

New Jersey Wetlands Mitigation Council

Guidelines for Grant Proposals

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1. Requests for Proposals

1.1 Deadlines

The deadline for this request for proposals is outlined in detail in Section 4, Grant Processing Schedule. After the Wetlands Mitigation Council (Council) has approved the Conceptual Wetland Grant Proposal, the applicant will be asked to submit a full proposal to Jill Aspinwall, Staff to the Council, at least ninety (90) days prior to a targeted Council meeting date.

1.2 Copies and Format of Submission

Upon Council approval, applicants should submit ten (10) hard copies of the complete application as well as an electronic copy that includes all elements of the proposal ninety (90) days prior to targeted Council meeting.

1.3 Proposal Delivery Location

New Jersey Department of Environmental Protection
Attn: Jill Aspinwall, Staff to the Council
501 East State Street
P.O. Box 439
Trenton NJ, 08625-0439

1.4 General Application Procedures

All applicants must submit a Conceptual Wetland Grant Proposal forty-five (45) days prior to the Council meeting. A copy of this is located in Appendix A of this document as well as on the Council website at <http://www.state.nj.us/dep/landuse/fww/mitigate/mcouncil.html>

The Council will review the Conceptual Wetland Grant Proposal application to ensure that it complies with the guidelines established and located in Section 3 Eligibility Requirements of this document.

Once the Conceptual Wetland Grant Proposal application is approved or modified by the Council, the applicant may submit a full grant proposal at least ninety (90) days prior to a Council meeting.

2. Purpose of this Request for Proposals

2.1 Role of New Jersey Wetland Mitigation Council

The Freshwater Wetlands Protection Act required the establishment of the Wetlands Mitigation Council. The Council is comprised of seven members as follows: the Commissioner of Environmental Protection, who shall serve ex officio; and six members from the general public to be appointed by the Governor with the advise and consent of the Senate, two of whom shall be appointed persons recommended by recognized building and development organizations; two of whom shall be appointed from persons recommended by recognized environmental and conservation organizations; and two of whom shall be appointed from institutions of higher learning in the State. Each member appointed from the general public shall serve for a term of three years and until a successor is appointed and qualified.

The Council is responsible for governance of the Wetlands Mitigation Bank, which serves as a repository for land donations and monetary contributions collected as a result of freshwater wetland/state open water impacts that cannot be mitigated for on-site, off-site, or at a wetland mitigation bank. The Council also reviews and approves freshwater wetland mitigation banks.

Pursuant to 13:9B-15, the Council shall be responsible for disbursements of funds from the bank to finance mitigation projects. The Council shall have the power to purchase land to provide areas for the enhancement or restoration of degraded freshwater wetlands, to engage in the enhancement or restoration of degraded freshwater wetlands on any public lands, including public lands other than those acquired by the bank, and to preserve freshwater wetlands and transition areas determined to be of critical importance in protecting freshwater wetlands.

3. Eligibility Requirements

3.1 Eligible Entities

The Council may contract with nonprofit organizations, county, state, and federal agencies or other appropriate agencies to carry out its responsibilities, subject to review and approval of the EPA, and may aggregate mitigation actions to achieve economies of sale. It may also, in consultation with EPA, transfer funds or lands restricted by deed, easement or other appropriate means for mitigation and freshwater wetlands conservation purposes, to a state or federal conservation agency that consents to the transfer to expand or provide for:

1. Freshwater wetland preserves;
2. Transition areas around existing freshwater wetlands to preserve freshwater wetland quality;
3. Future mitigation sites for freshwater wetlands enhancement, restoration, or other mitigation efforts; or
4. Research to enhance the practice of mitigation.

Detailed information on mitigation funding is found in Appendix C Mitigation Fund Guidance.

4. Grant Processing Schedule

4.1 Schedule

Table 1, Grant Processing Schedule, outlines the schedule of events that will occur when applying for funding through the Council.

