



Interstate Environmental Commission District

REQUEST FOR PROPOSALS

Website redesign for the Interstate Environmental Commission

July 2017

Revised August 14, 2017

The New England Interstate Water Pollution Control Commission (NEIWPCC), in cooperation with Interstate Environmental Commission District (IEC), is inviting proposals for the re-design of IEC's website, www.iec-nynjct.org. The purpose of this project is to create an updated website using new and existing content by redesigning and developing a website using an open source content management system, responsive design, and search engine optimization. The website must be usable and maintainable by IEC staff. NEIWPCC and IEC will retain ownership of the website and will reserve the rights to the website and the final design. The results of the project will be a re-designed IEC website, which IEC staff will ultimately maintain and update internally. The new site should enable timely updates regarding issues of regional concern, events, new publications, reports, data maps, job announcements, and links to other regional websites and resources. The site will be re-designed and optimized to improve the accessibility and visualization of data and information.

This request for proposals (RFP) includes information on:

- I. **Overview**
- II. **Project Goal**
- III. **Scope of Work**
- IV. **General Guidelines for Applicants**
- V. **Proposal Requirements**
- VI. **Submission Process**
- VII. **Proposal Evaluation Process**
- VIII. **Notification of Awards**
- IX. **Contacts**

- Appendix A. Title Page Format
- Appendix B. Overall Budget Table Format
- Appendix C. Task-Based Budget Format
- Appendix D. Project Evaluation and Scoring Criteria

I. Overview

NEIWPCC

NEIWPCC is a not-for-profit interstate organization, established by Congress in 1947 to serve and assist its member states individually and collectively by providing coordination, research, public education, training, and leadership in the management and protection of water quality in the New England states and New York. NEIWPCC strives to coordinate activities and forums that encourage cooperation among the states, educate the public about key water quality issues, support research projects, train environmental professionals, and provide overall leadership in the management and protection of water quality.

The Interstate Environmental Commission (IEC) is a tri-state air and water pollution control agency established in 1936 serving the states of New York, New Jersey, and Connecticut. The mission of the IEC is to protect and enhance environmental quality through cooperation, regulation, and communication between government officials and citizens in the tri-state region. In May of 2012, the IEC entered into a Memorandum of Understanding with NEIWPCC, thus establishing the IEC District.

IEC's website, www.iec-nynjct.org/, originally launched in 2000, is IEC's primary public outreach and communication tool. IEC's website provides important information about the history of IEC as well as the status of IEC's current water quality projects and programs. Content includes links to archived records and reports spanning the 80-year history of the IEC. The site contains everything from project and annual reports going back to the 1930s, to data about hypoxia in western Long Island Sound in 2016. However, it needs a comprehensive overhaul to improve its design and incorporate modern data visualization and access tools.

The website's intended audience include IEC's commissioners, regional agencies, NGO's, partners, researchers, students, citizen scientists, and the public. The website must meet the needs of all of these users. It is important that the new website be polished, professional and up-to-date, while still being user-friendly and intuitive.

I. Project Goal

The IEC and NEIWPCC are seeking qualified applicants for the redesign, development, implementation, and assistance with initial maintenance of a new website for the IEC. The website will repurpose information and content from the program's current website www.iec-nynjct.org, as well as incorporate new content to create a site with features such as a responsive design, search engine optimization, and an open-source content management system. IEC is striving to make its data readily accessible in a user-friendly format that meets the diverse needs of our stakeholders. Further, IEC intends to add content and links related to current and future data collection efforts to the website to increase the utility and relevance of the website content to the broadest audience possible. Therefore, the new site must be efficient, logical, aesthetic, and intuitive for both the user looking for general information about IEC's history, current work, or regional water quality issues as well as users looking to access specific datasets and data products.

The website must reflect a professional design while also looking modern and up-to-date. It is also important that the site retain the domain name of the former website www.iec-nynjct.org for consistency.

To ensure the broadest audience the site must be user-friendly and responsive to allow the website to work effectively on desktop and mobile devices. The site should have an open source content management system that has active development and release cycles, to enable IEC and NEIWPC staff to maintain and update the website without needing contractor support. IEC staff should also be able to track which pages on the new site received the most traffic, as this information is useful in providing data for future content and design.

