PEP Program Office * SCDHS-Office of Ecology * 360 Yaphank Avenue, Suite 2B * Yaphank, NY 11980 * ph (631) 852-5750

November 16, 2009

To Whom It May Concern:

We are pleased to announce the availability of $30,000 for the 2009 Peconic Estuary Program Mini-grant Program. Grants will be awarded for projects that increase public awareness of the estuarine environment and/or encourage active public participation in protecting and restoring the Peconic Estuary. Attached you will find the Request for Bids that details the program, an application checklist, and the application forms. Note that the application deadline is **January 25, 2010**.

Thank you for your continued support of the Peconic Estuary Program. We hope you will consider submitting a project proposal for funding through this opportunity. If you have any questions, please contact us at (631) 852-5750.

Sincerely,

Vito Minei, P.E.
Program Manager

PEP Program Office * SCDHS-Office of Ecology * 360 Yaphank Avenue, Suite 2B * Yaphank, NY 11980 * ph (631) 852-5750

REQUEST FOR BIDS

2009 Peconic Estuary Program Mini-Grants

The Peconic Estuary Program (PEP) is pleased to announce the availability of $30,000 for the 2009 PEP Mini-Grant Program. Grants of up to and including $5,000 will be awarded for projects that increase public awareness of the estuarine environment and/or encourage active public participation in protecting and restoring the Peconic Estuary.

APPLICATION DEADLINE

Applications must be received in the Peconic Estuary Program Office by 5 p.m. on **Monday, January 25, 2010**.

BACKGROUND

The Peconic Estuary is one of 28 estuaries included in the U.S. Environmental Protection Agency's National Estuary Program due to its national significance. Convened in 1993, the Peconic Estuary Management Conference is a partnership of Federal, state and local governments; scientists; civic and environmental advocates; industry; educators; and concerned citizens working together to protect and restore this national treasure. The Program's charter is to develop and implement a watershed management plan for the Peconics. The *Comprehensive Conservation & Management Plan* (CCMP; see: http://www.peconicestuary.org/CCMP.html) was approved in 2001 and is now being implemented. Key topics include nutrient and pesticide reduction, brown tide research, open space preservation, stormwater mitigation, habitat conservation and shellfish restoration.

HISTORY OF THE PEP MINI-GRANT PROGRAM

The goal of the PEP Mini-Grant Program is to foster community involvement in the protection and restoration of the Peconic Estuary. In 2004 four projects were funded and in 2006, three projects were funded (see www.peconicestuary.org/MiniG.html for descriptions of the 2004 & 2006 projects). We have funds available for this round that may result in the funding of six or more projects.

PROJECT TOPICS

Projects should focus on the areas that have been designated as management topics in the CCMP: nutrient pollution, habitat and living resources, pathogens and closed shellfish beds, toxic substances, critical lands protection, brown tide, and public education and outreach. The 2009 Mini-Grant priorities are habitat restoration and watershed management. Preferential consideration will be given to projects addressing these priorities, such as:

- Habitat Restoration: eelgrass protection* invasive species removals, wetland or natural shoreline restoration, surveys of alewife and American eel populations to support fish passage restoration projects, or tree and other native plantings.

* (request or see the Peconic Eelgrass Management Plan at http://www.peconicestuary.org/pdf/FINAL_%20EelgrassMgmtPlanPeconicEstuary_June09.pdf)

-Watershed Management: work to establish or expand a group or committee focusing on a particular waterbody (creek, bay, or lake) to actively engage individuals, families, businesses or institutions in on-the-ground efforts to protect or restore that waterbody; implementation of on-the ground projects to demonstrate best management practices or successful pollution prevention techniques.

Examples of other potential projects include, but are not limited to: community gardens; beach clean-ups; rain gardens; encouraging participation in household hazardous waste collections; development of curriculum or other educational materials (*e.g.*, activity book, coloring book, video game, poster, animation, video); pet waste disposal stations; and reducing populations of non-migratory waterfowl.

