

REQUEST FOR PROPOSALS: Habitat Restoration Projects

The New Hampshire Estuaries Project (NHEP) requests proposals for habitat restoration projects. Selected projects will result in the completion of on-the-ground habitat restoration for multiple estuarine species in the tidal waters of New Hampshire.

OVERVIEW

The NHEP, in partnership with the New Hampshire Coastal Program (NHCP), is requesting proposals from qualified individuals or organizations to conduct activities that will result in the completion of on-the-ground habitat restoration for multiple estuarine species in the tidal waters of New Hampshire.

Total funding available for this grant is \$120,000. The NHEP expects to fund several restoration projects with these funds. An applicant may submit a project proposal for any amount up to \$120,000. Non-federal matching funds (cash or in-kind services) must account for at least 20% of the total cost of the project.

NHEP funding for this program (\$60,000) is provided by the U.S. Environmental Protection Agency through an agreement with the University of New Hampshire. The New Hampshire Coastal Program is providing \$60,000 of funds from the National Oceanic and Atmospheric Administration. Contracts will be executed between the University of New Hampshire and successful applicants for projects selected for funding. All project activities must be completed no later than June 30, 2009.

An original proposal, five double-sided copies, and an electronic version (PDF or Word formats) must be received by Phil Trowbridge, NHEP Coastal Scientist, New Hampshire Department of Environmental Services, P.O. Box 95, Concord, NH 03301-0095, no later than 4:00 PM on November 1, 2006. Faxed proposals will not be accepted. The electronic version of the proposal may be emailed to ptrowbridge@des.state.nh.us, however, hardcopies of the proposal must be submitted before the deadline to be eligible for funding.

Direct questions to Phil Trowbridge, NHEP Coastal Scientist, at (603) 271-8872 or ptrowbridge@des.state.nh.us.

HABITAT RESTORATION PROJECT DETAILS

Eligible Organizations:

Not-for-profit, non-governmental organizations (e.g., watershed groups, community groups), municipalities, schools, state governments, and tribal governments are eligible to apply for funding.

Eligible Projects:

Proposed projects should result in on-the-ground habitat restoration for multiple estuarine species. The estuarine species and habitats of primary interest are salt marsh, eelgrass, shoreland buffers, oysters, clams, and diadromous fish; however, the proposals may consider other estuarine species or habitats. Projects for shoreland buffer restoration will only be eligible if the restoration is directly related back to protecting/restoring the health of the adjacent river or marsh. Proposals that are exclusively shellfish

restoration projects may only apply for up to \$60,000 in funding because the NHCP funds cannot be used for shellfish restoration projects.

The *Great Bay Estuarine Restoration Compendium* has identified “restoration landscapes” in the coastal watershed of New Hampshire. A restoration landscape is a geographic area in which one or more habitats have been diminished and might be restored through specific actions. It is recommended that applicants use the *Great Bay Estuarine Restoration Compendium* to identify potential restoration areas which would benefit multiple species. A CD-ROM of the *Great Bay Estuarine Restoration Compendium* can be ordered from The Nature Conservancy by calling (603) 224-5853, ext: 10.

Proposed projects should consist of development and execution of specific, on-the-ground restoration projects. Proposals for feasibility studies and research will not be selected unless the feasibility studies and research are a small component of a larger project which will achieve on-the-ground restoration results. Proposals for dam removals will not be considered because such large scale projects are beyond the scope of available funding.

Proposed projects should be located in the tidal waters of New Hampshire or within the 500 foot shoreland buffer of such waters or tidal marshes.

Project Schedule: Projects are expected to start on or around January 1, 2007 and must be completed no later June 30, 2009.

QAPPs: All NHEP-funded projects involving monitoring or other data collection and analysis require a Quality Assurance Project Plan (QAPP). The QAPP must be approved by the NHEP 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, NHEP Coastal Scientist, at (603) 271-8872 or ptrowbridge@des.state.nh.us.

Reporting: Interim project reports will be required. A final report for the project describing all actions associated with the funded activity is also required. Report guidelines and templates are provided on the NHEP website: www.nhep.unh.edu/programs/grant-guidelines.htm.

LETTER OF INTENT

It is strongly recommended that applicants submit a letter of intent to the NHEP as soon as possible but no later than September 15, 2006. The purpose of the letter of intent is to determine if plans for restoration projects have enough potential to make completing a full proposal worthwhile. The letter should include the location of the project, a brief problem statement, a restorative solution(s), and identification of any known opportunities that would support the proposed restoration effort as well as any constraints. The letter should not exceed two typed pages in length. Upon receipt of the letter of intent, NHEP and NHCP staff will follow up with the applicant to discuss the potential project in more detail. While the letter of intent is not a requirement of the proposal process, it is strongly recommended that potential applicants prepare a letter of intent and discuss proposed restoration projects with appropriate NHEP and NHCP contacts prior to submitting a full proposal.

