

**WCS-NOAA REGIONAL PARTNERSHIP GRANTS:  
COMMUNITY-LED RESTORATION OF THE LOWER BRONX RIVER  
REQUEST FOR PROPOSALS - 2005**

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The Wildlife Conservation Society (WCS) in partnership with the National Oceanic and Atmospheric Administration (NOAA) is seeking to fund projects through NOAA's Community-Based Restoration Program. The goals of the WCS-NOAA partnership are 1) To restore, rehabilitate, and/or enhance living marine resources of the Bronx River and their habitats (such as tidal marshes, mud flats, subtidal waters and riverine floodplain, channel and riverbanks) in order benefit diadromous fisheries resources in particular, and 2) To enhance public education about and/or encourage community involvement in projects pertaining to potential diadromous fish reintroduction and passage along the Bronx River.

This WCS-NOAA partnership has been established specifically to benefit the lower Bronx River ecosystem. The geographical scope of this grant is the coastal waters and bordering lands of the lower Bronx River within the 16th Congressional District of New York. Priority will be given to those projects that relate directly to potential diadromous fish reintroduction and passage in the Bronx River. More specifically, we actively seek projects that 1) Result in actual on-the-ground restoration of living marine resource habitats and conservation of riverfront sites that directly benefit current or potential diadromous fish populations, and/or 2) Promote public education and outreach addressing diadromous fish reintroduction to the river. Projects that create or enhance partnerships amongst different organizations are especially welcome and encouraged.

Examples of restoration projects include, among others:

- Restoration and rehabilitation of intertidal marshes and mudflats
- Restoration and rehabilitation of the river channel, bank or floodplain
- Other riparian restoration or enhancement that benefits estuarine or diadromous fisheries resources
- Construction of artificial reefs, habitat enhancement structures and fishways
- Rehabilitation of coastal lands to re-establish native vegetation and improve water quality of the river

Examples of education projects include, among others:

- Creation or use of elementary, high school or college curricula that focus on estuarine and diadromous fishery resources of the river
- Restoration activities performed by students and/or the local community that focus on estuarine and/or diadromous fishery resources
- Monitoring of fishery resources and habitat quality by students or local community groups
- Research or studies for the purpose of collecting information on or relating to estuarine and diadromous fishery resources
- Projects that encourage access to and use of the river by students and/or the local community

## **Submission Guidelines**

A Preliminary Proposal (or Pre-proposal) is required prior to the submittal of a full proposal for a project grant. The pre-proposal will be used to assess the project's adherence to the grant guidelines as well as its potential to compete successfully in the merit review process. WCS and NOAA will review and screen all submitted pre-proposals. Only pre-proposals approved by WCS and NOAA will be included in those sought for submittal as full proposals. (Refer to the following sections for pre-proposal and proposal submission guidelines). After submission of full proposals, projects will be evaluated through a competitive process developed by WCS in cooperation with NOAA and conducted by a Steering Committee comprised of local community representatives, WCS and NOAA.

This current request for pre-proposals extends through close of business, **October 30, 2005**. All pre-proposals, *including supporting documentation, if any*, must be **post-marked** by this deadline for review and consideration during this open solicitation period. Any pre-proposals post-marked after this deadline will not be further considered for this grant round.

Full proposals must have a **post-mark** deadline of **December 30, 2005**. All proposals, *including supporting documentation, if any*, must be **post-marked** by this deadline for review and consideration during this open solicitation period. Any proposals post-marked after this deadline will not be further considered for this grant round.

WCS recommends that applicants work on the full proposal(s) while awaiting feedback from the pre-proposal submission, due to tight scheduling deadlines.

## **Project Duration**

The WCS-NOAA partnership extends through December 31, 2008, or until such time grant funds are fully expended. The duration of funded projects is anticipated to range from less than 1 year to 2 years, depending on the size and complexity of the project and the work tasks and issues involved in accomplishing the project.

