**State of Maine**

**Department of Environmental Protection**

**2021 GRANT APPLICATION**

**RFA# 202002031**

**Grants for Nonpoint Source Pollution Control Projects**

**Watershed-Based Plan Development**

The State of Maine is seeking applications for projects to help communities develop watershed-based plans to restore nonpoint source (NPS) impaired water bodies or to protect water bodies threatened by NPS pollution. Grants under this RFA will be only for watersheds named on DEP’s Nonpoint Source Priority Watersheds Lists. Projects need to be designed to produce a watershed-based plan that will adequately address EPA’s nine (9) minimum elements for watershed-based plans.

Eligible recipients under this RFA are regional public comprehensive planning organizations or interstate organizations such as: regional planning agencies, councils of governments, conservation districts, counties, cities and towns, and other sub-state public planning agencies and interstate agencies.

**Please refer to the full RFA for instructions and information about eligible projects and activities before completing this application.** The current RFA version, current application, Question & Answer Summary and all amendments related to this RFA can be obtained at the following website: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/grants>.

**I. Selection Criteria and Scoring:** Applications will be scored and awarded based on a 100-point scale using the following evaluation criteria:

**Applicant Qualifications and Experience (15 points)**

Consider the *adequacy* of applicant qualifications (relevant experience, financial, administrative & technical qualifications, personnel and facilities) to carry out the project within the proposed timeframe, along with any known past performance on relevant projects. If the project plans to issue a sub-grant to an eligible recipient, consider the adequacy of the subgrantee’s qualifications and relevant past performance. If the project plans to acquire consultant services, consider the adequacy of the qualifications and experience that will be requested in the project’s solicitation for services.

**Relative Value of the Waterbody (10 points)**

Evaluate the degree to which the public currently uses and values the waterbody. Consider the availability (access) and extent of use. Consider uses including, but not limited to, drinking water supply; public recreational opportunities; scenic and aesthetic benefits; aquatic and terrestrial habitat benefits; commercial benefits; and potential for increased public use and improved habitat.

**Water Quality Problem (10 points)**

Evaluate the extent to which the work plan exhibits an informed understanding of water quality conditions. Consider the severity of the water quality impairment or indication that the waterbody may not attain its water quality standards in the future.

**Nature, Extent and Severity of NPS Problems (10 points)**

Evaluate the nature, extent, and severity of NPS problems in the watershed. Evaluate the work plan’s understanding of what actions are needed to address the NPS sources and problems.

**Feasibility for Success (25 points)**

Likelihood that the project will be successfully completed as proposed and that the waterbody can be successfully restored or protected. Considerations: adequate information and capacity to determine actions needed restore or protect the waterbody; proposed tasks address the primary water quality stressors and pollutants of concern; effective well-sequenced tasks; contribution or participation by appropriate stakeholders and municipal government; leveraged with other previous or concurrent efforts; extent of community support to restore or protect the waterbody.

**Cost Effectiveness (25 points)**

Regarding the grant funds requested and the proposed work, consider the degree to which the project represents a good return for the investment (money, time). Consider whether project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

**Comprehensive Plan (5 points)**

How much of the watershed falls within the jurisdiction of towns that have a current State comprehensive plan finding of consistency?

## II. Submitting an Application:

Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of this RFA. Applications received **after** deadline will be **rejected** without exception. Email application submissions are to be submitted to the State of Maine Division of Procurement Services, via email, to the email address provided on the RFA Cover Page (Proposals@maine.gov). Applicants are to insert the following into the subject line of their email submission: “**RFA# 202002031 Application Submission**”

Applications are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

**File #1**: *PDF or MS Word format preferred*

 Application Cover Page

Debarment, Performance and Non-Collusion Certification

**File #2**: *MS Word format preferred*

Organization Qualifications and Experience (including litigation)

Work Plan

**File #3:** *PDF or MS Word format preferred*

Location Map

Attachments (if applicable)

**State of Maine**

**Department of Environmental Protection**

**APPLICATION COVER PAGE**

**RFA# 202002031**

**Grants for Nonpoint Source Pollution Control Projects**

**Watershed-Based Plan Development**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Applicant’s Organization:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Application - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |

* This application and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**State of Maine**