NEIWPC and the IEC will reserve all rights to the website content and design. This project requires a comprehensive overhaul of the former website into a new website that allows easy access to information and enhanced capabilities. Goals of the project will be:

- Removal of the former website and replacing it with a new website.
- Recycling of former website content and information on to the new website.
- Development of a Content Management System (WordPress or similar).
- Responsive Design.
- Improved access to information.
- Enhanced capabilities, including database links and GIS content.
- Links to partner or resource websites.
- Publication Database.

II. Scope of Work

This RFP is for services to redesign the existing website to improve education, coordination, and communication between the IEC, its partners, decision-makers, and the public. The website's goals are to keep IEC's stakeholders informed on environmental issues related to the commission's member states, allow partners to access IEC datasets and data visualization tools, allow IEC Commissioners to access information regarding meetings and content, allow IEC employees to access staff information, and keep partners and the public educated and informed regarding IEC news. The website must be updated to include the latest information regarding issues of regional concern, events, new publications, reports, maps, job announcements, and links to other regional websites and resources. The site will be re-designed and revised to incorporate the latest tools for improving accessibility and visibility of information, including datasets and GIS products. The new website must enhance our visibility and web presence. It is anticipated that the contractor will maintain and update website content initially, with input from IEC staff. Ultimate responsibility for updating and maintaining the website will transition to IEC staff. Proposals should outline tasks that would facilitate this transition. In addition, this RFP includes the optional (but highly preferred) task of assisting IEC with a transition to an alternate email system. Currently IEC uses the email system "Smartermail."

IEC believes that the following websites best represent the aesthetic, utility, and functionality of the desired website:

Ohio River Valley Water Sanitation Commission

<http://www.orsanco.org/>

Ohio River Valley Water Sanitation Commission is an interstate commission like IEC; thus it is a good model as a similar organization. It has a sleek, attractive homepage with a banner that cycles through eye-catching images of the Ohio River. The links above the banner are logically placed and easy to navigate. They contain a tab with data gathered by the commission that is available for public download. The homepage is easy to navigate with minimal text. The mobile version, however, is more difficult to navigate, and doesn't have as many pictures. It also requires a significant amount of scrolling.

Long Island Sound Study

<http://longislandsoundstudy.net/>

The Long Island Sound Study also has an easy-to-use homepage with attractive images. Text boxes with images direct the user to four programs, in a way that is unobtrusive and attractive. Their mobile site has images as well, but not so many as to be overwhelming. It has the same banner as the website, but it does not scroll as the full version's does, which works better, as mobiles frequently take longer to load than computers do. The mobile site is clear and easy to navigate, with pictures and a reasonable amount of scrolling. Its menu icon at the top is very clear.

Northeast Regional Ocean Council

<http://northeastoceancouncil.org/>

The Northeast Regional Ocean Council has a sleek, attractive homepage. It looks professional and official. IEC's website, while hopefully containing more pictures, should appear official and professional as well, as it is a quasi-governmental institution. The site is easy to navigate, but lacks sufficient pictures, and its mobile site has no pictures at all.

Project Tasks

Task 1: Discovery, requirements planning, and design phase

- Assessment of content and information of former website
- Host brainstorming "kick-off" meeting with a small group of IEC and partners to discuss content IEC would like included on the new site and ways IEC would like to use the new site.
- Development of options for website redesign. Three (3) options for possible web design must be submitted for approval of design by IEC staff for consideration. The preferred option will be selected by IEC and carried through the remaining tasks.

Task 2: Website layout, development, testing, and deployment phase

- Website design and development.
- Movement and updating of old pages to the new website.
- Addition of new pages, data, data products and content to new website as content is developed and approved.
- Testing of site functionality and deployment of the site
- Training IEC staff on adding content and visuals to the website.

Task 3: Training

- Performance of initial website updates and maintenance for a timeframe (3-6 months) while training of IEC staff on use and upkeep.
- Develop a brief user guide to assist IEC staff in adding to and changing the website.

