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**STATE LANDS DIVISION, COASTAL SECTION**  
**5 Rivers ~ Alabama's Delta Resource Center**

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**March 22, 2019**

**ALABAMA COASTAL AREA MANAGEMENT PROGRAM**

**ANNUAL REQUEST FOR PROPOSALS**

*FUNDING OPPORTUNITIES FOR:*  
**COASTAL NONPOINT POLLUTION CONTROL PROJECTS**  
**COASTAL PLANNING PROJECTS**  
**COASTAL EDUCATION PROJECTS**  
**COASTAL PUBLIC ACCESS IMPROVEMENT PROJECTS**

The Alabama Department of Conservation and Natural Resources (ADCNR), State Lands Division (SLD), Coastal Section is accepting requests for projects to be completed in the Alabama Coastal Area (defined as Mobile County and Baldwin County) for Fiscal Year 2020 (October 1, 2019 – September 30, 2020). This competitive funding opportunity is administered by the Alabama Coastal Area Management Program (ACAMP) utilizing federal funds provided by the National Oceanic and Atmospheric Administration (NOAA) pursuant to the Coastal Zone Management Act of 1972.

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 address coastal management issues related to at least one of the following focus areas:

- ❖ Government Coordination and Local Government Planning
- ❖ Coastal Hazards and Resilient Communities
- ❖ Improving Public Access to Coastal Resources
- ❖ Coastal Habitats, Wetland Protection and Coastal Resource Stewardship
- ❖ Coastal Nonpoint Source Pollution Control
- ❖ Public Access to Coastal Resources: Construction and Land Acquisition

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, 2019, for a period not to exceed 12 months.

**TO APPLY AND FOR DETAILS OF SUBMISSION REQUIREMENTS:**

Visit [www.alabamacoastalprograms.com](http://www.alabamacoastalprograms.com) to view the Application Guidance and download the fillable Funding Application form. You can also contact Coastal Section Staff at 251-621-1216.

**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

**DEADLINE FOR PROPOSAL SUBMISSION: April 19, 2019 - 5:00 p.m.**

Proposals should be submitted by mail or in person to the following address:

State Lands Division Coastal Section  
c/o Amy King  
31115 5 Rivers Blvd.  
Spanish Fort, AL 36527

Electronic submissions should be e-mailed in Portable Document Format (.pdf) to [Amy.King@dcnr.alabama.gov](mailto:Amy.King@dcnr.alabama.gov) with ACAMP Funding Application in the subject line.

No application shall be received for any reason any time after the submission deadline. It shall be the sole responsibility of the submitting entity to ensure actual receipt by the State Lands Division prior to this deadline.

**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 (ACAMP), 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
- ❖ Coastal Public Access Improvement Projects

Details regarding grant focus areas are included in Section II. This complete RFP Application Package can be found at [www.alabamacoastalprograms.com](http://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

### 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](http://www.independentsector.org/volunteer_time). While evidence of matching funds availability is not required at time of application submission, such evidence must be presented prior to execution of an agreement with ADCNR. Failure to provide satisfactory documentation of match requirement will result in termination of grant award.

### D. Award Period

The anticipated project start date is October 1, 2019 for a period not to exceed 12 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**

April 19, 2019	Proposals must be received in the Coastal Section office by 5:00 PM.
June 30, 2019	Applicants will be notified of their selection status.
October 1, 2019	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, 2019.
September 30, 2020	Projects must be completed.

**G. Application Submittal**

Submit a completed application form along with any supporting documentation **by 5:00 PM on April 19, 2019** to [Amy.King@dcnr.alabama.gov](mailto:Amy.King@dcnr.alabama.gov)

Applications must be submitted electronically or in person using the provided application form. 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: Amy King	<a href="mailto:Amy.King@dcnr.alabama.gov">Amy.King@dcnr.alabama.gov</a>
Angela Underwood	<a href="mailto:Angela.Underwood@dcnr.alabama.gov">Angela.Underwood@dcnr.alabama.gov</a>
Will Underwood	<a href="mailto:Will.Underwood@dcnr.alabama.gov">Will.Underwood@dcnr.alabama.gov</a>

**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 modification. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

Awarding of grants and subsequent funding 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. If you have questions as to potential eligibility of project activities, you can contact

Coastal Program staff. However, no determination as to eligibility will be made prior to submission and review of applications.