## **Availability of Funds**

Through an appropriation secured by Representative Josè E. Serrano, a projected \$1.5 million will be available in the Round III grant solicitation for lower Bronx River habitat restoration and education projects. An additional \$500,000 is being held in reserve for activities specifically relating to diadromous fish passage design for the Bronx River. Funding levels requested may vary greatly and will be available on a highly competitive basis for projects that best address the goals and selection criteria of the grant. The number of awards will depend on the number of applications received, the amount of funds requested by each applicant, and the completeness and technical merit of the proposal. The funded amount awarded for a selected project will be determined in pre-award negotiations between the applicant and WCS. Funds shall only be awarded to specific projects, and cannot be used to fund other sub-granting programs.

There is no matching fund requirement for restoration projects, but applicants are encouraged to leverage as much investment and in-kind service match as possible to strengthen the merit of their application.

### **Reporting Requirements**

Grant recipients shall be responsible for producing regular updates during the grant period including semi-annual performance reports and quarterly financial reports. *Failure to adhere to the reporting schedule shall constitute a breach of contract and may result in cancellation of the project.* Additionally, the final award payment, in an amount to be determined by WCS, will be disbursed only after receiving a complete final project report.

### **Selection Process**

Sub-grants will be awarded on a highly competitive basis and will support cost-effective partnerships for achieving the goals of the WCS-NOAA partnership. Applications will be reviewed to determine if pre-proposals are complete and in accordance with instructions detailed in this solicitation notice. Eligible applicants will then be invited to submit full proposals. The Steering Committee will review and evaluate the full proposals. As part of the proposal review, NOAA will provide WCS and the Steering Committee with technical assistance, as necessary, to fully evaluate the adequacy and completeness of the proposed project in terms of completing the project and achieving the goals of this partnership. The Steering Committee will provide its funding recommendations to WCS, and WCS will make the final project selections in consultation with NOAA. Applicants may be asked to clarify or modify objectives, work plans, or budgets for approval of an award.

### **Eligible Applicants**

Applicants may include non-governmental organizations, institutions of higher education, local public and private elementary and secondary schools, churches, other citizens groups, businesses, and local and state agencies.

### **Geographical Scope**

The geographical scope of this grant is the waters of and lands bordering the lower Bronx River from the northern limit of the New York Botanical Gardens to the confluence of the Bronx River and East River within the 16th Congressional District of New York.

### **Allowable Costs and Cost Share**

All applicants should review CIRCULAR NO. A-122 (Cost Principles for Non-Profit Organizations), located at <http://www.whitehouse.gov/omb/circulars/a122/a122.html>, and CIRCULAR NO. A-110 (Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations), located at <http://www.whitehouse.gov/omb/circulars/a110/a110.html>. Because these are federal funds, these guidance documents apply. Unallowable costs include alcohol, entertainment, lobbying,

and advertising. There are sections in these two circulars that describe property (including real property) and equipment and their dispositions after the award period. Applicants are encouraged to contact the grant sponsor(s) prior to application submission to determine whether the costs can be considered for these funds and what inventorying and reporting requirements may then be in effect.

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## **PROPOSAL AND PRE-PROPOSAL GUIDELINES**

Pre-Proposals will include: 1) Cover Page; 2) Section I of the Proposal Narrative which will include no more than one page in the format detailed below; and 3) Overall budget estimate.

Full proposals shall include: I) Cover page and Checklist; II) Project Narrative of no more than 6 pages in the format detailed below; III) Project Schedule that outlines the expected chronology of activities and products/deliverables; IV) Completed Budget Form; V) Supplementary Documentation; and VI) Locus and Project Boundary Maps.

### **I. COVER SHEET AND CHECK LIST**

Complete supplemental forms available at [www.bronxzoo.com/rfp](http://www.bronxzoo.com/rfp).

