

LONG ISLAND SOUND STUDY NATIONAL ESTUARY PROGRAM

ENHANCEMENT GRANTS PROGRAM 2009 REQUEST FOR PROPOSALS

May 2009

The New England Interstate Water Pollution Control Commission (NEIWPCC) is inviting project proposals to assist with the implementation of Long Island Sound Study (LISS) program objectives.

This request for proposals (RFP) includes information on:

- I. Background of Long Island Sound Study (LISS)
- II. Overview of Enhancement Grants Program
- III. Enhancement Grants Program General Guidelines
- IV. Guidelines for Proposal Preparation
- V. Proposal Content
- VI. Submission Process
- VII. Proposal Evaluation Process

Appendix A. 2009 Enhancement Grants Program Project Topic:
Creation of Stewardship Site Selection Criteria and GIS Tool

Appendix B. Title Page Format

Appendix C. Budget Format

I. Background of Long Island Sound Study (LISS)

Long Island Sound is one of North America's most urban and biologically diverse estuaries. Although the Sound is a resource of extraordinary productivity, it is under significant stress. Accordingly, in 1985 the states of Connecticut and New York and the U.S. Environmental Protection Agency (EPA) recognized Long Island Sound as an Estuary of National Significance. In 1994, the state and federal partners approved the Long Island Sound Study Comprehensive Conservation and Management Plan (LISS CCMP), which established an overall plan to restore and protect the Sound.

On December 4, 2002, the LISS Policy Committee executed the *Long Island Sound 2003 Agreement* (LIS2003), which established 30 environmental and management goals with specific targets, extending over a five-year period. LIS2003 is the result of a comprehensive stakeholder-driven process involving more than 300 scientists, resource managers, policymakers and citizens from all parts of the LIS watershed. LIS2003 consolidates prior commitments and establishes new goals and deadlines for protecting and restoring the Sound's living resources, water quality, and vital habitats, promoting sound land use, and engaging the public, educators and communities beyond 2003. The LISS CCMP and LIS2003 still are being implemented today and serve as the basis for this RFP.

The Long Island Sound Stewardship Initiative follows through on recommendations made in the LISS CCMP. A specific action in the Plan's Table 41, Habitat Protection and Acquisition, calls for creating a Long Island Sound Reserve System consisting of areas of outstanding or exemplary scientific, educational, or biological value. The LISS committed to creating a strategy for accomplishing these goals in the 2003 Long Island Sound Agreement.

The Long Island Sound Study formed a collaborative partnership, the Stewardship Initiative work group, to coordinate efforts to identify sites with ecological and/or recreational resources and to develop a strategy to protect and enhance these important areas. The goals of the Stewardship Initiative are to:

- Preserve representative examples of native plant and animal communities
- Protect rare, threatened, and endangered plants and animals in their natural habitats
- Preserve unique habitat types of the Sound
- Preserve sites that are important for long-term scientific research and education
- Improve recreation and public access opportunities around the Sound
- Enhance public awareness, visibility, and support for the Sound
- Strengthen citizens' personal connections to and identification with the Sound
- Implement the provisions of the 2006 Long Island Sound Stewardship Act (LISSA)

The Stewardship Initiative work group identified 33 areas in public ownership around the Sound with significant recreational and ecological values. The 2006 Stewardship Atlas provides maps of these Inaugural Stewardship Areas and briefly describes their major ecological and recreational values.

As an important next step of the LISS Stewardship Initiative there is a need to establish a repeatable process, which has explicit goals, methods, and criteria, for selecting and prioritizing stewardship sites in the Long Island Sound coastal area for protection and enhancement.

This grant's awardee will work closely with the Stewardship Initiative work group as well as other identified partners and potential sources of information to:

- Research the availability of relevant GIS data layers and other information
- Develop a GIS-based site selection tool and process
- Develop project selection criteria
- Ensure products address the Stewardship Act's legislative requirements as well as the overall goals of the Long Island Sound Stewardship Initiative
- Ensure products address the anticipated effects of climate change
- Recommend improvements in data collection or other enhancements that would further support the tool

The product of this work will be the identification of land protection priorities in the coastal Long Island Sound watershed through a systematic and repeatable process.

