

## PROGRAM STATEMENT

### FY 2022 Coastal Communities Grant Program

March 1, 2021  
Issued by:

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

Coastal Communities Grant applications are due  
Thursday, **April 15, 2021 no later than 2 P.M.**

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



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## HIGHLIGHTS

- **This statement is for the Coastal Communities Grant Program only.** In prior years, this program statement included both the Coastal Communities Grant Program and the Shore and Harbor Planning Grant Program. This year, the program statement for the Shore and Harbor Planning Grant Program will be issued separately by the Maine Department of Marine Resources<sup>1</sup>.
- Coastal Communities Grant applications are due Thursday, April 15, 2021 at 2 P.M.
- Grant Program Schedule:
  - 1) Notice of Award - June 1, 2021
  - 2) Grant agreement preparation – June 2021
  - 3) Grant agreements in place – July 19, 2021
  - 4) Project Start Date – August 2, 2021
  - 5) Project Completion Date – December 31, 2022
- Only proposal submissions received electronically will be considered. Paper applications will no longer be accepted. (Refer to Section 2.7)
- The total amount of funds available for the Coastal Communities Grant Program in FY22 is expected to be approximately \$175,000. The minimum award amount will be \$20,000 and the maximum award amount will be \$50,000.

Eligible Coastal Community Grant project categories have been updated. This FY22 program statement invites proposals in **three categories** that focus on building community resiliency and adapting to climate change; particularly those that address the State of Maine’s Adaptation Goals in *Maine Won’t Wait: A Four-Year Plan for Climate Action*. (December 2020) Coastal resiliency resources that may be helpful to applicants are included in Appendix IV, including case studies of completed projects funded by Coastal Community Grants.

- Grant program funds cannot be used for construction, purchase of construction materials, acquisition of land, or permit fees.
- Both organized and unorganized coastal communities are eligible to apply.
- 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

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<sup>1</sup> For more information about the Maine Coastal Program Shore and Harbor Planning Grant Program, please contact Alli Potter at the Maine Department of Marine Resources [allison.potter@maine.gov](mailto:allison.potter@maine.gov)

participating municipalities must have a current consistency finding. (See Appendix III for list of coastal municipalities with current consistency findings.) Unorganized communities have satisfied this requirement through the Land Use Planning Commission (LUPC) Comprehensive Land Use Plan.

- Proposals that include planning for sea level rise should follow recommendations from the Maine Climate Council in the *Maine Won't Wait: A Four-Year Plan for Climate Action* (p.25): “...the Maine Climate Council recommends the state commit to manage for 1.5 feet of relative sea-level rise by 2050, and 3.9 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.”

## SECTION 1. MAINE COASTAL PROGRAM COASTAL COMMUNITY GRANTS

### 1.1 Introduction

The Municipal Planning Assistance Program at the Maine Department of Agriculture, Conservation announce the availability of funds for the following activities in support of the following Maine Coastal program goals for this grant round:

**Building community resiliency to adapt to a changing climate:** To help coastal communities proactively plan for climate change that supports resilient land use planning, marine and coast-related economic growth and coastal resource conservation.

**Preparing for coastal storms, erosion and flooding, coastal hazards:** To help coastal communities develop adaptive responses to coastal erosion, coastal storm events, landslides and other coastal hazards.

**Planning for Restoration of Coastal Habitats:** To ensure that Maine’s coastal habitats offer a full range of ecosystem services, such as coastal storm and flood damage protection, pollution filtration, fish and wildlife habitat, commercial harvesting and recreational opportunities and, (in tidal systems), carbon storage.

Funds may be used for planning and development of regulatory and non-regulatory policies and programs, project implementation, outreach and education, feasibility and vulnerability studies. Funds cannot be used for land acquisition, purchase of construction materials, permit fees, or construction.

### 1.2 Background

Created in 1978, the Maine Coastal Program (MCP) is a federal, state, local partnership under the Coastal Zone Management Act of 1972 and one of 35 coastal programs nationwide. The MCP is based at the Maine Department of Marine Resources and allocates federal funding to the Municipal Planning Assistance Program (MPAP) at the Department of Agriculture Conservation (DACF) for this grant program. DACF manages the Coastal Community Grant Program on behalf of MCP.

