Tribal Wetland Program Development Grants
(FY19)
U.S. Environmental Protection Agency

"Frequently Asked Questions"

The goals of the EPA's wetland program include increasing the quantity and quality of wetlands in the U.S. by conserving and restoring wetland acreage and improving wetland condition. In pursuing these goals, the EPA seeks to develop the capacity of all levels of government to develop and refine effective, comprehensive programs for wetland protection and management.

What are Wetland Program Development Grants (WPDGs)?
The statutory authority for WPDGs is Section 104(b)(3) of the Clean Water Act (CWA). WPDGs are assistance agreements awarded to state, tribal, local government (S/T/LG) agencies and interstate/intertribal entities to develop or refine comprehensive state/tribal/local programs which protect, manage, and restore wetlands.

These programs are meant to develop the capacity of tribal governments to increase the quantity and quality of wetlands in the U.S. by conserving and restoring wetland acreage and improving wetland condition; and use one or more of the following "Core Elements" in order to achieve this goal:

     1. monitoring and assessment;
     2. voluntary restoration and protection;
     3. regulatory approaches including CWA 401 certification; and
     4. wetland-specific water quality standards

Comprehensive wetland programs help enable tribes to more effectively protect, restore, and manage their wetland resources. Wetland Program Plans (WPPs) for tribes are an EPA priority and describe overall program goals along with broad-based actions consistent with the Core Elements Framework and more specific activities that help achieve goals. Timelines for the WPPs vary between 3-6 years, with more specific timeframes typically associated with WPP actions/activities.

Actions listed in a WPP should be consistent with the broad actions listed in the relevant core elements chapter of the CEF (see individual core element tables at http://www.epa.gov/wetlands/what-enhancing-state-and-tribal-programs-effort. EPA-approved tribal WPPs can be found at: https://www.epa.gov/wetlands/state-and-tribal-wetland-program-plans#r1.

A list of previously funded projects is posted at the EPA's Wetland Grants Database located at https://iaspub.epa.gov/apex/wgd/f?p=101 .

Does each project proposed under the WPDG program need to support EPA's 2018-2022 Strategic Plan?
Yes.
All projects must demonstrate the linkage to the Strategic Plan and include specific statements describing the environmental results of the proposed project in terms of well-defined outputs, and, to the maximum extent practicable, well-defined outcomes that demonstrate how the project will contribute to the overall goal of restoring and protecting ecosystems.

Goal 1- Core Mission: Deliver real results to provide Americans with clean air, land, and water, and ensure chemical safety, Objective 1.2 - Provide for Clean and Safe Water: Ensure waters are clean through improved water infrastructure and, in partnership with states and tribes, sustainably manage programs to support drinking water, aquatic ecosystems, and recreational, economic, and subsistence activities of the EPA Strategic Plan http://www.epa.gov/planandbudget/strategicplan.html.

Additional information regarding the EPA's definition of environmental results in terms of outputs and outcomes can be found at: https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements.

How are the FY19 Tribal Wetland Program Development Grants unique?
The Tribal Wetland Program Development Grants focus specifically on projects that *develop or refine* tribal government wetland programs. Tribes and intertribal consortia are eligible to apply for WPDGs under this announcement. Tribes must be federally-recognized, although "Treatment as a state" status is not required. Intertribal consortia must meet the requirements of 40 CFR §35.504 (a) and (c) (http://www.ecfr.gov/cgi-bin/text-idx?SID=ee8aaaeb886b62da5acc07bba026ab76&mc=true&node=se40.1.35_1504&rgn=div8).

The Tribal Wetland Program Development Grants Request for Applications (RFA) describes the grant selection and award process for eligible applicants. A list of examples of actions that are eligible for funding under this RFA can be found under the "Program Building Activities Menu" for each core element at: http://www.epa.gov/wetlands/wetland-program-development-grants-eligible-activities-0.

Details on ineligible activities are provided under RFA Section III (D), "Ineligible Activities", on pages 15-16 of the RFA announcement.

Can you apply to both the Regional WPDG RFA and this Tribal WPDG RFA?
Yes, you can apply to both your regular Regional WPDG RFA and this Tribal WPDG RFA with either the same application or different applications.

If you submit the same application under both RFAs and you score high enough to be funded in either competition you may be selected for funding under one or the other RFA but not both. If you submit the same application under both RFAs and you score high enough to be funded in one but not both RFAs, you may only be selected for funding under that RFA.

If you submit different applications under the Regional and Tribal WPDG RFAs each submittal will be reviewed independently of the other.

Does this funding opportunity allow for implementation of wetland programs?
No. Implementation of wetland programs is not eligible for award under this announcement. As stated in the RFA:

> *An implementation project is one that is accomplished through the performance of routine or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge. (All monitoring and mapping projects should transfer information or advance the state of knowledge and therefore are eligible under this grant.)*

Where do I find this funding opportunity?
Catalog of Federal Assistance Number: 66.461
Funding Opportunity Number: EPA-OW-OWOW-19-02.
The RFA will be posted on grants.gov and at our webpage at
https://www.epa.gov/wetlands/wetland-program-development-grants .

