



**Department of  
Environmental  
Conservation**

## **Hudson River Estuary Program (NYSDEC)**

### **Request for Proposals**

#### **Watershed and Flood Mitigation Assessment**

**February 2018**

The New England Interstate Water Pollution Control Commission (NEIWPCC), in cooperation with the New York State Department of Environmental Conservation's (NYS DEC) Hudson River Estuary Program, is inviting proposals for a study that will assess flooding vulnerabilities in a Hudson River tributary watershed or subwatershed, and propose flood mitigation solutions that consider both engineering (e.g. roads, bridges, dam removal, and culverts) and natural system solutions (e.g. conservation or restoration of wetlands, forests).

This request for proposals (RFP) includes information on:

- I. Overview**
- II. Project Goal**
- III. Scope of Work**
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- I. Overview**

Flooding places risks on community infrastructure, public safety and welfare, and can have impacts to ecosystems. Strategies to minimize flood impacts can be identified through appropriate stream, hydrologic and hydraulic engineering, and watershed assessments. While flooding impacts and risks to structures in flood hazard areas may never be completely eliminated, certain strategies can be implemented to reduce localized flooding risks and impacts, and minimize impacts to downstream communities as well. Natural systems such as wetlands, floodplains, forests and other vegetated open spaces, are natural filters that can absorb rain and floodwaters and mitigate flood impacts as well, while also benefiting water quantity and quality for communities and sustaining a healthy estuary ecosystem.

The intent of this RFP is to help decision-makers be better prepared for, and better able to recover from, flood events. Strategic thinking about ways to utilize natural systems, green infrastructure, stormwater practices, and watershed management is needed to provide more effective strategies to reduce flooding risk, while also enhancing the resilience of water resources to weather extremes (flood and drought) and benefitting the estuary ecosystem. Projects funded will develop and test these strategies in a watershed, which lends itself to this type of approach and where local support for this approach can be demonstrated.

This RFP helps to implement Governor Cuomo's climate change priorities as expressed in the January 2013 State of the State address (<http://www.governor.ny.gov/NY/2013-State-of-the-State>). These recommendations, designed to make New York more resilient to strong storms and climate change, emphasize strengthening existing infrastructure, rebuilding smarter, encouraging the use of green and natural infrastructure, promoting integrated planning and decision-making, and enhancing institutional coordination. In addition, this RFP supports the State's priority to protect water resources. In February 2016 Cuomo Governor created the Water Quality Rapid Response Team to address community concerns about water quality. The state has continued to support water resources through the Clean Water State Revolving Fund and the Drinking Water State Revolving Fund which provide subsidized financial assistance to qualified municipalities to undertake eligible water infrastructure projects. In addition to these funding sources, State Water Grant funding amounts were increased in 2016 to assist communities with the replacement or repair of water infrastructure, and for compliance with environmental and public health laws and regulations related to water quality.

### **NEIWPCC**

NEIWPCC is a not-for-profit interstate organization, established by Congress in 1947 to serve and assist its member states individually and collectively by providing coordination, research, public education, training, and leadership in the management and protection of water quality in the New England states and New York. NEIWPCC strives to coordinate activities and forums that encourage cooperation among the states, educate the public about key water quality issues, support research projects, train environmental professionals, and provide overall leadership in the management and protection of water quality.

### **Hudson River Estuary Program**

The Hudson River Estuary Program helps people enjoy, protect and revitalize the Hudson River estuary. Created in 1987 through the Hudson River Estuary Management Act (ECL 11-0306), the program focuses on the tidal Hudson and its surrounding watershed from the federal dam at Troy to the Verrazano Narrows in New York City. The mission of the Estuary Program is built around six key benefits people receive from the results of our work:

- Clean Water
- Resilient Communities
- Vital Estuary Ecosystem
- Estuary Fish, Wildlife and Habitats
- Natural Scenery
- Education, River Access, Recreation and Inspiration

The Estuary Program collaborates with many partners: nonprofit organizations, businesses, local governments, state and federal agencies, and interested citizens to deliver these benefits. It develops knowledgeable and effective stewards of the estuary, using an understanding of ecology as a foundation for all of its work. The program is guided by New York State’s *2015-2020 Hudson River Estuary Action Agenda*—a forward-looking plan developed through significant community participation up and down the river. The Hudson River Estuary Program achieves real progress by providing technical assistance, grants, contracts and scientific research to empower citizens and communities to make informed choices. We coordinate with state and federal agencies.

