

NARRAGANSETT BAY ESTUARY PROGRAM

Executive Committee Meeting
June 8, 2023

Agenda

Subject	Presenter(s)	Shared via Zoom	Formal Committee Action Requested Today	Time
Meeting Open	Caitlin Chaffee, Chair	Agenda	Review and approve February notes.	10:00
NBEP Quarterly Financial Report	Mike Gerel, NBEP	2 PPT slides	None.	10:05a
FY2023 §320/SNEP Workplan & Budget	Mike Gerel, NBEP Executive Committee	8 PPT slides	Determine whether to send the FY2023 materials to the Steering Committee for review and approval.	10:10a
And if time allows ↩				
Program Evaluation, BIL Long-term Plan, and EJ Plan Update	Mike Gerel, NBEP	6 PPT Slides	Change next Executive Committee meeting date.	10:45a

**Approve December Meeting Notes
(5 min)**

NBEP Quarterly Financial Report (5 min)

Financials

NBEP Financials 4.30.23

Category	Section 320 & SNEP Funds ⁽¹⁾				BIL ⁽²⁾				Program Income		Total Available				Notes
	Budget	Total Spent	Total Encumbered	Total Available To	Budget	Total Spent	Total Encumbered	Total Available To Spend	Awarded	Spent	Budget	Total Spent	Total Encumbered	Total Available to Spend	
Salary	\$860,038	\$454,657	\$454,657	\$405,381	\$0	\$0	\$0	\$0			\$860,038	\$454,657	\$454,657	\$405,381	Expect to have \$400K for personnel on 9/30/21= 8 months of salary in bank
Fringe	\$278,259	\$97,483	\$97,483	\$180,776	\$0	\$0	\$0	\$0			\$278,259	\$97,483	\$97,483	\$180,776	
Travel	\$13,175	\$6,045	\$6,045	\$7,130	\$0	\$0	\$0	\$0			\$13,175	\$6,045	\$6,045	\$7,130	Will carry over into FY23
Office Supplies	\$7,254	\$10,399	\$10,399	-\$3,145	\$0	\$0	\$0	\$0	\$500		\$7,754	\$10,899	\$10,899	-\$2,645	
Contracts	\$116,200	\$19,776	\$46,014	\$70,186	\$0	\$0	\$0	\$0			\$116,200	\$19,776	\$46,014	\$70,186	\$65K for Vision 2032 consultants in FY23
Subawards	\$1,309,942	\$192,090	\$1,084,996	\$224,946	\$1,819,600	\$54,684	\$909,800	\$909,800			\$3,129,542	\$246,774	\$1,994,796	\$1,134,746	\$675K for new Habitat RFP; remaining \$460K for Year 2 BIL capacity
Meals	\$8,160	\$5,591	\$5,591	\$2,569	\$0	\$0	\$0	\$0			\$8,160	\$5,591	\$5,591	\$2,569	
Event Hosting	\$2,400	\$3,912	\$3,912	-\$1,512	\$0	\$0	\$0	\$0	\$1,600	\$1,600	\$4,000	\$5,512	\$5,512	\$88	
Prof Development	\$4,515	\$207	\$207	\$4,308	\$0	\$0	\$0	\$0			\$4,515	\$207	\$207	\$4,308	Will carry over into FY23
Phone	\$11,128	\$8,582	\$8,582	\$2,546	\$0	\$0	\$0	\$0			\$11,128	\$8,582	\$8,582	\$2,546	
Printing	\$5,479	\$299	\$299	\$5,180	\$0	\$0	\$0	\$0			\$5,479	\$299	\$299	\$5,180	Will carry over into FY23
Advertising	\$200	\$0	\$0	\$200	\$0	\$0	\$0	\$0			\$200	\$0	\$0	\$200	
Registration Fees	\$1,250	\$1,798	\$1,798	-\$548	\$0	\$0	\$0	\$0	\$900	\$900	\$2,150	\$2,698	\$2,698	\$352	
Total Direct	\$2,618,000	\$800,839	\$1,719,983	\$898,017	\$1,819,600	\$54,684	\$909,800	\$909,800		\$2,500	\$4,440,600	\$858,523	\$2,632,783	\$1,810,817	
Indirect	\$169,151	\$88,019	\$88,019	\$81,132	\$0	\$0	\$0	\$0			\$169,151	\$88,019	\$88,019	\$81,132	
Total	\$2,787,151	\$888,858	\$1,808,002	\$979,149	\$1,819,600	\$54,684	\$909,800	\$909,800	\$3,000	\$2,500	\$4,609,751	\$946,542	\$2,720,802	\$1,891,949	