Coastal Community Grants are an important element of the MPAP's work to encourage and promote efforts of coastal communities and regional planning organizations pursuant to the goals of the Growth Management Act (*M.R.S.A. 30-A, Chapter 187*) and Coastal Management Policies (*M.R.S.A. 38, Chapter 19*).

More information about the Maine Coastal Program (MCP) can be found at:  
<https://www.maine.gov/dmr/mcp/about/index.htm>

### **1.3 Eligibility**

Those eligible to apply include organized and unorganized towns/territories in Maine's coastal zone, groups of towns in Maine's coastal zone; coastal Regional Planning Commissions; and coastal Councils of Government<sup>2</sup>. Communities in Maine's coastal zone are listed in Appendix II; the list and a map can also be accessed here: <http://www.maine.gov/dmr/mcp/about/coastal-zone-map.htm>

Groups of coastal towns are also eligible to apply for a collaborative project and proposals including partnerships with non-governmental organizations are encouraged.

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 have satisfied this requirement though 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 \$175,000 for the FY22 Coastal Community Grant Program Statement. The minimum award amount for FY22 will be \$20,000 and the maximum award amount will be \$50,000.

Coastal Communities grant projects must begin within one month of grant approval (anticipated to be August 1, 2021) and must be completed by December 31, 2022.

### **1.5 Cancellation Notice**

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

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<sup>2</sup> 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 the coastal area served by these organizations.

## **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**

We seek proposals that increase adaptation to erosion and flooding, restore coastal habitats and implement adaptive land use planning. Applicants are encouraged to creatively address the objectives of the grant program and develop projects suited to the unique needs of the applicant and activities which address program goals described in Section 1.1.

Examples of projects (below) for each funding category are meant to be illustrative only. Applicants are encouraged to review “Lessons Learned” from case studies of previously funded coastal communities grant projects on MPAP’s [CCG Case Studies webpage](http://www.maine.gov/dacf/municipalplanning/casestudies/ccg-case-studies.shtml).

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

#### ***Ensuring Sustainable, Vibrant Coastal Communities***

Examples of projects fitting this goal:

- Development of comprehensive plan chapters, regulatory, non-regulatory measures and incentives for adaptive land use planning, low impact development (LID) and nature-based infrastructure.
- Preparation or implementation of adaptive strategies for vulnerable business sectors anticipated to be challenged by climate change, such as coastal tourism and marine-dependent working waterfront businesses.
- Development of capital improvement plans.
- Planning for threatened infrastructure such as roads, public access areas, water supply and wastewater systems.
- Collection and analysis of data such as inventories, socioeconomic studies and public opinion surveys.
- Design and implementation of community outreach efforts related to climate vulnerability.

#### ***Restoring Coastal Habitats***

Examples of projects fitting this goal:

- Preparation of habitat restoration plans, strategies, or needs assessments
- Development of pre-project feasibility studies and engineered designs
- Pre- and post-project monitoring
- Preliminary and final design of safe, cost-effective, ecologically supportive, and climate-resilient culverts for tidal and stream crossings.

#### ***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
- Design and implementation of community outreach efforts

- Feasibility and design of non-structural shoreline erosion measures on publicly owned properties using vegetation and other natural treatments, e.g. Living Shorelines

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

The total amount of funds available for the Coastal Communities Grant Program in FY22 is expected to be approximately \$175,000. For this grant round, distribution of awards will place emphasis on building coastal community resilience in three funding categories, with emphasis on projects that advance the recommendations identified in *Maine Won't Wait: A Four-Year Plan for Climate Action*. ([PDF link](#)). Released in December 2020, the Plan identifies the need for communities to be proactive about understanding, planning and acting to reduce their risk from climate change.

## **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 state or 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 for 8 ½" x 11" using a font no smaller than 12-point Times New Roman or similar.

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. As noted in Section 2.7 Application Deadline and Submission -- The Grant Application shall be submitted as a single pdf file.