**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 establishes management measures for states to use in controlling polluted runoff. 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 onsite disposal systems (OSDS, e.g., septic tanks)
- ❖ 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

#### **E. Public Access to Coastal Resources: Construction and Land Acquisition**

The Public Access focus area is designed to help Alabama's coastal communities identify and improve public access to cultural, historical and natural areas while protecting resources from overuse and damage. Projects may protect, restore or enhance public access opportunities through **small-scale construction or land acquisition**.

Project examples include:

- ❖ Engineering design and construction of fishing piers, kiosks, dune crossovers, boardwalks, observation decks, kayak launches
- ❖ Design and installation of educational and interpretive signage
- ❖ Fee simple acquisition of land to minimize development in high hazard areas while increasing public access to coastal resources
- ❖ Purchasing an easement for a public right-of-way to the beach
- ❖ Natural shoreline restoration for habitat enhancement (primary goal cannot be erosion control)

Public access grant funds may be used for projects meeting one or more of the following objectives:

1. Provide public access to coastal areas including beaches, coastal waterways and other coastal areas;
2. Preservation or restoration of areas that contain one or more coastal resource of national significance including coastal wetlands, beaches, dunes, barrier islands, reefs, estuaries, or fish and wildlife habitat;
3. Preservation or restoration of areas designated in Alabama's Coastal Area Management Program such as the Mobile-Tensaw River Delta, Point aux Pines Wetland System and Dauphin Island Audubon Bird Sanctuary;

4. Redevelopment of deteriorating and underutilized urban waterfronts and ports that are designated as Areas of Particular Concern in Alabama’s Coastal Area Management Program such as the Port of Mobile;
5. Restoration and enhancement of shellfish production through the purchase and distribution of clutch material on publicly-owned reef tracts;
6. The development of a coordinated process among state agencies to regulate and issue permits for aquaculture facilities in the coastal zone.

The use of public access grant funds is limited to:

1. The acquisition of fee simple or other interest in land, e.g., purchasing an easement for a public right-of-way to the beach or to purchase an ecologically important area to preserve as an area of particular concern;
2. Low-cost construction projects that provide for public access including but not limited to paths, walkways, dune walkovers, boardwalks, public piers, fences, parks and the rehabilitation of historic buildings and structures;
3. Educational, interpretive and other management;
4. Engineering designs, specifications and other appropriate reports related to the above; and
5. The revitalization of deteriorating or underutilized urban waterfronts or ports for
  - a. the rehabilitation or acquisition of piers for public use, including compatible commercial activity;
  - b. the establishment of small scale shoreline stabilization measures, including the installation or rehabilitation of bulkheads for the purpose of public safety or increased public access and use of urban waterfront area;
  - c. the removal or replacement of pilings where such action will provide increased recreational use of urban waterfront areas.

NOTE: Funds shall not be used to finance large-scale erosion-prevention structures, such as beach nourishment or hard structure erosion control projects.

Public access grant funds are for public benefit and may not be used to improve private property. Sites must be open to the general public and comply with the Americans with Disabilities Act (ADA). In general, user fees should not be charged to access sites. See Project Location section above for additional information on geographic areas eligible for funding in this focus area.

### 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 seek assistance as to the review of the applications from other state agency staff and/or other entities, as appropriate, and will recommend the highest scoring projects to the ADCNR Commissioner. Projects ultimately approved by the ADCNR 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 must be submitted using the provided application form
- ❖ Application must be complete and received by the application deadline
- ❖ Applying organization must be an eligible applicant
- ❖ Project must be in an eligible project location

Applications meeting the above minimum qualifications will be scored using the evaluation criteria detailed below (with all criteria being equally weighted). Applications that best address these criteria will be most competitive.

