



*Revised June 29, 2021 – Please note updated timeline in Section F.*

## **NEW HAMPSHIRE COASTAL RESILIENCE GRANTS Application Instructions and Evaluation Criteria**

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### *Supporting Capacity-Building, Planning and Regulatory, and Site-specific Projects*

The New Hampshire Department of Environmental Services (NHDES) Coastal Program is accepting [Coastal Resilience Grant \(CRG\)](#) applications for coastal community and habitat resilience projects. The applications will be scored and ranked according to the “Evaluation Criteria,” as described in Section E. Applicants with the highest ranking proposals will be asked to refine scopes of services and budgets for contracting. A final contract is subject to successful negotiation and State of New Hampshire and National Oceanic and Atmospheric Administration (NOAA) approval. Funds for this grant opportunity are provided by the NOAA Office for Coastal Management under the Coastal Zone Management Act in conjunction with the NHDES Coastal Program.

### **A. Purpose**

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For the purposes of the CRG funding opportunity, coastal resilience is the capacity of a coastal community or coastal system to thrive in a changing climate—not only measured by the capacity to “bounce back” quickly from shocks and stresses like storms, but also, and perhaps more importantly, measured by the capacity to “leap forward” to create new ways of working that enable sustained achievement of community goals and social, economic, and environmental wellbeing over the long-term.

The CRG funding opportunity supports projects that build neighborhood, grassroots, or municipal capacity for coastal resilience work and projects that integrate coastal flood risk guidance into local plans, regulations, and site-specific projects that increase the coastal resilience of physical assets.

### **B. Eligible Applicants and Project Categories**

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#### **Eligible Applicants**

Eligible applicants include coastal municipalities, quasi-governmental organizations, non-governmental organizations, academic institutions, and state agencies. Projects must take place within one or more of the 17 New Hampshire Coastal Zone communities.<sup>1</sup> Governments and organizations may be involved in more than one application, but may only submit one proposal as the lead applicant. Preference will be given to lead applicant organizations that have never before received a Coastal Resilience Grant award.

#### **Eligible Project Types**

Project proposals must fall under one of the following three categories:

- i. **Building neighborhood, grassroots, or municipal capacity** – Building resilience to coastal climate change impacts requires capacity and leadership in our communities. Project examples to build capacity include, but are not limited to, creating or supporting a neighborhood group focused on building social cohesion and resilience among neighbors; implementing a grassroots resilience leadership development program; improving the intersectional network of groups working on community issues related to resilience (such as healthcare, environmental and racial

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<sup>1</sup> Coastal Zone communities include Dover, Durham, Exeter, Greenland, Hampton, Hampton Falls, Madbury, New Castle, Newfields, Newington, Newmarket, North Hampton, Portsmouth, Rollinsford, Rye, Seabrook, and Stratham.

justice, affordable housing, public transportation, business continuity, etc.); supporting or creating a multi-stakeholder municipal committee or advisory working group focused on coastal resilience. Preference will be given to capacity-building projects that focus on environmental justice, inclusive access to the coast, or protection and restoration of natural coastal resources.

- ii. **Integrating NH Coastal Flood Risk Guidance in Plans and Regulations** – The [NH Coastal Flood Risk \(CFR\) Guidance](#), released in 2020, should be integrated into local and state land use planning and permitting, in order to ensure coastal municipalities are considering future flood risks in land use decisions. Project examples include but are not limited to integrating the NH CFR Guidance into local master plans or capital improvement plans; creating new plans such as emergency response and recovery plans; or requiring use of the NH CFR Guidance (or aspects of it) in land use regulations such as zoning ordinances or site plan review and subdivision regulations. Planning and regulatory projects must avoid negative impacts to natural resources, and strong preference will be given to projects that promote the protection and restoration of natural tidal resources and encourage inclusive public access to the coast. All municipal planning and regulatory project applications should include plans for inclusive engagement that employ best practices for reaching groups that are underrepresented in municipal government spaces (e.g., providing daycare services, conducting events in specific neighborhoods, providing stipends to underserved groups).
- iii. **Increasing Resilience of Site-Specific Physical Assets**—Best available information about coastal flood risks and the [NH CFR Guidance](#) framework enable communities to prioritize site-specific assets that require adaptation to future coastal hazards. Project examples include but are not limited to using the NH CFR Guidance to conduct a vulnerability assessment for a public property or asset (e.g., a road segment, a public park, a boat launch, a wastewater treatment facility); holding a design charrette workshop for a vulnerable neighborhood, historic district, or downtown area; developing conceptual design alternatives for a priority project (e.g., a tidal culvert). Site-specific projects must avoid negative impacts to natural resources, and strong preference will be given to projects that utilize best management practices to protect or restore natural tidal resources and encourage inclusive public access to the coast (e.g., funds may not be used to design new hardened shoreline structures that negatively impact existing natural resources, but may be used to design replacement shoreline structures that improve ecosystem function and value compared to current conditions). Funds may be used to complete up to 75% engineering designs, but they cannot support final engineering designs or permitting costs. All site-specific project applications should include plans for inclusive engagement that employ best practices for reaching groups that are underrepresented in municipal government spaces (e.g., providing daycare services, conducting events in specific neighborhoods, providing stipends to underserved groups).

