



**Gulf of Maine
Council on the
Marine Environment**

Regional Partnership between the NOAA Restoration Center and the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment

Habitat Restoration Grants Program • 2011 Request for Proposals

Optional Letters of Intent are due by 5:00 PM EST on November 29, 2010.
Mandatory applications must be submitted online February 2 - March 16, 2011.
Projects selected for funding by this Partnership will be notified by May 6, 2011.
Contracts with successful applicants will not be issued until summer 2011, contingent upon availability of funding for this GOMC-NOAA Partnership.

Introduction

This request for proposals is made under the auspices of a Regional Partnership between the NOAA Restoration Center (NOAA) and the Association of U.S. Delegates to the Gulf of Maine Council on the Marine Environment (Association). This funding program is managed by the Association on behalf of the Gulf of Maine Council on the Marine Environment (Council). The purpose of this Partnership is to further the Council's goal of habitat restoration and to support a strategic approach to marine, coastal and riverine habitat restoration within the Gulf of Maine (GOM). The Partnership is inviting eligible organizations to compete for Habitat Restoration Grants made available through this solicitation.

Applicant Eligibility

Non-governmental organizations (e.g., community associations, cooperatives, civic groups), municipalities, schools and tribal and state governments are eligible to apply. Funded projects are generally located in an area that includes the Gulf of Maine watershed and extends to nearshore ecosystems in the Gulf. The coastal region within this area extends from the elbow of Cape Cod in Chatham, Massachusetts to Cape Sable, Nova Scotia, but proposals for projects outside of this geographic range may be considered if they clearly demonstrate direct benefits to the GOM ecosystem.

Project Type Eligibility

Where marine, estuarine and associated freshwater habitats/communities have been significantly altered, restoration activities contribute to the recovery of ecosystem functioning and biodiversity that more closely reflects a pre-altered condition. The Regional Partnership between NOAA and the Association funds restoration projects that benefit living marine resources, including diadromous fish species. Successful restoration often requires a comprehensive approach including feasibility assessments and planning, design, permitting, implementation and pre/post restoration monitoring phases. We

request project proposals that address one or more of these project phases and focus on habitat restoration types including those listed below:

- Diadromous fish restoration and stewardship – Projects targeting improvements for fish passage and spawning habitat are priorities for this type of restoration. Project design and planning may involve characterization of impounded sediments, dam safety evaluation, surveying, hydrologic evaluations, engineering design and pre- and post-restoration monitoring of biological and physical parameters.
- Coastal wetland restoration and stewardship – Removing or mediating effects of tidal restrictions, restoring altered hydrology and drainage, mediation or abatement of excessive runoff to coastal wetlands, fill removal and invasive plant species control. Project design and planning may involve hydrologic evaluations, surveying, botanical analyses, engineering design and pre- and post-restoration monitoring of biological and physical parameters.
- Riverine restoration and stewardship – Restoration of historical riverine diadromous fish habitat where altered hydrology, riparian corridors, or other factors have degraded bank stability and aquatic habitat. Project design and planning may include physical habitat and/or stream stability assessments, sediment transport analyses, natural channel design and bioengineered alternatives to riverbank armoring.
- Restoration projects for other habitat types including submerged aquatic vegetation, shellfish beds, and other subtidal and intertidal habitats are also eligible for funding. These projects can include pre- and post-restoration monitoring of biological and physical parameters for GOMC/NOAA Partnership funded projects.

All proposed monitoring activities must demonstrate a direct nexus with proposed, or previously-funded, Partnership grant projects.

Ineligible Activities: The Partnership does not fund projects that lack a central focus on restoration for its conservation value. This program does not fund projects required by consent decree, court order, statute, regulation or other legal means to mitigate, compensate or otherwise offset the effects of another activity.

