

## PROGRAM STATEMENT

### FY 2019 Coastal Communities Grant Program

**June 11, 2018**  
**Issued by:**

Municipal Planning Assistance Program  
Maine Department of Agriculture Conservation and Forestry  
22 State House Station  
Augusta, ME 04333-0022

AND

Maine Coastal Program  
Maine Department of Marine Resources  
21 State House Station  
Augusta, ME 04333-0021

Coastal Communities Grant applications are due **Friday, July 27, 2018 at 2 P.M.**

The contact person for the Coastal Communities Grant Program is Ruta Dzenis, Senior Planner Municipal Planning Assistance Program (MPAP) at 207-287-2851 and [ruta.dzenis@maine.gov](mailto:ruta.dzenis@maine.gov)



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## HIGHLIGHTS

- **This statement only covers the Coastal Communities Grant Program.** In recent years, requirements of the Coastal Communities Grant Program (CCG) and the Shore and Harbor Planning Grant Program, both of which are funded by the Maine Coastal Program, have been detailed in a joint program statement. This year, the program statement of the Shore and Harbor Planning Grant Program was issued separately, and in advance of the CCG Program statement.
- Coastal Communities Grant applications are due Friday, July 27, 2018 at 2 P.M.
- Proposal Guidelines and Required Format requirements have been updated from previous years.
- Grant Program Schedule:
  - 1) Notice of Award - August 30, 2018
  - 2) Grant agreement preparation - September 2018
  - 3) Grant agreements in place - October 1, 2018
  - 4) Project Start Date – October 1, 2018
  - 5) Project Completion Date – November 30, 2020.
- This year's program focus is on is local and regional projects that address storm hazard resilience or protection of water quality in Maine DEP-listed Marine Impaired or Threatened NPS Priority Watersheds. (Refer to Section 1.1)
- Descriptions of previously-funded projects are available on the Municipal Planning Assistance Program's (MPAP) CCG Case Studies webpage.  
(See <http://www.maine.gov/dacf/municipalplanning/casestudies/ccg-case-studies.shtml>)
- NEW! Coastal Resiliency Resources from the DACF Bureau of Resource Information and Land Use Planning (BRILUP) appear in Appendix IV.
- The MPAP expects to allocate up to 50% of grant funds to Regional Planning Organizations, however all grants will be awarded on a competitive basis.
- Grant program funds cannot be used for construction, purchase of construction materials, acquisition of land, or permit fees.
- Grant program funds can be used in both organized and unorganized coastal communities.
- Projects reliant on title, right, or interest of a particular location for success, must supply documentation of such. This will not be counted toward the 10-page application limit.

- To receive funds, a community must have a current comprehensive plan finding of consistency (consistency finding) issued by the Department of Agriculture Conservation & Forestry, or the former State Planning Office. In the case of a multi-municipal application, at least one of the participating municipalities must have a current consistency finding. (See Appendix III for list of coastal municipalities with current consistency findings.) Unorganized communities satisfy this requirement through the LUPC Comprehensive Land Use Plan.

## SECTION 1. MAINE COASTAL PROGRAM COASTAL COMMUNITY GRANTS

### 1.1 Introduction

The Maine Department of Agriculture, Conservation Municipal Planning Assistance Program and Maine Department of Marine Resources, Maine Coastal Program announces the availability of funds for the following activities in support of two priority program areas:

- *Preparing for coastal storms, erosion and flooding, and coastal hazards.*

To help coastal communities understand their vulnerability and develop adaptive responses to coastal erosion, coastal storm events, landslides and other coastal hazards.

- *Addressing the effects of land use activity on water quality in Maine Department of Environmental Protection-listed Marine Impaired or Threatened NPS Priority Watersheds\**

\*[http://www.maine.gov/dep/land/watershed/nps\\_priority\\_list/NPS%20Priority%20List%2018-%20Marine.pdf](http://www.maine.gov/dep/land/watershed/nps_priority_list/NPS%20Priority%20List%2018-%20Marine.pdf)

To create strategies to improve coastal water quality, particularly through the development of watershed management plans for shellfish-growing areas. A watershed management plan describes water quality conditions, watershed characteristics, establishes water quality goals and objectives, outlines the actions needed to reach them, and provides a schedule for doing so. (Note that to be eligible in the future for plan implementation funding using United States Environmental Protection Agency (EPA) EPA Clean Water Act Section 319 grants from the Maine Department of Environmental Protection (DEP), plans must incorporate [EPA's nine-elements for watershed-based plans](#).\*\*

\*\*[https://www.epa.gov/sites/production/files/2015-12/documents/watershed\\_mgmt\\_quick\\_guide.pdf](https://www.epa.gov/sites/production/files/2015-12/documents/watershed_mgmt_quick_guide.pdf)

Funds may be used for planning, development of regulatory and non-regulatory policies and programs, project implementation, outreach and education, feasibility and vulnerability studies, and monitoring. Funds may not be used for land acquisition, purchase of construction materials, permit fees, or construction. Start-up of water quality monitoring programs (volunteer or otherwise) will only be considered for funding, if a long-term sustainability funding strategy is outlined in the proposal.

