



May 9, 2019

NOTICE FOR FUNDING OPPORTUNITY

NEW HAMPSHIRE COASTAL RESILIENCE MUNICIPAL PLANNING GRANTS

Request for Proposals

Supporting Municipal Capacity Building and Planning Projects

The New Hampshire Department of Environmental Services (NHDES) Coastal Program has targeted funds available for municipal projects that plan for resilience to coastal hazards and build sustained capacity to implement resilience plans. 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 and state approval of a 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.

1. Purpose

Each year, coastal municipalities in New Hampshire (NH) experience flooding and coastal storm damages to property, infrastructure, natural and cultural resources, along with associated economic disruptions. The past few years brought damaging nor'easters and more frequent reports of nuisance high tide flooding. These hazards are projected to intensify and expand with the effects of climate change. In order to prepare for coastal hazards, municipalities 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. Several coastal NH municipalities have already completed general vulnerability assessments and have begun integrating climate change in local plans and ordinances; however, municipalities lack sustained local capacity to institutionalize climate change adaptation throughout municipal operations and implement the resilience priorities identified in their plans.

To help municipalities prepare for coastal hazards, the NHDES Coastal Program is announcing the 2019 NH Coastal Resilience Municipal Planning Grant opportunity. These funds are intended to support planning to increase resilience to coastal hazards as well as build local capacity to implement resilience plans. Projects must take place within one of the 17 Coastal Zone municipalities. 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. Projects timeframes are expected to be 12 to 18 months.

All projects must incorporate the following elements:

- a) Projects must incorporate best available climate science for storm surge, sea-level rise,

and/or extreme precipitation.¹

- b) Projects must involve community/stakeholder engagement and evaluate the success of engagement efforts based on clearly articulated objectives. Projects should instill a sense of ownership and clear understanding of next steps in the target communities or groups.
- c) Projects must address social equity and justice issues to ensure that underserved populations and their priorities are prioritized in the planning process.
- d) Projects must recognize, integrate, and promote resilience benefits provided by nature.

2. Eligible Project Types

a) Developing a Master Plan Chapter focused on Coastal Hazards and Climate Adaptation

The Coastal Hazards and Adaptation Master Plan Chapter (CHAMP) guides and directs municipal activities on coastal hazards, adaptation, and resilience. Municipalities that do not have a CHAMP Chapter may apply for funds to collaboratively develop a CHAMP Chapter for their Master Plan. Municipalities with integrated master plans are also eligible to apply to incorporate coastal hazards and adaptation into their integrated plan. CHAMP Chapter development must follow elements a) through d) identified in Section 1 above. Additionally, CHAMP Chapters should include:

- Site-specific mapping of hazards, prioritizing planning areas, strategies for vulnerable sites, and strategies for less vulnerable planning areas
- Coordination with the local hazard mitigation plan, at minimum
- Consideration of, but not limited to, the following datasets: [sea-level rise](#), [sea level affecting marshes modeling](#), [resilient tidal crossings](#), [Tides to Storms](#) or [C-RiSe](#), and living shoreline site suitability ([report](#); [mapping tool](#))

b) Creating a Sustained Municipal Initiative to Implement CHAMP Chapter

Once a CHAMP (or master plan that adequately integrates coastal hazards and climate change adaptation) is approved, many municipalities struggle to implement priorities identified in the chapter due to constrained resources, competing priorities, limited staff time, and other factors. Municipalities that have an approved CHAMP Chapter (or equivalent) may apply for funds to set up and support a sustained municipal initiative to prioritize and implement actions within the CHAMP. The municipal initiative may take the form of an informal or formal committee, subcommittee, or other group of stakeholders that includes volunteers and/or paid staff. Funds are expected to be used for consultant or municipal staff services to support the initiative. Activities the CHAMP municipal initiative might undertake once it is established include, but are not limited to:

- Establishing shared understanding amongst decision making bodies
- Identifying and implementing priorities within the existing, approved CHAMP

¹ As a starting point, applicants may access information about storm surge, sea-level rise, and/or extreme precipitation in coastal New Hampshire in the New Hampshire Coastal Risk and Hazards Commission final report at www.nhcrhc.org.

