

WESTERN NEW YORK GREAT LAKES RESTORATION GRANT PROGRAM



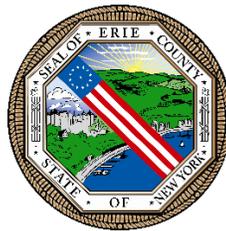
**BUFFALO NIAGARA
WATERKEEPER®**

**Great Lakes
RESTORATION**



Community Foundation
for Greater Buffalo

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2026 REQUEST FOR APPLICATIONS

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Section 1 - Introduction

The [Western New York Great Lakes Restoration Grant Program](#) (WNYGLRGP) is designed to advance the goals of the [Great Lakes Restoration Initiative](#) (GLRI) by ensuring that communities within the Lake Erie/Niagara River watershed receive funding, technical support, and organizational capacity building to advance Great Lakes environmental restoration. This program aligns with the U.S. Environmental Protection Agency (EPA) commitment to the Great Lakes by directing funds to help communities undertake environmental restoration projects and access federal funding.

The WNYGLRGP is funded under the Great Lakes Restoration Community Projects Grant Program (GLRCPGP), which is a new initiative of the [Great Lakes National Program Office](#) (GLNPO) to fulfill commitments under the [Great Lakes Water Quality Agreement](#) (GLWQA) and [GLRI Action Plan IV](#). As a pass-through entity, Buffalo Niagara Waterkeeper will award funds to local organizations that implement projects addressing invasive species control efforts, habitat restoration, and stormwater runoff reduction.

This program is funded through the federal [Environmental Protection Agency](#) (EPA) [Great Lakes Restoration Initiative](#) (GLRI) and is managed by [Buffalo Niagara Waterkeeper](#) (BNW) in partnership with [Community Foundation for Greater Buffalo](#) (CFGB), [Erie County Department of Environment and Planning](#) (ECDEP), and [Lake Erie Watershed Protection Alliance](#) (LEWPA).

Section 2 - Contact Information

For questions about this funding opportunity, please contact:

Bonnie Majda, Administrative Assistant
Buffalo Niagara Waterkeeper
bmajda@bnwaterkeeper.org

Use email subject **“WNYGLRGP Question”**. NO PHONE CALLS.

For questions about how to access and use the online grant portal, please contact:

Sarah Johnson, Grant Management Associate
Community Foundation for Greater Buffalo
sarahj@cfgb.org

Use email subject **“WNYGLRGP Question”**. NO PHONE CALLS.

Section 3 - Key Dates

- Request for Applications (RFA) Release:** Monday, March 16, 2026
- Informational Webinar:** Thursday, March 26, 2026 at 11:00 AM EST
- Questions Due:** Wednesday, April 8, 2026 by 3:00 PM EST
- Letter of Intent Due:** Friday, April 17, 2026 by 3:00 PM EST
- Letter of Intent Decision Notification:** June 2026
- Full Application Due:** July 2026
- Full Application Decision Notification:** October 2026
- Award Announcement:** November 2026
- Earliest Award Start Date:** January 2027

Section 4 - Anticipated Awards

Buffalo Niagara Waterkeeper anticipates awarding up to 10 awards totaling up to \$1,650,000 through this 2026 Request for Applications (RFA). Applicants may request funding for one proposal between \$25,000 and \$500,000.

Section 5 - Eligible Applicants and Partnership Structure

Eligible applicants include:

- Non-profit Organizations
- Tribal Governments
- Municipal Governments
- Quasi-municipal Entities
- Public or Non-profit Institutes of Education

Applicants may apply as a single organization or as part of a partnership. For the purposes of this program, a “partnership” is a group of two or more eligible entities that will create a formal collaboration through a subrecipient relationship to complete the proposed project. Each member of the “partnership” is referred to as a “partner.”

If applying as a partnership, one eligible organization must serve as the lead applicant and will be responsible for submitting the application through the online grant portal. Partner organizations do not need to create separate accounts. Please refer to the definitions of applicant, application, partner, partnership, pass-through entity, subaward, and subrecipient in [Appendix A - Key Terms](#) for more details.

The lead applicant must include letters of partnership commitment from all partners outlining their roles in the LOI submission. Please see the template letter of partnership commitment in [Appendix B - Application Materials](#).

Individuals and for-profit businesses cannot apply or be listed as partners. Individuals and for-profit businesses may be used as contractors if selected through proper procurement processes outlined in [Section 9.6 - Procurement Requirements](#). For example, a non-profit lead applicant may competitively procure a for-profit engineering firm as a contractor to design and build green infrastructure.

Lead applicants will be notified of any proposed partnerships that are determined ineligible after the LOI is submitted and before the invitation to submit a full application is released.

Section 6 - Project Eligibility

Section 6.1 - Eligible Project Locations

Projects must be located in Western New York within the Niagara River/Lake Erie watershed. Please consult the [WNY Great Lakes Restoration Grant Program Interactive Map](#) to view the eligible project location area.

