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STATE LANDS DIVISION, COASTAL SECTION

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February 1, 2017

**ALABAMA COASTAL AREA MANAGEMENT PROGRAM
(ACAMP)**
ANNUAL REQUEST FOR PROPOSALS

NOTICE TO:

ALL INTERESTED ELIGIBLE PARTIES

FUNDING OPPORTUNITY FOR:

COASTAL PLANNING

COASTAL EDUCATION (Related to COASTAL NONPOINT SOURCE PROJECTS) (CNPSP)

COASTAL NONPOINT SOURCE POLLUTION CONTROL PROJECTS

NOTE: Extra weight will be given to projects that assist the ACAMP in approval of the CNPSP.

The Alabama Department of Conservation and Natural Resources (ADCNR), State Lands Division (SLD), Coastal Section is accepting requests for coastal planning, coastal education and coastal nonpoint source pollution control projects in the Alabama Coastal Area for Fiscal Year 2018. The proposed projects must address coastal management issues. This funding is through the Alabama Coastal Management Program (ACAMP) with funds provided by the National Oceanic and Atmospheric Administration (NOAA) on a competitive basis. These grant funds are available pursuant to the Coastal Zone Management Act of 1972.

One specific function of ACAMP is to provide coastal management grant funds to Alabama's coastal communities and partners for planning and implementation of projects that address environmental problems affecting the coastal area and that promote sustainable economic development.

ACAMP is accepting applications through this Request for Proposals (RFP) for projects that protect, enhance, and improve the management of natural, cultural and historical coastal resources and that increase the sustainability, resiliency and preparedness of coastal communities. Grant applications must meet the purpose of at least one of the following focus areas:

- ❖ Government Coordination and Local Government Planning
- ❖ Coastal Hazards and Resilient Communities
- ❖ Coastal Habitats, Wetland Protection and Coastal Resource Stewardship
- ❖ Coastal Nonpoint Source Pollution Control

Funding is geographically limited to Mobile and Baldwin Counties, and all awards require a 1:1 ratio of non-federal matching funds. The preferred minimum funding amount is \$20,000 federal funds; the preferred maximum is \$50,000 federal funds. If selected, funds will be available October 1, 2017, for a period not to exceed 12 months or by request of the applicant 15 months.

TO APPLY FOR THESE GRANTS OR FOR ADDITIONAL INFORMATION:

www.alabamacoastalprograms.com

DEADLINE FOR THESE GRANTS: MARCH 17, 2017 - 5:00 p.m.

**Alabama Coastal Area Management Program Annual Request for Proposals
Application Guidance**

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I. INTRODUCTION

The purpose of the Alabama Coastal Area Management Program, or Coastal Program, is to balance economic growth with the need for preservation of Alabama's coastal resources for future generations. The program promotes wise management of the cultural and natural resources of the state's coastal areas and fosters efforts to ensure the long-term ecological and economic productivity of coastal Alabama.

One specific function of the Coastal Program is to provide coastal management grant funds to Alabama's coastal communities and partners for planning and implementation of projects that address environmental problems affecting the coastal area and that promote sustainable economic development. Funding is provided by the National Oceanic and Atmospheric Administration (NOAA) and administered by Alabama Department of Conservation and Natural Resources (ADCNR), State Lands Division, Coastal Section on a competitive basis. These grant funds are available pursuant to the Coastal Zone Management Act of 1972.

The Coastal Program is accepting applications through this Request for Proposals (RFP) for projects that protect, enhance, and improve the management of natural, cultural, and historical coastal resources and that increase the sustainability, resiliency and preparedness of coastal communities. Grant applications must meet the purpose of at least one of the following focus areas:

- ❖ Government Coordination and Local Government Planning
- ❖ Coastal Hazards and Resilient Communities
- ❖ Coastal Habitats, Wetland Protection and Coastal Resource Stewardship
- ❖ Coastal Nonpoint Source Pollution Control

Details regarding grant focus areas are included in Section II. This complete RFP Application Package can be found at www.alabamacoastalprograms.com.