### **II. PROJECT NARRATIVE**

For pre-proposals, a narrative of no more than one single-spaced, one-sided page shall address the information required in Narrative Section I: Project Goals.

For full proposals, a narrative of no more than 6 single-spaced, one-sided pages shall address the evaluation criteria listed below. *Use section headings and bold type to identify each criterion within the narrative.* Applicants should follow the order listed in the criteria where possible and adhere to the 6-page limit.

The narrative should concisely explain restoration, education, and community needs that the project is designed to meet. The narrative should succinctly describe the deliverables and demonstrate how they achieve the intended audience and desired impacts. It should also provide sufficient information for reviewers to evaluate all criteria. Please note: incomplete narratives will not be reviewed or considered for funding.

WCS and NOAA require awarded grantees to evaluate their projects in terms of projected outcomes. Assistance may be provided to help meet this obligation. Grantees and/or applicants may be asked to attend a workshop on outcome-based evaluation as part of their obligation to their grant. In addition, grantees and/or applicants may be required to attend a workshop to discuss and prioritize potential projects, build partnerships, and/or modify potential projects as necessary.

## Narrative Section I: Project Goals

### A. Habitat Restoration

Proposed projects must demonstrate how work activities will result in restoration or enhancement of habitats of living marine resources of the lower Bronx River. Where possible, document how your project aligns with existing agency or community goals addressing habitat restoration.

- In three to four sentences, succinctly describe the proposed project and its deliverables. (In other words, what are you planning to accomplish?)
- Clearly identify the needs your project is designed to address. Where possible, use results of prior assessments.
- State the project goals in terms of outcomes. An outcome is defined as:

*A target area's changed or improved condition or benefit to living marine resources brought about by the project's actions.*

In other words, what impact will your project have on: 1) Benefits to living marine resources (What species will benefit and how); and 2) Benefits to habitat type(s), (What ecosystem will be restored and how much?)

- Briefly describe how each outcome will be measured/evaluated.
- Describe how project activities will contribute to each project goal.

Where possible, identify the benefits/impact of restoration for the local community. Will the project result in or stimulate educational activities, increased stewardship, increased access, increased usage, increased knowledge or greater appreciation of the river?

### B. Education

Proposed projects shall demonstrate how work activities will create greater public awareness and understanding of estuarine and diadromous fish resources as well as any enhanced public access to the lower Bronx River for the purposes of education and outreach. Where possible, document how your project aligns with existing agency or community goals addressing river or restoration-related education.

- In three to four sentences, succinctly describe the proposed project and its deliverables. (In other words, what are you planning to accomplish?)
- Clearly identify the needs your project is designed to address. Where possible, use results of prior assessments.
- Describe the educational content of your project.
- State the target audience, including estimated size.
- State the project goals in terms of outcomes. An outcome is defined as:

*A target audience's changed or improved skills, attitudes, knowledge, behaviors, status, or life condition brought about by experiencing your project.*

In other words, what impact will your project have on: 1) Its students/participants (Who will benefit and how); and, where possible, 2) Other River-related educational programs/audiences (What will be produced and how it will relate to other Bronx River educational efforts?)

- Describe how project activities will contribute to each project goal.
- Briefly describe how each outcome will be measured/evaluated.

## **Narrative Section 2: Project Design**

Please provide the following information for both restoration and education projects:

- Identify clear restoration and/or educational goals
- Explain context of the proposed project: what relevant work has been done (including citations as appropriate) and how the proposed project will accomplish partnership goals
- Provide results of formal or informal assessments of restoration or educational needs and explain specifically how this project is a solution
- Clearly describe project activities and deliverables that will accomplish partnership goals/objectives
- Establish timeline for project and propose deliverable schedule for calendar year(s)
- For projects proposed to occur in distinct phases, please ensure that those phases are reflected in the relevant areas of the proposal. Examples of phases include (but are not limited to): planning, design, or construction.

