



*May 7, 2018*

## **NOTICE FOR FUNDING OPPORTUNITY NEW HAMPSHIRE COASTAL RESILIENCE GRANTS Request for Proposals**

---

### *Supporting Capacity Building, Planning, Permitting, Design, and Construction Projects*

The New Hampshire Department of Environmental Services (NHDES) Coastal Program has targeted funds available for projects that enhance coastal resilience to current and future hazards. The proposals will be scored and ranked according to the “Proposal Requirements and Evaluation Criteria,” as described in Section D. Applicants with the highest ranking proposals will be asked to refine detailed scopes of services and budgets for contracting. A final contract is subject to successful negotiation of a final scope of services and budget. Funds for this grant opportunity are provided by the National Oceanic and Atmospheric Administration’s (NOAA) Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NHDES Coastal Program.

### **A. Purpose**

---

Each year, coastal communities in New Hampshire (NH) experience flooding and coastal storm damages to property, infrastructure, natural resources, and cultural resources, along with associated economic disruptions. The past year brought damaging nor’easters and more frequent reports of nuisance high tide flooding. These hazards are projected to continue intensifying and expanding with the effects of climate change. In order to prepare for coastal hazards, communities need to find creative ways to engage residents and partners to address risks and incorporate resilience into capital improvements, natural resource protection, and historic preservation.

To help communities prepare for coastal hazards, the NHDES Coastal Program is announcing the 2018 NH Coastal Resilience Grant opportunity. These funds are intended to support engagement to increase understanding of coastal hazards as well as planning, design, permitting, and construction projects that minimize hazards and enhance coastal community resilience. Projects must take place within one or more of the 17 Coastal Zone communities. A NH Coastal Zone map is available here: <http://tinyurl.com/jehdt25>. For the purposes of this funding opportunity, coastal resilience is defined as the capacity of a community or system to proactively prepare for and bounce back better from hazardous events such as hurricanes, coastal storms, and long-term sea-level rise and associated impacts, rather than the ability to simply react and respond to events.

All projects should incorporate the following elements:

- Projects should recognize, integrate, and promote resilience benefits provided by nature.
- Projects should incorporate best available climate science for storm surge, sea-level rise, and/or extreme precipitation.
- Projects should identify and implement a recommendation or action in an existing federal, state, or local plan or assessment.

- Projects should include plans for community/stakeholder engagement that lay out measurable objectives for successful engagement. Projects should instill a sense of ownership and clear understanding of next steps in the target community, communities, or agency.
- Projects should make efforts to identify, involve, and address needs of underserved communities or groups.

## B. Eligible Project Types

---

### 1) Creative Capacity Building (CCB) | Project timeframe: 18 months

Projects that build capacity to address future coastal flood risk from projected storm surges, sea-level rise, and extreme precipitation. Projects should directly address resilience needs demonstrated by a community, communities, or a state agency. Projects may include monitoring, vulnerability assessments, planning, draft regulations, outreach, or other capacity building efforts. Projects should be conducted in a collaborative process in order to build relationships and avoid duplication of efforts.

### 2) Design & Construction (D&C) | Project timeframe: 24 months

Design, permitting, and/or construction of site-specific projects that enhance coastal community and ecosystem resilience. Projects must take place on public property/assets. Examples include culvert designs and replacements; redesign/retrofit of public facilities or infrastructure; coastal buffer enhancement; land acquisition; living shorelines or flood protection projects that incorporate nature-based infrastructure. Note: Shoreline stabilization projects may include some combination of hard and soft stabilization techniques if need is demonstrated (e.g., marsh toe revetment/sill, engineered core), however projects that exclusively involve armoring shorelines with rip rap or other hard structures that disrupt the natural land-water interface are not eligible for this funding source.