### **C. Funding, Required Match, and Project Timeframe**

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**Funding:** Total anticipated federal grant funding for all NH Coastal Resilience grant projects is approximately \$120,000. Applicants must request a minimum of \$10,000 and no more than \$40,000 in federal grant funds per project. Federal grant funds and match may not be used for final engineering designs, permitting, or construction costs. Federal grant funds may not be used for equipment purchases that exceed \$5,000.

**Required match:** Match consists of the portion of the project costs not paid with federal grant funds and can be any combination of cash and/or in-kind goods and services related to the project (e.g., non-federal salaries, volunteer time). A 4:1 federal grant funds to non-federal match through cash or in-kind

services is required. For example, a project seeking \$40,000 in federal grant funding must provide at least \$10,000 in non-federal match commitment for a total project budget of \$50,000.

**How to calculate your match requirement and total project budget:**

*Required non-federal match = [federal grant funds requested / 4]*

*Total project budget = [federal grant funds requested] + [ federal grant funds requested / 4]*

**Project timeframe:** Project duration should be 12 to 18 months. Projects are expected to begin January 2022 and end no later than June 30, 2023.

## **D. Application Requirements**

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Complete and submit an application using the NHDES Application Form, accessed from the [CRG webpage](#). Refer to the following application requirements as you fill out the application form. You may also want to refer to the application evaluation criteria presented in Section E.

### **Section 1: Lead Applicant Information**

- 1.1 **Organization Name:** *Enter the name of the lead applicant organization.*
- 1.2 **Mailing Address:** *Enter the mailing address of the lead application organization.*
- 1.3 **Primary Contact Person:** *Enter the name of the primary contact person for the application.*
- 1.4 **Contact Email:** *Enter the email address of the primary contact person.*
- 1.5 **Contact Phone:** *Enter the phone number of the primary contact person.*

### **Section 2: Project Summary**

- 2.1 **Project Title:** *Enter a descriptive title for the project (300 character limit, including spaces).*
- 2.2 **Project Type:** *Choose one of the following options based on the descriptions of eligible project types provided in Section B of the Instructions.*
  - i. Building neighborhood, grassroots, or municipal capacity
  - ii. Integrating NH Coastal Flood Risk Guidance in Plans and Regulations
  - iii. Increasing Resilience of Site-Specific Physical Assets
- 2.3 **Project Location/Focus Area:** *Enter the location and/or focus area of the project. Refer to the geographic restrictions described in Section B of the Instructions to ensure project eligibility (300 character limit, including spaces).*
- 2.4 **Project Goal:** *Enter a clear goal statement that is well-aligned with the purpose of this funding opportunity, as described in Section A of the Instructions (500 character limit, including spaces).*
- 2.5 **Project Summary:** *Enter a clear and succinct summary of the most important project details (1,500 character limit, including spaces).*

- 2.6 **Total Project Budget:** *Enter the total amount of federal grant funds requested and total amount of non-federal match contributions. Refer to Section C of the Instructions for funding availability and match requirements.*
- a. Total Federal Grant Funds Requested:
  - b. Total Non-Federal Match:
  - c. Total Project Budget:

### **Section 3: Project Need, Audience, and Engagement**

- 3.1 **Project Need:** *Enter a paragraph justifying the need for the project, how it will enhance coastal resilience, why it is timely, and why CRG funds are appropriate to support the project (1,500 character limit, including spaces).*
- 3.2 **Environmental Context:** *Explain how the project focuses on environmental justice, inclusive access to the coast, or protection and restoration of natural tidal resources (1,500 character limit, including spaces). Explain how the project avoids negative impacts to natural resources, promotes the protection and restoration of natural tidal resources, and/or encourages inclusive public access to the coast (1,500 character limit, including spaces).*
- 3.3 **Stakeholder Engagement:** *Identify the specific audiences, groups, or people you will engage in the project. Explain why you are planning to engage these stakeholders and why their engagement is important to the project's success. Explain what they will be asked to contribute to the project and how they will benefit. Describe the process for how you will engage them in the project, including where you will reach them and how they will be compensated or supported for their participation. Depending on the audiences/groups/people targeted for engagement, examples may include providing daycare services, conducting events in specific neighborhoods or at specific venues where stakeholders meet or congregate, and providing stipends for valuable and hard to reach stakeholders (1,500 character limit, including spaces).*
- 3.4 **Advancement of Diversity, Equity, Justice, and Inclusion:** *Explain the process by which the project will advance diversity, equity, justice, and/or inclusion in the project area. Examples may include, but are not limited to, improving/encouraging more inclusive public access, addressing an environmental justice issue, bringing new voices to the decision-making table or shifting decision-making power, build new coalitions for resilience among hard to reach, vulnerable, or traditionally underserved groups, etc. (1,500 character limit, including spaces).*