A. Eligible Applicants

- ❖ Coastal units of government including Mobile County, Baldwin County, and municipalities or tribal governments within Mobile and Baldwin counties
- ❖ Area-wide agencies, regional planning agencies, conservation districts, and port authorities
- ❖ Alabama state agencies whose activities affect or are affected by activities in the coastal area
- ❖ Alabama school districts, public colleges, universities and other institutions of higher learning
- ❖ Nonprofit organizations that are legally constituted as 501(c)(3) organizations and have been nominated to undertake the project by one of the other eligible entities listed above.

B. Grant Amount

The preferred minimum funding amount is \$20,000 federal funds; the preferred maximum is \$50,000 federal funds. Several projects from one unit of government or entity may be bundled to meet the minimum. Applications for funding less than the minimum will be accepted, but the applicant must provide justification and the proposal must meet a unique or critical need. Project expenditures will be paid on a reimbursement basis.

C. Match Requirement

All awards require a 1:1 ratio of non-federal matching funds. Match may consist of cash, in-kind services or donations that support the project. Federal funds, received directly or passed-through by a state agency, cannot be used as match. If volunteer services will be used as non-cash match, applicants may calculate volunteer time by going to http://www.independentsector.org/volunteer_time.

D. Award Period

The anticipated project start date is October 1, 2017 for a period not to exceed 12 months or by request of the applicant 15 months. Projects will be evaluated on project readiness and feasibility for completion within this project time frame.

E. Project Location

Funding is geographically limited to Mobile and Baldwin Counties.

F. Application Timeline

March 17, 2017	Proposals must be received in the Coastal Section office by 5:00 PM.
June 30, 2017	Applicants will be notified of their selection status.
October 1, 2017	If approved by NOAA, funding becomes available on this date. Grant agreements may be executed prior to this date so that projects commence on October 1, 2017.
September 30, 2018	Projects must be completed.
December 31, 2018	Per request of applicant, projects must be completed.

G. Application Submittal

Submit a completed application form and signed cover page along with any supporting documentation by 5:00 PM on March 17, 2017 to Phillip.Hinesley@dcnr.alabama.gov

Applications must be submitted electronically using the provided application form and cover page. Hard copy and faxed submissions will not be accepted, and late or incomplete applications will not be considered for funding.

H. Questions and Assistance

Applicants are strongly encouraged to contact Coastal Section staff early in the application development process if assistance or guidance is needed.

ADCNR, State Lands Division, Coastal Section, Phone: (251) 621-1216

Staff Contacts:	Phillip Hinesley	Phillip.Hinesley@dcnr.alabama.gov
	Amy King	Amy.King@dcnr.alabama.gov
	Carl Ferraro	Carl.Ferraro@dcnr.alabama.gov
	Angela Underwood	Angela.Underwood@dcnr.alabama.gov
	Will Underwood	Will.Underwood@dcnr.alabama.gov

I. Additional Information for Applicants

Proposal information will not be kept confidential. All materials submitted in response to this request for proposals are considered public information.

Successful applicants will be required to enter into a grant agreement with ADCNR which includes standard terms and conditions which are not subject to modifications. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

Awarding of grants will be subject to receipt of funds from NOAA.

II. GRANT FOCUS AREAS

The Coastal Program is accepting applications through this RFP for projects that protect, enhance, and improve the management of natural, cultural, and historical coastal resources and that increase the sustainability, resiliency and preparedness of coastal communities. Grant applications must meet the purpose of at least one of the following focus areas. Please contact Coastal Section staff if you are unsure whether a project is eligible.

A. **Government Coordination and Local Government Planning**

The purpose of this focus area is to increase local government capacity to plan and implement projects that address environmental problems affecting the coastal area and that promote sustainable economic development. Projects should demonstrate a balance of economic development and resource protection.

