

Program Statement

Fiscal Year 2024

Coastal Community Grant Program

Issued by:

Municipal Planning Assistance Program
Bureau of Resource Information and Land Use Planning
Department of Agriculture, Conservation and Forestry
22 State House Station
Augusta, ME 04333-0022

[Municipal Planning Assistance Program](#)



All communication regarding this Program Statement must be sent to Joan A. Walton, AICP, Senior Planner at the Municipal Planning Assistance Program at joan.walton@maine.gov.

All applications are due on June 2, 2023, no later than 5:00 p.m.

All applications must be submitted electronically to joan.walton@maine.gov.

All questions must be submitted by email to Joan A. Walton, AICP, Senior Planner at the Municipal Planning Assistance Program at joan.walton@maine.gov by April 28, 2023, no later than 5:00 p.m.

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SECTION 1. COASTAL COMMUNITY GRANT PROGRAM ANNOUNCEMENT

A. Introduction

This Program Statement describes the process for applying to the FY24 Coastal Community Grant Program including eligibility, allowable projects and activities, required format and selection criteria.

The Maine Coastal Program, a Division of the Maine Department of Marine Resources, allocates funding from the Maine Coastal Program's annual grant from the National Oceanic and Atmospheric Administration to the Municipal Planning Assistance Program at the Department of Agriculture, Conservation and Forestry for management of the Coastal Community Grant program. The Coastal Community Grant program is a competitive grant program that provides federal funds for projects in Maine's coastal zone with a focus on priority coastal issues, as identified by the Maine Coastal Program and the Maine Climate Council's [Maine Won't Wait: A Four-Year Plan for Climate Action](#).

This Program Statement is being released to coincide with the next rounds of the [Community Action Grants](#) from the Governor's Office of Policy Innovation and the Future's [Community Resilience Partnership](#), and the Maine Coastal Program's [Shore and Harbor Planning Grant](#). Coastal Community Grant applicants are encouraged to examine opportunities for coordinating these grant programs to maximize project scope and efficiency. The Community Action Grants are non-federal grants making them an eligible match source for the Coastal Community Grant.

B. Eligible Applicants

The following requirements must be met in order to receive a Coastal Community Grant:

- 1) Eligible applicants must be located in [Maine's coastal zone](#), defined as all communities, tribal governments, or unorganized territory with tidal waters in their boundaries, including offshore islands.
- 2) Use of these funds is limited exclusively to areas located in Maine's coastal zone.
- 3) Eligible applicants include counties, municipalities, unorganized territories, tribal governments, and Regional Planning Organizations in Maine's coastal zone. Groups of two or more coastal municipalities are eligible to submit a multi-municipal application.
- 4) Municipal applicants must have a locally adopted comprehensive plan with a [current consistency finding](#) issued by the Municipal Planning Assistance Program at the Department of Agriculture, Conservation and Forestry or the former Maine State Planning Office. For multi-municipal applications, only one of the applicant municipalities must have a comprehensive plan with a current consistency finding. [Unorganized territories](#) are compliant with this requirement because their long-range land use planning is included in the Land Use Planning Commission's [Comprehensive Land Use Plan](#).
- 5) Exception to item 3: Municipal applicants who do not have a current consistency finding as described in item 4 above but who are enrolled in the [Community Resilience Partnership](#) are eligible for Coastal Community Grant funding.

C. Grant Funds

The Municipal Planning Assistance Program anticipates making multiple Coastal Community Grant awards. The total amount of funds available for the FY 2024 Coastal Community Grants is approximately \$165,000. Grants will be awarded in the range of \$20,000-\$50,000.

Eligible uses of funds to complete the proposed project include project personnel and fringe, indirect, contractual, supplies, minor equipment, travel, and “other” (such as rental fees for meetings).

These funds CANNOT be used for construction, computer equipment, permit fees, OR to support the ongoing staff needs of the applicant organization(s).

Projects must be completed, and deliverables received by MPAP, by December 31, 2024.

D. Match Requirements

Applications must demonstrate at least 25% non-federal match in cash or in-kind services, equivalent to 25% of the total amount of the grant request. Municipalities with a high social vulnerability level (from Maine’s [Social Vulnerability Index](#)) are eligible for a reduced match of 10% of the total grant request. Coastal Community Grantees will be required to document non-federal matching funds or in-kind services contributed to the project.