### ***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(s) or region covered
- c) 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**

Include 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 intends to hire 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 approach to soliciting community participation. This section must include specific project tasks and expected outcomes and work products for each task and identify the responsible party/lead for completing 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 sequenced 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>identify work products</i>	
Responsible Party:	
Start Date for Task:	End Date for Task:

It is expected that encumbered grant agreements will be in hand such that project work can commence by August 1, 2021. Projects are to commence by September 13, 2021. If you propose to start your project at a later date, explain the delay. All project work must be completed by December 31, 2022.

Project narrative must also include, as 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) <http://www.maine.gov/dacf/mgs/hazards/coastal/index.shtml>. Proposals that include planning for sea level rise should follow recommendations from the Maine Climate Council in the *Maine Won't Wait* report (p.25): “...the Maine Climate Council recommends the state commit to manage for 1.5 feet of relative sea-level rise by 2050, and 3.9 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.”

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 expected outcomes. 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 “municipal approval of a low-impact development ordinance” 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, and  
Budget Table 3: Budget Estimates by Cost Category

The Excel workbook 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**

This is a detailed budget for the project. Applicants are required to submit estimates of project costs for each project task and cost category using the format provided at the end of this program statement in Appendix III.

Make sure to include personnel used for in-kind match under Project Team Personnel Costs by Task . *Budget Table 1 will not be counted toward the 10-page proposal limit.*

**Budget Table 2**

The form “Sources and Status of Match” is included in the Excel workbook and *must be included in the body of the proposal.*

Using 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.

Section 3.4 of this Program Statement provides additional guidance on match requirements. In-kind match cannot include the time of state or federally funded employees.

<b>Budget Table 2: 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 Table 3: 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 (only applicable to Applicants Personnel to be funded by MCP grant)			
Travel			
Equipment			
Supplies			
Contractual (Consultant(s) and/or other contractors)			
Other (specify)			
Indirect (only applicable to Applicants Personnel to be funded by MCP grant)			
<b>Totals</b>			

**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. Letters of support will not 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 included 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/MPAP reserve 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 (25 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 successfully completed. The proposal is well sequenced and leveraged with previous or concurrent efforts. Each project task is well-described, and a start and end date for each task is provided. The proposed project can realistically commence by September 13, 2021. 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 must be completed by December 31, 2022. A request for a six-month extension is a possibility and subject to approval for good cause.

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

Costs are well-documented, including sources of match. If consultants will be used, budgets are reliable based on applicant's reconnaissance. The project budget is broken down by task. Individual task budgets are clearly identified and represent a reasonable estimate for that particular activity. The proposed project represents a good return for the investment of time and money. The sources of required non-federal match are confirmed in the letters of support submitted with the grant proposal. 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 and enhances the objectives contained in this Program Statement. 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). The project advances the climate adaptation strategies in *Maine Won't Wait, A Four-Year Plan for Climate Action* or other plans produced through a public participatory process and adopted by the municipality.

As appropriate, applicants are encouraged to address coastal focus areas of high biodiversity identified by Maine's Beginning with Habitat Program. See:

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

**5) *Partnerships ( 15 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.

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

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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 the MCP/MPAP's right to seek clarification, applicants will not be permitted to modify their submitted applications.

Award notifications can be anticipated the week of June 1<sup>st</sup>, 2021. 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 encumbered Grant Agreements will be issued by week of July 19<sup>th</sup>, 2021.

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 Thursday, April 15, 2021.**

Only Grant application submissions received by the deadline and e-mailed 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.

**Electronic applications** must be emailed to [ruta.dzenis@maine.gov](mailto:ruta.dzenis@maine.gov) with "Application to 2022 Coastal Communities Grant Program" in the subject line.

The Grant application shall be submitted as a single pdf file accompanied by the Excel workbook which includes Budget Table 1: Project Budget by Task and Cost Category, Budget Table 2: Sources and Status of Match and Budget Table 3: Budget Estimates by Cost Category available for download at: [http://www.maine.gov/dacf/municipalplanning/financial\\_assistance.shtml](http://www.maine.gov/dacf/municipalplanning/financial_assistance.shtml)

E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions.

