



2010 Fisheries and Headwaters Grant Program Request for Proposals and Application Instructions

www.cbtrust.org; www.fishamerica.org; www.noaa.gov

AT A GLANCE

The Fisheries and Headwaters Grant Program is designed to promote the restoration of living resources of the Chesapeake Bay, its rivers, and its streams from the headwaters to the main stem of the Bay. This year, requests may be made in two tracks:

Sportfish Restoration Track

(Maryland only): Eligible project types include but are not limited to stream restoration; fish passage; and dam removal implementation; wetland creation and improvement; riparian restoration; and streambank stabilization projects that improve habitat for sportfish.

Headwaters Track (entire Bay watershed):

Eligible project types include fish passage; dam removal, riparian restoration with an in-stream component, stream restoration or other restoration projects that improve headwaters habitat for NOAA species of interest.

Fisheries Grant Proposals

Deadline: 5 p.m., December 10, 2010

Grant Requests of:

Up to \$75,000

Submit Your Application online:

www.cbtrustgrants.org

Introduction

The **Chesapeake Bay Trust**, a private, non-profit grantmaking organization dedicated to the protection and restoration of the Chesapeake Bay, the **FishAmerica Foundation**, a non-profit grantmaking organization dedicated to keeping our nation's fish and waters healthy, and the **National Oceanic and Atmospheric Administration Restoration Center** dedicate funding for the seventh year of a partnership to restore fish habitat, improve water quality, and enhance fish stocks in the Chesapeake Bay and its tributaries.

The objectives of this cooperative effort are to maximize existing partnerships and leverage new opportunities to restore the living resources of the Chesapeake Bay, its rivers, and its streams from the headwaters to the main stem of the Bay. The Chesapeake Bay Trust, the FishAmerica Foundation, and the NOAA Restoration Center are calling for proposals for meaningful on-the-ground restoration projects to restore and enhance fish habitat for sportfishing resources and improve and protect water quality for NOAA headwaters species of focus.

The program includes two tracks: The Sportfish Restoration Track and the Headwaters Track. Sportfish Restoration Track projects will be implemented in Maryland only and must benefit habitat for sportfish species. Headwaters Track proposals will be implemented in headwaters throughout the Chesapeake Bay watershed (Maryland, Virginia, Pennsylvania, New York, Delaware, West Virginia, and Washington, D.C.). Proposals meeting criteria of both tracks will be considered under both tracks.

Sportfish Restoration Track

Funding partners seek hands-on, grassroots projects that have a clear and identifiable benefit to fish populations and the sport of fishing and that involve community groups, students, or other volunteers. All projects must be completed one year from the date of the grant award. All project proposals must clearly demonstrate benefits to the fisheries resources, particularly sportfish, of the Chesapeake Bay and its Maryland tributaries.

Eligible Project Sites

Only projects in areas of the Maryland portion of the Chesapeake Bay and its tributaries in Maryland are eligible for funding under this track. Applicants are encouraged to pursue projects that have been identified as part of an implementation strategy of a watershed management plan or assessment.

Headwaters Track

Funding partners seek implementation projects in headwaters habitats in the Chesapeake Bay watershed portions of all six Bay watershed states and the District of Columbia that have a clear and identifiable benefit to NOAA species of interest. Headwaters are defined as first- or second-order streams. NOAA species of interest for the Headwaters Track are defined as anadromous and catadromous fishes that inhabit first- or second-order streams, including, but not limited to, American eel, American shad, hickory shad, blueback herring, white perch, and striped bass. Projects eligible for the Headwaters Track, therefore, will be located in headwaters streams that currently provide or have historically provided habitat for anadromous or catadromous fishes.

All project proposals must clearly demonstrate benefits to NOAA species of interest in headwaters habitats of the Chesapeake Bay and its tributaries.

Eligible Project Sites

Projects in headwaters areas of the Maryland, Virginia, Pennsylvania, Delaware, West Virginia, New York, and Washington D.C., portions of the Chesapeake Bay and its tributaries in Maryland are eligible for funding under this track. Applicants are encouraged to pursue projects that have been identified as part of an implementation strategy of a watershed management plan or assessment.