Section 6.2 - Eligible Project Types

Applicants may submit projects that address one or more of the following project types:

Project Type A - Invasive Species Control Efforts

Projects that prevent, control, or mitigate the spread of aquatic or terrestrial invasive species through public education, outreach, or direct eradication efforts (if chemical application is required, it must be applied by a licensed applicator). Example activities include but are not limited to:

- Traditional aquatic or terrestrial invasive species control projects to prevent the further spread of a species or retreatment projects to ensure the success of a previously treated area;
- Installation of boat washing stations, boat inspection stations, and boater education and outreach to prevent the spread of aquatic invasive species; and
- Public education and awareness initiatives to prevent the spread of invasive species

Project Type B - Habitat Restoration

Projects aimed at improving water quality and enhancing natural ecosystems. Example activities include but are not limited to:

- Streambank stabilization and erosion control using primarily nature-based techniques;
- Restoration of streams, riparian corridors, or coastal areas to improve habitat connectivity; and
- In-stream enhancements to improve aquatic habitat.

Project Type C - Stormwater runoff reduction

Projects that reduce or prevent stormwater runoff to improve and sustain water quality. Example activities include but are not limited to:

- Construction or enhancement of wetlands, rain gardens, or bioswales to treat stormwater;
- Implementation of green infrastructure practices; and
- Projects designed to reduce or prevent runoff, flooding, and erosion.

Section 6.3 - Eligible Co-benefit Project Activities

Applications that achieve one or more of the above eligible project types may also include, as a secondary activity, activities that provide hands-on, place-based experiential learning opportunities to engage K-12 students in Great Lakes environmental stewardship. Stand alone youth education/stewardship projects are not eligible for funding. Examples of how to include youth education/stewardship activities into the eligible project types above include but are not limited to:

- After-school environmental clubs or mentoring programs focused on hands-on watershed education;
- Field-based learning experiences introducing students to Great Lakes ecosystems; and
- Environmental stewardship or hands-on work shadowing experience on local watershed projects.

Section 6.4 - Eligible Project Timeframe

Project activities may begin as early as January 1, 2027, and must finish no later than September 30, 2029. The specific start and end dates will be finalized with the applicant if the project is selected for award.

Section 6.5 - Required Environmental Project Deliverables

Projects must have environmental deliverables that implement activities that address (1) at least one of the GLRI Action Plan IV Measures of Progress listed below and (2) at least one priority identified within federal, state, regional, local, or community planning documents or data that advances ecosystem restoration within the Niagara River/Lake Erie watershed. Environmental deliverables may overlap, meaning that the same environmental deliverable may satisfy both, a GLRI Action Plan IV Measure of Progress and a local priority. For example, a streambank restoration project might contribute to GLRI Measure 3.2.3 (acres of habitat restored) and align with a priority in a city's Local Waterfront Revitalization Plan calling for improved riparian habitat along that stream.

Eligible GLRI Action Plan IV Measures of Progress include:

- 2.1.1 – Number of regional introduction pathways for non-native species invasion addressed through comprehensive approaches.
- 2.3.1 – Acres controlled for invasive species to benefit habitats, native species and communities.
- 3.2.1 – Estimated gallons (in millions) of stormwater runoff reduced.
- 3.2.2 – Miles of Great Lakes streams and shoreline restored or protected.
- 3.2.3 – Acres of riparian buffers, wetlands and floodplains restored or reconnected.
- 4.1.1 – Acres of coastal wetland, nearshore and other habitats protected or enhanced.

Examples of regional, local, or community planning documents or data can include, but are not limited to:

- [Lake Erie Lakewide Action and Management Plan \(2019-2023\)](#)
- [New York's Great Lakes Action Agenda 2023](#)
- [Regional Niagara River/Lake Erie Watershed Management Plan](#)
- [Local Waterfront Revitalization Plans in Western New York](#)
- Municipal Hazard Mitigation Plans
- Municipal master plans
- Published planning recommendations
- Locally sourced community surveys

Section 6.6 - Required Community Participation Project Deliverables

Projects must have community participation deliverables that are appropriate for the project work involved. Projects must describe a strategy to inform or engage the

community affected by the project work with timely opportunities for awareness of project activities and/or meaningful involvement in the project. Projects must also describe anticipated outcomes from the community awareness and/or participation activities.

See the definitions in [Appendix A - Key Terms](#) for more details about community participation and meaningful involvement. Resources to assist with research and planning for community participation for the project are provided in [Appendix D - Application Development Resources](#).

Section 7 - Eligible and Ineligible Use of Funds

Section 7.1 - Eligible Use of Funds

Funding may be used for project costs including personnel, fringe benefits, travel, equipment, supplies, contractual, construction, and other costs necessary for the project. Indirect costs are allowable. Details about these funding categories can be found in [Appendix C - Budget Information](#).

Applicants submitting a Letter of Intent must share their estimated total funding request. Applicants invited to submit a full application must provide a complete budget and budget narrative to describe their anticipated costs using the template budget workbook provided in [Appendix B - Application Materials](#). The budget narrative must describe the justification for each budgeted cost category.

Section 7.2 - Ineligible Use of Funds

Funds may not be used for scientific research or studies; projects focused solely on improving access, recreational activities, workforce development activities, or environmental monitoring activities; septic system work to include inspection, maintenance, repair, or installation; activities outside the historic Great Lakes basin; lobbying activities; international travel; and any costs prohibited by federal regulations (see [Section 9.9 - General Terms and Conditions](#) for more details). Projects selected for award will have their budget reviewed for compliance before the final budget is approved.

