

INSTRUCTIONS TO COMPLETE APPLICATION FOR RESTORE FUNDS



Photo compliments of Irene Amiet,
Coastal Heritage Preserve

GRANT FUNDS NOW AVAILABLE THROUGH A REQUEST FOR GRANT APPLICATIONS (RFGA)

Direct Component “BUCKET 1”

**Up to \$56 million available for
Texas in this RFGA**



ELIGIBLE APPLICANTS FOR BUCKET 1

- ▶ State and local governmental entities
- ▶ Non-governmental entities
 - For profit
 - Non-profit
 - Sole proprietors
 - Private business
 - Charitable organizations
 - Educational institutions
 - Separate, legally created entities such as joint ventures that are pre-existing or being created for the purpose of the application

APPLICATION REQUIREMENTS

- ▶ To be eligible to receive state grant funds in Texas, applicants must meet all State of Texas requirements.
- ▶ Grant project applications must be prepared and submitted at www.restorethetexascoast.org, and in accordance with the instructions included with the RFGA.

PROJECTS MUST PROTECT OR RESTORE THE TEXAS GULF COAST REGION

- ▶ RESTORE funding is available only for projects where each severable part of the activity is primarily designed to restore or protect the Texas Gulf Coast Region.
- ▶ For RESTORE purposes, the Gulf Coast Region includes the following counties: Aransas, Brazoria, Calhoun, Cameron, Chambers, Galveston, Harris, Jackson, Jefferson, Nueces, Kenedy, Kleberg, Matagorda, Orange, Refugio, San Patricio, Victoria, Willacy.
- ▶ Projects must be located in the Texas Gulf Coast Region or directly benefit that Region.

ELIGIBLE ACTIVITIES

- ▶ Projects funded under this RFGA must be eligible activities that primarily benefit the Texas Gulf Coast Region and be one or more of the following:
 - Restoration and protection of the natural resources, ecosystems, fisheries, marine and wildlife habitats, beaches, and coastal wetlands of the Gulf Coast Region
 - Mitigation of damage to fish, wildlife, and natural resources

ELIGIBLE ACTIVITIES – CONT

- Implementation of a federally approved marine, coastal, or comprehensive conservation management plan, including fisheries monitoring
- Workforce development and job creation
- Improvements to or on State parks located in Texas coastal areas affected by the Deepwater Horizon oil spill
- Infrastructure projects benefitting the economy or ecological resources, including port infrastructure

ELIGIBLE ACTIVITIES - CONT

- Planning assistance
- Promotion of tourism in the Gulf Coast Region, including recreational fishing
- Promotion of the consumption of seafood harvested from the Gulf Coast Region
- Coastal flood protection and related infrastructure

SCORING CRITERIA

PROJECTS WILL BE SCORED BASED ON THE FOLLOWING FIVE CATEGORIES IN THE PRIORITIES DOCUMENT

- ▶ ECONOMIC BENEFITS
- ▶ ENVIRONMENTAL BENEFITS
- ▶ COMPREHENSIVE BENEFITS
- ▶ PROJECT LOGISTICS
- ▶ COMMUNITY ENGAGEMENT

For details on the Priorities Document see www.restorethetexascoast.org. Using the Priorities Document, the review team will score each project application.

GRANT SELECTION PROCESS

- ▶ A review team representing four state agencies (TCEQ, GLO, TPWD and TxDOT) and the Governor's Office of Economic Development and Tourism will score projects.
- ▶ Using the project application scores, TCEQ Commissioner Baker will determine which projects to include in a draft Selected Project List (SPL).
- ▶ The draft Multi-year Implementation Plan (MIP) which includes the draft SPL will be posted in the Texas Register for a 45-day public comment period.

GRANT SELECTION PROCESS

- ▶ Commissioner Baker will review public comments and prepare final MIP/SPL for submission to U.S. Treasury.
- ▶ U.S. Treasury accepts the MIP/SPL.
 - **The inclusion of a project in the MIP does not guarantee it will be funded.**
- ▶ Commissioner Baker will select projects to fund from U.S. Treasury-accepted MIP/SPL.

THE PROJECT APPLICATION

Completing the application



Photo compliments of Irene Amiet,
Coastal Heritage Preserve

GRANT APPLICATION PROCESS

- ▶ The project application is available at www.restorethetexascoast.org and must be submitted through this web site.

