

New Hampshire Estuaries Project Community Technical Assistance Program Request for Applications – Round 2

SUMMARY

The New Hampshire Estuaries Project's (NHEP's) Community Technical Assistance Program provides assistance to communities on a wide range of regulatory and non-regulatory approaches to natural resources protection. The NHEP *Management Plan* identifies many priorities that involve implementing actions at a community level. In order to implement those actions from the *Management Plan* and to assist communities, the NHEP hires Technical Assistance Providers ("TAPs") to work with communities on natural resource topics of mutual interest to the community and the NHEP. TAPs are organizations and firms with expertise in natural resource protection issues and activities.

Communities interested in receiving customized assistance from qualified professionals should submit an application to the NHEP. The program is intended to be simple for communities to participate – the NHEP pays for the assistance and manages the contract agreement with the Technical Assistance Provider (TAP). The NHEP will evaluate community applications and select projects based on completeness of the application; relevance to activities identified by the NHEP; and demonstrated need and commitment by the town. For successful applicants, the NHEP will match a TAP with a specific community project. The NHEP and the community will develop an agreement with the TAP, and then NHEP will fund the activities undertaken by the TAP to implement the community project.

Applications will be accepted from communities from January 1, 2007 to September 28, 2007 (or as funds remain) and evaluated as they are received. Interested communities should confirm that funds remain before submitting an application to the NHEP.

NHEP MANAGEMENT PLAN RELEVANCE

The NHEP is a federally funded program that addresses local interests and concerns related to protection and enhancement of the state's estuarine resources. The NHEP *Management Plan* includes a number of action plans that protect and restore coastal watershed resources. The NHEP implements activities and awards funding to other entities to advance the goals and objectives outlined in the *Management Plan*. Many action plans involve providing assistance and information to planning boards and conservation commissions in order to advance their natural resources protection efforts. Through the Community Technical Assistance Program, NHEP provides municipal planning boards and conservation commissions additional assistance and expertise to implement activities of mutual interest to communities and the NHEP.

Appendix A lists action plans from the *Management Plan* that broadly relate to services and outcomes targeted through this program. The NHEP *Management Plan* can be downloaded from www.nhep.unh.edu/about/management-plan.htm or obtained by calling (603) 862-2641.

ELIGIBLE COMMUNITIES

The NHEP works with 42 towns that are part of New Hampshire's coastal watershed (see Appendix B for a map and list of communities). Communities that did not receive assistance in Round 1 of CTAP are eligible to receive assistance through this round of funding. The following communities participated in Round 1 and therefore are ineligible for Round 2: Portsmouth, Newfields, Greenland, Kingston, Durham, North Hampton, Newmarket, New Durham, Northwood, Brentwood, and Fremont.

Applications must be submitted by planning boards or conservation commissions. Other interested town boards or committees are encouraged to work with their conservation commission or planning board to develop the application; however the conservation commission or planning board must demonstrate support and commitment to the project and submit the application.

ELIGIBLE ACTIVITIES

The NHEP will fund TAPs to assist communities with the following activities:

Assistance categories and eligible activities:

1) Land Conservation Planning and Natural Resource Protection

- a) Development of stewardship plans for town-owned conservation lands
- b) Development of monitoring plans for town-held easements on conservation lands
- c) Support for land conservation planning to protect areas of ecological priority, including development of strategies to identify high priority areas for protection and pursue protection of those areas
- d) Development of GIS-based natural resources inventories

2) Protection of Buffers for Surface Waters and Wetlands

- a) Development or amendment of buffer protection ordinances – assisting communities in developing and adopting land-use regulations to protect undisturbed shoreland buffers and wetlands buffers
- b) Development or amendment of subdivision and site plan regulations to improve wetland/shoreland buffer protection
- c) Prime wetlands designation
 - i) Education and planning – educating communities on the process of prime wetlands designation and assisting communities to develop a plan to achieve the designation for their high value wetlands
 - ii) Wetlands inventories and evaluation – conducting wetlands inventories and evaluations consistent with the prime wetlands designation process [**Note: If a town wishes to use NHEP funds to conduct wetlands inventories and evaluations, the town must provide matching funds. The NHEP will award up to \$8,000 for wetlands inventories and evaluations. This is the only type of project that will require towns to contribute matching funds.**]

- d) Development and assistance in implementing an outreach program to town residents on buffer maintenance and protection

3) Stormwater Management

- a) Development of regulations to limit stormwater runoff, including site plan and subdivision regulations and conservation design alternatives that incorporate open space protection, impervious surface limits, low impact development, infiltration, and/or innovative best management practices for stormwater treatment
- b) Delivery of training for boards/committees on topics of stormwater management designs and calculations to assist in their review of stormwater management plans for development projects
- c) Development and assistance in implementing an outreach program to town residents on minimizing impervious surfaces and stormwater runoff
- d) Production of community build-out scenarios showing potential for development and changes in impervious surface cover

Although important, the following activities are **not** eligible for this funding:

- Assistance with reviewing site plan and subdivision applications
- Capacity building/general administrative support to assist boards and committees
- Master plan updates and chapter development

OVERVIEW OF TECHNICAL ASSISTANCE PROGRAM

Individual community projects will vary considerably in dollar amount and duration, with projects ranging from a month to a year depending on the activity and type of assistance sought. In general a cap of \$8,000 is set for a given project.