II. Overview of Enhancement Grants Program

The LISS Enhancements Grants Program is administered by NEIWPC. This RFP solicits project proposals that support the mission and goals of the LISS CCMP, LIS 2003 Agreement and the Long Island Sound Stewardship Act. Further, project proposals submitted in response to this year's RFP must address the priorities outlined in **Appendix A**. Enhancement grants are designed to help the LISS partners implement actions consistent with the CCMP, to meet the LIS 2003 Agreement goals, and to prepare the partners for implementation of LISSA. Innovative, cost-effective proposals are sought to accomplish these goals. Proposals that do not address the specific outcomes desired will be eliminated from competition.

Applicants are encouraged to review the LISS website (<http://www.longislandsoundstudy.net>) for general information about the LISS program. Information on the LIS 2003 Agreement is available at http://www.longislandsoundstudy.net/ccmp/liss_agreement_03.htm. Applicants are also strongly encouraged to discuss their project plans with the contacts identified in Appendix A).

III. Enhancement Grants Program General Guidelines

The timeline for the 2009 LISS Enhancement Grants Program is as follows:

Proposals Due to NEIWPCC	July 10, 2009
Applicants Notified of Funding Decisions	September 9, 2009
Project Start Date	October 26, 2009

Eligibility

Applicants that are eligible to submit proposals in response to this RFP include: state or local government agencies, interstate water pollution control agencies, private non-profit organizations and institutions, for-profit organizations, and educational institutions, including colleges, universities, and public or private elementary and secondary schools. Eligible applicants outside the Long Island Sound watershed may submit a proposal as long as the proposal documents that its objectives support the technical requirements and management priorities of the LISS.

Funding

Suggested project funding is identified in Appendix A. Proposals with budgets that exceed the identified funding range need to provide justification for why the funding request is warranted to accomplish the stated objectives. Although cost share or match is not required, projects providing non-federal cost share or match will receive favorable consideration over projects without cost share or match. Cost share may be in the form of cash or in-kind contributions, but must be clearly explained in the proposal and must be verifiable. Grant funds may be used for expenses directly related to the proposed project, including wages and consultant fees. Expendable and non-expendable equipment directly related to the proposed project qualify for funding; however, the purchase of high-cost items (e.g., computers, boats, etc.) is not allowed.

Quality Assurance & Quality Control Requirements

The project involves the collection, analysis, or manipulation of environmental data; it therefore will require a Quality Assurance Project Plan (QAPP). No work by the grantee can begin before the QAPP is approved by quality assurance managers from both NEIWPCC and EPA. Keep in mind that the preparation of a QAPP requires an additional level of planning, documentation, and time. While preparing your budget and work plan, please account for the additional time and resources necessary for QAPP development. For more information about QAPPs, please visit http://www.epa.gov/quality/qa_docs.html, or contact NEIWPCC's Long Island Sound Program Coordinator (contact information in Section VII).

Grant Awards

Award notification to applicants is expected by September 9, 2009. Grant recipients may be asked to submit a revised work plan, timeline and budget at this time. Projects cannot start until the contract is signed by both parties and grant expenses cannot be incurred until the contract is in effect. Grant recipients will be required to submit quarterly reports documenting the project's progress to date. Guidelines for preparing quarterly reports will be provided to grant recipients. Grant recipients may be asked to prepare public-friendly articles on the project results for LISS-related publications. Grant recipients may also be asked to make presentations on the project results at LISS meetings after the conclusion of the project.

