



## North Pacific Coast Marine Resources Committee (NPC MRC)

### REQUEST FOR PROPOSALS 2016-2017 Funding Round

The NPC MRC promotes community involvement in Pacific Coast issues in western Clallam and Jefferson Counties. MRC members and participants learn about resource conditions and coastal community needs, participate in local and regional projects, and sponsor activities and studies having to do with the unique management issues of Washington's outer coast. More information:  
<http://wdfw.wa.gov/about/volunteer/mrc>.

#### I. Funding Opportunity

The North Pacific Coast Marine Resources Committee (NPC MRC) invites project proposals designed to promote marine stewardship, restoration and citizen engagement focused on the resources and communities of the North Olympic Peninsula's Pacific Coast. The MRC welcomes projects from the local community and from first-time project applicants.

#### IMPORTANT DATES:

**Proposals are due on Monday, August 8<sup>th</sup>, 2016 to [tpokorny@co.jefferson.wa.us](mailto:tpokorny@co.jefferson.wa.us).**

Project presentations are strongly encouraged and may be in-person or by Internet or telephone. Presentations will occur during the NPC MRC meeting in Forks, WA on **Tuesday, August 16<sup>th</sup> at 4:00 p.m. - 6:30 p.m.** The MRC will provide feedback on projects by August 19<sup>th</sup>. **Revised proposals are due on Monday, September 12<sup>th</sup>, 2016 to [tpokorny@co.jefferson.wa.us](mailto:tpokorny@co.jefferson.wa.us).** Proposals will be scored and ranked by the NPC MRC on Tuesday, September 20<sup>th</sup>. Awarded projects must be completed, and a project summary report submitted, by **June 15<sup>th</sup> of 2017**. Please note, funds may not be available for reimbursement of projects until December 2016.

While we welcome repeat proposals to continue worthy programs, the NPC MRC also encourages proposals from new and first-time grant applicants. Projects must fall within one of six broad categories as defined by the [Coastal MRC Program Work Group](#):

- Marine Habitats
- Marine Life
- Marine and Fresh Water Quality
- Sound Science
- Education and Outreach, or

## Coastal Communities

See **Appendix A** for more information on performance benchmarks associated with these categories. (These are statewide benchmarks that our MRC has adopted.) Projects may be specific to an area of the north coast of the Olympic Peninsula or involve collaboration(s) with one or more of the other coastal MRCs for Grays Harbor, Pacific and/or Wahkiakum Counties.

### I. Award Information

Under this announcement up to \$18,000 is potentially available to be awarded. This could be for one project, but is more likely to be distributed to several competitive projects. The project period is from the date that the project agreement with Jefferson County is approved by the County Commissioners through June 15<sup>th</sup>, 2017 unless other arrangements are made. The amount requested in a project proposal may serve as matching funds for projects also funded from another source(s). The NPC MRC reserves the right to offer partial funding for portions, or phases of the proposed project.

### II. Eligibility and matching

Anyone may apply for funding; however, the applicant must meet the contracting requirements of the administering agency, Jefferson County, such as holding a UBI or EIN number and insurance coverage. If desired, the MRC can suggest suitable project partners to enable these requirements. Projects that include strong partnerships and in-kind contributions are encouraged, but there is no requirement to provide matching funds or contributions. Project areas are restricted to Washington Pacific Coast resources and/or communities in western Clallam and Jefferson Counties unless partnering with another Washington Coast MRC.

### III. Application Requirements

- 1) Complete your application using the template on the next page. Copy the template onto paper or cut and paste into a word processing program. A Word version of the application is available by request.
- 2) Reference your project objective(s) with one or more of the program benchmarks identified in **Appendix A**.
- 3) Carefully consider the Review Criteria in **Appendix B** when completing the project template.
- 4) Applications should be no longer than 5 pages excluding attachments (budget, resumes, maps or illustrations, support letters, etc.)
- 5) Minimum font size 11. Use at least 1" margins on top, bottom and sides.
- 6) Submit your application on paper (mail to address below) or email an electronic copy.
- 7) Complete and submit your proposal by the deadlines, **August 8<sup>th</sup>, 2016 (preliminary) and September 12<sup>th</sup>, 2016 (final)**.

### IV. Suggested Project Types

For 2016-2017, the NPC MRC encourages the following project types:

- 1) **Interpretive products and projects** about the marine environment or its use by people or the resources coastal people value.
- 2) **Beach clean-ups**: local clean-ups or participation in coast-wide clean-ups.
- 3) **Science projects**: research or monitoring projects by professionals or citizen science groups.
- 4) **Coast-wide projects**: a project that engages more than one of the Marine Resources Committees (MRCs) on the coast in a joint effort.

