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STATE LANDS DIVISION, COASTAL SECTION

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February 24, 2020

**ALABAMA COASTAL AREA MANAGEMENT PROGRAM  
(ACAMP)**

**ANNUAL REQUEST FOR PROPOSALS**

NOTICE TO:

**ALL ELIGIBLE APPLICANTS**

FUNDING OPPORTUNITY FOR:

**COASTAL NONPOINT POLLUTION CONTROL PROJECTS  
COASTAL PLANNING PROJECTS  
COASTAL EDUCATION PROJECTS  
COASTAL PUBLIC ACCESS PROJECTS**

The Alabama Department of Conservation and Natural Resources, State Lands Division, Coastal Section is accepting proposals for projects to be completed in the Alabama Coastal Area (defined as Mobile County and Baldwin County) for Fiscal Year 2021 (October 1, 2020 – September 30, 2021). 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 pursuant to the Coastal Zone Management Act of 1972.

ACAMP is accepting applications through this Request for Proposals 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. Proposals 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
- ❖ Coastal Habitats, Wetland Protection and Coastal Resource Stewardship
- ❖ Coastal Nonpoint Source Pollution Control
- ❖ Public Access to Coastal Resources: Construction and Access Improvement

**Please note that priority consideration will be given to proposals addressing specific areas of the Alabama Coastal Nonpoint Pollution Control Program.**

Funding is geographically limited to Mobile and Baldwin Counties, and requires 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 are anticipated to be available on or about October 1, 2020, 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 Proposal Application Guidance and download the fillable Annual Proposal Application form. You can also contact Coastal Section staff at 251-621-1216 for copies of these documents.

**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: March 27, 2020 - 5:00 p.m CDT.**

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 Proposal 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, Coastal Section 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 function of the Coastal Program is to administer coastal management grants which provide funding to Alabama's coastal communities and partners for planning and implementation of projects that address environmental problems affecting the coastal area and promote sustainable economic development. Funding is provided by the National Oceanic and Atmospheric Administration (NOAA) and awarded 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 proposal 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. Proposals 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, specifically including the following priority management measures:
  - Tracking and Maintenance of On-Site Disposal Systems (e.g., septic tanks)
  - Watershed Protection Related to Existing Development / New Development
  - Wetlands, Riparian Areas, and Vegetated Treatment Systems
- ❖ Coastal Public Access: Construction and Acquisition

Details regarding proposal focus areas are included in Section II. The complete RFP Application Package can be found at [www.alabamacoastalprograms.com](http://www.alabamacoastalprograms.com). **Proposals addressing specific areas of the Alabama Coastal Nonpoint Pollution Control Program will be given priority consideration (See Page 5, Section D).**

### 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. **Funding Amount**

The preferred minimum funding amount is \$20,000 in federal funds; the preferred maximum is \$50,000 in federal funds, with all awards requiring a 1:1 non-federal match (see item C. below). 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 applications are required to demonstrate a 1:1 ratio of non-federal matching funds. Match may consist of cash or in-kind services 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 a subaward agreement with ADCNR. Failure to provide satisfactory documentation of match requirements will result in termination of the grant subaward agreement. (See 2 CFR 200.306: Cost Sharing or Matching.)

**D. Agreement Period**

The anticipated project start date is October 1, 2020 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**

March 27, 2020	Proposals must be received in the Coastal Section office by 5:00 PM.
June 30, 2020	Applicants will be notified of their selection status.
October 1, 2020	If approved by NOAA, funding becomes available on or about this date. Grant subaward agreements may be executed prior to this date so that projects commence on October 1, 2020.
September 30, 2021	Projects must be completed.

**G. Proposal Application Submittal**

Submit a completed application form along with any supporting documentation **by 5:00 PM CDT on March 27, 2020** 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 with any questions.