### **Section 4: Project Team and Work Plan**

- 4.1 **Project Team:** *List key project team members, including the project lead, and identify their affiliation, role on the project, and relevant expertise. List only those project team members that will be involved in carrying out project activities and will receive a portion of the federal grant funds requested and/or contribute non-federal cash or in-kind match.*
- a. Name:
  - Affiliation:
  - Project Role:
  - Relevant Qualifications:

**4.2 Project Work Plan:** *List the key project activities and estimated timeframes for completion. Project management and reporting should be listed as separate and distinct activities in all proposed work plans. For all planning/regulatory and site-specific projects, be sure to clearly articulate how and when the project will apply the [New Hampshire Coastal Flood Risk Guidance](#) within the proposed work plan.*

- a. Activity #:  
Title:  
Description:  
Timeframe:

**4.3 Project Deliverables:** *List the key project deliverables. Deliverables should include two interim reports (due June 30, 2022 and December 31, 2022) and a final report (due June 30, 2023). Examples of other project deliverables include events, outreach products, conceptual design plans, draft ordinance language, etc. Less tangible deliverables may be listed as outcomes (e.g., 50 vulnerable coastal residents engaged).*

- a. Deliverable #:  
Description:

## **Section 5: Project Budget Detail**

**5.1 Budget by Activity:** *Provide a breakdown of federal grant funds requested for each proposed activity. The total federal grant funds requested should match the amount entered in Section 2.6. Activities should match the activities detailed in Section 4.2. See Section C of the Instructions for details about budget requirements.*

- a. Activity #:  
Federal Grant Funds Requested:

**5.2 Non-Federal Match:** *Enter the total amount of in-kind and cash match contributions you are committing to the project, and provide a short description of the sources of the match that will be provided to the project.*

- a. Total In-Kind Match:
- b. Total Cash Match:
- c. Sources of Match:

## **Section 6: Letters of Commitment and Support**

**6.1 Letter(s) of Commitment:** *Upload a letter of commitment from each of the project team partner organizations funded by the grant and/or providing non-federal match. NHDES does not consider attachments confidential and attachments marked as confidential will not be accepted and will delay processing.*

**6.2 Letter(s) of Support (optional):** *Upload letters of support from other stakeholders that demonstrate the need for the project. Letters of support are encouraged, but not required. NHDES does not consider attachments confidential and attachments marked as confidential will not be accepted and will delay processing.*

## **Section 7: Terms and conditions.**

By submitting an application form, you agree to the following terms and conditions:

Submittal of a proposal does not commit the New Hampshire Department of Environmental Services (NHDES) to award a contract or pay any costs incurred during the preparation of a proposal. All awards are subject to approval by the National Oceanic and Atmospheric Administration and the New Hampshire Governor and Executive Council. NHDES reserves the right to reject any or all of the proposals and to negotiate the scopes of work, timeframes, and requested grant amounts.

### **E. Evaluation Criteria**

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Eligible applications will be reviewed and evaluated based on the following criteria and point value (total of 100 points).

<b>Section #</b>	<b>Section topic</b>	<b>Maximum Points</b>	<b>Evaluation Criteria for Scoring Maximum Points</b>
<b>1.1</b>	<b>Organization Name</b>	1	Lead applicant organization has never before been awarded a CRG.
<b>1.2</b>	<b>Mailing Address</b>	0	-
<b>1.3</b>	<b>Primary Contact Person</b>	0	-
<b>1.4</b>	<b>Contact Email</b>	0	-
<b>1.5</b>	<b>Contact Phone</b>	0	-
<b>2.1</b>	<b>Project Title</b>	1	Project title is short and descriptive; helps to distinguish project from others and indicates project purpose.
<b>2.2</b>	<b>Project Type</b>	0	-
<b>2.3</b>	<b>Project Location/Focus Area</b>	2	Project location/focus area is specific and meets the geographic restrictions of the CRG funding opportunity, as described in Section B.
<b>2.4</b>	<b>Project Goal</b>	5	Project goal is clear and well-aligned with the purpose of the CRG funding opportunity, as described in Section A.
<b>2.5</b>	<b>Project Summary</b>	5	Project summary is clear, succinct, and summarizes the important details of the project.
<b>2.6</b>	<b>Total Project Budget</b>	0	-
<b>3.1</b>	<b>Project Need</b>	10	Applicant provides compelling justification for why the project is needed now, how the project will advance coastal resilience, and why CRG funds are important to support the project.
<b>3.2</b>	<b>Environmental Context</b>	5	For project Type i, project clearly focuses on environmental justice, inclusive access to the coast, or protection and restoration of natural tidal resources. For Project Types ii and iii, the project clearly avoids negative impacts to natural resources, promotes the protection and restoration