Project examples include:

- ❖ Comprehensive and community planning
- ❖ Smart growth planning
- ❖ Zoning and ordinance development for resource protection
- ❖ GIS applications for coastal management
- ❖ Spatial data collection for coastal management
- ❖ Working waterfront revitalization planning
- ❖ Planning for sustainable tourism to ensure long-term economic and environmental benefits
- ❖ Community education and outreach related to government coordination and planning

B. **Coastal Hazards and Resilient Communities**

The purpose of this focus area is to reduce vulnerability to natural hazards in Coastal Alabama. Projects within this focus area should help coastal communities prepare for and respond to the effects of natural hazard events, disasters and sea level rise.

Project examples include:

- ❖ Hazard mitigation planning
- ❖ Floodplain management planning
- ❖ Post-disaster recovery and redevelopment planning
- ❖ Conducting vulnerability analyses and risk assessments
- ❖ Developing policies, guidance and best management practices to increase resilience and reduce vulnerability to natural hazards
- ❖ Development of policies and practices that support community participation in the National Flood Insurance Program's (NFIP) Community Rating System (CRS)
- ❖ Development of flood damage prevention ordinances and supplemental building codes to account for storm surge, flooding, erosion and scour
- ❖ Development of sea level rise and/or climate change adaptation strategies for incorporation into local comprehensive plans or ordinances
- ❖ Community education and outreach related to coastal hazards and resilient communities

C. **Coastal Habitats, Wetland Protection and Coastal Resource Stewardship**

The purpose of this priority area is to promote protection, restoration and stewardship of Alabama's coastal resources through an ecosystem approach to management.

Project examples include:

- ❖ Developing policies, guidance and best management practices to restore and preserve coastal wetlands and shorelines
- ❖ Developing long-term conservation and/or restoration strategies for sensitive natural areas
- ❖ Shoreline and wetland restoration planning to mitigate the effects of natural hazards (also fulfills the Coastal Hazards and Resilient Communities focus area)
- ❖ GIS applications for natural resource management
- ❖ Spatial data collection for coastal habitats
- ❖ Measuring land use changes and developing long-term protection strategies
- ❖ Community education and outreach related to coastal habits, wetland protection and coastal resource stewardship

D. Coastal Nonpoint Source Pollution Control

The Coastal Nonpoint Pollution Control Program was established by Congress in 1990 to encourage better coordination between state coastal zone managers and water quality experts to reduce polluted runoff in the coastal zone. The Program is unique in that it establishes a set of management measures for states to use in controlling polluted runoff. Funding in this focus area will be provided based on the extent to which projects advance the State of Alabama toward final approval and implementation of its Coastal Nonpoint Pollution Control Program (CNPSP), particularly in currently unapproved management measure areas outline below. Extra consideration will be given to proposals that help achieve approval of the Alabama CNPSP. More information on the Coastal Nonpoint Pollution Control Program can be found at <http://coastalmanagement.noaa.gov/nonpoint/welcome.html>.

Potential projects include planning, engineering and design, data collection/analysis, monitoring, mapping, modeling and education and outreach related to the following areas:

- ❖ Storm water runoff from new development
- ❖ Comprehensive planning for development to protect sensitive ecological areas, minimize land disturbances and retain natural drainage and vegetation
- ❖ Watershed planning (must be done using EPA Section 319 elements and guidelines)
- ❖ Nutrient/pathogen loadings to surface water and groundwater from new and operating on-site disposal systems (OSDS)
- ❖ Hydromodification improvement to address existing nonpoint source pollution problems caused by dams, dredge and eroding streambanks and shorelines
- ❖ Wetland and riparian area protection and restoration
- ❖ Engineered vegetated treatment systems

III. REVIEW PROCEDURE AND EVALUATION CRITERIA

Applications that meet the minimum requirements listed below will be reviewed by Coastal Section staff using the numeric criteria outlined in this section. Staff may coordinate the review of the applications with other state agency staff or organizations as appropriate and will recommend the highest scoring projects to the Commissioner of Conservation for funding. Projects approved by the Commissioner will be submitted to NOAA for final review and approval.