(1) Includes all Section 320 and SNEP monies awarded to RWU/NBEP for EPA years FY2021 and FY2022. This **DOES NOT include** FY2023 Section 320 (\$850K) and SNEP (\$250K) funding totalling \$1.1M expected by October 1, 2023.

(2) Includes all BIL monies awarded to RWU/NBEP for EPA years FY2022 and FY2023.

(3) Total Encumbered includes all funds that have been spent OR obligated to a specific external party via our workplan and/or formal agreement. These funds may not have been fully spent yet, but are not available for other purposes.

**FY2023 Base Workplan & Budget
(35 minutes)**

FY2023 Base Workplan

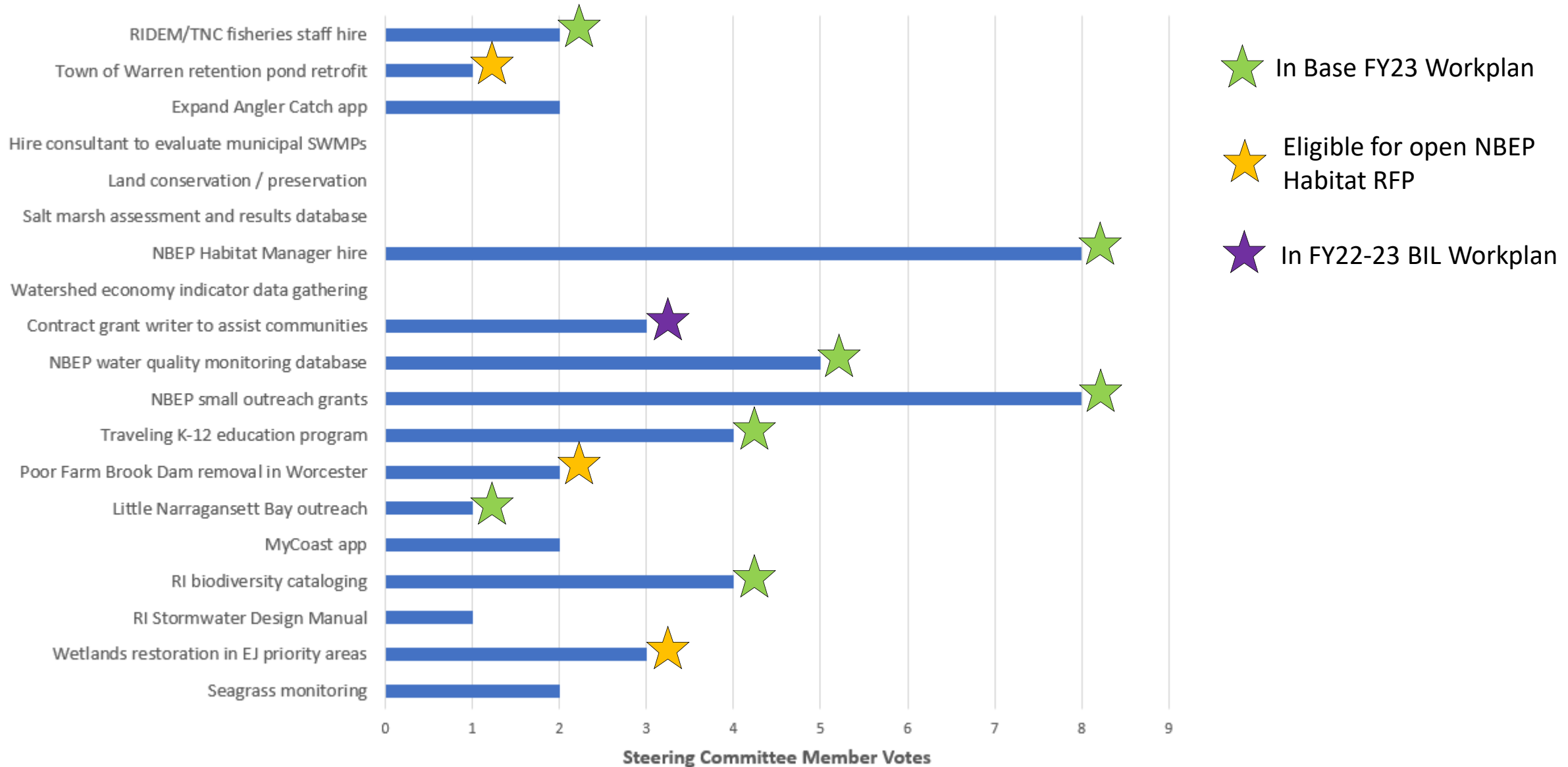
- “Base” refers to our §320 and SNEP funds
- One Workplan for \$1.1M base funding
- Very similar content and format to last year
- 4 objectives and 17 tasks
 - Removed Blackstone Initiative and NEPORT
 - Added Subaward Management, Regional Planning, RIDEM DMF/DFW subaward, and RINHS subaward tasks
 - Included NEPORT in Program Leadership task and Blackstone to be continued as project development under BIL
- Some specifics TBD in June for RIDEM and RINHS subawards
- ✓ FY2022-FY2023 Workplan for BIL funds approved last year

