



# Coastal Bend Bays & Estuaries Program, Inc.

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## CBBEP Project Development Guidance

The Coastal Bend Bays & Estuaries Program (CBBEP) operates under an Annual Work Plan, and each year CBBEP works with community implementation teams to generate project proposals for inclusion in the upcoming Work Plan. These implementation teams were formed to provide oversight and guidance for ongoing projects and related monitoring and research initiatives, to help identify needs within specific priority issue areas, and to help develop project proposals that address the priority issues identified by team members.

In order for team member projects to be considered in CBBEP’s upcoming Work Plan, project proposals must be submitted for consideration and ranking by one of CBBEP’s implementation teams. In order for a project proposal to be considered by an implementation team, the following documents must be submitted to the appropriate CBBEP team leader:

1. Completed Project Development Worksheet
2. Budget (see template for suggested format)

CBBEP recognizes that in order for implementation team members to fully understand and properly rank project proposals, it may be necessary for team members to submit additional project information and documents. These items are also helpful in developing future contracts, if the project is selected for funding. Below is a list of potential supplemental information that can be submitted in conjunction with the items listed above:

1. Detailed Project Narrative (see template for suggested format and content)
2. Project Location Maps
3. Project Photos

**The project proposal documents listed above must be submitted to the appropriate CBBEP team leader for each project. The table below provides contact information for the CBBEP team leaders for Habitat and Living Resources, Water and Sediment Quality, and Human Uses implementation teams. Due dates for proposal documents are also listed below for each of these teams.**

| Habitat and Living Resources   | Water and Sediment Quality  | Human Uses  |
|--|---|---|
| Rosario Martinez<br>Senior Project Manager<br>361-336-0308<br><a href="mailto:rmartinez@cbbep.org">rmartinez@cbbep.org</a> | Rae Mooney<br>Project Manager<br>361-336-0310<br><a href="mailto:rmooney@cbbep.org">rmooney@cbbep.org</a> | Jake Herring<br>Director of Land Conservation<br>361-336-0309<br><a href="mailto:jherring@cbbep.org">jherring@cbbep.org</a> |
| <b>First Draft Due:</b> Jan 7, 2019, 12PM<br><b>Revised Draft Due:</b> Feb 4, 2019, 12PM                                   | <b>First Draft Due:</b> Jan 7, 2019, 12PM<br><b>Revised Draft Due:</b> Feb 4, 2019, 12PM                  | <b>First Draft Due:</b> TBD<br><b>Revised Draft Due:</b> TBD  |