Section 8 - Match & Leverage

This program does not require matching funds. Applicants may share information about additional secured or anticipated leverage for the proposed project. While leverage is optional and will not impact application eligibility or evaluations, it can help reviewers

understand how this project fits into broader efforts or supports larger, complementary initiatives. Please refer to definitions for match and leverage in [Appendix A - Key Terms](#).

If the project relies on additional, unsecured funding beyond this grant request, applicants must explain how they will adapt or scale their project if those funds do not become available by the time of contracting.

Applicants may also indicate if they intend to use this grant funding as match for other non-federal funding sources. Funds from GLRI cannot be used as match for active GLRI-funded projects or other federal funding sources. This information is for context only and will not affect application eligibility or evaluations. It allows us to better understand how this grant may support a larger funding strategy or advance broader programmatic goals.

Section 9 - Award Requirements

Applicants selected for award will be required to adhere to the requirements detailed below. Awardees will not be expected to navigate these requirements alone. BNW and its partners will provide technical assistance to help awardees understand and comply with these federal and EPA requirements. More information about available support resources can be found in [Section 12 - Application Support Materials](#) and [Section 13 - Awardee Technical Assistance and Capacity Building](#).

Section 9.1 - Pre-Award Agreement Requirements

Applicants selected for an award must have the following or be willing and able to obtain the following prior to executing an award agreement:

- Federal Employer Identification Number (EIN)
- Federal System of Award Management (SAM) registration
- Unique Entity ID (UEID) from SAM registration
- Have proof of a negotiated federal indirect cost rate (if none, you may choose the *de minimis* 15% indirect cost rate)
- Proof of insurance policies, as required

Section 9.2 - Workshop Requirements

Awardees will be required to attend two (2) training workshops. These workshops will address topics that are relevant to all Awardees. The first workshop will primarily focus on grant requirements and will cover topics to include, but not limited to: GLRI background and goals, EPA subaward general terms and conditions, EPA quality assurance standards, invoicing requirements, reporting requirements, recordkeeping requirements, procurement

requirements, financial management best practices, and project management best practices. The second workshop will primarily focus on providing tailored support to Awardees as they increase their understanding and capacity to administer their award.

Each workshop will be approximately 4 hours and will take place in the City of Buffalo. The lead project manager must attend each workshop. Other project staff or partners are allowed to attend each workshop. Specific workshop dates will be scheduled after coordination with all Awardees. Please consider factoring this time and travel into the project budget.

Section 9.3 - Reporting Requirements

Awardees must submit quarterly progress reports. Report requirements include programmatic reporting, expenditure reporting, quality assurance reporting, and performance metrics reporting. Awardees will be provided with a quarterly progress report template and specific guidance on how to complete and submit quarterly progress reports upon execution of the award agreement. Information in quarterly progress reports will be used to inform Buffalo Niagara Waterkeeper's monitoring activities, progress reports to EPA, and for public communication materials.

Section 9.4 - Review Requirements

Awarded projects will be reviewed by Buffalo Niagara Waterkeeper staff at least three times per year. The purpose of these reviews is to build an ongoing process involving continuous communication, analysis, evaluation, and adaptive management. Reviews are also an opportunity to identify accomplishments that might be shared as best practices in Great Lakes restoration and meaningful community involvement work. Buffalo Niagara Waterkeeper will coordinate with each Awardee to schedule periodic in-person and virtual review sessions.

Section 9.5 - Invoice Requirements

Awardees will be required to submit reimbursable invoices. Invoices must be submitted at least quarterly and at most monthly. Each invoice must include detailed documentation of actual expenditures before payment can be processed.

Awardees who do not have sufficient funds on hand to begin their project may request a *Working Capital Advance*, a form of upfront payment intended to help cover projected costs during the initial startup period, not to exceed two (2) months. This option is designed for organizations that may not have the cash flow at the beginning of the project to wait for reimbursement. The amount and terms of the Working Capital Advance will be discussed

and agreed upon prior to execution of the award agreement. After the advance period ends, all subsequent invoices must be submitted for reimbursement of the costs incurred. Refer to the definition of “Working Capital Advance” in [Appendix A - Key Terms](#).

Section 9.6 - Procurement Requirements

Awardees will be required to follow federal procurement standards. Awardees must have documented procurement procedures and conflict of interest policies before execution of the award agreement. Generally, goods or services costing more than \$10,000 will require simplified acquisition procedures such as price or rate quotations from an adequate number of qualified sources. Goods or services costing more than \$350,000 will require formal procurement methods such as sealed bids or requests for proposals.

Where there is a conflict between an organization’s procurement policies and the federal standards, the stricter standard must apply. For more details on procurement requirements, please see [Section 9.9 - General Terms and Conditions](#).

Section 9.7 - Quality Assurance Project Plan (QAPP) Requirements

Projects may be required to have a Quality Assurance Project Plan (QAPP) approved by EPA before work on the project may begin. A QAPP is required for projects that involve Environmental Information Operations (EIO), which includes work performed to collect, produce, evaluate, or use environmental information and the design, construction, operation, or application of environmental technology. Full applications will be reviewed by EPA to determine if a QAPP is required. If a QAPP is required for the project, the Awardee will be notified in their letter of award.