National Estuary Program Funding Narragansett Bay Estuary Program FY2023 Annual Workplan for §320 and SNEP Funds	
Applicant:	Roger Williams University
Applicant Contact:	Mike Gerel Narragansett Bay Estuary Program 235 Promenade Street – Suite 393 Providence, Rhode Island 02908 (804) 332-1197 mike.gerel@nbep.org
USEPA Region 1 Project Officer:	Caitlyn Whittle U.S. Environmental Protection Agency—Region 1 5 Post Office Square, Suite 100 (OEP06-1) Boston, MA 02109-3912 (617) 918-1748 whittle.caitlyn@epa.gov
QA/QC Plan Required:	Yes
Project Period:	October 1, 2023 – September 30, 2026
Resources Requested:	This is a new award. Total budget is \$2,200,000 (FY2022 funds and required non-federal match). Attachment A provides the FY2023 budget summary and itemized budget for this award.
Federal Cost:	Current request: \$1,100,000 (FY2023 funds)
Non-Federal Match:	The attached match documentation includes \$1,100,000 received from various partners for FY2023.
Abstract:	This Narragansett Bay Estuary Program (NBEP or program) Narrative Workplan (workplan) includes 4 objectives and 17 tasks that will be undertaken with this FY2023 allocation of Clean Water Act §320 and Southeast New England Program (“Base” funding) from the U.S. Environmental Protection Agency (EPA) to its host, Roger Williams University (RWU), for this third year of this multi-year Cooperative Agreement with EPA that started Oct 1, 2021 . The agreement has a three-year project period (October 1, 2023 – September 2026). This annual NBEP Base Workplan for FY2023 includes efforts that the program has the authority, capability, and funding to complete, have support by the NBEP Steering Committee , and are intended to advance NBEP’s Comprehensive Conservation and Management Plan (CCMP) for the program’s Study Area of Narragansett Bay, Little Narragansett Bay, and Coastal Ponds, and their watersheds in Rhode Island, Massachusetts, and Connecticut.

Summary of FY2023 NBEP Base Workplan Objectives and Tasks

Objective	Task
1. Ensure sound program management consistent with NBEP's mission, bylaws, and CCMP.	a. Program Leadership.
	b. Host Institution Program Support.
	c. Base Workplan and Budget Development.
	d. Committee Support.
	e. Subaward and Contract Management.
	f. Land Acknowledgment Development.
	g. Grant Writing.
2. Provide collaborative regional planning to advance more resilient, sustainable, and equitable natural resource management, use, and enjoyment.	a. Vision 2032 Completion.
	b. Science Working Group Convening.
	c. Regional Research, Restoration, Monitoring, Financial, & Outreach Planning.
	d. Southeast New England Program Support.
3. Communicate science in ways that is understood and useful to researchers, managers, other priority audiences.	a. Science Updates.
	b. Annual Science Event.
	c. Targeted Outreach.
4. Award funding to partners to help implement the CCMP.	a. Small Education and Outreach Subawards.
	b. RIDEM Fish & Wildlife Data Analysis Subaward.
	c. RINHS Biodiversity Database Subaward.