**Department of Environmental Protection**

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

**RFA# 202002031**

**Grants for Nonpoint Source Pollution Control Projects**

**Watershed-Based Plan Development**

|  |  |
| --- | --- |
| **Applicant’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this application:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
	3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
	4. *Have not within a three (3) year period preceding this application had one or more federal, state or local government transactions terminated for cause or default.*
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.**

|  |  |
| --- | --- |
| Name (Print): | Title: |
| Authorized Signature: | Date: |

**State of Maine**

**Department of Environmental Protection**

**2021 WORK PLAN AND INSTRUCTIONS**

**RFA# 202002031**

**Grants for Nonpoint Source Pollution Control Projects**

**Watershed-Based Plan Development**

***Instructions:*** *Complete work plan using the instructions and format below and in RFA Part IV, B, 4.* ***Delete italicized instructions prior to submittal.*** *Refer to DEP’s NPS Grants webpage for examples of the typical content of a work plan to develop a watershed-based plan.* [*http://www.maine.gov/dep/water/grants/319.html*](http://www.maine.gov/dep/water/grants/319.html)*. (Maximum length: 11 pages)*

**I. Project Information**

|  |  |
| --- | --- |
| Project Title | *Title should begin with the name of the watershed (e.g., Orion Stream Watershed-based Plan Development Project).* |
| Applicant’s Organization |  |
| Project Start Date  | *Month and Year*  |
| Project Completion Date  | *Month and Year*  |

1. **Waterbody and Watershed Information**

**a. Background**

|  |  |
| --- | --- |
| Waterbody Name  |  |
| Waterbody Size (e.g., lake acres, stream miles)  |  |
| Watershed Area (in acres or square miles) |  |
| Watershed Location (town(s), county(s) |  |
| Title and Date of Existing or Past Watershed-based Management Plan | *DEP maintains a list of active plans at* [*https://www.maine.gov/dep/water/grants/319.html*](https://www.maine.gov/dep/water/grants/319.html) |
| Public Access to Waterbody | *Briefly list public access.* |

**b. Waterbody and Watershed Physical Characteristics**

*Provide a brief overview of the physical characteristics of the waterbody and its watershed. (Do not repeat above information.) Describe any major tributaries or other waterbodies located in the watershed. Describe the land uses in the watershed. List the downstream watershed(s).*

**c. Description of Waterbody Uses and Value**

*Summarize the extent of uses of the waterbody by the public. Consider uses including, but not limited to: drinking water supply* (if applicable please provide the size of population served)*; public recreational opportunities; scenic and aesthetic benefits; aquatic and terrestrial habitat benefits, and commercial benefits; and potential for increased public use and improved wildlife habitat. Describe public access to the waterbody.*

*The Beginning with Habitat webpage provides several map viewers that can be used to search for watershed resources (*[*http://webapps2.cgis-solutions.com/beginningwithhabitat/*](http://webapps2.cgis-solutions.com/beginningwithhabitat/)*).*

1. **Water Quality Problem or Threat**

**Water Quality Listing Status**

|  |  |
| --- | --- |
| Is water quality listed as impaired?  | *Answer yes or no. Refer to the most recent DEP Integrated Water Quality Monitoring and Assessment Report - Appendices Categories 4 and 5 (*[*https://www.maine.gov/dep/water/monitoring/305b/index.html*](https://www.maine.gov/dep/water/monitoring/305b/index.html)*).*  |
| If impaired, what is the listed cause(s) and/or impaired use? | *State the listed cause(s) and/or impaired use (e.g., streams – benthic macroinvertebrates; lakes – trophic trend; marine – elevated fecal indicators). See Integrated Report reference above.* |
| Name and date of any DEP TMDL report(s) for the waterbody.  | *Approved TMDLs are available at* [*http://www.maine.gov/dep/water/monitoring/tmdl/tmdl2.html*](http://www.maine.gov/dep/water/monitoring/tmdl/tmdl2.html)*.* |

**Water Quality Overview**

*Summarize available water quality information for the waterbody and provide details on important water quality parameters. For an impaired waterbody, describe the extent and severity of the impairment. For a threatened waterbody, describe the water quality parameter(s) that is threatened and any indications that water quality is under stress. Water quality information available at:*

