

**REQUEST FOR PROPOSALS
SOLICITED BY THE
NEW YORK-NEW JERSEY HARBOR ESTUARY PROGRAM
IN PARTNERSHIP WITH THE NEW ENGLAND INTERSTATE
WATER POLLUTION CONTROL COMMISSION:

ESTUARY HABITAT RESTORATION PLANNING GRANTS
AND
STEWARDSHIP GRANTS**

I. Summary

The New York-New Jersey Harbor Estuary Program (HEP), in partnership with the New England Interstate Water Pollution Control Commission (NEIWPCC), is requesting proposals for:

Program A. The development of **habitat restoration plans**

Program B. Projects to promote **stewardship** within the Estuary

Approximately \$163,000 is available, including \$118,000 for Habitat Restoration Planning Grants and \$45,000 for Stewardship Grants. HEP intends to fund one or more substantive projects within each program. Candidates may apply to one or both programs, but separate proposals are required for each. Joint projects that include both a habitat restoration and a related stewardship component and could serve as models for the Estuary, are eligible for funding. Integrated proposals will not receive additional points when reviewed. It is desirable that projects requiring a substantial amount of available funds have regional and bi-state impact. This could be accomplished, for example, by means of partnerships, or by sharing information, models, posters and/or other materials with other organizations throughout the Estuary.

II. Background on the Harbor Estuary Program and NEIWPCC

Designated as an Estuary of National Significance by the Clean Water Act in 1987, the New York-New Jersey Harbor Estuary is a complex ecological system in the midst of a major urban center. The NY-NJ Harbor Estuary Program (HEP) is a National Estuary Program authorized in 1987 by the U.S. Environmental Protection Agency. The Program is an ongoing effort to develop and implement a plan to protect, conserve, and restore the estuary. As asserted in its mission statement, “the New York-New Jersey Harbor Estuary Program works to shape policy and implement actions that positively impact the health of the Estuary by convening a partnership of interested stakeholders, utilizing sound science to analyze the issues, and working to carry out recommendations that are environmentally and economically responsible.” Participants in the program include representatives from local, state, and federal environmental agencies; scientists; citizens; businesses; and environmentalists among others.

NEIWPC is a not-for-profit interstate agency that serves and assists its member states (Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Vermont) by coordinating activities and forums that encourage cooperation among the states, educating the public about key water quality issues, supporting research projects, training environmental professionals, and providing overall leadership in water management and protection. NEIWPC is a partner of the NY-NJ HEP and supports the Program's efforts by helping to manage HEP's Grants Programs, and by performing other activities.

Geographic area of interest

The NY-NJ Harbor Estuary encompasses the waters of the New York-New Jersey Harbor and the tidally influenced portions of all rivers and streams flowing into it. The "core area" of the NY-NJ Harbor Estuary Program extends from Piermont Marsh on the Hudson River to an imaginary line at the mouth of the Harbor connecting Sandy Hook, New Jersey and Rockaway Point, New York (the Sandy Hook-Rockaway Point Transect). This core area includes the bi-state waters of the Hudson River, Upper and Lower Bays, Arthur Kill, Kill Van Kull, and Raritan Bay. In New Jersey, it includes the Hackensack, Passaic, Raritan, Shrewsbury, Navesink, Rahway, and Elizabeth Rivers, as well as Newark and Sandy Hook Bays. In New York, it includes the East, Harlem, and Bronx Rivers, Jamaica and Flushing Bays, and the Long Island Sound up to the Throgs Neck Bridge. Land boundaries coincide with the Hudson-Raritan Estuary study areas defined for the region's Comprehensive Restoration Plan. For a map of these areas and a list of zip codes within the geographic area of interest see <http://www.harborestuary.org/about.htmhttp://www.seagrant.sunysb.edu/hep/pdf/stewardguide.pdf>.