March 2023 SC Funding Ideas



FY2023 Base Budget

Expense Category	Notes	\$320	SNEP	Total
Salary*	5 FTEs and undergraduate interns (includes Ecologist hire)	\$476,596		\$476,596
Fringe		\$174,463		\$174,463
Travel		\$9,250		\$9,250
Contracts**	Includes participant support costs, non-RWU interns	\$33,750		\$33,750
Subawards				
Small Outreach Grants	5-10 grants for outreach and education		\$58,800	\$58,800
RIDEM (through ASMFC)	Funds to help Division of Marine Fisheries and Fish & Wildlife to hire data analysis and modeling staffer		\$75,000	\$75,000
RINHS	Fund RINHS to create working state biodiversity database.		\$100,000	\$100,000
Other Administrative		\$29,198		\$29,198
Meals		\$8,100		\$8,100
Events		\$1,500		\$1,500
Total Direct Costs:		\$732,857	233,800	\$966,657
Indirect Costs:	16.2% on salaries, fringe, travel, supplies, consultants, and first \$25K on subawards. Not on participant support costs.	\$117,143	16,200	\$133,343
Total Expenses:		\$850,000	\$250,000	\$1,100,000

*Project to have 8 months for personnel leftover in FY2022 budget.

**Funds for Vision 2032 and Land Acknowledgment contracting left in FY2022 budget.

FY2023 Match

**NARRAGANSETT BAY
ESTUARY PROGRAM**

NON-FEDERAL MATCH CERTIFICATION FORM

EPA Cooperative Agreement Roger Williams University for Narragansett Bay Estuary Program

Period of Performance October 1, 2023 to September 30, 2024

Organization _____

Itemization of Non-Federal Match Contributed

Salary

<u>Staff Name</u>	<u>Salary Rate</u>	<u># Hours</u>	<u>Total</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Fringe Benefits: (Fringe Benefit Rate: _____) _____

Travel: _____

Supplies: _____

Projects (option to add project specifics on page 2): _____

Indirect Costs: (Indirect Rate: _____) _____

Total Costs: _____

Contact

Upon request, supporting documentation shall be available to the Narragansett Bay Estuary Program by contacting the following person.

Name _____ Phone/Email _____

Certification

I certify that the costs for these services are provided as non-federal matching funds to the Narragansett Bay Estuary Program for the listed period of performance and are not used to match other federally funded project.

Name _____ Title _____

Signature _____ Date _____

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- Require \$1.1M in non-federal match funding for Base award
- No BIL match requirements for this year
- No forms received yet
- RWU will not submit application to EPA without match in place
- Please provide completed forms to Mike by June 13th
- Thank you!!!

Questions, Feedback?