* *Resources listed in Section III.a. (above)*
* *Lakes Stewards of Maine -* [*www.lakesofmaine.org*](http://www.lakesofmaine.org)
* *Maine Volunteer River Monitoring Program -* [*https://www.maine.gov/dep/water/monitoring/rivers\_and\_streams/vrmp/reports.html*](https://www.maine.gov/dep/water/monitoring/rivers_and_streams/vrmp/reports.html)
* *Maine DEP Biomonitoring Program -* [*https://www.maine.gov/dep/water/monitoring/biomonitoring/data.html*](https://www.maine.gov/dep/water/monitoring/biomonitoring/data.html)
* *Maine Department of Marine Resources Shellfish Program -* [*https://www.maine.gov/dmr/shellfish-sanitation-management/maps/index.html*](https://www.maine.gov/dmr/shellfish-sanitation-management/maps/index.html)
1. **Watershed Nonpoint Pollution Sources and NPS Mitigation Activities**

**Summary of Watershed Assessments and Priority Nonpoint Pollution Sources**

*Summarize any past assessments or surveys to identify the nature, extent and severity of nonpoint pollution sources in the watershed (e.g., provide the number, impact rating, land use etc. of sites identified in most recent watershed survey, if applicable). Describe the important nonpoint sources and critical source areas that need to be addressed. If there is an approved TMDL for the waterbody, summarize any applicable information. For impaired waters, describe the likely or known nonpoint sources associated with the impairment. For threatened waters, describe NPS threats that may cause the waterbody to not attain water quality standards in the future and the extent to which the waterbody is threatened by NPS pollution.*

**Description of Watershed Activities to Address NPS Pollution**

*Include a brief description of any past or ongoing activities to address NPS sources in the watershed. Briefly summarize any Section 604(b) or 319 grant-funded projects in the watershed. If this proposal seeks to update an existing plan, summarize what was accomplished through the previous plan. Provide background information describing why the**development and subsequent implementation of a watershed-based plan is appropriate and likely to be successful. Comment on the potential to successfully restore the waterbody to attain its water quality standards or substantially protect a threatened waterbody.*

1. **Purpose**

*In five (5) sentences or less, state the specific purpose of the project and the anticipated major project accomplishments or outputs. If the proposal seeks to update an existing watershed-based plan, please indicate this and describe the reason(s) for the update and anticipated extent of changes needed in the plan.*

*Example:*

*The purpose of this project is to develop a Watershed-Based Plan (WBP) for Blackstone Brook that includes EPA’s nine minimum elements of watershed-based plans. The project will collect information about stream water quality and the watershed’s specific NPS problems and will work with the watershed residents and town officials to develop locally-supported watershed goals, objectives and action strategies for restoring the stream. The project will incorporate this information into a watershed management plan, which will be used to guide watershed restoration efforts over the next 10 years.*

1. **Partner Coordination, Roles and Responsibility**

*Briefly list the participation and commitment expected from other key project partners (e.g., municipalities, watershed associations, interest groups, federal, state, or regional agencies, etc.). Describe the project role of each group (e.g., project advisor, technical assistance, engineering services, outreach, steering committee, etc.). You may (optional) provide letters of commitment from entities as project attachments (RFA Part IV. B. 6. Attachments) that indicate a commitment to provide those specific services.*

* *If the applicant plans to pass-through funds to an eligible sub-grantee to accomplish a significant part of the project, then provide a brief description of the work and sub-grantee.*
* *If the applicant plans to purchase services as part of their project work, provide a brief description of the service and indicate that the applicant will use appropriate competitive procurement procedures outlined in the DEP’s NPS Grant Administrative Guidelines.*
* *Identify the appropriate entity that will lead the plan implementation, or exhibit that an entity will be recruited to assume the leadership role to engage stakeholders and implement the WBP.*

*Examples:*

***Maine Department of Environmental Protection*** *will administer project funding, serve as the project advisor and provide project and technical support.*

*The* ***US Environmental Protection Agency*** *will provide project funding and work plan guidance.*

*The* ***Green Lake Association*** *will participate on the steering committee, advertise project activities in their newsletter and provide $1,000 in cash match. It is anticipated that the GLA will be the entity leading plan implementation with support from other partners.*

***Phillips County Planning Commission*** *will serve as a subgrantee for the project. The planner will serve on the steering committee, provide GIS mapping services and review local ordinances.*

