

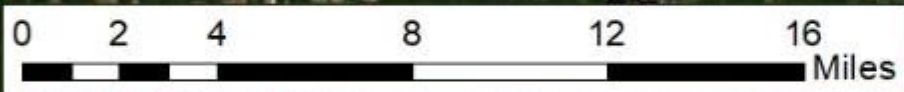
Funding Your Tribal Wetland Program: Tips and Tricks for EPA Grant Applications

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Stockbridge-Munsee Community (WI)

STOCKBRIDGE-MUNSEE COMMUNITY

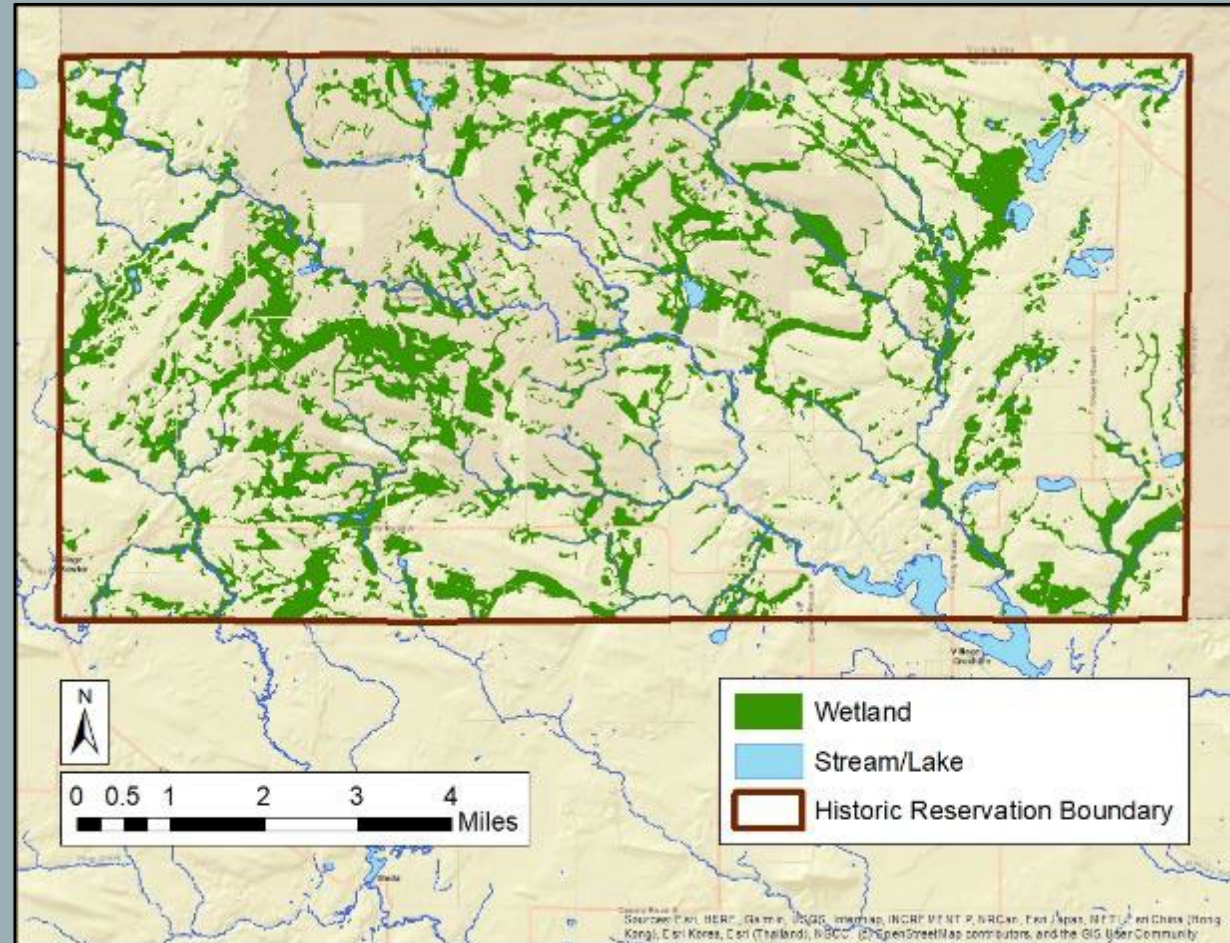


 Historic Reservation Boundary

 SMC Land

SMC WETLAND PROGRAM

- Initially funded through CWA 106
- Formal Wetland Program in 2012
- First Wetland Program Plan in 2015
- WPDG is primary funding source