- 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 of the Alabama Coastal Nonpoint Pollution Control Program. (0-10 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 encourage community participation in the project where appropriate. Outreach materials should be transferable to the entire Alabama Coastal Area. (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 serve to evidence an applicant's assertion of support but are not required. Therefore, points will not be deducted for failure to include letters of support.) (0-5 points)
- 6) **Schedule:** A project schedule has been completed and includes key project tasks by quarter (Oct 1-Dec 31, Jan1-Mar 31, Apr 1-Jun 30, and Jul 1-Sept 30) 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 through ongoing actions after project completion. (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 including 306a checklist for construction and acquisition projects.
- \_\_\_\_\_ (2) Data Management 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 management plan is included in Section V Example Documents.
- \_\_\_\_\_ (3) Optional letters of support from the public and letters of commitment from project partners (for online applications, letters should be included as PDF files).

#### V. EXAMPLE OF SIMPLE DATA MANAGEMENT PLAN DOCUMENT

**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. consumer GPS, survey grade GPS, aircraft, ship, 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.**

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.**

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
- Public Access to Coastal Resources – Construction
- Public Access to Coastal Resources – Land Acquisition

**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:** \_\_\_\_\_

**Certification Statement**

By signing this title page, the undersigned certifies that this application is in all respects fair and submitted in good faith without collusion or fraud, and if selected through this application process, the recipient will work in good faith and in partnership with the Alabama Coastal Area Management Program to manage its sub-grant in a timely and accurate manner.

\_\_\_\_\_  
Signature (*Scanned or digital*)

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

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 encourage community participation where appropriate. Outreach materials should be transferable to the entire Alabama Coastal Area.

- 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. Highest scoring projects will have clear measures for success and will demonstrate long-term commitment to the project through ongoing actions after project completion.

**Additional questions for construction and land acquisition projects in the Public Access to Coastal Resources focus areas:**

- 8) Briefly describe the current site conditions and proposed project footprint. Written description should support depiction in the project site plan and site photograph(s).

- 9) Briefly describe the current coastal uses at the project site and whether these uses will change as a result of the proposed project.

- 10) List the types of construction materials to be used, construction and operation practices to be followed and any best management practices (BMPs) the project will use to avoid, minimize, or mitigate environmental impacts.

**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
<b>Salary</b>	\$	\$		\$
<b>Fringe Benefits</b>	\$	\$		\$
<b>Travel</b>	\$	\$		\$
<b>Equipment</b> <i>Non-expendable item that costs over \$5,000 per unit</i>	\$	\$		\$
<b>Supplies/Materials</b> <i>Item less than \$5,000 per unit. (e.g. office supplies,)</i>	\$	\$		\$
<b>Sub-Contractual<sup>1</sup></b> <i>Services to be completed by a third-party</i>	\$	\$		\$
<b>Other</b>	\$	\$		\$
<b>Total</b>	\$	\$		\$

<sup>1</sup>Grant 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
<b>Salary</b>	
<b>Fringe Benefits</b>	
<b>Travel</b>	
<b>Equipment</b> <i>Non-expendable item that costs over \$5,000 per unit</i>	

Category	Budget Justification
<b>Supplies</b> <i>Item less than \$5,000 per unit. (e.g. office supplies, construction materials)</i>	
<b>Sub-Contractual</b> <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>	
<b>Other</b>	

**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
<b>Salary</b>	\$
<b>Fringe Benefits</b>	\$
<b>Travel</b>	\$
<b>Equipment</b>	\$
<b>Supplies/Materials</b>	\$
<b>Sub-Contractual<sup>1</sup></b>	\$
<b>Other</b>	\$
<b>Total</b>	\$

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

### III. DATA MANAGEMENT PLAN

**If geospatial data will be collected and/or created as a part of the proposed project**, NOAA requires that applicants complete a Data Management Plan section on the following page. 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 guidelines for development of the plan are listed below. Please contact Coastal Section Staff as 251-621-1216 if you have any questions related to this requirement.

