

## REQUEST FOR PROPOSALS: Local Grants Program (2010)

The Piscataqua Region Estuaries Partnership (PREP) requests proposals for projects through its annual Local Grants Program. Selected projects will result in achievement or significant progress toward achievement of one or more Action Plans described in the *PREP Management Plan*.

### OVERVIEW

PREP is requesting proposals from organizations to conduct activities within the PREP Focus Area (Appendix A) that will result in achievement or significant progress toward achievement of one or more Action Plans described in the *PREP Management Plan*. For Maine-based projects, project criteria include implementation of strategies identified in watershed protection/restoration plans with objectives consistent with those identified in the *PREP Management Plan*.

An applicant may submit a project proposal for up to \$8,000 of PREP funds. A 50% match of non-federal cash or in-kind services is required for projects funded through this program (i.e., for each dollar contributed to a project by PREP, fifty cents must be provided by the applicant in the form of cash or in-kind services related to the project).

PREP funding for this program is provided by the U.S. Environmental Protection Agency through an agreement with the University of New Hampshire. Successful applicants will enter into a subaward agreement with the University of New Hampshire. All project activities are expected to be completed by December 31, 2010; however, longer project periods may be considered if warranted.

**An original proposal and five double-sided copies must be received by Dave Kellam, Piscataqua Region Estuaries Partnership, University of New Hampshire, Nesmith Hall [Room 123], Durham, NH 03824, no later than 4:00 p.m. on September 24, 2009. Faxed proposals will not be accepted. An electronic version of the proposal must also be emailed to [Dave.Kellam@unh.edu](mailto:Dave.Kellam@unh.edu) before the deadline.**

Direct questions to Dave Kellam, PREP Project Coordinator, at (603) 862-3403 or [Dave.Kellam@unh.edu](mailto:Dave.Kellam@unh.edu).

### LOCAL GRANTS PROGRAM DETAILS

Eligible Applicants: Eligible applicants include municipalities, local community groups, environmental/watershed associations, nonprofit organizations, schools and educational institutions, county conservation districts, and regional planning commissions conducting activities within the PREP Focus Area (see attached map). Privately-owned businesses are ineligible.

Action Plans: The *PREP Management Plan* contains 98 Action Plans, or strategies, that focus on improving, protecting, and preserving the environmental quality of the Great Bay, Hampton/Seabrook and NH Atlantic coastal watersheds (see attached map). Action Plans are related to five subject areas: water quality, shellfish, land use, habitat restoration, and outreach/education. Each Action Plan typically lists several Actions/Activities that complete the plan. ***Projects must address specific tasks or steps listed in the Actions/Activities section of an Action Plan. In the case of Maine-based projects, proposed activities must address specific tasks or steps listed in established watershed protection/restoration plans that are consistent with PREP Management Plan***

**objectives.** Applicants should contact PREP to check project eligibility before submitting a proposal. A copy of the PREP *Management Plan* can be obtained from the PREP website at [www.prep.unh.edu](http://www.prep.unh.edu) or by contacting Dave Kellam at (603) 862-3403 or [Dave.Kellam@unh.edu](mailto:Dave.Kellam@unh.edu).

Project Schedule: Projects are expected to begin after January 1, 2010 and be completed by December 31, 2010.

QAPPs: All PREP-funded projects involving monitoring or other data collection and analysis require a Quality Assurance Project Plan (QAPP). The QAPP must be approved by PREP and the Environmental Protection Agency prior to initiation of any fieldwork or data collection activities. For more information on QAPP requirements or to discuss relevance for your proposed activity, contact Phil Trowbridge, PREP Coastal Scientist, at (603) 271-8872 or [Philip.Trowbridge@des.nh.gov](mailto:Philip.Trowbridge@des.nh.gov).

Reporting: Interim project report(s) and a final report will be required of approved projects. Report guidelines are provided at [www.prep.unh.edu/programs/grant-guidelines.htm](http://www.prep.unh.edu/programs/grant-guidelines.htm).

## **PROPOSAL REQUIREMENTS**

In order to be considered, an original proposal, five double-sided copies, and an electronic copy (PDF or Word formats), are required from the applicant. The proposal must include the following elements in the following order:

1. COVER LETTER – Signed by a person authorized to legally bind the applicant. The letter should contain a brief statement of the applicant’s understanding of the work to be done and a commitment to perform the work within the time period.
2. PROPOSAL SUMMARY – Contains succinct information about the proposed project. PREP template must be used (see Appendix B).
3. PROJECT NARRATIVE – Describe the proposed approach and process that will be used to accomplish the scope of work to be performed. It should clearly define the following:
  - a) Project objective, including a description of how the project implements specific Action Plan(s) and Activities from the PREP *Management Plan* (or *Maine watershed plan*)
  - b) Background information, including a statement of need for project activities
  - c) Geographic scope of the project
  - d) A detailed list and description of specific work tasks to accomplish the project objective
  - e) Work products or deliverables generated for work tasks
  - f) Expected project results or outcomes and criteria for measurement/evaluation of project success
  - g) A schedule for all work tasks
4. PROJECT BUDGET AND PAYMENT TERMS (Appendix C) – Applicants must submit a Project Budget Form (attached) and budget narrative. The budget narrative should describe all equipment and supplies needed for the project and explain how costs for each budget category (salary, contractual, travel, etc.) relate to project implementation.