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>
Will Underwood	<a href="mailto:Will.Underwood@dcnr.alabama.gov">Will.Underwood@dcnr.alabama.gov</a>
Anna Buford	<a href="mailto:Anna.Buford@dcnr.alabama.gov">Anna.Buford@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 subaward agreement with ADCNR, which includes terms and conditions that are not subject to modification. Prior to execution of a grant subaward agreement, recipients will be required to satisfactorily complete a subrecipient risk assessment. In addition, satisfactory evidence of the subrecipient's compliance with Federal Negotiated Indirect Cost Rate Agreement (NICRA) requirements will be required. Failure of a successful applicant to

fulfill these obligations will nullify the initial selection of a proposal by ADCNR and will result in cancellation of the grant subaward agreement as applicable.

Grant subaward agreements and subsequent funding will be subject to ADCNR's receipt of funds from NOAA.

## II. PROPOSAL FOCUS AREAS

The Coastal Program is accepting proposal 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. Proposals 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 may contact Coastal Program staff. However, no determination as to eligibility will be made prior to submission and review of proposals.

### 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. **Priority consideration will be given to proposals that most effectively further efforts to achieve approval of the Alabama Coastal Nonpoint Pollution Control Program.** 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
- ❖ Natural shoreline restoration for habitat enhancement (primary goal cannot be erosion control per NOAA guidance)

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 signage;
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 (per NOAA guidance).

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 must also 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 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. (0-5 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 beyond 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, Jan. 1-March 31, April 1-June 30, and July 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 agreement 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 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. If applicable, the Negotiated Indirect Cost Rate Agreement (NICRA) is attached to the application. Highest scoring projects will pose a high overall public benefit relative to its cost. (0-5 points)

#### IV. PROPOSAL APPLICATION CHECKLIST

Ensure your completed application package includes the following information:

- \_\_\_\_\_ (1) Completed Proposal Application.
- \_\_\_\_\_ (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 of a Simple Data Management Plan Document.
- \_\_\_\_\_ (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).
- \_\_\_\_\_ (4) Completed and signed 306a checklist for Public Access Improvement Projects

#### V. EXAMPLE OF A 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**

**Proposal Application**

*Use one application per project.*

**Indicate Focus Area (select all that apply):**

- 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 and 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:** \_\_\_\_\_

**Applicant's DUNS Number:** \_\_\_\_\_

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

**Total Project Cost: \$** \_\_\_\_\_

**Project Contact (within Organization):** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Authorized Representative (within Organization) to execute subaward agreement:** \_\_\_\_\_

**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. Highest scoring projects will provide a clear overview of the project and work to be undertaken

- 2) **Focus Area Connection:** Explain how the proposed project addresses at least one ACAMP focus area. Describe how the project will improve management of coastal resources and uses. If applicable, describe how this project addresses aspects of the Alabama Coastal Nonpoint Pollution Control Program. Preference will be given to projects that address outstanding conditions of the Alabama Coastal Nonpoint Pollution Control Program.

- 3) **Public Benefit:** Briefly describe how the project fulfills an existing public need/benefit. What geographic area will be served by the project? Highest scoring projects will have the potential to benefit citizens beyond the immediate local government jurisdiction of the applicant.

- 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. 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.

- 5) **Support:** Identify all project partners, including agencies or organizations associated with the project. Highest scoring 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.

- 6) **Schedule:** Outline the project schedule showing the progress and completion of key project tasks by quarter (Oct. 1-Dec. 31, Jan. 1-March 31, April 1-June 30, and July 1-Sept. 30). For each task, clearly show associated outcome(s) or deliverable(s). Highest scoring projects will include well-defined tasks with deliverables listed in chronological order and planned within a reasonable timeframe.

- 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 funding including how the product/outcome will be used. Highest scoring projects will have clear measures for success and will include performance measures and 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. The total value of non-federal match must equal or be greater than the federal funds requested. Project costs will be evaluated to ensure that they are reasonable and sufficient to successfully achieve project completion. Highest scoring projects will pose a high overall public benefit relative to its cost.

Category	Federal Funds Requested	Value of Non-Federal Match CASH	Value of Non-Federal Match IN-KIND	Category Total
Salary	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$
Travel	\$	\$	\$	\$
Equipment <i>Non-expendable 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-Contractual <sup>1</sup> <i>Services to be completed by a third-party</i>	\$	\$	\$	\$
Other	\$	\$	\$	\$
Indirect	\$	\$	\$	\$
<b>Total</b>	\$	\$	\$	\$

<sup>1</sup>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 requires a separate budget for that subcontract to be completed for transparency purposes. See the Sub-Contract Budget Supplement below.