EPA GRANT OPTIONS: CWA 106

- Flexible
 - Staff costs
 - Routine monitoring
 - Supplies
 - Wetland Program Plan
 - Outreach
 - Training
- Can be primary funding source

How can tribes use their Section 106 funds?

In general, each tribe identifies the activities and actions necessary to create and sustain a program that best meets their water quality needs. Over the years, tribes have used Section 106 funds for activities such as:

- Developing and implementing comprehensive water quality monitoring programs.
- Hiring program staff and purchasing equipment and supplies.
- Conducting and reporting on water quality assessments.
- Developing and implementing water quality ordinances and tribal and EPA-approved water quality standards and gaining TAS under CWA section 303(c) and section 401.
- Developing water quality and geographic information system databases to track changes in water quality and ensure consistency in data management.
- Attending trainings, workshops, and other events to build and share technical knowledge.
- Conducting training and educational outreach to tribal members.
- Identifying nonpoint sources of pollution.
- Developing nonpoint source assessment reports and management plans.
- Gaining TAS for CWA section 319 (nonpoint source) funding.
- Determining the effectiveness of nonpoint source projects or best management practices.
- Implementing wetlands protection programs.
- Coordinating water quality protection activities with state and federal agencies and community organizations.
- Developing Wetland Program Plans.

EPA GRANT OPTIONS: CWA 319

- Nonpoint source pollution
- Smaller awards than CWA 106
- BMP implementation
 - Wetland restoration
 - Wetland protection (buffers, green infrastructure)

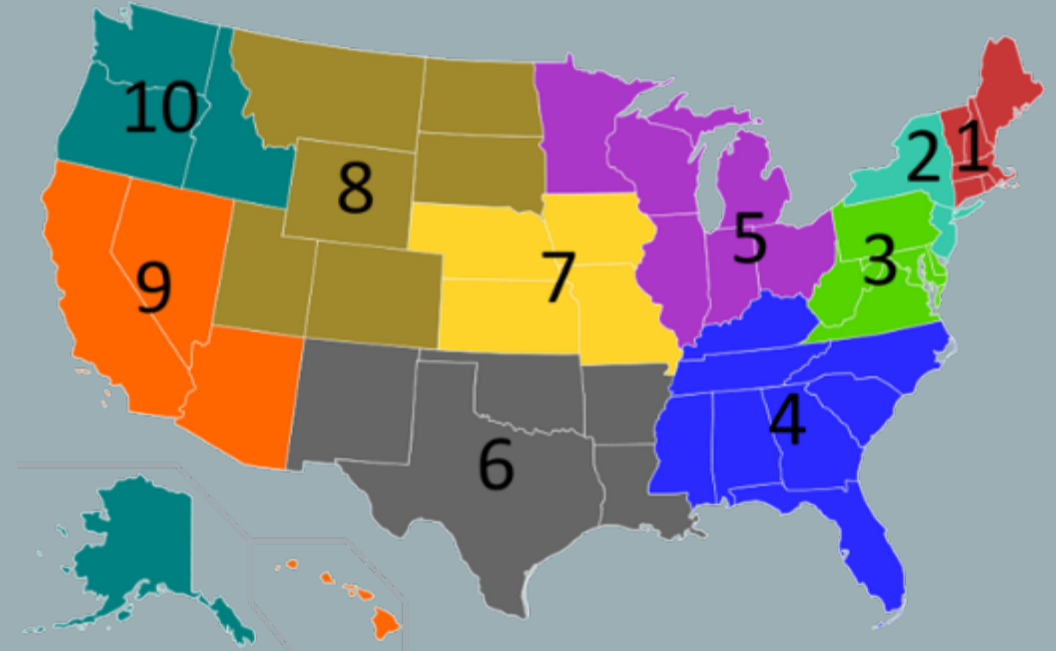
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WETLAND PROGRAM DEVELOPMENT GRANT (WPDG)