RESTORE WEB SITE, CREATING AN ACCOUNT AND STARTING THE APPLICATION PROCESS



RESTORE The Texas Coast

The Gulf Coast Ecosystem Restoration Council (Council) approved the Initial Funded Priorities List (FPL) and the Spill Impact Component Rule

FUNDED PRIORITIES LIST (FPL)

The FPL was developed by the Council to implement Bucket 2 (Council-Selected) of the federal RESTORE Act. The Council approved FPL includes environmental projects and activities directly benefitting the state of Texas. This marks the first time the Council has allocated project funds under the RESTORE Act.

The FPL allocates approximately \$140 million of project funding, including approximately \$26 million for six projects in Texas. Four of the six projects in Texas will be managed by the state, through the TCEQ. Those projects include: Matagorda Bay System Landscape Conservation, Bayou Greenways, Bahia Grande Coastal Corridor, and Texas Beneficial Use and Marsh Restoration.

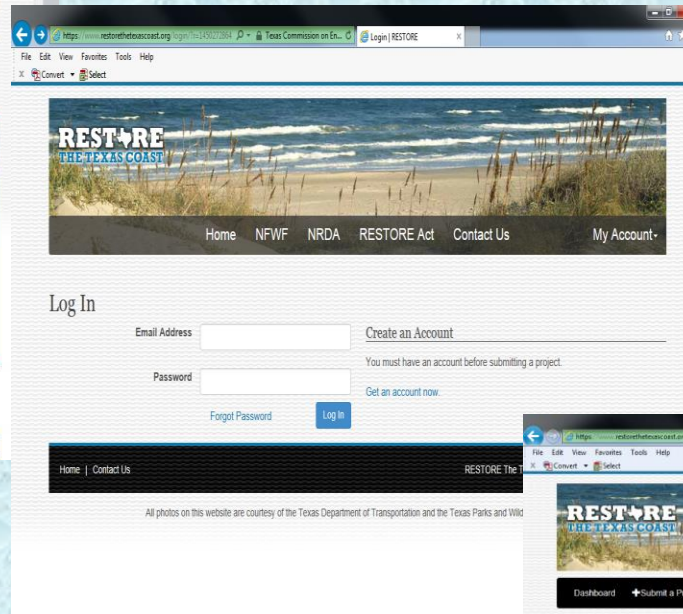
See specific information on all the selected projects.

The projects and activities will be funded using civil penalties resulting from the 2010 Deepwater Horizon blowout and oil spill.

The Council also adopted the final rule to implement Bucket 3 (Spill Impact) of the RESTORE Act.



Gulf Environmental Benefit Fund (NFWF)



Submit a Project

All text fields have a 250 character limit unless otherwise noted.

Project Information

Project Name * Required

Location

County * Required

Watershed/Basin

Project Size (Limit 25 characters)

Project Size Unit

Acres

Latitude/ Longitude

Map

Select County

Project Size Unit

Acres

Acres

Acres

[Form Instructions](#)

Full Instructions for Completion of the Online Project Suggestion Form

PROJECT APPLICATION SUBMISSION

- ▶ **The application includes the following:**
 1. **A basic application**
 2. **An application addendum that includes an Environmental Checklist**
 3. **A budget form**
- ▶ Both the basic application and addendum have character limitations. See the RFGA for specific details.
- ▶ Supporting documents such as maps, pictures, and other relevant information must be clearly identified and specify which application addendum question(s) is being addressed. This information may be in one or more separate uploaded files.

PROJECT APPLICATION SUBMISSION - CONT

- ▶ Provide complete answers to all the questions. If a particular question is not applicable to your project, enter “N/A”.
- ▶ All projects must provide information and documentation, if applicable, on both the positive and negative environmental effects of the project and how the applicant intends to mitigate negative effects.
- ▶ For all applicable questions, indicate how you arrived at your calculations and your estimates as well as the scientific bases that you used in your determinations.

PROJECT APPLICATION SUBMISSION - CONT

- ▶ If your project will have secondary benefits, describe the effects. You do not need to quantify secondary benefits.
- ▶ Projects that are phased can be submitted in one application or as several individual applications.
- ▶ A part of a project or a scaled up or down version of a project may be selected for funding.
- ▶ If your project is selected for the MIP/SPL, you will be contacted to provide additional information.
- ▶ Projects should be completed within four years, with limited exceptions.

PROJECT APPLICATION SUBMISSION - CONT

- ▶ All addendum questions must be answered.
- ▶ Information has been provided with the addendum questions **in the RFGA**. These bullets are provided only to assist you with your responses.
- ▶ If the question is not applicable to your project, respond with “N/A” in the field.