In the following table, 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>	
<b>Supplies</b> <i>Item less than \$5,000 per unit. (e.g. office supplies, construction materials)</i>	
<b>Sub-Contractual</b>	<i>For this section, complete the Sub-Contract Budget Supplement below.</i>
<b>Other</b>	
<b>Indirect</b> <i>A copy of the applicant's current NICRA must be attached to the completed application.</i>	

**Sub-Contract Budget Supplement**

**Budget Justification:** Provide a description of work to be performed by a third-party and identify the sub-contractor, if known. The sub-contractor must be selected in accordance with 2 CFR §200.320.

**Budget Category:** The total value in this table must match the “Category Total” 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	Total Value
Salary	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies/Materials	\$
Sub-Contractual <sup>1</sup>	\$
Other	\$
Total	\$

<sup>1</sup>If a sub-contractor will sub-contract additional work, please include a separate budget and budget justification 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. 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 at 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.

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

**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.**

# Section 306A Project Questionnaire

State coastal management programs must complete this questionnaire for each Coastal Zone Management Act (CZMA) Section 306A project and submit it to NOAA's Office for Coastal Management.

This questionnaire helps applicants collect and record the information and documents typically required for NOAA review and approval of Section 306A projects, including this completed questionnaire, all project information, related grants requirements (e.g., detailed budget), title documentation and appraisal (if applicable), and other information that may be subsequently requested by NOAA.

NOTE: NOAA may request additional documentation to fulfill environmental compliance, grants or other requirements. Failure to provide this documentation in a timely manner may delay or prevent approval. Please use the *Coastal Zone Management Act Section 306A Guidance* document [November 2019] for further information.

## A. Basic Project Information

1. **Grant and Task Number** (if a multi-year award, identify the year of funding): [Click here to enter text.](#)
2. **State:** [Click here to enter text.](#)
3. **Name of Project** (and, if different, cooperative agreement task name): [Click here to enter text.](#)
4. **Address** (city, county, state) **or Coordinates for Project:** [Click here to enter text.](#)
5. **Project Proponent** (must be a public entity): [Click here to enter text.](#)
6. **Key Project Contact** (coastal management program or local lead, project implementer, or sub-award manager): [Click here to enter text.](#)
7. **Involvement of Nonprofit Organizations:**  
The state coastal management program or sub-recipient will contract with a nonprofit organization to complete portions of this project.  YES  NO  
If the answer to number 7 is YES, name the organization: [Click here to enter text.](#)
8. **Project Start and End Dates (estimated):** [Click here to enter text.](#)
9. **Date Questionnaire Completed:** [Click here to enter text.](#)
10. **Total (Federal + Match) Cost:** [Click here to enter text.](#)

**Federal:** [Click here to enter text.](#)

**Match:** [Click here to enter text.](#)

**11. Project Narrative Summary:** Insert a high-level, short project description (no more than 400 words) here with project purpose and primary goals, including linkages to the state coastal management program. In addition, please include the following:

- a. Implementation dates of major elements of the proposed activity;
- b. Frequency of activities within the project schedule (e.g., once per week, 10 days per month, daily);
- c. Deployment and recovery schedules of equipment or structures that would be temporarily or permanently placed in the environment.

A detailed project narrative and budget similar in detail to all award tasks should be provided in a separate file consistent with cooperative agreement requirements.

## B. Project Eligibility

**1. 306A Objectives** (Check all that apply):

- 306A(b)(1)(A) (preservation or restoration of areas designated in the state coastal management program)

Identify the designation under the state's coastal management program as required by CZMA section 306(d)(9): [Click here to enter text.](#)

- 306A(b)(1)(B) (preservation or restoration of coastal resource of national significance or restoring or enhancing shellfish production/cultch)

Identify coastal resource: [Click here to enter text.](#)

- 306A(b)(2) (redevelopment of deteriorating or underused urban or working waterfronts designated as Areas of Particular Concern in the state's coastal management program)

Identify the Area of Particular Concern: [Click here to enter text.](#)