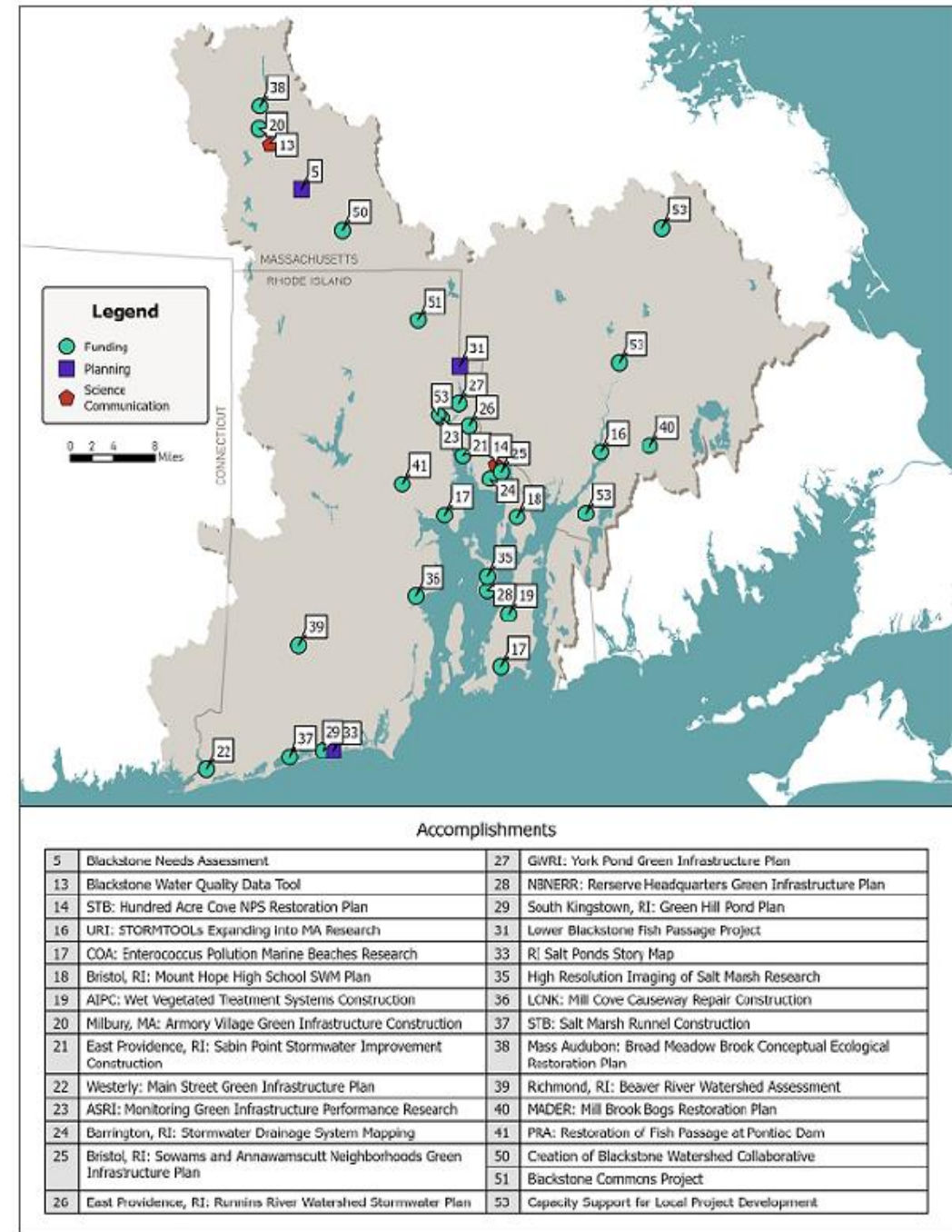
COMMITTEE ACTION:

Does the Executive Committee recommend sending the FY2023 Base Workplan and Budget *as presented or with edits* to the Steering Committee for review and approval?

**PE, BIL Long-Term Plan, Equity Plan Updates
(15 minutes)**

Program Evaluation

- Required by EPA every 5 years
- Oct 1, 2017 – September 30, 2022
- Submitted draft Narrative to EPA on May 15th that includes description of 53 accomplishments and responses to a list of questions from EPA, including response to 2018 PE
- Some totals
 - Released 33 scientific pieces and 4 watershed plans
 - Touched on all but one of the 24 CCMP objectives
 - Advanced projects that can impact 5,600 acres of resources
 - Provided \$1,600,000 to external partners
 - Brought in \$12,000,000 of leverage funds
 - Addressed all EPA comments in 2018
- Next steps
 - EPA reviewing narrative for June 12th PE Team meeting
 - Provide any feedback by June 16th
 - Site visit June 28-29th—EC invited, especially Thurs dinner
 - EPA provides results at June 30th SC meet



BIL Long-Term Plan

- Required by EPA to get BIL funds
- 1-page plan submitted to EPA on May 17th
- Just a general plan—SC must approve allocations via Workplans
- Consistent with BIL money philosophy to date of funding partners to support project development pipeline
- No BIL money allocated for NBEP staff as of now
- Can change based on subawardee performance, CCMP and local priorities, and NBEP staffing needs

Narragansett Bay Estuary Program
Bipartisan Infrastructure Law Long-Term Plan

Implementation of this Narragansett Bay Estuary Program (NBEP) Bipartisan Infrastructure Law Long-Term Plan will support local partners with the expertise and agency to advance more projects from idea to construction that reduce pollution, enhance habitat and climate resilience, improve public access to nature, and advance environmental equity. The long-term goal is to establish human infrastructure that can sustain a pipeline of high-quality projects consistent with NBEP's CCMP and local priorities. NBEP will use \$320 funds to support implementation of this program. Any allocation of funds per this plan requires approval by NBEP's [Steering Committee](#) per the program's [bylaws](#).