1. Environmental data and information collected or created under NOAA grants or cooperative agreements must be made discoverable by and accessible to the general public, in a timely fashion (typically within two years), free of charge or at no more than the cost of reproduction, unless an exemption is granted by the NOAA Program. Data should be available in at least one machine-readable format, preferably a widely-used or open-standard format, and should also be accompanied by machine-readable documentation (metadata), preferably based on widely-used or international standards.
2. Proposals submitted in response to this announcement must include a Data Management Plan of up to two pages describing how these requirements will be satisfied. The contents of the Data Management Plan (or absence thereof), and past performance regarding such plans, will be considered as part of proposal review. A typical plan should include descriptions of the types of environmental data and information expected to be created during the course of the project; the tentative date by which data will be shared; the standards to be used for data/metadata format and content; methods for providing data access; approximate total volume of data to be collected; and prior experience in making such data accessible. The costs of data preparation, accessibility, or archiving may be included in the proposal budget unless otherwise stated in the Guidance. Accepted submission of data to the NOAA National Centers for Environmental Information (NCEI) is one way to satisfy data sharing requirements; however, NCEI is not obligated to accept all submissions and may charge a fee, particularly for large or unusual datasets.
3. NOAA may, at its own discretion, make publicly visible the Data Management Plan from funded proposals, or use information from the Data Management Plan to produce a formal metadata record and include that metadata in a catalog to indicate the pending availability of new data.
4. Proposal submitters are hereby advised that the final pre-publication manuscripts of scholarly articles produced entirely or primarily with NOAA funding will be required to be submitted to NOAA Institutional Repository after acceptance, and no later than upon publication. Such manuscripts shall be made publicly available by NOAA one year after publication by the journal.

## 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, GPS, survey grade GPS, 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

#### **IV. ADDITIONAL REQUIREMENTS FOR PUBLIC ACCESS TO COASTAL RESOURCES PROJECTS**

Applicants only have to fulfill the following requirements for **construction and land acquisition projects in the Public Access to Coastal Resources focus areas.**

**A. Location Map**

Include a project location map in PDF format with your submission. The location map should illustrate where the project is located in the county/municipality (i.e. zoomed out map). An example location map is included in the ACAMP Annual RFP Application Guidance Document.

**B. Project Site Plan**

Include a project site plan in PDF format with your submission. The project site plan should clearly show the proposed project footprint as well as a depiction of all construction elements and proposed improvements (i.e. zoomed in map). An example project site plan is included in the ACAMP Annual RFP Application Guidance Document.

**C. Photographs**

Include 1-3 photographs of the proposed project site with your submission. Photographs should clearly illustrate current site conditions.

**D. Title opinion, title insurance commitment/certificate, or affidavit**

Include a title opinion or title affidavit in PDF format with your submission. This document must show that the property on which the proposed project will be located is publicly owned, leased, or under easement in perpetuity or for the expected life of the project (at least 20 years). Title opinion and title affidavit examples are included in the ACAMP Annual RFP Application Guidance Document.

**E. Public Access Checklist**

Applicants requesting funds for construction or land acquisition projects must include a completed Public Access Checklist in PDF format with your submission.

## PUBLIC ACCESS CHECKLIST

To be completed if requesting funds for construction or land acquisition in the Public Access to Coastal Resources focus area.

Title of Project: \_

### 1. Project Eligibility:

#### a. Objectives (Check all that apply):

Providing public access to coastal areas

Preservation/restoration of areas with coastal resources of national significance including coastal wetlands, beaches, dunes, barrier islands, reefs, estuaries, or fish and wildlife habitat  
Identify coastal resource: \_

Preservation/restoration of designated areas including Mobile-Tensaw River Delta, Point aux Pines Wetland System and Dauphin Island Audubon Bird Sanctuary  
Identify area: \_

Redevelopment of deteriorating and underutilized urban waterfronts and ports that are designated as Areas of Particular Concern including the Port of Mobile

Restoration and enhancement of shellfish production through the purchase and distribution of clutch material on publicly-owned reef tracts

Development of coordinated process for aquaculture facilities in the coastal zone