Buffalo Niagara Waterkeeper will offer QAPP consulting services by a third-party consultant to assist Subrecipients with the QAPP development and approval process. The third-party QAPP consultant will be paid directly by Buffalo Niagara Waterkeeper. Estimates for third-party QAPP consulting services do not need to be included in the project budget. However, the applicant should factor in staff time working with the third-party QAPP consultant.

Section 9.8 - Subrecipient Requirements

Awardees that work in partnership with one or more organizations that are determined to have a subrecipient relationship will have additional requirements. The primary award agreement will be between BNW and the lead applicant of the partnership. The lead applicant will be required to execute subaward agreements with each subrecipient organization. A subaward may be provided by any form of legal agreement that complies

with 2 CFR 200.332. All federal and EPA regulations, policies, and standards must be followed by the primary awardee and any subrecipients.

Refer to [2 CFR 200 Subpart D – Subrecipient Monitoring and Management](#) and the [EPA Subaward Policy](#) for more information on subrecipient determinations and requirements.

Section 9.9 - General Terms and Conditions

Awardees will be required to maintain compliance in accordance with current federal and EPA regulations, policies, and standards. This includes, but is not limited to:

- [2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- [2 CFR 200 Subpart D – Subrecipient Monitoring and Management](#)
- [2 CFR 200 Subpart E – Cost Principles](#)
- [2 CFR 200.305\(b\) – Working Capital Advance](#)
- [EPA General Terms and Conditions](#)
- [EPA Subaward Policy](#)
- [EPA Quality Assurance Project Plan Standard](#)
- [EPA Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#)
- [EPA Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#)
- [EPA Guidance on Participant Support Costs](#)
- [EPA Micro-Purchase and Simplified Acquisition Threshold for Procurements by EPA Assistance Agreement Recipients and Subrecipients](#)

Section 10 – How to Apply

All application materials must be submitted through the online application portal managed by Community Foundation for Greater Buffalo at <https://www.grantinterface.com/sl/XIPT5n>.

Applicants must have an account or create an account through the online application portal to submit application responses and materials. If you need assistance logging in or creating an account, please contact Sarah Johnson at sarahj@cfgb.org.

Applicants may only submit one proposal. A Letter of Intent (LOI) is due no later than **3:00 PM EST on Friday, April 17, 2026**. The selection committee will provide feedback on all LOI submissions and intends to invite up to 30 applicants to submit a full application. The invitation to submit a full application will provide details on the full application process, requirements, and due date.

Section 10.1 – LOI Submission Requirements

Applicants must submit the following items as part of the Letter of Intent:

- Responses to questions asked in the online application portal
- An estimated total funding request for the proposal
- Submission of the proposed project location(s) through the [WNYGLRGP Project Location Survey](#)
- IF APPLICABLE** – Letter(s) of Partnership Commitment on official letterhead from each partner organization (combine and upload as one PDF)
- OPTIONAL** – Letter(s) of Support or other written communication from individuals or organizations that demonstrate community support for the proposed project (combine and upload as one PDF)

Section 10.2 – Full Application Submission Requirements

Applicants must submit the following items as part of the full application:

- Responses to questions asked in the online application portal
- A completed budget workbook with details of the funding request
- A budget narrative that justifies the expenses listed in the budget workbook
- IF APPLICABLE** – Letter(s) of Landowner Commitment on official letterhead from each landowner (combine and upload as one PDF)

Section 11 - Evaluation Criteria

Applications will be evaluated based on the criteria in this section. The purpose of the LOI stage is to limit applicant burden while supporting necessary and sufficient review of projects to identify up to 30 proposals to advance to full applications. Full applications build on the LOI responses and provide the additional details needed for grant selection review.

1. Eligibility, Completeness, and Program Requirements

Evaluation Criteria: The submission is complete and meets the basic eligibility and program requirements described throughout the RFA Instructions.

LOI Stage: The LOI includes required submission information and any required attachments and demonstrates basic alignment with program eligibility and required deliverables.

Full Application Stage: The Full Application confirms eligibility and demonstrates a readiness to comply with Award Requirements based on narrative responses and required attachments.

2. Quantifiable Contribution Toward GLRI Measure(s) of Progress

Evaluation Criteria: The proposed project clearly contributes to GLRI Measure(s) of Progress and proposes appropriate, quantifiable metrics for the project type.

LOI Stage: The applicant identifies the relevant GLRI Measure(s) of Progress and describes expected environmental outcomes and anticipated quantifiable metrics.

Full Application Stage: The applicant provides clear, project-specific activities to achieve the environmental outcomes and provides a credible approach for tracking and reporting quantifiable metrics tied to the selected GLRI Measure(s) of Progress.

3. Supports Local or Regional Environmental Priorities

Evaluation Criteria: The proposed project addresses priorities reflected in regional, local, or community environmental plans or data and proposes appropriate quantifiable and/or qualitative metrics to demonstrate progress.

LOI Stage: The applicant identifies the regional, local, or community environmental planning document(s) or data informing the project and describes the type of quantifiable and/or qualitative information the project expects to use to demonstrate progress.