Award Year	Project Development Steps ⁽¹⁾	Delivery Mechanism	Description ⁽³⁾	Amounts	Additional Funding ⁽⁶⁾	Project Period	Outputs	Outcomes	
								Shorter (1-5 years)	Longer (5-10 years)
FY2022 ⁽²⁾	Steps 1-8	Direct Awards	For 1 year, funded 5 local organizations to advance projects in their service areas along Steps 1-8, two organizations to complete Steps 6/7 for 2 specific projects, and one organization to pursue step 1.	\$909,800	A comprehensive list of federal and state government sources is provided here ; municipal funds; community foundations; private donors.	10/1/22-9/30/23	42 steps advanced Two plans 45 people engaged	- More stable network of local staff and expertise. - More leverage funds obtained. - Larger pipeline of projects close to or at construction.	Project pipeline operating that constructs more high-quality projects consistent with the NBEP CCMP and local priorities.
FY2023 ⁽²⁾	Steps 1-8	Direct Awards ⁽²⁾	Continue to fund up to 4 organizations funded in FY2022 and at least 1 more organization to advance projects along Steps 1-8 in their service area.	\$459,800	See above	10/1/23-9/30/24	50 steps advanced		
	Steps 6-8	RFP	Fund development of projects that advance freshwater and estuarine habitat quality and public access in the Study Area.	\$450,000	See above	10/1/23-9/30/25	2-8 plans		
FY2024 ⁽⁴⁾	Steps 1-8	Direct Awards	Fund local organizations to advance projects along Steps 1-8 in their service area.	\$459,800	See above	10/1/24-9/30/25	60 steps advanced		
	Steps 6-8	RFP	Fund development of projects that advance the NBEP CCMP in the Study Area.	\$450,000	See above	10/1/24-9/30/26	2-8 plans		
FY2025 ^{(4),(5)}	Steps 1-9	Direct Awards	Fund local organizations to advance projects along Steps 1-9 in their service area.	\$459,800	See above	10/1/25-9/30/26	60 steps advanced		
	Steps 6-9	RFP	Fund development of projects that advance the NBEP CCMP in the Study Area.	\$450,000	See above	10/1/25-9/30/27	2-8 plans or construction projects complete		
FY2026 ^{(4),(5)}	Steps 1-9	Direct Awards	Fund local organizations to advance projects along Steps 1-9 in their service area.	\$459,800	See above	10/1/26-9/30/27	75 steps advanced		
	Steps 6-9	RFP	Fund development of projects that advance the NBEP CCMP in the Study Area.	\$450,000	See above	10/1/26-9/30/28	2-8 plans or construction projects complete		