*A* ***consulting engineer*** *will be hired (following procurement procedures in the DEP’s NPS Grant Administrative Guidelines) to identify stormwater retrofit opportunities and develop preliminary costs.*

**VII. Tasks, Schedules and Estimated Costs**

*List each major project task in numbered sequence. Generally, there should be 5 to 7 tasks. Subtasks may be used to organize information within a task (e.g., subtasks 5a, 5b, etc.) For each task, identify who will do the task and what will be done. Describe the work in quantifiable terms. If a task cannot be readily quantified, then the actions should be explained in specific enough terms so that both the work and the expected output are clear. The task description should provide information sufficient to support the estimate of total cost for the task. For examples of task descriptions, refer to sample NPS work plans at the Department’s NPS Grants webpage.* [*http://www.maine.gov/dep/water/grants/319.html*](http://www.maine.gov/dep/water/grants/319.html)

*In the tables provided for each task, include:*

* *Month/year for the start and completion of the task (e.g., October 2021 to October 2022).*
* *Estimate of the total grant, match and total cost to complete the task.*
* *Breakdown of grant cost by budget category listed in project budget Part 2 (e.g., $3,000 salary, $230 supplies).*
* *Breakdown of match cost by budget category listed in project budget Part 2 (e.g., $2,450 donated services, $250 travel).*

*Include the following standard language between the Section III. heading and Task 1 heading:*

All press releases, outreach materials, project signs, and plans will acknowledge that the project is funded in part by the United States Environmental Protection Agency under Section 604(b) (or 319(h) if applicable) of the Clean Water Act. Project staff will consult with DEP on EPA’s public awareness terms and conditions for Section 604(b) (or 319(h) if applicable) grants before the project commences. In addition, project staff will consult with DEP and EPA before project signs are designed. Refer to the Service Contract, Rider A. Section III. D. Acknowledgement.

*Include the following if applicable:* The project will be conducted within the Municipality Name’s Urbanized Area designation. The project activities are not permit requirements under Municipality Name’s Municipal Separate Storm Sewer System (MS4) General MEPDES permit.

**Task 1 – Project Administration**

*Label Task 1 “Project Administration”. Task 1 should describe work and costs for overall administration of the project (sub-agreements or sub-contracts) and required administrative reports (progress reports and final project report).* *Include the following language and adjust/elaborate as needed:*

(Applicant) will administer the project according to the service contract with DEP. (Applicant) will track project progress, expenses, matching funds, and submit reports (semi-annual progress reports and final project report) and other deliverables.

|  |  |
| --- | --- |
| Start and Completion Dates  |  |
| Grant Cost: $ | Match Cost: $ | **Total Cost: $** |
| Breakdown of Grant by Cost Category:  |
| Breakdown of Match by Cost Category: |

**Task 2 – Title**

Task Description

|  |  |
| --- | --- |
| Start and Completion Dates  |  |
| Grant Cost: $ | Match Cost: $ | **Total Cost: $** |
| Breakdown of Grant by Cost Category:  |
| Breakdown of Match by Cost Category: |

**Task 3 – Title**

Task Description

|  |  |
| --- | --- |
| Start and Completion Dates  |  |
| Grant Cost: $ | Match Cost: $ | **Total Cost: $** |
| Breakdown of Grant Cost by Cost Category:  |
| Breakdown of Match by Cost Category: |

**Task 4 – Title**

Task Description

|  |  |
| --- | --- |
| Start and Completion Dates  |  |
| Grant Cost: $ | Match Cost: $ | **Total Cost: $** |
| Breakdown of Grant Cost by Cost Category:  |
| Breakdown of Match by Cost Category: |

**Task # – Watershed-based Management Plan**

*Label the final task “Watershed-based Management Plan”. This task should describe the steps involved in drafting and finalizing the WBP, mention that the plan will include EPA’s nine-elements and provide adequate time for DEP and EPA to review and accept the plan. Include the following language and adjust/elaborate as needed:*

A draft plan will be provided to DEP and EPA for review at least two months prior to project end date. DEP and EPA will provide comments on the draft and ensure all required elements are met in the final plan.