The budget narrative should also identify the source of matching funds and describe how matching funds contribute to implementation of the project. Matching funds must be non-federal sources of funding and must total at least half of the requested amount from PREP. Matching funds can include cash or the value of services contributed to the project from individuals, organizations, municipalities,

or non-federal public agencies. Volunteer labor can be valued at \$20.25 per hour. Contributed professional services can be valued as match at the professional rate. Other federal funds or non-federal funds that cannot be counted as match, but will still contribute to the overall project budget, should also be described in the budget narrative.

PREP will not be responsible for expenses incurred in preparing the proposal and such costs should not be included. Only expenses incurred after the approval date of the contract will be considered for reimbursement. *[note – If grant is issued, grantee must pay project costs upfront and submit reimbursement requests to PREP with interim reports. See “Payment Terms” below.]*

Payment to Consultants: For PREP funds, the maximum allowable amount that can be paid to individual consultants retained by grantees receiving funds through this program is limited to the maximum daily rate for Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2009, the limit is \$587.20 per day and \$73.40 per hour. This rate does not include travel costs which can be reimbursed separately subject to normal travel reimbursement practices. The maximum allowable consultant rate set for 2009 will be the maximum rate allowable by the U.S. Environmental Protection Agency.

Payment Terms: Typical payment terms are quarterly or semi-annual reimbursements from PREP for expenses incurred on the project. Match documentation and interim reports must accompany payment requests. If the typical terms are not acceptable, the applicant should provide an alternative payment schedule and a justification.

5. DESCRIPTION/QUALIFICATIONS OF APPLICANT – Applicants must describe the organization, including its mission and experience with similar projects. The proposal must identify the individual(s) that would work on the project, including subcontractors. Subcontractor selection process must be described.
6. SUPPORTING DOCUMENTATION (OPTIONAL) – Include relevant letters of commitment, letters of support or any other documentation in support of the proposal, if applicable.

## EVALUATION OF PROPOSALS

A subcommittee of the PREP Management Committee and staff will evaluate all proposals. The review team will evaluate complete applications and each proposal will be scored according to the following criteria:

- The degree to which the proposed project addresses one or more of PREP Action Plan activities (or Maine watershed plan actions where applicable)
- The likelihood that the project activity, as defined in the proposed work tasks, will achieve the project objective
- The thoroughness of the proposed project plan (clear work tasks and deliverables, measurable results, realistic schedule)
- The soundness and detail of the project budget (use of PREP Project Budget Form, inclusion of budget narrative detailing costs associated with each work task, clearly identified costs, commitment of matching funds, and level of matching funds)
- Experience and/or capacity of grantee to conduct the work described

PREP reserves the right to reject all proposals, to waive any irregularity in a proposal, and to accept or reject portions of any proposal. PREP also reserves the right to request additional information from any or all parties submitting proposals to assist in the evaluation process.

## SCHEDULE

06/19/09: Request for Proposals released by PREP

9/24/09: Proposals due to PREP

11/4/09: Target date for proposal selection

01/1/10: Target date for projects beginning

12/31/10: Project completed

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*Appendix A*

**Piscataqua Region Estuaries Partnership  
Focus Area**



- New Hampshire Communities:**  
Barrington, Brentwood, Brookfield, Candia, Chester, Danville, Deerfield, Dover, Durham, East Kingston, Epping, Exeter, Farmington, Fremont, Greenland, Hampton, Hampton Falls, Kensington, Kingston, Lee, Madbury, Middleton, Milton, Newcastle, New Durham, Newfields, Newington, Newmarket, North Hampton, Northwood, Nottingham, Portsmouth, Raymond, Rochester, Rollinsford, Rye, Sandown, Seabrook, Somersworth, Strafford, Stratham, and Wakefield
  
- Maine Communities:**  
Acton, Berwick, Eliot, Kittery, Lebanon, North Berwick, Sanford, South Berwick, Wells, and York

*Appendix B*

For office use only: Date received: _____ E-version _____
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## Proposal Summary

Organization	Project Manager	Mailing address	Phone number	Email

Project Title	PREP Funds Requested	Matching Funds	Other Project Funds (not eligible for PREP match)	Total Project Funds

Project Abstract (<300 words)	Other organizations directly involved in the project other than applicant (if applicable)

Work Tasks	Deliverables

Is funding required that has not been secured? (i.e. a pending grant application, fundraising campaign)	(yes or no)
Have all permits and other legal permissions been secured to completely implement the project?	
Can the proposed project be completed with partial funding of this grant application?	

For PREP use only: Criteria Scores
1
2
3
4
5
TOTAL