Available Funding, Match Requirements and Project Duration

Funds Available: The funding amount for new projects is contingent upon continued support from NOAA of this Partnership. Awards will typically range between \$40,000 to \$125,000, with the potential for an emphasis on projects in the higher end of that spectrum and also projects supporting recovery of federally listed threatened and endangered species.

Matching Requirements: Match may be in the form of cash, or in-kind staff/volunteer time, goods or services. The amount of funding sought from this program must be matched by at least a same amount (1:1) of non-federal match value that has not already been used as match for other projects or grant programs. Eligible match cannot have been accrued prior June 1, 2010. Letters demonstrating requests for match or promised match must be included with applications submitted to this grant program.

Project Duration: Work conducted for the portion of the project funded by this grant program must be complete within 24 months of grant contract execution, unless a longer contract period is negotiated.

Letter of Intent

Submitting an optional letter of intent (LOI) affords applicants the opportunity for Partnership input on their restoration concept before having to develop a full application. The applicant should fully review this entire RFP, including requirements of this grant program, before deciding to develop an LOI. LOIs should not exceed three typed pages, not including the project location map/photos, and must be organized using the numbered headings provided below:

1. Applicant's complete contact information (phone, email, mailing address)
2. Project location description: town/s, county, resource of interest
3. A brief statement describing conditions warranting restoration
4. Previous / ongoing work on this project
5. Goal of the project phase/s for which GOMC-NOAA funding is being sought
6. Projected amount of restored habitat/s by type, if applicable
7. Proposed approach and methods for achieving project goals
8. Integration of climate-change considerations in the project's design
9. Existing or likely project partners and community support for the proposal
10. Opportunities or challenges potentially influencing project success
11. Existing or potential funding sources other than this grant program
12. Estimated total project cost and amount of funds requested of this grant program in US dollars.
13. Progress in obtaining required match
14. Project location map and relevant site photos

Each LOI and any supporting materials must be submitted as a single PDF file. File names should be formatted as follows: LOI-[state or province abbreviation]-[project name]-[applicant organization name]. For example: "LOI-MA-Green Marsh Culvert Replacement-Friends of Green Marsh.pdf". Submit files via email by 5:00 PM EST on November 29, 2010 to Slade Moore (slade.moore@maine.gov). No materials will be accepted after this deadline, so please plan ahead. Applicants will be notified during the week of January 31, 2011 whether their proposals are among those encouraged forward to the application process.

Mandatory Online Applications

Submissions

The period for submitting online applications is February 2 – March 16, 2011. Projects selected for funding by this Partnership will be notified by May 6, 2011. Applicants will use online instructions provided by the GOMC web-based application system, which is accessed at <http://www.gulfofmaine.org/grantapp/>. The application format below mirrors that of the online system and is provided so the applicant can adequately prepare for the online application process. Most applicants will choose to use the text below to create their own application document and cut and paste from that document as necessary to complete the online application. Scoring criteria (% value of each section) is indicated below:

Part I. Project Overview:

1. Applicant contact information
2. Project location
3. Pre-degradation conditions and current conditions in the project area
4. Ownership of the project area
5. Project objectives
6. Required permits/authorizations and those already obtained
7. Prior restoration experience of the applicant and partners

Part II. Project Description:

1. Potential for the project to restore degraded habitat to a self-sustaining, pre-degraded condition (30% of score):
 - a. size of the overall system and the projected amounts of restored habitats by type, such as:
 - acres/miles of restored stream habitat
 - miles and acres of renewed fish access to streams and spawning habitat, including info on upstream and downstream passage barriers
 - acres of wetland and subtidal habitat restored
 - b. species and/or natural community types of significance will benefit
 - c. restored habitat will be self-sustaining and protected
 - d. the project will facilitate future restoration actions
 - e. project is well-integrated with local, state and/or regional restoration plans
 - f. parties responsible for maintenance/management at the project site and related costs are clearly identified
2. Technical merit and project feasibility (25% of score)
 - a. the project is feasible from social, ecological, and engineering perspectives
 - b. proposed restoration techniques and methods are sound and consider climate change projections
 - c. the monitoring plan, parameters, and success benchmarks will accurately and efficiently evaluate project success
 - d. monitoring parameters are suitable for long-term analyses
 - e. applicant demonstrates organizational and financial capacity to successfully complete all restorative and administrative requirements of the grant
 - f. potentially adverse impacts of the project
3. Partnerships with community groups and other organizations (20% of score)
 - a. landowner/s support the project (documented by support letters)
 - b. partnering non-governmental organizations and local groups support the project and their roles are clearly articulated (documented by support letters)
 - c. municipalities and state and/or federal agencies support the project and their roles are clearly articulated (documented by support letters)