What documents must be included in the application and which are optional?

For the first time the EPA is requiring full applications be submitted for all our grant competition opportunities. A full application package requires the following documents at time of submittal.

1. *Application for Federal Assistance (SF-424)*
2. *Budget Information for Non-Construction Programs (SF-424A)*
3. *Assurances for Non-Construction Programs (SF-424B)*
4. *EPA Key Contacts Form 5700-54*
5. *EPA Form 4700-4 – Preaward Compliance Review Report*
6. *Project Narrative (Project Narrative Attachment Form) prepared as described in Section IV of the announcement*

Optional Documents:
7. *Negotiated Indirect Cost Rate Agreement, if applicable (Use Other Attachments Form)*
8. *Letters of Commitment, if applicable (Use Other Attachment Form)*
9. *Biographical sketches of major project managers, support staff members, or other major project participants for the proposed projects (Use Other Attachments Form found in the Optional Documents section)*

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact Myra Price at 202-566-1225. Failure to do so may result in your application not being reviewed.

What are the length requirements/limitations of the Project Narrative?
20 pages to include Cover Page, Project Description, budget, and timeline.

How should the Project Narrative be titled?
When submitting applications please do not use any special characters in the title as those files may not transfer to EPA from grants.gov. Please title projects with the name of the applicant, description of the project (monitoring, mapping, restoration, etc.), and/or the funding opportunity number or the word "WPDG". It might also be helpful if the title includes the date/or year the project was submitted to differentiate between projects.

Are there other potential application components to keep in mind?
Yes. Depending on what is proposed, the following information may need to be considered: Quality Assurance/Quality Control Statement (QA/QC requirements apply to the collection of environmental data). Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. For wetland mapping data requirements please check with Fish and Wildlife Service National Mapping website for details https://www.fws.gov/wetlands/Data/Contributed-Data.html.

How do I apply?
All applications must be submitted electronically through Grants.gov as explained in Section IV of the RFA. Applications must be submitted by May 3, 2019 *at* 11:59 P.M. EDT. Late applications will not be considered for funding.

What track should I apply under?
There are two separate applicant tracks for eligible applicants. Eligible tribes can submit applications under either Track One or Track Two, while eligible intertribal consortia can only submit applications under Track Two. Applicants under each track will only compete for awards against other applicants in their track. See Section V of the RFA for further information.

If you are a tribe and your application/project is to develop a Wetland Program Plan (WPP) or if you already have an approved WPP and your application/project is to carry out some aspect of the WPP then that application/project can and should be submitted under Track 1. If you are applying to develop a WPP you can also include in that submittal a task that will develop your wetlands program while you are developing your WPP. An example may be to develop a WPP as well as a task to pilot or inventory wetlands on your tribal lands.

If you are a tribe and you do not have a WPP, are not planning on developing a WPP, or are submitting an application that is not carrying out some aspect of your approved WPP then you must submit that application/project under Track 2.

If you are an intertribal consortium you must submit under Track 2.

Is there a preference given to Track 1 over Track 2?
There is no preference given to Track 1 over Track 2 applications but typically Track 1 has a larger pool of funds associated with it so potentially more awards will be given to Track 1 than Track 2.

Can I submit more than one application?
Applicants may submit more than one application under this RFA under the applicable tracks. Each application must be separately submitted and be for a different project. In addition, tribal applicants may submit one or more application under each track, but each application must be submitted under either Track One or Track Two. Tribal applicants cannot submit one application covering both tracks.

How much competition money is available?
The total amount of federal funding available under this announcement is approximately $1,453,000 depending on Agency funding levels, which may vary from year to year, and other applicable considerations.

The EPA anticipates awarding approximately $900,000 in federal funds under Track One and approximately $553,000 in federal funds under Track Two.

Depending upon the number of eligible applications received and their funding request amounts, it is anticipated that approximately 4 to 9 awards will be made under Track One and approximately 3 to 5 awards will be made under Track Two. Awards will likely range from $25,000 to $250,000 in federal funds.

The EPA reserves the right to increase or decrease (including to zero) the total number of awards and dollar amounts for each Track, or change the ratio of Track One to Track Two assistance agreements it awards. Such change may be necessary as a response to the quality of applications received, the amount of funds awarded to the selected applicants, or budget availability.

Is there a match requirement?
Yes. All applicants must describe in their application how they will contribute the required minimum cost share/matching funds (see Section III.B of the RFA for information on the minimum non-federal 25 percent cost share/match requirement). In certain instances, the match requirement may be waived if the tribe is able to demonstrate the need

Can the match be reduced?
Yes, match may be reduced to 5% if the tribe plans to put this awarded project into a Performance Partnership Grant (PPG) for the first two years in which the tribe or intertribal consortium receives a PPG. After two years, the cost share/match may be increased up to 10 percent of the workplan budget or decreased to 0 percent (as determined by the appropriate Regional Administrator based on economic indicators).

Match can not be reduced if the funding agreement is a standalone grant/cooperative agreement and not into a PPG.