For example ([Budget Match Table 3](#)):

Total project	\$100,000
CCG Grant request	\$50,000
Non-federal match to CCG award (\$50,000*0.25)	\$12,500 (cash or in-kind)
Other state, private or federal sources	\$37,500 (cash or in-kind)

Projects without cash match cannot score the full number of points for this scoring criterion. Projects providing substantial cash match and those that leverage other non-federal resources are strongly encouraged.

Non-federal match may include cash contributions, and/or in-kind contributions. An in-kind contribution may consist of the value of goods or services, property, and equipment directly benefitting the Coastal Community Grant project. Services can include volunteer hours and pro-bono hours contributed by consultants.

1) Non-federal match contributions must be:

- Related directly to tasks in the project work plan.
- Valued based on market rates for the work performed and work products produced.
- Conducted during the effective dates of the grant.
- Supported by appropriate documentation.
- From non-federal sources. Personnel, projects, or services paid with federal funds do not qualify as non-federal match.

2) Valuation of In-Kind Contributions

- In-kind match cannot include hours worked/volunteered by state or federally funded employees.
- Personnel time for professional services provided free of charge by a project partner organization will be valued at that employee's regular rate of pay, exclusive of the employee's fringe benefits and overhead costs.
- Donated supplies, equipment or space in a building must be valued at the market value of the supplies or market rental rate of the equipment or space at the time of donation.
- Volunteer work donated to the project by individuals must be valued at rates consistent with those ordinarily paid for similar work in the grantee's organization. For example, when documenting donated professional services as match, use the amount you would pay the person to do the job for which they are volunteering. The value of donated personnel time must be consistent with those ordinarily paid by other employers for similar work in the area. Maine occupational wage estimates provided by the Bureau of Labor Statistics, U.S. Department of Labor are available at [US Bureau of Labor Statistics Occupational Employment and Wage Statistics](#).
- Community participation refers to community members attending meetings, workshops and events organized by the grantee for work performed under this grant. The Municipal Planning Assistance Program will accept the most recent volunteer rate applicable to Maine from the website of [Independent Sector at Value of Volunteer Time 2022](#) (at time of publication of this program statement: \$26.77/hour in Maine).

E. Social Equity

Maine's climate response must ensure shared benefits across diverse populations of Maine people. Applicants should include robust community engagement in their applications, for example inclusive planning processes so that diverse community voices are able to participate. Climate change impacts will create the greatest hardships for already marginalized communities. Communities in Maine must identify and promote solutions to help the people most vulnerable to climate impacts. Applicants should consider the potential benefits of the proposed projects and, if applicable, describe how the project distributes those benefits equitably.

Applicants are encouraged to refer to the Maine Climate Council's [Vulnerability Mapping](#) website and to Maine's [Social Vulnerability Index](#) (for a map and list of the vulnerability status of Maine municipalities), as well as the U.S. Climate and Economic Justice Screening Tool and its relationship to the [priority coastal issues](#) identified in this Program Statement. Projects proposed in municipalities listed as High Social Vulnerability are eligible to reduce their matching funds requirement from 25% to 10% of the requested grant award.

F. Cancellation Notice

The State of Maine reserves the right to cancel this Program Statement at any time.

G. Final Action on Grant Awards

Awards made through this program are considered final and are not subject to internal agency appeal. Any person aggrieved by a decision may pursue judicial review according to the provisions of 5 M.R.S. §§11001-11008 within 30 days of the agency decision.

SECTION 2. GRANT PROGRAM DETAILS

A. Description

The Municipal Planning Assistance Program at the Maine Department of Agriculture, Conservation and Forestry is seeking applications for local and regional projects that plan for and address the following priority coastal issues, as identified by the Maine Coastal Program and the Maine Climate Council's [Maine Won't Wait: A Four-Year Plan for Climate Action](#):

Building Community Resiliency to Adapt to a Changing Climate: planning for climate change using regulatory and non-regulatory techniques, such as low impact development, resilient land use planning, sustainable economic growth, coastal resource conservation, and green infrastructure. Green infrastructure includes planning for nature-based projects includes living shorelines to manage the impacts of increased precipitation and stormwater, as well as beach, dune, marsh or bluff erosion in appropriate locations.

