



New York - New Jersey  
Harbor Estuary  
Program

**New York-New Jersey Harbor Estuary Program  
Management Committee Conference Call Minutes of April 8, 2003**

(Draft April 9, 2003)

The Management Committee conference call was convened at 9:00. Bob Nyman chaired the call. Participants included: Pete Sattler, Boris Rukovets, Al Fuchs, Charlie DeQuillfeldt, Dave Rosenblatt, Jim Lodge, Dennis Suszkowski, Joe Olha, Steve Dorrlor, Debbie Mans, and Stephane Gibbons.

Bob Nyman asked for comments on a proposed process for selecting National Estuary Day grant recipients that had been sent out on April 3, 2003 (see text below). With a couple of minor clarifications, the Management Committee approved the process.

Mr. Nyman also noted that the Policy Committee was scheduled for April 30<sup>th</sup> and that materials would be sent out shortly.

The main purpose of the call was to develop a budget that would be proposed to the Policy Committee for approval. While a final budget allocation and guidance for the National Estuary Program has not been distributed by EPAHQ, it is assumed that the funding target for this year is \$510,000.

Modifications were noted to the table of budget items requested. Funds that were to be passed through Hudson River Foundation would require a 15% overhead charge to cover administration. Item #5, if administered by NEIWPC, would be increased from \$55,000 to \$60,000 to cover a slightly higher overhead as well as some administrative staff time. Item #12 for pathogens only required that task 6 be funded this year, while task 7 could be deferred to next year. Item #20 was added to the list as follow-up to the successful volunteer monitoring work shop (\$15,000).

The first nine items on the budget, related to the functioning of the program office, were reviewed. Item #3 was discussed in terms of clarifying the duties of the staff person. It was noted that item #9, website maintenance, was only for basic updating, and not extensive project

additions to the site. The first nine items of the budget was agreed to, as noted in the table below.

The other items on the budget were then discussed. Dennis Suszkowski explained that the CARP data management funding (#10) was requested as part of an overall need of \$200,000 this year. HEP will need the CARP data for TMDL development. Other funding sources will be sought in the future, so this will not be an ongoing HEP funding request. Item #11, web-based habitat mapping, was noted as a reasonable request and went beyond what could be expected from the basic web maintenance of item #9. Item #12 related to pathogens TMDL work, is composed of two tasks 6 (\$45k) and 7 (\$65k). Task 7 could be deferred to next year's budget if necessary. NYCDEP tentatively agreed to fund a portion (\$41,500) of item #14.

There was considerable discussion about items 15, 16, and 17 related to toxics trackdown. There was general consensus that the proposals may well be sound, but that the program should develop specific research needs and release an RFP, probably through the STAC, in future funding cycles. Concerns were also raised about whether the proposals were critical to the program, and also whether it was appropriate for the program to be supporting item #17.

Item #18 related to harbor herons work. There were a couple questions about whether it was a "needed" budget item or a "desired" budget item. In the end, there was wide support for the project because it related to an important living resource, and because it was a high visibility effort that the public could relate to. It was noted that NYC Audubon received a HEP mini-grant for \$5,000 to support this work. Bob Nyman will follow up with them to determine if the full \$17,500 requested is needed. If not, any remaining funds will be put towards supporting task 7 of item # 12.

Item #19 requested support with water quality monitoring in NJ waters of the harbor. This request drew widespread support, after it was clarified that it was not going to be an ongoing request, and that the cost is only a small percentage of the overall cost of an annual water quality monitoring program for the NJ waters of the harbor. NJHDG plans to work with NJDEP and NYCDEP to fill in gaps of water monitoring data.

Item #20, the request for support for follow-up to the volunteer monitoring workshop also received general support.

Based on all the discussions, the attached draft budget was developed that will be passed to the Policy Committee for consideration.

Bob Nyman The call was adjourned at 10:55.

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Below is the process for selecting National Estuary Day Event grant recipients that was developed by the HEP Outreach Coordinator, distributed on April 3, 2003 and approved by the Management Committee on April 8, 2003.

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“Last December, the HEP office received twenty-four National Estuaries Day Event pre-proposals (max. \$1500) in conjunction with the Mini-grant RFP. Although the Mini-grant reviewers focused on evaluating the larger project grants (max. \$5000), they were asked to look at the event pre-proposals and indicate whether they would recommend asking for a full proposal. All of the pre-proposals were recommended by at least half of the six-member review team.

Based on this initial review, and on the fact that we want to encourage all of these groups to celebrate National Estuaries Day, I believe we should request full proposals for all 24 events. Since we have \$25,000 allocated for events, we could potentially provide support to each one of the applicants.

The pre-proposals already contain many details about the events, so the full proposal should not require a great deal of effort on the part of the applicants. An itemized budget (including options for partial funding) and a timeline for planning the events are the main items we should request. To help the process move along, I will create a template for this information and ask the applicants to submit them by e-mail or fax.

In order not to overload the Mini-grant Review Team (46 proposals was a LOT to review), we can divide the proposals so that each is reviewed by three individuals. Again, I think we'll be able to provide at least partial funding to all satisfactory proposals.

Here's the schedule I propose following:

April 9 - Request Full Proposals

April 23 - Deadline for Submitting Full Proposals

April 30 - Review Complete

May 2 - Announce Awards

Late May / Early June - Event Coordination Meeting (for anyone wishing to hold an event, HEP funded or not)

Early June - Begin Preparing HEP materials for distribution at NED events”

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**HEP Funding Requests for FY2003 HEP Budget  
Draft 4/8/2003**

	Description	Requested	Recomm. MC 4/8/03
1	Outreach Coordinator (w/ fringe) existing position (NYSG)	\$60,227	\$60,227
2	Technical Specialist (w/ fringe) existing position (NJSG)	\$58,968	\$58,968
3	Information Manager (6 months) new position (NEIWPC)	\$30,000	\$30,000
4	Paid Intern(s) for HEP Office (refine habitat site info)	\$10,000	\$10,000
5	Mini Grant Program (\$50,000 + 15% NEIWPC + \$2,250 Admin)	\$55,000	\$60,000
6	Natl Estuaries Day Event Support (\$25,000 + 10% NYSG)	\$27,500	\$27,500
7	Printing, layout, materials - outreach efforts (\$30,000 + 10% NYSG)	\$30,000	\$33,000
8	National outreach travel (required use) (\$10,000 + 15%HRF)	\$10,000	\$11,500
9	Website maintenance (\$5,000 + 15% HRF)	\$5,000	\$5,750
10	CARP Data Management	\$50,000	\$50,000
11	Web-based Habitat map and information (CMAP)	\$16,500	\$16,500
12	Pathogens TMDL modeling work (\$45K #6 and partial #7)15%HRF	\$110,000	\$71,055
13	(Administrative overhead item #13 now incorp into individual items)		
14	Nutrient TMDL modeling work (\$20k + 15%HRF) (NYC \$41,500)	\$61,500	\$23,000
15	Toxics Source Trackdown Work (NJ)	\$50,000	
16	Hackensack Mercury Trackdown	\$75,000	
17	Study of Improved PCB Trackdown methods	\$50,000	
18	Harbor Herons Research *	\$17,500	\$17,500
19	NJHDG Water Quality Monitoring	\$20,000	\$20,000
20	Follow-up Activities - Volunteer Monitoring Workshop		\$15,000
	<b>Total Requested</b>	<b>\$737,195</b>	
	<b>Amount Available</b>	<b>\$510,000</b>	
	<b>Budget Allocations Recommended by MC on 4/8/03</b>		<b>\$510,000</b>

Note\* - Some portion of #18 may be reallocated to #12.