## 1.2 Background

Created in 1978, the Maine Coastal Program is a federal, state, local partnership under the Coastal Zone Management Act of 1972 and one of 34 coastal programs nationwide. Maine's program is a collaborative program that works in partnership with other state agencies, municipalities, regional and other organizations, with the Maine Department of Marine Resources (DMR) serving as the lead agency. The MCP works to sustain coastal resources and enhance the coastal-dependent economy through:

- Coastal community planning
- Effective administration of state environmental laws
- Public access planning
- Habitat restoration
- Reduction of non-point source pollution
- Support of coastal stewardship through education, outreach, and volunteer support
- Innovative initiatives in special coastal places.

More information about the Maine Coastal Program (MCP) can be found at:

<http://www.maine.gov/dacf/mcp/index.htm>

The Municipal Planning Assistance Program at DACF manages the Coastal Community Grant Program on behalf of MCP. Coastal Community Grants are an important element of the Municipal Planning Assistance Program's mission to improve economic conditions by providing technical and financial assistance to Maine municipalities. Coastal Community Grants are awarded and administered by MPAP.

## 1.3 Eligibility

Those eligible to apply include towns in Maine's coastal zone, groups of towns in Maine's coastal zone; coastal Regional Planning Commissions; and coastal Councils of Government. Partnerships are encouraged and those proposals documenting strong partnerships that further ensure the success of the project are strongly encouraged. Towns in Maine's coastal zone are listed in Appendix II. You can also access the list and a map here: <http://www.maine.gov/dmr/mcp/about/coastal-zone-map.htm>

Coastal Regional Planning Commissions and coastal Councils of Government are defined as having some or all of their service area within the Maine coastal zone. Note, however, that funds from this grant program can only be used in portions of the coastal zone covered by these organizations.

Please note that these funds are for both organized municipalities and unorganized territories. We invite proposals serving coastal communities, regardless of organized/unorganized status. Organized

municipalities must have a comprehensive plan with a current consistency finding issued by Department of Agriculture Conservation & Forestry, or the former State Planning Office (See Appendix III for list of coastal municipalities with current findings of consistency.), however, in the case of a multi-municipal application, only one of the applicant municipalities must meet this requirement. Unorganized communities satisfy this requirement through the Land Use Planning Commission (LUPC) Comprehensive Land Use Plan: [http://www.maine.gov/dacf/lupc/plans\\_maps\\_data/clup/index.html](http://www.maine.gov/dacf/lupc/plans_maps_data/clup/index.html)

#### **1.4 Grant size and duration**

The Maine Coastal Program plans to allocate approximately \$242,982 for the FY19 Coastal Community Grant Program Statement. The minimum award amount for FY19 will be \$15,000 and the maximum award amount will be \$100,000.

*Coastal Communities grant projects should begin in October 2018 and must be completed by November 30, 2020.*

#### **1.5 Cancellation Notice**

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

#### **1.6 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 MRS §§ 11001 – 11008 within 30 days of the agency decision.

## **SECTION 2. GRANT PROGRAMS DETAILS**

### **2.1 Description**

Project proposals must address either of the two Maine Coastal Program priorities (shown in *bold italics*, below).

#### ***Addressing Effects of Land Use Activity on Water Quality***

Examples of projects fitting this goal:

- Development or implementation of multi-town estuary or coastal watershed management plans for marine impaired or threatened waters (see Section 1.1, Introduction, for additional details regarding watershed management plans.)
- Development and implementation of regulatory and non-regulatory measures to reduce or eliminate water pollution in areas adjacent to shellfish growing areas.
- Development of stormwater management plans that use low impact development (LID) and green infrastructure techniques.

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- Education and outreach to promote the use of low impact development (“LID”) stormwater management techniques.
- Development and implementation of regulatory and non-regulatory measures to promote green infrastructure plans and techniques

Note: Proponents of projects under this goal in shellfish growing areas are encouraged to contact DMR’s Public Health Division ([Kohl.Kanwit@maine.gov](mailto:Kohl.Kanwit@maine.gov)) and/or DEP’s Environmental Assessment Division ([wendy.garland@maine.gov](mailto:wendy.garland@maine.gov)) before submitting a proposal.