Preparing for Flooding, Sea Level Rise, Coastal Storms and Storm Surge, and Shoreline Erosion: development of regulatory and non-regulatory products, processes, or policies to address coastal erosion, coastal storm events, landslides, and other coastal hazards such as climate vulnerability assessments, conservation plans to reconnect floodplains, allowances for salt marsh migration, and identification of living shoreline protection areas, and the update of zoning regulations to include higher freeboard requirements and other flood mitigation measures.

Land Use Activity Impacts to Water Quality: assessment, planning, and implementation projects to reduce water quality impacts from polluted runoff in Non-Point Source Priority Watersheds listed by the Maine Department of Environmental Protection as Impaired or Threatened Marine Waters ([MaineDEP Impaired or Threatened Marine Waters website](#)) or Impaired or Threatened Streams ([MaineDEP Impaired or Threatened Streams website](#)) with emphasis on shellfish growing areas.

B. Eligible and Ineligible Activities

1) Eligible activities

Funds may be used for planning and development of feasibility and vulnerability studies, planning and development of regulatory and non-regulatory policies and programs, capital improvements planning, climate change outreach and education, public processes throughout the project, and development of funding strategies. Eligible project *implementation* activities might include development of model ordinances, tailoring of existing model ordinances to specific municipal needs, or engaging the public and municipal departments to complete the [Maine Flood Resilience Checklist](#), among other *non-construction* related activities.

2) Ineligible activities include construction, purchase of construction materials, acquisition of land, and permit fees.

C. Application Guidelines and Required Format

Proposals exceeding ten pages in length, exclusive of any appendices, will not be accepted.

Applications must include the following sections and information:

1) Cover Sheet including the following:

- Project Title
- Town/City or Region where project is located
- Total project cost
- Grant request amount
- Total match proposed and source(s) of match
- Project Manager and contact information
- Project partners/supporters
- Project start and end dates (month and year)
- Project summary statement (3-5 sentences)

2) Project Description

- Introduction – Explain the need for the project, how it builds on previous efforts, and how it fits with municipal, tribal and/or regional goals. Identify the type and range of public support for the proposed project.
- Project Goals, Outcomes, and Deliverables – Identify the goals, proposed outcomes, and deliverables from this project, including how the deliverables will be used and how the proposed project would benefit the community and/or region. Describe analysis of project benefits to vulnerable populations, if applicable.
- Methods - Discuss the methods that will be used to complete the project including surveys and other data collection, scientific modelling, and public engagement methods. Describe public engagement as a specific task at appropriate points in the project work plan, including involvement of vulnerable populations, if applicable.
- Climate Change Considerations – Discuss how the proposed project considers current and projected flooding, sea level rise, storm surge, and flooding for the project area using information from the Maine Geological Survey website: [Maine Geological Survey Coastal Hazards website](#). *Note that the Maine Climate Council recommends the state **commit** “to manage for 1.5 feet of relative sea-level rise by 2050, and 4.0 feet by 2100”. The Council also recommends the state **prepare** “to manage for 3 feet of relative sea-level rise by 2050 and 8.8 feet by 2100.” Additional information can be found in the Maine Climate Council’s Science and Technical Committee reports ([Scientific Assessment of Climate Change and Its Effects in Maine](#) and [Maine Climate Science Update 2021](#)). [Appendix 1](#) of this Program Statement lists resources that will be helpful to applicants in planning for climate resilience.*
- Project Tasks and Schedule – Provide a project schedule listing specific project tasks by number and in sequence, including what will be done, by whom, and including projected completion dates. All projects must be completed by December 31, 2024.

The proposal review team recognizes that a proposal may be part of a larger project, or a phase of a multi-year effort. In such instances, the proposal should provide a description of:

- the expected overall project result,
- how the portion of the project to be funded by the Coastal Community Grant fits into the overall project,
- what the Coastal Community Grant will specifically address, and
- on what projected timeline the applicant plans to fund or reach full implementation.

3) Project Budget

Include a budget for the funds requested using the three budget tables below. If this funding is part of a larger package of funding needed to complete the project, indicate the source(s) of the remaining funds and their status (e.g. “requested”, “in-hand”, etc.). Provide budget detail sufficient to complete the project, based on estimates provided by consultants, or through research of the costs of similar projects. Include the development of a short project Case Study at the conclusion of the project to share project achievements and relevant lessons for other coastal communities.

