



Protecting our bays and estuaries

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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, Human Uses, and Maritime Commerce and Dredging implementation teams. Due dates for proposals will be discussed at the implementation team meetings and reminders will be distributed by email by the team leaders, so please make sure you have contacted a team leader to be added to the appropriate contact list.

Habitat and Living Resources	Water and Sediment Quality	Human Uses	Maritime Commerce and Dredging
Rosario Martinez Senior Project Manager 361-336-0308 rmartinez@cbbep.org	Adrien Hilmy Project Manager 361-336-0316 ahilmy@cbbep.org	Jake Herring Director of Land Conservation 361-336-0309 jherring@cbbep.org	Leigh Perry Project Manager 361-336-0310 lperry@cbbep.org

CBBEP Project Development – Budget

Example Budget Table

BUDGET CATEGORY	AMOUNT
A. Personnel/Salary	\$
B. Fringe Benefits	\$
C. Travel	\$
D. Supplies	\$
E. Equipment	\$
F. Contractual	\$
G. Construction	\$
H. Other	\$
I. TOTAL DIRECT COSTS (Sum A-H)	\$
J. Authorized Indirect Costs	\$
K. TOTAL CBBEP Funding (Sum I-J)	\$

NOTE: If the project will be a multi-year effort, please break-down the total budget by year.

Budget Category Descriptions

Personnel/Salary:

Compensation of employees for the time devoted and identified specifically to the performance of the PERFORMING PARTY tasks.

Fringe Benefits:

Includes, but not limited to, costs of leave, insurance, social security contribution, Medicare contribution, pensions, unemployment benefit plans, etc.

Supplies:

Costs for materials and supplies necessary to carry out the project. This includes all supplies and any item of equipment having a purchase price of \$999 or less. Also includes shipping & freight, but taxes are unallowable. Examples of supplies:

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| Chemicals and gases | Computer supplies |
| Fuel & lubricants | Medical supplies |
| Computer software | Office consumables |
| Furniture/equipment | |

Travel:

Costs of transportation, lodging, meals, and related expenses for official staff business conducted in carrying out the contract. Travel expenses should be limited to the maximum allowed for state employees, including mileage.

Equipment:

Costs for tangible personal property having a unit acquisition cost equal to or over \$1,000 and a useful life of one year or longer. Equipment purchases and costs must be noted in the Scope of Work of the contract. Equipment should be purchased for PERFORMING PARTY use only and must be a direct cost in order to be reimbursable. Items up to \$2,000 requires one bid; items \$2,001 to \$10,000 requires three informal (phone) bids.

Contractual:

Costs including fees and travel for professional services or advice provided under a contract by a firm or individual not employed by the PERFORMING PARTY. PERFORMING PARTY has the responsibility to ensure that their contract/procurement procedures are followed and that they adhere to the Texas Civil Statutes, Article 664-4 which prohibits the selection of professional services based on competitive bids. However, when the PERFORMING PARTY selects professional engineers/professional services/consultants subcontractors to perform “nonprofessional” services (for example: non-engineering services such as monitoring, GPS, and GIS services), a bid process may be required for these services. A competitive bidding process will generally be required for all subcontracts.

PERFORMING PARTY is responsible for ensuring its subcontractor(s) maintain and submit all reimbursement documentation, which would be required for financial monitoring and/or audit. Subcontractors’ documentation should be made available during compliance monitoring and upon request by the CBBEP staff. PERFORMING PARTY is also responsible for monitoring its subcontractors to ensure they stay within the determined budget, all work is performed and on time, and that quality deliverables are received.

Construction:

The building of boardwalks, roads, drainage ditches, kiosks, bridges, etc. that is completed by the PERFORMING PARTY, and not subcontracted to a third party. PERFORMING PARTY must submit a detailed budget of items included in this category and be approved by the CBBEP. Normally, construction performed by the PERFORMING PARTY can be submitted in various other categories (i.e. ‘salaries’ for staff time, ‘supplies’ for items needed and ‘other’ for rental of machinery, etc.) and is rarely used.

Other:

List all direct cost items not identified and explained in the above categories. Some of the major expenditures included are:

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| Space & equipment rental | Security services |
| Utilities & telephone expense | Insurance & bonds |
| Data processing services | Equipment repairs or services |
| Printing & reproduction expenses | Registration fees (does not include tuition) |
| Postage & shipping (see ‘supplies’) | Advertising |
| Contract clerical/other personnel | Laboratory expenses Admin costs rendered by 3rd party, but not under a contract |
| Contract CPA or bookkeeping services | Books, periodicals, memberships |
| Janitorial services | |

Indirect costs:

PERFORMING PARTY may be reimbursed for up to 15% of the direct salary cost of providing the service (excluding overtime, and fringe benefits) as indirect costs.

Unallowable items:

Repairs to PERFORMING PARTY’S vehicles, boats, and equipment, or items bought for the repairs, even if they are used for the project.

- Travel or shipping to have PERFORMING PARTY’S vehicles, boats and equipment repaired.
- Food or beverages (other than when traveling).
- Purchases or salaries not within the scope of the project, or not within the beginning and end dates of the contract.
- Alcoholic beverages.

- Late charges or fees.
- Construction without prior written approval of CBBEP.
- Contributions or donations.
- Tuition or education costs unless specified in the contract.
- Entertainment.
- Promotional items (such as t-shirts, pens, stickers, posters, etc.)

CBBEP Project Development – Detailed Project Narrative

A. Background, Justification, and Objectives

The first sentence should describe the project purpose. The rest of this section should be project justification and objectives. What needs will the project address and/or what questions will the project answer? Please be as specific as possible. If the project follows-up or expands on previous work (especially if that work was funded by CBBEP), please explain. If this is the first phase of a larger project, please explain what follow-up will be needed.

B. Methodology

If appropriate, provide a brief narrative summary of the methodology to be used for the project.

C. Specific Tasks and Deliverables

Suggest specific wording for tasks and deliverables to be defined in a Scope of Work.

D. Timeline

Please be realistic. If a QAPP is required, allow ample time for development (typically 30 days) and review (typically 60 days) before project implementation begins. Are there any seasonal considerations that need to be taken into account when implementing the project (e.g., winter and summer data collection, performing work outside of bird nesting seasons)?