### *Preparing for Coastal Storms, Erosion, Flooding and Coastal Hazards*

Examples of projects fitting this goal:

- Preparation of vulnerability assessments
- Development or implementation of municipal and regional adaptation strategies
- Landowner outreach and education
- Preliminary and final culvert design for public infrastructure utilizing StreamSmart principles
- Feasibility and design of non-structural shoreline erosion measures on publicly-owned properties using vegetation and other natural treatments, e.g. Living Shorelines.
- Outreach to municipalities for the promotion of understanding and utilization of resiliency resources available through DACF, Bureau of Resource Information & Land Use Planning (see Coastal Resiliency Resources, Appendix IV)

Examples of projects provided in this section are meant to be illustrative only. Applicants are encouraged to creatively address the objectives of the grant program and develop projects suited to the unique needs of the applicant and the activities described in Section 1.1. Descriptions of previously funded coastal communities grant projects are available on MPAP’s [CCG Case Studies webpage](#).\*

\*<http://www.maine.gov/dacf/municipalplanning/casestudies/ccg-case-studies.shtml>

## **2.2. Distribution of Funding among Coastal Community Grant Project Categories**

The total amount of funds available for the Coastal Communities Grant Program in FY19 is expected to be approximately \$242,982. MPAP expects to allocate up to 50% of grant funds to Regional Planning Organizations, however all grants will be awarded on a competitive basis.

## **2.3. Match**

Applications must demonstrate at least 25% non-federal match of the total project cost. This match can be either cash or in-kind services. In-kind match cannot include the time of federally-funded employees. 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. Section 3.4 of this Program Statement provides additional guidance on match requirements.

## **2.4. Proposal Guidelines and Required Format**

Grant applications may not exceed 10 pages in length; the cover letter, cover page, Budget Table 1, letters of support, résumés, and proof of title, right or interest will not be included in the page count. Proposals should be single-spaced with 1” margins on white 8 ½” x 11” paper using a font no smaller than 12 point Times New Roman or similar. All pages should be numbered consecutively beginning with number 1 on the first page of the “Project Proposal and Project Schedule” section through to the end, including all forms and attachments. Attachments should reference section or subsection of the proposal to which it corresponds.

The proposal must include all the information necessary for reviewers to score it such that proposal reviewers do not need to do outside research to understand the proposed project. Documentation beyond the 10-page limit will not be considered during the review process except for the cover page, Budget Table 1, letters of support, resumes, and proof of title, right, or interest. The required elements of the grant application are listed below. Applications that do not include all of the elements, or do not follow the format described in this section (“Proposal Guidelines and Required Format”) will not be reviewed.

### ***1) Signed Cover Letter on Applicant’s Letterhead***

The application must include a signed cover letter on the applicant’s letterhead.

### ***2) Cover Sheet which includes:***

- a) Project Title
- b) Town or region covered
- c) MCP Goal(s) addressed (refer to Section 1.1)
- d) Grant request amount
- e) Match proposed and source of match
- f) Project Manager and contact information
- g) Project partners
- h) Project start and end dates (month and year)
- i) Project summary statement (3-5 sentences)

### ***3) Executive summary***

This is a concise summary of the project, methods used to complete the project and deliverables produced. Length should not exceed one or two brief paragraphs.

### ***4) Project Summary***

Please include relevant background information, including history, stakeholders, and partners. Concisely describe the problem or opportunity. Is there a demonstrated need for this project? Describe the approach proposed to address the problem or opportunity and proposed use of the grant award. Describe experience with similar work undertaken by the applicant and/or project partners.



**5) Project Proposal and Project Schedule**

Present a concise explanation of what the project will do, who will do it, and how it will be implemented. (If the project is funded, and the grantee hires a consultant to work on the project, the contract between the grantee and the consultant should include the task descriptions, budget, schedule and deliverables contained in the approved project proposal.)

This section should describe the composition of the project’s advisory committee and its approach to soliciting community participation. This section must include specific project tasks and expected outcomes and work products for each task. This section may include a task for Project Management. This section must also include a project schedule that shows the sequencing of tasks including expected start and end dates for each task.

Sample outline for Task Description:

Task 1: <i>Task Name</i>	
<i>Provide narrative/task description</i>	
Deliverable(s): <i>work products</i>	
Responsible Party:	
Start Date for Task:	End Date for Task:

It is expected that project work can commence by mid-October, 2018 (within 45 days of the grant award). If you propose to start your project at a later date, explain the delay. All project work is to be completed by November 30, 2020.

