

UPDATED Q & A, November 16, 2011

NOTE: Please make sure to use the updated Budget and Schedule Worksheets distributed to applicants invited to submit full proposals. It is also available on the website in the RFP Download box.

The following are questions and answers to date regarding the Marine and Nearshore Grant Program and the current RFP (#11-0034).

- 1. Is it true that indirect is not a reimbursable expense?**
 - a. *Yes. Per page 15 of the RFP, "Indirect costs are not reimbursable expenses."*
- 2. Is it true that indirect (up to 15% of total costs) may be used to meet the match requirement?**
 - a. *Yes. Per page 15 of the RFP, "A standard allowance [for indirect] not to exceed 15% of total costs may be used to meet the match requirement." A line is included for indirect in the budget template provided on page 14 of the RFP so that you can indicate indirect that is to be included to meet the match requirement, as necessary.*
- 3. Why is this match contribution limited to 15% of total costs?**
 - a. *We are held accountable to EPA (and by Congress) to demonstrate the results achieved as a result of our grant investments. As more grant funding goes to indirect expenses, less funding is available to pay for the project activities and the results that we are bound to demonstrate. It also adds complexity to our budgeting and ability to anticipate results if we are unsure how much of the grant funding will go toward the indirect costs of grantees. However, we also recognize the importance of indirect charges to the operations of an organization. Thus, it is the policy of this grant program to balance our need to demonstrate measurable results for our investments with some measure of flexibility for applicants by allowing up to 15% of the match requirement to be met through indirect costs.*
- 4. Can indirect costs be embedded within the budget for a particular deliverable?**
 - a. *Indirect costs can be included in the budget either*
 - i. *as a general indirect rate (up to 15% of the total costs) that is included in the match contribution, or*
 - ii. *as tasks that are directly billed and related to particular deliverables within the scope of work (e.g., 1 hour of Jane Doe's time to process the invoices associated with this grant, or 20 minutes of John Doe's time to cut the paychecks for employees who are working on this grant), but not both.*
- 5. For the Puget Sound marine/nearshore protection and restoration grant program: is it possible for one organization to submit more than one grant request?**
 - a. *Yes, it is definitely possible for one organization to submit more than one grant request.*
- 6. Are Letters of Support from Lead Integrating Organizations required at the pre-proposal stage?**
 - a. *We encourage project sponsors to work with their Local Integrating Organizations formed to support implementation of the Puget Sound Action Agenda, and suggest contacting Puget Sound Partnership's Ecosystem Recovery Coordinators to learn more (see page 5 of the RFP). We also recognize that Local Integrating Organizations are at varying stages of development, and we encourage other partnerships or coordinated approaches that demonstrate local or regional collaboration as well (see the "Partnership" evaluation criteria on page 17 of the RFP).*

Letters of support are not specifically required for either pre-proposals or for full proposals. Rather, it is optional during the full proposal stage for applicants to submit letters from project partners or other stakeholders that commit to contribute resources that support project success (see page 15 of the RFP). Full proposals are required, however, to include a summary of what will be used as match and who will be partnering with the project sponsor to complete the project (see page 13 of the RFP).

- 7. If so, because our project is region-wide does this mean we need to connect with each Lead Integrating Organization for a letter of support?**
 - a. Per the answer to question 6 above, letters of support are optional at the full proposal stage.*
- 8. Is this process consistent amongst all of the open RFP's from Lead Organizations right now?**
 - a. No.*
- 9. Is this program is able to fund multiple year grants or if project timelines should be one year or less.**
 - a. Projects that receive grant awards can begin once signed award contracts are in place and should be complete by December 31, 2013. We anticipate getting contracts in place in early 2012. So, project timelines may be more than one year as long as the project is complete by December 31, 2013.*
- 10. Will this grant fund the purchase of a boat to do water quality sampling in marine areas and estuaries?**
 - a. Please refer to page 14 of the RFP 11-0034 that indicates Equipment costs are eligible. The proposal shall include an itemized list of equipment and indicate why it is more economical to purchase rather than lease. Please see page 25 of the RFP regarding "Treatment of Inventoriable Equipment" and page 31 of the RFP regarding federal "Cost Principles."*
- 11. Will this grant fund the analysis of the samples at an outside lab?**
 - a. Analysis of samples at an outside lab is an eligible, reimbursable expense. As with any other proposed task or activity, the proposal must make a compelling case for the need for the task or activity. The proposal as a whole will be evaluated against the evaluation criteria described in the RFP.*
- 12. Are proposals from within DFW and DNR required to contribute match in addition to the match that has already been committed in the cooperative agreement with EPA?**
 - a. No. DFW and DNR are already providing millions of dollars of match to the cooperative agreement, which is well in excess of 25% of the funding allocated to this RFP. If such proposals are funded, this will be documented as an exception to the match requirement, per page 9 of the RFP.*

ADDED AS OF November 16, 2011

- 13. The RFP says that "awards will target work to be completed between January 1, 2012 and December 31, 2013." Can a project for work occurring in 2014 be considered in this RFP?**
 - a. No. As stated on page 13 of the RFP in V. PERIOD OF PERFORMANCE: "Projects must be complete by December 31, 2013 to allow for time for contract closeout." It is mandatory for projects to be complete by December 31, 2013 because existing Grant*

Program staff are not funded past this date. Continuation of the Grant Program past this date depends on future allocation of federal funding.