III. Schedule

- | | |
|---|----------------------------------|
| a) Call for Project Proposals | June 5, 2009 |
| b) Informational Session for Stewardship Grants | June 15, 2009 |
| c) Full Proposals Due | July 17, 2009 |
| d) Projects Selected | August 13, 2009 |
| e) Project Period | September 1, 2009-August 1, 2010 |
| f) Final Report | Due August 30, 2010 |

For details on item b) above, please see **PROGRAM B: STEWARSHIP GRANTS**, section **B.10. Application Process**.

PROGRAM A HABITAT RESTORATION PLANNING GRANTS

A.1. Overview

The New York-New Jersey Harbor Estuary Program (HEP), in partnership with the New England Interstate Water Pollution Control Commission (NEIWPCC), is requesting proposals for the development of **concept** habitat restoration plans.

Emphasis for this round of proposals is being placed on the following Target Ecosystem Characteristics (TECs): **waterbirds, coastal wetlands, maritime forests, eelgrass, tributary connections, and oysters**. Proposals for these areas will receive special consideration.

HEP is offering funding for development of concept habitat restoration plans to facilitate the achievement of TEC quantitative objectives set in the Draft Hudson-Raritan Estuary Comprehensive Restoration Plan (CRP), available from <http://www.nan.usace.army.mil/harbor/crp/>. A list and map of sites that HEP has recommended for certain types of restoration within the CRP study area can be found at <http://www.harborestuary.org/interactivemap.htm> and can be used to assist the applicant in selection of a site. Additional guidance can be found in the CRP. However, proposals are not limited to these sites.

A.2. Project Objectives

The award recipient(s) will **develop concept restoration plans**, supported by preliminary data, that they can then use as part of an application for other funding programs to either expand on the plans or to implement (construct) the restoration project(s). Applicants must **identify** at least one program or **potential funding** source that they could work with **to implement/construct the restoration plan** developed under this grant. An indication from the program or potential funding source as to their willingness to potentially support a particular project would be highly desirable.

A.3. Funds Available

A total of approximately \$118,000 is available and HEP and NEIWPCC expect to select no more than two projects, and preferably one. No matching funds are required, but the contribution of in-kind services, *pro bono* work, or other match will be favorably reviewed. If the project costs exceed the available funds for this grant program, please be sure to demonstrate in your **budget** section how this will be addressed. This information, if applicable, will help us assess your ability to complete the full scope of your proposal.

A.4. Proposal Package

Please submit your proposal(s) in PDF. If you cannot submit electronically, you may mail ten (10) hard copies of your proposal. Each package should not exceed the equivalent of 15 single spaced pages (12-point standard font and 1-inch margins) and **must** include the following information under these headings:

1. **Project Title**: Provide both a short and a descriptive title for your project.
2. **Contact Information**: For the main and alternative contact(s). Please include name, title, address, phone number, fax number, and email address.
3. **Potential Conflict of Interest Disclosure**: Please indicate if you are involved with HEP or NEIWPC and in what capacity (e.g., participate in HEP's Citizens Advisory Committee). NOTE: this has the only purpose of open disclosure; it will **not** preclude a potential applicant from submitting an application and will **not** affect grading.
4. **Stewardship Component**: Please indicate whether this project is linked to a Stewardship project under this request for proposals. If yes, indicate who is submitting the application for Program B.
5. **Goals and Rationale**: Summarize the major goals of the proposed habitat restoration project—what it will accomplish. Which Target Ecosystem Characteristics (TECs) will be addressed and how will the goals of the NY-NJ HEP be met?
6. **Site Identification & Location**: Provide the specific location of the site proposed for habitat restoration planning, including a map of the area to be addressed, aerial image of the site (e.g., from Google Earth), documentation of ownership, and an indication of the willingness of the owner to allow restoration. Clearly state if the area is within one of HEP's priority sites for restoration. If so, provide the site code and number (from the list available at <http://www.harborestuary.org/interactivemap.htm>).
7. **TECs & Site Selection**: Explain why this site makes sense for restoration planning and the TEC selected. State how the project will extend its influence and benefits beyond the site.
8. **Adequacy of Site Data**: Provide a list of all data that you will need to develop the proposed concept habitat restoration design project and clearly indicate whether these data have already been collected and are available or if additional data collection will be necessary. For data collection and/or the use of secondary data, please address the need and implementation of a QAPP (see section A.7.).
9. **Professional Merits**: Provide information on the qualifications and experience of the applicant and project team.
10. **Work Plan**: Describe your approach for developing the habitat restoration plan, including a detailed discussion of policy issues and any required permits and how those issues will be addressed.
11. **Implementation Plan**: If the restoration concept plan is funded, what steps will you take to ensure that the project is implemented? How will you secure support to bring the project to a full completion? Include a list of potential funders for the plan implementation as well as any indications from the potential funding source(s) as to their willingness to support the project.