IV. Guidelines for Proposal Preparation

Proposals are due on Friday July 10, 2009, at Midnight EST. Each proposal must include a title page, a narrative, and a budget form. Proposals that do not contain all of the information requested in Section V and/or do not meet the format requirements will be eliminated from the competition. Please include a cover letter, printed on official letterhead and signed by an authorized representative of the lead agency, with each proposal.

The title page must adhere to the format provided in **Appendix B**. For your convenience, an electronic version of the title page is available as a Microsoft Word document on NEIWPC's website (<http://www.neiwpc.org/lisseqp.htm>).

The proposal narrative must address all of the information requested in **Section V.2** of this RFP, using a maximum of five single-spaced, one-sided typed 8.5" x 11" pages with 11-point font and 1" margins. The five pages must include all required information, including literature cited. Proposals with narratives exceeding five pages will be eliminated from the competition. The required title page and standard budget form are not included in the five page limit. Optional supporting materials, such as resumes and brief descriptions of relevant experience are not included in the five page limit for the narrative, but should also not exceed five pages.

The budget page must adhere to the format provided in **Appendix C**. For your convenience, an electronic version of the budget form is available as a Microsoft Word document on NEIWPC's website (<http://www.neiwpc.org/lisseqp.htm>).

V. Proposal Content

- 1. Title Page.** The title page must adhere to the format provided in Appendix B and include all of the following information, using a maximum of one single-spaced, one sided typed 8.5" x 11" page with 11-point font and 1" margins:
 - Title: Use the exact project title as it appears throughout the proposal.
 - Project Leader: Provide the name, title, and agency affiliation of the project leader (i.e., lead principal investigator).
 - Lead Agency Contact Information: Provide the complete contact information for the Project Leader, including mailing address, phone and fax numbers, email address, and agency web site address.
 - Project Support: Provide the names, titles, affiliations, and complete contact information for each of the additional investigators or support staff who will significantly contribute to the project.
 - Project Cost: Provide the total project cost (i.e., funding request), as well as total project match (if any).
 - Abstract: The abstract must accurately describe the project being proposed and include: (1) the objectives of the project, (2) the methodology to be used (which should give an accurate description of the project as described in the proposal), and (3) the expected outputs and outcomes of the project and how it addresses this RFP, including environmental benefits to Long Island Sound. **The abstract must fit within the title page.**
- 2. Proposal Narrative.** The proposal narrative must not exceed five consecutively numbered (bottom right), single-spaced, one-sided typed 8.5" x 11" pages with 11-point font and 1" margins. The five pages must include all of the following information and literature cited.

- **Problem Descriptive:** Briefly describe this RFP’s topic and the Long Island Sound management need your project will address. This section can also include brief background or introductory information.
- **Objectives:** Outline the project’s objectives.
- **Methodology:** Outline the project design and describe the tasks (i.e., methods and techniques) that will be conducted to meet the project’s objectives. QAPP development must be identified as a task.
- **Roles and Responsibilities:** Define the roles and responsibilities of all project participants.
- **Expected Outputs and Outcomes:** Describe the project’s expected outputs and outcomes, including environmental benefits to Long Island Sound. List and describe each of the specific deliverables and end-products. An example environmental output/outcome table is below. In addition to a discussion of the environmental outcomes and outputs associated with your projects, briefly discuss the process to be used to evaluate the effectiveness and success of the project and your plans to disseminate projects results and end-products.

SAMPLE Environmental Outputs/Outcomes				
Project Element	Work Plan Activity/Task	Target Date(s)	Environmental Output	Environmental Outcome
Coordination Outreach Program	Sound Health Report	Month 8	Full-color, 16-page report that highlights environmental trends impacting Long Island Sound.	Provide the general public with an informative report on the progress in the effort to restore and protect Long Island Sound.
	Web Site	Ongoing	Weekly updates on general information and current news about LISS and Long Island Sound; mechanism for accessing LISS reports and documents.	Communicate the state of the LIS environment and programs to protect the Sound to a large number of citizens, community organizations, and school children; more than 70,000 web site visitors a year.
	Outreach Material	Month 12	New polluted runoff brochure, habitat restoration brochure, update habitat restoration map, update LISS general brochure, reprint curbing polluted runoff brochure and posters.	Provides citizens with information about the state of LIS environment and citizen efforts to control polluted runoff; items also feature LISS contact information to encourage people to seek out more information about the program.