#### b. Uses (Check all that apply):

Acquisition of fee simple or other interest in land

Low-cost construction project

Educational, interpretive signage and other management costs, including aquaculture

Engineering designs and other public access reports, including aquaculture

Revitalize urban waterfronts or ports: piers, pilings or shoreline stabilization

### 2. Public Benefit:

a. The project (or acquisition) will be located on a property that is publicly owned or accessible via a publicly-held easement.  Yes  No

b. The project will be for public benefit.  Yes  No

c. The project will improve private property and/or result in private or commercial gain.  Yes  No  
If the answer is Yes, the project is not eligible for funding.

d. The grant recipient will need to secure an easement or lease to conduct the project (i.e. because the recipient does not own the property).  Yes  No  N/A

If Yes, attach a copy of the easement or lease to the application; if No, go on to 2e.

What is the term of the easement or lease (provide date of expiration or specify if in perpetuity)? \_

The easement or lease contains a reversionary clause.  Yes  No

e. The project will be open to the general public.  Yes  No  N/A

If the answer is No, the project is not eligible for funding unless access is limited for a legitimate reason, such as public safety, resource protection, or scientific research. Attach an explanation for why the project will not be open to the public and describe the public benefits that would be provided by the project in the absence of public access.

f. Will the public be charged a user fee to access the project?  Yes  No  N/A

If the answer is Yes, attach an explanation for the user fee, including the amount, whether there will be differential fees (and a justification thereof), the need for the fees, and proposed use of the revenue.

**3. Involvement of Non-profit Organizations:**

Will the applicant contract with a non-profit organization to complete part or all of the project.

Yes  No

If the answer to 3 is Yes, the name of the non-profit organization is:

\_\_\_\_\_

**4A. Supporting Documentation for Low-Cost Construction Projects (if your project is land acquisition, skip to 4B):**

a. A title opinion, title insurance commitment/certificate, or affidavit showing that the property on which the proposed project will be located is publicly owned, leased, or under easement in perpetuity or for the expected life of the project (at least 20 years) is attached.  Yes  No

b. A project site plan is attached to this application.  Yes  No

c. A location map is attached to this application.  Yes  No

(Go on to Question 5)

**4B. Supporting Documentation for Land Acquisition Projects:**

a. A title opinion or title insurance commitment/certificate showing that the property to be acquired is owned by the contracted seller and is free of encumbrances that could affect the future viability of the property in its intended use is attached.  Yes  No

b. The applicant has obtained an independent appraisal of the fair market value for the property to be purchased that was developed pursuant to NOAA's Section 306A Guidance.  Yes  No

c. A project site plan is attached to this application.  Yes  No

d. A location map is attached to this application.  Yes  No

**5. National Historic Preservation Act and Alabama Historical Commission (AHC) Clearance:**

a. To your knowledge, will the proposed project affect sites listed or eligible to be listed on the National Register of Historic Places or is otherwise protected by Section 106 of the National Historic Preservation Act or similar State registry.  Yes  No

b. Please read and initial.

A clearance from the Alabama Historical Commission (AHC)--the state's historic preservation agency--is required for each project. Therefore, once Coastal Section tentatively approves a project, the staff submits the project to AHC for review. AHC will provide a clearance or will set conditions in a letter addressed to the Coastal Section.

Coastal Section staff will notify the applicant of additional requirements. The applicant must address any conditions that the AHC places on the project prior to beginning work, and submit a copy of any correspondence between the AHC and the applicant to the Coastal Section office.

Your initials indicate that you have read and understood Item 5b of this checklist.

**6. National Flood Insurance Program:**

a. The project involves construction, improvements, and/or land acquisition to support construction or improvements.  Yes  No (If the answer to 6a is no, go on to 7)

**6. National Flood Insurance Program:**

- b. The project will be located in a Special Flood Hazard Area (e.g., Zones A, AE or A1-30, AH, AO, AR, A99, Coastal A, V, VE or V1-30) shown on a National Flood Insurance Program (NFIP) Flood Insurance Rate Map.  Yes  No

If the answer is Yes, the zone(s) is \_\_\_\_\_ (If the answer is No, go on to 7)

Information is generally available from local community planning or building permit departments. Flood Insurance Rate Maps are also available at <https://msc.fema.gov>.