Table 1. Budget by Task

Task Number	Task Description	Deliverables	Task To Be Completed By	Fund Source		Total Cost by Task
				Grant	Match	
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
TOTAL PROJECT COST				\$	\$	\$

Table 2. Budget Estimates by Cost Category

Cost Category	Fund Source		Total Cost
	Grant	Match ¹	
Personnel	\$	\$	\$
Fringe Benefits	\$	\$	\$
Indirect ²	\$	\$	\$
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Contractual	\$	\$	\$
Other (specify)	\$	\$	\$
TOTALS	\$	\$	\$

Table 2 Notes:

1. Proposals with less than 25% non-federal match to the CCG request will not be accepted; matching funds do not need to reach 25% of total project costs where non-CCG funds are needed to complete the total, larger project.
2. If Indirect expenses are a component of the proposed match, an explanation of how that rate is calculated and applied must be included in the application appendix.

Table 3. Sources and Types of Match

Source of Match	Cash	In-Kind	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS	\$	\$	\$

Budget reminders:

- Review Match Requirements in [Section 1D above](#)
- CCG funds CANNOT be used for construction, purchase of computer equipment, permit fees, OR to support the ongoing staff needs of the applicant organization(s).

4) Appendix

The appendix must include the following information:

- Resumes of Key Participants – Include resumes of key participants, including the project and administrative staff, consultants and contractors working on the project, and project partners.
- Letters of Support – The application must include a brief letter of support from each project partner mentioned in the proposal. Each letter of support must identify the type and amount of work to be provided. Partners are expected to provide match to

the project and the source of matching funds must be identified in the letter of support.

In addition to those submitted by project partners, letters of support from other interested parties are strongly encouraged.

- Supporting documents – Pertinent maps or other essential (brief) supporting documents.
- Indirect Rate Calculation (if applicable) – A detailed explanation of how the Indirect rate is calculated and applied to the non-federal match requirement.

D. Selection and Award Process

An evaluation team, comprised of qualified reviewers will judge the merits of the proposals received in accordance with the criteria below:

- 1) Evidence that the proposed project will implement one or more of the priority coastal issues, as identified by the Maine Coastal Program and the Maine Climate Council's [Maine Won't Wait: A Four-Year Plan for Climate Action](#) (25 points).
- 2) Quality of proposal, project feasibility and readiness (25 points).
- 3) Applicant and subcontractor qualifications, capacity to perform the work, and past performance with Maine Coastal Program/Municipal Planning Assistance Program grant, Maine Coastal Program/Department of Marine Resources Shore and Harbor grants and Regional Planning Organization contracts and grants (15 points).
- 4) Consistency with, and contribution to, local and regional efforts and priorities (20 points).
- 5) Cost effectiveness (15 points).
- 6) Social Equity (3-5 potential bonus points)

Notices of an award or non-award are expected to be sent to applicants in late June 2023, and contracts will be finalized in August 2023.

NOTE that no expenses will be reimbursed, nor any matching funds recognized prior to the date that a contract is signed by both the successful grant recipient and the Municipal Planning Assistance program at the Department of Agriculture, Conservation and Forestry.

SECTION 3. APPLICATION SUBMISSION REQUIREMENTS

Applications must follow the instructions below. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this Program Statement, may result in the application being disqualified as non-responsive or receiving a reduced score. The Municipal Planning and Assistance Program, and its evaluation team for this Program Statement, has sole discretion to determine whether a deviation from the Program Statement specifications should result in either disqualification or reduction in scoring of an application.

A. Submitting your Application

- 1) Applications Due: Applications must be received by 5:00 p.m. on June 2, 2023. Applications received after the 5:00 p.m. deadline will be ineligible for award consideration.
- 2) Submission Instructions: Applications must be submitted to joan.walton@maine.gov.
 - Applications must be submitted in a **single pdf** file, including all appendices.
 - Only applications received by email will be considered. The Municipal Planning Assistance Program assumes no liability for assuring accurate/complete email transmission and receipt.
 - Applicants must insert the following into the subject line of their email submission: “**FY 2024 Coastal Community Grant application – [Municipality/organization Name]**”.
 - Emails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only email applications that have the actual requested files attached will be accepted.
 - Encrypted emails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
 - All emails and files must be received by the due date and time listed above.