- **Timeline:** Provide a detailed timeline for meeting project objectives and identified tasks and listed deliverables. Projects should be completed within the period identified for this RFP. All timelines should be stated in terms of Month #1, #2, #4, etc. rather than specific dates, e.g. November 1, 2009. Although project start dates are anticipated to be November 9, 2009, this date may change based on the time the actual agreement is established.

Within the first quarter of the grant period, the grantee should deliver and explain the steps and criteria used to assess land sites.

Within the second quarter of the grant period, the grantee should deliver and explain the processing of land sites using the steps and criteria approved by the Stewardship Initiative work group or subcommittee.

Within the third quarter of the grant period, the grantee should deliver and explain the GIS-based tool set and its applications and make recommendations for improving the data upon which the analysis and prioritization are based.

- **Budget:** State the total project budget. Provide a brief justification for the proposed costs in terms of meeting project objectives. Include an explanation of how indirect costs are calculated. Justify subcontracts, if any. Identify and describe current and pending financial resources (including the source) that are intended to support the project.
3. **Project Budget Form.** Attach a detailed, itemized budget form for the entire project in the format provided in Appendix C. The budget must fit on one single-spaced, one sided typed 8.5" x 11" page with 11-point font and 1" margins.
 4. **Suggested Peer Reviewers.** Applicants must provide the names and complete contact information for five potential peer reviewers with knowledge in the area of the work being proposed, and who are not directly associated with the applicant's organization. This information must be provided on a separate page from the title, narrative, and budget. Attach this separate page at the end of the proposal package.

VI. Submission Process

Applicants must submit both an electronic and hardcopy of their proposal as follows:

1. An electronic submission as an e-mail attachment sent to cwhittet@neiwpsc.org by no later than **Midnight, EST, on Friday July 10, 2009**. There are two acceptable electronic formats (both forms may be submitted):
 - A PDF document is highly preferred. This requires Adobe Acrobat or similar Adobe product (the free Adobe Reader does not allow the conversion of documents into PDF format). NEIWPCCC realizes that not all applicants will have these software applications.
 - Microsoft Word format.
2. Two signed hard copies (single-sided, unbound, and unfolded) with a post mark no later than **Friday July 10, 2009**. Please mail the hard copies to NEIWPCCC's Long Island Sound Program Coordinator, Clair Whittet, whose complete contact information is provided in Section VII of this RFP.

VII. Proposal Evaluation Process

NEIWPCCC will screen all proposals to ensure that they meet all requirements of this RFP. If a proposal is found to be incomplete, the proposal will be eliminated from consideration, and NEIWPCCC will notify the applicant. Complete and eligible proposals will be reviewed by a panel composed of scientists and managers from LISS partner agencies. Proposals will also be submitted for external peer reviews. The review team will evaluate the proposals based upon the following criteria:

1. **Addresses Desired Outcome (0-25 points).** Degree to which the proposal can accomplish the desired outcomes. Clarity and measurability of deliverables/outputs within specific and

reasonable time frame(s), including relationship of expected results/benefits to addressing this RFP's topic and improving management of LIS.