The following steps describe how the Community Technical Assistance Program works:

- A community planning board or conservation commission submits an application to the NHEP. The community must identify focus area, outcome desired, product, and timeline.
- The NHEP reviews community applications – eligible projects queued up on a first-received, first-served basis as funding allows.
- The NHEP matches a Technical Assistance Provider (TAP) to community project.
- The NHEP, TAP, and community agree to a scope of services for the community project; the NHEP develops a contract agreement with the TAP: tasks, products, timeline, and “not to exceed” cost are included as part of the agreement.
- TAP works with community to provide service as specified in agreement with the NHEP. TAP provides final report or final products to community and the NHEP.
- TAP submits invoice; payment is made by the NHEP.

COMMUNITY APPLICATION

Communities must apply using the attached Application Form. Electronic submissions are encouraged; however a signed original must also be received by the NHEP via mail. The NHEP will fund one project per community in this round of funding. Applications should be emailed to Jodi Castallo at Jodi.Castallo@unh.edu and mailed to:

NH Estuaries Project
Attn: Jodi Castallo
University of New Hampshire
Hewitt Annex, 54 College Road
Durham, NH 03824

Questions on the application should be directed to Jodi Castallo, NHEP Project Coordinator, at (603) 862-2641 or Jodi.Castallo@unh.edu.

PROJECT SELECTION AND DEVELOPMENT PROCESS

Eligible applications from communities will be evaluated by NHEP staff. Applications must:

- Request assistance for one of the eligible activities
- Demonstrate the community's need for the assistance
- Demonstrate the community's commitment in working with the NHEP and TAP to ensure project success
- Commit matching funds (**for wetlands inventories and evaluations only**)

Upon approval of a community application for assistance, the NHEP will assign the project to an appropriate TAP. The TAP, the NHEP, and the community shall develop a project scope of services, which defines the tasks, timeline, and deliverables for the assistance to be provided to the community. Upon agreement of the scope of services and completion of an "Independent Contractor Agreement," between the NHEP and the TAP, a purchase order will be issued for the work assignment, and the TAP will begin working on the community project.

TIMELINE

- Request for Applications released by the NHEP – December 2006
- Community applications for assistance projects accepted on rolling basis – January 2007 to June 2007
- Implementation of community projects (start and end dates staggered) – projects can begin as early as January 2007 and must be completed by May 2008
- The NHEP may release another Request for Applications in late 2007 or early 2008 (Round 3 of funding), depending on funding availability

New Hampshire Estuaries Project

Community Technical Assistance Program – Round 2 Application Form

Name of primary applicant: _____

(Specify town and affiliation, e.g. conservation commission or planning board)

Name of primary contact person: _____

Mailing Address: _____

Phone: Day: _____ Evening: _____ Email: _____

1. Check the community boards or other groups actively supporting this application, and provide a contact name and phone number/e-mail address for each:

Conservation Commission _____

Planning Board _____

Zoning Board _____

Select Board _____

City Council _____

Open Space Committee _____

Board Subcommittee
(e.g. zoning revisions, master plan, etc.) _____

Town Staff
(e.g. Town Planner, Public Works Director, etc.) _____

OTHER (give details): _____

2. Identify one eligible activity that you are applying for by checking the appropriate box.

1. Land Conservation Planning and Natural Resource Protection

- Development of stewardship plans for town-owned conservation lands
- Development of monitoring plans for town-held easements on conservation lands
- Support for land conservation planning to protect areas of ecological priority, including development of strategies to identify high priority areas for protection and pursue protection of those areas
- Development of GIS-based natural resources inventories

2. Protection of Buffers for Surface Waters and Wetlands

- Development or amendment of buffer protection ordinances – assisting communities in developing and adopting land-use regulations to protect undisturbed shoreland buffers and wetlands buffers
- Development or amendment of subdivision and site plan regulations to improve wetland/shoreland buffer protection

Prime wetlands designation (select one box below)

- Education and planning – educating communities on the process of prime wetlands designation and assisting communities to develop a plan to achieve the designation for their high value wetlands
- Wetlands inventories and evaluation – conducting wetlands inventories and evaluations consistent with the prime wetlands designation process [**Note: If a town wishes to use NHEP funds to conduct wetlands inventories and evaluations, the town must provide matching funds. The NHEP will award up to \$8,000 for wetlands inventories and evaluations.**]
- Development and assistance in implementing an outreach program to town residents on buffer maintenance and protection

3. Stormwater Management

- Development of regulations to limit stormwater runoff, including site plan and subdivision regulations and conservation design alternatives that incorporate open space protection, impervious surface limits, low impact development, infiltration, and/or innovative best management practices for stormwater treatment
- Delivery of training for boards/committees on topics of stormwater management designs and calculations to assist in their review of stormwater management plans for development projects
- Development and assistance in implementing an outreach program to town residents on minimizing impervious surfaces and stormwater runoff
- Production of community build-out scenarios showing potential for development and changes in impervious surface cover

7. Briefly explain why you need this type of technical assistance.

8. What are you planning to do with the finished product, and what's your community's capacity to implement the project after the assistance is complete.

9. If you are applying for wetland inventories and/or evaluations do you commit to matching the funding? _____yes _____no _____N/A If you answered yes, please identify the amount and source of funds available for the project.

Primary contact person's signature, certifying that you are committed to working with the NHEP and the Technical Assistance Provider to successfully execute the project.

Name

Date