Applications must meet the following minimum requirements in order to be reviewed by the evaluation committee:

- ❖ Application was submitted electronically using the provided application form
- ❖ Application is fully completed and was received by the application deadline
- ❖ Applying organization is an eligible applicant
- ❖ Project is in an eligible project location

Each application will be scored using the evaluation criteria below. Applications that best address these criteria will be most competitive. The final score of each application will be the average of the evaluators' scores. Complete applications will be evaluated for funding based on the following equally weighted considerations:

- 1) **Purpose and Scope of Work:** Purpose of the proposed project is clear and concise. Description of activity or work to be conducted is logical and technically sound. Highest scoring projects will provide a clear overview of the project and work to be undertaken. (0-5 points)
- 2) **Focus Area Connection:** Applicant has clearly explained how the proposed project addresses issues related to at least one grant focus area. Highest scoring projects will demonstrate the degree to which the project will result in improved management of coastal resources and uses. Preference will be given to projects that address outstanding conditions in Alabama's Coastal Nonpoint Source Pollution Program. (0-5 points)
- 3) **Public Benefit:** Applicant has clearly explained how the proposed project fulfills an existing public need or benefit. Applicant describes the geographic area to be served by the project. Highest scoring projects will have the potential to benefit citizens outside of the immediate local government jurisdiction and will have a high degree of public benefit. (0-5 points)
- 4) **Outreach:** A significant and proactive public education and/or community outreach component has been incorporated into the project. The applicant describes components of the outreach effort and lists the tasks to be performed. Highest scoring projects will make the target audience aware of the project and/or coastal resources and will demonstrate a high degree of community involvement in all phases of project development, including implementation and monitoring. (0-5 points)
- 5) **Support:** Applicant has identified project partners, if any, and has demonstrated that there is support from the local community for the project. Highest scoring projects will include partnerships across departments, organizations and jurisdictions and will be supported by the local community. (Note that letters of support and/or commitment are not required, but serve to back an applicant's assertion of support. Therefore points should not be deducted for lacking letters of support.) (0-5 points)
- 6) **Schedule:** A project schedule has been completed and includes key project tasks by quarter with associated outcomes and deliverables. Method to achieve each deliverable is appropriate. Schedule is feasible and demonstrates that all tasks will be completed within the grant funding period. Highest scoring projects will include well-defined tasks with deliverables listed in chronological order and planned within a reasonable timeframe. (0-5 points)
- 7) **Measuring Success and Next Steps:** Applicant has clearly described how success of the project will be measured and includes specific performance measures, if applicable. Applicant has described next steps for the project after grant funding expires including how the product or outcome will be used. Highest scoring projects will include performance measures and will demonstrate a long-term commitment to project success. (0-5 points)
- 8) **Budget:** The budget appears reasonable, appropriate and accurate. The budget justification details all funds requested with reasonable justifications, and budgeted items are consistent with the project description and tasks for the project. Highest scoring projects will pose a high overall public benefit relative to its cost. (0-5 points)

IV. APPLICATION CHECKLIST

Ensure your completed application package includes the following information:

- _____ (1) Completed Application Package (Signed cover page and Project Description Questions with Proposed Budget).
- _____ (2) Data Sharing Plan (to be completed only if geospatial data will be collected and/or created as a part of the proposed project). A sample simple data sharing plan is included in Section V Example Documents.
- _____ (3) Optional letters of support from the public and letters of commitment from project partners included as PDF files.

V. EXAMPLE DOCUMENTS

The following example documents are provided for reference.

Example of a Simple Data Sharing Plan

1. Describe the types of geospatial data and/or information to be created during the course of the project.

LiDAR data will be collected over Asateague Island to provide highly accurate and current elevation points that will enable the creation of a digital elevation model. This digital elevation model will be compared to previous models to determine changes and then used to develop safer and more resilient park facilities.

2. Describe the type of data collection method(s) (e.g. aircraft, ship, satellite, etc.).

We plan to contract with a private sector photogrammetric firm for airborne data acquisition over study area.

3. Provide the tentative date by which data/metadata will be shared/stored.

The 'raw' point cloud LAS file will be shared with NOAA, CSC immediately and the final DEM file will be posted to the State's public-facing web mapping service within two months of the final acceptance of the data. FGDC/CSDGM compliant metadata will be posted with the data.