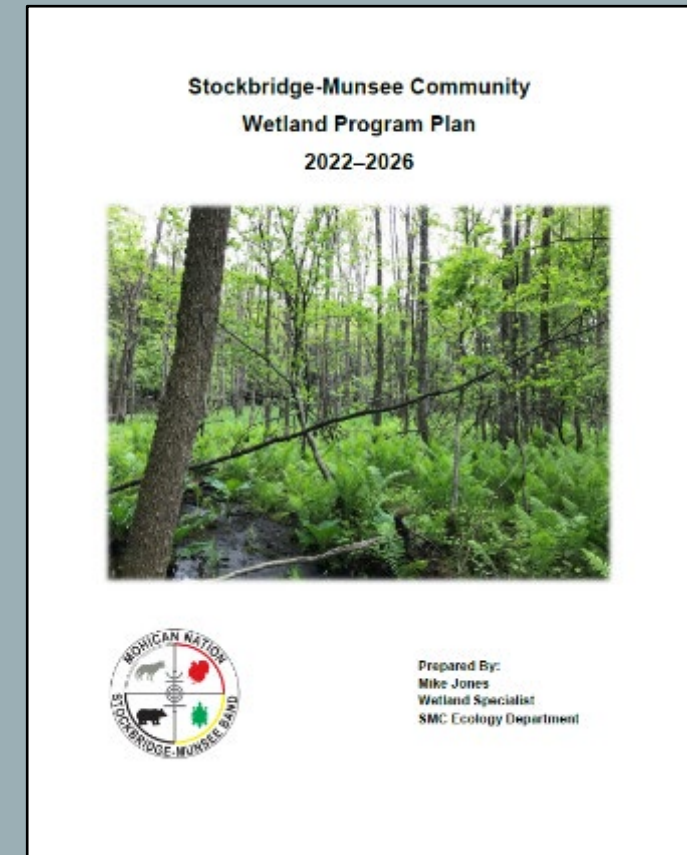
- Competitive
- Non-recurring (no TAS requirement)
- Project-based
- Relatively large award amounts
- Three options
 - National
 - National Tribal
 - Regional



Source: commons.wikimedia.org

WETLAND PROGRAM PLANS

- EPA priority
- Fundable with WPDG
- Separate track for applicants with approved WPP or those looking to develop one
- Helps justify future applications



PRE-PLANNING

- Start early
- What does your program want to accomplish?
 - Start with WPP
 - Implement WPP project
 - Ask other staff or outside partners
 - Ideas from past awards
 - Implementation not eligible

PRE-PLANNING

- Google “Wetland Program Development Grants”
- Review past RFAs
- Know the Core Elements Framework
- Ask EPA staff questions BEFORE the RFA comes out
- Understand your tribe’s process
- Start a draft

Tribal Wetland Program Development Grant Competition

[Myra Price \(price.myra@epa.gov\)](mailto:price.myra@epa.gov)

1200 Pennsylvania Ave, NW

MC: 4501T

Washington, DC 20460

Phone: 202-566-1225

[2022 Tribal WPDG Request for Applications](#) — *Application Period Closed.*

[Tribal WPDG Frequently Asked Questions \(FAQs\)](#)

Region 1 (CT, ME, MA, NH, RI, VT)

[Donna Smith-Williams \(smith.donna@epa.gov\)](mailto:smith.donna@epa.gov)

EPA Region 1

1 Congress Street, MC CSP, Suite 100

Boston, MA 02114

Phone: 617-918-1620

[2021-2022 WPDG Request for Applications](#) — *Application Period Closed.*

[EPA Region 1, 2, and 3 FY2021 Wetland Program Development Grant Training Workshop Video](#) [↗](#)