Eligible Project Types

Eligible habitat restoration project types include, but are not limited to, the following for each track:

<u>Project Type</u>	<u>Sportfish Restoration Track</u>	<u>Headwaters Track</u>
Fish passage	✓	✓
Dam removal	✓	✓
Stream restoration	✓	✓
Riparian restoration with an in-stream component	✓	✓
Riparian restoration	✓	
Streambank stabilization	✓	
Wetland creation and improvement, including shoreline wetland restoration	✓	

Design Requests: Preference will be given to implementation projects; however, under certain circumstances, design requests may be considered. For design requests:

- A clear justification for a separate design phase must be included.
- A scope of design work with a detailed budget separated into budget categories (e.g., survey, CAD hours, etc.) must be included in the request.
- The process for selecting the group(s) proposed to undertake the design must be described. If a group(s) has already been selected, qualifications of the group(s) must be described.

- A rough conceptual sketch of the intended passage project must be provided.
- A plan for implementation of the project, including actual or potential sources of funding, must be provided. Projects without clear implementation plans will not be awarded funding.
- The design resulting from a successful design award must be able to be permitted. The final deliverable should be completed relevant permit packages. For information on federal/state permits, contact the Maryland Department of the Environment (<http://www.mde.state.md.us/permits/index.asp>).
- All other relevant application sections (described below) must be addressed.
- Photo(s) of the site must be included.
- Support for the project by the property owner must be provided.
- Design-build requests will not be accepted.

The funding partners are unable to support projects or programs that are *required* by a separate Federal, state, or locally issued permit, decree, or enforcement action. In some cases, funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements. You will be asked to describe your project in the context of any required actions.

Eligible Budget Items

Applicants may apply for funding for materials directly related to restoration and enhancement activities. Eligible budget items include restoration supplies and materials, contractual support, travel (limited funds are available for travel), equipment, staff salary (though benefits may not be requested), and other direct expenses.

The following items are **NOT** eligible for funding:

1. Benefits or indirect costs
2. Monitoring supplies and equipment greater than 10% of total project cost;
3. Incidentals such as food and T-shirts;
4. Access projects such as road construction, boat ramps or fishing piers;
5. Permit fees paid to state or local governments;
6. Endowments, individuals, loans, fundraising, advertising or publications;
7. Computer equipment; and,
8. Research.

The most competitive proposals will contain staff cost requests for specific project-related tasks that are less than 25% of the total budget request. Funding partners may reduce funding for staff cost requests. All salary requests must be justified in the budget narrative. Limited funds are available for travel-related requests.

The funding partnership does not have a specific match requirement, but preference will be given to proposals that leverage funds and/or in-kind contributions from public, private, and nonprofit sources. While projects in both tracks are encouraged to indicate all leveraged funds for the project, applications submitted under the Headwaters Track are especially encouraged to have at least a 1:1 match (cash, in-kind, or both).

You must list all pending and received project funds (matching and other leveraged dollars) for the project by category (e.g. salaries and supplies). Applicants are encouraged to create or use partnerships (i.e., with other non-profit groups, government agencies, schools) to implement projects, and are encouraged to contact Trust or FishAmerica staff for partnership ideas.

Eligible Applicants and Partners

Non-profit organizations such as local watershed organizations or local government agencies are eligible for funding for projects in Maryland. The strongest proposals will demonstrate committed partnerships (those that provide funding, technical assistance, and/or in-kind support) from various organizations, institutions, and government agencies.

Partnership organizations may include, but are not limited to:

- Private, nonprofit organizations
- Federal, state, and local government agencies
- Tributary teams
- Community associations, civic groups, churches
- Soil and Water Conservation Districts
- Forestry boards
- Resource Conservation and Development Councils
- Public and independent primary, intermediate, and secondary schools
- Public and independent higher educational institutions
- Contractors

Funding Available

The partnership anticipates awarding approximately \$225,000. The maximum request level is \$75,000. Projects should be completed in one year starting at the time the grant is approved. There is no commitment of additional grant funding beyond that period.