Part III. Tasks and Products

For this section, the applicant will be asked to upload a pdf version of the completed Appendix A Tasking and Products template provided in this RFP.

Part IV. Budget

For this section, the applicant will be asked to upload a pdf version of the completed Appendix B Budget template provided in this RFP. Review criteria for the budget is provided below:

Cost effectiveness and budget detail and consideration (25% of score)

- a. sufficient detail in the budget table and narrative
- b. non-federal match is likely to exceed 1:1 ratio
- c. the project proposal demonstrates cost effectiveness

Part V. Maps and Photos (uploaded by the applicant)

Note: Other than design drawings meant to be printed at a page size far greater than 11 x 8.5 inches, uploaded files should not exceed, and often should be far less than, 1 MB each. To reduce inappropriately large file sizes, several options are available.

For PC users, IrfanView is an easily accessible freeware that allows rapid reduction of file sizes in just several steps. To do so, open your image file in IrfanView, select "Image" from the toolbar and then select "Resize/Resample" from the drop down menu. You may then reset the file size by reducing the dimensions of the image or the number of pixels contained within.

For Mac users open your documents in Preview (standard in the Applications folder on Mac OS X). Select the "Tools" menu and select "Adjust Size" under it. This will provide tools to scale down the size of your imagery without losing definition or quality.

Part VI. Applicants Cover Letter (pdf uploaded by the applicant)

Part VII. Support Letters (pdfs uploaded by the applicant)

Part VIII. Other Files of Interest (uploaded by the applicant)

Grant Administration

Contracts will not be issued until summer 2011, contingent upon availability of funding for the Regional Partnership between NOAA and the Association. Successful applicants will enter into contracts with the Association of US Delegates to the Gulf of Maine Council on the Marine Environment that specifies work tasks, work products, and reporting requirements. Prior to applying to this grant program, applicants should confirm that they have adequate administrative capacity to meet this program's requirements. It is the responsibility of grantees to know and comply with deadlines and procedures for submitting the following project materials listed below:

GOMC Progress Reports: updates of tasking and expenditures submitted online at six month intervals (deadlines are 30 July and 31 January).

GOMC Final reports: A summary of tasking completion and budget expenditures for the entire project submitted online within 30 days of project completion or the end of the contract period, whichever comes first. Final reporting materials include, but are not limited to complete match documentation in the form of letters from contributing organizations and complete documentation of expenditures. Complete documentation of expenditures in the form of itemized accounting reports from the grantee’s business office or receipts and invoices are also required.

Invoicing Requirements: Payment will be made to grantees in US dollars on a reimbursement basis, with the exception that an up-front payment of up to 15% of the total grant award may be requested by the grantee before work begins. At least 20% of the award is reserved for the final payment. There will be no adjustments to the total award amount based on fluctuations in Canadian-US exchange rates. Disbursal of payments by this program is contingent upon the grantee’s compliance with all program requirements, such as reporting.