2. **Technical Merit (0-25 points).** Adequacy of the proposed methodology, project design, and/or technical approach to accomplish stated project objectives. If appropriate, inclusion of a technically valid, specific performance assessment plan describing measurement and reporting of outputs and outcomes.
3. **Performance Capability (0-15 points).** Ability of the applicant to accomplish the proposed project given its history of past performance, experience, qualifications, facilities, and resources.
4. **Appropriate and Cost-Effective Budget (0-15 points).** Proposals with costs up to \$250,000 will be considered, but cost and the relative value of work products will be a factor in evaluating submissions. Adequacy of the proposed budget to accomplish objectives, and adequacy of justification in explaining the need for resources for this project. If reviewing similar projects, is this project cost-effective compared with other similar projects under review? Indication of leveraged funds from other organizations. Provision of matching non-federal funds.
5. **Transferability of Results to Similar Projects and/or Dissemination to the Public (0-10 points).** Degree of transferability of data or project results to the LISS program partners. If applicable, inclusion of a public outreach or public education component that documents and/or distributes results of the project to the appropriate audience or summarizes data for LISS distribution.
6. **Coordination with Ongoing Efforts (0-10 points).** Degree to which the project builds upon existing efforts. Demonstration of knowledge of similar efforts occurring in the watershed.

Proposals will be ranked and evaluated based upon the review teams' recommendations, external peer reviews, and the relative priority of commitments in LIS2003 and the CCMP. Award notification is expected by Wednesday, September 9, 2009.

VIII. Contacts

For information on specific LISS outcomes, please contact the individual listed under each outcome in Appendix A. For general issues regarding this RFP, please contact **Clair Whittet** NEIWPC's Long Island Sound Program Coordinator, at:

Clair Whittet, Environmental Analyst
New England Interstate Water Pollution Control Commission
116 John Street
Lowell, MA 01852
(978) 323-7929 ext. 254
cwhittet@neiwpc.org

Appendix A: 2009 LISS Enhancement Grants Program Topic

TOPIC	1. Creation of Stewardship Site Selection Criteria and GIS Tool
SUGGESTED COST ESTIMATE RANGE:	Up to \$250,000
PROJECT PERIOD:	18 months, November 2009 – May 2011
LISS COMMITMENTS SUPPORTED:	<p>Create a system of areas of land and water of outstanding or exemplary scientific, educational or biological value for protection, management, or acquisition</p> <p>Identify key near-shore and upland areas in the LIS watershed with exemplary ecological, scientific, educational, recreational, or public access value</p> <p>Identify upland stewardship areas and sites for protection, enhancement, and restoration throughout the coastal regions of Long Island Sound</p>
BACKGROUND	<p>A GIS-based, spatial decision support tool is needed to support ranked, priority identification of potential stewardship sites. The tool should provide resource managers, land-use planners, and researchers the ability to use a repeatable process, which integrates multiple objectives and has explicit methods and criteria, to meet the conservation objectives of the Stewardship Initiative in the Long Island Sound coastal area. The tool should enable easy scenario changes and viewing and facilitate individual use as well demonstrations in group settings. It should generate pertinent maps, reports, and data tables. The GIS-based tool needs to be translated into a stand-alone tool for managers with limited GIS expertise/capability/access; for instance, integration with Google Earth or other universally available data mapping tools.</p> <p>The subject area is the Long Island Sound Study Area, shown generally in the <i>Long Island Sound Stewardship Initiative 2006 Atlas</i>, to the Long Island Sound intertidal zone. Parcels as small as 5 acres, or smaller in areas proximal to the 33 inaugural stewardship areas and ecologically important areas identified by US FWS Southern New England Coastal Program in earlier inventory efforts, should be identified. General overlay blocks of natural areas in need of protection also should be identified.</p> <p>Two comprehensive LIS studies have helped inform Stewardship Initiative decisions: The U.S. Fish and Wildlife Service's Ecological Inventory and the Regional Plan Association's Important Recreational and Access Areas Assessment. The first stewardship areas, or Inaugural Stewardship Sites, were a subset of these two studies. A guiding constraint in identifying the Inaugural Stewardship Sites was that they already were in some form of public ownership. Additional, specific areas for stewardship activities need to be identified, regardless of ownership.</p> <p>Many data sets and GIS maps were produced during these earlier inventory efforts. They would be made available for this project. To reduce any potential duplication of effort, two other important studies should be consulted and used to the maximum extent practicable: the State of Connecticut's Coastal Lands Assessment Methodology (CLAM) and New York State's GIS-based Assessment of Undeveloped Parcels in New York Coastal Counties.</p> <p>The grant recipient will need to use the above inventories, and any additional relevant natural resource information or data (provided it is approved by the LIS Stewardship Work Group), as the primary components to populate a GIS database and then use other available, ancillary data sets to develop a tool that will support ranked, priority identification of sites for protection. Similar work already accomplished in the Peconic Bay Estuary Program, called "Critical Lands Protection Strategy," should be used as one of the guides in developing the required GIS tool. The grant recipient should expect to interact with a subcommittee</p>