Can Bureau of Indian Affairs (BIA) funds be used as match?
In general, most BIA assistance funds can be used for match. Please check with your BIA contact to determine whether their funds can be used as match for other federal grants. EPA GAP, CWA 319 or CWA 106 funds cannot be used as match for these EPA grants.

Can staff salaries be used as cost share/match? Do salaries that come from other federal grants be used as cost share/match?
Yes, staff salaries for time spent on work for the grant that are not covered by EPA wetlands federal grant funds can be used for match. Salaries paid for from another Federal source may count as match for this grant if it is allowable by the other grant program. Please check with your federal grant contact to determine whether their funds can be used as match for other federal grants.

What is the project period of awarded grants?
It is anticipated that the assistance agreements awarded under this announcement will have one to three-year project periods. Most projects can start after October 1, 2019 and may run up to September 30, 2022.

What is the Project Period for this grant and is the max amount for the entire period $250,000?
The project period should start 10/01/19 and can run up to 3 years until 09/30/2022. If you want to propose a project that will cost up to $250K then the project period should be 3-years long or less. The timeframe to complete the work should be for an appropriate time based on the type of work and the number of staff and resources necessary to complete the work, spending that $250K. If you can spend $250K in less than 3-years than propose a time frame less than 3-years and clearly show how that funding is allocated among the tasks and budget categories. Or if you have other projects and don't have the staff to complete a project for $250K propose a less costly, slightly smaller project for less than the total possible 3-year period.

However, the project period could be 1 year or 2 years depending upon the scope of work and amount of your request. What's important is to ensure that the project funding amount requested is commensurate with the work to be done and that the project period timeline is enough time to accomplish the work.

Does the Standard Form 424 need to be "physically signed" and included in the Narrative or is the SF424 only required to be signed as part of the grants.gov submittal for which also Assurances are automatically signed during the grants.gov submittal?
The SF424 must be signed as part of the grants.gov submittal. It does not need to be physically signed and attached.

Can you submit one file or more in grants.gov?
You can submit only one file per form in grants.gov. You must submit one file/document under the Project Narrative Form. If applicable, we encourage the applicant to submit another single file/document using the Other Documents Form. We recommend that your Other Document Form contain the parts that make up your appendices if you are submitting appendices. This one file can contain your staff resumes, letters of support, maps, and supporting documents.

What if I name sub-awardees/sub-grantees and/or contractors in my project application?
Pay careful attention to the information in the CONTRACTS AND SUBAWARDS provisions found at https://www.epa.gov/grants/epa-solicitation-clauses.

Is it allowable to put the milestone summary in table format, and if so, does it need to be doubled spaced?
Yes, feel free to put the milestone schedule in a table format. It doesn't have to be double-spaced just make sure that it is easily readable.

Can supplies such as trees to help restore river wetlands be purchased with this funding opportunity?
If the trees will be used for a demonstration (as described in the RFA and below) restoration project, then yes purchasing trees would be allowable.

The description of a demonstration project is:

Demonstration projects must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration and all or parts of the application will be eliminated from consideration. Such projects are implementation projects and are not eligible for funding under this announcement. Individual project tasks that are for program implementation are not eligible for funding.

How will I know if my application will be funded?
Following the EPA's evaluation of applications, all applicants will be notified regarding their status.

What dates are important?

05/03/19   *Applications must be submitted electronically through Grants.gov by 11:59 P.M. EDT. See Section IV for further information.*
07/01/19   *The EPA selects applications for awards.*
10/01/19   *The EPA awards grants to recipients.*

The dates above (other than the May 03, 2019 application submission date) are anticipated dates only, are intended for planning purposes, and are subject to change. See Section IV for further information on submission methods and dates, submission through Grants.gov, and alternative submission methods if necessary and approved.

Can funds for a WPDG be included in a PPG?

Yes. The PPG with the tribe/applicant should be created and in place before the time of grant award or created concurrently with the award of the wetland grant funds. The proposed project must have a project period that is within the PPG project period. It cannot be longer than the PPG project period.

What other key links/resources should I know about?

Additional information, including information concerning deadline extensions or other modifications, can be found at http://www.epa.gov/wetlands/wetland-program-development-grants and www.grants.gov.

What is the accountability and reporting requirements under this WPDG?

Performance reports and financial reports must be submitted at a minimum annually (most are semi-annually and may include quarterly check-in calls) and are not considered late until 30 days after the reporting period. The final report is due 90 days after the assistance agreement has expired. Recipients will be required to report direct and indirect environmental results from the work accomplished through the award. At the time of submitting the final report grantees will need to provide copies of project deliverables (outputs) if there are any other than the final report.

Who is the primary Agency Contact?

Myra Price, price.myra@epa.gov

Will there be future National Tribal WPDG competitions?

EPA expects to hold future competitions for wetland program development projects solely for tribes and intertribal consortia. The next such competition is expected to be released in December 2019 or January 2020.

What if I have other questions?

Visit www.epa.gov/wetlands/wetland-program-development-grants for answers to frequently asked questions. Other questions about the RFA must be submitted in writing via e-mail and must be received by the Agency Contact identified in Section VII, AGENCY CONTACTS, before April 29, 2019.