Optional Task 4: Organization-wide Email

- Selection of a new email system and assisting with a seamless transition to a new email system utilizing the current email addresses of staff.

Anticipated Project Meetings

Meeting Type	Purpose	Potential Participants
Kick-off meeting	Understand goals	Consultant, a select group of partners, and IEC staff
Design Meeting	Review design options	Consultant and IEC staff

Staff Training	Train staff to maintain, add content and visuals to website	Consultant and IEC staff
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Desired Outcome

Successful redesign of IEC’s website that will facilitate the sharing of regional water quality activities and issues, provide IEC’s monitoring data and products in a readily accessible format, serve as an electronic archive of IEC’s historical reports, and be a valuable resource to stakeholders throughout the Interstate Environmental District and the region.

III. General Guidelines for Applicants

Eligibility

Applicants who are eligible to submit proposals in response to this RFP include: federal (non-EPA), state, or local government agencies; interstate agencies; private non-profit organizations and institutions; for-profit organizations; and academic or educational institutions.

Schedule

All final deliverables must be completed by August 1, 2018, including the optional task and any innovative additions. However, it is highly desirable for the project to be completed earlier.

The schedule* for this RFP is as follows:

Proposals Due to NEIWPC	August 28, 2017 (12:00 noon EST)
Applicants Notified of Funding Decisions	September 7, 2017
Detailed Project Work Plans Due	October 1, 2017
Project Start Date	October 15, 2017

*Schedule is subject to change.

Funding

There is \$20,000 available for this base project (deliverables 1-5 below), and additional funds are available for the **optional email task** (deliverable 6 below) and **innovative additions** to the required deliverables up to a total of \$38,000 (please keep in mind that IEC has a very small staff that will be responsible for maintaining the website). It is anticipated that one successful project will be chosen. Proposals with budgets that exceed \$38,000 cannot be considered. IEC requests that all proposals include a line-item budget and a budget based on task and deliverable completion dates. (See IV. Proposal Requirements for more details.) The final contract will align with the task based budget and contractor invoices will be approved only after the relevant tasks and deliverables are completed. The proposed project budget and costs will be an important factor in evaluating and scoring proposals. Awarded funds may be used for expenses specifically related to the proposed project, including wages and consultant fees. Expendable and non-expendable equipment directly related to the proposed project may qualify for funding, but requires pre-approval (prior to proposal submission) by NEIWPC and must be justified in the proposal. Indirect costs are allowed, but must be in line with the following procedures: Applicants with a valid Negotiated Indirect Cost Rate Agreement with their cognizant federal agency must use that rate, and must provide documentation of the negotiated rate. Applicants that do not have a Negotiated Indirect Cost Rate Agreement may charge a maximum indirect rate of 10 percent of direct costs.

Match

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 or match can be satisfied with cash or in-kind services, or a combination of both. Cash contributions are those funds used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant. Any contributions must be clearly explained in the proposal and must be documented.

Deliverables

The primary deliverables for this project will be the following:

1. **Quarterly reports** delivered to the NEIWPCCC project manager no later than the 10th day of January, April, July, and October during the duration of the project.
2. **Three design options** delivered to the IEC project officer at a date agreed upon by the contractor and the project officer.
3. **Completed Final Website**
4. **Staff training**
5. **User guide** to assist IEC staff in adding and changing the content of the website
6. **(Optional) Functioning email system**

Quarterly reports and the user guide are to be submitted in draft form in Microsoft Word format for review by project partners and approval by the project manager (See Contact Information in Section IX). All final reports are to be delivered in Adobe .pdf format upon approval by the project manager. The completed final website must be submitted in draft form before going live.

Deliverables, Ownership, and Credit Due

All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced as a result of this solicitation and funded, in whole or in part, under an agreement with NEIWPCCC shall be made available to NEIWPCCC, IEC, and the U.S. EPA in the formats in which it is stored or maintained. NEIWPCCC, IEC, U.S. EPA, or other relevant partners shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of NEIWPCCC and subject to any other approvals required by state or federal law. Reports and other deliverables will credit NEIWPCCC, IEC, U.S. EPA, or other relevant partners for any work completed under the grant award.