In recent years, the Estuary Program has put increasing staff effort and program resources into helping communities adapt to climate change while also improving the long-term resiliency of the ecosystem. The project to be implemented through this RFP fulfills Benefits 1, 2, and 3 of the *Hudson River Estuary Action Agenda*, which can be found at: <http://www.dec.ny.gov/lands/5104.html>.

## **II. Project Goal**

The goal of this project is to collect, assess and provide information to communities to help them address flooding vulnerabilities and mitigate flood impacts, through measures that maintain, improve and restore natural processes and recognize the value of local wetlands and forests in a watershed. The outcomes from this RFP will encourage a multi-benefit approach that will help mitigate flooding impacts and inform local natural resource management policies regarding water and ecosystems.

## **III. Scope of Work**

This RFP is for services to:

- identify areas prone to flooding (historic and predicted),
- assess vulnerabilities under a range of flooding scenarios,
- recommend solutions to reduce flooding impacts or risks to the communities and the ecosystem, including both engineering mitigation strategies and natural infrastructure approaches, and
- estimate the costs and benefits of each suggested solution.

## **Project Tasks**

### **1. Develop a Quality Assurance Project Plan (QAPP)**

This project will involve environmental data operations, and therefore the contractor is responsible for developing the project QAPP and submitting it to NEIWPC staff for review (see

Quality Assurance Project Plan on page 7).

## 2. Field reconnaissance, mapping, and local input

Conduct field reconnaissance to gain insight and understanding into the local conditions and to inform models and assessments. This will include reviewing existing local information and available data, as well as input from county and state agencies, and community and watershed partners needed to:

- Map areas prone to flooding (historic and predicted),
- Map locations of existing wetlands, intact floodplains, forests and other largely undeveloped areas, including existing protected areas, and
- Identify potential locations for flood mitigation efforts including storm water detention, dam removal, wetland and forest restoration/creation/protection that would enhance flood mitigation efforts,

## 3. Geomorphic, hydraulic, and hydrology assessment

This task is designed to assess and characterize the geomorphic, hydraulic and hydrologic characteristics of the chosen watershed(s) including boundaries, drainage patterns, land cover/use, and soil types. A hydraulic analysis of the corridors and floodplains in the chosen watershed(s) should be completed, using a program such as the U.S. Army Corps of Engineers Hydrologic Engineering Center's River Analysis System (HEC-RAS) program. Identify the presence of wetlands, forests and undeveloped areas as beneficial features, which have the potential to mitigate flooding in the watershed. Where applicable, assess the vulnerability of dam failure on downstream flood hazard and inundation.

## 4. Flood hazard mitigation strategies & cost-benefit analysis

Recommend solutions to reduce flood risk for the communities and residents in the watershed. In addition to engineering approaches, solutions will include natural systems, such as wetlands and forests within the watershed that are important to maintaining hydrology and reducing flood risk. As much as possible, the solutions will identify specific parcels, locations, or regions of wetlands, forests, or other undeveloped areas which could be conserved to help reduce flooding vulnerability. If possible, estimate the flood attenuation benefits of these natural systems.

Include an estimate of the costs and benefits at a level of detail sufficient for the communities to at least roughly compare options among the recommended solutions. Methods such as the FEMA Benefit Cost Analysis tool, or the COAST (COastal Aadaptation to Sea level rise Tool – University of Southern Maine) depth-damage calculator may be used.

## 5. Public participation meetings and presentations

Coordinate and participate in community meetings required to complete this project and inform, and solicit input from, the public and local leaders. This will, at a minimum, include:

- An opening kick-off meeting with key stakeholders, which could include local and county

- government, community groups, watershed groups, businesses, and landowners,
- A project mid-way status meeting, and
- A final meeting to deliver findings.