Proposals must include a basic evaluation plan that shows how you will measure the performance of your project. Proposals must identify measurable outcomes and schedules including:

- Individually list each outcome you intend to measure
- Identify indicators for each outcome (the measurable condition or behavior that shows that an outcome has been achieved). Some examples include: acreage of restored habitat, number of stream miles opened, number of plants or animals added, pounds of trash removed, number of people instructed and/or brought to the lower Bronx River, number of volunteers and volunteer hours, number and percentage of students who can identify three environmental problems and/or five living marine resources of the lower Bronx River, number of instruction hours, number of web site hits
- Clearly identify data source that shows what is happening to the target habitat or audience
- Define points of time when data is collected (frequency and anticipated total number)
- Clearly state targets or expectation for performance of each outcome

A. *Habitat Restoration projects should include the following information:*

- Clear description of direct benefits to living marine resources (i.e., what species will benefit and how)
- Description of habitat type(s) and amount to be restored or enhanced (e.g., acres of wetlands, length of river)
- Expected operation and maintenance requirements for the project after completion

B. *Education projects should include the following information:*

- State who your audience will be and what they will learn
- Describe how the project will provide greater public awareness and understanding of the Bronx River and habitat restoration
- Where applicable, describe the materials/data/educational and outreach products to be created and shared with other groups, as well as a plan for their dissemination

### **Narrative Section 3: Sustainability**

The application should explain how the project's benefits will continue beyond the grant period, either through ongoing institutional support of project activities or products, development of institutional expertise and capacity, or through broad access to project findings.

### **Narrative Section 4: Community Partnerships**

Proposals shall describe how projects would ensure participation on the part of the local community. This is a very important criterion that can be satisfied in a variety of ways ranging from formal partnerships with local community organizations to involving local residents in restoration activities such as clean-ups or plantings. Applications should include letters of support/involvement from community partners.

Proposals should define the extent and nature of any partnerships and anticipated benefits to the local community. Projects with strong community partnering and well-developed, complementary roles for each project partner are highly encouraged.

### **Narrative Section 5: Budget Justification**

Proposals must provide details regarding anticipated project duration, amount of funds requested, anticipated disbursement needs, and potential non-federal match.

The Project Budget must include a breakdown by category of projected costs as they relate to specific, justified aspects of the project. All direct costs should be itemized such as by unit cost and item quantity, contractual needs or specific fees. *Any funding requests for administrative costs for personnel and fringe benefits must be accompanied by a manhours breakdown and hourly rates or annual salary and percentage of time committed for each person or labor category required for the project.* Indirect costs, expenses that relate to the project but cannot be directly tied to project activities, will be allowed as part of the proposal, but shall be restricted to no more than 10 percent of salary and fringe benefits. Applicants should provide an overall total for the project budget including the direct and indirect costs requested for funding through this grant, other federal fund sources, and any matching funds and in-kind services.

The Budget Justification contained in the narrative should explain all elements of the budget. For example, the Budget Justification should discuss the role and work tasks that each person listed in the project will provide. Applicants should also provide justification for all proposed equipment, supplies, travel, services and other expenses, requisite for completing the project. The Budget Justification should also explain the role and projected costs of any outside

consultants or third-party vendors to be involved in the project, and how each was or will be identified and selected. Costs for third-party service providers should be documented by copy of official bid(s) or quote(s), signed contract(s) or other documentation.

Additionally, describe the techniques and construction practices that will be used to complete the project. Describe the use of existing or emerging design, construction and monitoring protocols, best management practices and standards to enhance project performance and monitoring of the project(s).

Budgets that do not meet these specifications, or that are not submitted using the required form, will not be accepted for review.

