Management Plan
for Implementation of the
Milfoil and Other Exotic Aquatic Plants
Research Grant Program
Under RSA 487:27

2012-2013

New Hampshire Department of Environmental Services
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www.des.nh.gov

Management Plan for Implementation of the Milfoil and Other Exotic Aquatic Plant Research Grant Program

I. Introduction

This management plan fulfills the requirement of RSA 487:27 that the Department of Environmental Services (DES) develops a management plan to implement research grants under the Milfoil and Other Exotic Aquatic Plants Grant Program. Consistent with the requirements of RSA 487, this plan includes the following:

I. Eligibility determination criteria and procedures
II. Application requirements and procedures
III. Project selection and prioritization requirements and procedures
IV. Stewardship requirements and procedures, including annual reporting to the department by the grantee.

Research grants will be implemented by the Department of Environmental Services.

II. Eligible Applicants

Under RSA 487:26, eligible applicants include institutions of higher learning.

To apply for grant monies, eligible applicants must complete a Research Grant Application Form provided by DES and submit other information as specified in this management plan. Selection will be based on responsiveness to these requirements and the application evaluation criteria as outlined in Section IX below. Costs are requested in the application to facilitate processing and ensure that the proposed level of effort for each application, and the cumulative grants awarded, are consistent with the available grant monies.

Applicants are encouraged to contact the Exotic Species Program Coordinator at 603-271-2248 or Amy.Smagula@des.nh.gov to discuss project proposals before completing the application. To learn more about other program activities associated with the Exotic Species Program, visit the Exotic Species Program web pages at www.des.nh.gov/wmb/exoticspecies/.

III. Eligible Projects

Research Grants may be awarded for any research on milfoil and other exotic aquatic plants remediation techniques, as provided in RSA 487:26. Eligible projects include those that lead to developing scientific knowledge and understanding of milfoil and other exotic aquatic plant ecology, genetics or biology, and that lead toward new enhanced remediation techniques. Projects that seek to mechanisms for control or eradication of milfoil and other exotic aquatic plants are also favorable.

IV. Program Requirements

Grantees will enter into a contract with the State of New Hampshire, administered by DES. State contracting rules and procedures will be followed, including use of standard state contract forms

and conditions and approval of contracts. The minimum requirements for this grant program include:

- Applicants must demonstrate eligibility based on the requirements in RSA 487:28, I, as described in Section II, above.

- One mid-project progress report and a final project report are required for all research grants to enable DES to report to the legislature and the governor and council in accordance with the requirements of RSA 487:29.

- The performance period for the grant may be no longer than two years. Grant requests for subsequent phases of a research effort may be submitted.

- As provided in RSA 487:28, II, institutions of higher learning may be exempted from the 50% match requirement.

V. Application Procedures

All applicants for grants must submit a completed Research Grant Application Form provided by DES, a project narrative, and a project budget that concisely describes the financial scope of the project.

One original application and three complete photocopies, as well as a CD with the electronic format, must be received by DES by <u>4pm on Friday, November 30, 2012.</u> Applications must be submitted to:

New Hampshire Department of Environmental Services
Attention: Amy P. Smagula
Exotic Species Program
29 Hazen Drive, PO Box 95, Concord, NH 03301-0095

VI. Project Narrative Requirements

In addition to completing the application form, all proposals must include a project narrative that includes the following basic elements:

- ✓ **Title-** Provide a descriptive title of your proposed project.
- ✓ **Narrative Statement-** Include a description of the proposed research, including a description of the scientific and societal importance of your proposed project. In general describe the hypothesis that will be investigated or tested, the peer-reviewed literature background for the hypothesis, the methods and procedures that will be used to test the hypothesis, and the decision criteria for success of the research.

- ✓ **College/University/Research Institute/Consulting Agency name and department**
- ✓ **Financial Management-** please summarize the accounting infrastructure in place in your affiliation that will manage the grant funds, and indicate the amount of overhead, required by your affiliation, if any (*because these are grant funds from a state agency, we ask that you work with your affiliation to get the lowest possible overhead rate so as to maximize use of the grant funds*).
- ✓ **Estimated Timeframe-** Indicate the estimated timeframe for the project.
- ✓ **Project Partners-** Indicate if you plan to involve partners from within or external to your infrastructure (DES will make grants to the affiliation of the PI, and that affiliation will coordinate payment to other partnering entities).
- ✓ **Statement of Research Objectives**- Number each objective and provide a brief explanation of each.
- ✓ **Curriculum Vitae-** Attach Curriculum Vitae for the PI and proposed project partners.

VII. Project Budget

Applications should include a detailed budget using the budget form included in the application package, and must show both the costs to be paid directly by the grant and matching contributions as described above in Section IV. Applicants must indicate if an advance disbursement is needed to begin work, and must account for this in the budget. Note that ten percent (10%) of the overall project cost will be reserved by DES for allocation upon submittal of a final project report.