**6. Technical report**

The consultant will deliver a draft report and a final report summarizing the methods, community engagement, field work, findings, and suggested solutions. This will include electronic copies of any spatial GIS data.

**IV. General Guidelines for Applicants**

**Eligibility**

Applicants who are eligible to submit proposals in response to this RFP include: for-profit organizations and consulting firms, academic institutions, non-profit organizations, and municipalities. If an applicant is not a municipality, a letter of support from the impacted municipalities within the study area is required. Letters from all municipalities in the watershed study area are encouraged.

To be eligible for this RFP, the project must be within the Hudson River Estuary watershed, from the Federal Dam at Troy to the Verazzano Narrows. (See map at [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/hregrantmap.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/hregrantmap.pdf)). The geographic scale of potential projects has not been predetermined and it is up to the applicant to propose an appropriate and manageable scale to accomplish project objectives.

**Schedule**

The project should take no more than 15 months, with all final reports and paperwork received by July 12, 2019.

The schedule\* for this RFP is as follows:

Proposals Due to NEIWPCC	March 16, 2018 12:00 (noon) PM EDT (noon)
Applicants Notified of Funding Decisions	April 6, 2018
Detailed Project Work Plans Due	April 20, 2018
Anticipated Project Start Date	On or about May 4, 2018
Final Report Due to NEIWPCC	July 27, 2019

\*Schedule is subject to change.

**Funding**

There is \$110,000 available for this project. Proposal budgets must be between \$100,000 and

\$110,000. Budgets that are under or exceed this range will not be considered and disqualified. Awarded funds may be used for expenses specifically related to the proposed project, including wages and consultant fees. Expendable and non-expendable equipment directly related to the proposed project may qualify for funding, but requires pre-approval (prior to proposal submission) by NEIWPC and must be justified in the proposal. Indirect costs are allowed, but must be in line with the following procedures: Applicants with a valid Negotiated Indirect Cost Rate Agreement with their cognizant federal agency must use that rate, and must provide documentation of the negotiated rate. Applicants that do not have a Negotiated Indirect Cost Rate Agreement may charge a maximum indirect rate of 10 percent of direct costs.

### **Match**

Although no financial or in-kind match is required, the proposal evaluation criteria includes a financial review that rewards match.

### **Deliverables**

The primary deliverables for this project will be the following:

1. **Quarterly reports** delivered electronically to the NEIWPC project manager no later than the 10<sup>th</sup> day of January, April, July, and October during the duration of the project.
2. Approved **Quality Assurance Project Plan**. See below for additional information about this deliverable.
3. **Final report as described in Task 6**, which will include summary reports on Tasks 1, 2, 3, 4, and 5.

All deliverables are to be submitted in draft form in Microsoft Word format for review by project partners and approval by the project manager (See Contact Information in Section IX). All final reports are to be delivered in Adobe .pdf format upon approval by the project manager.

### **Quality Assurance & Quality Control Requirements**

The NEIWPC Quality Management Plan requires that Quality Assurance Project Plans (QAPPs) are developed and approved for all projects involving environmental data operations (i.e., collection, analysis, and/or manipulation of environmental data). For projects that involve environmental data operations, the contractor will be responsible for developing the project QAPP and submitting it to NEIWPC staff for review after the start of the contract period. NEIWPC will provide guidelines for QAPP development. The QAPP must be approved by the NEIWPC Project Manager, and the NEIWPC Quality Assurance Program Manager prior to any data collection or analysis. If your proposed project will include environmental data operations, development of the QAPP can be completed as a task under this project and should be included in the proposal narrative, timeline, and budget. While preparing your proposal, please account for the additional time and resources necessary for QAPP development. Allow a minimum of 30 days for the development of your QAPP and 90 days for the review and approval of your QAPP by NEIWPC. It is appropriate for an applicant to utilize or build upon an existing, relevant, approved QAPP if one exists.

For more information about QAPPs, see <http://neiwpc.org/our-programs/assessment-and-research/quality-management/> and <http://www.epa.gov/quality/qapps.html>.

Questions regarding the QAPP process or the necessity of a QAPP for a proposed project should be

directed to the NEIWPCC Project Manager (see contact information in Section IX).