- c. The community in which the project will be located is participating in the NFIP.  Yes  No

If the answer to 6c is No, the project is not eligible for funding.

A list of participating communities is available at <http://www.fema.gov/fema/csb.shtm>.

**7. Coastal Barrier Resources Act:**

The project is located on a coastal barrier island designated as a unit of the Coastal Barriers Resources System (CBRA).

- Yes  No

If the answer to 7 is Yes, the unit number is \_\_\_\_\_

If the answer to 7 is Yes and the unit number does not end in a "P" attach to this checklist a brief analysis as to how the proposed project is consistent with the three CBRA purposes: to minimize (1) the loss of human life, (2) wasteful federal expenditures, and (3) damage to fish, wildlife and other natural resources.

Coastal Barrier Resource System Maps are available at <http://www.fws.gov/cbra/Maps/index.html>.

**8. Endangered Species Act:**

- a. To your knowledge, are there listed threatened or endangered plant or animal species or their critical habitat (as defined by the Endangered Species Act) that are under the jurisdiction of the National Marine Fisheries Service (NMFS) or U.S. Fish and Wildlife Service (USFWS) on the proposed project site.  Yes  No

If the answer to 8a is Yes, attach a list of the species and/or their critical habitats as listed on the Endangered Species Webpage at <http://www.fws.gov/endangered/>.

- b. Please read and initial.

A clearance from U.S. Fish and Wildlife Service (USFWS) is required for each project. Therefore, once Coastal Section tentatively approves a project, the staff submits it to USFWS so it can be evaluated for compliance with the Endangered Species Act. If USFWS believes a proposed project may have minor and temporary effects, additional requirements may be placed upon the project, and these requirements must be adhered to by the applicant in order to receive funding. If USFWS determines that a proposed project will adversely and significantly affect threatened or endangered species or critical habitat, the project will not be approved by Coastal Section.

Coastal Section staff will notify the applicant of additional requirements. The applicant must address any conditions that USFWS places on the project prior to beginning work and submit a copy of any correspondence between the USFWS and the applicant to the Coastal Section office.

Your initials indicate that you have read and understood Item 8b of this checklist.

**9. Coastal Nonpoint Pollution Control Program:**

The applicant will use best management practices in conformance with the Alabama Coastal Nonpoint Pollution Control Program.  Yes  No  N/A

**10. National Environmental Policy Act (NEPA):**

In your opinion,

- a. Will the proposed project significantly affect the quality of the human environment?  Yes  No
- b. Will the proposed project involve unresolved conflicts concerning alternative uses of available resources?  Yes  No
- c. Will the proposed project have significant adverse effects on public health and safety?  Yes  No
- d. Will the proposed project have highly controversial effects to the human environment?  Yes  No
- e. Will the proposed project have highly uncertain and potentially significant environmental effects or involve unique or unknown risks?  Yes  No
- f. Will the proposed project have significant adverse impacts on other natural resources not covered elsewhere in this checklist, e.g., beaches and dunes, wetlands, estuarine areas, wildlife habitat, wild or scenic rivers, reefs, or other coastal resources?  Yes  No
- g. Will the proposed project have insignificant effects when performed separately, but their addition to effects from existing and reasonably foreseeable actions may result in cumulatively significant impacts?  Yes  No

If the answer to any one subpart of 10 is Yes, then additional NEPA review and documentation may be required. Attach a description of the resource(s) affected, the nature and scope of the effects, and information explaining why the applicant believes an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) should not be required. Additional information may be required in cases where potential impacts are not clearly described or where probable impacts require an EA or EIS.

**11. Environmental Justice:**

The project will have disproportionately high and adverse human health or environmental effects on minority or low income populations.  Yes  No

**12. Americans with Disabilities Act (ADA):**

The proposed project will be accessible to people with disabilities.  Yes  No  N/A

If the answer to 12 is No, attach an explanation for how the project conforms with ADA requirements as described below. If the project does not meet the requirements, it will not be approved.