[EPA Region 1, 2, and 3 FY 20-21 Wetland Program Development Grant Training Workshop Slides](#) (PDF, 56 pp, 14 MB)

[EPA Region 1, 2, and 3 FY 20-21 WPDG Training Workshop Question and Answers](#) (PDF, 5 pp, 1 MB)

GRANTS.GOV

- Get familiar with the website
 - Trainings from EPA and Grants.gov
- Register an account for entire grant team



Recipient Training Opportunities

[How to Develop a Budget](#): This online training course is designed to introduce EPA grant applicants and recipients to key aspects of grant budget development. The training may be used by applicants and recipients of EPA funds when preparing proposed work plans, budgets, and budget narratives for EPA grants.

[Accurately Completing EPA Form 5700-52A \(MBE/WBE Utilization Report Form\) and Other Collateral Disadvantaged Business Enterprise \(DBE\) Program Requirements](#): This optional online training course is designed to introduce EPA grant applicants and recipients to key aspects of the DBE Program, including if, when, and how to complete and submit EPA Form 5700-52A.

[EPA Grants Management Training for Applicants and Recipients](#): This online training course is designed to introduce EPA grant applicants and recipients to key aspects of the entire grant life cycle, from preparation of an application through grant closeout.

[Grants.gov Workspace Training for Grant Applicants and Recipients](#): Beginning January 1, 2018 all grant applicants must use Workspace to submit applications through Grants.gov. EPA is hosting a Grants.gov-led session that will provide training and a demonstration on Workspace. No registration is required.

REQUEST FOR APPLICATIONS

- Watch for emails and check in with staff
- Check allocation amounts
- Send RFA to grant writer
- Set schedule
- Pay attention to the details
 - Eligible activities
 - Page limit/formatting

**READ THE
ENTIRE RFA!!!**

PROJECT PROPOSAL

- Stay concise
- Demonstrate need and value
 - Tie to WPP, other management plans, regional initiatives, etc.
 - Show true program development
- Be realistic
 - Time commitment
 - Staff expertise (contractor vs. in-house)
- Use EPA language when possible
- Pull in internal or external partners
 - Letters of support
- Use multiple proofreaders

BUDGET

- Make friends with accountant
- Know your numbers
 - Wage and fringe
 - IDC rate
 - Contractor estimates (follow protocols)
- Include travel
 - Transfer of results
 - Staff development
- Allow some flexibility
 - Staff changes
 - Inflation
 - IDC adjustment
- Triple check your numbers

MATCH

- Typically 25% Tribal match
- Performance Partnership Grant (PPG) reduces match
 - More flexibility
 - Can be harder to track
- Utilize existing costs when possible
 - Staff time (document well)
 - Office space
- Don't overcommit match
- Look to partners

SUBMISSION

- SUBMIT EARLY!
- Make sure attachments are correct
- Go over RFA checklist again
- Get confirmation from submitter

C. CONTENT OF APPLICATION SUBMISSION

Applicants should read the following section very carefully and address all requirements.

All application packages must include the following documents:

1. Signed Standard Form 424 (SF-424), Application for Federal Assistance. (Not counted as part of the page limit.)

Complete the form and have it signed. Please be sure to include the organization fax number and e-mail address in Block 5 of the SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711 or by visiting the web site at <http://www.dnb.com>.

2. Standard Form 424A (SF-424A), Budget Information for Non-Construction Programs. (Not counted as part of the page limit.)

Complete the form. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of the SF 424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the total indirect amount should also be indicated on line 22. In Section B: Budget Categories row 1, column (e) should be filled out for federal funds, row 1 column (f) should be filled out for non-federal cost-share/match, and row 5 should be filled out for total project costs (federal funds, non-federal cost share/match, and project total).

3. EPA Key Contacts Form 5700-54. (Not counted as part of the page limit.)

Complete the form. Attach additional forms as needed.

4. EPA Form 4700-4, Pre-Award Compliance Review Report. (Not counted as part of the page limit.)

Complete the form. There are no attachments

5. Project Narrative