

State of Delaware

DNREC Delaware Coastal Programs Coastal Management Assistance Grants



Request for Proposals

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Delaware Coastal Programs
Department of Natural Resources and Environmental Control
5 E. Reed Street, Suite 201
Dover, Delaware 19901
(302) 739-9283

I. INTRODUCTION AND GOALS

Purpose of Solicitation:

The Delaware Coastal Programs (DCP) of the Department of Natural Resources and Environmental Control is announcing the availability of competitive grant funding to support the incorporation of coastal management priorities and strategies into local planning and implementation activities throughout Delaware. Grant funding is available for activities that further sea level rise adaptation planning, reduce coastal hazard impacts, increase local or regional coastal resiliency and/or improve natural resource management as outlined in "Preparing for Tomorrow's High Tide: Recommendations for Adapting to Sea Level Rise in Delaware."

Goals and Priorities:

Improving the management and wise use of land and water resources while promoting compatible economic development of the coastal zone is a key goal of the DCP. This grant program provides an opportunity to plan for and reduce the impacts of coastal hazards related to sea level rise, coastal storms and climate change through the implementation of adaptation strategies such as the development of ordinances, comprehensive land use plans, and infrastructure capacity and improvement planning.

Competitive grants will be available from the DCP who will provide both financial and technical assistance to local and state governments and non-profit organizations to increase Delaware's coastal resiliency through sea level rise adaptation planning.

Applicants are encouraged to correspond with staff from the DCP to ensure grant projects meet the specified criteria and to develop a cooperative working relationship to be continued throughout the duration of grant projects for any successful project proposals that are awarded funding.

Proposals for Planning Grants and Research Grants are sought through this announcement.

Planning Grants

Planning grants are available for projects that seek to improve Delaware's resiliency to sea level rise and coastal storms and/or that address needs identified in "Recommendations for Adapting to Sea Level Rise in Delaware." Types of projects eligible include, but are not limited to:

1. Assessments of local land use ordinances, zoning codes and building codes for the purpose of identifying barriers and opportunities and recommending improvements
2. Assessments of vulnerability to sea level rise and coastal storms
3. Adaptation plans that outline short and long-term actions that can be taken to reduce vulnerability and increase preparedness. Such plans can be drafted for a specific town or region or for a specific type of resource or infrastructure
4. Design of on-the-ground adaptation projects
5. Assessments of the economic and social costs and benefits of adaptation strategies

Public outreach and engagement should be a component of all planning grants, but cannot be the primary purpose of the grant proposal.

Research Grants

Research grants are available for projects that address needs identified in “Recommendations for Adapting to Sea Level Rise in Delaware,” including but not limited to:

1. Research into the social, environmental and economic costs of different sea level rise adaptation strategies
2. Investigations into the secondary and cumulative impacts of selected adaptation strategies
3. Modeling the combined effects of storm surge, sea level rise and heavy precipitation
4. Development of tools and technology for the reduction of coastal hazard related impacts
5. Modeling of saltwater intrusion, rising water tables and wetland migration

Note: construction costs are not eligible for this grant funding (*See “Ineligible Costs” for more information*)

Important Dates and Grant Schedule:

December 1, 2014	Request for Proposals Announced.
December 23, 2014	Voluntary pre-proposals due. DCP staff will review pre-proposals and schedule meetings with applicants to provide feedback
February 6, 2015	Proposals due to Delaware Coastal Programs Office no later than 4:30 pm. <i>Applications received after that time will not be eligible for funding.</i>
February 13, 2015	Grant recipients notified and state contracting procedures initiated <i>Grant funds cannot be expended by awardee until contracts are signed and purchase orders issued.</i>
March 18, 2016	Grant projects must be complete.

II. PROPOSAL REQUIREMENTS AND INFORMATION

Available funding:

Total grant funding available is anticipated to be approximately \$75,000. In previous years, grant awards have ranged from \$5,000 - \$25,000, but grant requests of any size up to \$50,000 will be considered. The number of projects receiving a grant award varies annually and depends on total available funding, the number of competitive proposals received and the amount of funding requested. Grant funds requested to defray staff costs are allowable only if clearly justified and necessary to achieve the stated goal of the project.

Applicant Requirements:

Only state, county or municipal government entities, not-for-profit organizations and colleges and universities within the state of Delaware are eligible for funding under this grant opportunity.

Award Information:

Grants will be awarded for the Federal FY2015 grant cycle (October 1, 2014 – March 31, 2016).

The Delaware Coastal Programs is providing financial support for projects through the National Oceanic and Atmospheric Administration (NOAA). All award recipients are required to comply with all federal laws and guidelines pertaining to the use of federal funds.

