



REQUEST FOR PROPOSALS: Piscataqua Region Environmental Planning Assessment (2020)

The Piscataqua Region Estuaries Partnership (PREP) requests proposals from municipalities and partnering organizations within the Piscataqua Region watershed for projects resulting in achievement or significant progress toward achievement of one or more of the proposed actions for their community identified in the 2020 Piscataqua Region Environmental Planning Assessment (PREPA) or an action related to climate vulnerability, adaptation, and/or preparedness. Visit <https://prepestuaries.org/resources/prepa/> to review results by municipality from the 2020 assessment.

Eligible applicants may submit a proposal for up to \$10,000 of PREP funds. A total of \$45,000 is available for projects for 2021-2022. *For all projects, a minimum of 15% must be budgeted for outreach and education.*

Eligibility: Individual municipalities, and organizations partnering with one or more municipalities in the [Piscataqua Region watershed](#).

Example projects and average costs are listed below. If you'd like to discuss a project idea, please contact Abigail Lyon (Abigail.Lyon@unh.edu or (603) 862-3729).

- Adopt or increase buffers or setbacks regulations for wetlands, streams, buildings, or septic: \$5,000-\$15,000
- Complete a Natural Resource Inventory or Assessment: \$10,000
- Adopt updated stormwater management regulations: \$10,000-\$20,000
- Adopt updated model floodplain management standards that exceed the minimum federal regulations required to participation in the National Flood Insurance Program ([NH Office of Strategic Initiatives Menu of Higher Floodplain Regulation Standards](#) or [Maine Floodplain Management Program](#)): \$10,000
- Use the [2019-2020 NH Coastal Flood Risk Summary – Part II: Guidance for Using Scientific Projections](#) to update land use regulations to require project siting and design based on climate projections: \$5,000-\$10,000
- Adopt a Coastal Hazards Master Plan Chapter: \$5,000-\$10,000
- [Maine Flood Resilience Checklist](#): \$5,000-\$10,000

Request for Proposal Timeline:

February 1, 2021: Request for Proposals released by PREP.

February 1-March 30, 2021: Municipal officials (typically the Planning Board and/or Conservation Commission) meet with consultant(s) to discuss project in February and March meetings to determine which project the municipality wants to pursue. Fill out application, review, and sign off on grant requirement documents (8.5 weeks).

March 31, 2021: Proposal Deadline - submit project application to PREP by 4 PM.

April 1-April 22, 2021: Proposal review and selection process (3 weeks).

April 26, 2021: Awards announced.

May 1, 2021: Projects begin.

General Project Timeline:

May 1, 2021-April 30, 2022: Meet with consultants, presentations, public meetings, and adopt ordinance or regulations or complete assessment or inventory.

April 30, 2022: Project complete (drafted ordinance or regulation update, outreach to residents to gain support, public hearings, and adopted into town ordinances, where appropriate). Begin reporting.

June 1, 2022 Project final reporting complete.

PROPOSAL REQUIREMENTS

1. **Proposal summary form**—Contains succinct information about the proposed project. PREP template must be used (Appendix A).
2. **Project budget form**—Applicants must submit a Project Budget Form (Appendix B). Identify your qualified consultant for this project.
3. **Match commitment letter(s)**— A separate letter of match commitment is required for this proposed project. (Appendix C). **A minimum of 1:2 match (50%) is required for projects funded through this program. Match contributions may be from in-kind support or non-federal cash.**

Example of Cost-Share

Total Project Cost	\$15,000
PREP Funds Requested	\$10,000
Match Requirement <i>Non-Federal Cash (\$5,000)</i>	\$5,000

Preference will be given to applications with a greater than 1:2 match.

An electronic copy (PDF) must be received by Abigail Lyon via email (Abigail.Lyon@unh.edu) no later than 4 PM on Wednesday, March 31, 2021. Faxed proposals will not be accepted.