- 5) **Ocean literacy**: Marine oriented K-12 education, citizen science programs, community speakers bureau, or marine science education opportunities for local educators.

**For more information or assistance with proposal preparation contact the NPC MRC Coordinator:  
Tami Pokorny [tpokorny@co.jefferson.wa.us](mailto:tpokorny@co.jefferson.wa.us), Ph: 360/379-4498 or  
NPC MRC 615 Sheridan St. Port Townsend, WA 98368.**

## V. Project Template

1. **Name of the project:**
2. **Lead organization and Contact:** Name, email, phone, and address.
3. **Starting and ending dates for your project:**
4. **Deliverables:** List and identify their final date of submission (report and/or products).
5. **Project staff:** List and describe their expertise for their role in the project. Resumes may be attached.
6. **Partners:** List and describe partners: include whether they are providing matching contribution(s) of cash, in-kind materials, supplies, equipment, labor, etc. Support letters may be attached.
7. **Geographic Area:** Describe the geographic area for your project.
8. **Permits:** List any associated permits and their status as well as landowner access letter as applicable. (Examples: JARPA, HPA, Marine Mammal, National Park, NEPA review, SEPA review).
9. **Project Narrative (up to 5 pages not including attachments):**
  - a) Abstract: Provide a 1-2 paragraph project summary in the form of a short description that highlights the narrative that follows.
  - b) Describe the background and context: project area, situation to be addressed, past work relevant to the project.
  - c) Explain why the project is appropriate for MRC funding or how it achieves one or more of the six benchmarks (See **Appendix A** attached).
  - d) List and describe the project objective(s).
  - e) Provide a timeline for your project activities in relation to your stated objectives and the deliverables identified in #4 above.
  - f) Describe the methods, procedures and equipment to be used, if any.
  - g) Describe the extent or impact of the project (e.g., acres, miles, number of citizens).
  - h) Indicate if there are plans to continue the project into the future.
10. **Project Budget (Please use the budget template provided in Appendix C).\*** Include matches from other funding sources (Cash & In-Kind) and the following categories:
  - a) Personnel salaries and benefits (or hourly wages)
  - b) Supplies
  - c) Equipment
  - d) Travel and vehicle expenses
  - e) Contracted services
  - f) Indirect expenses (All such expenses should be itemized.)
  - g) Match(es)
  - h) Other

**\*Coaching on budget organization and content is available.**

**APPENDIX A**  
**PERFORMANCE BENCHMARKS**

The NPC MRC has adopted the benchmarks developed by the Coastal MRC Program Work Group (<http://www.wdfw.wa.gov/about/mrc/index.html>). Performance benchmarks will be used to measure MRC activities and achievement in discrete, but broad categories. Benchmarks developed and adopted by the [Coastal MRC Program Work Group](#) include:

**Marine Habitats**

Understand, steward, and restore marine, estuarine, coastal, and nearshore habitats, prevent loss, and achieve a net gain of healthy habitat areas by:

- enhancing ecosystem and community resilience by protecting and restoring marine and coastal habitats
- designing and implementing local and regional projects that restore natural processes
- surveying and mapping marine and estuarine resources to better define physical and biological characteristics of marine habitats
- making scientifically-based recommendations about management tools to protect marine and estuarine habitats
- understanding and evaluating erosion and promoting sound sediment management practices

**Marine Life**

Understand, steward, and restore marine and estuarine populations to healthy, sustainable levels by:

- maintaining the health of marine and estuarine species and preventing further ESA listings while increasing access to marine resource enjoyment and harvest where feasible
- balancing protection focus on ecosystem versus target species
- identifying and carrying out actions to protect and restore species of interest and concern
- designing and implementing projects to prevent the introduction and spread of invasive species
- making scientifically-based recommendations about management tools for species recovery

**Marine and Fresh Water Quality**

Understand, steward, and restore marine and estuarine water quality of Washington's coast and coastal embayments by:

- conducting or supporting science to fill critical data gaps
- working to reduce the input of pollutants
- promoting management actions that would restore degraded water quality and contaminated sediment
- working with and training students and citizens to conduct water quality monitoring

**Sound Science**

Collect high quality data and promote its transparent presentation, acceptance, and timely dissemination by:

- utilizing established scientific protocols for the collection, analysis and use of data that support the Coastal MRC Program goal.