- 306A(b)(3) (providing public access to coastal areas)
- 306A(b)(4) (development of process for aquaculture)

**2. 306A Allowable Uses** (Check all that apply):

- 306A(c)(2)(A) (fee simple or other interest in land)
- 306A(c)(2)(B) (low-cost construction projects, including most restoration projects)

- 306A(c)(2)(C)(ii) (shoreline stabilization/living shorelines)
- 306A(c)(2)(C)(i) (revitalize urban or working waterfronts-piers)
- 306A(c)(2)(C)(iii) (revitalize urban or working waterfronts-pilings)
- 306A(c)(2)(D) (engineering designs, specifications, other 306A reports)
- 306A(c)(2)(E) (educational, interpretive, and management costs, including signage and kiosks and aquaculture permitting processes)

**3. Public Benefit**

The project must meet all of the following criteria to be eligible for 306A funding:

- a. The project will be for public benefit.  YES  NO
- b. The project will be located on a property that is publicly owned or accessible via a publicly held easement. In the case of acquisition, the property will become publicly owned and accessible as a result of the project.  
 YES  NO
- c. The project will not improve private property and will not have a primary purpose of private or commercial gain.  YES  NO

If the answer to any of the above questions is “NO,” the project is not eligible for Section 306A funding.

- d. The state or sub-recipient will need to secure an easement or lease to conduct the project because the state or sub-recipient does not own the property.  
 YES  NO

If the answer to the above question is “YES,” attach a copy of the easement or lease to this questionnaire and answer questions 3e and 3f below; if “NO,” go on to 3g.

- e. What is the term of the easement or lease? (Provide date of expiration or specify if in perpetuity.) [Click to enter text.](#)
- f. The easement or lease contains a reversionary clause.  YES  NO  N/A  
If yes, attach a copy of the reversionary clause to this questionnaire.
- g. The project will be open to the general public.  YES  NO  N/A

If the answer to 3g is “NO,” the project is not eligible for Section 306A funding unless

access is to be limited for a legitimate reason, such as public safety, resource restoration or 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 absence of the project being open to the general public. For example, a rain garden or living shoreline may provide water quality and ecosystem benefits, but not be “open” to the public for the purposes of access or recreation.

h. The public will be charged a user fee to access the project.  YES  NO  N/A

If the answer to 3h 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. The revenue from access fees must be used to maintain the public access site. For additional details, see Section 306A Guidance, Section 2.4.4.

#### 4. Project Geography and Location

a. Is the project or parcel entirely contained within the State Coastal Zone Boundary?

YES  NO

If the project or acquisition location is not entirely within the State Coastal Zone Boundary, please attach a description of how the project will provide clear and direct benefits to the state coastal program consistent with Section 306A Guidance, Section 2.7.

b. Is the project within the State’s NOAA approved Coastal and Estuarine Conservation Land Program (CELCP) boundary?

YES  NO  N/A (state does not have draft or final CELCP plan).

c. Does the acquisition expand an existing National Estuarine Research Reserve (NERR) or support the research reserve system?  YES  NO

d. Does the project include an area designated as a unit of the Coastal Barrier Resources System (CBRS)? A CBRS mapper and the official maps of the CBRS are available on the U.S. Fish and Wildlife Service’s website at

<https://www.fws.gov/cbra/maps/mapper.html>.  YES  NO

If the answer to this question is “YES,” list the unit number(s): [Click to enter](#)

text.

**5. Supporting Documentation for Low-Cost Construction Projects** (if your project is land acquisition, skip to 6)

All of the following information is required for low-cost construction projects and must be attached:

- 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). (Section 306A Guidance, Section 4.3.5)
- b. A detailed site plan for the project as described in Section 306A Guidance, Section 4.3.4.
- c. A plan to ensure that operations and maintenance are provided for the project for its expected useful life as described in Section 306A Guidance, Section 2.4.11.

If there is no party that has been identified to conduct operations and maintenance please describe why there is no plan for operations and maintenance.

- d. A detailed site location map for the project. If available, please include the relevant USGS quadrangle maps for the site. (Section 306A Guidance, Section 4.3.3)

Continue to Section C, NEPA and Environmental Compliance.