Table 1: Grant Processing Schedule		
Action	Responsibility	Deadline
Submit Conceptual Wetland Mitigation Grant Proposal	Applicant	45 Days prior to Council Meeting
Administrative Review	Staff to Council	30 Days prior to Council Meeting
Referral to Council	Staff to Council	15 Days prior to Council Meeting
Council Review of Conceptual Wetland Mitigation Grant Proposal	Council	Council Meeting
Submittal of Full Proposal	Applicant	90 Days prior to Council Meeting
Staff Review of Proposal	Staff to Council	15 Days prior to Council Meeting
Presentation to Council	Applicant	Council Meeting
Council Decision	Council	Council Meeting

4.2 Schedule Description

The following sections describe the activities listed in the preceding table.

4.2.1 Submit Conceptual Wetland Mitigation Grant Proposal

In order to be eligible for funding from the Council, interested applicants must submit a Conceptual Wetland Mitigation Grant Proposal. Proposal guidelines are located in Appendix A or on the Councils website at <http://www.state.nj.us/dep/landuse/fww/mitigate/mcouncil.html>.

4.2.2 Administrative Review

Staff to Council will review the Conceptual Wetland Mitigation Grant proposal to ensure that it complies with the guidelines set forth in this document. At this time, staff to Council will also send conceptual proposal to Council members for their review. If the conceptual proposal does not comply, the applicant will be notified of reasons and the project will not be referred to the Council. If the conceptual proposal complies with the guidelines set forth in this document, staff to council will include the conceptual proposal on the Council's agenda.

4.2.3 Referral to Council

Conceptual wetland mitigation grant proposals that comply with the guidelines set forth in this document will be placed on the Council's agenda for its review. Council agendas are published two weeks prior to any Council meeting pursuant to open public meeting requirements.

4.2.4 Council Review of Conceptual Wetland Mitigation Proposal

The Council will review the Conceptual Wetland Mitigation Proposal to ensure that it fits within the guidelines outlined in this document and provide any initial comments or

recommendations to the applicant. If the Council determines that the proposal does not comply with the guidelines set forth then the applicant may not submit a full proposal. However, the applicant may resubmit another conceptual wetland mitigation proposal to restart the application process. If the Council determines that the conceptual proposal complies with the guidelines set forth, the Council will ask the applicant to submit a full proposal.

4.2.5 Submittal of Full Proposal

All full proposals submitted should follow the guidelines set forth in Section 5 of this document. Any proposals not following these guidelines will be returned to the applicant. Staff to the Council must receive full proposals ninety (90) days prior to Council Meeting.

4.2.6 Staff Review of Proposal

Staff to the Council will review the full proposal submitted by applicant to ensure that the document complies with the guidelines set forth in this document. The staff will also review and provide staff comments that will be made available at the Council Meeting. If the staff has questions or concerns about the project, staff to the Council will schedule a meeting with the applicant during these ninety (90) days to work out the questions or concerns of Staff. The Council Chairperson will be invited to attend this meeting.

4.2.7 Presentation to Council

The applicant will have the opportunity to present his or her proposal to the Council.

4.2.8 Council Decision

Council will render a decision during the Council Meeting. In the event that the Council has significant comments, the applicant will be asked to revise proposal to take into consideration Council comments, questions, or concerns. The applicant must then submit the form found in Appendix B, Request to be on Council Agenda, forty-five (45) days prior to the Council Meeting to again present the proposal to Council.

5. Components of a Complete Proposal

5.1 Cover Page

The cover page must identify all of the following information:

- Project Title
- Identification of Block and Lot
- Identification of Municipality
- Identification of County
- Identification of Watershed Management Area and HUC 11
- Applicant's name, address, phone number, and email
- Funding Amount Requested from Council
- Total Project Cost

5.2 Abstract (½ page)

The proposal must include a brief abstract of the project. The abstract should be able to stand-alone.