### **Deliverables, Ownership, and Credit Due**

All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced as a result of this solicitation and funded, in whole or in part, under an agreement with NEIWPCC shall be made available to NEIWPCC and the NYS DEC Hudson River Estuary Program in the formats in which it is stored or maintained. NEIWPCC and the NYS DEC Hudson River Estuary Program shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of NEIWPCC and subject to any other approvals required by state or federal law. Reports and other deliverables will credit NEIWPCC and the NYS DEC Hudson River Estuary Program for any work completed under the grant award.

### **Geographic Information System (GIS) Data Requirements**

GIS data produced under this project must adhere to the requirements of EPA's National Geospatial Data Policy (see [http://www.epa.gov/geospatial/docs/National\\_Geospatial\\_Data\\_Policy.pdf](http://www.epa.gov/geospatial/docs/National_Geospatial_Data_Policy.pdf)). Specifically, the selected contractor must provide documentation for all produced data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from <https://edg.epa.gov/EME/>. Specific technical guidance on geospatial deliverables and acceptable formats can be found at <http://www.epa.gov/region02/gis/r2gisdeliverables.html>. GIS data produced under this project will be submitted to NEIWPCC as a deliverable.

### **Insurance Requirements**

NEIWPCC requires its contractors to maintain workers compensation and liability insurance. More details will be provided to applicants selected for funding. Note this applies for all contractors, including sole proprietors. If you cannot provide proof of insurance, please do not apply for this funding opportunity.

## **V. Proposal Requirements**

Proposals must include a (1) cover letter, (2) title page with abstract, (3) narrative with citations, (4) map, (5) timeline, (6) budgets (both overall and task-based budget formats), (7) budget justification, (8) description of qualifications, and (9) letters of commitment or support. Page limits for each of these components are provided in the individual descriptions below. Proposals that do not contain all of the information requested and/or do not meet the format requirements will be eliminated from consideration. Pages that exceed the maximum number specified for each section will not be reviewed.

### **Cover Letter**

Please include a one-page cover letter, printed on official letterhead and signed by an authorized representative of the lead agency, firm, or institution, with each proposal. The cover letter must state that:

- You are applying for funds under this program.
- You acknowledge that funding is provided on a reimbursement basis.

### **Title Page**

For your convenience, an electronic version of the title page is available as a Microsoft Word document at <http://neiwppc.org/about-us/working-with-neiwppc/>. The title page must adhere to the format provided in Appendix A and include all of the following information, using a maximum of one single-spaced, one-sided, typed 8.5" x 11" page with 11-point font and 1-inch margins:

- **Project Name:** Use the exact project name as it appears throughout the proposal.
- **Primary Investigator Name and Contact Information:** Provide the name, title, and affiliation of the primary investigator, as well as mailing address, phone number, and email address.
- **Financial Contact Name and Contact Information (if applicable):** Provide the name, title, and affiliation of the individual responsible for financial/contractual negotiations (if different from primary investigator), as well as mailing address, phone number, and email address.
- **Project Partners (if any):** Provide the names, titles, affiliations, for each of the additional investigators or support staff who will significantly contribute to the project (if any).
- **Funds Requested:** Provide the amount of money you are requesting from NEIWPC for the project.
- **Matching Funds:** Provide the amount of matching funds you and/or your partners will be contributing to the project (if any).
- **Federal Tax Identification Number (FID)**
- **DUNS Number<sup>1</sup>:** A DUNS number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity globally. Contractors must provide NEIWPC with a DUNS number to comply with an administrative condition of NEIWPC's EPA grant (individuals are exempt).
- **Certified Disadvantaged Business Enterprise (DBE):** Indicate if your organization is a DBE.
- **Abstract:** The abstract must accurately describe the project being proposed and include: (1) the objectives of the project, (2) the methodology to be used, and (3) the expected outputs and outcomes of the project and how it addresses this RFP, including environmental benefits to the Hudson River estuary. **The abstract must fit within the title page.**

### **Proposal Narrative**

The proposal narrative must not exceed 5 consecutively numbered, single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins. The 5 page narrative must include all of the following information:

- **Problem Description:** Briefly describe the project and any brief background or introductory information.
- **Objectives:** Outline how the project will achieve the goals of this RFP.
- **Methodology:** Outline the project's design and describe the methods and techniques that will be used to meet the project's goal and tasks.
- **Expected outputs and outcomes:** Describe the project's expected outputs and outcomes, and list and describe each of the specific deliverables and end-products.
- **Roles and Responsibilities:** Define the roles and responsibilities of all project participants.
- **Citations:** Include references as appropriate within the proposal narrative.