4. Describe the standards to be used for data/metadata format and content. Note that metadata for your geospatial data must be compliant with the Federal Geographic Data Committee's (FGDC) Content Standard for Digital Geospatial Metadata (CSDGM).

The contractor will be responsible for meeting or exceeding the latest version of the USGS/NDEP LiDAR Standard.

5. Describe your program's policies addressing data stewardship and preservation.

We will leave the data on the (insert name) web site for at least three years. During that time period, we will ask NOAA if they have interest/resources for archiving the data and work with them, as needed. If they do not have interest in archiving the data to provide for national access, we will arrange for data preservation at our State Archives.

6. **Outline the procedures for providing access to data and prior experience in publishing such data. Note that the Data Sharing Plan, metadata production and posting of metadata can be accomplished by using the GIS Inventory, which is available at <http://gisinventory.net>.**

We have not had experience sharing data in the past. We will use our ___ State Clearinghouse or ___ the GIS Inventory to document the data. We will work with ___ our State GIS Coordination Office or ___ NOAA, CSC to provide data access via the Digital Coast.

ALABAMA COASTAL AREA MANAGEMENT PROGRAM

Annual Funding Application

Use one application per project.

Indicate Project Focus Area:

- Government Coordination and Local Government Planning
- Coastal Hazards and Resilient Communities
- Coastal Habitats, Wetland Protection and Coastal Resource Stewardship
- Coastal Nonpoint Source Pollution Control

Title of Project: _____

Location of Project (Include physical address and GPS coordinates in decimal degree format, if applicable):

Applicant (Organization Name): _____

Applicant's Federal Identification Number: _____

Authorized Representative (Name/E-Mail Address): _____

Federal Funding Requested: \$ _____ **Non-Federal Match: \$** _____

Total Project Cost: \$ _____

Project Contact (within organization): _____

Title: _____

Phone: _____

E-Mail Address: _____

Mailing Address: _____

Title of Project: _____

I. PROJECT DESCRIPTION

Complete the following sections to provide a full description of the proposed project. Text size will change to accommodate varying answer lengths, but please be as concise as possible.

- 1) **Purpose and Scope of Work:** Describe the purpose of the proposed project and give an overview of the activity or work to be conducted.

- 2) **Focus Area Connection:** Explain how the proposed project addresses issues related to at least one Coastal Program grant focus area. Provide information on the degree to which the project will result in improved management of coastal resources and uses.

- 3) **Public Benefit:** Briefly describe how the project fulfills an existing public need/benefit either directly and/or indirectly. What geographic area will be served by the project? Preference will be given to projects that have the potential to benefit citizens outside of the immediate local government jurisdiction.

- 4) **Outreach:** Describe how a proactive public education and/or community outreach component has been incorporated into the project. Describe all components of the education/outreach effort, including the tasks to be performed. Ideal projects will make the target audience aware of the project and/or coastal resources and will demonstrate a high degree of community involvement in all phases of project development, including implementation and monitoring.

- 5) **Support:** Identify all project partners, including other agencies or organizations associated with the project. Ideal projects will include partnerships across departments, organizations and/or jurisdictions. Describe coordination efforts and indicate whether there is support from the local community for the project. Letters of support from the public and letters of commitment from project partners are not required but may be included in the application submittal as Portable Document Format (PDF) files.

- 6) **Schedule:** Outline the project schedule showing the progress and completion of key project tasks by quarter (Oct 1-Dec 31, Jan 1-Mar 31, Apr 1-Jun 30, and Jul 1-Sept 30). For each task, clearly show associated outcome(s) or deliverable(s). The schedule must be feasible and demonstrate that all tasks will be completed within the grant funding period.

- 7) **Measuring Success and Next Steps:** Describe how success of the project will be measured and include specific performance measures, if applicable. Describe next steps for the project following expiration of grant funding including how the product/outcome will be used. Ideal projects will have clear measures for success and will demonstrate long-term commitment to the project through ongoing actions after project completion.