**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.

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 “FY22 Coastal Communities Grants – Questions”.

Questions will be accepted through Wednesday, March 24, 2021. A summary of substantive questions and responses concerning the Coastal Community Grant will be compiled and posted by Thursday, April 1, 2021 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 (contract) with the Maine Department of Agriculture, Conservation and Forestry. An example of the State of Maine's standard service contract can be found under the heading "Contracts" at <https://www.maine.gov/dafs/procurementservices/forms>. The standard contract will be edited to add the project scope, budget, reporting requirements, funding acknowledgements and a requirement to produce a short project case study for MPAP use.

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

The MPAP is not liable for any cost incurred by the Grantee or any Grantee subcontractor(s) prior to the contract effective date. The MCP/MPAP 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. 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 grant agreement. Grantees will prepare a short case study of their project prior to project completion.

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

Grantees are required 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 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 (2019) sets the hourly rate at \$24.21.

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.  
See: [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/MPAP will accept the most recent rate applicable to Maine.  
See: [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.



## APPENDIX II COMMUNITIES IN MAINE'S COASTAL ZONE

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

### **APPENDIX III CURRENT COASTAL COMPREHENSIVE PLAN CONSISTENCY FINDINGS (updated 2.20.21.)**

Community	Findings Date
Bangor	11/19/2012
Bath	10/6/2009
Belfast	<i>under review</i>
Boothbay	9/12/2016
Boothbay Harbor	7/27/2015
Bowdoinham	8/13/2014
Brewer	2/18/2015
Bucksport	3/29/2017
Bustins Island	8/10/2016
Calais	3/19/2010
Camden	5/25/2018
Cape Elizabeth	1/17/2020
Castine	6/21/2010
Chebeague Island	5/17/2011
Cherryfield	6/28/2019
Columbia Falls	6/7/2019
Cranberry Isles	6/24/2010
Criehaven Township	LUPC
Cumberland	2/9/2012
Damariscotta	3/2/2015
Eastport	11/5/2018
Edgecomb	10/20/2010
Edmunds Township	LUPC
Eliot	10/14/2009
Falmouth	2/7/2014
Freeport	10/6/2011
Frenchboro	2/27/2017
Gardiner	1/28/2015
Hallowell	2/3/2011
Hampden	8/27/2010
Isle au Haut	11/18/2011
Islesboro	6/13/2018
Kennebunkport	10/2/2013
Kittery	7/20/2017
Lamoine	10/18/2019
Lubec	10/12/2010
Machiasport	1/7/2010

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Community	Findings Date
Matinicus Isle Plantation	LUPC
Milbridge	6/21/2012
Monhegan Island Plantation	LUPC
Mount Desert	8/15/2009
Muscle Ridge Township	LUPC
Orono	9/5/2014
Owls Head	2/4/2014
Pembroke	5/5/2010
Perkins Township, Swan Island	LUPC
Perry	5/5/2010
Phippsburg	10/6/2009
Portland	8/8/2017
Randolph	12/13/2013
Richmond	4/20/2016
Rockland	4/30/2012
Saco	10/20/2011
Searsport	6/18/2019
South Bristol	1/11/2011
South Portland	2/12/2013
South Thomaston	7/22/2010
Southwest Harbor	10/7/2010
St. George	2/7/2019
Stonington	2/5/2018
Surry	1/31/2014
T7 SD BPP	LUPC
Thomaston	5/26/2020
Topsham	6/30/2020
Tremont	1/4/2011
Trescott Township	LUPC
Veazie	4/9/2018
Vinalhaven	11/7/2013
Waldoboro	5/29/2019
Wells	9/25/2017
Westport	2/11/2020
Whiting	10/29/2018
Yarmouth	10/18/2011

## APPENDIX IV RESOURCES

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

**Case Studies of Coastal Community Grant funded projects**. Available here:  
<http://www.maine.gov/dacf/municipalplanning/casestudies/ccg-case-studies.shtml>