Project narrative must also include, if appropriate, consideration of current flood plain maps and projected sea level rise for project location using information from the [Maine Geological Survey website](http://www.maine.gov/dacf/mgs/hazards/coastal/index.shtml).\* See \* <http://www.maine.gov/dacf/mgs/hazards/coastal/index.shtml>.

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 result, as well as what this project specifically will address.

The applicant should make every effort to quantify the expected outcome. For example, stating that the expected outcome is “a greater sense of the benefits of low-impact development in the community” is insufficient. A measurable outcome would be “having the residents approve a development ordinance that incorporates low-impact development requirements” or “residents’ knowledge of low impact development techniques will increase by x%”. In the latter example, part of the project proposal would include measuring the level of awareness at the beginning of the project and then again at the end.

## **6) Project Budget**

There are three separate budget tables that must be completed. Proposals missing any one of the three will not be reviewed.

An Excel workbook that includes templates for:

- Budget Table 1: Project Budget by Task and Cost Category
- Budget Table 2: Sources and Status of Match
- Budget Table 3: Budget Estimates by Cost Category

is available for download at: [http://www.maine.gov/dacf/municipalplanning/financial\\_assistance.shtml](http://www.maine.gov/dacf/municipalplanning/financial_assistance.shtml)

### **Budget Table 1**

A detailed budget for expenditure of the funds requested. Applicants are required to submit estimates of project costs by project task and cost category utilizing the format provided at the end of this RFP in Appendix III. The form “Project Budget by Task and Cost Category” is included in the Excel workbook available for download at: [http://www.maine.gov/dacf/municipalplanning/financial\\_assistance.shtml](http://www.maine.gov/dacf/municipalplanning/financial_assistance.shtml)

Make sure to include in-kind support in the appropriate column in the Project Budget by Task and Cost Category spreadsheet. Budget Table 1 will not be counted toward the 10-page proposal limit.

Here is an example of a breakdown of project tasks from the *Working Waterfronts Preparing for Climate Change Project in Washington County*:

Task 1 Outreach to participating communities (throughout the project)

Task 2 Gather existing working waterfront and infrastructure data

Task 3 Ground truth data

Task 4 Prepare working waterfront site inventory and infrastructure vulnerability maps

Task 5 Outline adaptation implementation plans with advisory committee and finalize with stakeholders.

### **Budget Table 2**

The form “Sources and Status of Match” is included in the Excel workbook available for download at: [http://www.maine.gov/dacf/municipalplanning/financial\\_assistance.shtml](http://www.maine.gov/dacf/municipalplanning/financial_assistance.shtml)

Budget Table 2 must be included in the body of the proposal.

Utilizing the table below, list the source and status of the in-kind and cash match. Please indicate the status of the match as follows:

“in-hand” if you already received the match

“pledged” if the match has been awarded but you do not already possess it

“requested” if the match has been requested, but you have not yet received word on the outcome of the request.

<b>Sources and Status of Match</b>				
Source of Cash Match	Status of Cash Match	Source of In-Kind Match	Status of In-Kind Match	Amount of Match

**Budget Table 3**

The form “Budget Estimates by Cost Category” is included in the Excel workbook available for download at: [http://www.maine.gov/dacf/municipalplanning/financial\\_assistance.shtml](http://www.maine.gov/dacf/municipalplanning/financial_assistance.shtml)

Budget Table 3 summarizes budget estimates by cost category from information presented in Table 1. Budget Table 3 must also be included in the body of the proposal.

<b>Budget Estimates by Cost Category</b>			
<b>Cost Category</b>	<b>MCP Grant</b>	<b>Non-Federal Match</b>	<b>Total Cost</b>
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other (specify)			
Indirect			
Totals			

**7) Letters of Support**

The application must include brief letters of support from each partner mentioned in the proposal. Each letter of support from a partner must identify the type and amount of support to be provided. Partners are expected to provide match to the project as either in-kind services or cash, as noted in the letters of support, and sources of matching funds are to be identified. In addition to those submitted by project partners, letters of support from other interested parties are encouraged. No letter of support will be counted toward the 10-page proposal limit.

**8) *Résumés of Key Participants***

Include résumés of key participants including the proposed project manager/project administrator. Resumes are not including as part of the 10-page proposal limit.

**2.5. Proposal Review Criteria**

Projects will be evaluated by the MCP according to the following criteria and point scoring. The MCP reserves the right to reject proposals which in the judgment of the review committee fail to meet requirements of the Program Statement.