14. Can you send summary information about how my pre-proposal ranked amongst the other submittals, including specific reviewer comments about my proposal?

- a. No. The RFP is considered still open for pre-proposals such as yours that were selected to submit a full proposal. We cannot release ranking and reviewer comment information until after the full proposals are evaluated and final awards are made.*

15. To whom should optional letters of support be addressed?

- a. If included, letters of support can be addressed to "The Puget Sound Marine & Nearshore Grant Program Team" or "To Whom it May Concern."*

16. We are currently finalizing a grant proposal for the marine and nearshore RFP. The instructions to the full proposal indicate that the first document is meant to include a "Refined Logic Model and Narrative." We will revise and include the logic model from the pre-proposal. However, the narrative has been expanded and incorporated as parts of the background, scope, and objectives. Would you like the original narrative included in the full proposal, as reference, or is it sufficient if incorporated into the main body of the proposal.

- a. It is sufficient for the narrative that explains the logic model to be incorporated into parts of the background, scope, and objectives. There is no need to include the original narrative as a reference.*

17. The directions indicate that it should be a copy of the one submitted in our pre-proposal, but is that really the case? Our budget totals have been reduced since the pre-proposal stage for both grant funding & match so that the cover sheet would then not match the full proposal. Is this ok?

- a. If the budget totals for the grant funding and/or match have changed, please submit a new cover sheet that reflects those changes. If the budget totals for the grant funding and/or match have not changed, please use the original cover sheet. No other information should have changed between the pre- and full-proposal stages.*

18. We received a number of questions related to the budget, match, indirect, and how these subjects appear in both the text of the RFP and in the budget worksheet. What is the direction on budget, match, and indirect?

- a. UPDATED BUDGET WORKSHEET
A calculation for indirect costs was mistakenly summed with the project cost in the budget worksheet. The Grant Program updated the budget worksheet and distributed the new Excel file via email on the afternoon of November 16, 2011, to the applicants who were invited to submit full proposals. It is also posted as an "RFP Download" to the Grant Program website here: http://wdfw.wa.gov/grants/ps_marine_nearshore/rfp/. In this budget worksheet, applicants must break out grant costs for each deliverable and indicate the amount of match for each deliverable. We do not require you to break your match contribution out by budget object (e.g., personnel, benefits, travel, etc.). We believe this worksheet is more clear and simple than the budget worksheet published with the RFP.*

INDIRECT

Please note on the Budget Instructions tab of the updated budget worksheet a correction under "Indirect Costs". The correct maximum indirect rate allowable is 15%. If your federally approved indirect rate is lower than 15%, you must use your own indirect rate. If your federally approved indirect rate is higher, you still may not exceed the 15% allowable rate for this grant.

This grant allows the use of the above described indirect allowance to be used as a portion of your match requirement.

EXAMPLE:

Grant Request:	\$75,000
Match requirement:	\$25,000
Total project cost:	\$100,000

Your (example) federally approved indirect rate is 12%.

You are allowed to use \$12,000 as part of your match. [$\$100,000 \times 0.12 = \$12,000$]

Therefore, the remaining match you need is \$13,000. [$\$25,000 - \$12,000 = \$13,000$]

FULL PROPOSAL NARRATIVE: MATCHING RESOURCES

Although we do not require you to provide budget object detail for your match contribution, per RFP page 13, information on matching resources does need to be described in the full proposal in Section B: PROPOSED STATEMENT OF WORK, VI. MATCHING RESOURCES & PARTNER ROLES. If you use allowed indirect costs for part of the match, make sure to indicate the amount of indirect used as match for each deliverable.

We appreciate that these errors were brought to our attention and provided us an opportunity to make clarifications. Because we believe this clarification simplifies the budget work and documentation for the applicant, we will not grant extensions to the full proposal due date.

19. FURTHER CLARIFICATION ON INDIRECT: Just so I'm clear – indirect is still not allowed BUT can be justified in the proposal? We have costs that we will have to be reimbursed for in addition to what we are providing for match. It is easiest to just list in the budget as 'overhead' or 'admin' but we can itemize if we have to.

- a. We cannot reimburse indirect costs using grant funds, but we will allow up to 15% of the total costs to be used to meet the match requirement (RFP p. 15). If you have a federally-approved rate, however, you may not exceed that rate. In other words, if your federally approved indirect rate is less than 15%, you must observe your federally approved rate. We will not allow any management costs in excess of the direct/reimbursable costs or indirect allowable as match (also RFP p. 15). Thus, the additional 'overhead' or 'admin' you reference below are not allowable under this agreement.