

## REQUEST FOR PROPOSALS: Local Grants (2008)

The New Hampshire Estuaries Project (NHEP) 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 NHEP *Management Plan*.

### OVERVIEW

The NHEP is requesting proposals from qualified individuals or organizations to conduct activities that will result in achievement or significant progress toward achievement of one or more Action Plans described in the NHEP *Management Plan*. Preference will be given to projects that address Priority Action Plans for 2008.

An applicant may submit a project proposal for up to \$10,000 of NHEP funds. A 50% match of non-federal cash or in-kind services is required for projects funded by the NHEP (i.e., for each dollar contributed to a project by the NHEP, fifty cents must be provided by the applicant in the form of cash or in-kind services related to the project).

NHEP 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, 2008; however, longer project periods may be considered if warranted.

**An original proposal and five double-sided copies must be received by Sharon Desjardins, Office of Sponsored Research, University of New Hampshire, Service Building, 51 College Rd, Durham, NH 03824, no later than 4:00 p.m. on October 1, 2007. Faxed proposals will not be accepted. An electronic version of the proposal must also be emailed to Dave.Kellam@unh.edu.**

Direct questions to Dave Kellam, NHEP Project Coordinator, at (603) 862-3403 or 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 coastal watershed. Privately-owned businesses are ineligible.

Action Plans: The NHEP *Management Plan* contains 99 Action Plans, or strategies, that focus on improving, protecting, and preserving the environmental quality of the state's estuarine systems. 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.*** A copy of the NHEP *Management Plan* can be obtained from the NHEP website at [www.nhep.unh.edu](http://www.nhep.unh.edu) or by contacting Dave Kellam at (603) 862-3403 or Dave.Kellam@unh.edu.

Priority Action Plans for 2008: Proposed projects can address any Action Plans from the NHEP *Management Plan*, but projects that address the following Action Plans are particularly encouraged:

- WQ-4A, 4B, and 4C; for activities that include municipal stormwater management training, storm sewer mapping, and illicit discharge detection and elimination projects
- WQ-17; related to wastewater treatment plant tours
- WQ-19; for activities aimed at increasing stormwater awareness including storm drain stenciling
- LND-25, 25A, 25B, 25C, and 25D; for activities related to wetlands conservation and prime wetlands designation
- LND-37; related to sustainable water resource management plans

Project Schedule: Projects are expected to begin after January 1, 2008 and be completed by December 31, 2008; however longer project periods may be considered if sufficiently justified.

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](mailto:ptrowbridge@des.state.nh.us).

Reporting: An interim project report 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](http://www.nhep.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:

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 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 NHEP *Management Plan*
  - b) Relevance to Priority Action Plans for 2008 (if applicable)
  - c) Background information, including a statement of need for project activities
  - d) Geographic scope of the project
  - e) A detailed list and description of specific work tasks to accomplish the project objective
  - f) Work products or deliverables generated for work tasks
  - g) Expected project results or outcomes and criteria for measurement/evaluation of project success
  - h) A schedule for all work tasks

4. 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 identified in section 3e above) and a description of all supplies or equipment intended for the project.

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 equal 50% or more of the requested amount from the NHEP. 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 \$18.77 per hour. Contributed professional services can be valued as match at the professional rate. Other federal funds or other non-federal funds that cannot be counted as match, but will still contribute to the overall project budget, should be described as well in the budget narrative.

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.

Payment to Consultants: For the NHEP 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, 2007, the limit is \$557.28 per day and \$69.66 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 2008 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 the NHEP 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. 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.
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 NHEP Management Committee and NHEP 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 NHEP Action Plan activities
- The degree to which the proposed project addresses Priority Action Plans for 2008
- 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 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)

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

06/29/07: Request for Proposals released by the NHEP

10/1/07: Proposals due to the NHEP

11/1/07: Target date for proposal selection

01/1/08: Target date for projects beginning

12/31/08: Project completed (longer term projects may be considered)

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# Project Budget Form

Project Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Can proposed project be done with partial funding? (circle one)    YES    NO

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

\* Other funds include federal funds or other non-federal funds that **cannot** be counted as match

\*\* Includes consumable items, such as field and lab supplies, paper, pencils, ink cartridges, and postage

\*\*\* Includes items that will continue to have use beyond the duration of the contract, such as digital cameras, monitoring equipment, and computers

\*\*\*\* Contractual includes any procured services not provided by the grantee (e.g., expenditures made to sub-grantees/sub-contractors, hired speakers)