**1) *Quality of the proposal; project feasibility and readiness* 20 points**

The proposal is complete and well organized. The project has a clear and achievable goal; the project plan is well-developed, thorough and provides a sufficiently-detailed explanation of how the project will be completed. Likelihood that the potential project will be successfully completed as proposed. The proposal is well sequenced, and leveraged with previous or concurrent efforts. Each project task is described, and a start and end date for each task is provided. The proposed project can realistically begin in October 2018. If the project includes the development or implementation of a plan, there is a clear indication of interest in the need for and adoption of the plan by the municipality or region as documented in a letter of support. The proposed project can be completed by November 30, 2020.

**2) *Cost effectiveness* (25 points)**

Costs are well-documented, including sources of match. The project budget is broken down by task. Individual task budgets are clearly identified, and represent a reasonable estimate for that particular activity. To what degree does the proposed project represent a good return for the investment of time and money? The sources of required non-federal match are confirmed. Projects without cash match can score a maximum of 20 points.

**3) *Applicant qualifications and capacity; past performance* (20 points)**

The applicant demonstrates the necessary technical experience, knowledge, project management and administrative capacity (including both financial and personnel) to successfully complete and report on the proposed project. For multi-phase projects, earlier phases have been successfully executed. Any known past performance on relevant projects will be evaluated by the proposal review team.

**4) *Linkage to identified state, local and regional priorities* (15 points)**

The project addresses the grant priorities contained in this Program Statement (see Section 2.3.A) and advances the objectives of the Maine Coastal Program (see Section 1.2). The project implements ideas and actions identified in adopted municipal or multi-municipal comprehensive plans determined by the Maine State Planning Office or the Department of Agriculture, Conservation and Forestry to be consistent with the Planning and Land Use Regulation Act, M.R.S.A. 30-A §4347-A (3-A) or other plans produced through a public participatory process and adopted by the municipality. Applicants are encouraged to address coastal focus areas identified by Maine's Beginning with Habitat Program <http://www.maine.gov/dacf/mnap/focusarea/index.htm>

**5) *Economic impact (10 points)***

Proposal estimates direct or indirect economic impact of project through leveraged funding, private investment, job creation or retention or other economic metrics.

**6) *Partnerships (10 points)***

Project proposal shows documentation of support and participation by partners, clearly defines their respective roles and quantifies all in-kind and/or cash match provided. Partnerships documented in the application demonstrate strong level of local support.

**2.6. Evaluation Process and Proposal Selection**

An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in this Program Statement, and in accordance with the most advantageous cost and economic impact considerations for the State.

Officials responsible for making decisions on the selection shall ensure that the selection process affords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to projects that best satisfy the criteria of the Program Statement at a reasonable/competitive cost.

The evaluation team will use a consensus approach to evaluate the proposals. Members of the evaluation team will not score the proposals individually but instead will arrive at a consensus as to assignment of points on each category of each proposal. The grant award(s) will be made to the applicant(s) receiving the highest number of evaluation points, based upon the proposals' satisfaction of the criteria established in the Program Statement.

The evaluation team ("team") reserves the right to communicate or meet with an applicant in order to obtain clarification of information contained in an application, and the team may revise the scores assigned in the initial evaluation to reflect such clarification. Notwithstanding MCP/MPAP's right to seek clarification, applicants will not be permitted to modify their submitted applications, so costs and other information contained in the application should be presented as clearly, accurately and completely as possible.

Award notifications can be anticipated the week of August 27, 2018. For each project selected, the MPAP will ask the applicant to submit a revised work plan that reflects the comments received from the review committee. The final work plan for the successful grantees will be accepted for contract preparation after determination that the applicant has adequately addressed the review comments. It is anticipated Grant Agreements will be issued by October, 2018.

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.A. §§ 11001 – 11008 within 30 days of the agency decision.

## **2.7. Application Deadline and Submission**

**Applications are due by 2:00 p.m. local time on Friday, July 27, 2018.**

Applications may be submitted in paper or electronic form. Only applications received by the deadline at the Municipal Planning Assistance Program office or the emailed to [ruta.dzenis@maine.gov](mailto:ruta.dzenis@maine.gov) shall be considered. Applications received after the deadline will be rejected without exception. The State assumes no responsibility for delays caused by problems with electronic submission, or for delays caused by any postal, package or delivery service. (A postmark by the due date will not suffice.)

**Electronic applications** must be emailed to [ruta.dzenis@maine.gov](mailto:ruta.dzenis@maine.gov) with “Application to 2019 Coastal Communities Grant Program” in the subject line. Applications submitted as an Adobe .pdf file should be accompanied by all Word and Excel files associated with the application.