**6. Supporting Documentation for Land Acquisition Projects**

All of the following information is required for land acquisition projects and must be attached:

- 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 intended uses of the property. Title opinion must be less than one year old. (Section 306A Guidance, Section 4.3.5)
- b. Copies of any third-party easements associated with the acquisition. (Section 306A Guidance, Section 4.3.10)

- c. An independent appraisal of the fair market value for the property to be purchased that was developed pursuant to the Office for Coastal Management Section 306A Guidance (using Uniform Standards of Professional Appraisal Practice [USPAP] Standards 1 & 2). Appraisal must be less than one year old. (Section 306A Guidance, Section 4.3.11)
- d. A legal property survey meeting all applicable state and local requirements for accuracy and sufficiency. (Section 306A Guidance, Section 4.3.12)
- e. Copy of final deed or conservation easement containing the required NOAA deed restriction. (Section 306A Guidance, Section 4.3.13)
- f. A copy of the purchase-sale agreement indicating the selling price. (Section 306A Guidance, Section 4.3.14)
- g. Evidence of agreement with willing seller (e.g., letter from seller). (Section 306A Guidance, Section 4.3.15)

**C. Project Information Necessary for NOAA Office for Coastal Management National Environmental Policy Act (NEPA) and Environmental Compliance Review**

**Project Information**

1. Provide the detailed information below to describe the proposed activity, either as direct responses to each question below (as feasible), in the detailed project narrative, or as attachments with references to the appropriate question for items such as maps or data tables.
  - a. Its purpose, objectives, and goals. [Click here to enter text.](#)
  - b. Graphics (e.g. figures, photographs), plan diagrams, models. These items, if available, would be additional to a basic site plan and design drawings.
  - c. For purposes of compliance with E.O. 11988 (Floodplain Management) and to ensure that relevant coastal hazards are taken into consideration such that projects are designed and maintained to last as long as intended, applicants should include maps of the existing 100-year and/or 500-year floodplains determined by the Federal Emergency Management Agency (FEMA) or other reputable sources, and other available information relevant to future site

conditions. Information in narrative form is acceptable when mapping data are not available consistent with Section 306A Guidance, Section 3.2.7.

- d. Sampling, collection, or observation protocols and operational procedures.

[Click here to enter text.](#)

- e. Any proposed best management practices, including any and all CZMA Section 6217 management measures that will be employed or on-site mitigation to reduce or control project impacts. (Section 306A Guidance, Section 4.3.9) [Click here to enter text.](#)

- f. Monitoring measures and protocols for the project (if any). [Click here to enter text.](#)

- g. If not fully described in Section 4 of this questionnaire, a description and plan diagram of the proposed impact area, if the proposed activity involves construction, restoration, dredging, excavation, and/or fill. [Click here to enter text.](#)

- h. If not fully described in Section A, question 11 of this questionnaire, include a description, including specifications of the equipment or structures (e.g. scientific monitoring equipment, deployment platforms) that would need to be temporarily or permanently placed in the environment. [Click here to enter text.](#)

- i. A description of the construction methods and materials to be used during project implementation. [Click here to enter text.](#)

2. List any federally threatened, endangered, or other protected species (e.g., marine mammals) that exist in the project area. If Endangered Species Act or related consultation has been initiated or completed, please attach. [Click here to enter text.](#)
3. If your project has any components that may risk the introduction or spread of non-native invasive species, describe any management practices or protective measures that would be implemented to prevent their introduction. Best practices may include measures such as sanitizing boats and vessels before departure from ports and sterilizing gear/machinery/equipment/materials prior to placement on land or in water. [Click here to enter text.](#)
4. List any hazardous substances or hazardous wastes, as defined by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund) or the Resource Conservation and Recovery Act (RCRA) that are used, stored, generated, or

released by the proposed activity which could pose any threat to human health and/or the environment. [Click here to enter text.](#)

5. List any potential unique or unknown risks to human health or the environment from the proposed activity. [Click here to enter text.](#)

6. Describe the degree to which the proposed action may have effects on the human environment that are likely to be highly controversial. A project is considered highly controversial if there is a substantial dispute about the size, nature, or effect of the major federal action rather than the existence of opposition to the use. [Click here to enter text.](#)