Match Requirements:

Funding received under this grant program must be matched dollar for dollar (a 50:50 cost share ratio) by non-federal, state, or local cash or in-kind services. For example, if \$15,000 is requested under this grant opportunity, the grant applicant must provide \$15,000 in state, local, or other non-federal funds as match. A variety of expenses can be considered as match including in-kind services, volunteer hours, non-federal state or local cash. Deferral of overhead cannot be used as match.

Ineligible Costs:

Grant funding may not be used for construction costs, scholarships to individuals, deficit reduction activities, projects that have already been completed, or for those activities that constitute legally required mitigation for the adverse effects of an activity regulated or otherwise governed by state or federal law.

Project Duration:

Work conducted for the project funding under this grant must be completed by **March 18, 2016**. Award recipients will be required to submit quarterly status reports and will be notified of specific reporting requirements in the grant award agreement.

III. HOW TO APPLY

Submission of Pre-Proposals:

Potential applicants are invited, but not required, to submit their grant project ideas to DCP staff on or before December 23, 2014. Staff will provide feedback on whether the project is an eligible project for funding under this grant and can assist with determining appropriate match sources. In-person meetings may also be held. Submission of a pre-proposal is not required and submission of a pre-proposal does not qualify an applicant for additional points under the competitive grant selection criteria. Pre-proposals should be submitted to the addresses listed below.

Submission of Proposals:

An electronic copy of the proposal and supporting materials (e.g. project support letters from partners) must be submitted to the Delaware Coastal Programs via email **no later than 4:30 pm, February 6, 2015**. Grant proposals shall be submitted to:

Susan Love
Susan.Love@state.de.us
Subject Line: Coastal Management Grant Submission

NOTE: If the time stamp on the email is after 4:30 pm, your proposal may not be reviewed.

Electronic submissions are preferred. However, paper copies may be submitted in lieu of electronic submissions to the following address. All submissions must be received **no later than 4:30 pm, February 6 2015**.

Susan Love
ATTN: COASTAL MANAGEMENT GRANT SUBMISSION
Delaware Coastal Programs
5 E. Reed Street, Suite 201
Dover, DE 19901
(302) 739-9283

NOTE: If your submission is delivered after 4:30 pm, your proposal may not be reviewed.

Proposal Content:

The following information must be provided in proposal submissions:

- 1) **Cover Page:** All project proposals must include the proposal cover sheet which is available online (<http://de.gov/coastalgrants>). The cover page includes the proposal title, partners/sponsor(s), point of contact information, project duration (e.g. 6 months, 1 year etc.), total project cost, requested amount and match to be provided, and signature of the responsible party.
- 2) **Background and Justification:** This section should describe the issue or problem to be addressed by the grant proposal, why the work is necessary, and specifically detail how it meets the grant program criteria.
- 3) **Scope of Work:** This section should concisely describe the goal(s) and objective(s) of the proposal and clearly describe what will be done, how it will be done, where it will be done and by whom. Where applicable, provide detailed drawings, maps and supporting documentation.
- 4) **Tasks, Time Schedule, and Deliverables:** This section should break down the Scope of Work into tasks, target milestones and deliverables. A timeline with target dates for completion of each task and submission of deliverable must be included.
- 5) **Project Budget:**
Part A: This section should provide a detailed budget description and a brief narrative justification of the budget.

Part B: An itemized budget including all applicable expenditures for personnel/salaries; travel, equipment, supplies, contractual costs, indirect costs for federal and non-federal match sources.

IV. SELECTION PROCESS

Each project proposal will receive an initial screening by the Delaware Coastal Programs to ensure the application meets basic eligibility criteria. A committee of resource experts will then review and rank the eligible proposals and will make recommendations for funding based upon those rankings.

Proposal Review and Ranking Criteria:

Project Feasibility and Technical Merit Project feasibility Project will deliver tangible, specific benefits and results Applicant's and partner's (if applicable) ability to conduct/complete the work described.	20% 20% 20%
Cost Effectiveness and Budget Detail Detailed budget Properly identified match Overall cost effectiveness	10% 10% 10%
Past Performance Demonstrated ability by applicant (and their associated partners) to successfully complete work described in high quality and timely manner.	10%

V. GRANTEE RESPONSIBILITIES

Award recipients will be required to submit quarterly status reports and will be notified of specific reporting requirements in the grant award agreement. The Delaware Coastal Programs is providing financial support for projects through the National Oceanic and Atmospheric Administration (NOAA). All award recipients are required to comply with all federal laws and guidelines pertaining to the use of federal funds.

VI. CONTACT INFORMATION

For further details regarding the Coastal Resource Management Assistance Grant Program, applicants are encouraged to contact the DCP staff members listed below to discuss potential proposals:

Susan Love (302) 739-9283 ; Susan.Love@state.de.us
 Robert Scarborough, Ph.D. (302) 739-9283; Bob.Scarborough@state.de.us

The Department of Natural Resources and Environmental Control solicits and encourages Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) in all service contracts and is committed to affirmative action, equal opportunity, and diversity of its workforce.