Geographic Information System (GIS) Data Requirements

The new IEC website will preferably have GIS capabilities. IEC would like its website to be a clearinghouse for its own GIS data, as well as contain interactive maps for interested users. The website should be designed so that IEC staff can update and post new maps and geospatial data independently and without assistance from the contractor in the future. Any GIS data produced under this project must adhere to the requirements of EPA's National Geospatial Data Policy (see <https://www.epa.gov/geospatial/epa-national-geospatial-data-policy>). Specifically, the selected contractor must provide documentation for all produced data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was

developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from <https://edg.epa.gov/EME/>. Specific technical guidance on geospatial deliverables and acceptable formats can be found at <https://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance>. GIS data produced under this project will be submitted to IEC as a deliverable.

Surveys & Information Collection

This project is funded through a U.S. EPA Assistance Agreement with NEIWPCC. NEIWPCC cannot use these funds to support a survey without completion of an Information Collection Request (ICR) describing the survey. The ICR must be submitted to the U.S. EPA Office of Management and Budget (OMB) for review and approval. This is an extensive process that can take several months to complete. A survey is defined as the collection of identical information from ten or more non-Federal respondents within a 12-month period. OMB approval must be received before any survey activities supported by NEIWPCC funds can begin. If the selected contractor is providing non-federal match for this project, these matching funds may be used to support the cost of designing and administering a survey without the development of an ICR. NEIWPCC funds may be used for analysis of the survey data and publication of the results regardless of whether or not an ICR is completed.

Insurance Requirements

NEIWPCC and IEC require its contractors to maintain workers compensation and liability insurance. More details will be provided to applicants selected for funding. Note this applies for all contractors, including sole proprietors. If you cannot provide proof of insurance, please do not apply for this funding opportunity.

IV. Proposal Requirements

Proposals must include a (1) cover letter, (2) title page with abstract, (3) narrative with citations, (4) timeline, (5) budgets (both line-item and task-based budget formats), (6) budget justification, (7) description of qualifications, and (8) letters of commitment or support. Page limits for each of these components are provided in the individual descriptions below. Proposals that do not contain all of the information requested and/or do not meet the format requirements will be eliminated from consideration. Pages that exceed the maximum number specified for each section will not be reviewed.

Cover Letter

Please include a one-page cover letter, printed on official letterhead and signed by an authorized representative of the lead agency, firm, or institution, with each proposal. The cover letter must state that:

- You are applying for funds under this program.
- You commit to a match, if you are proposing one.
- You acknowledge that funding is provided on a reimbursement basis.

Title Page

For your convenience, an electronic version of the title page is available as a Microsoft Word document at <http://www.neiwpcc.org/contractors/opportunities.asp>. The title page must adhere to the format provided in Appendix A 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-inch margins:

- Project Name: Use the exact project name as it appears throughout the proposal.
- Primary Investigator Name and Contact Information: Provide the name, title, and affiliation of the primary investigator, as well as mailing address, phone number, and email address.
- Financial Contact Name and Contact Information (if applicable): Provide the name, title, and affiliation of the individual responsible for financial/contractual negotiations (if different from primary investigator), as well as mailing address, phone number, and email address.

- Project Partners (if any): Provide the names, titles, affiliations, for each of the additional investigators or support staff who will significantly contribute to the project (if any).
- Funds Requested: Provide the amount of money you are requesting from NEIWPCC for the project.
- Matching Funds: Provide the amount of matching funds you and/or your partners will be contributing to the project (if any).
- Federal Tax Identification Number (FID)
- DUNS Number¹: A DUNS number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity globally. Contractors must provide NEIWPCC with a DUNS number to comply with an administrative condition of NEIWPCC's EPA grant (individuals are exempt).
- Certified Disadvantaged Business Enterprise (DBE): Indicate if your organization is a DBE.
- Project Location Description (City, State): Provide the state and city where of the primary location where work will be completed.
- Project Location Coordinates (Latitude, Longitude): Provide the latitude and longitude coordinates for the primary location where work will be completed.
- Abstract: The abstract must accurately describe the project being proposed and include: (1) the objectives of the project, (2) the methodology to be used, and (3) the expected outputs and outcomes of the project and how it addresses this RFP, including any additional outputs. **The abstract must fit within the title page.**