Appendix A: 2009 LISS Enhancement Grants Program Topic

	<p>of the LIS Stewardship Initiative work group to refine site selection criteria and develop useful scenario combinations. The grant recipient also will be expected to identify important data gaps and assure the product can incorporate new data and upgrades on an ongoing basis once the analytical tool is complete and in use. Applicants should make an offering of continued product support and customer service for at least one year beyond product completion.</p> <p>The Long Island Sound Stewardship Act (LISSA) defines stewardship as: <i>land acquisition, land conservation agreements, site planning, plan implementation, land and habitat management, public access improvements, site monitoring, and other activities designed to enhance and preserve natural resource-based recreation and ecological functions of upland areas.</i></p> <p>Previous work to date that can be used in development of the site selection tool (not a comprehensive list):</p> <ul style="list-style-type: none"> • Peconic Estuary Program’s Critical Lands Plan (similar need for criteria development and site selection process) • New York State’s GIS-based Assessment of Undeveloped Parcels in New York Coastal Counties • Connecticut’s Coastal Lands Assessment Methodology (CLAM) • National Oceanographic and Atmospheric Administration’s (NOAA) Coastal and Estuarine Lands Conservation Program (CELCP), as implemented by New York and Connecticut • NOAA Coastal Services Center Habitat Priority Planner • Ecologically important areas of coastal LIS mapped by US Fish & Wildlife Service’s Southern New England Coastal Program • Important recreational and access areas mapped by the Regional Plan Association • GIS data layers and maps/map tools prepared by New York State Oceans and Great Lakes Ecosystem Conservation Council • Land use/land cover by Project CLEAR • Tax map/parcel data and land use data from regional planning entities and towns • Invasive species occurrences and proposed management zones mapped by invasive species programs in NY and CT
<p>EXPECTED OUTCOMES:</p>	<p>Identification of land protection priorities in the coastal Long Island Sound watershed through a systematic and repeatable process. The process produces feasible and defensible results; addresses LISSA implementation requirements (outside the Peconic Estuary Program area); ensures consistency in selecting landscape areas, sites, and projects that afford protection of ecological processes and habitats of ecological, compatible recreational, and public access value. Acquisition and restoration projects are targeted that preserve representative examples of native plant and animal communities; protect rare and endangered plants and animals in their natural habitats; promote scientific, research, and educational use; maintain and restore important ecological processes; allow for public access and recreation activities that are compatible with management objectives; and address climate change.</p>
<p>EXPECTED METHODOLOGY:</p>	<p>The project team will meet regularly with the Stewardship Initiative Work Group and its subcommittee(s) on the direction and conduct of the project. The awardee should expect to work closely with the standing Stewardship Initiative work group and other partners and potential sources of information in an iterative process to:</p> <ul style="list-style-type: none"> • Develop site selection criteria. This will require methodologies for ranking ecologically important areas as well as potential access and recreational areas. The methodologies should include attention to assessing resource scarcity; providing buffer zones; planning for landward migration of estuarine features; protecting/restoring natural corridors for fish and wildlife; finding opportunities for nutrient management; predicting/assessing resource threats and identifying appropriate land management responses.

