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Announcement of Grant Availability Shore and Harbor Technical Assistance Grants

September 2011

The Maine Coastal Program announces the availability of funds for Shore and Harbor Planning grants. Funds are provided through the state's NOAA Coastal Program Grant and the Shore and Harbor Fund managed by the Maine Department of Conservation, Submerged Lands Program.

Shore and Harbor Technical Assistance Grants are meant to promote sound waterfront planning, harbor management, and balanced development of shore and harbor areas to improve marine infrastructure and assure access to the shore. Funds may be used for harbor planning, including harbor management plans, ordinances, and mooring plans; as well as, planning studies for public and working access, planning and designing of harbor improvements, developing management plans for municipal facilities in harbors and waterfronts that border upon and may include state-owned submerged lands.

Eligibility

Shore and harbor grants are available to municipalities in the State's designated coastal zone, which includes all towns with tidal waters, to the head of tide on tidal rivers. Funds will be awarded on a competitive basis, based on the results of a project scoring and selection process. Grants are intended to be issued to municipalities, but other entities and organizations may participate through a partnership with a lead municipality.

Grant Requirements and Conditions

A match, in cash or in-kind, of 25% of total project cost is required. Projects showing a substantial additional municipal share will improve the competitiveness of the project proposal. The project match can include direct project cost and documented values of in-kind services, including expenditures for the development and preparation of the grant application. As of this announcement, municipal match will incorporate 25% of the individual applicant's score total. The town providing the highest level of match (25% or above) will receive a full 25 points out of a possible 100. All other towns will receive a prorated point allocation based off the match level of the town awarded the full 25 points. Should there be a tie, 25 points will be awarded to all tied municipalities. Other point allocations are as follows:

- Completeness and Clarity – 10 pts
- Capacity and Ability to Carry Out the Project – 15 Pts
- Addresses Priority Harbor and Waterfront Management Issues – 20 Pts
- Part of a Regional or Coast-wide Project – 10 Pts
- Improves Harbor Management – 20 Pts

Total Award Funding Available - \$150,000

Grant Size - Individual grants may not exceed \$20,000

Typical Planning Activities (eligible projects)

The scope of eligible projects is fairly broadly defined. The following is meant to provide some guidance of the type and scope of eligible projects. Shore and harbor grants are meant to support planning activities that compliment or lead to concrete actions, harbor improvements, and management activities in harbor or shorefront areas. These funds may not be used for capital improvements, or on-going staff activities.

Project planners are encouraged to consider projects that contribute to multi-town or regional planning and resource management efforts such as addressing shared bay-wide harbor management and use issues, tackling regional comprehensive planning efforts, enhancing efforts to acquire and/or secure public recreational and working access to tidal waters, supporting marine resource management activities, advancing strategic land conservation planning efforts, and contributing to waterfront develop efforts for public access and sustainable eco-tourism.

- Harbor Planning (especially to implement recommendations consistent with comprehensive plans), including – Development of Harbor Management Plans, creation of Harbor Ordinances, preparation of Mooring Plans, with attendant data bases and mapping support, data collection, mapping, data base development, and analysis activities needed to support harbor planning activities, harbor traffic control and safety planning. Please include text and specific examples of how this project is in line with the municipality's approved comprehensive plan, if applicable.
- Planning Studies to establish Public and Working Access to Tidal Waters – Analysis of local and regional public access needs, Open space, recreational and conservation plans (as part of a land conservation/access initiative), inventory of water access sites and facilities, and development plans, waterfront development planning and management studies.
- Planning and Design Projects for Harbor Improvements – Planning that integrates public access with waterfront development to preserve unique natural, cultural, and village assets that contributes to sustainable development and tourism infrastructure. Planning and design of facilities and improvements for public and working access, dredging studies (non-federal, and for federal match), support for research and demonstration of new materials and techniques for ramps, piers and wharfs, floats, and moorings.
- Municipal Facilities Management Plans – Management and business plans for operations of municipal fishing piers, marinas, and water access sites and facilities, development of related rules and ordinances, creation of model or standardized lease arrangements for municipal use.
- Working Waterfront Planning and Improvement Projects – Project planning and development support for projects seeking funding from the Working Waterfront Access Protection Program.

Grant Application

Grant applications are due by 2:00 pm local time on **Friday, November 25, 2011**. Project proposals will be reviewed and evaluated by a review committee. Final project selection and amount of grant award will be made by the State Planning Office, Maine Coastal Program.

Project applications should include the following sections and information:

- Cover Sheet (or cover letter) – Include project title, municipality, grant request amount, project manager/contact (name, title, address, etc.), indication of local authorization or authority to apply for the grant.
- Project description – This is an explanation of the need (problems and issues) for the project and proposed use of the grant award. This section should cover project steps and tasks, a description of what will be done and how and by whom, and the expected project outcomes and products.
- Project Schedule – This section should include a project schedule covering planned phases and tasks, including projected completion dates. The project duration for Shore and Harbor Grants may not exceed 12 months from the date of grant award. Applicants should plan to complete the proposed project with the initial award of funds, and should not anticipate additional funding for the same project. Requests for one-time extensions of up to six months will be considered with appropriate justification. Such request must be in writing and must be submitted a minimum of 60 days prior to the project end date.
- Project Budget – A project budget needs to be included that shows estimated project costs, including consulting or contractual costs, and the source and amount of matching funds or in-kind contributions.

Application Submission

Application Submission: Sealed applications must be clearly marked with the bidder's return address and the notation: "RFP 201108135 Application Shore and Harbor Technical Assistance Grants" and delivered to: Division of Purchases, 111 Sewall Street, 4th Floor, 9 State House Station, Augusta, ME 04333 no later than 2:00 PM local time on Wednesday, November 23, 2011, at which time and place they will be opened. Only applications actually received at 111 Sewall Street prior to the stated time will be considered. The State assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT suffice. FAXED PROPOSALS WILL NOT BE ACCEPTED. Proposals received after the 2:00 PM deadline will be rejected, without exception.

The State of Maine will not seek a best and final offer (BAFO) from any bidder in this procurement process. All bidders are expected to provide their best value pricing with the submission of their proposal.

For questions and additional clarification please contact Matt Nixon in writing at Matthew.E.Nixon@maine.gov

Please include in the subject line "RFP201108135 Application Shore and Harbor Technical Assistance Grants – Questions". All substantive questions received by the deadline of October 21, 2011 will be answered and communicated to all interested parties. Questions must be submitted in written form. Questions asked in other than written form will not be answered. The State reserves the right, at its sole discretion, to answer or not answer any question.