Task Description

|  |  |
| --- | --- |
| Start and Completion Dates  |  |
| Grant Cost: $ | Match Cost: $ | **Total Cost: $** |
| Breakdown of Grant Cost by Cost Category:  |
| Breakdown of Match by Cost Category: |

*(Add additional tasks as needed.)*

**VIII. Deliverables**

*List 5-7 project deliverables (and associated task number). Project deliverables are the primary products or outputs of the project work that must be provided to DEP for review and approval. Semi-annual progress reports and a Final Project Report are required deliverables for all projects. Examples of deliverables listed in a work plan:*

*1. Sub-agreements, semi-annual progress reports, final project report (Task 1)*

*2. Survey Implementation Plan, Sampling and Analysis Plan, Secondary Data Evaluation Table (Task #)*

*3. Watershed forum mailing and press release (Task #)*

*4. Stressor Analysis Report (Task #)*

*5. Watershed management plan (Task #)*

*Include the following language:* An electronic copy of each deliverable will be provided to the DEP Contract Administrator. Each deliverable will be labeled according to procedures described in DEP document *Nonpoint Source Grant Administrative Guidelines*, [*http://www.maine.gov/dep/water/grants/319-documents/2016GrantAdminGuidelinesFinal2.docx*](http://www.maine.gov/dep/water/grants/319-documents/2016GrantAdminGuidelinesFinal2.docx)*.*

1. Subagreements (if applicable), semi-annual progress reports, final project report (Task 1)

2.

3.

4.

5.

*(Add additional deliverables as needed.)*

**IX. Project Coordinator**

|  |  |
| --- | --- |
| Name  |  |
| Organization  |  |
| Mailing Address |  |
| Telephone Number |  |
| Email Address |  |

**X. Project Budget**

***Instructions:*** *Complete project budget using the instructions and format below and in RFA Part IV.B.4. Delete italicized instructions prior to submittal. Refer to* [*http://www.maine.gov/dep/water/grants/319.html*](http://www.maine.gov/dep/water/grants/319.html) *for examples of project work plans (including budgets) for watershed-based plan projects.*

|  |  |
| --- | --- |
| **Federal Funds:**  | **$** |
| **Non-Federal Match:** | **$** |
| **Proposed Total Cost:** | **$**  |

**Part 1. Estimated Personnel Expenses: (Applicant staff only)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Name & Title** | **Hourly****Rate** | **Number of Hours** | **Salary & Fringe** | **Total Applicant****Personnel Expenses** |
|  |  |  |  |  |
|  |  |  |  |  |
|   |  |  |  |  |
| **Totals** |  |  |  |  |

**Part 2. Budget Estimates by Cost Category**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Category** | **Federal Funds**  | **Non-Federal Match** | **Total Cost** |
| Salary & Fringe (from Part 1) |  |  |  |
| Subgrant  |  |  |  |
| Contractual |  |  |  |
| Donated Services – Labor |  |  |  |
| Travel  |  |  |  |
| Supplies |  |  |  |
| Other  |  |  |  |
| Indirect Costs |  |  |  |
| **Totals** |  |  |  |

|  |
| --- |
| **Part 2 Notes:** Include the following, as needed:Subgrant – (Include type of work, hourly rate and number of hours.)Contractual – (Include type of services, hourly rate and number of hours.)Donated Services-Labor – (Include hourly rate and number of hours.)Travel – (Include number of miles and rate.)Supplies – (Describe and provide cost breakdown.)Other – (Describe and provide cost breakdown.) |

**Part 3. Sources of Non-federal Match and Estimated Amounts**

|  |  |
| --- | --- |
| **Sources of Non-federal Match** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

 ***Additional Project Budget Instructions***

1. ***Budget Information -*** *Provide estimated project costs in three parts:*

*Part 1. Estimated Personnel Expenses;*

*Part 2. Budget Estimates by Cost Category; and*

*Part 3. Sources of Non-federal Match and Estimated Amount.*

*Cost estimates listed in the work plan tasks should sum to the total cost in the Part 2, Budget Estimates by Cost Category, excluding indirect costs. Under Part 2, applicants should add notes to adequately describe the basis for the budget estimates within a cost category.*