- Grant proposals and other fundraising to implement identified priorities within the CHAMP
- Proposing municipal ordinances, policies, or other recommendations for consideration or adoption by relevant municipal staff, boards, commissions
- Serving as a local resource for other municipal boards, committees, or staff to discuss coastal hazards and resilience issues
- Updating an existing CHAMP chapter or obtaining approval for an existing draft CHAMP chapter

3. Funding, Required Match, and Applicant Eligibility

Total anticipated funding for all NH Coastal Resilience grant projects is approximately \$100,000. Applicants must request a minimum of \$10,000 and no more than \$30,000 in grant funds per project. Between four and eight projects are expected to be funded.

A 2:1 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.

Eligible applicants include:

- a) One or more of the following coastal zone municipalities: Dover, Durham, Exeter, Greenland, Hampton, Hampton Falls, Madbury, New Castle, Newfields, Newington, Newmarket, North Hampton, Portsmouth, Rollinsford, Rye, Seabrook, or Stratham, and/or
- b) Municipal consultant(s), including non-profit, quasi-governmental, or private organizations. Consultant applicants must include in their proposal a written letter of support from the municipality’s Board of Selectmen, Town Council or City Council. Each project must take place within and on behalf of one or more of the 17 coastal municipalities identified in 3a).

4. Proposal Requirements and Evaluation Criteria

Submitted proposals should total no more than five pages and should be organized using the numbered headings listed below. Letters of support 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**):

- a) **Project Title**
- b) **Applicant Information**
 - i. Name, organization, address, and contact information
 - ii. If the applicant is consulting on behalf of a municipality, include the name of the municipality and primary contact information for the municipal project sponsor
- c) **Project Type, Goals, and Objectives (10 pts)**
 - i. Identify whether your proposal is a:
 1. CHAMP Chapter Development, or
 2. Sustained Municipal Initiative to Implement CHAMP

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

d) Project Description (30 pts)

- i. Briefly describe the proposed work.
- ii. Describe how the proposed work will help advance the community's coastal resilience goals. Sustained Municipal Initiative to Implement CHAMP projects should describe how the proposed work will help advance the communities CHAMP goals, specifically.
- iii. Describe how the proposed work will integrate best available climate science for storm surge, sea-level rise, and/or extreme precipitation.
- iv. Describe the project stakeholders (including decision-makers). In doing so, describe:
 - i. how you will reach those stakeholders
 - ii. what you want the stakeholders to do, and
 - iii. how you will measure successful engagement.
 - iv. how the project will instill a sense of ownership and clear understanding of next steps in the target communities or groups.
 - v. whether and how stakeholders were involved in proposal development.
- v. Describe how the project will recognize, integrate, and/or promote the resilience benefits provided by nature.

e) Project Personnel and Partners (20 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.
- ii. Attach letters of support provided by the municipality (Board of Selectmen, Town Council, or City Council) and other relevant community organizations. Letters of support should demonstrate the need for the project work as well as the commitment to participate in the project process by key partners and stakeholders.

f) Project Work Plan (30 pts)

- i. Provide a task-based work plan that describes project tasks with realistic timeframes for each task within a 12- to 18-month time period starting as early as January 2020 and ending June 30, 2021.

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.

g) 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 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, Other, Indirect Charges.

5. Important Dates

- If you have questions about this funding opportunity, please contact NHCP Coastal Resilience Coordinator Kirsten Howard at kirsten.howard@des.nh.gov or 603-559-0020 prior to Friday, July 12, 2019.
- Proposals must be emailed as a PDF or Word Document to kirsten.howard@des.nh.gov by 4:00 pm EDT on Friday, July 26, 2019.
- Upon review of proposals, selected applicants will be notified by Friday, August 9, 2019. 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 by Friday, September 27, 2019.
- Contracts will begin upon Governor and Executive Council approval. Contracts are expected to begin between January and March 2020. Projects will end on June 30, 2021.

6. 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.

7. 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 | Phone: 603-559-0020

Attachment 1: Federal Budget Category Table Template

Note: (double-click the table below to open Excel table format and enable editing)

Item	Federal (NHCP)	Non-federal (Match)	Match Type (cash, in-kind, or both)	Total
Personnel	\$0	\$0		\$0
Fringe	\$0	\$0		\$0
Equipment	\$0	\$0		\$0
Travel	\$0	\$0		\$0
Supplies	\$0	\$0		\$0
Sub-Contractual	\$0	\$0		\$0
Construction	N/A	N/A		N/A
Other	\$0	\$0		\$0
Indirect	\$0	\$0		\$0
Totals	\$0	\$0		\$0