Ineligible Costs: Project costs incurred before execution of contracts will not be reimbursed by this grant program. Funds may not be used to support permanent staffing costs (however, a reasonable level of overhead during the grant period is acceptable), scholarships to individuals, deficit reduction activities, projects that have already been completed, or activities that constitute legally required mitigation for the adverse effects of an activity regulated or otherwise governed by state, provincial or federal law. Indirect or overhead costs are acceptable provided they do not exceed 25% of the total grant request. Indirect or overhead costs include, but are not limited to: administrative salaries, general software, office supplies and postage expenses not directly related to the grant.

State / Provincial Contacts

For assistance with the application process, contact the Habitat Restoration Coordinator, Slade Moore, using the information provided below. For assistance with specific technical aspects of proposed projects, contact the Jurisdictional Representatives listed below that are most appropriate given your project location.

Maine	Slade Moore	207.624-6225	slade.moore@maine.gov
Massachusetts	Hunt Durey	617.626.1245	hunt.durey@state.ma.us
New Hampshire	Ted Diers	603.559.0027	ted.diers@des.nh.us
Canada	Anita Hamilton	902.426.1642	hamiltona@df0-mpo.gc.ca

Note: Appendices A and B below are the templates that the grantee will use complete, , save as pdf files, and upload to the online application system when instructed to do so.

Appendix A

GOMC-NOAA PROJECT TASKING AND PRODUCTS TIMELINE (Instructions provided below)

GENERAL PROJECT INFORMATION

Project #:
Project name:
Organization name:
Submitted by:
Full contact information (address, phone, email):
Date submitted (mm/dd/yyyy):

PROJECT TASKS

Task number and title:
Description of how task will be completed:
Projected start/end dates:

Task number and title:
Description of how task will be completed:
Projected start end/dates:

Continue with additional tasks as necessary

PROJECT PRODUCTS

Product number and title:
Projected delivery date:

Product number and title:
Projected delivery date:

Continue with additional products as necessary

Instructions

This tasking and deliverables timeline (Appendix A) is intended to identify work conducted only during the contract period.

Depending on the project type, several types of tasking items and products are always included in this Appendix A:

- Public and Operational Safety Plan – the plan is intended to protect public safety at the project site before, during and after construction-oriented phases of work and also for project sites requiring regular maintenance.
- Regulatory Strategy – the written strategy will identify how and when you will obtain each individual regulatory authorization, permit, or license required for your project's successful completion. Identify in your strategy permits already obtained for the project.
 - Monitoring Plan – written monitoring plans shall include the project's broad goals and also specific, measurable objectives and evaluation parameters that comply with established regional monitoring protocols. Grantees must develop these plans early during the grant period and report on progress at intervals outlined in the plan. Monitoring guidance is provided at the GOMC's Habitat Restoration Web Portal, accessed at: <http://restoration.gulfofmaine.org/monitoring/index.php>. Additional guidance is provided in *The Stream Barrier Removal Monitoring Guide* (<http://www.gulfofmaine.org/streambarrierremoval/>) and *Regional Standards to Identify and Evaluate Tidal Wetland Restoration in the Gulf of Maine* (<http://www.pwrc.usgs.gov/resshow/neckles/Gpac.pdf>)
- Press Release – all projects will include this as a distinct tasking item and product. The mandatory press release will acknowledge GOMC-NOAA Partnership support.
- Other Outreach – The project must display, where appropriate and practical, publicly visible signs indicating that the project has received funding through the NOAA Community-based Restoration Program. These signs should also identify other contributing partners. These contributions should also be acknowledged in all communications with the media and the public and in all outreach related to the projects.

PRE-CONTRACTING APPENDIX B (PROJECT BUDGET)

Note: Instructions provided at the end of this template

1. General Project Information

Project #:
 Project Name:
 Organization Name:
 Submitted By:
 Submittal Date:

2. Budget Table

Use the clickable Budget Table worksheet below to indicate your projected expenses and how funding and matching contributions will be applied. Refer to the "Instructions" section.