1. ***Cost Categories -*** *Descriptions of cost categories:*
2. *Salary & Fringe: Salaries and fringe benefits to be paid for work on the project by applicant staff, as reflected in Part 1. “Totals” in Part 1 are used to complete the “Salary and Fringe” category under Part 2. Salary & Fringe should reflect only costs for personnel employed by the applicant.*
3. *Subgrant: Costs for subgrant to pass-through a portion of the NPS grant funds to an eligible subgrantee (also known as a lower tier subrecipient) for project work.*
4. *Contractual: Cost for a contract for the purchase of services (such as engineering, water quality monitoring, etc.) that will be provided to the grant recipient.*
5. *Donated Services - Labor: Value of volunteer personnel services to be used to meet match requirements. Includes the total value of labor (based on hours of work) donated to help accomplish the project.*
6. *Supplies: Office/field/lab supplies, data processing materials, books, paper and other office supplies, etc.*
7. *Travel: Project related charges for travel activities (e.g., travel, tolls, and auto rental charges). Vehicle costs should be shown as the number of miles times the mileage rate. Mileage rate cannot exceed the State of Maine rate in effect during the travel (currently $0.45/mile).*
8. *Equipment: Any single article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of more than $5000.*
9. *Other: Any direct costs not included in one of the above categories. May include costs for postage, publication and printing, license fees, equipment maintenance and repair, computer software, or other eligible costs.*
10. *Indirect Costs: If the organization intends to claim indirect costs, specify the current applicable indirect cost rate and the estimated total amount.*
* *If the applicant has a federally “Negotiated Indirect Cost Rate Agreement” (NICRA), this is the rate that must be used to determine indirect costs. DEP will require an organization to verify they have an effective NICRA before execution of the contract for the grant.*
* *If the applicant does not have a federally NICRA, the organization may use the de minimis rate of 10% of modified direct costs.*

*FMI, see Code of Federal Regulation Title 2 Part §200.414 Indirect (F&A) costs, paragraph (f).*

[*http://www.ecfr.gov/cgi-bin/text-idx?SID=b24c83fa40382277cf3249c3bfc718e1&mc=true&node=se2.1.200\_1414&rgn=div8*](http://www.ecfr.gov/cgi-bin/text-idx?SID=b24c83fa40382277cf3249c3bfc718e1&mc=true&node=se2.1.200_1414&rgn=div8)

1. ***Non-Federal Match Requirements***
2. *Minimum Amount. Subrecipients must provide Non-Federal Match of at least 25% of the total project cost. To calculate the amount of non-federal match required, multiply the amount of grant funds requested times 0.333. Example: if the proposal requests $32,000 of grant funds, then at least $10,656 of non-federal match is required. ($32,000) x (0.333) = $10,656.*
3. *Description of Non-federal Match. Subrecipients are obliged to document non-federal matching funds or services contributed to the project. Non-federal matching funds are the portion of allowable project costs contributed to a federally-funded project that do not come from federal sources. Non-federal match includes, but is not limited to, allowable costs borne by the applicant and contributions of cash or services from individuals, organizations, municipalities or non-federal public agencies. Non-federal match contributions may include:*
	1. *Cash contributions, and/or*
	2. *In-kind contributions. An in-kind contribution is the value of a non-cash contribution to meet cost sharing requirements. An in-kind contribution may consist of the value of goods or services, property, and equipment directly benefitting the project.*
4. *Volunteer Services. Unpaid volunteer time/services donated to the project by individuals as project match must be valued at rates consistent with those ordinarily paid for similar work/services in the applicant’s organization. For example, when documenting donated personnel time as match, use the amount you would pay the person to do the job for which they are volunteering. Two methods for estimating the value of unpaid volunteer services:*
	1. *The organization “Independent Sector” provides average rates for volunteers. DEP will accept the most recent rate applicable to* ***Maine*** *(make sure to use the Maine, not the National, rate).* [*https://www.independentsector.org/resource/the-value-of-volunteer-time/*](https://www.independentsector.org/resource/the-value-of-volunteer-time/) *In January 2021, Maine’s posted rate was* ***$24.21/hour****.*
	2. *Use the appropriate occupation and Maine wage estimates provided by the Bureau of Labor Statistics, the U. S. Department of Labor. For example, in 2019 the mean hourly wage rate for Environmental Scientists was $34.51; and Environmental Science Technicians, $17.85 based on “Maine May 2019 State Occupational Employment and Wage Estimates”.* [*http://www.bls.gov/oes/current/oes\_me.htm*](http://www.bls.gov/oes/current/oes_me.htm)