12. ***Project Schedule***: Include a complete, draft project schedule.
13. ***Project Budget***: Please provide an itemized budget in table format, clearly indicating what types of expenses are covered under each expense category. Indicate in separate columns and for each category: the total costs, the amount requested from HEP, and any matching funds. Also please indicate the source of any matching funds and whether they will be provided as in-kind services or *pro bono* work.

Applicants are welcome to contact HEP with questions, including regarding the suitability of a particular project and QAPP guidance (please see section **A.9. Time, Date, Place and Manner of Requested Response**).

A.5. Proposal Evaluation Procedures

All proposals will be reviewed and evaluated by a Habitat Restoration Program Review Team. Applications will be evaluated based solely on the project's merits. In addition, any given member of the Review Team will not review an application where a conflict of interest may arise. Criteria for project evaluation include:

- A clear link to one or more TECs
- Practicability
- Professional Merit
- Expected Benefits
- Cost Effectiveness

The rating criteria are available for download together with this RFP.

A.6. Deliverables

Award recipients will be required to submit quarterly progress reports throughout the duration of the project. The final deliverable for the funded project is a concept habitat restoration plan, ready or close to ready for implementation (construction). Award recipient(s) shall assess existing conditions and needs and formulate recommendations that blend best management practices with innovation and context specific solutions.

Award recipient(s) shall submit a concept habitat restoration plan and report containing the following information:

- Research and Site Analysis
 - Assess existing conditions
 - Discussion of methodology used
 - References to all sources of information
 - Identify and interview key stakeholders
 - Complete document of findings and research including:
 - Narrative description of existing site conditions
 - Existing and created maps and diagrams used for analysis
 - Photos of existing site and conditions

- Visioning & Schematic Design
 - Starting from stated project goals develop set of principles and overall vision for an improved site and establish framework of recommendations
 - Develop schematic design of changes to existing site

- Recommendations and Concept Restoration Plan
 - Identify specific interventions and techniques to be used to meet restoration goals
 - Provide narrative text and illustrative drawings depicting what restoration site might look like
 - Implementation strategy
 - Estimate materials needed for implementation
 - Implementation objectives
 - Implementation entities (individuals, organizations, public agencies)
 - Phasing plan
 - Preliminary cost estimate
 - Construction funding plan

Award recipient(s) will be required to attend a pre-award meeting to determine scale, format, and review procedures for deliverables along with a preliminary schedule for interim project reports at 50 percent and 90 percent completion levels. The conceptual restoration plans will be due by August 30, 2010. HEP may post online or otherwise disseminate the conceptual restoration plans to foster and facilitate the implementation of similar projects by other organizations throughout the Estuary.

A.7. Collection and Use of Environmental Data

Projects that include environmental data collection and/or data analysis require the applicant to have an EPA/NEIWPC- approved Quality Assurance Project Plan (QAPP) before the start of work (see Appendix A). QAPP development may be funded as part of the project provided that the applicant has properly accounted for it and included it in the budget and timeline. Guidance is provided in Appendix A.

Please note that almost certainly a QAPP will be required for Part A of this grant program, as any habitat restoration plan would need to take into account environmental conditions at the site and thus rely on data analysis (whether the data are/were collected by the award recipient or are already available). If you have any questions regarding the necessity of a QAPP for your project, please contact HEP or NEIWPCC prior to submitting your application.