**Map**

Provide a map of the proposed study area that shows the watershed boundary.

**Timeline**

Provide a detailed timeline for meeting identified tasks and completing deliverables, with a completion date no later than July 27, 2019. All timelines should be stated in terms of Month #1, #2, #3, etc. rather than specific dates, e.g. "March 5, 2012." Although the project start date is anticipated to be on or about May 4, 2018, this date may change based on the time the actual agreement is established. The timeline must be no more than one 8.5" x 11" page with 1" margins and 11-point font.

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<sup>1</sup> Obtaining a DUNS number is free for all entities doing business with the Federal government. Under normal circumstances the DUNS number is issued within 1-2 business days when using the web form process (<http://fedgov.dnb.com/webform>).

## **Budget**

The project budget must be provided in two formats:

First, provide a complete, detailed budget using the format provided in Appendix B. For your convenience, an electronic version of the budget form is available here: <http://neiwpc.org/about-us/working-with-neiwpc/>. The budget must be no more than one 8.5" x 11" page with 1" margins and 11-point font. Along with this budget, provide a brief justification (one page maximum) for the proposed costs in terms of meeting project objectives. Include an explanation of how indirect costs are calculated. Justify subcontracts, if any. Identify and describe current and pending financial resources (including the source) for non-federal cost share or matching funds that are intended to support the project. Entities intending to use a Negotiated Indirect Cost Rate must provide documentation of their rate. This documentation does not count toward the page limit.

Second, prepare a budget that is broken down by year and project tasks, as shown in Appendix C. For your convenience, an electronic version of the budget form is available at <http://neiwpc.org/about-us/working-with-neiwpc/>. As you develop this budget, **keep in mind that contractual payments will be made based on this budget**. This budget must be no more than two 8.5" x 11" pages with 1" margins and 11-point font. Matching funds should not be included in the task-based budget.

## **Qualifications**

The applicant chosen for this project should possess the academic and/or professional expertise and certifications in the relevant subject areas, and have a strong track record in delivering projects of this nature and facilitating successful working relationships with communities, and municipal and state government. Applications must include identification of a New York State Licensed Engineer or landscape architect as part of project team. Applicants must be able to demonstrate extensive experience conducting flood mitigation studies, watershed hydrology/hydraulic surveys, review and interpretation of FEMA data and models including HEC-RAS, and knowledge of natural systems as potential flood mitigation features. Applicants should have experience and capacity to conduct and manage effective public meetings. Attention to detail in documenting qualifications that meet the scoring requirements is strongly advised. The qualifications section, including resumes, CVs, descriptions of past projects, etc. must not exceed 3 pages.

## **Letters of Support**

Letters of support addressed to NYS DEC Hudson River Estuary Program to document organizational, state legislative, and/or community support for the project may also be attached. If an applicant is not a local government within the watershed, letter(s) of support from the municipalities in the study area are required. A support letter from the local watershed group is highly encouraged.

There is no page limit for letters of support.

## **VI. Submission Process**

Proposals must be submitted by no later than **12:00 PM (noon) on March 16, 2018**. No late submissions will be considered. Applicants **must submit their proposals electronically** through the

NEIWPC website. Unless prior approval is given, proposals received through e-mail, postal delivery, or any other delivery method will not be accepted.

To submit your proposal, go to <http://neiwpc.org/about-us/working-with-neiwpc/contractor-proposal-submissions/> and follow the instructions provided for uploading your file(s). It is highly preferred that the proposal and all supporting information are submitted as a single PDF document. This requires Adobe Acrobat or similar Adobe product (the free Adobe Reader does not allow the conversion of documents into PDF format), or a scanner. If multiple files are to be submitted, you will need to create an archive file (.zip, or .rar) containing all of the files you wish to submit. The file name should be in the following format: "HREP WATERSHED FLOOD MITIGATION\_ NAME OF YOUR ORGANIZATION." Once you have clicked the "submit" button, please allow adequate time for your submission to process and do not hit the back button or close your browser window. The process is not considered complete until you have reached the confirmation page.