Proposal Narrative

The proposal narrative must not exceed Three (3) consecutively numbered, single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins. Because this is a design project, applicants may wish to include images in their proposal. Any image included in the narrative must not exceed three (3) additional pages, or six (6) pages total. The three (3) page narrative must include all of the following information:

- **Problem Description:** Briefly describe the project. This section can also include brief background or introductory information.
- **Objectives:** Outline how the project will achieve the goal of this RFP.
- **Methodology:** Outline the project's design and describe the methods and techniques that will be used to meet the project's goal and tasks.
- **Expected outputs and outcomes:** Describe the project's expected outputs and outcomes, and list and describe each of the specific deliverables and end-products.
- Briefly discuss the **process to be used to evaluate the effectiveness and success** of the project.
- **Roles and Responsibilities:** Define the roles and responsibilities of all project participants.
- **Citations:** Include references as appropriate within the proposal narrative.

Timeline

Provide a detailed timeline for meeting identified tasks and completing deliverables, with a completion date no later than August 1, 2018. All timelines should be stated in terms of Month #1, #2, #4, etc. rather than specific dates, e.g. "March 5, 2018." Although the project start date is anticipated to be on or about October 15th, 2017, this date may change based on the time the actual agreement is established. The timeline must be no more than one 8.5" x 11" page with 1" margins and 11-point font.

Budget

¹ Obtaining a DUNS number is free for all entities doing business with the Federal government. Under normal circumstances the DUNS number is issued within 1-2 business days when using the web form process (<http://fedgov.dnb.com/webform>).

The project budget must be provided in two formats:

First, provide a complete, line item budget using the format provided in Appendix B. For your convenience, an electronic version of the budget form is available at <http://www.neiwpc.org/contractors/opportunities.asp>. The budget must be no more than one 8.5" x 11" page with 1" margins and 11-point font. Along with this budget, provide a brief justification (one page maximum) 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) for non-federal cost share or matching funds that are intended to support the project, if applicable. Entities intending to use a Negotiated Indirect Cost Rate must provide documentation of their rate. This documentation does not count toward the page limit.

Second, prepare a budget that is broken down by project tasks as shown in Appendix C. For your convenience, an electronic version of the budget form is available at <http://www.neiwpc.org/contractors/opportunities.asp>. As you develop this budget, keep in mind that contractual payments will be made based on this budget. This budget must be no more than two 8.5" x 11" pages with 1" margins and 11-point font. Matching funds should not be included in the task-based budget.

Qualifications

The applicant chosen for this project should possess the academic and/or professional expertise and certifications in the relevant subject areas, and have a strong track record in delivering projects of this nature. Applicants must be able to demonstrate extensive experience in website design and maintenance. Attention to detail in documenting qualifications that meet the scoring requirements is strongly advised. The qualifications section, including resumes, CVs, descriptions of past projects, etc. must not exceed 3 pages.

V. Submission Process

Proposals must be submitted by no later than **12:00 PM EST (noon) on August 28, 2017**. No late submissions will be considered. Applicants **must submit their proposals electronically** through the NEIWPC website. Please note that NEIWPC (neiwpc.org) is transitioning to a new website which is anticipated to go live during the open period of this RFP (on or around August 1). We do not anticipate any issue with this transition in terms of submitting RFPs through the website, but please be aware and contact Ms. Radcliffe if you have any problems. Therefore, in addition to the electronic submission, please also send a copy of your submission (as a pdf) to Ms. Radcliffe (hradcliffe@neiwpc.org) to ensure that it is received by the deadline.