WHO MAY APPLY

Proposals will be welcomed from the following:

- Not-for-profit organizations;
- Educational institutions, including, but not limited to, public and private K-12, colleges, and libraries;
- Local governmental and public agencies, such as municipalities and environmental commissions; and
- Other private organizations partnered with one of the above.

Insurance Requirements: Applicants will need insurance coverage for the scheduled project period. Proof of insurance does not need to be included in the grant application. However, should funding be awarded, you will be required to provide the following:

1. **Commercial General Liability** insurance, including contractual liability coverage, in an amount not less than Two Million Dollars ($2,000,000.00) per occurrence for bodily injury and Two Million Dollars ($2,000,000.00) per occurrence for property damage.
2. **Automobile Liability** insurance (if any vehicles are used by the Awardees in the performance of this Agreement) in an amount not less than Five Hundred Thousand Dollars ($500,000.00) per person, per accident, for bodily injury and not less than One Hundred Thousand ($100,000.00) for property damage per occurrence.
3. **Worker's Compensation** and **Employer's Liability** insurance in compliance with all applicable New York State laws and regulations and **Disability Benefits** insurance, if required by law.

GRANT AMOUNTS

We suggest grant requests ranging from $2,500 to $5,000. Matching resources, including in-kind hours and funds, are encouraged.

FUNDING GUIDELINES Proposals for new initiatives or new components of ongoing projects will be accepted. PEP mini-grant funds may be used for expenses directly related to the proposed project, including wages. Expendable supplies (*e.g.*, notebooks, garbage bags, film) and non-expendable supplies (*e.g.*, binoculars, fish tanks, monitoring supplies) qualify for

funding. Expenses that do not qualify for funding include food, clothing, and recurring rent or utilities.

HOW TO APPLY

Applicants **must** use the PEP Mini-Grant Cover Page and Budget Form. Electronic copies of these forms can be requested by e-mailing pep.minigrants@gmail.com, or calling (631) 852-5750. All proposals must also include a project narrative (described below). Please **do not** include a cover letter or put the proposal in a binder or folder.

- Cover Page: (1 page) Use the PEP Mini-Grant Cover Page form. In the Project Summary section, provide a concise overview of the project's objectives, strategy, and expected results. The form must be signed by an authorized representative of the organization.
- Budget Form: (1 page) Use the PEP Budget Form. Refer to the "Funding Guidelines" section above to determine what project expenses qualify for funding.
- Project Narrative: (4 pages maximum) The main part of the proposal must be succinct and may be no longer than four typewritten pages (minimum 12-pt font, 1 inch margins). Please provide the following information:
    1. **Description:** Discuss the project objectives and how they relate to the goals of the Peconic Estuary Program (See Appendix A for the complete listing of Peconic Estuary Program objectives). Please specify the management topic(s) that the project will address. Outline the strategy for achieving the designated objectives, and explain the expected benefit to both the public and the Peconic Estuary ecosystem. Discuss how you will evaluate the success of your project. All K-12 educational programs should take New York State standards into account.
    2. **Scope:** Detail the geographic scope (*e.g.*, town, neighborhood, waterbody) of the project. Ensure that your project will take place within the PEP watershed (See Appendix B for map) or, at a minimum, in one of the five East End towns (Southold, Riverhead, Southampton, East Hampton, Shelter Island). If the project is not located within the watershed boundary, explain why it will still be beneficial to the Peconic Estuary. Estimate how many people you expect to reach.
    3. **Personnel:** Define the role of all individuals who will be involved in the project, including contractors and volunteers. Include a **brief** bio of the project director.
    4. Partners: If you are working with partner organization(s), please state the name of the organization and describe how the partnership will work.
    5. **Timeline:** Outline the schedule for starting and completing the project. Projects must be completed within one year of contract execution *(projected mini-grant period September 1, 2010- August 31, 2011).*

- Attachments: Please include, if applicable:
    1. **Required:** 501(c)(3) documentation for not-for-profit organizations
    2. Letters of Commitment from partners
    3. Copies of permits or permit applications: If you plan to collect fish or wildlife, restore wetlands, or do any construction on private, municipal, state, or federal lands, be aware that permits and/or permission may be required. See http://www.dec.ny.gov/ for more information.