5.3 Applicant Description (½ page)

This section should describe the applicant and the applicant's ability to complete the work outlined in the proposal.

5.4 Scope of Work (5 pages)

This section must follow the format of and include the information outlined in the sections below. Any photographs or maps of the site should be included as an appendix to the application and should not be included within this section. See section 5.4.6 Appendix for specific information on what should be included in appendix.

5.4.1 Background Information

This section must describe why the project is needed, current condition of the wetlands, and the benefit that will be achieved by the completion of this project (environmental uplift).

This section must include a detailed description of the grant request, including how much restoration/enhancement is proposed on the site both in acreage and percentage of the site.

5.4.2 Goals, Objectives, and Approach

The main goals, objectives, and tasks of the project should be identified within this section. This section is extremely important as it outlines both the major projects and deliverables within the proposal.

The goals of the project section should identify the desired outcomes of the project and serve as the general statement of the project's intended results. The objectives should specify how the results to be achieved by the project will be measured and the time frame for achieving the objective. Tasks are the statements of activities that will occur to achieve the goals of the project. For each task, determine who the responsible party is that will complete the task and identify the roles of each responsible party in achieving the objective.

Example:

Goal I: No net loss of wetlands

Objective A: Increase the amount of wetlands on project site by 25%, which is equal to X acres.

Task 1: Create the hydrology needed for a functioning wetland

Task 2: Plant wetland species on site

5.4.3 Partners

This section should state the partners involved in the project as well as their contribution towards achieving the desired goals and objectives of the projects. For example Partner X supports this project and will be contributing 10 hours of technical review, Partner Y supports this project and will be conducting the grading on site.

5.4.4 Project Implementation Schedule

This section should include a schedule of main goals and tasks associated with the project as well as the responsible party for each task. An example implementation schedule is shown in Table 2.

Objective	Anticipated Start Date	Anticipated End Date	Responsible Party	Deliverable
Objective 1	January 2005	August 2005	Grantee, Partner X	Completed Site Design
Task 1	January 2005	May 2005	Grantee, Partner X	Grading design Complete
Task 2	June 2005	August 2005	Grantee, Partner Y	Planting Design

5.5 Budget

The proposed project budget should be detailed to identify the costs associated with each task. An example budget is shown in Table 3. A detailed budget justification for select items will enhance the review process.

Objectives	Partner Lead	Year 1	Year 2	Total
Objective 1				
Task 1	Project Lead			
Personnel Cost				
Salary				
Fringe Benefits (and rate)				
Contractual				
Professional Services				
Lab Fees				
Planting				
Travel @ \$0.31/mile				
Routine Travel				
Conferences/Seminars/Mtgs.				
Equipment				
Computer Services				
List out each piece of equipment				
Supplies				
Reproduction costs				
Postage				
Other (be specific)				
Permit				
Permit fees (costs associated with filing a permit)				
Preparation of Permit				
Overhead/Indirect Cost (include rate)				
Totals				

- Overhead/Indirect Cost: The overhead rate should be identified and it should be clearly stated what the rate is applied to. The Council will pay Indirect Costs totaling no more than 10% of the total project cost.

5.6 Appendix

The appendix should include the following information

- Conceptual Wetland Mitigation Grant Proposal summary sheet.
- Copies of any prior permits or Letters of Interpretations issued for the property.
- A road map showing the location of the property.
- A copy of the soil survey map for the property with the property outlined on the map.
- A copy of a tax map for the property with the property outlined on the map.
- An aerial photograph showing the location of the project site.
- At least four photographs of the property including proposed restoration or enhancement areas.
- A plan or drawing identifying the potential restoration or enhancement areas on the site.
- A map of known contaminated sites in the HUC 11 area. This information can be found at <http://www.nj.gov/dep/srp/kcs-nj/>.
- A copy of the landscape map for the project area.

6. Proposal Evaluation Criteria

The Council will evaluate project proposals based on the criteria listed below.

