



REQUEST FOR PROPOSALS: Piscataqua Region Environmental Planning Assessment (2020)

The Piscataqua Region Estuaries Partnership (PREP) requests proposals from municipalities and partnering organizations within the Piscataqua Region watershed for projects resulting in achievement or significant progress toward achievement of one or more of the proposed actions for their community identified in the 2020 Piscataqua Region Environmental Planning Assessment (PREPA) or an action related to climate vulnerability, adaptation, and/or preparedness. Visit <https://prepestuaries.org/resources/prepa/> to review results by municipality from the 2020 assessment.

Eligible applicants may submit a proposal for up to \$10,000 of PREP funds. A total of \$45,000 is available for projects for 2021-2022. *For all projects, a minimum of 15% must be budgeted for outreach and education.*

Eligibility: Individual municipalities, and organizations partnering with one or more municipalities in the [Piscataqua Region watershed](#).

Example projects and average costs are listed below. If you'd like to discuss a project idea, please contact Abigail Lyon (Abigail.Lyon@unh.edu or (603) 862-3729).

- Adopt or increase buffers or setbacks regulations for wetlands, streams, buildings, or septic: \$5,000-\$15,000
- Complete a Natural Resource Inventory or Assessment: \$10,000
- Adopt updated stormwater management regulations: \$10,000-\$20,000
- Adopt updated model floodplain management standards that exceed the minimum federal regulations required to participation in the National Flood Insurance Program ([NH Office of Strategic Initiatives Menu of Higher Floodplain Regulation Standards](#) or [Maine Floodplain Management Program](#)): \$10,000
- Use the [2019-2020 NH Coastal Flood Risk Summary – Part II: Guidance for Using Scientific Projections](#) to update land use regulations to require project siting and design based on climate projections: \$5,000-\$10,000
- Adopt a Coastal Hazards Master Plan Chapter: \$5,000-\$10,000
- [Maine Flood Resilience Checklist](#): \$5,000-\$10,000

Request for Proposal Timeline:

February 1, 2021: Request for Proposals released by PREP.

February 1-March 30, 2021: Municipal officials (typically the Planning Board and/or Conservation Commission) meet with consultant(s) to discuss project in February and March meetings to determine which project the municipality wants to pursue. Fill out application, review, and sign off on grant requirement documents (8.5 weeks).

March 31, 2021: Proposal Deadline - submit project application to PREP by 4 PM.

April 1-April 22, 2021: Proposal review and selection process (3 weeks).

April 26, 2021: Awards announced.

May 1, 2021: Projects begin.

General Project Timeline:

May 1, 2021-April 30, 2022: Meet with consultants, presentations, public meetings, and adopt ordinance or regulations or complete assessment or inventory.

April 30, 2022: Project complete (drafted ordinance or regulation update, outreach to residents to gain support, public hearings, and adopted into town ordinances, where appropriate). Begin reporting.

June 1, 2022 Project final reporting complete.



PROPOSAL REQUIREMENTS

1. **Proposal summary form**—Contains succinct information about the proposed project. PREP template must be used (Appendix A).
2. **Project budget form**—Applicants must submit a Project Budget Form (Appendix B). Identify your qualified consultant for this project.
3. **Match commitment letter(s)**— A separate letter of match commitment is required for this proposed project. (Appendix C). **A minimum of 1:2 match (50%) is required for projects funded through this program. Match contributions may be from in-kind support or non-federal cash.**

Example of Cost-Share

Total Project Cost	\$15,000
PREP Funds Requested	\$10,000
Match Requirement <i>Non-Federal Cash (\$5,000)</i>	\$5,000

Preference will be given to applications with a greater than 1:2 match.

An electronic copy (PDF) must be received by Abigail Lyon via email (Abigail.Lyon@unh.edu) no later than 4 PM on Wednesday, March 31, 2021. Faxed proposals will not be accepted.

Direct questions to Abigail Lyon, PREP Community Technical Assistance Program Manager, at (603) 862-3729 or Abigail.Lyon@unh.edu

Appendices

- Appendix A: Proposal Summary Form
- Appendix B: Project Budget Form
- Appendix C: Match Letter Requirement



Appendix A
Proposal Summary Form (not to exceed one page)

Municipality/ies: _____

PREP Funds Requested: _____

Total Project Cost: _____

Name of Applicant: _____

Matching Funds: _____

Title: _____

Email: _____

Phone number: _____

Connection to the 2020 Piscataqua Region Environmental Planning Assessment Action Items (*identify which of the 2020 PREPA actions the project will address or advance (i.e., adopting primary structure setbacks)*).

Proposed Project and Task Timeline: Identify project tasks and dates from start to finish. Specify in your timeline if your town requires a public hearing and/or town meeting vote to implement project. (*see suggested timeline for success above; keep in mind projects are to start May 1, 2021 and be completed by April 30, 2022*):

Why is this the right time for this project? Why is your town ready? Will the project address climate resilience priorities or needs identified by your community or the region? If so, how? (i.e., Town has identified need, is willing to make the municipal investment, Town board and/or public is ready for new policy, has the staff capacity to complete and implement project, project addresses a recommendation from the community in the Master/Comprehensive Plan, climate vulnerability assessment/Hazard Mitigation Plan, [2019-2020 NH Coastal Flood Risk Summary](#), etc.)

Describe how the required 15% budgeted for outreach and education will be used to share project results, garner support for a regulation or zoning change, and/or change behavior.

Is this project part of a multi-town effort? If checked, specify towns.



**Appendix B
Project Budget Form**

Municipality:

	Amount Requested from PREP	Matching Funds/In-Kind (non-federal)	Other Funds*	Total Budget
BUDGET CATEGORIES				
Qualified Consultant Fee				
Communications & Outreach*** (e.g., for a stormwater regulations project (\$10,000) budget \$1,500 (15%) for communication and outreach)				
Supplies /Materials****				
Equipment				
Travel				
Other Cost (specify in space below)				
TOTAL PROJECT COSTS				

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

***PREP requires a minimum of 15% of funding be allocated for communications and outreach for all projects.

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

Match Commitment Letters are required from the applicant and any other partnering organization(s) expected to contribute in-kind services or non-federal cash to the project, see Appendix C and online.

(Signature of applicant)

(Print name)

(Title)

(Date)

(Signature of Select Board Chair or Town Administrator)

(Print name)

(Title)

(Date)



Appendix C – Match Letter Requirement

Your Town/Organization’s Letterhead

Date

Rachel Rouillard, Director
PREP, 302 Nesmith Hall
Durham, NH 03824

Re: [Project Name] – Matching Requirement

Dear Ms. Rouillard:

In support of this project, the Town/Organization anticipates providing non-federal match in the amount of **\$0.00** as our required cost-share.

Cash match from non-federal sources: **\$0.00**

In-Kind match (i.e., staff and/or volunteer time): **\$0.00**

I understand that a final letter detailing the costs and match amounts will be required before PREP releases the grant funding and must be submitted along with the final report to PREP no later than June 1, 2022.

Sincerely,

Town’s Fiscal Agent/Organization Director