Criteria for Evaluation

Proposals will be evaluated by a Technical Review Committee composed of funders and technical experts based on the following criteria:

- Extent to which the project will improve habitat for fisheries resources;
- Technical merit and project feasibility;
- Specificity of results, benefits and products;
- Cost effectiveness, leveraged resources, budget detail, and budget justification;
- Partnership, cooperation, and support from community groups, agencies, and other organizations;
- Sufficient demonstration of the applicant's ability to successfully complete the project
- Consistency with the Request for Proposal goals specific to each track.

All proposals in both tracks must:

- describe a significant community participation through an educational or volunteer component tied to the restoration project;
- provide a clear description of the fisheries habitat problem to be addressed and justification that the chosen restoration technique will solve the identified problem;
- contain a complete design (if requesting implementation dollars) or conceptual plan (if requested fish passage/dam removal design funds);
- contain current site photos;
- contain written support for the project by the property owner(s) that includes permission to complete the project;
- contain a 3-year maintenance plan;
- contain a complete list of permits including their status; and
- contain both monitoring and maintenance plans. Monitoring plans must include a fisheries component.

These requirements are explained in more detail in the Application Instructions section below.

Contact

The funding partners **strongly encourage** potential grant applicants to contact us with questions about project proposals. You may contact:

Both Tracks

Kirk Mantay
Chesapeake Bay Trust
(410) 974-2941 x106
kmantay@cbtrust.org

Sportfish Restoration Track

Johanna Laderman
FishAmerica Foundation
(703) 519-9691 x245
jladerman@asafishing.org

Headwaters Track

Mary Andrews
NOAA Restoration Center
(410) 267-5644
mary.andrews@noaa.gov

Application Deadline and Method

Applicants must submit proposals using the Trust's Online Grants System, located at www.cbtrustgrants.org by **5:00 pm on December 10, 2010**. Late applications will not be accepted, and the online funding opportunity will close promptly at 5:00 pm. To use this system, applicants must register at least 24 hours in advance of submitting an application. **Applicants are strongly encouraged to submit at least a few days prior to the deadline** given potential for high website traffic on the due date. The Trust cannot guarantee availability of Online Grant System technical assistance on the deadline date.

Grant awards will be announced in March 2011.

All applicants will receive a letter stating the funding partnership's decision. An application may be declined, partially awarded, fully awarded, or placed on hold for more information. If approved, a grant agreement/contract with grant conditions and due dates of status and final reports will be sent or negotiated. In cases in which the grantee fails to submit a status report or final report by the due date, the funding partners reserve the right to terminate the grant agreement/contract and require a refund of funds already transferred to the grantee.

When the project is complete, grantees are required to complete final reports. Organizations with outstanding final reports to any of the funding partners will not be awarded additional grants.

Application Instructions

The Online application process will ask for the following information:

Applicant Information

- 1) Mission of Organization
- 2) Name of Executive Officer of Requesting Organization (to receive contracting information)
- 3) Title
- 4) Address, phone, email
- 5) Name of Project officer (lead project coordinator)
- 6) Title
- 7) Address, phone, email

An Executive Offer and Project Lead must be identified for all proposals. Both individuals must be staff or board members of the applicant organization. Individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Grant Information

- 1) Amount of Trust funding requested: \$
- 2) Grant period (start date and end date of your project):

- 3) In which river, stream, or local watershed will the project be located?
- 4) In which county will the project be located?

Project Abstract

In a text box, you will be asked to provide a brief (3-4 sentences) summary of the project, including details such type of project, location, and main objectives. You may copy and paste from a word processing document, but you **MUST** use the paste plain text button in the rich text tool bar at the top of this box; this is necessary in order to remove all formatting (such as bullets, indentations, bold, etc.). You may format in the text box after pasting.

Project Timeline

You will be asked to complete a table listing major project tasks, with start and end dates. These include design, permitting, construction, etc.

Project Deliverables

You will be asked to fill in estimated deliverables for a variety of metrics, including number of stream miles opened, stream miles restored, trees planted, square feet of riparian buffer, etc.