Public access projects shall be handicapped accessible and comply with the 2010 ADA standards unless the construction of a handicapped accessible structure would damage coastal resources or resource damage would occur in the absence of the project. In these instances, the project shall be handicapped accessible to the extent that conditions allow. Of particular note are the 2010 ADA standards for boat slips, boarding piers, fishing piers and platforms, and accessible routes to them. An applicant may not use increased cost as a reason to not construct a handicapped accessible project. A project is not eligible for funds unless it meets these criteria.

**13. Tribal Interests:**

- a. The project is located on or will affect Tribal lands.  Yes  No (If No, go on to 14)
  - b. The project is consistent with applicable tribal laws.  Yes  No
- If No, the project will not be approved.

**14. State and Local Laws:**

The project is consistent with applicable state and local laws.  Yes  No

If the answer is No, the project will not be approved.

**15. Required Permits and Agency Reviews:**

- a. List all local, state, tribal or federal permits required for this project. Approved applicants are required to submit copies of all permits to the Coastal Section office prior to beginning work on the project. Failure to obtain permits and adhere to the requirements will make a project ineligible for funding.

- b. Please read and initial.

All projects may be subject to federal and state requirements and permitting in addition to those listed by the applicant. These additional requirements include, but may not be limited to, the following:

**Permit: U.S. Army Corps of Engineers (USACE):** *Process initiated by applicant.*

Once a project is approved and a contract executed, the applicant is responsible for obtaining approval from USACE if a project impacts wetlands or waterways. A copy of the USACE permit or no permit required letter must be submitted by the applicant to the Coastal Section office prior to beginning work on the project.

**Permit: Alabama Department of Environmental Management (ADEM):** *Process initiated by Coastal Section, follow-up may be required by applicant.*

Once Coastal Section tentatively approves a project application, the staff submits it to ADEM's Coastal Section for a determination as to whether the project is consistent with the Alabama Coastal Area Management Program (Division 8 Regulations). Coastal Section staff will notify the applicant of additional requirements. If the project is not consistent, then the applicant must work with ADEM to make modifications and/or to obtain any required permits from ADEM. The applicant must submit to the Coastal Section office any resulting changes in the project and a copy of the ADEM certification of consistency prior to beginning work. If a project cannot come into compliance or if the applicant chooses not to alter the project, the project will not be eligible for funding.

**Alabama Department of Conservation and Natural Resources (ADCNR) Marine Resources Division/Wildlife and Freshwater Fisheries Division:** *Process initiated by Coastal Section, follow-up may be required by applicant.*

Once Coastal Section tentatively approves a project application, the staff submits it to ADCNR Marine Resources Division and/or Wildlife and Freshwater Fisheries Division for a determination as to whether the project will impact wildlife and fisheries resources. Coastal Section staff will notify the applicant if the state determines that the fisheries resource will be adversely impacted or if further action is required.

**ADCNR State Lands Division (SLD) Submerged Lands:** *Process initiated by applicant.*

Once a project is approved, the applicant is responsible for obtaining approval from ADCNR, SLD for any activities on or adjacent to submerged property below mean high tide and the bottoms of navigable rivers and creeks. A copy of approval to impact state-owned submerged lands must be submitted by the applicant to the Coastal Section office prior to beginning work on the project.

Your initials indicate that you have read and understood Item 8b of this checklist.

**16. Other requirements: Please read and initial**

- a. If the land ceases to be available (or the project ceases to be used) for the intended use at any time during the life of the project, the applicant must reimburse the state the full amount of the federal cost of the project, and the state, in turn, will reimburse the National Oceanic and Atmospheric Administration (NOAA).
- b. All projects require the use of temporary signage during construction and permanent signage after construction that acknowledges the contribution of NOAA and ADCNR, State Lands Division. Signage requirements and language will be provided to the applicant when a contract is executed.

Your initials indicate that you have read and understood Item 16 of this checklist.