Full Application: The applicant clearly links project activities and outcomes to the identified priorities and describes how quantifiable and/or qualitative metrics will be collected, documented, and reported to demonstrate progress.

4. Community Participation Approach

Evaluation Criteria: The proposed project includes a strategy for community participation and meaningful involvement that is appropriate for the project type and supports delivery of the proposed environmental and community outcomes.

LOI Stage: The applicant describes the community or communities affected by the proposed project work, a summary of the community participation approach, and the types of meaningful awareness or involvement community members will have with the project and/or project staff in decision-making processes.

Full Application Stage: The applicant provides a clear community participation strategy that describes meaningful awareness or involvement opportunities, timing of community participation activities, roles of staff or partners in delivering the community participation plan, and the intended outcomes from community participation activities.

5. Work Plan Feasibility

Evaluation Criteria: The proposed project work plan has a sound and feasible approach that is realistic for the proposed scope of work and timeframe.

LOI Stage: The applicant presents a clear and realistic approach for the proposed scope of work and timeframe and identifies key staff, partners, or technical experts needed to accomplish the proposed scope of work.

Full Application Stage: The applicant provides a clear, logical, and achievable work plan and timelines, demonstrates appropriate expertise, and address key implementation considerations.

6. Readiness to Proceed

Evaluation Criteria: The proposed project is positioned to successfully initiate and complete work within the eligible project timeframe.

LOI Stage: The applicant describes the current status of planning, timeframe for implementation start and completion, and identifies key readiness considerations such as any applicable permits, landowner access status, partnership agreements, and existing community support.

Full Application Stage: The applicant provides the implementation details needed to support readiness, including any required permissions, landowner access documentation (if applicable), and other conditions that affect the ability to proceed.

7. Cost Reasonableness and Justification

Evaluation Criteria: The proposed project requested funding is reasonable for the proposed scope of work and the funding justification supports successful completion of the project.

LOI Stage: The applicant’s funding request appears reasonable for the proposed work and the applicant identifies any reliance on leverage funds or additional funding (if applicable), including whether the project can be scaled based on funding availability.

Full Application Stage: The budget workbook and budget narrative demonstrate cost effectiveness and are well-justified for the proposed scope of work that does not rely entirely on uncertain or speculative future funding.

Section 12 - Application Support Materials

Applicants may need technical assistance during the application process. The WNYGLRGP has developed the resources below to reduce common barriers and support applicants:

- **Recorded Webinar:** A webinar will be held via Zoom and published on the grant webpage at <https://bnwaterkeeper.org/grantprogram/>.
- **Frequently Asked Questions (FAQ) Resource:** Questions and responses will be published on the grant webpage at <https://bnwaterkeeper.org/grantprogram/>.

<p>Questions About Funding Opportunity <i>Due by Wednesday, April 8, 2026 no later than 3:00 PM EST</i></p>	<p>Bonnie Majda, Administrative Assistant Buffalo Niagara Waterkeeper bmajda@bnwaterkeeper.org</p>
<p>Questions About Online Application Portal</p>	<p>Sarah Johnson, Grant Management Associate Community Foundation for Greater Buffalo sarahj@cfgb.org</p>

- **Appendix A - Key Terms:** This appendix provides a glossary of key terms used in the RFA instructions as well as links to direct sources for more information.
- **Appendix B - Application Materials:**
 - **Application Worksheet:** The application worksheets contain the questions that will be asked in the LOI and Full Application. This is provided to develop

your responses before submission and to provide a preview of what will be asked for the full application.

- **Budget Workbook:** The budget workbook provides a space to develop your project budget. It is organized to follow federal budget categories and has automated calculations to assist with budget development. A summary page is provided for a final snapshot view of the entire budget.
- **Letter of Partnership Commitment Template:** This is a template letter that can be used to show commitment from project partners. The final submission uploaded into the grant application portal should be on official letterhead of the partnering organization(s).
- **Letter of Landowner Commitment Template:** This is a template letter that can be used to show commitment from landowners. The final submission uploaded into the grant application portal should be on official letterhead of the landowner(s).
- **Appendix C - Budget Information:** This appendix summarizes federal budget category definitions and provides instructions on what will need to be described in the full application budget narrative.
- **Appendix D - Application Development Resources:** This appendix provides additional resources relevant to GLRI and local environmental restoration goals and tools to assist with developing your project and application responses. This appendix also provides resources for planning for appropriate levels of community participation.

Section 13 - Awardee Technical Assistance and Capacity Building

The Western New York Great Lakes Restoration Grant Program provides technical assistance to aid awardees through all stages of award process. This includes technical assistance during the grant agreement preparation phase, grant agreement execution phase, and grant performance period.

Buffalo Niagara Waterkeeper (BNW) will work with awardees to assist with achieving requirements necessary before agreement execution and during the project performance period. This may be in the form of direct assistance from BNW staff or connections to other technical assistance providers depending on the needs of the selected awardees.

Appendix A - Key Terms

Applicant refers to an eligible organization that submits letter of intent for funding through the Western New York Great Lakes Restoration Grant Program.

Application refers to the responses and materials submitted by an applicant in order to complete submission of the Letter of Intent and the Full Application in accordance with the Western New York Great Lakes Restoration Grant Program process.