**Paper applications** must be submitted in an envelope clearly marked with the applicant’s return address and the notation: “Coastal Community Grant Application”. Paper applications must be mailed or hand-delivered to:

Ruta Dzenis AICP, Senior Planner  
Municipal Planning Assistance Program  
Department of Agriculture, Conservation and Forestry  
18 Elkins Lane - Harlow Building, Room 413 (physical address)  
22 State House Station (mailing address)  
Augusta, ME 04333-0022

**Receipt Written** acknowledgement of receipt of proposals will be issued.

## **2.8. Submission of Questions regarding the Coastal Community Grant Program**

The contact person for the Coastal Community Grant Program is Ruta Dzenis, Senior Planner, Municipal Planning Assistance Program at 207-287-2851

For questions and additional clarifications, contact Ruta Dzenis in writing at: [ruta.dzenis@maine.gov](mailto:ruta.dzenis@maine.gov) . Please include in the subject line “FY19 Coastal Communities Grants – Questions”.

Questions will be accepted through Thursday, July 12. A summary of substantive questions and responses concerning the Coastal Community Grant will be compiled and posted by Thursday, July 19 to the following web page: <http://www.maine.gov/doc/commissioner/landuse/financial/index.shtml>.

## **SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS**

### **3.1 Grant Agreement**

Grant recipients must enter into a written Grant Agreement with the Maine Department of Agriculture, Conservation and Forestry to establish mutually agreeable terms for completing the project. The Grant Agreement is in the form of a contract formatted according to standard Maine State government contract procedures (form BP 54). See <https://www.maine.gov/dafs/procurementservices/forms>.

### **3.2 Pre-Award Costs**

The MCP is not liable for any cost incurred by the Grantee or any Grantee subcontractor(s) prior to the contract effective date. The MCP cannot authorize any payments prior to the effective date of a fully executed grant agreement.

### **3.3 Reporting Requirements**

Semi-annual progress reports and a final report are required for MCP projects. Reports must include a description, by task, of progress made to date, deliverables completed during the reporting period and delays in schedule. The final report must include all remaining deliverables according to the executed contract.

If re-budgeting among tasks is necessary beyond 10% of the total award, the Grantee shall contact the contract administrator for approval.

Grantees will prepare a short case study of their project prior to project completion.

### **3.4 Non-Federal Matching Funds or Services**

Grantees are obliged to document non-federal matching funds or services contributed to the project. Non-federal matching funds are the portion of allowable project costs contributed to a federally funded project. Match includes, but is not limited to, allowable costs borne by the grantee and contributions of cash or services from individuals, organizations, municipalities or non-federal public agencies.

Non-federal match contributions may include:

- Cash contributions, and/or
- In-kind contributions. In-kind contribution is the value of a non-cash contribution to meet a grantee's cost sharing requirements. An in-kind contribution may consist of the value of goods or services, property and equipment or directly benefitting the MCP funded project.

A. Requirements.

Non-federal match contributions must be:

1. related directly to tasks in the project work plan;
2. reasonably valued for the work performed and work products produced;
3. conducted between the effective dates of the contract;
4. supported by appropriate documentation;
5. from non-federal sources. Personnel, projects, or services paid with federal funds do not qualify as non-federal match.

B. Valuation of In-Kind Contributions

1. Personnel Time Paid for by Project Partner Organizations: When an employer other than the grantee furnishes free of charge the services for the professional services for an assignment in the employee's area of specialization, the services will be valued at the employee's regular rate of pay, exclusive of the employee's fringe benefits and overhead costs. For example, an hourly rate would be applied for a municipal employee participating in an official capacity at a meeting or workshop organized by the grantee related to the work performed under the grant.
2. Donated Supplies: The contribution must be valued at the market value of the supplies at the time of donation.
3. Donated Equipment or Space in a Building: The contribution must be valued at the fair market rental rate of the equipment or space
4. Volunteer Work: 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. If the grantee organization does not have employees performing similar work, 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: [http://www.bls.gov/oes/current/oes\\_me.html](http://www.bls.gov/oes/current/oes_me.html)
5. Community participation: This refers to community members attending meetings, workshops and events organized by the grantee for work performed under this grant. "Community participation" refers to donated volunteer time in activities such as water sampling, stream bank clean-up or attending a meeting organized by the grantee for work performed under the grant.

Based on best practices guidance provided by the Maine Commission for Community Service, the MPAP will accept the most recent volunteer rate applicable to Maine from the website of Independent Sector at: <https://www.independentsector.org/resource/the-value-of-volunteer-time/>. As of this writing, the latest data (2017) sets the hourly rate at \$22.53.



6. Methods to estimate the value of unpaid volunteer services include, but are not limited to:

a. Determine the appropriate occupation and Maine occupational wage estimates provided by the Bureau of Labor Statistics, U. S. Department of Labor.