Direct questions to Abigail Lyon, PREP Community Technical Assistance Program Manager, at (603) 862-3729 or Abigail.Lyon@unh.edu

Appendices

Appendix A: Proposal Summary Form
Appendix B: Project Budget Form
Appendix C: Match Letter Requirement

Appendix A

Proposal Summary Form (not to exceed one page)

Municipality/ies: Town of Rye, NH

PREP Funds Requested: \$10,000.00

10 Central Road, Rye NH 03870

Total Project Cost: \$15,000.00

Name of Applicant: Kimberly M. Reed, CFM

Matching Funds: \$5,000.00

Title: Planning & Zoning Administrator

Email: kreed@town.rye.nh.us

Phone number: 603-379-8081

Connection to the 2020 Piscataqua Region Environmental Planning Assessment Action Items (*identify which of the 2020 PREPA actions the project will address or advance (i.e., adopting primary structure setbacks)*).

The Town of Rye proposes to hold up to 3 visioning sessions for the Town's Master Plan during the summer and fall of 2021. The goal of these sessions would be to hear from residents and businesses on ways to increase resource protections, improve land use planning coordination in Rye, including but not limited to increasing buffers to 100-feet for wetlands and adopting fertilizer application setbacks. The last visioning session for Rye was in 2002. Since then, the Town has participated in Planning for Climate Change, adopting a climate change and adaptation chapter in the Master Plan, updated three other master plan chapters (Natural Resources, Transportation and Future Land Use), and completed in 2020 a comprehensive update of the Land Use Regulations. Even given these accomplishments, there is more work to be done in Rye. A visioning session would help guide the Planning Board's future actions, identify where it should focus its technical resources with respect to further updating the Master Plan, Zoning Ordinances and Land Development Regulations, and enhance its public outreach and engagement activities. The end goal would be to have a Vision Chapter for the Master Plan with specific direction for the Planning Board to take.

Proposed Project and Task Timeline: Identify project tasks and dates from start to finish. Specify in your timeline if your town requires a public hearing and/or town meeting vote to implement project. (*see suggested timeline for success above; keep in mind projects are to start May 1, 2021 and be completed by April 30, 2022*):

Preliminary Work Plan Underway to Begin the Master Plan Vision Chapter Update

Beginning in April 2021 under a separate contract, the Planning Board will work with the Rockingham Planning Commission to accomplish the following preliminary tasks to support beginning the process of a comprehensive update of the Master Plan Vision Chapter:

- April-June 2021: Implement a topical online survey for residents and businesses; summarize and publish the results broadly in the community.
- June-October 2021: Conduct up to two (2) video conference/workshop visioning sessions on topical issues that will include the public, and municipal staff and land use boards (e.g. environment and natural resources, climate change adaptation and resilience, flood impacts, land use, municipal services).
- April - July 2021 : Strengthen online content on the Rye website; prepare and post up to two (2) pre-recorded topical videos inviting participation from land use board members, municipal staff and interested residents, businesses and/or service groups.
- Complete by December 2021: Prepare a summary report of public input and engagement results.
- Complete by December 2021: Prepare a preliminary draft Master Plan Vision Chapter framework



Proposed Activities Supported by a PREP Grant Award

The Planning Board and Long Range Planning Committee will undertake the following additional activities (to expand upon tasks in the RPC work plan) to support a comprehensive update of Rye's Master Plan Vision Chapter.

Communications and Outreach

- June 2021 – October 2021: Convene a series of up to (two) 2 additional video conference visioning/workshop sessions, representing a wide range of community stakeholders and voices.
- July 2021 – October 2021: Prepare and post two (2) additional pre-recorded topical videos inviting participation from land use board members, municipal staff and interested residents, businesses and/or service groups.
- July 2021-November 2021: Up to two (2) additional surveys will be made available to residents, businesses and service groups on topical issues that emerge from the initial RPC survey to more deeply engage them in a community dialog.
- June 2021 – January 2022: The Town of Rye website will have a page dedicated to the Master Plan Vision Chapter project to provide access and transparency. The Qualified Consultant will develop informational materials for the website including but not limited to up to three (3) issue-based fact sheets, a resources list, and a photo library to capture places, resources and other town features deemed important through the community surveys and visioning sessions.