Award refers to a legal agreement in which Buffalo Niagara Waterkeeper and an entity execute in order to agree upon the scope of work, amount of funding, and terms and conditions related to a project selected in accordance with the Western New York Great Lakes Restoration Grant Program Request for Applications process.

Awardee refers to an entity that receives an award directly from Buffalo Niagara Waterkeeper to carry out a project selected through the Western New York Great Lakes Restoration Grant Program Request for Applications process.

Community as defined by EPA refers to a group of individuals living in geographic proximity to one another, or a geographically dispersed set of individuals, where either type of group experiences common conditions.

Community Participation refers to the activities, strategies, and processes that directly inform or engage members of the public in the project work. Forms of community participation can include informing (providing information for public understanding), consulting (obtaining public feedback), involving (working directly with the public to ensure concerns and ideas are understood and considered), collaborating (partnering with the public to identify preferred decision-making items), or empowering (placing final decision-making in the hands of the public).

Contract as defined by [2 CFR 200.1](#) refers to, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient conducts procurement transactions under a Federal award.

Contractor as defined by [2 CFR 200.331\(b\)](#) refers to an organization that enters into a contract agreement for the purpose of obtaining goods and services for the Awardee's use and creates a procurement relationship with a contractor.

Characteristics that support a procurement relationship between the Awardee and a contractor include, but are not limited to, when the contractor:

- (1) Provides the goods and services within normal business operations;
- (2) Provides similar goods or services to many different purchasers;

- (3) Normally operates in a competitive environment;
- (4) Provides goods or services that are ancillary to the implementation of a Federal program; and
- (5) is not subject to compliance requirements of a Federal program as a result of the agreement. However, similar requirements may apply for other reasons.

Environmental Information Operations (EIO) as defined by [EPA Environmental Information Quality Policy](#) refers to work performed to collect, produce, evaluate, or use environmental information and the design, construction, operation, or application of environmental technology.

Leveraged resources refers to additional secured funds or in-kind resources from the applicant or third-party sources that will support or complement the proposed project beyond the funding requested in the application. Examples of leverage can include cash contributions, donated staff time, donated materials, volunteer services, or other resources that contribute to the project.

Match refers to a portion of the project costs that is shared and/or not covered by this grant and is instead provided by the applicant or another source. Match can include cash, donated services, staff time, materials, or other resources that directly support the project. If match is required by a grant, it must be verifiable, necessary for the project, and not funded by another federal grant unless allowed. For this program, match is not required, but applicants may use this grant as match for other non-federal funding sources. Funds from GLRI cannot be used as match for active GLRI-funded projects or other federal funding sources.

Meaningful involvement as defined in [GLRI Action Plan IV](#) means providing timely opportunities for members of the public to share information or concerns and participate in decision-making processes; fully considering public input provided as part of decision-making processes; seeking out and encouraging the involvement of persons and communities potentially affected by activities; and providing technical assistance, tools, and resources to assist in facilitating meaningful and informed public participation, whenever practicable and appropriate.

Partner refers to an eligible organization that is a member of a Partnership.

Partnership refers to a group of eligible organizations according to [Section 5 - Eligible Applicants and Partnership Structure](#) that apply for funding to work together on the same project and will create a formal collaboration through a subrecipient relationship to complete the proposed project. The partnership must designate a lead organization that will submit the application and will be the primary point of contact for the application. Other eligible organizations in the partnership must provide Letters of Partnership Commitment to the lead applicant to include in the application Letter of Intent submission. Please reference [Appendix B - Application Materials](#) for a template of a Letter of

Partnership Commitment. If awarded, the lead applicant will act as the primary awardee and will have pass-through entity responsibilities. The other eligible organizations in the partnership will act as subrecipients to the lead applicant.

Pass-through entity as defined by [2 CFR 200.1](#) refers to a recipient or subrecipient that provides a subaward to a subrecipient (including lower tier subrecipients) to carry out part of a Federal program. The authority of the pass-through entity under this part flows through the subaward agreement between the pass-through entity and subrecipient. Buffalo Niagara Waterkeeper is the recipient of this program and is the main pass-through entity. Organizations that receive an award through this program are considered subrecipients. Subrecipients act as a pass-through entity if they enter a subaward agreement with a partner.

Program Participant as defined by [2 CFR 200.1](#) refers to an individual participating in or attending program activities under a Federal award, but is not responsible for implementation of the Federal award. Examples of program participants may include community members participating in a community outreach program, members of the public whose perspectives or input are sought as part of a program, students engaged by program activities, or attendees of public meetings.

Program Participant Support Costs as defined by [2 CFR 200.1](#) refers to direct costs that support program participants and their involvement in a Federal award, such as stipends, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of program participants.

Quality Assurance Project Plan (QAPP) as defined by [EPA Environmental Information Quality Policy](#) refers to a planning document related to a project or program that describes in comprehensive detail the necessary quality assurance / quality control (QA/QC) requirements and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance and acceptance criteria.

Recipient as defined by [2 CFR 200.1](#) refers to an entity that receives a Federal award directly from a Federal agency to carry out an activity under a Federal program. Buffalo Niagara Waterkeeper is the recipient of the WNYGLRGP as it received a Federal award directly from U.S. EPA.