[http://www.bls.gov/oes/current/oes\\_me.htm](http://www.bls.gov/oes/current/oes_me.htm)

b. The organization “Independent Sector” provides average rates for volunteers. The MCP will accept the most recent rate applicable to Maine.

[http://www.independentsector.org/programs/research/volunteer\\_time.html](http://www.independentsector.org/programs/research/volunteer_time.html)

### **3.5 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 \$0.44 per mile.

### **3.6 Acknowledgement of Funding from the Maine Coastal Program**

The title page of all reports, studies, or other documents such as brochures or posters supported in whole or in part by the grant award needs to acknowledge the financial assistance provided by the Maine Coastal Program and the National Oceanographic and Atmospheric Administration (NOAA). Presentation materials such as Power Point presentations, maps, meeting agendas, event placards, and interpretive signage are to acknowledge funding from the MCP at a minimum by incorporating the program’s logo into their design. Detailed requirements of acknowledgement of funding for written reports and studies will be included in the grant agreement.

## APPENDIX I PROJECT BUDGET BY TASK AND CATEGORY

Budget Table 1: Coastal Community Grant: Project Budget by Task and Cost Category										
A	B	C	D	E	F	G	H	I	J	K
Task (break down by task)	Personnel (list name)	Affiliation: Grantee, Partner Organization or Contractual	" Column D"	# Project Hours by Task	Total hourly compensation rate	Hourly Salary	Hourly Fringe benefits	Total Cost by Task	MCP Grant	Non- Federal Match
<b>Salaries</b>										
<i>(please note each person's role in column D)</i>										
Task 1								\$ -	\$ -	-
Task 2								\$ -		
Task 3								\$ -		\$ -
								\$ -		\$ -
								Total Salaries: \$ -	\$ -	-
<b>Travel</b>										
<i>(please note cost assumptions in column D)</i>										
									\$ -	
									\$ -	
								Total Travel: \$ -	\$ -	\$ -
<b>Supplies</b>										
<i>(please list in Column D)</i>										
									\$ -	
									\$ -	
								Total Supplies: \$ -	\$ -	\$ -
<b>Other Contractual Services</b>										
<i>(please list in Column D)</i>										
								Total Contractual Services: \$ -	\$ -	\$ -
<b>Indirect Costs</b>										
									\$ -	\$ -
									\$ -	\$ -
								Total Indirect Costs: \$ -	\$ -	\$ -
<b>Other (list in Column D)</b>										
								Total Other Expenses: \$ -	\$ -	\$ -
								GRAND TOTAL: \$ -	\$ -	\$ -

## APPENDIX II COMMUNITIES IN MAINE'S COASTAL ZONE

Addison	Deer Isle	Machiasport	South Berwick
Alna	Dennysville	Marion Twp.	South Bristol
Arrowsic	Dresden	Marshfield	South Portland
Arundel	East Machias	Matinicus Isle Plt.	South Thomaston
Augusta	Eastport	Milbridge	Southport
Bangor	Edgecomb	Monhegan Is. Plt.	Southwest Harbor
Bar Harbor	Edmunds Twp.	Mount Desert	Steuben
Bath	Eliot	Muscle Ridge Twp.	Stockton Springs
Beals	Ellsworth	Newcastle	Stonington
Belfast	Falmouth	Nobleboro	Sullivan
Biddeford	Farmingdale	North Haven	Surry
Blue Hill	Frankfort	Northport	Swans Island
Boothbay	Franklin	Ogunquit	T7 SD BPP
Boothbay Harbor	Freeport	Old Orchard Beach	T8 SD BPP
Bowdoinham	Frenchboro	Orland	T9 SD BPP
Bremen	Friendship	Orrington	T10 BPP
Brewer	Gardiner	Owls Head	Thomaston
Bristol	Georgetown	Pembroke	Topsham
Brooklin	Gouldsboro	Penobscot	Tremont
Brunswick	Hallowell	Perkins Twp.	Trenton
Bucksport	Hampden	Perry	Trescott Twp.
Calais	Hancock	Phippsburg	Verona Island
Camden	Harpswell	Pittston	Vinalhaven
Cape Elizabeth	Harrington	Portland	Waldoboro
Castine	Isle au Haut	Prospect	Warren
Centerville Twp.	Islesboro	Randolph	Wells
Chebeague Island	Jonesboro	Richmond	West Bath
Chelsea	Jonesport	Robbinston	Westport Island
Cherryfield	Kennebunk	Rockland	Whiting
Columbia	Kennebunkport	Rockport	Whitneyville
Columbia Falls	Kittery	Roque Bluffs	Winter Harbor
Cranberry Isles	Lamoine	Saco	Winterport
Criehaven Twp.	Lincolnton	Saint George	Wiscasset
Cumberland	Long Island	Scarborough	Woolwich
Cushing	Lubec	Searsport	Yarmouth
Cutler	Machias	Sedgwick	York
Damariscotta		Sorrento	