To submit your proposal, go to www.neiwpc.org/rfp2/ and follow the instructions provided for uploading your file(s). It is highly preferred that the proposal and all supporting information are submitted as a single PDF document. This requires Adobe Acrobat or similar Adobe product (the free Adobe Reader does not allow the conversion of documents into PDF format), or a scanner. If multiple files are to be submitted, you will need to create an archive file (.zip, or .rar) containing all of the files you wish to submit. The file name should be in the following format: "IEC Website Redesign_NAME OF YOUR ORGANIZATION." Once you have clicked the "submit" button, please allow adequate time for your submission to process and do not hit the back button or close your browser window. The process is not considered complete until you have reached the confirmation page. If submitted successfully, you will receive an email from NEIWPC (mail@neiwpc.org) with the subject line "RFP Submission Confirmation," confirming your submission. For questions regarding submission of proposals, contact Heather Radcliffe, hradcliffe@neiwpc.org.

Pre-Application Questions

Emailed questions about the proposal received by 5:00 PM EST August 15, 2017 will be answered by IEC staff. All questions should be sent by e-mail to Evelyn Powers at epowers@iec-nynjct.org. The e-mail should include: your name, affiliation, email, and phone number, and any questions you would like answered. Only questions submitted by email prior to 5:00 PM EST August 15, 2017 will be answered and no additional questions will be answered after that date.

VI. 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 the competition and NEIWPCCC will notify the applicant. To be considered complete, proposals must include all of components described in Section V. Proposal Requirements. Pages in excess of the limits specified for each component will not be reviewed. Complete and eligible proposals will be reviewed by IEC and NEIWPCCC staff. Proposals may also be submitted for external peer reviews. The review team will evaluate the proposals based upon the following criteria:

1. **Prior Experience and Organizational Capacity (0-20 points).** Organization must have a demonstrated capability and ample expertise to handle all aspects of the project. There must be demonstrated excellence in completing CMS-based website design or redesign projects in the past.
2. **Addresses Desired Outcome (0-20 points).** Degree to which the proposal can accomplish the goal of presenting the information on IEC's website in an attractive, intuitive manner. Clarity and specificity of deliverables/outputs within specific and reasonable time frame(s).
3. **Technical Merit (0-20 points).** Adequacy of the proposed methodology, approach, and/or technical approach to accomplish stated project objectives.
4. **Performance Capability (0-25 points).** Ability of the applicant to accomplish the proposed project on schedule with quality, given its history of past performance, experience, qualifications, facilities, and resources.
5. **Appropriate and Cost-Effective Budget (0-20 points).** Proposals with costs up to \$38,000 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. Match, if applicable, will be considered under this category.
6. **Bonus (0-10 points).** Proposals with innovative and practical additional tasks may be allocated bonus points if in-line with IEC's purpose and mission.

VII. Notification of Awards

Award notification to applicants is expected by September 7, 2017. Award 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. NEIWPCCC will not pay for expenses incurred prior to the contract start date. Payment for costs incurred will be on a reimbursement basis per the contract payment schedule and contingent upon completion of quarterly progress reports and project deliverables.

VIII. Contacts

NEIWPCCC and IEC will accept questions about this RFP topic by email to Evelyn Powers at epowers@iec-nynjct.org through August 15, 2017.

For information regarding the application process, contact **Heather Radcliffe**, the NEIWPCCC Project Manager at hradcliffe@neiwpc.org or 978-349-2522.

Project Name:

Organization:

Primary Investigator Name and Contact Information:

Financial Contact Name and Contact Information (if applicable):

Project Partners (if any):

Funds Requested: \$ Matching Funds: \$

Federal Tax Identification Number:

DUNS Number:

Certified Disadvantaged Business Enterprise (DBE): (Yes or No)

Project Location Description (City, State):

Project Location Coordinates (Latitude, Longitude):

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).

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)	\$	\$
	\$	\$
	\$	\$
	\$	\$
B. FRINGE BENEFITS _____% of _____ (e.g., 10% of total personnel costs) TOTAL:	\$	\$
C. TRAVEL (estimate number/purpose of trips below)	\$	\$
	\$	\$
	\$	\$
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)	\$	\$

APPENDIX C: TASK-BASED BUDGET FORMAT

Cost	Task Number	Task Name	Expected Date of Completion