For Design & Construction projects, proposals should demonstrate realistic scopes of work that can be accomplished within a 24-month timeframe by addressing **one or two** of the following phases of implementation:

- i. *Data collection, feasibility assessment, and siting analysis* – Work to identify and assess alternative strategies and determine the most suitable strategy for a particular coastal area or site. Includes evaluation of erosion rates and trends, flooding impacts, sea-level rise, and other efforts to analyze and assess site conditions such as elevations, coastal storm exposure, wave and current regimes, sediment types, existing habitat types, and vulnerable development.
- ii. *Design* – Work to engineer and design the project, including plans for site preparation and installation. Design work should build on completed planning, feasibility assessment, and siting analysis.
- iii. *Permitting* – Work to prepare and file federal, state, and local permit applications for proposed activities. Permits do not have to be obtained as part of the scope of work.
- iv. *Construction, installation, and monitoring* – Work to prepare the project site, construct and install eligible technique(s), and monitor and evaluate the project to assess efficacy and inform and improve future efforts. Proposals for project construction or installation

should demonstrate that planning, feasibility assessment, siting analysis, and design have been completed, and that permits are expected to be secured.

Though not required for the initial proposal submission for this RFP, the highest ranking applicants proposing construction and/or preparation of final engineering plans and/or final permits will be required to submit the following documentation as part of the final application approval, scoping, and contracting process:

- 306A project checklist with detailed information on potential environmental impacts;
- A title opinion, certification, affidavit, or title insurance showing public ownership or control of land for projects involving acquisition or construction, signed by a licensed attorney or authorized state or local government official;
- A letter from the state historic preservation officer clearing the project for historic preservation purposes.
- Demonstration that engineering services have been procured on a qualifications basis.

### **C. Funding, Required Match, and Applicant Eligibility**

---

Total anticipated funding for all NH Coastal Resilience grant projects is approximately \$200,000. Applicants must request a minimum of \$20,000 and no more than \$100,000 in grant funds per project. Between three and five projects are expected to be funded.

A two-to-one federal grant funds to non-federal match through cash or in-kind services is required. For example, a project requesting \$20,000 in grant funding would provide at least \$10,000 in non-federal matching contributions for a total project budget of \$30,000. Exceptions to the match requirement may be made for CCB project applicants who can demonstrate hardship securing match.

Eligible applicants include municipalities, state agencies, regional planning commissions, academic institutions, and non-governmental organizations. Projects must take place within one or more of the 17 Coastal Zone communities. A NH Coastal Zone map is available here: <http://tinyurl.com/jehdt25>.

### **D. Proposal Requirements and Evaluation Criteria**

---

Submitted proposals should total no more than eight pages and should be organized using the numbered headings listed below. Letters of support are accepted but not required and may be appended to the proposal without contributing to the page limit. Eligible proposals will be reviewed on a competitive basis and evaluated based on the following criteria and point value (total of 100 points):

- 1) Project Title**
- 2) Applicant Information**
  - i. Name, organization, address, and contact information
- 3) Project Location**
  - i. Describe the geographic area where the proposed work will take place.
- 4) Project Type, Goals, and Objectives (10 pts)**
  - i. Identify whether your proposal is for a 1) Creative Capacity Building (CCB) project or a 2) Design & Construction (D&C) project

- ii. Provide the project goal statement.
- iii. List the project's measurable objectives.

**5) Project Description (40 pts)**

- i. Briefly describe the proposed work.
- ii. Describe how the proposed work conforms with the eligible project type (address in detail the relevant project type description in Section B). If proposing a D&C project, describe which phase(s) the proposed work addresses.
- iii. Describe how the project explicitly recognizes, integrates, and/or promotes the resilience benefits provided by nature.
- iv. Describe how the proposed work will integrate best available climate science for storm surge, sea-level rise, and/or extreme precipitation.
- v. Describe how the proposed work implements a recommendation or action identified in a federal, state, or local plan or assessment.
- vi. Describe the project stakeholders (including decision-makers), how you will reach those stakeholders, what you want the stakeholders to do as a result of the engagement, and how you will measure successful engagement. Describe how the project will instill a sense of ownership and clear understanding of next steps in the target community, communities, or agency. Indicate whether and how stakeholders were involved in proposal development.
- vii. Describe how your project will make efforts to identify, involve, and address needs of underserved communities or groups.