Budget category Items	Projected expenses for each source type				GOMC non- federal match		GOMC in-kind match details ⁴	
	GOMC-NOAA award	GOMC non-fed match ¹	Other sources ²	Total	Type ³	Source	\$/hr	# of hours
Personnel <i>add rows for items</i>				0				
Fringe <i>add rows for items</i>				0				
Travel <i>add rows for items</i>				0				
Equipment <i>add rows for items</i>				0				
Supplies <i>add rows for items</i>				0				
Contractual <i>add rows for items</i>				0				
Other <i>add rows for items</i>				0				
Total	0	0	0	0				

¹ The non-federal match amount being applied to this GOMC-NOAA Partnership award. The match amount stated in your contract is expected at the completion of your GOMC-NOAA Partnership project.

² "Other sources" are contributions not being applied as match to this Partnership award.

³ Types include: "cash", "in-kind" or others. Letters documenting match must be provided in the Final Report.

⁴ For "in-kind" match received already and/or anticipated, show the hourly rate (\$) and total hours worked.

3. **Budget Narrative: (refer to instructions below)**

Instructions

1. Budget Table Instructions: Refer to the Budget Table example below. Note the level of detail. Complete the budget table above by clicking it to activate the worksheet. The “GOMC non-federal match” column refers to match applied to your GOMC-NOAA grant. Identify match type as in-kind, cash, or other categories. To accommodate multiple items listed under each of the budget categories (e.g. Personnel, Fringe, etc. ...) and multiple match sources for any given item, you will need to insert additional rows. Be sure to check all totals.

Budget category Items	Projected expenses for each source type				GOMC non-federal match		GOMC in-kind match details ⁴	
	GOMC-NOAA award	GOMC non-fed match ¹	Other sources ²	Total	Type ³	Source	\$/hr	# of hours
<i>Personnel</i>								
Coordinator		2,250		2,250	In-kind	ROR	45	50
Field Tech		9,875		9,875	In-kind	ROR	25	395
Educator	3,500			3,500				
<i>Fringe</i>								
<i>Travel</i>								
<i>Equipment</i>								
<i>Supplies</i>								
Plantings		4,700		4,700	Materials	Town		
Culvert		24,000		24,000	Materials	Town		
<i>Contractual</i>								
Permitting	7,500			7,500				
Engineering	15,000			15,000				
Construction	12,750			12,750				
<i>Other</i>								
Total	38,750	40,825		79,575				

¹ The non-federal match amount being applied to this GOMC-NOAA Partnership award. The match amount stated in your contract is expected at the completion of your GOMC-NOAA Partnership project.

² "Other sources" are contributions not being applied as match to this Partnership award.

³ Types include: "cash", "in-kind" or others. Letters documenting match must be provided in the Final Report.

⁴ For "in-kind" match received already and/or anticipated, show the hourly rate (\$) and total hours worked.

2. Budget Narrative Instructions: The Budget Narrative is intended to provide a finer level of detail than can be accommodated by the Budget Table format. It also provides a space for discussion of specific items of interest for which the grantee needs to provide elaboration.

For personnel performing work on an hourly basis, indicate the rate per hour, # of hours, and who did the work. Figures in the Budget Table and Budget Narrative must agree. Be aware that documentation of match received (not “promised”), in the form of scanned letters from contributors, is required in the pdf of the Final Report.

The Budget Narrative must follow this format:

Category

Item

GOMC-NOAA funded items (if applicable):

Non-federal match funded items (if applicable):

Items funded by other sources (if applicable):

An example of the narrative format based on the Personnel category of the Budget Table example above follows:

Personnel

Coordinator Position

Non-Federal Match Funded:

\$2,250 of in-kind match calculated as 50 hours at \$45.00/hour and provided by Restore Our Rivers (ROR).

Field Tech Position

Non-Federal Match Funded:

\$9,875 of in-kind match calculated as 395 hours at \$25/hour and provided by Restore Our Rivers.

Outreach Educator Position

GOMC funded:

\$3,500 calculated as 100 hours at \$35/hour and provided by our staff.