Subaward as defined by [2 CFR 200.1](#) refers to an award provided by a pass-through entity, such as the awardee, to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria in with [2 CFR 200.331](#), including an agreement the pass-through entity considers a contract.

Subrecipient as defined by [2 CFR 200.1](#) and [2 CFR 200.331\(a\)](#) refers to an organization that receives a subaward from a pass-through entity, such as the awardee, to carry out a portion of the Federal award. The selected characteristics that support the classification of the entity as a subrecipient include, but are not limited to, when the entity:

- (1) Determines who is eligible to receive what Federal assistance;
- (2) Has its performance measured in relation to whether the objectives of a Federal program were met;
- (3) Has responsibility for programmatic decision-making;
- (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- (5) Implements a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

Working Capital Advance as addressed in [2 CFR 200.305\(b\)\(4\)](#) allows for advance payments to the subrecipient for an initial startup period where the pass-through entity has determined that reimbursement is not feasible because the subrecipient lacks sufficient cash on hand to pay for approved project expenses such as wages, supplies, contracted services, etc. The initial startup period and working capital advance will cover a period not to exceed two (2) months. After the initial startup period is over, all payments will be made on a reimbursement basis. The subrecipient must provide documentation of expenses made from the working capital advance at the end of the initial start-up period. If there are remaining funds from the working capital advance, the subrecipient must report the amount that was not spent and a reason why. Buffalo Niagara Waterkeeper will determine if remaining working capital advance funds need to be returned or spent on another part of the project.

Youth refers to school-aged children from Kindergarten through 12th grade.

Appendix B - Application Materials

Online Grant Portal (Webpage Link)

All LOI and Full Application response and attachment submissions must be uploaded into the online application portal at <https://www.grantinterface.com/s/XIPT5n>. Applicants must use an account through the online portal to access and submit an application.

WNYGLRGP Application Worksheet (MS Word Document, .docx)

The WNYGLRGP Application Worksheet is a resource for developing responses for the LOI and Full Application. This application worksheet mirrors the questions asked in the Online Grant Portal. It may be helpful to use this document to draft and edit responses before entering final submission responses into the online grant portal.

WNYGLRGP Application Budget Workbook (MS Excel Spreadsheet, .xlsx)

The WNYGLRGP Application Budget Workbook is a resource for developing the funding request for the application. This budget workbook has multiple tabs and detailed instructions. It may be helpful to use this document to develop the estimated funding request for the LOI submission. Applicants invited to submit a Full Application will be required to upload a completed WNYGLRGP Application Budget Workbook as part of their Full Application submission.

Template Letter of Partnership Commitment (MS Word Document, .docx)

The Template Letter of Partnership Commitment is a template to use for applicants submitting a project on behalf of a partnership. The lead applicant must submit letters of partnership commitment from each organization of the proposed partnership with the LOI submission. Letter(s) of partnership commitment submitted in the online grant portal must be on official letterhead from each partner organization and signed (physically or digitally) by an authorized official of the organization.

Template Letter of Landowner Commitment (MS Word Document, .docx)

The Template Letter of Landowner Commitment is a template to use for applicants submitting a project that required land access on property not owned by the applicant. The applicant must submit a letter of landowner commitment from each property owner requiring land access with the Full Application submission. Letter(s) of landowner commitment must be on official letterhead from each landowner and signed (physically or digitally) by the landowner or authorized official of the landowner.

Appendix C - Budget Information

Full applications will require submission of a budget and budget narrative. Please see the WNYGLRGP Application Budget Workbook Template found in [Appendix B - Application Materials](#) for submission of the budget. The budget narrative should provide written details describing the items listed in each budget category in the submitted budget workbook. A description of each budget category and the budget narrative requirements are listed in the table below.

Budget categories are for the lead applicant. Projects with partnerships where a subrecipient relationship is determined must include all subrecipient expenses in the Other budget category.

Table 1 – Budget Category Descriptions and Budget Narrative Requirements

Personnel	
Description:	The Personnel budget category includes salaries and wages, for employees of the lead applicant organization directly working on the project.
Budget Narrative Requirements:	List employees by title, description of role, hourly pay rate, and estimated hours to work on the project.
Fringe Benefits	
Description:	The Fringe Benefits category includes employer-provided benefits given to employees in addition to wages or salaries. These costs are only allowable for employees whose compensation will be included in the project and must be based on actual hours worked on the project. Fringe benefits include but are not limited to, legally required benefits, such as unemployment insurance and workers' compensation, and employer-sponsored benefits, such as health insurance, retirement plans, and life insurance.
Budget Narrative Requirements:	Identify the fringe benefit rate (typically a percentage of salaries) and detail the types of benefits included in the rate provided.
Travel	
Description:	Travel costs for staff members include transportation (mileage, rental vehicles, bus/train fares), lodging and per diem (food and incidental expenses) that are necessary for project implementation and activities, such as site inspections, training, or meetings. International travel is not an allowable cost.
Budget Narrative Requirements:	Describe the purpose and the assumptions used in estimating the cost of all travel expenses for staff. Provide justification for the travel