**6) Project Personnel and Partners (10 pts)**

- i. Describe the principal in charge of implementing the grant award and the roles of specific personnel on the project team. Describe partners contributing to the proposed work, including the specific roles of personnel. Points will be awarded based on the expertise of the project team as it relates to the proposed work and how clearly project team roles are described.

**7) Project Work Plan (30 pts)**

- i. *For CCB projects:* Provide a task-based work plan that clearly describes project tasks in detail with realistic timeframes for each task within an 18-month time period starting January 2019 and ending June 2020.

*For D&C projects:* Provide a task-based work plan that clearly describes project tasks in detail with realistic timeframes for each task within a 24-month time period starting January 2019 and ending December 2020.

*For all projects:* Include semi-annual and final reporting as distinct tasks. Semi-annual reports are due every June 30 and December 31 throughout the project period. Final deliverables and a final report will be due at the conclusion of the project.

- ii. List project deliverables with expected completion dates.

**8) Project Budget and Match (10 pts)**

- i. Provide an estimated budget for the proposed work by project task.

- ii. Describe how match in non-federal cash and/or in-kind services will be provided, including a detailed description of the source(s) of match. A two-to-one federal grant funds to non-federal match through cash or in-kind services is required. For example, a project requesting \$20,000 in grant funding would provide at least \$10,000 in non-federal matching contributions for a total project budget of \$30,000. Exceptions to the match requirement may be made for CCB project applicants who can demonstrate hardship securing match.
- iii. Provide an estimated budget for the proposed work, match amounts, and match type (in-kind, cash, or both) by federal budget categories (use Attachment 1 Table Template). Federal budget categories are: Personnel, Fringe Benefits, Equipment, Travel, Supplies, Sub-Contractual, Construction, Other, Indirect Charges.

### E. Important Dates

---

- Proposals must be emailed as a PDF or Word Document to [kirsten.howard@des.nh.gov](mailto:kirsten.howard@des.nh.gov) by 4:00 pm EDT on Friday, July 6, 2018.
- Upon review of proposals, selected applicants will be notified by Tuesday, July 31, 2018. Selected applicants will be invited to negotiate final scopes of services and budgets with NHDES Coastal Program staff. Selected applicants are expected to finalize scopes of services and budgets no later than Monday, September 24, 2018.
- Contracts will begin upon Governor and Executive Council approval. Contracts are expected to start January 2019. CCB projects will end June 30, 2020. D&C projects will end December 31, 2020.

### F. Terms and Conditions

---

Submittal of a proposal does not commit NHDES to award a contract or pay any costs incurred during the preparation of a proposal. All awards are subject to Governor and Executive Council approval. NHDES also reserves the right to reject any or all of the proposals and to negotiate the scopes of work, timeframes, and requested grant amounts.

### G. Contact

---

Kirsten Howard | Coastal Resilience Coordinator | NH Department of Environmental Services, Coastal Program | 222 International Drive, Suite 175, Portsmouth, NH 03801 | Email: [kirsten.howard@des.nh.gov](mailto:kirsten.howard@des.nh.gov) | Phone: 603-559-0020

**Attachment 1: Federal Budget Category Table Template**

| Item            | Federal (NHCP) | Non-federal (Match) | Match Type (cash, in-kind, or both) | Total |
|-----------------|----------------|---------------------|-------------------------------------|-------|
| Personnel       |                |                     |                                     |       |
| Fringe          |                |                     |                                     |       |
| Equipment       |                |                     |                                     |       |
| Travel          |                |                     |                                     |       |
| Supplies        |                |                     |                                     |       |
| Sub-Contractual |                |                     |                                     |       |
| Construction    |                |                     |                                     |       |
| Other           |                |                     |                                     |       |
| Indirect        |                |                     |                                     |       |
| Totals          |                |                     |                                     |       |