4. QAPP: Environmental monitoring projects will only be funded if the applicant has or agrees to develop an EPA-approved Quality Assurance Project Plan (QAPP). A guide for developing a QAPP can be found at www.epa.gov/volunteer/qappcovr.htm. More information on QAPP can be found at: http://www.epa.gov/region02/science/qmp/qmp.html. Environmental monitoring activities cannot begin unless and until the QAPP is approved by EPA.

SUBMISSION GUIDELINES

Proposals may be submitted to the PEP Program Office by mail or e-mail. Electronic submissions are encouraged. Applications must be received in the Peconic Estuary Program Office by 5 p.m. on **Monday, January 25, 2010**.

- E-mail proposals to:
  pep.minigrants@gmail.com

- Mail proposals to:
  Emily A. Fogarty
  PEP Program Office
  SCDHS-Office of Ecology
  360 Yaphank Avenue, Suite 2B
  Yaphank, NY 11980

EVALUATION OF PROPOSALS

Proposals that are complete and received by the deadline will be evaluated by the Mini-Grant Review Team. Projects will be evaluated based on their relevance to the Peconic Estuary Program's objectives (See Appendix A), potential to heighten public awareness and participation in protecting and restoring the estuary, cost effectiveness, and likelihood of success. Habitat restoration projects will receive preferential consideration. The Team will also consider the ability of the project to establish partnerships and its potential to serve as a model for other estuaries.

GRANT AWARD

The Mini-Grant Review Team will forward its recommendations to the PEP Management Committee for final approval. PEP plans to announce the mini-grant recipients around March 1, 2010, and grantees will be required to sign contracts with the Suffolk County Department of Health Services. Please note that this is a reimbursement program. Mini-grant recipients must wait for the contract to be executed before beginning work and may submit invoices for reimbursement upon obtaining all necessary permits and approval of a QAPP, if applicable.

EXPECTATIONS OF SUCCESSFUL CANDIDATES

The awardees are expected to collaborate with the Peconic Estuary Program on a press release. The Peconic Estuary Program should be acknowledged in any materials produced for the project. All educational and outreach materials must be reviewed by the Peconic Estuary Program for technical accuracy before publication. Grantees must receive written approval from the PEP Program Office before printing any materials produced through the grant. A written final report describing the project and its effectiveness will be required before final payment is made.

MINI-GRANT PROGRAM TIMELINE

- Proposal Deadline . . . . . January 25, 2010
- Award Notification . . . . . March 1, 2010
- Projected Grant Period . . . . . September 1, 2010- August 31, 2011
- Projected Final Report Due Date . . . . . November 1, 2011

QUESTIONS

Emily A. Fogarty, PEP Technical Outreach Specialist, pep.minigrants@gmail.com, (631) 852-5750, www.peconicestuary.org/MiniG.html

Appendix A

CCMP Objectives

Brown Tide

1. Determine the chemical, physical and biological factors responsible for producing, sustaining and ending blooms of the Brown Tide organism, *Aureococcus anophagefferens.*
2. Determine what management actions can be undertaken to prevent or, if that is not possible, to mitigate the effects of recurrent Brown Tide blooms on the ecosystem and economy of the Peconics.