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:

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. TITLE PAGE – Show the proposal’s topic, the organization name, address, telephone number, fax number, email address, name of contact person, and the date of the proposal.
3. PROJECT OVERVIEW – Provide general information about the project including:
 - Project objective
 - Background information, including a statement of need for project and the relationship of the project to restoration landscapes identified in the *Great Bay Estuarine Restoration Compendium*, if any
 - Project description, including a brief description of how the project will complete on-the-ground habitat restoration for multiple estuarine species.
4. PROJECT DETAILS – Provide detailed information for the project including:
 - Location of the project (include detailed project maps and photos)
 - Description of the original habitat type and the current habitat
 - Size of the area to be restored
 - Species which will benefit from the restoration activity
 - Current ownership of the project area
 - Identification of the factor(s) for the original habitat loss/degradation and an explanation of how the factor(s) have been or will be mitigated
 - Specific techniques and methods that will be used to restore the habitat
 - Monitoring plan for future evaluations of the restored landscape, using standardized monitoring protocols, even if funding to implement the plan has not been secured
 - Provisions to protect the restoration after completion of the project
 - Provisions for ongoing maintenance and/or management of the restoration site or structures
 - Partners and community support
 - Permits needed (federal, state, and local) and which, if any, have already been secured

- Potential adverse impacts (such as flooding or habitat loss) associated with the project and how these impacts would be addressed

5. **PROJECT WORK TASKS, DELIVERABLES AND SCHEDULE**

- Detailed list and description of specific work tasks to accomplish the project objective
- Work products or deliverables generated for work tasks
- Schedule for all work tasks
- Expected project results or outcomes and criteria for measurement/evaluation of project success

6. **PROJECT BUDGET AND PAYMENT TERMS** – Applicants must submit a Project Budget Form (attached) and budget narrative. The budget narrative should describe how costs for each budget category (salary, contractual, travel, etc.) relate to project implementation. In addition, the budget narrative should identify total costs expected for each work task (consistent with those work tasks identified in section 5 above).

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 account for at least 20% of the total value of the project. 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 \$18.04 per hour. Contributed professional services can be valued as match at the professional rate. Mileage should be valued at 44.5 cents per mile.

The NHEP 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.

Typical payment terms are quarterly reimbursements from the NHEP for expenses incurred on the project. Match documentation and interim reports must accompany quarterly payment requests. If the typical terms are not acceptable, the applicant should provide an alternative payment schedule and a justification.

7. **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. If subcontractors have been identified, the process or rationale for their selection should be described. If subcontractors have not been identified, the selection process should be described.
8. **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 committee consisting of NHEP and NHCP staff and their designees will evaluate all proposals. The review team will review complete applications and each proposal will be scored according to the following criteria:

- The demonstrated need for the proposed project, the number of estuarine species that will benefit from the proposed project, and the total area of habitat to be restored.

- The likelihood that the project will restore degraded habitat function(s) as compared to current function(s) and benefit multiple estuarine species.
- The likelihood that the project area, once restored, will be protected from future degradation and persist over the long-term.
- The ability of the applicant and their associated partners to undertake and successfully complete this project.
- The thoroughness of the proposed project details and plan (work tasks and deliverables, measurable results, realistic schedule)
- The soundness, detail, and cost effectiveness of the project budget (use of NHEP 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)

DISCLAIMER

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

SCHEDULE

08/01/06: Request for Proposals released by the NHEP

08/11/06: Workshop to introduce the *Great Bay Estuarine Restoration Compendium* and RFP

09/15/06: Letter of Intent due (optional, but recommended)

11/01/06: Proposals due to the NHEP

12/01/06: Target date for proposal selection

01/01/07: Funding available for projects to begin

06/30/09: Project completed

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Project Budget Form

Project Title: _____

Organization: _____

Project Manager: _____

	Amount Requested from NHEP	Matching Funds	Other Funds*	Total Project Costs
BUDGET CATEGORIES				
Salaries and Wages (list name, title, hourly rate, hours)				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Fringe Benefits (total for personnel listed under Salaries and Wages); indicate rate: ____%				
Supplies and Materials				
Equipment				
Contractual**				
Travel				
Other (specify in space below)				
Indirect (indicate rate: ____%)				
TOTAL PROJECT COSTS				

* Other funds include federal funds from other sources or other nonfederal funds that **cannot** be counted as match for the NHEP funds.

** Contractual includes any procured services not provided by the grantee.