A.8. Postponement/Cancellation

The NY-NJ HEP and NEIWPCC reserve the right to postpone or cancel this solicitation and to reject all responses.

A.9. Time, Date, Place and Manner of Requested Response

Responses to this solicitation must be received no later than 5:00 PM EST on July 17, 2009. No hand deliveries, faxes, or late responses will be accepted.

If submitting electronically, please email as one complete file to Susy King, NEIWPCC, sking@neiwpc.org

If submitting hard copies, please mail responses to:

New England Interstate Water Pollution Control Commission
Attn: Susy King
Boott Mills South
116 John Street
Lowell, MA 01852-1124

Phone: 978-349-2521
Email: sking@neiwpc.org

Please address any inquiries to:

Kevin Reilly

Phone : 212-637-3794
Email: reilly.kevinm@epa.gov

PROGRAM B STEWARDSHIP GRANTS

B.1. Overview

The New York-New Jersey Harbor Estuary Program (HEP), in partnership with the New England Interstate Water Pollution Control Commission (NEIWPCC), is requesting proposals for stewardship projects within the NY-NJ Harbor Estuary. This is part of an initiative to promote and enhance stewardship (i.e., the careful and responsible management of something entrusted to one's care) within the NY-NJ Harbor Estuary while contributing to the achievement of HEP's major goals, as established in its Action Plan (available at www.harborestuary.org). HEP seeks to fund one or more substantive projects.

B.2. Funds Available

A total of approximately \$45,000 is available and HEP expects to select a maximum of two projects. A single, substantive project would be preferred. No matching funds are required, but the contribution of in-kind services, *pro bono* work or other match will be favorably reviewed. If the project costs exceed available HEP funds, the applicant will need to demonstrate in the **budget** section how this will be addressed.

B.3. Project Objectives

The award recipient(s) will develop and carry out a project that:

- 1) Targets a **specific audience** (broad areas include the general public, elected officials, business/industry, organizations, and youth);
- 2) Creates an **installation** and/or conducts a **specific action(s) that benefits the Estuary**;
- 3) Includes an **educational/outreach component** to deliver a defined message to its target audience (part of the message must inform the reasons for conducting the project and how it connects to, and improves, the environment and the participants' lives, ultimately helping foster stewardship for the Estuary); and
- 4) Leads to specific **behavior changes and/or ecosystem improvements**.

Overall, project proposals must advance one or more of the five major goals of the Action Plan for the Harbor Estuary Program updated in February 2008 (the full Action Plan is available at www.harborestuary.org).

B.4. Project Priorities

The following **priority topics** will be the focus for this round of proposals (example projects are provided to suggest possible construction and/or programmatic activities as a guide but are by no means inclusive and applicants may find other suitable projects):

1. **Tributary connection and protection** (e.g., stabilization of a streambank segment)
2. **Stormwater management practices** (e.g., green infrastructure such as tree planting and rain garden installation)
3. **Floatable debris prevention/elimination** (e.g., beach cleanup event)
4. **Estuary education:** carry out a formal or informal educational activity (e.g., modify existing Estuary-related curricula to a specific audience and project goals, and conduct a field trip or teacher enrichment program). New curriculum development will be considered for funding only if the applicant can show a compelling need for new materials.

The project may be stand-alone or it may be linked to Program A (Habitat Restoration Planning) of this request for proposals. If the restoration and stewardship projects are linked, an application must be submitted for each. In this case, each project may be undertaken by the same or different applicant(s).

Collaboration between partners is encouraged but not required. Applicants may wish to team up with one or more organizations that bring specialized expertise and experience to different aspects of the project or extend the project's geographical area of influence, especially if the proposal includes both restoration and stewardship components. Applicants in need of assistance finding potential partners may consult the Online Stewardship Network, a searchable database of organizations within the NY-NJ Harbor Estuary region, available at www.harborestuary.org (scroll down and click on "Online Stewardship Network"). Another useful resource is the map of stewardship groups available through the OASIS mapping project (<http://www.oasisnyc.net/oasismap.htm>).