			of natural tidal resources, and/or encourages inclusive public access to the coast.
<b>3.3</b>	<b>Stakeholder Engagement</b>	10	Realistic and specific description of the audiences, groups, or people that will be engaged throughout the project, why they will be engaged, and how they will be engaged. A good response will demonstrate an understanding of the existing stakeholders related to the project, respect for their input, and a commitment to going beyond traditional public meeting-style engagement to reach them.
<b>3.4</b>	<b>Advancement of Diversity, Equity, Justice and Inclusion</b>	10	Applicant demonstrates understanding of the need to advance diversity, justice, equity, and inclusion in the NH Seacoast, and provides a thoughtful explanation of how the project will play a role in meeting this need.
<b>4.1</b>	<b>Project Team</b>	10	Proposed project team is diverse and demonstrates understanding and respect for partner skills and experience. Reviewers will take into consideration that the lead applicant's ability to partner will vary based on grant funds requested, and smaller grant projects will have fewer partners.
<b>4.2</b>	<b>Project Work Plan</b>	20	Proposed work plan is thoughtful, realistic, logical, and collaborative. The work plan should explicitly include project management and two interim reports (due June 30, 2022 and December 31, 2022) and one final report (due June 30, 2023). For planning/regulatory and site-specific projects, clear understanding of the NH Coastal Flood Risk Guidance application is demonstrated and logically built into the work plan.
<b>4.3</b>	<b>Project Deliverables</b>	5	Project deliverables are appropriate and reasonable given the proposed work plan.
<b>5.1</b>	<b>Budget by Activity</b>	5	The amount of federal grant funds requested and non-federal match contributed for each activity are reasonable, appropriate, and well-justified given the level of work proposed in the work plan.
<b>5.2</b>	<b>Non-Federal Match</b>	3	The amount of in-kind and cash match contributions are reasonable and meet the total match requirements, as described in Section C.
<b>6.1</b>	<b>Letters of Commitment</b>	5	Letters of commitment are provided from all project team partner organizations identified in the application as receiving grant funds and/or providing match. If letters of commitment from any key partner organizations receiving funds or providing match are missing, the application will be automatically rejected.
<b>6.2</b>	<b>Letters of Support</b>	3	Letters of support are provided from target stakeholder audiences, groups, or people and showcase the need or importance of the project.
<b>Total</b>		100	

## F. Timeline

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*Please note highlighted changes.*

Application Webinar:	Thursday, June 3, 2021 at 9:30 - 10:30 AM ET A webinar will be held to describe the funding opportunity and answer questions. All are welcome to attend. You can register for the webinar on the <a href="#">CRG webpage</a> .
Emailed Questions Deadline:	Please contact NHDES Coastal Program Resilience Coordinator Kirsten Howard at <a href="mailto:kirsten.b.howard@des.nh.gov">kirsten.b.howard@des.nh.gov</a> or 603-559-0020 prior to <b>Friday, July 16, 2021</b> with any questions about this RFP. All questions and responses will be posted to the <a href="#">CRG webpage</a> .
Application Due Date:	Friday, July 30, 2021 at 4 PM ET
Award Notifications:	<b>No later than Tuesday, August 31, 2021</b> Selected applicants will be invited to negotiate final scopes of services and budgets with NHDES Coastal Program.
Finalized Project Scopes:	Monday, September 27, 2021
Project Start Date:	January 2022, subject to change Projects will begin upon NOAA and New Hampshire Governor and Executive Council contract approval around January 2022.
Project End Date:	No later than Friday, June 30, 2023

## G. How to Apply

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Please complete an application via the NHDES CRG Application Form, accessed from the [CRG webpage](#), no later than 4PM Eastern Time on Friday, July 30, 2021.

## H. Terms and Conditions

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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 National Oceanic and Atmospheric Administration and 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.

## I. Contact

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