PROJECT APPLICATION SUBMISSION - CONT

- ▶ The Environmental Checklist is part of the addendum.
- ▶ This checklist is a tool to help you prepare for steps that you will have to take if your project is selected.
- ▶ You must answer the “yes” or “no” questions.
- ▶ You will not be required to submit supporting documentation at the application phase, but will be required to do so if your project is selected.

PROJECT APPLICATION SUBMISSION - CONT

- ▶ You can SAVE an application in the system prior to submitting.
- ▶ However, once a project application is submitted, the applicant CANNOT make additional changes.
- ▶ If changes are needed, a new project application must be submitted.
- ▶ If you have previously submitted a basic application without an application addendum and budget form, you must resubmit your project application with all three completed to be considered.

PROJECT APPLICATION SUBMISSION - CONT

- ▶ To ensure you have time to resolve any technical issues with your submission, it is highly recommended that you submit your project application no later than 24 hours before the due date and time.
- ▶ Upon submission of a project application, you will receive a dated and timed response from the web site that the project application was received. It is recommended that you print and retain this response.

RESTORE FUNDED PROJECTS

- ▶ RESTORE is a reimbursement grant program.
- ▶ For reimbursement, grantees will be required to provide documentation and proof of expenditures on a monthly basis.

RESTORE BUDGET

A completed budget form **must** be included as part of your project application submission.

FEDERAL RESTORE BUDGET				
Project Title:				
Applicant Name				
Address:				
City, State Zip:				
Budget Contact:				
Email Address:				
Budget Category	RESTORE Requested	Other funds contributed	Other funds	Total Budget
Salaries/wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringe	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Equipment*	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00
Please justify your request below				
*Equipment includes capital purchases				
Source of other funds:				

BUDGET INSTRUCTION TOOLS

▶ **Personnel:**

- Itemize personnel names and titles of who will work on project
- Percent of time (or estimated hours) they will be spending on the project
- Annual salary for calculation purposes will be required at a later time

▶ **Fringe Benefits:**

- Using the Personnel and Fringe Benefit rate (show your rate), determine total amount for project

▶ **Travel:**

- Refers to travel costs of personnel that are reasonable and necessary to effectively manage and carry out grant activities, provide oversight, or measure program effectiveness
- Travel costs may be charged on an actual basis, or on a per-diem or mileage basis in lieu of actual costs
- This line item does not include travel expenses which are included in the “Contractual” line item
- Travel expenses must be in accordance with recipient’s travel policies.
- Per diem and other travel allowance information can be found at:
<https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>

BUDGET INSTRUCTION TOOLS

▶ **Supplies:**

- All consumable materials costing less than \$5,000 per unit
- Other goods such as copy paper, pens and pencils, computers costing less than \$5,000

▶ **Equipment:**

- Refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of \$5,000 or more
- The only type of equipment that may be acquired with Federal funds is equipment necessary for the operation of the grant
- If purchased, the cost of the equipment is to be prorated over the projected life of the equipment to determine the cost to the grant
- Use of grant funds to purchase equipment with a unit cost of \$5,000 or more requires special review and approval from the TCEQ and Treasury prior to purchase
- Shipping, delivery, and installation, if necessary, are a normal part of the cost of equipment and should be included in the budgeted amount

▶ **Contractual:**

- The cost of any contract or sub-grant agreement

BUDGET INSTRUCTION TOOLS

- ▶ **Other:**
 - Direct costs that do not fit any of the aforementioned categories
- ▶ **Indirect Costs: Must be allowable under federal regulations.**
- ▶ Please visit: www.cfo.gov/cofar for additional information.

UNALLOWABLE COSTS

- ▶ Alcohol
 - ▶ Contingency
 - ▶ Entertainment
 - ▶ Fund-raising Costs
 - ▶ Food/tips
 - ▶ Snacks/drinks for employees/volunteers
-
- ▶ You will not be reimbursed for any unallowable costs.

FINAL APPROVAL PROCESS

- ▶ For MIP/SPL projects selected for funding, grant applications are submitted to U.S. Treasury.
- ▶ U.S. Treasury issues an award letter approving each grant application.
- ▶ Awarded projects are posted on the Texas Electronic State Business Daily (ESBD) and the RESTORE web site.
- ▶ Grant agreements for each awarded project are prepared.
- ▶ It is anticipated that projects will be awarded in late 2016 or early 2017.

QUESTIONS

- ▶ If you have questions or desire further information, contact TCEQ Contract Specialist:

Adrian.Kyle@tceq.texas.gov

Your questions will be answered in an addendum posted on the ESBD web site: <http://esbd.cpa.state.tx.us>