B.5. Proposal Package

Please submit your proposal(s) electronically in Portable Document Format (PDF). If you cannot submit electronically, you may mail ten (10) hard copies of your proposal. Each package **must not** exceed 10 pages (type not smaller than 12-point standard font, 1-inch margins), including attachments¹ and **must** include the following information under these headings:

1. **Project Title:** Provide both a short and a descriptive title for your project.
2. **Contact Information:** Provide main and alternative contact(s). Please include name, title, address, phone number, fax number, and email address.
3. **Potential Conflict of Interest Disclosure:** Please indicate if you are involved with HEP or NEIWPC and in what capacity (e.g., participate in HEP's Citizens Advisory

¹ Pages in excess of 10 will not be reviewed.

Committee). NOTE: this has the only purpose of open disclosure; it will **not** preclude a potential applicant from submitting an application and will **not** affect grading.

4. **Habitat Restoration Component**: Is this project linked to a Habitat Restoration Planning project under this request for proposals? If yes, indicate who is submitting the application for Program A.
5. **Goals and Rationale**: What are the major goal(s) and motivation of the proposed stewardship project? Why is this project important? What do you expect to accomplish? What will be the benefit(s) to the Estuary?
6. **Work Plan and Evaluation**: Please provide the following information. If more than one organization is involved, please identify what role will each take on:
 - a. **Course of action**: What specific steps will you take to carry out the project from start to finish and achieve the project's goals?
 - b. **Content**: Which priority topic(s) will you address? (Please refer to Section **B.4. Project Priorities**). What message/information will you communicate?
 - c. **Location**: What is the geographic area of influence (i.e., in what communities you will be working)? Describe your organization's relationship to, and interest on, the site or area. If the project is to take place at a discrete location, please provide an annotated map.
 - d. **Participants**: Who are the target participants (please be as specific as possible)? How will you engage them in this project and why? How many participants are you seeking to attract?
 - e. **Delivery method**: Describe how you will interact with the participants you recruit to realize the goals of the project.
 - f. **Permits**: Include a detailed discussion of any permits or clearances required to conduct the project as well as any other possible issues and how they will be addressed.
 - g. **Project results and evaluation**: What will be the outputs (products) and outcomes (impact) of your project? What specific change(s) in knowledge, behavior, skills, and/or environmental conditions will result from your project? What are the measurable changes? How will you keep track of the results and evaluate the success of your project once it is completed? (e.g., number of participants engaged, amount of trash picked up at a cleanup event, number of visitors to a public access site).
 - h. **Continuity and dissemination**: How will this project be useful for future endeavors by your organization (e.g., do you plan to repeat it in the future? How will its outcomes feed into other projects?)? In what ways will you share project outcomes, materials, or models with other organizations within the Estuary? How will the results impact other organizations in the region?
 - i. **Attachments (optional)**: You may include other relevant information or materials, but **only** if directly related to your project. This could include items such as maps, letters of support, and press articles.
7. **Expertise and Experience**: Summarize any relevant skills and previous experience your organization and the team members may have in these types of projects.
8. **Project Schedule**: Include a complete, draft project timeline describing when different tasks will be performed and by whom.

9. ***Project Budget***: Please provide an itemized budget in table format, clearly indicating what types of expenses are included under each expense category. Indicate in separate columns and for each category: the total costs, the amount requested from HEP, and any matching funds. If matching funds are needed to complete the project, please explain how those funds will be obtained. Also please indicate if any of the matching funds will be provided as in-kind services or *pro bono* work (please see Section **B.2. Funds Available**).

B.6. Proposal Evaluation Procedures

All proposals will be reviewed and evaluated by a Stewardship Program Review Team. Applications will be evaluated based solely on the project's merits. In addition, any given member of the Review Team will not review an application where a conflict of interest may arise. Criteria for project evaluation include:

- Responsiveness to Priority Topics
- Practicability
- Professional merit
- Expected benefits
- Cost effectiveness

The rating criteria are available for download together with this RFP.