Nutrients

1. No net increase in western estuary. Immediately prevent net increases in nitrogen loading to the surface waters of the western estuary (Peconic River and Flanders Bay) to prevent worsening of current dissolved oxygen (DO) stresses in the marine surface waters of the area.
2. Long-term reductions in western estuary. Develop and implement a long-term nitrogen load reduction strategy to the western estuary, to optimize surface water conditions for dissolved oxygen, with ancillary consideration of potential benefits to submerged aquatic vegetation (especially eelgrass) habitat.
3. Eelgrass habitat optimization in shallow water. Maintain and, where cost-effective, improve conditions with respect to nitrogen (and related chlorophyll-a, light extinction, and possibly other parameters) in shallow waters (less than three meters) to optimize eelgrass habitat.
4. Water quality preservation in eastern waters. Implement a "water quality preservation" policy in eastern estuary waters (east of Flanders Bay) to prevent degradation which could adversely impact the high quality of those surface waters.
5. Subwatershed management. Focus on characterization of peripheral creeks and embayments and management of their subwatersheds; optimize surface water quality in these areas, which are often highly productive but poorly flushed and subject to environmental stresses.
6. Load allocation in the entire watershed. Develop and implement a load allocation strategy for point and nonpoint sources in the entire estuary, which accomplishes the above objectives.

Habitat & Living Resources

1. Preserve and enhance the integrity of the ecosystems and natural resources present in the study area so that optimal quantity and quality of fish and wildlife habitat and diversity of species can be assured and conservation and wise management of the consumable, renewable natural resources of the estuary are promoted and enhanced.
2. Protect and enhance biogeographical areas within the Peconic watershed with concentrations of high quality spawning, breeding, feeding, and wintering or seasonal habitat for shellfish, finfish, waterfowl, shorebirds, anadromous fish, and rare plant, animal, and natural communities.
3. Protect and enhance the ecosystems and the diversity of ecological communities and habitat complexes throughout the system, particularly tidal wetlands, eelgrass meadows, and beaches and dunes by preventing or minimizing loss, degradation, and fragmentation and by maintaining and restoring natural processes essential to the health of the estuary and its watershed.
4. Restore degraded habitats to maintain or increase native species and community diversity, provide connectivity of natural areas, and expand existing natural areas.
5. Foster recreational and commercial uses of the Peconic Estuary that are sustainable and compatible with protection of biodiversity.
6. Protect and enhance species which are endangered, threatened, or of special concern throughout the system by mitigating stresses to these species and ensuring essential habitats crucial for their survival.
7. Promote coordination and cooperation among Federal, state, and local governments and stakeholders to maximize protection, stewardship, and restoration of the Peconic Estuary.
8. Develop and carry out an estuary-wide research, monitoring, and assessment program to guide and evaluate management decisions concerning the estuary and to ensure management and policy decisions are based on the best available information.

Pathogens

1. To minimize heath risks due to human consumption of shellfish.
2. To promote, to the maximum practicable extent, the social and economic benefits which have been associated with the Peconic Estuary system.

3. To maintain the current status of certified (seasonally and year-round) shellfish beds and re-open uncertified beds by eliminating or reducing pathogen (indicator) inputs to the Peconic Estuary System.
4. To minimize the closure of bathing beaches in the Peconic Estuary while adequately protecting human health.

Toxics

1. Measure the levels of toxics in the environment to discern trends in environmental quality and to determine the effectiveness of management programs.
2. Minimize human health risks due to the consumption of shellfish, finfish, and drinking water.
3. Protect and improve water and sediment quality to ensure a healthy and diverse marine community.
4. Eliminate where possible, and minimize where practicable, the introduction of toxic substances to the environment, through regulatory and non-regulatory means.
5. Where toxic contamination has occurred, ensure clean-ups occur quickly, and according to the most appropriate and stringent environmental standards.