Appendix A: 2009 LISS Enhancement Grants Program Topic

	<ul style="list-style-type: none"> • Research the availability of and obtain relevant GIS data layers and other information that will supplement or enhance existing site information and result in an improved understanding of the value of site resources • Develop a GIS-based site selection tool and process, translated into a stand-alone tool for managers with limited GIS expertise/capability/access • Ensure products address the Stewardship Act’s legislative requirements as well as the overall goals of the Long Island Sound Stewardship Initiative • Ensure products address the anticipated effects of climate change • Final work plan and project implementation must account for and include input from the Stewardship Initiative work group and its Connecticut and New York state representatives
DELIVERABLES:	<ul style="list-style-type: none"> • An easy-to-use, GIS-based tool that includes metadata for federal and state managers to identify land acquisition and protection targets • A publication for managers that includes documentation of the process used, features of the GIS tool, and users manual • All MXD and associated shape files, which will be government property • Recommendations regarding potential future online dissemination of a portion or all of the tool’s capabilities and information (data layers) • Recommendations for improving the data upon which the analysis and prioritization are based, recommendations for improvement of site or resource data in the future, and a system for collecting, organizing, and incorporating future data enhancements • Report and presentation of case studies using the tool, with an assessment of its functionality and performance • Quarterly meetings with the Stewardship Initiative work group, with progress presentations • Quarterly meetings with the Stewardship Initiative work group’s site selection strategy subcommittee • Several project start-up meetings with the Stewardship Initiative work group’s site selection strategy subcommittee • Frequent communication via conference calls, email, and other venues not requiring travel with key members of the Stewardship Initiative work group’s site selection strategy subcommittee • Quarterly progress reports (format will be provided) • Documentation of process used, assessment rules, GIS steps • Presentations, as requested, to committees, managers, and stakeholders • Training sessions for the US EPA Long Island Sound Office, selected representatives of NYSDEC and CTDEP, and the Stewardship Initiative work group • A Quality Assurance Project Plan (QAPP) • License agreement(s) may be required for use and protection of sensitive data sets
RFP TOPIC CONTACT:	<p>Louise Harrison (Work Group Committee Chair) Long Island Sound Office 888 Washington Blvd Stamford, CT 06904 203-977-1541 harrison.louise@epa.gov</p>

Appendix B: Title Page Format

Title:

RFP Topic:

Project Leader:

Lead Agency Contact:

Project Support:

Project Cost: \$

Total matching funds: \$

Project Abstract

The abstract must fit within this title page, using a maximum of one single-spaced, one-sided typed 8.5" x 11" page with 11-point font and 1" margins (remove this instructional text when completing page and prior to submitting proposal).

Appendix C: Budget Format

PROJECT BUDGET		
BUDGET CATEGORY <i>(Add/remove itemizing lines below major categories as necessary, but do NOT delete major categories)</i>	MATCH	GRANT REQUEST
A. PERSONNEL (list individual names and titles below) TOTAL:	\$	\$
	\$	\$
	\$	\$
	\$	\$
B. FRINGE BENEFITS ____ % of ____ (e.g., 10% of total personnel costs) TOTAL:	\$	\$
C. TRAVEL (estimate number/purpose of trips below) TOTAL:	\$	\$
	\$	\$
	\$	\$
D. EQUIPMENT (itemize below) TOTAL:	\$	\$
	\$	\$
	\$	\$
E. SUPPLIES (itemize below) TOTAL:	\$	\$
	\$	\$
	\$	\$
F. CONTRACTS (identify & itemize below) TOTAL:	\$	\$
	\$	\$
	\$	\$
G. OTHER (identify & itemize below) TOTAL:	\$	\$
	\$	\$
	\$	\$
H. TOTAL DIRECT COSTS (SUM OF A-G)	\$	\$
I. INDIRECT COSTS ____ % of ____ (e.g., 10% of total direct costs) TOTAL:	\$	\$
J. TOTAL PROJECT COST (SUM OF H+I)	\$	\$