**(Appendix A continued)**

- identifying gaps in data and working to fill those gaps by promoting the development of comprehensive, accessible marine resource databases
- promoting peer reviewed science

**Education and Outreach**

Promote stewardship and understanding of coastal estuarine and marine resources through science-based education and outreach by:

- informing the public about threats to living resources and coastal communities and presenting them with practical measures they can take to prevent further harm especially regarding land use, erosion control, and individual homeowner decisions
- informing citizens and governmental agencies about ocean energy activities and associated effects on coastal communities
- coordinating outreach and education programs with other organizations, including local community colleges, and evaluating their effectiveness
- engaging the public in active stewardship opportunities through community workshops, restoration projects, and educational programming
- translating and disseminating scientific information about the status of Washington’s coastal habitats, resources, and communities to regional policy makers, resource managers, and the public in a timely manner
- expanding partnerships with tribal governments and continuing to foster respect for tribal cultures and treaties
- striving to maintain and improve coordination and communication among stakeholders and all managers

**Coastal Communities**

Promote sustainable and resilient coastal communities by:

- supporting sustainable marine resource-based industries
- supporting cultural and economic integrity of coastal communities
- encouraging citizen participation in local and governmental decisions regarding marine resources
- engaging in activities aimed at hazard prevention and preparedness, e.g. education
- increasing sustainable access to marine resource enjoyment and harvest

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**APPENDIX B**  
**Application Review Criteria**

Projects will be evaluated based upon the criteria specified below as they apply to themes incorporated into the project. These criteria will be used by the reviewers to screen all projects in order to ensure that they reflect the minimum standards required by the NPC MRC:

- A. Rationale/Relevance for Action: What is the potential for the project to result in stewardship and restoration efforts/outcomes within the NPC MRC area?
- B. Scientific/Professional Merit: Are the project's design, objectives and technical approach sound?
- C. Value Added: Does the project build upon prior efforts and add value to those efforts? If the project is duplicating past efforts, why is that duplication necessary and important?
- D. Applicant Capacity: What is the likelihood of the applicant successfully completing the proposed project and achieving their stated goals based upon:
  - 1) Their past performance?
  - 2) Their organizational experience?
  - 3) Their knowledge, resources, and available skill sets?
- E. Partnerships: Has the applicant indicated that there are partners that would participate in the project? If so, what expertise, cash, in-kind, and/or material resources are the identified partners providing? Also, how is that partnership being demonstrated in the application (e.g., letters of support, letters of commitment, etc.)?
- F. Geographic Scope: Is the project directly linked with resources and/or communities of the Pacific Coast of Clallam and/or Jefferson Counties? Does the project include collaboration with other MRCs and, if so, how and with whom?
- G. Deliverables: Does the proposal explain how the results of the project will be recorded and distributed? What is the form of the deliverables (e.g., reports, newsletters, etc.)?
- H. Measuring Progress: Is the timeline for completing the project reasonable and appropriate? Did the proposal include milestones and associated deliverables?
- I. Appropriate Budget: How reasonable is the budget in light of the proposal and the expected benefits from the project? How were costs determined?
- J. Consultation and Community Support: Have the project proponents consulted the affected governments (federal, state, tribal, local) or private land owners associated with their proposal? Is there support or opposition from these governments or from any potentially affected community members? Please contact the MRC coordinator if you are uncertain as to who should be consulted prior to project submission.

**APPENDIX C**  
**Budget Template and Instructions**

Category	Detail	MRC Request	Matching Contribution (not required)	Total
Personnel salaries and benefits (or hourly wages)				
Supplies				
Equipment				
Travel and vehicle expenses				
Contracted services				
Indirect expenses (All such expenses should be itemized.)				
Other				
Totals				

1. Personnel salaries and benefits (or hourly wages): Include the names of each individual to be supported by the project, anticipated numbers of hours, and hourly rate including benefits as applicable.
2. Supplies: Supplies are defined as those items purchased which are typically used up in the course of the project such as paper, staples, printer ink, etc.
3. Equipment: Equipment is defined as tangible property necessary to the project such as scientific equipment, electronic devices and sampling gear. All anticipated equipment purchases and costs must be included in the budget. Approved items may become the property of WDFW at the conclusion of the project depending on value and type.
4. Travel and vehicle expenses: All travel expenses will be reimbursed at standard WA State rates: <http://www.ofm.wa.gov/resources/travel.asp>. Please list destinations, number of trips and other details.
5. Contracted services: List any subcontractors and provide details of expenditures (all seven of these categories in a separate table(s)).
6. Itemized indirect expenses: No generalized "Indirect" "Overhead", "Administration" or similar categories of costs are allowable. Specific costs must be listed under this category or divided out among the other categories.

7. Other: Items such as entrance fees that don't fit well into the other budget categories.