B.7. Deliverables

In addition to quarterly progress reports, award recipients will submit a final report in electronic format containing:

- A **summary of the project** including a brief description of the goals, course of action (including a summary of the message conveyed), accomplishments, lessons learned, and project evaluation (including numerical indicators of the project's success such as weight of litter collected or number of trees planted; see Section **B.5. Proposal Package**);
- A **detailed work plan**; and
- Electronic and hard copies of any **materials** developed as a part of this funded project

This report might be posted online or otherwise distributed to other stewards of the NY-NJ Harbor Estuary (and possibly beyond) to facilitate the implementation of similar initiatives.

B.8. Collection and Use of Environmental Data

Environmental data collection and/or data analysis require the applicant to have an EPA/NEIWPC- approved Quality Assurance Project Plan (QAPP) before the start of work (see Appendix A). Because QAPP development can extend the project schedule and add to the project costs, carefully evaluate whether new environmental data collection and/or data analysis are needed.

QAPP development may be funded as part of the project provided that the applicant has properly accounted for it and included it in the budget and timeline. Guidance is provided in Appendix A.

If you are unsure whether your project requires a QAPP, or have any other questions, please contact the HEP office prior to submitting your proposal.

B.9. Postponement/Cancellation

HEP and NEIWPC reserve the right to postpone or cancel this solicitation and to reject all applications.

B.10. Application Process

- **A Notice of Intent to submit a proposal for stewardship grants (See Attachment B) is kindly requested by June 22, 2009.**
- **Full applications must be submitted by 5:00 PM on July 17, 2009.**

HEP **strongly recommends** potential applicants to participate in one of the two informational sessions (one in New York and one in New Jersey) that will be conducted on **June 15, 2009**. These sessions are intended to provide guidance on how to prepare a successful application, when a QAPP is required, and address any questions from potential applicants. The sessions will be held on Monday, June 15 2009 at:

- Future City, Inc. (1045 E Jersey ST, Elizabeth, NJ) at 10 AM
- Metropolitan Waterfront Alliance (457 Madison Avenue, 5th Floor, New York, NY) at 3 PM

Please contact the HEP Office to indicate which session you will be attending and to confirm details (any changes will also be announced at www.harborestuary.org)

For additional feedback, applicants may contact HEP staff at any time with general questions and to inquire about the suitability of their project.

Potential applicants should submit a Notice of Intent to Submit Proposal form (see **Attachment B**) by **June 22, 2009**. Submission of this notice does **not** obligate the organization to submit a full proposal. Submitting this form will help HEP and NEIWPC plan and speed up the review process, ultimately benefitting applicants. Full proposals will be due by 5:00 PM on July 17, 2009 with no exceptions.

Inquiries may be addressed to Gabriela Munoz (212-637-3793 or munoz.gabriela@epa.gov)

B.11. Time, Date, Place and Manner of Requested Response

Responses to this solicitation must be received no later than 5:00 PM EST on July 17, 2009. No hand deliveries, faxes, or late responses will be accepted.

If submitting electronically, please email as one complete file to Susy King, NEIWPCC, sking@neiwpc.org

If submitting hard copies, please mail responses to:

New England Interstate Water Pollution Control Commission
Attn: Susy King
Boott Mills South
116 John Street
Lowell, MA 01852-1124

Phone: 978-349-2521
Email: sking@neiwpc.org

Please address any inquiries to:

Gabriela Munoz

Phone : 212-637-3793
Email: munoz.gabriela@epa.gov

Tips for a Successful Application

1. When planning your project and workplan, and preparing your proposal, please **keep in mind the project objectives and priority topics** listed in Sections B.3. and B.4.
2. Please carefully follow the list provided in Section **B.5. Proposal Package** and **provide all information** required under each heading. This is extremely important as it will determine the rating of your proposal. Reviewers can only evaluate you based on the information you provide us; if it is incomplete, it will hurt your score. Closely follow the directions and answer directly any questions posed.
3. **Be concise and focused, and get to the point.** A successful application can be complete and succinct at the same time. Provide only the information that is requested. Remember that reviewers will not evaluate pages beyond the 10-page limit, so do not waste precious space with irrelevant information (there is a section where you may provide additional *relevant* information).
4. **Be organized.** Follow the structure provided in the Proposal Package and include each bit of information in the section where it is requested. This will increase your chances of success and speed up the evaluation. Consider that reviewers will evaluate specific aspects of your proposal (see next bullet point). These relevant facts may get lost in a sea of unorganized information, hurting your score.
5. **Keep the rating criteria in mind.** It tells you how each section of your proposal will be graded. Make sure to adequately cover all aspects, and look for those scored highest.
6. We encourage you to submit PDF files to avoid formatting and/or software compatibility issues. Free PDF writers are available online; contact us if you need assistance.
7. Do not hesitate to contact the HEP Office if you have any questions or need help.

More Information and Resources

The following resources may be helpful in developing your proposal:

- Harbor Estuary Program Website: [www.harboestuary.org](http://www.harborestuary.org) (click “About the Program”)
 - click “Stewardship” for background on the Stewardship Program
 - click “Working Groups” for HEP committee and work group contacts
- Grant writing tools (these might help with general issues, but remember to address what is requested in this particular RFP):
 - Grant Proposal Writing Tips from the Corporation for Public Broadcasting: www.cpb.org/grants/grantwriting.html
 - Non-Profit Guides: www.npguides.org
 - EPA’s Tips On Writing a Grant Proposal: <http://www.epa.gov/ogd/recipient/tips.htm>
 - Minnesota Council on Foundations’ Writing A Successful Grant Proposal: <http://www.mcf.org/mcf/grant/writing.htm>
- Program evaluation tools
 - UW Extension Program Development & Evaluation: <http://www.uwex.edu/ces/pdande/>
 - An Interactive Teleconference on Using Logic Models in Program Evaluation (CYREFnet) - www.cyfernet.org/interactrain/logicmodels.html

APPENDIX A: QUALITY ASSURANCE PROJECT PLANS (QAPPS)

Proposed projects that involve the collection, analysis, or manipulation of environmental data, which are selected for funding, will require an EPA/NEIWPCC-approved Quality Assurance Project Plan (QAPP). The use of “secondary data” to make environmental decisions also requires a QAPP. The term secondary data refers to previously collected data describing the environmental condition (which may have been collected by other entities, not just the current grantee). Secondary data can include (but are not limited to) historical data, information from computer databases, computer models, research projects, and surveys.

Preparation of a QAPP does require a level of planning and documentation greater than is needed for other projects. QAPP preparation is intended to facilitate the project planning and development process and to assure that the data used or provided (both grantee-generated and secondary data) are of known and adequate quality.

Grantees need to include preparation and implementation of this plan into their budgets and timelines. Keep in mind that it usually takes several months to complete the QAPP writing and approval process. In no case should environmental data activities proceed before the QAPP is submitted to and approved by both NEIWPCC and EPA.

If your project requires a QAPP, or if you are unsure whether a QAPP is needed, we encourage you to contact us prior to submitting your proposal, so we can better assist you and point you to useful resources. Guidance materials are available from the EPA (http://www.epa.gov/region02/qa/qa_documents/air_h20_qapp04.pdf and <http://www.epa.gov/quality/qs-docs/g5-final.pdf>) and NEIWPCC (<http://www.neiwpcc.org/follow-link-to-quality-management-and-then-QAPP-Guide>) websites. In addition, HEP and NEIWPCC can provide or arrange for further assistance in planning for a QAPP as needed.

**APPENDIX B: NOTICE OF INTENT TO SUBMIT A PROPOSAL FOR HEP/NEIWPC
STEWARDSHIP GRANTS (PROGRAM B)**

Organization: _____

Contact: _____

Phone: _____ email: _____

Address: _____

Priority topic addressed (mark one):

Tributary connection & protection

Floatable debris prevention/elimination

Stormwater management practices

Estuary education

Approximate amount requested from HEP: \$ _____