If submitted successfully, you will receive an email from NEIWPC ([mail@neiwpc.org](mailto:mail@neiwpc.org)) with the subject line "RFP Submission Confirmation" confirming your submission. For questions regarding submission of proposals, contact Mike Jennings, NEIWPC, [mjennings@neiwpc.org](mailto:mjennings@neiwpc.org), (978)349-2520.

## **VII. Proposal Evaluation Process**

NEIWPC will screen all proposals to ensure that they meet all requirements of this RFP. If a proposal is found to be incomplete, the proposal will be eliminated from the competition and NEIWPC will notify the applicant. To be considered complete, proposals must include all of components described in Section V. Proposal Requirements. Pages in excess of the limits specified for each component will not be reviewed. Proposals will be evaluated based upon the following criteria, with the highest scoring proposal being awarded the contract. Up to 120 points are available per proposal.

### **A. Technical review (25 points)**

Applicant should describe in detail the approach that will be used to implement each of the tasks identified in this Request for Proposals. Proposals will be evaluated based on the appropriateness and feasibility of the approach and methods for each task. Equal weighting (5 points) will be given to how the applicant addresses technical tasks 2-6 in Section III above.

### **B. Watershed Characteristics (30 points)**

Characteristics of the watershed being assessed will be evaluated for relevance to the goals of this RFP. Each characteristic below will be worth five (5) points. The applicant is responsible for providing the supporting information and data in the proposal.

1. The watershed proposed spans more than one municipality, and will further intermunicipal coordination. (5 pts.)
2. A watershed plan has been completed, or is underway, for the proposed watershed. (5 pts.)
3. The watershed contains environmental justice area as defined in DEC map (5 pts.)  
<http://www.dec.ny.gov/public/899.html>.
4. The watershed contains communities that have a high number of documented, or repeated,

flood losses, such as FEMA Repetitive Loss Properties. (5 pts.)

[https://www.fema.gov/txt/rebuild/repetitive\\_loss\\_faqs.txt](https://www.fema.gov/txt/rebuild/repetitive_loss_faqs.txt)

5. Letters of support from stakeholders. If an applicant is not a local government within the watershed, letter(s) of support from those municipalities in the study area are required. Support letters from watershed groups desirable. (5 pts.)
6. The watershed has an active and participating watershed group. (5 pts.)

C. Experience and qualifications (20 points)

All applicants must designate a team leader and submit, as part of their team qualifications, a resume for the team leader and up to two additional technical support staff showing level of experience and educational background. In addition to the resumes, a short narrative addressing the items listed below should also be included. Team experience will be evaluated to ensure that the team 1) meets the minimum criteria listed in the mandatory requirements above and 2) will receive a ranking based on the following criteria:

1. Experience of team conducting watershed hydrology/hydraulic surveys and fine-scale subwatershed surveys, and review and interpretation of FEMA data and models including HEC-RAS modeling. (5 pts.)
2. Experience of team conducting flood mitigation studies, and knowledge of flood engineering solutions and water-based approaches to flood mitigation. (5 pts.)
3. Knowledge of team regarding natural systems as potential flood mitigation features and optimal conditions for each type of system. (5 pts.)
4. Experience of team working with communities in the watershed(s) where the project would take place. (5 pts.)

D. Proposal clarity and readability (15 points)

Proposals will be evaluated based on their clarity, readability and organization, based on the 3 criteria below.

1. The proposal is easy to read and logically organized. (5 pts.)
2. The proposal contains few, if any grammar mistakes. (5 pts.)
3. Deliverables and outcomes are clearly identified and described. (5 pts.)

E. Financial review (30 points)

The financial evaluation will be based on the following two criteria.