**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. See:  
<http://www.maine.gov/dacf/mgs/hazards/coastal/MaineFloodResilienceChecklistOverview.pdf>

**Coastal Hazards Webpage** This **Maine Geological Survey** (MGS) webpage provides several different kinds of datasets to support completion of the Flood Resilience Checklist and general coastal resiliency planning, including:

- a. Beach Mapping Shoreline Change – mapping of shoreline changes and beach features along the majority of southern Maine's beaches
- b. Highest Astronomical Tide Line – mapping of the extent and values of the HAT in support of Maine's Shoreland Zoning
- c. Sea Level Rise/Storm Surge – mapping of the potential inundation associated with a variety of future sea level rise or storm surge scenarios
- d. Sea Lake and Overland Surges from Hurricanes - mapping of the potential inland inundation from landfalling hurricanes

See: <http://www.maine.gov/dacf/mgs/hazards/coastal/index.shtml>

**Living Shorelines Webpage** A second **MGS** webpage with resources related to Living Shorelines in Maine See <http://www.maine.gov/dacf/mgs/explore/marine/living-shorelines/>

**Coastal Resiliency Webpage** This **Maine Natural Areas Program (MNAP)** 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)

**Beginning with Habitat (BwH) Focus Areas of Statewide Ecological Significance** are natural areas that contain unusually rich concentrations of at-risk species and habitats. This second MNAP webpage provides descriptions of this important areas. Applicants are encouraged to address these ecologically significant areas.

See <https://www.maine.gov/dacf/mnap/focusarea/factsheets.htm>

**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. See <http://www.maine.gov/dacf/flood/mapping.shtml>

## **Governor’s Office of Policy Innovation and the Future**

**Maine Climate Council website**

<https://climatecouncil.maine.gov/strategies>

*“Maine Won’t Wait: A Four-Year Plan for Climate Action”*

See [https://climatecouncil.maine.gov/future/sites/maine.gov.future/files/inline-files/MaineWontWait\\_December2020.pdf](https://climatecouncil.maine.gov/future/sites/maine.gov.future/files/inline-files/MaineWontWait_December2020.pdf)

*The Scientific Assessment of Climate Change and Its Effects in Maine* report

See [https://climatecouncil.maine.gov/future/sites/maine.gov.future/files/inline-files/GOPIF\\_STS\\_REPORT\\_092320.pdf](https://climatecouncil.maine.gov/future/sites/maine.gov.future/files/inline-files/GOPIF_STS_REPORT_092320.pdf)

**Maine Climate Council Community Resilience Working Group recommended strategies**  
(See [https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/CommunityResiliencePlanning\\_FinalStrategyRecommendations\\_June2020.pdf](https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/CommunityResiliencePlanning_FinalStrategyRecommendations_June2020.pdf))

## **Maine Department of Environmental Protection**

**Climate Webpage:**

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

**Maine Adaptation Toolkit:**

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



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

**Maine Stream Habitat Viewer (non-tidal streams) :**

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

**Tidal Restoration Coastwise – Guidance for Restoring Tidal Restrictions – contact Slade Moore, CoastWise Project Manager as [smoore@bioconserve.net](mailto:smoore@bioconserve.net)**

**Maine Coastal Program Tidal Restrictions Atlas (tidal areas and areas likely to become tidal under a range of sea-level rise scenarios.**

<https://maine.maps.arcgis.com/apps/webappviewer/index.html?id=8f7fc922c464482d8fe946ca5b17c7ea>

**The Nature Conservancy (TNC)**

TNC web mapping tools were developed in partnership with Maine Geological Survey and the Maine Natural Areas Program at the Department of Agriculture, Conservation and Forestry. The tools help identify conservation opportunities in three areas:

The Future Habitat Explorer predicts tidal marsh expansion with rising seas, informing coastal protection decisions.

The Aquatic Barrier Prioritization tool helps identify fish-passage restoration projects in the Penobscot River basin.

The Coastal Risk Explorer helps communities plan for sea level rise by identifying roads that may be flooded and inaccessible in an emergency. See:

<https://maps.coastalresilience.org/maine/>