VIII. Stewardship Requirements

All grant recipients must provide DES with a mid-project report by October 31 of the year in which the grant is awarded and a final report at the conclusion of the performance period and before final payment. The report must include, as a minimum, detailed descriptions of project activities, an itemized accounting of the funds spent, and a summary of all outputs and results from project activities.

IX. Application Evaluation Criteria

The committee will include at least a designee of the Commissioner of the Department of Environmental Services, a designee of the Commissioner of the Department of Agriculture and a designee from the New Hampshire Lakes Association. Other state agency staff may also be involved in these reviews.

The evaluation criteria are described below:

Research Grant Application Evaluation Criteria

Criteria	Weight	Score Range
Project Approach	30%	0-5
Management Approach	10 %	0-5
Benefit/Anticipated Outcome	40%	0-5
Technical Merit/Innovation	20%	0-5

Project Approach: Through the project narrative as described above in Section VI, the applicant should clearly state the goals of the project and how the goals will be achieved.

Management Approach: The applicant must demonstrate the capability to effectively manage the project to successful completion and project funding through a capable project team.

Benefit/Anticipated Outcome: Does the project have outcomes or deliverables that will benefit the goals of exotic aquatic plant management, or add to the science and understanding of exotic aquatic plants?

Creativity/Innovation: Is the project creative or innovative in ways that are likely to result in advances or improvements that are transferable across the state or region? Is the research original?

Upon review of all responsive applications based on the above criteria and considering the available funding, the Evaluation Committee will determine which applicants will receive Research Grants for that year. In accordance with RSA 487:26, grants shall be awarded and program moneys distributed upon approval of the Commissioner of Department of Environmental Services. All grants are also subject to approval by the Governor and Executive Council prior to grant award.

Grant selections will be announced by February 1, 2013.

Section 487:26

[RSA 487:26 effective January 1, 2004.]

487:26 Grant Program Established.

There is hereby established a grant program to be administered by the department of environmental services for the allocation of money to state agencies, non-profit organizations, and municipalities or political subdivisions of the state which seek to administer a milfoil and other exotic aquatic plants prevention program, and to institutions of higher learning which seek to conduct research on milfoil and other exotic aquatic plants remediation techniques. The grant program shall be funded by the portion of the lake restoration and preservation fund, established in RSA 487:25, and allocated to the milfoil and other exotic aquatic plants prevention program. Approximately 3/4 of the moneys distributed from the fund to the milfoil and other exotic aquatic plants prevention program shall be allocated for the purposes of milfoil and other exotic aquatic plants prevention and the remainder shall be allocated to milfoil and other exotic aquatic plants remediation research, as appropriate, based on grant requests. Of the moneys in the milfoil and other exotic aquatic plants prevention program, the moneys allocated specifically for the purposes of the milfoil and other exotic aquatic plants prevention shall be distributed upon approval of the commissioner of the department of environmental services and the commissioner of safety. Of the moneys in the milfoil and other exotic aquatic plants prevention program, the moneys allocated specifically for the purposes of milfoil and other exotic aquatic plants remediation research shall be distributed upon approval of the commissioner of the department of environmental services. Section 487:27

487:27 Management Plan. –

The commissioner of the department of environmental services, or designee, in consultation with the commissioner of safety, or designee, shall establish a management plan to implement the grant program. The management plan shall include, but not be limited to:

I. Eligibility determination criteria and procedures.

II. Application requirements and procedures.

III. Project selection and prioritization requirements and procedures.

IV. Stewardship requirements and procedures, including annual reporting to the department by the grantee.

Source. 2002, 201:3, eff. Jan. 1, 2004.

Section 487:28

[RSA 487:28 effective January 1, 2004.]

487:28 Eligible Applicants; Matching Funds. –

I. The department of environmental services shall distribute funds for projects to further the purposes of this program only to eligible applicants. Eligible applicants shall include:

(a) Publicly-supported nonprofit corporations exempt from federal income taxation under Section 501(c) of the Internal Revenue Code.

(b) Municipalities or other political subdivisions of the state.

(c) Institutions of higher learning.

(d) State agencies.

II. All eligible applicants shall provide a minimum level of matching resources equal to 50 percent of the proposed program budget. The department may exempt institutions of higher

learning from the required match. The cost-sharing match may be met through the use of in-kind services. Qualifying matching funds from the applicant may include, but are not limited to, municipal appropriations, private donations, federal funds, and the value of goods and services provided by the applicant.

Source. 2002, 201:3, eff. Jan. 1, 2004.

Section 487:29

[RSA 487:29 added by 2002, 201:3, effective January 1, 2004.]

487:29 Milfoil and Other Exotic Aquatic Plants Prevention; Grant Fund Report and Budget. –

The department of environmental services shall submit an annual report, beginning on January 1, 2004, to the speaker of the house, president of the senate, and the governor and council which shall include, but not be limited to, a description of prevention and research projects funded by the milfoil and other exotic aquatic plants prevention program and the extent of aid to municipalities or subdivisions of the state, non-profit corporations, and research institutions.

Source. 2002, 201:3, eff. Jan. 1, 2004.