



July 9, 2024

**NOTICE FOR 2025 WATER QUALITY PLANNING 604(b) FUNDING  
Request for Letters of Intent**

The New Hampshire Department of Environmental Services (NHDES) is requesting Letters of Intent (LOI) for 2025 Section 604(b) Water Quality Planning projects. The LOI will be used to select projects warranting further development and consideration for funding. Selected applicants will then be invited to submit a full proposal and budget for funding.

**LOI consultation is *REQUIRED*.**

**Call or e-mail us to discuss your LOI by **September 6, 2024**.**

**The LOI submittal deadline is 4:00 PM on **September 13, 2024**.**

**Table 1. Project Manager contact information for LOI consultation.**

Watershed or Plan Type	Project Manager	Contact information
Coastal watershed	Sally Soule	Email: <a href="mailto:sally.a.soule@des.nh.gov">sally.a.soule@des.nh.gov</a> Phone: (603) 559-0032
All other watersheds	Jeff Marcoux	Email: <a href="mailto:jeffrey.d.marcoux@des.nh.gov">jeffrey.d.marcoux@des.nh.gov</a> Phone: (603) 271-8862
	Nisa Marks	Email: <a href="mailto:nisa.m.marks@des.nh.gov">nisa.m.marks@des.nh.gov</a> Phone: (603) 271-8811
River Corridor Plans	Tracie Sales	Email: <a href="mailto:tracie.j.sales@des.nh.gov">tracie.j.sales@des.nh.gov</a> Phone: (603) 271-2959

Preference will be given to projects that address water quality concerns in watersheds with high recovery potential as outlined in Appendices B and C or protection potential as outlined in Appendix H, as identified in the [2020-2024 New Hampshire Nonpoint Source Management Program Plan](#) (search by waterbody name or HUC-12).

Section 604(b) of the U.S. Environmental Protection Agency (EPA) Clean Water Act requires funds to be allocated to entities for conducting water quality planning, including:

- i. Identifying the most cost effective and locally acceptable facility and nonpoint source (NPS) measures to meet and maintain water quality standards.
- ii. Developing an implementation plan to obtain State and local financial and regulatory commitments to implement water quality plans.
- iii. Determining the nature, extent and causes of water quality problems in the state.
- iv. Determining those publicly owned treatment works which should be constructed, taking into account the relative degree of effluent reduction attained and the consideration of alternatives to such construction.

Other eligible projects that address the above water quality concerns may include but are not limited to: developing corridor management plans for designated rivers; conducting monitoring to address specific water quality concerns; planning stormwater retrofits to address water quality impairments; green infrastructure projects that manage wet weather to maintain or restore natural hydrology; working with municipalities committed to adopting specific model ordinances and/or meeting regulations (NH MS4 Permits) to address priority water quality planning concerns; and/or developing watershed-based plans in accordance with EPA criteria requiring nine mandatory elements (a) through (i) for watershed-based plans. Consider utilizing procured subcontractors for services such as modeling pollutant loads, running watershed and in-lake models to generate

water quality goals, creating best management practice (BMP) and/or stormwater control measure (SCM) prioritization and cost effectiveness tables, etc., if in-house capacity does not exist.

***Projects that are coordinated with additional watershed partners are highly encouraged.***

To apply, your LOI narrative must be no more than four pages and include the following:

1. Project title, description and general location (communities and watershed).
2. Name and contact information of person who will be responsible for coordinating the project.
3. Water quality problem being addressed.
4. Water quality status as reported in the 305(b)/303(d) assessment. **Note:** Watershed Report Cards can be found on the [Surface Water Quality Assessment Viewer](#) and included with your attachments.
5. Description of the project's impact on communities with environmental justice concerns. **Note:** NHDES staff will utilize EPA's [Environmental Justice Screening Tool](#) to facilitate project ranking.
6. Description of how the project will address the local effects of climate change, such as flooding, water quantity or water quality (e.g. cyanobacteria).
7. Project partners and their involvement with the project. Letters of commitment are preferable and may be included with your attachments.
8. Relevance to items i through iv listed above on Page 1.
9. Specific deliverables and associated environmental outcomes.
10. Estimated cost of the project. Estimates should be as accurate as possible.

**Note:** Attachment(s) that provide documentation for project need, scope and support of the elements listed above are encouraged to be submitted with the LOI.

Approximately \$180,000 is available for calendar year 2025. NHDES anticipates funding two to five projects with the available funding. Applicants are encouraged to leverage 604(b) grant funds with local funding, in-kind services, and other forms of match to generate effective project budgets. Although not required, projects that demonstrate matching funds and/or in-kind resources may receive a higher ranking. Administrative costs, including indirect costs, must not exceed 10 percent of the total project budget.

The LOI must be received by NHDES by **4:00 PM on September 13, 2024**. The LOI is non-binding but is required for initial consideration. Transmit the LOI and supporting documentation via email to [andrea.l.bejtlich@des.nh.gov](mailto:andrea.l.bejtlich@des.nh.gov).

Upon review of the LOI, selected applicants will be notified in **October 2024** and invited to submit full proposals and budgets by **December 13, 2024**. Final selection of full proposals and budgets to receive funding will be made in **January 2025**. Projects are expected to receive Governor and Executive Council approval and are anticipated to begin by **Summer 2025**.

Submittal of a LOI does not commit NHDES to award a Grant Agreement or pay any costs incurred during the preparation of a LOI. All awards are subject to Governor and Executive Council approval. NHDES also reserves the right to reject any or all of the full proposals and to negotiate the scope of work and requested grant amounts.

Contact: Andrea Bejtlich, Watershed Specialist, Watershed Assistance Section  
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