	expenses such as estimated number of trips, destinations, miles, and costs.
Equipment	
Description:	Equipment refers to tangible, non-expendable property with a useful life span of more than one year and a cost of \$5,000 or more per unit. Equipment is purchased directly for the project (not rented).
Budget Narrative Requirements:	Provide a detailed list and general description of the equipment to be purchased, justification explaining why the equipment is necessary for the project, and an explanation of how the equipment will be stored and maintained.
Supplies	
Description:	Supplies include tangible property that are necessary for project implementation and activities, such as office supplies, lab materials, laptops, safety gear, and other consumable items.
Budget Narrative Requirements:	Provide a detailed list and general description of the supplies to be purchased and justification explaining why the supplies are necessary for the project.
Contractual	
Description:	The Contractual budget category covers goods (including intellectual property such as software licenses) and services acquired from a third party secured through a contract. Such services include consultants or professional services (e.g., design firms, technical advisors, trainers).
Budget Narrative Requirements:	Describe the purpose of each contract and why it is necessary for the project. Provide details such as contract scope, duration, and procurement method (competitive or sole source).
Construction	
Description:	The Construction budget category covers construction services acquired from a third party secured through a contract. Construction costs may include site preparation, demolishing and building facilities, making permanent improvements to facilities or other real property, major renovations of existing facilities, remediation of contamination and related architectural or engineering services.
Budget Narrative Requirements:	Describe the purpose of each contract and why it is necessary for the project. Provide details such as contract scope, duration, and procurement method (competitive or sole source).
Other	
Description:	The Other budget category includes direct costs that do not fit into other specific categories but are essential for the project. These

	costs include, but are not limited to, further subrecipients and subrecipient expenses to project partners, and participant support costs, such as stipends, travel assistance for program participants, or incentives for trainees and program participants.
Budget Narrative Requirements:	Provide a detailed list and general description of the “Other” costs to be purchased and justification explaining why they are necessary for the project.
Total Direct Charges	
Description:	The Total Direct Charges budget category is the sum of all the requested funding for the budget categories listed above.
Budget Narrative Requirements:	No narrative required. The Total Direct Charges will be calculated in the budget workbook based on entries to the above categories.
Indirect Charges	
Description:	Indirect Costs are allowable under this grant program. Indirect Cost means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Examples include insurance, utilities, etc. If an applicant does not have a Federally approved indirect cost rate, a de minimis rate of 15% can be utilized. The indirect cost rate is applied to modified total direct costs.
Budget Narrative Requirements:	Applicants must indicate the rate used in the budget workbook. Applicants with a current federally approved indirect cost rate must provide the approval letter as an attachment to the application.
Total Funding Request	
Description:	The Total Funding Request budget category is the sum of the Total Direct Charges and Indirect Charges.
Budget Narrative Requirements:	No narrative required. The Total Funding Request will be calculated in the budget workbook based on the calculated Total Direct Charges and Indirect Charges.

Appendix D - Application Development Resources

The following resources may be used to help research or provide information about project development:

Great Lakes Restoration Initiative (GLRI) Resources

The following resources are helpful to understand the background and goals of the GLRI:

- [GLRI website](#)
- [GLRI Action Plan IV](#)
- [GLRI Action Plan IV Measures of Progress Reporting Plan](#)
- [GLRI Projects](#)

Environmental Planning Document Resources

- [Lake Erie Lakewide Action and Management Plan \(2019-2023\)](#)
- [New York's Great Lakes Action Agenda 2023](#)
- [Regional Niagara River/Lake Erie Watershed Management Plan](#)
- [Local Waterfront Revitalization Plans in Western New York](#)
- Municipal Hazard Mitigation Plans
- Municipal master plans
- Published planning recommendations
- Locally sourced community surveys

Work Activity Resources

- [WNY PRISM Invasive Species Database](#): Provides lists of invasive species present in Western New York along with their ranking
- [EPA National Stormwater Calculator](#): Web-based tool that estimates site-specific runoff and rainfall using green infrastructure
- [i-Tree Tools](#): i-Tree is a free suite of tools developed by the USDA Forest Service that helps communities quantify the environmental benefits and value of trees.
- [NY iMapInvasives Tool](#): Online map-based database and mapping tool that for invasive species presence mapping
- [New York State Department of State Living Shorelines Resource](#): Helpful resource that can assist project design by demonstrating how nature-based shoreline stabilization techniques can reduce erosion and flooding while improving habitat and water quality.

- [New York State Department of Environmental Conservation Resiliency and Economic Development Guidance](#): Helpful resource that can assist project design by providing technical guidance, regulatory information, and best practices for resilient shorelines aiming to reduce erosion and minimize habitat impacts
- [DEC Stormwater Design Manual](#): Provides updated technical standards and guidance for stormwater management practices in New York State

Community Participation Resources

- [EPA's Public Participation Guide: Selecting the Right Level of Public Participation](#): Provides information on the different levels of community participation and meaningful involvement to include informing, consulting, involving, collaborating, and empowering.
- [IAP2 Spectrum of Public Participation](#): A chart that details the goals and promises of each level of community participation and meaningful involvement.
- [EPA Guidance on Participant Support Costs](#): Detailed guidance regarding eligible activities and expenses for community participation support costs.