Development of the Master Plan Vision Chapter

Incorporating results and input from the Communications and Outreach activities detailed above, the Planning Board and Long Range Planning Committee will

- October 2021-March 2022: Develop up to three (3) draft versions of the Vision Chapter for public review and comment.
- Complete by April 30, 2022: Prepare a final draft Vision Chapter incorporating review and comment and provide for the final draft for review and comment by the public. Following any additional revisions to the document, the final draft Vision Chapter will be scheduled for adoption at a public hearing.

Adoption Process:

The Planning Board can adopt revisions to the Master Plan through a Public Hearing process. The fully updated Master Plan Vision Chapter does not require a warrant article on the ballot for town vote. The goal would be to adopt the Master Plan Vision Chapter in 2022.

Why is this the right time for this project? Why is your town ready? Will the project address climate resilience priorities or needs identified by your community or the region? If so, how? (i.e., Town has identified need, is willing to make the municipal investment, Town board and/or public is ready for new policy, has the staff capacity to complete and implement project, project addresses a recommendation from the community in the Master/Comprehensive Plan, climate vulnerability assessment/Hazard Mitigation Plan, [2019-2020 NH Coastal Flood Risk Summary](#), etc.)

The town adopted in 2018 a climate change and adaptation chapter in the Master Plan and completed in 2020 a comprehensive update of the Land Use Regulations which include specific land development, resource protection and flood prevention standards for development and redevelopment in known high risk flood areas. Only a few years later, the climate change and adaptation Master Plan chapter may contain out of date information and guidance based on the current science and recommendations published in the 2019-2020 NH Coastal Flood Risk Summary.

The time is right because climate is changing, we have experienced two droughts in the past five years. We are experiencing more frequent extreme weather events that have caused extensive damage and disruption to our coastal lands, infrastructure and natural resources. The Planning Board is prepared to act to on a comprehensive vision for the



town and hear again from the public what issues they would like to see addressed in the future to protect the Town's resources and community character, and foster a culture of support and stewardship for climate adaptation and resilience in the community. A resilient community is a thriving community – one that protects its assets and resources, is forward thinking, considers the priorities and values of its residents, businesses and landowners, protects public health and safety, and provides a high quality of life. A new Master Plan Vision Chapter can help chart a course of success for the town to achieve these outcomes.

Describe how the required 15% budgeted for outreach and education will be used to share project results, garner support for a regulation or zoning change, and/or change behavior.

26% of the project budget is assigned for Communications and Outreach to support the following activities that will expand upon the preliminary work contracted with the Rockingham Planning Commission. A large part of the project will be spent on outreach and education through direct engagement with stakeholders (as permitted during COVID), printed materials, email, social media and announcements during municipal meetings (e.g. Select Board, Planning Board, Board of Adjustment, Conservation Commission). Refer to the tasks outline in the previous section **Proposed Project and Task Timeline**

☐ Is this project part of a multi-town effort? If checked, specify towns.

Appendix B
Project Budget Form

Municipality:

	Amount Requested from PREP	Matching Funds/In-Kind (non-federal)	Other Funds*	Total Budget
BUDGET CATEGORIES				
Qualified Consultant Fee	\$8,250	\$2,000		\$10,250
Communications & Outreach*** (e.g., for a stormwater regulations project (\$10,000) budget \$1,500 (15%) for communication and outreach) <i><u>Note: Communications and Outreach funds will be used to support the Qualified Consultant to complete these tasks</u></i>	\$1,750	\$2,250		\$4,000
Supplies /Materials**** (food for public events as needed)		\$500		\$500
Equipment				
Travel				
Other Cost (specify in space below) Newspaper notice fees		\$250		\$250
TOTAL PROJECT COSTS	\$10,000	\$5,000		\$15,000

* Other funds include federal funds or other non-federal funds that **cannot** be counted as match.

***PREP requires a minimum of 15% of funding be allocated for communications and outreach for all projects.

****Includes consumable items, such as field and lab supplies, paper, pencils, ink cartridges, and postage.

Match Commitment Letters are required from the applicant and any other partnering organization(s) expected to contribute in-kind services or non-federal cash to the project, see Appendix C and online.

(Signature of applicant)

(Print name)

(Title)

(Date)

(Signature of Select Board Chair or Town Administrator)

(Print name)

(Title)

(Date)