II. PROPOSED BUDGET

Please provide a categorized budget summary in the table below. Round to the nearest dollar; no cents. The total value of non-federal match must equal or be greater than the federal funds requested. Project costs will be evaluated for reasonability.

Category	Federal Funds Requested	Value of Non-Federal Match	Is Match Cash or In-kind?	Total Project Value
Salary	\$	\$		\$
Fringe Benefits	\$	\$		\$
Travel	\$	\$		\$
Equipment <i>Nonexpendable item that costs over \$5,000 per unit</i>	\$	\$		\$
Supplies/Materials <i>Item less than \$5,000 per unit. (e.g. office supplies)</i>	\$	\$		\$
Sub-Contractual¹ <i>Services to be completed by a third-party</i>	\$	\$		\$
Other	\$	\$		\$
Total	\$	\$	----	\$

¹Grant applicants may choose to utilize a subcontractor or third-party to complete some or all of the proposed work. If any portion of the proposed project will be completed through a sub-contract, NOAA now requires a separate budget for that subcontract to be completed for transparency purposes. See the Sub-Contract Budget Supplement table on the following page.

In the following table, please provide a brief justification for the expenditures in each category above.

Category	Budget Justification
Salary	
Fringe Benefits	
Travel	
Equipment <i>Nonexpendable item that costs over \$5,000 per unit</i>	

Category	Budget Justification
Supplies <i>Item less than \$5,000 per unit. (e.g. office supplies, construction materials)</i>	
Sub-Contractual <i>Provide a description of work to be performed by a third-party and identify the sub-contractor, if known. Indicate whether the contractor will be selected through a competitive process. If completing this section, you must also complete the Sub-Contract Budget Supplement below.</i>	
Other	

Sub-Contract Budget Supplement

Please complete the following table ONLY if a portion of the proposed project will be completed by a sub-contractor. The total value in this table must match the “Total Project Value” listed in the Sub-Contractual category above. If a sub-contractor will not be selected until the grant is awarded, please indicate this in the budget justification above and estimate sub-contractual budget amounts to the best of your ability.

Sub-Contract Category	Value
Salary	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies/Materials	\$
Sub-Contractual ¹	\$
Other	\$
Total	\$

¹If a sub-contractor will sub-contract additional work, please include a separate budget for that subcontract with the application package.

III. DATA SHARING PLAN

If geospatial data will be collected and/or created as a part of the proposed project, NOAA requires that applicants complete the Data Sharing Plan section on the following page. **Applicants do not have to complete this section if geospatial data will not be collected.** An example of a simple data sharing plan is provided in the ACAMP Annual RFP Application Guidance Document. The purpose of this policy is to ensure that data produced with federal funds are easily available and discoverable for public benefit and to provide notice of your intent to collect geospatial data to facilitate collaboration and avoid duplication of effort.

The Data Sharing Plan, metadata production and posting of metadata can be easily accomplished by using the GIS Inventory, which is available at <http://gisinventory.net>. This site will automatically expose the metadata to <http://geo.data.gov> and the Geospatial Platform as required in NOAA's policy. If your organization already has a process in place to provide notice of your intended data collection, create Federal Geographic Data Committee's (FGDC) metadata and export your data to Geo.data.gov, you are not required to use the GIS inventory.

Please contact Coastal Section staff if you have any questions.

Data Sharing Plan

To be completed by applicants who will be collecting or creating geospatial data as part of the proposed project.

1. Describe the types of geospatial data and/or information to be created during the course of the project.

2. Describe the type of data collection method(s) (e.g. aircraft, ship, satellite, etc.).

3. Provide the tentative date by which data/metadata will be shared/stored.

4. Describe the standards to be used for data/metadata format and content. Note that metadata for your geospatial data must be compliant with the Federal Geographic Data Committee's (FGDC) Content Standard for Digital Geospatial Metadata (CSDGM).

5. Describe your program's policies addressing data stewardship and preservation.

6. Outline the procedures for providing access to data and prior experience in publishing such data. Note that the Data Sharing Plan, metadata production and posting of metadata can be accomplished by using the GIS Inventory, which is available at <http://gisinventory.net>.