Critical Lands Protection

1. Compile a Geographic Information System (GIS) database of lands already identified for protection in the Peconic Estuary watershed by various levels of government.
2. Apply the PEP criteria developed to achieve water quality and habitat protection goals for the Peconic Estuary to land available for development in the Peconic Estuary watershed.
3. Determine the degree to which Community Preservation Fund (CPF) plans address PEP watershed management needs.
4. Identify additional parcels, not on CPF protection lists, appropriate for estuarine and watershed protection, satisfying the PEP land prioritization criteria.
5. Estimate funding needed for land protection, quantify benefits (where feasible), and evaluate funding sources available for that protection.
6. Involve a broad cross section of stakeholders in the process.
7. Accelerate land protection in the Peconic Estuary.
8. Coordinate protection recommendations, to the extent possible, with the protection recommendations of the Pine Barrens and special groundwater protection area initiatives.
9. Integrate and coordinate the PEP Critical Lands Protection process with Smart Growth and Sustainable Development tools, initiatives, and ordinance modifications, etc. to assist communities in assigning development to appropriate areas.
10. Develop a strategy for the management of underwater lands which preserves and enhances the region's critical natural resources.

Public Education & Outreach

1. Improve the understanding of human interactions with, and impacts on, the estuary.
2. Promote action-oriented stewardship of the system's resources.
3. Increase awareness of the Peconic Estuary as a regional and national resource.
4. Increase communication and cooperation among the estuary's many and diverse stakeholder groups.
5. Engender support for the PEP CCMP and its recommended management actions.

CCMP Financing

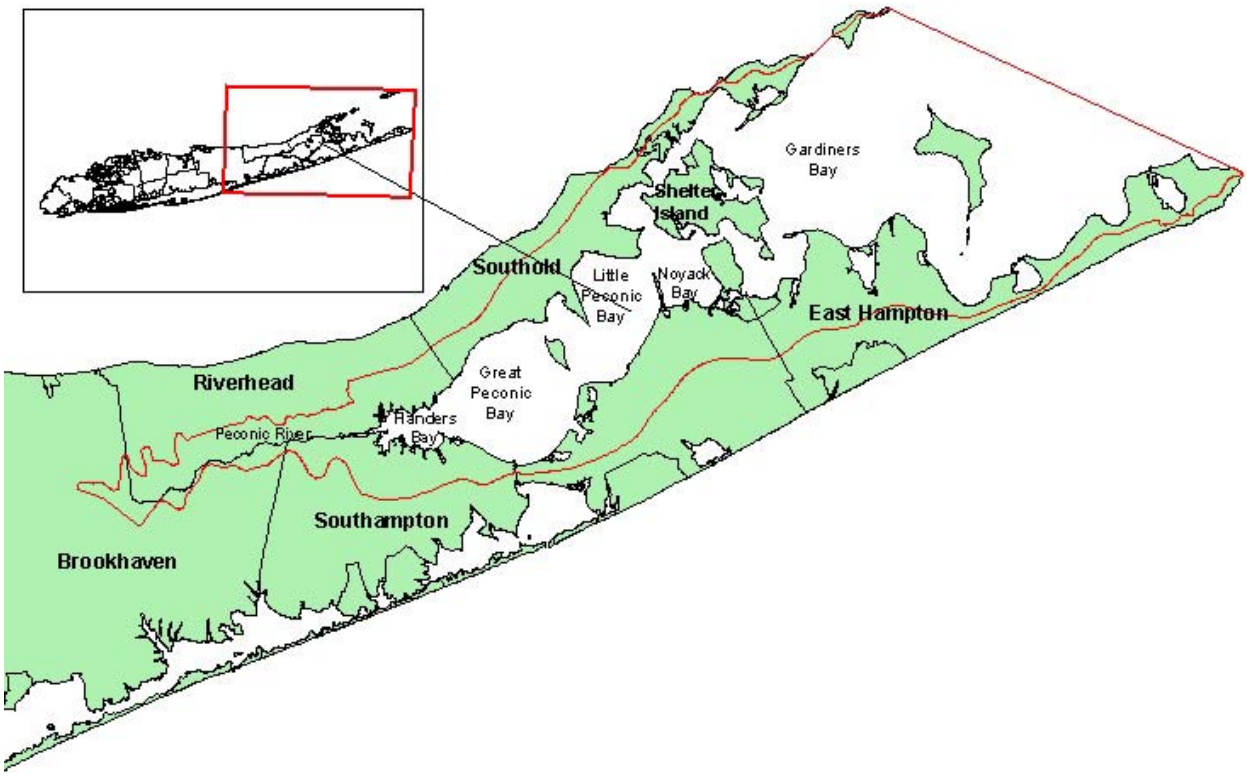
1. At a minimum, continue to fund Federal, State, County, and local programs at current levels.
2. Aggressively seek additional public and private funds.
3. Utilize innovative financial sources and incentives to fully implement the CCMP.

