your organization's operational needs should not be included here, only those specific to the project
- If exact quantities of supplies has yet to be determined, please still use the quantity function in the budget and indicate estimates are used in narrative. Explain the basis for cost estimates (previous project experience, recent searches based on scope, etc.)

Detailed Budget Instructions: Contractual Services

SUBAWARD	CONTRACT
Transfer of programmatic responsibility to another organization, with measurable performance goals related directly to the primary award	A party is required to deliver a product or service in exchange for compensation

- Select the appropriate agreement type.
- Itemize each contractual services cost budgeted for this project per agreement
 - **Do not lump multiple subwards into one line item.**
- If you have not identified the specific contractor or subrecipient who will be conducting the required work, input “TBD” in the Contractor/Subrecipient Name box.
- For each Subaward or Contract, briefly describe the associated activities, scope of work or services to be provided and how the costs were estimated.

Subcontract/Contract – Per Agreement

Contractor Name*

Description

> Apply to Year(s)

Budget Total Cost

Narrative Sample: M.A.P. Consulting will be hired to develop a mapping tool for tracking salmon over course of the project. M.A.P. has extensive experience creating similar tools that our organization does not possess to complete this task in-house. Cost based on preliminary quote.



- *All cost associated with the Contract or Subaward should be included in the line item including Travel, Materials and Supplies, etc.*
- *NFWF budget approval does not constitute approval of Procurement methods*
- *NFWF expects applicants to follow their internal procurement processes for selecting third parties*

Detailed Budget Instructions: Other Direct Costs

- Itemize any additional costs that do not appropriately fit within any budget category listed above.
- Identify the item name, the purpose as it relates to accomplishing project goals, and the unit of measure being used.
- Specify the quantity and unit cost for each item.
- Enter a brief description of each budgeted cost item explaining the need for each item, how it will further the objectives of the project, and how the cost estimation was determined.

Other Direct Costs

Type*	Event Parking
Purpose	Parking costs for river cleanup
Unit of Measure	Per day

▶ Apply to Year(s)

	Quantity	Unit Cost	Total Cost
Budget	1	\$17.00	\$17.00

Save Save and Close Cancel



This category should contain items such as equipment rental, conference fees (facility rental, honorariums, and other participant costs) ad hoc services (sampling, waste removal), stipends, printing cost and shipping/ mailing fees.

Detailed Budget Instructions: Indirect Costs

Indirect Costs are incurred for a common purpose, benefiting more than one objective project or program, and cannot be easily assignable to the outcome, project or program specifically attaining the related benefits.

- Refer to your organization’s NICRA (if applicable) in the “base” section to input the MTDC base in the explanation box.
- If the rate type is De Minimis, the expiration date is not required.
- If you are including indirect costs in your budget request, please provide a narrative description identifying what the indirect request will be supporting.
 - E.g. CEO salary, rent for lab space central to project site, etc.
 - Indirect cost narratives should include a statement of whether the applicant has ever had a NICRA.
 - **Budgets without narrative descriptions for indirect costs may be rejected and/or returned to the applicant for further details and clarification.**

Explanation of Modified Total Direct Cost Base (MTDC)	Total direct salaries, including benefits		
NICRA Expiration Date	9/30/2020		
Rate Type*	Provisional		
> Apply to Year(s)			
Budget	Modified Total Direct Costs	Indirect Cost Rate (%)	Total Cost
	\$23,365.38	25.40	\$5,841.35
Save	Save and Close	Cancel	

Enter the Indirect Cost rate as a percentage instead of its decimal equivalent (i.e. if the rate is 25.4%, enter 25.4 not 0.254).

Note: The federal government has determined that a de minimis 15% indirect rate is an acceptable minimum for organizations without a NICRA, as such NFWF reserves the right to scrutinize ALL proposals with indirect rates above 15% for cost-effectiveness.

Please refer to [NFWF’s Indirect Costs Policy](#) for clarification on the allowability and application of Indirect Costs.

Detailed Budget Instructions

- The final expanded budget will appear as follows, showing the budget details.
- For further questions, contact Program Staff listed on the RFP.