1. Overall cost relative to the size of watershed being assessed (i.e., study area). Study area (in acres) will be divided by total cost, with highest value proposal being awarded the points. (10 pts.)  
*The total watershed area being studied must be provided by the applicant to get the points in acres.*

2. Match percentage of total project cost. The match value will be divided by total project cost with the highest value proposal being awarded the points (10 pts.).
3. Cost effectiveness from the standpoint of cost, balance, value and justification. (10 pts.)
  - The project budget is exceptionally cost-effective for the ecological value provided, is well-balanced and does not contain extraneous expenses. Funding is accurately justified and described: (10 points) OR
  - The project budget is of average cost-effectiveness, and is appropriate for the complexity and size of the project: (5 points) OR
  - The project budget is not cost-effective, is confusing, is extraneous or excessive, or is not aligned with the project purpose: (0 points)

### **VIII. Notification of Awards**

Award notification to applicants is expected by April 6, 2018. Award recipients may be asked to submit a revised work plan, timeline, and budget at this time. Projects cannot start until the contract is signed by both parties. If your project includes environmental data operations, this work may not begin until the QAPP is approved. NEIWPCCC will not pay for expenses incurred prior to the contract start date. Payment for costs incurred will be on a reimbursement basis per the contract payment schedule and contingent upon completion of quarterly progress reports and project deliverables.

### **IX. Contacts**

For information regarding the application process or QAPP, contact Mike Jennings, the NEIWPCCC Project Manager:

Mike Jennings  
New England Interstate Water Pollution Control Commission  
650 Suffolk Street, Suite 410  
Lowell, MA 01854  
978-349-2520  
[mjennings@neiwpc.org](mailto:mjennings@neiwpc.org)

For information regarding the RFP topic, contact:

Megan Lung  
NYSDEC/NEIWPCCC  
21 South Putt Corners Road  
New Paltz, NY 12561.  
[Megan.Lung@dec.ny.gov](mailto:Megan.Lung@dec.ny.gov)  
845-633-5449

**Appendix A: Title Page Format**

**Project Name:**

**Organization:**

**Primary Investigator Name and Contact Information:**

**Financial Contact Name and Contact Information (if applicable):**

**Project Partners (if any):**

**Funds Requested: \$**

**Federal Tax Identification Number:**

**DUNS Number:**

**Certified Disadvantaged Business Enterprise (DBE): (Yes or No)**

**Project Abstract**

**The abstract must fit within this title page, using a maximum of one single-spaced, one-sided typed 8.5" x 11" page with 11 point font and 1" margins (remove this instructional text when completing page and prior to submitting proposal).**

**Appendix B: Overall Budget Form**

BUDGET CATEGORY <i>(Add/remove itemizing lines below major categories as necessary, but do NOT delete major categories)</i>	GRANT REQUEST
<b>A. PERSONNEL</b> (list individual names and titles below)	\$
	\$
	\$
	\$
<b>B. FRINGE BENEFITS</b> ___% of ___ (e.g., 10% of total personnel costs) TOTAL:	\$
<b>C. TRAVEL</b> (estimate number/purpose of trips below)	\$
	\$
	\$
	\$
<b>D. EQUIPMENT</b> (itemize below) TOTAL:	\$
	\$
	\$
	\$
<b>E. SUPPLIES</b> (itemize below) TOTAL:	\$
	\$
	\$
	\$
<b>F. CONTRACTS</b> (identify & itemize below) TOTAL:	\$
	\$
	\$
<b>G. OTHER</b> (identify & itemize below) TOTAL:	\$
	\$
	\$
<b>H. TOTAL DIRECT COSTS</b> (SUM OF A-G)	\$
<b>I. INDIRECT COSTS</b> _____% of ___ (e.g., 10% of total direct costs) TOTAL:	
<b>J. TOTAL PROJECT COST</b> (SUM OF H+I)	\$

**Appendix C: Task-Based Budget Format**

**2018 Task-Based Budget**

<b>Cost</b>	<b>Task Number</b>	<b>Task Name</b>	<b>Expected Date of Completion</b>

**2019 Task-Based Budget**

<b>Cost</b>	<b>Task Number</b>	<b>Task Name</b>	<b>Expected Date of Completion</b>