6.1 Evaluation Criteria

- Attainment of Council Goals and Objectives
- Clarity of Proposal
- Anticipated wetland and environmental benefits
- Commitment of the applicant
- Success of previous projects funded by the Council to the applicant

7. Requirements of Projects Selected for Funding

7.1 Reporting Requirements

All applicants receiving funding from the Council will be required to submit quarterly performance reports to Council Staff on a quarterly basis. The quarterly performance reports must include the following information:

- Update of project status during that quarter
- Problems encountered during quarter
- Original project time line with explanation if project is no longer on schedule
- Copy of the deliverables that were due during the reporting quarter
- Project budget including: amount expended, amount remaining, and invoices

Appendix A

Conceptual Wetland Mitigation Grant Proposal

PROJECT LOCATION

Location (attach USGS Quad and aerial showing location of project site)

Block _____ Lot _____

Township _____ County _____

Name of Property Owner _____

Nearest Stream/River _____

Watershed Management Area _____

Grant Amount Requested from the Council _____

PROPOSED MITIGATION SITE

Wetland Mitigation Type	Size in Acres	Type of Wetlands (PFO, PSS, PEM, Tidal etc)
Restoration		
Enhancement		
Creation		
Preservation		
Total		

DESCRIBE THE PROJECT (2 pages)

What type of project is proposed? (i.e. restoration/enhancement, research). How does the project meet the goals of the Council? What are you asking the Council to fund? (I.e. equipment, grading, planting, etc.) How will it be constructed? (i.e. remove fill from the floodplain and restore pre-existing palustrine forested wetland community) What is the source of wetland hydrology? What is the surrounding ownership?

Describe Possible benefits

(Gain in floodplain storage; threatened/endangered species habitat; transferable research; riparian corridor; near other public and/or non profit holdings of open space; headwater, etc...)

Describe any issues of concern

(Large amounts of fill must be removed; soil contamination may be an issue of concern; questionable success in keeping invasive/non-native plants from invading the mitigation area; uncertain source of hydrology; ownership issues, etc.)

Construction Schedule
Describe timeline and any possible delays

FUNDING SOURCES

Potential Partners	Dollar Amount (if Known)	In-Kind Service (describe)
Federal		
State		
Mitigation Council		
County		
Township		
School		
Non-profit		
Volunteers		
Consulting Firm		
Other		

Appendix B
Request to be on Council Agenda

Name_____

Organization_____

Date_____

Date of Council Meeting that you would like to be placed on Agenda_____

Reason for request (describe below)

Appendix C

Mitigation Fund Guidance

FRESHWATER WETLAND MITIGATION FUND GUIDANCE

Pursuant to 13:9B-15, the Wetlands Mitigation Council shall be responsible for disbursements of funds from the bank to finance mitigation projects. The Council shall have the power to purchase land to provide mitigation areas for the enhancement or restoration of degraded freshwater wetlands, to engage in the enhancement or restoration of degraded freshwater wetlands on any public lands, including public lands other than those acquired by the bank, and to preserve freshwater wetlands and transition areas determined to be of critical importance in protecting freshwater wetlands.

The Council may contract with nonprofit organizations, the NJDEP, Division of Fish and Wildlife, the US Fish and Wildlife Service and other appropriate agencies to carry out its responsibilities, subject to EPA review and approval, and may aggregate mitigation actions to achieve economies of scale. It may also, in consultation with EPA, transfer funds or lands restricted by deed, easement or other appropriate means for mitigation and freshwater wetlands conservation purposes, to a state or federal conservation agency that consents to the transfer to expand or provide for:

- (1) Freshwater wetland preserves;
- (2) Transition areas around existing freshwater wetlands to preserve freshwater wetland quality;
- (3) Future mitigation sites for freshwater wetlands enhancement, restoration, or other mitigation efforts; or
- (4) Research to enhance the practice of mitigation.