Activities Table

You will be asked to list major project activities, what you will measure to ensure the goals of each activity are met (indicators, such as # of trees), the baseline value (such as # of trees currently existing), and the proposed value at the end of the project (existing plus outcome of planned activity).

Project Partnerships and Qualifications

You will be asked to complete a table listing all project partner organizations, individuals, their areas of expertise, and their role(s) in your project. Applicants are encouraged to upload a letter of support for the project from each partner outlining the partner's role in the project.

Volunteer Involvement

Indicate the number of volunteers that will be involved, the total number of volunteer hours, and a description of volunteer activities.

Project Narrative File Attachment

You will be asked to upload a word processing or PDF file that includes the following information. We suggest using the following headings to organize your narrative.

a. Additional organizational information

- 1) Mission of Organization
- 2) EIN and DUNS Numbers
- 3) Organization Website URL

b. Track and project type

Please indicate the track under which you would like your proposal considered:

- 1) Sportfish Restoration Track (MD only), 2) Headwaters Track , or 3) Both Tracks (MD only)
- and The Project Type:

- 1) Fish passage/dam removal, 2) riparian restoration, 3) wetland creation/enhancement, 4) in-stream habitat restoration,
- 5) fish passage design, or 6) other

c. Background

What is the impetus for pursuing the project at this time? Are other project funds currently being sought? Provide a statement of the problem to be addressed, and a description of the restoration technique or type of project to be used to address the problem. Please justify the selection of your chosen restoration technique or practice with, for example, experience, scientific literature, or support letters from experts. Please also discuss the project as part of a larger watershed or restoration plan and connections to other ongoing restoration projects or initiatives in the local area. **Applicants are strongly encouraged to contact the Trust, FishAmerica, and NOAA Restoration Center early during project development.**

d. Project description

Describe all phases of the project, including planning, organization, implementation, and outreach. Indicate whether the project is an extension of an on-going or recently completed project. If the project is fulfilling part of an implementation strategy of a local watershed management plan or other type of assessment, please indicate how and describe or reference the plan. Please be detailed about your project, and describe existing conditions. For example, for dam removal projects/fish passage projects, include information on the structural dimensions of the barrier (height, width, length, etc.), the location and distance to all downstream river structures and whether each structure represents an insignificant, partial, or total barrier to fish passage, plans for addressing downstream barriers and the distance to be opened as a result of proposed barrier removal (i.e., distance from barrier of interest to next upstream barrier). Please also describe other habitat projects or initiatives occurring in this watershed, and whether they are directed by your organization or a partner group or agency.

e. Ecological benefits

For those applying to the Sportfish Restoration Track, list the sportfish to benefit from the project and specifically address the benefits to sportfish and their habitat. For those applying to the Headwaters Track, specifically address the benefits to NOAA species of interest and headwaters habitats. Include the names and current distribution of diadromous fishes benefiting from the project within the stream system and any information on historic natural distribution of diadromous fishes within the stream system. For those applying to both tracks, be sure to address benefits to both types of resources.

f. Permits

In addition to attaching permits already in-hand above, please provide a complete list of all permits required (federal, state, county, and/or local) to complete the project, indicate their status (not initiated, prepared, submitted, approved), and indicate when you expect to receive those not already approved. For permits not yet submitted, please provide the date you intend to submit the application. Preference will be given to projects that have initiated the permit application process. Successful applicants will be required to notify the funding partners when all necessary permits are received. Funds will not be distributed until permits are obtained.

g. Maintenance

Describe the plans and provisions to maintain the project site over time (e.g., establishment of conservation easement, vegetation maintenance). Please indicate the lead group or individual on maintenance.

h. Monitoring – Evaluating Success

Please include a discussion of the anticipated ecological benefits (e.g., linear feet of fish passage to be restored, acreage of marsh to be restored, macrofaunal or infaunal species to benefit). Monitoring of fisheries benefits must be included. Funding partners request that at least one structural parameter (a change in how the habitat looks; e.g., density of *Spartina* spp. plants after construction) and one functional parameter (a change in what the habitat does; e.g., reduce erosion, increase fish populations) be measured over at least the first year at the project site. In your proposal, please indicate the lead group or individual on monitoring, the number of years the site will be monitored and the pre-project monitoring plans.

i. Regulatory Context

The funding partners are unable to fund projects or programs that are required by a Federal, state, or locally issued permit, decree, or enforcement action. Please state 1) whether any part of your project is required under any existing or pending permit, decree, or enforcement action, and 2) how and whether your proposal exceeds the regulatory requirements.