## APPENDIX III CURRENT COASTAL COMP PLAN CONSISTENCY FINDINGS

Addison	Eastport	Machiasport	
Arundel	Edgecomb	Marion Twp.	South Portland
Augusta	Edmunds Twp.	Matinicus Isle Plt.	South Thomaston
Bangor	Eliot	Milbridge	Southport
Bar Harbor	Falmouth	Monhegan Is. Plt.	Southwest Harbor
Bath	Farmingdale	Mount Desert	Stonington
Boothbay	Freeport	Muscle Ridge Twp.	Surry
Boothbay Harbor	Frenchboro	Nobleboro	T7 SD BPP
Bowdoinham	Gardiner	North Haven	T8 SD BPP
Brewer	Hallowell	Owls Head	T9 SD BPP
Brunswick	Hampden	Pembroke	T10 BPP
Bucksport	Harrington	Perkins Twp.	Thomaston
Calais	Isle au Haut	Perry	Topsham
Camden	Islesboro	Phippsburg	Tremont
Cape Elizabeth	Jonesboro	Portland	Trenton
Castine	Jonesport	Randolph	Trescott Twp.
Centerville Twp.	Kennebunkport	Richmond	Vinalhaven
Chebeague Island	Kittery	Rockland	Wells
Cranberry Isles	Long Island	Saco	West Bath
Criehaven Twp.	Lubec	Scarborough	Whitneyville
Cumberland	Machias	South Berwick	Wiscasset
Damariscotta		South Bristol	Yarmouth

## APPENDIX IV COASTAL RESILIENCY RESOURCES

### DACF Bureau of Resource Information and Land Use Planning (BRILUP)

**Municipal Climate Adaptation Series** The **Municipal Planning Assistance Program** (MPAP) and nine of Maine's Regional Planning Organizations collaborated on these documents which explain how to identify threats to community resources, and how to respond to those threats by integrating climate adaptation measures into existing local policies, practices and ordinances. Along with an overview document, the series addresses nine different areas of municipal responsibility: Transportation, Stream Crossings, Wastewater, Drinking Water, Storm Water, Comprehensive Planning, Shoreland Zoning, Site Plan Review and Subdivision Review. The Guidance series and other climate-related planning resources can be found at: <http://www.maine.gov/dacf/municipalplanning/technical/climate.shtml>

**Maine Flood Resilience Checklist** This is a simple and practical self-assessment tool that can help communities evaluate how well-positioned they are to prepare for, respond to, and recover from flooding events and sea level rise. It provides a framework for examining flood risk, assessing vulnerability of the natural, built, and social environments, and identifying ways to enhance resilience. <http://www.maine.gov/dacf/mgs/hazards/coastal/MaineFloodResilienceChecklistOverview.pdf>

**Coastal Resiliency Webpage** This **Maine Natural Areas Program** webpage provides currently-available data related to tidal marshes, tidal marsh migration, and undeveloped blocks under various sea level rise scenarios. [http://www.maine.gov/dacf/mnap/assistance/coastal\\_resiliency.html](http://www.maine.gov/dacf/mnap/assistance/coastal_resiliency.html)

**Coastal Hazards Webpage** This **Maine Geological Survey (MGS)** webpage provides coastal inundation data for coastal resiliency planning. <http://www.maine.gov/dacf/mgs/hazards/coastal/index.shtml>

**Living Shoreline Webpage** A second MGS webpage with resources related to Living Shorelines and Maine's Bluff Coast. <http://www.maine.gov/dacf/mgs/explore/marine/living-shorelines/>

**Floodplain Mapping Resources** This **Maine Floodplain Management Program** webpage provides on-line floodplain maps as well as a wealth of supporting information on state and Federal flood mapping programs. <http://www.maine.gov/dacf/flood/mapping.shtml>

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**Inter-Agency Resources** In addition to the resources listed above, DACF contributes to interagency web resources hosted by the **Maine Department of Environmental Protection**:

Climate Webpage: <http://www.maine.gov/dep/sustainability/climate/index.html>

Adaptation Toolkit: <http://www.maine.gov/dep/sustainability/climate/adaptation-toolkit/index.html>

and **Maine Coastal Program** at the Department of Marine Resources:

**Maine Stream Habitat Viewer and Stream Smart Crossings Webpage**:

<http://www.maine.gov/dmr/mcp/environment/streamviewer/>