B. Submitting Questions about the Program Statement

All questions must be submitted by email to joan.walton@maine.gov by 5:00 p.m. on April 28, 2023.

The Municipal Planning Assistance Program assumes no liability for assuring accurate, complete, or on-time email transmission and receipt.

Responses to all questions will be compiled in writing and posted on the [Municipal Planning Assistance Program website](#) by 5:00 p.m. on May 12, 2023.

Only those answers issued in writing on this website are considered binding.

SECTION 4. TERMS & CONDITIONS OF GRANT AWARDS

A. Contract Administration

- 1) Grant recipients will be required to execute a State of Maine Service Contract with appropriate Riders as determined by the Municipal Planning Assistance Program in the Department of Agriculture, Conservation and Forestry.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services' website at the following link: [Division of Procurement Services Forms Page](#).

- 2) The actual contract effective date depends upon the date of formal award notification, length of contract preparation, and approval by the Department of Agriculture, Conservation and Forestry.

B. Pre-Award Costs

The Municipal Planning Assistance Program is not liable for any cost incurred by the grantee or any subcontractor(s) prior to the effective date of the contract. The Municipal Planning Assistance Program cannot authorize any payments for work completed prior to the effective date of a fully executed contract.

C. Reporting Requirements

Semi-annual progress reports and a final report are required. The final report must include all remaining deliverables according to the executed contract.

D. Travel/Mileage Rate

The vehicle mileage reimbursement rate is the current rate used by the State of Maine. At the time of issuance of this Program Statement, that rate is \$0.46 per mile ([State of Maine vehicle mileage reimbursement rate website](#)).

APPENDIX 1: RESOURCES

- [Maine Climate Council's *Maine Won't Wait: A Four-Year Plan for Climate Action*](#)
- [Maine Won't Wait One-Year Progress Report](#) from December 1, 2021
- [Maine Coastal Zone map and list of towns and townships in Maine's Coastal Zone](#)
- [Map and list of Maine Unorganized Territories](#)
- [Land Use Planning Commission's *Comprehensive Land Use Plan*](#)
- [Governor's Office of Policy Innovation and the Future \(GOPIF\) Community Resilience Partnership program](#)
- [US Bureau of Labor Statistics Occupational Employment and Wage Statistics](#)
- [Independent Sector's list of Value of Volunteer Time by State](#)
- [Maine Climate Council's Vulnerability Mapping website](#)
- [Social Vulnerability Index](#) for Maine Communities
- [Maine Department of Environmental Protection's list of Impaired or Threatened Marine Waters](#)
- [Maine Department of Environmental Protection's list of Impaired or Threatened Marine Streams](#)
- [Maine Flood Resilience Checklist](#) – a self-assessment tool for Maine's coastal communities to evaluate vulnerability to flood hazards and increase resilience
- [Maine Geological Survey Coastal Hazards website](#) – includes data related to highest astronomical high tide line, sea level rise/storm surge, potential tidal marsh migration, sea lake and overland surges from hurricanes (SLOSH), beach mapping shoreline changes and Maine FEMA floodplain maps
- Maine Climate Council Scientific and Technical Subcommittee's report [Scientific Assessment of Climate Change and Its Effects in Maine](#)
- [Maine Climate Science Update 2021](#) – an interim communication of the Maine Climate Council's Scientific and Technical Subcommittee from December 2021
- [State of Maine Division of Procurement Services forms website](#)
- [State of Maine vehicle mileage reimbursement rate website](#)
- [Coastal Community Grant Case Studies](#) from previous CCG awards
- [Shore and Harbor Planning Grant](#): This planning grant is also by the Maine Coastal Program. Funding is provided on a competitive basis for shoreline access planning, waterfront and harbor planning, identification and resolution of waterfront use conflicts, and planning, feasibility, and design efforts for resilient waterfront infrastructure.
- Governor's Office of Policy Innovation and the Future (GOPIF) Community Resilience Partnership [Community Action Grants](#): Community Action Grants (CAG) can support two categories of climate action by communities: 1) actions from the List of Community Actions, an approved list of climate mitigation and adaptation activities that align with the strategies of *Maine Won't Wait*, and 2) other projects proposed by a community that support capacity building, planning, and implementation projects.
- State of Maine Municipal Planning Assistance Program [list of communities](#) with a current comprehensive plan consistency finding, as of April 7, 2023.