Other File Attachments - Site Plans, Site Photos, Permits, Permissions, Support Letters, and Scopes of Work

You will be required to upload site plans, site photos, and permissions, and will be encouraged to upload any approved permits and letters of support. Design-only requesters should upload a design consultant Scope of Work. Preference will be given to projects that are “shovel-ready” with design completed and permits in hand.

a. Site plans (Required)

For on-the-ground implementation projects, site plans must be provided. Plans must contain site-specific measurements and scale drawings, including (a) plan view, (b) representative elevation/cross sections, (c) a

vicinity map, and (d) photos of the site. Applicants are strongly encouraged to contact funding partners during proposal development for information on ways to obtain designs or to identify technical assistance resources. If design is not finalized at the time of application, a preliminary plan should be submitted. For design requests, a conceptual site plan must be submitted.

b. Site photos (Required)

Site photos of existing conditions must be provided as separate uploaded files here.

c. Permissions (Required)

If the applicant is not also the landowner, a letter of support for the project by the property owner must be provided. The letter must specify support for the project and permission to complete the project on their property. If the applicant is also the landowner, a statement to that effect must be attached.

d. Permits (Optional)

If permits have been approved, we recommend you attach copies here. Successful applicants will be required to notify the funding partners when all necessary permits are received. Funds will not be distributed until permits are obtained and copies are received by the Trust and FishAmerica.

e. Design Scope of Work (Design requests only)

Those requesting funds for design projects must submit a Scope of Work outlining the design activities for which funding is requested. The Scope of Work should be detailed and include the amount of hours devoted to each task (e.g., survey, CAD work, etc.)

f. Letters of Support (Optional, but strongly encouraged)

All applicants are encouraged to submit letters of support from project partners. For those applying to the Sportfish Restoration Track, a letter of support for the project from a fisheries biologist at a state or federal natural resources agency should be included.

Budget Upload

You will be asked to upload your budget using the Chesapeake Bay Trust Budget Form, an excel file template. Copies of the form can be obtained in three ways:

1) from the "Attachments" section of the Online Funding Opportunity at www.cbtrustgrants.org;

2) by copying into your browser window the following link:

www.cbtrust.org/grantforms and clicking on "**Chesapeake Bay Trust Budget Form;**"

3) by visiting www.cbtrust.org, clicking on " Grants," the "Grant Forms", and downloading the file "**Chesapeake Bay Trust Budget Form.**"

- Please be as detailed as possible. For example, elements of construction requests (e.g., mobilization, rock costs, plant costs) must be listed separately.
- For any staff cost requests, please list the percentage of overall time devoted to the project by each staff member in the budget item column.
- Be sure to see "Eligible Budget Items" section of Application Instructions above.
- Do not evaluate volunteer hours in terms of dollars; instead, list them separately. Matching/leveraged resources are encouraged. Please indicate whether each match/leveraged entry is applied for, pledged, or in-hand. Indicate in the narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget table.
- Requests for indirect costs are not permitted.

Budget Category Information

The final online grant program component will ask applicants to enter budget category totals. These totals will have been automatically calculated in the **Chesapeake Bay Trust Budget Form**. If personnel and/or contractual costs are requested, use the personnel/ consultant request description table to provide detailed information about the scope(s) of work. Err on the side of providing too much detail. You are limited to 15

entries. For additional tasks, use the Additional Budget Justification Box. Use the budget justification section to provide a several paragraph budget narrative. The narrative should include, in addition to general budget justification information, (a) detailed justification for staff cost requests, if requested, including a specific scope of work, specific tasks, hours and rate associated with those tasks and (b) the source of any construction cost estimates. Staff cost requests that are not fully justified will not be funded.