Budget		
Collapse all		
		<u>Budget</u> <input type="checkbox"/>
> Personnel		\$23,365.38
Personnel		\$23,365.38
Jackie Smith, Program Manager		\$23,365.38
> Travel		\$512.00
Domestic Airfare		\$0.00
International Airfare		\$0.00
Train- Per Ticket		\$150.00
Two Round Trip Tickets to Project Site		\$150.00
Rental Car- Per Day		\$0.00
Taxis – Per Trip		\$0.00
Mileage – Per Mile		\$0.00
Gasoline – Per Gallon		\$0.00
Per Diem (M&IE)		\$0.00
Lodging – Per Night		\$362.00
Washington, DC hotel for Kick Off & site visit		\$375.00
Meals (No M&IE) – Per Meal		\$0.00
> Equipment		\$20,500.00
Equipment		\$20,500.00
Excavation Machine		\$20,500.00
> Materials and Supplies		\$525.00
Materials and Supplies		\$525.00
Native Grass Seed		\$525.00
> Contractual Services		\$60,042.00
Contract – Per Agreement		\$27,542.00
M.A.P. Consulting		\$27,542.00
Subaward – Per Agreement		\$32,500.00
ACME International, River Cleanup		\$32,500.00
> Other Direct Costs		\$17.00
Other Direct Costs		\$17.00
River cleanup event parking.		\$17.00
> Indirect Costs		\$5,841.34
Indirect Costs		\$5,841.34
Salaries & Benefits, 9/30/20, Provisional		\$5,841.34
Total Direct Costs		\$104,961.38
Total Indirect Costs		\$5,841.34
Total Costs		\$110,802.72

Matching Contributions

Matching Contribution Editor

Instructions

Enter the required matching contribution details below. Click **Save** regularly to save your work. **The system will timeout and you will lose unsaved work if you do not save at least once every hour.** Click **Save and Close** to save and return to the Matching Contributions list page. Fields marked with a red asterisk (*) are required for final submission for most programs. Click **Help** for examples and instructions.

Status *

Source *
Enter the name of the person or Organization providing the Matching Contribution

Source Type *

Type *

Description *
Limit: 250 characters Remaining: 250

Amount *

Save and Close **Close**

Permits and Approvals

The screenshot displays a web application interface for managing permits and approvals. On the left is a vertical navigation menu with buttons for Home, Main, Contact Information, Organization Information, Project Information, Project Location, Map, Uploads, Metrics, Budget, Matching Contributions, Permits and Approvals, Review and Submit, and FAQ. The main content area is titled 'Project Information' and shows a due date of 8/7/2018 11:59 PM ET for a project in Whipple, Haven. Below this is an 'Instructions' section with a warning that the system will timeout if work is not saved every hour. A 'Permits and Approvals' section shows 'No results to display' with an 'Add New' button. A modal window titled 'Permits and Approvals - Click Help for Examples and Instructions Editor' is open, containing the following form fields:

- Agency - Contact Person ***: Text input field.
- Status ***: Dropdown menu with '<Select>' selected.
- Permit/Approval Description ***: Text area with a character limit of 500 (Remaining: 500).
- Anticipated Submittal/Approval Date ***: Date input field with a calendar icon.

At the bottom of the modal are 'Save and Close' and 'Close' buttons.

Review and Submit

- Make sure to click the blue **“Submit”** button to submit your proposal.
- If correctly submitted, you will receive a confirmation e-mail and the task will disappear from your homepage.

View Full Submission

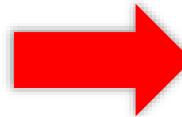
View PDF

Submission

Validation Status

Page Name	Status
Contact Information	✓ Complete
Organization Information	✗ Incomplete
✗ Primary Organization is required	
Project Information	✗ Incomplete
✗ Project Title is required.	
✗ Project Start Date is required.	
✗ Project End Date is required.	
✗ Description is required.	
✗ Abstract is required.	
✗ Requested Amount is required.	
Project Location	✗ Incomplete
✗ Project Location Description is required.	
✗ Project Location Country(s) is required.	
Map	✗ Incomplete
✗ Please confirm your project has been accurately mapped.	
Uploads	✗ Incomplete
✗ GAAP audited financial statements is required and has not been uploaded.	
IRS Form 990 is required and has not been uploaded.	
A-133 Audit is required and has not been uploaded.	
Board of Trustees, Directors, or equivalent is required and has not been uploaded.	
Statement of Litigation is required and has not been uploaded.	
CBWTP Full Proposal 2021 is required and has not been uploaded.	
CBWTP 5 Year Transaction Projection 2021 is required and has not been uploaded.	
CBWTP Work Elements 2021 is required and has not been uploaded.	
Budget	✓ Complete
Matching Contributions	✓ Complete
Permits and Approvals	✓ Complete

Incomplete



View Full Submission

View PDF

Submission

Submit ★

Validation Status

Page Name	Status
Contact Information	✓ Complete
Organization Information	✓ Complete
Project Information	✓ Complete
Project Location	✓ Complete
Map	✓ Complete
Uploads	✓ Complete
Metrics	✓ Complete
Budget	✓ Complete
Matching Contributions	✓ Complete
Permits and Approvals	✓ Complete

Complete - Ready to Submit