The Freshwater Wetland Protection Act provides the Council the ability to fund a variety of mitigation related projects. However, because the fund represents unmitigated wetland losses, the Council would like to focus the majority of its funds on restoring wetland functions and values. Therefore, until this document is amended, the Council would entertain the following grant proposals:

1. Partnerships with Federal, State and County Governments, such as NJDEP's Green Acres Program and the Division of Fish and Wildlife, County Land Trusts and the United States Fish & Wildlife Service, to purchase and restore or enhance wetlands. Partnerships with non-profit organizations will also be considered. The Council would like to have the government agency or non-profit organization purchase the property and the Council fund the restoration or enhancement of the wetlands on the site. The Council will consider assisting in the purchase of land with the applicant provided there is an opportunity to restore or enhance freshwater wetlands on the property.
2. Enhancement of or restoration of degraded freshwater wetlands on any public lands.

3. Some of the mitigation fund may be used for appropriate research projects that enhance the practice of mitigation. Research projects not associated with a restoration/enhancement project may be subject to peer review.

The Council will **not** entertain funding the following activities:

1. The preservation of land with no freshwater wetland restoration or enhancement opportunities on the parcel.
2. Mitigation or research on coastal wetlands regulated under the Wetlands Act of 1970, N.J.S.A. 13:9A-1 et seq. The term coastal wetland is defined in the Act as "any bank, marsh, swamp, meadow, flat or other low land subject to tidal action in the State of New Jersey along the Delaware Bay and Delaware River, Raritan Bay, Barnegate Bay, Sandy Hook Bay, Shewsbury River including Navesink River, Shark River, and the coastal inland waterways extending southerly from Manasquan Inlet to Cape May Harbor, or at any inlet, estuary or tributary waterway or any thereof, including those areas now or formerly connected to tidal waters whose surface is at or below an elevation of 1 foot above local extreme high water, and upon which may grow or is capable of growing some but not necessarily all, of the following: Salt meadow grass (*Spartina patens*), spike grass (*Distichlis spicata*), black grass (*Juncus gerardii*), saltmarsh grass (*Spartina alterniflora*), saltworts (*Salicornia europaea* and *Salicornia bigelovii*), Sea Lavendar (*Limonium carolinianum*), saltmarsh bulrushes (*Scirpus robustus* and *Scirpus paludosus* var. *atlanticus*) sand spurrey (*Spergularia marina*), switch grass (*Panicum virgatum*), tall cordgrass (*Spartina pectinata*), hightide bush (*Iva frutescens* var. *oraria*), cattails (*Typha angustifolia*, and *Typha latifolia*), spike rush (*Eleocharis rostellata*), chairmaker's rush (*Scirpus americanus*), bent grass (*Agrostis palustris*), and sweet grass (*Hierochloe odorata*). The term "coastal wetland" shall not include any land or real property subject to the jurisdiction of the Hackensack Meadowlands Development Commission.
As stated in a resolution dated July 11, 1995, the Council agreed to accept monies acquired by NJDEP, Land Use Regulation Program as a form of mitigating impacts to coastal wetlands, coastal waters and intertidal and subtidal shallows arising out of the issuance of coastal permits. However, the Council also decided that those monies would be used and/or held by the Council for the purpose of the preservation, creation and restoration of **freshwater wetlands, waters and uplands in the coastal zone in the State of New Jersey**. Those coastal wetlands that have not been included on a promulgated map pursuant to the Wetlands Act of 1970, are regulated under the Freshwater Wetland Protection Act, therefore the Council will review grant applications for these tidally influenced wetlands.
3. Geographic areas exempted from permitting requirements under the Freshwater Wetlands Protection Act pursuant to N.J.A.C. 7:7A-2.9, including areas under the jurisdiction of the Hackensack Meadowlands Commission.
4. Chemical treatment of Phragmites.
5. The purchase of wetland mitigation bank credits.