Post-CCMP Management

1. Create a stable and effective management structure for CCMP implementation.
2. Ensure widespread public agency participation/representation and use existing authorities to the maximum extent possible.
3. Develop and implement an integrated long-term monitoring plan for water quality and habitats/living resources issues with a coordinated data management strategy.
4. Track the progress of CCMP implementation (commitments, outcomes, and environmental effects), providing routine reporting and allowing for refining of management approaches.

Appendix B

Peconic Estuary Watershed Boundary



Application Checklist

- ☐ PEP Proposal Cover Page (with signature)
- ☐ PEP Budget Form
- ☐ Project Narrative (4-pages maximum)
  - ☐ Description
  - ☐ Scope
  - ☐ Personnel
  - ☐ Partners
  - ☐ Timeline
- ☐ 501(c)(3) documentation
- ☐ Letters of Commitment from partners (if applicable)
- ☐ Permits (if applicable)
- ☐ QAPP (if applicable)

Please make sure you have a complete application package!

FOR PEP USE ONLY

Peconic Estuary Program
Proposal Cover Page – 2009 Mini-Grants

Project Title: _____
Project Location: _____

Organization:	**Project Director:**
Name:	Name:
Street address:	Title:
City, State, Zip:	Phone:
Phone:	E-mail:
Fax:	
Website:	

Project Partners (if any): _____

What PEP priority topic(s) does this project address?

☐ Nutrient Pollution ☐ Critical Lands Protection ☐ Habitat & Living Resources
☐ Pathogens ☐ Toxics ☐ Brown Tide
☐ Public Education

Project Summary (attach additional sheet if necessary)**:**

Total PEP funds requested: _____ Not to exceed $5,000!
Project Timeline (mm/dd/yy): From _____ through _____

Applicant's Tax Status: ☐ Tax-exempt under 501(c)(3) ☐ Private Foundation
☐ Government ☐ Not Tax-exempt ☐ Not Private Foundation under 509(A)
How large is organization? Paid staff: _____ Volunteers: _____
Is this a membership organization? Yes ☐ No ☐ If yes, how many? _____
Does the organization have the required insurance ($2 million liability)? Yes ☐ No ☐
If environmental monitoring project, do you have EPA-approved QAPP? Yes ☐ No ☐

Authorized Organization Representative:

Name:
Title:
Approval Signature:

FOR PEP USE ONLY

Peconic Estuary Program
Budget Form – 2009 Mini-Grants

Project Title: _____
Organization: _____

Can this project be done with partial funding? Yes ☐ No ☐

	Request from PEP	Matching Funds*	Total Costs
Labor			
List staff & rate/hr or rate/day:			
1.			
2.			
3.			
4.			
5.			
Travel/Transportation:			
Supplies & Equipment (please specify)			
Expendable:			
Non-expendable:			
Office Support			
Materials/Supplies:			
Postage:			
Copying/Printing:			
Other: 1. 2. 3.			
Miscellaneous (please specify) 1. 2. 3. 4.			
Totals			

*** Matching funds include in-kind hours, volunteer hours, mailing, copying, etc. paid for by funds other than those received through the Peconic Estuary Program Mini-Grants.**