

Frequently Asked Questions (ENV16 CZM05)

Prepared October 2, 2015

Question 1: Will you post a list of all pre-proposals that were invited to submit full proposals? Are pre-proposals available for public review?

Answer to Question 1: While the grant solicitation process is open and underway, the Buzzards Bay NEP will not post or make available the list of invited applicants, nor make available any pre-proposals for review.

Question 2: The instructions state there should be no more than 10 pages for the application. Is that 10 pages front and back, or just 10 overall pages?

Answer to Question 2: The bid solicitation states that "proposals must not exceed ten (10) pages in length." This was intended to mean that the narrative body of the proposal should not exceed 10 single-sided pages or 5 double-sided sheets. The solicitation also states that the ten page limit does not include any additional required or optional documents, including the cover sheet, cover letter from the applicant, locus map, resumes, letters from property owners (if applicable), letters from partners, and budget page(s).

Question 3: Would a graphic of the proposed project be considered part of the 10-page proposal limit?

Answer to Question 3: Yes. Only the locus map and other documents specified in question 2 are excluded from the 10-page limit.

Question 4: Should resumes (C.V.s) be submitted?

Answer to Question 4: Resumes are not required to be submitted. However, for projects with a strong scientific research component, either abbreviated C.V.s or professional background summaries are encouraged as attachments.

Question 5: Can we submit the same letters of support from project partners or property owners that were submitted with the pre-proposal or do they need to be altered?

Answer to Question 5: You may submit the same letters as were submitted with the pre-proposal.

Question 6: If a property owner letter was not submitted with the pre-proposal, must such a letter be submitted with the final proposal?

Answer to Question 6: The purpose of the letter from the property owner in the pre-proposal phase was to convince the review committee that the project could viably proceed if the applicant received funding. In the pre-proposal phase, letters from property owners were not essential if the

applicant was the property owner, or if it was evident that the property owner was already allowing a specific action on the property. Letters from property owners are required for new projects if the applicant is not the property owner, or if the activity is not already ongoing. Letters from partners or property owners that identify actions dependent on the outcome of the proposed work can strengthen an application. Letters previously submitted in the pre-proposal phase or new ones should be included in the final proposal. If part of the proposed work is to identify potential property owners to participate in a program, the requirement for submission of letters from the property owner is waived.

Question 7: Are applicants allowed to increase or decrease their match commitments?

Answer to Question 7: Applicants are allowed to change match commitments (both the total or percent match) to reflect changed conditions since the pre-proposal was submitted. Applicants must still meet the 25% match minimum of total requested.

Question 8: Are applicants allowed to increase or decrease their budget?

Answer to Question 8: We understand that after the submission of pre-proposals, applicants may have refined certain project needs and cost estimates. In this context, it is acceptable to change the budget in the final proposal, with detailed justification provided by the applicant. However, the final proposal must not substantially deviate from the spirit and outcomes of the pre-proposal. Substantial deviations in the scope of work or substantial increases in the requested funds (in the opinion of the review committee) could result in diminished ranking, partial funding, or proposal rejection.

Question 9: Can the applicant (the entity applying for, and intending to administer the grant) in the pre-proposal stage change to a different applicant when the full proposal is submitted?

Answer to Question 9: We recognize that there may be reasons why it may be advantageous for a particular partner to be responsible for administering the grant, and that conditions may change between the pre-proposal and final proposal stage. For this reason, a change in applicant to a partner is allowed.

Question 10: Does this grant program allow full government rate overhead charges as would be allowed for a standard government submission, or is there a restriction on the rate because the solicitation is issued by the Commonwealth?

Answer to Question 10: The RFR is silent on allowable indirect rates, and the Buzzards Bay NEP does not have a policy on indirect rate limits. Projects are, however, judged on cost effectiveness.