7. Is the proposed activity a continuation of, or related to, an ongoing or phased project?

YES  NO

If yes, please include information and attach relevant documents describing the ongoing or phased project. [Click here to enter text.](#)

8. Describe how the project is compatible with relevant local, regional, or state planning and zoning. [Click here to enter text.](#)

9. Describe any changes to scenery or viewsheds in the project vicinity. [Click here to enter text.](#)

10. Describe whether location of the proposed activity includes unique geographic areas of notable recreational, ecological, scientific, cultural, historical, scenic, or aesthetic importance. Examples include, but are not limited to coral reefs, marine protected areas, National Marine Sanctuaries, essential fish habitat, habitat area of particular concern, critical habitat designated under the Endangered Species Act, park or refuge lands, wild or scenic rivers, wetlands, prime or unique farmland, sites listed on the National Register of Natural Landmarks, sites listed or eligible for the National Register of Historic Places, tribal lands, sites that are ecologically significant, or critical areas (including areas that are normally inundated by water or areas within the 100-year floodplain). [Click here to enter text.](#)

11. Explain whether the project is likely to have adverse economic or environmental impacts on minority groups, low-income groups, or Native American tribes that are out of proportion with its impacts on other groups. [Click here to enter text.](#)

**Other Project Location Attributes**

12. Will the proposed activity degrade or disturb previously undisturbed areas?

YES  NO

If "YES," please explain. [Click here to enter text.](#)

13. Are there any known previous or ongoing uses of the site, or any other issues that make it likely that contaminants may be uncovered and/or disturbed?  YES  NO

If "YES," identify the potential contaminant and the circumstances that may uncover or disturb the contaminants. [Click here to enter text.](#)

#### **Project Partners, Permits, and Consultations**

14. Will the proposed activity be conducted in partnership with NOAA, or require NOAA's direct involvement, activity, or oversight?  YES  NO

If "YES," describe NOAA's involvement, activity, or oversight, including the name of the office or program that is involved. [Click here to enter text.](#)

15. List all other interested or affected federal, state, and local agencies; tribal governments; nongovernmental organizations; or minority or economically disadvantaged communities. Describe the listed entities' involvement, activity, or oversight regarding the proposed activity. [Click here to enter text.](#)

16. List all federal, state, and local permits, authorizations, waivers, determinations, and ongoing consultations that would be required for the proposed activity to comply with all applicable environmental laws and regulations. Provide the date the permit, authorization, waiver, or determination was obtained or the date by which it will be obtained. Provide copies of the permits, authorizations, waivers, or determinations that have been secured. (Section 306A Guidance, Section 4.3.8)

If any of the above have expiration dates that could affect project implementation, please note and explain.

If the project involves wetlands or living shorelines and does not qualify for a U.S. Army Corps of Engineers Nationwide Permit, please note and explain. [Click here to enter text.](#)

17. Explain the actions that the coastal management program or sub-recipient has taken to initiate or complete National Historic Preservation Act consultation with the State Historic Preservation Office or Tribal Historic Preservation Office. [Click here to enter text.](#)

Please attach relevant documents. A completed consultation is necessary before the

project can be approved. (Section 306A Guidance, Section 4.3.6)

- 18.** Has the project been designed consistent with applicable Americans with Disabilities Act of 1990 (ADA) requirements found in the Section 306A Guidance, Section 2.4.13?

YES  NO

Only projects incorporating all required ADA elements can be approved.

- 19.** If there is a lead federal agency for the project, please provide the agency and contact (if known) and describe whether any NEPA document has been completed or is in process for the proposed activity. [Click here to enter text.](#)

OMB Control # 0648-0119, expires 08/31/2022.

OCM requires this information in order to adequately assess the eligibility of proposed CZMA section 306A projects. Public reporting burden for this collection of information is estimated to average 25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Chief, Stewardship Division, OCM, 1305 East-West Hwy., 10th Floor, Silver Spring, Maryland 20910. This reporting is required under and is authorized under 16 U.S.C. 1455a. Information submitted will be treated as public records. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid OMB Control Number.