### **Narrative Section 6: Personnel and Management Plan**

Organizations with a successful track record in completing community-based projects on the river are highly desired. Please describe:

- Relevant work experience
- The organizational structure of the lead organization or partnership
- The organization's capacity and experience to manage grants of the requested funding level
- Qualifications of project personnel for accomplishing project goals and activities
- The extent to which personnel will commit sufficient time to manage and implement the project activities, including financial management
- Experience working with community members and community groups
- Ability to secure applicable federal, state, or regulatory permits and approvals and comply with all applicable environmental regulations and laws
- Potential permitting requirements and/or adjacent landowner concerns

Proposals must explain how the applicant institution is capable of sound financial management, and well as capable of managing resources, such as money, equipment, facilities, and supplies so that the project can be successfully completed. This criterion is especially important for organizations already funded through the WCS-NOAA Partnership.

### **III. PROJECT SCHEDULE**

The applicant shall provide a Project Schedule that indicates when each major project activity or task will be completed, when each major product or deliverable will be completed, and how the project partners anticipate expending the grant funds over the duration of the project. The Project Schedule should closely correspond to the activities described in the Project Narrative, and be detailed to the extent that the proposal evaluators can clearly understand the project and activity time frame.

Proposals should indicate that all project partners will secure all applicable federal, state or local regulatory permits and approvals prior to the use of the funds, as required. Because these are federal funds, projects may require verification of federal and state permits and formal and



informal assessments in order to comply with National Environmental Policy Act compliance requirements prior to awarding funds by WCS. These screening activities will be done by NOAA or other Federal agencies but may require the assistance of the applicant.

#### **IV. BUDGET FORM**

The budget form is available at [www.bronxzoo.com/rfp](http://www.bronxzoo.com/rfp).

#### **V. AND VI. MAPS AND SUPPLEMENTARY DOCUMENTATION**

All proposals should include locus and project boundary maps and/or education activity locations. Applicants should include any relevant documentation that specifically relates to the justification for the project. WCS encourages inclusion of conceptual design schematics, needs assessments, reports from planning activities, products or evaluations from previously completed or ongoing projects of a similar nature or other documents for the full evaluation of the proposal.

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#### **Pre-Proposal and Proposal Evaluation Criteria**

In addition to the criteria outlined in the project narrative, proposals submitted to WCS for funding will be reviewed, evaluated, and selected according to the following criteria:

- Completeness of the proposal and thoroughness in addressing criteria
- Likelihood of completing the project within the partnership grant period
- Technical merit of the proposal
- Cost-effectiveness of the budget, including adequacy and justification of the project budget and any additional matching funds or in-kind services

#### **Pre-proposal and Proposal Submissions**

**Applicants must: 1) email the pre-proposal narrative and budget to [mkrauss@wcs.org](mailto:mkrauss@wcs.org) and 2) submit five (5) hard copies of the pre-proposal and any supporting documentation to:**

Ms. Marla Krauss  
Associate Manager, WCS/NOAA Regional Partnership  
Wildlife Conservation Society  
Government Affairs Department  
2300 Southern Boulevard  
Bronx, New York 10460

[mkrauss@wcs.org](mailto:mkrauss@wcs.org)

No facsimile applications will be accepted.

## **General Information about WCS/NOAA Regional Partnership Grant Program**

Projects funded through this 3-year partnership will foster broad-based participation by and benefits to the local community. The partnership promotes a collaborative process involving citizen groups, non-governmental organizations, businesses, and government agencies to develop strategies and implement projects for the benefit of the lower Bronx River ecosystem and the local community living along and benefiting from the river. Over time, this organizational cooperative is expected to strengthen ongoing working partnerships and create new relationships and innovative approaches towards living marine resource habitat restoration and land conservation involving the lower Bronx River community.

WCS looks forward to receiving pre and full proposals based on the above-indicated **post-mark** deadlines. For further information, please contact Ms. Marla Krauss, Associate Manager for WCS/NOAA Regional Partnership for the Wildlife Conservation Society at (718) 741-8136 or [mkrauss@wcs.org](mailto:mkrauss@wcs.org).