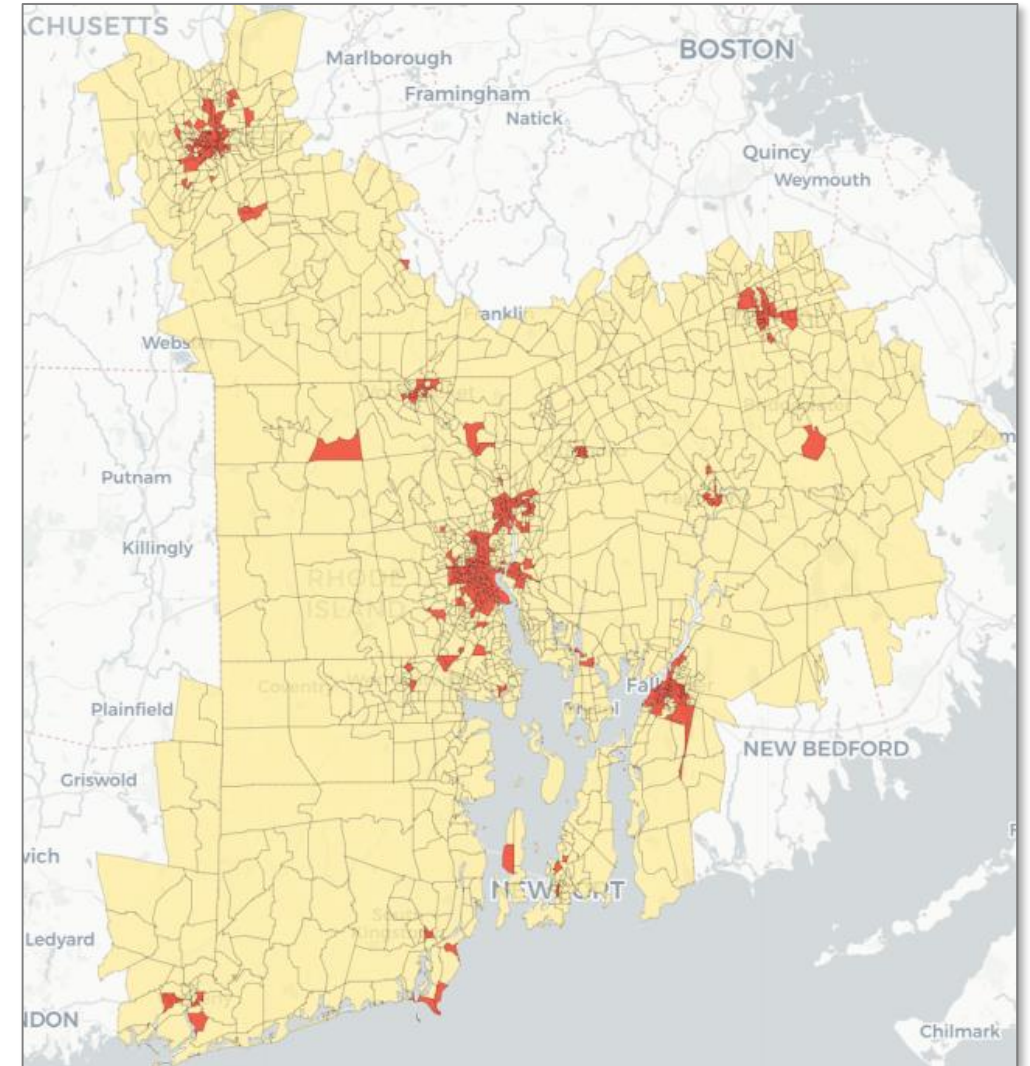
(1) See NBEP's Project Development Process graphic below.
 (2) See approved [FY2022-FY2023 NBEP BIL Workplan](#) for more specifics.
 (3) Approval from the Steering Committee will be sought in 2023 to amend the FY2022-FY2023 NBEP BIL Workplan to subaward \$459,800 to up to five local organizations.
 (4) NBEP's Steering Committee will approve Workplans for FY2024-FY2026 will specify use of funds for direct awards, project RFPs, or other purposes based on past performance deploying NBEP BIL funds, local needs, and program priorities.
 (5) The project period for FY2025 and FY2026 funds may be extended based on the expenditure of prior year funds and projects expected to be funded.
 (6) Coordination with potential partners and funders will be handled by those developing projects.

PROJECT DEVELOPMENT PROCESS

*Can take place across all steps of project development.

Equity Plan

- Required by EPA for match waiver for FY2024-FY2026 BIL funds
 - NBEP not awarding these funds until 2024 so don't need waiver until then
- Plan must include:
 - Definition of underserved communities
 - Current baseline of investment in these communities
 - Numeric target (% of BIL funds) that will benefit these communities
 - Activities planned to meet target
- “Static” map that defines underserved areas for NBEP is complete and interactive tool for partners nearly complete
- ~10-page narrative to be written in late June/early July
- Plan due July 14th (extension of June 1st EPA deadline)
- Final plan formally submitted **after** committee review/approval at their August/September meetings



Upcoming Meetings

- Steering Committee, June 30th 10:00a-12:30p hybrid at Narragansett Bay Commission in Providence
 - Review/approve FY2023 Workplan and Budget
 - EPA to present results of 2023 PE
- Executive Committee, August 8th 1-2pm via Zoom
 - Change meeting date to week of September 5th
 - Review Equity Plan

Questions, Feedback?