Overview Statement

Harbor Management and Access Grant

NOTICE:
Applications for the 2020 calendar year and are due at the Bureau of Parks and Lands by May 15, 2020.

Overview

The Submerged Lands Harbor Management and Access Grant Program (HMA) is administered by the Submerged Lands Program (SLP), a program of the Bureau of Parks and Lands (BPL) within the Maine Department of Agriculture, Conservation and Forestry (DACF). The SLP works to balance the public's right to access state waters with demand for private and commercial use of those waters. The SLP administers the Submerged Lands Leasing Program which provides limited leases and easements that allow piers and other structures to be built on and over state-owned, public submerged lands. Lease and easement revenue are used to support municipal harbor planning and public access improvements through grants to municipalities and state agencies. Maine's submerged lands include:

Coastal waters: All land from the mean low-water mark out to the three-mile territorial limit (including islands).
Tidal Rivers: All land below the mean low-water mark of tidal rivers upstream to the farthest natural reaches of the tides.
Great Ponds: All land below the natural low-water mark of ponds that are 10 or more acres in size in their natural state.
Boundary Rivers: Land lying between the banks of rivers that form Maine's border with Canada.

Please visit http://www.maine.gov/dacf/parks/about/submerged_lands.shtml for more information about the Submerged Lands Program.

Eligible Project Locations

Coastal waters: Coastal waters include all waters where the tide rises and falls such as the ocean, bays, estuaries and tidal rivers.

Great Ponds: Projects in Great Ponds include all bodies of freshwater classified as a Great Pond, tributaries that provide direct access to Great Ponds and three international boundary rivers.

Please see the attached Quick Reference Guide to determine which state-administered grant program would best suit your community's project.

Eligible Activities

Restoration of Existing Water Access Facilities (Coastal Waters and Great Ponds)

These projects will restore and modernize an existing facility or support public water access facilities including but not limited to; float[1] and gangway replacement; new piles or dolphins;

[1] Please check with the Bureau of Parks and Lands Boating Facilities Program to see if your municipality is eligible for free or low cost replacement of boarding floats and concrete boat ramps.

trailer boat ramp reconstruction; pier maintenance; and repairs and hand carry boat access improvements. These projects may also include reimbursement for emergency repairs due to storm damage or accidents. If you are requesting reimbursement for emergency repairs, only damages that occurred during the seven-month period preceding the grant submission deadline (May 15, 2020) are eligible. Applicants must provide documentation that the damage occurred during the specified seven-month period.

HMA will not pay for planning or engineering in coastal waters; coastal towns should continue to apply to the Maine Coastal Program (now housed at the Maine Department of Marine Resources) for planning, feasibility studies and engineering.

HMA funds cannot be used for routine or seasonal maintenance such as cleaning, painting or installation and removal costs of seasonal infrastructure.

Construction of New Water Access Facilities (Coastal Waters and Great Ponds)

These projects will include the construction of new public water access. However, land acquisition is not an eligible activity under HMA.

Engineering or Planning (Great Ponds only)

HMA grants in this category are to be used for engineering and planning activities on Great Ponds only, and may include restoration of existing facilities, new construction, or ordinance development related to moorings, floating structures or other water access issues. Applicants seeking engineering or planning grants in coastal waters should continue to apply to the Maine Coastal Program.

Land and right-of-way acquisition and routine maintenance are not eligible activities under this grant program. HMA funds cannot be used to support any facility that incorporates user fees, other than a nominal fee, and the facility must be open to all residents and non-residents alike.

Who may apply for funding through this grant program?

Eligible entities include Maine municipalities, unorganized territories and counties that are located adjacent to waters that are subject to the SLP. All structures (piers, floats, boat ramps, etc.) owned or managed by the applicant that are subject to Maine's submerged lands laws must be in compliance with the Submerged Lands Program in order to be eligible for HMA.

Timeline and Deadlines

All grant applications must be delivered to the offices of the Bureau of Parks and Lands located at 18 Elkins Lane, Augusta, Maine, emailed or received no later than **5:00PM on May 15, 2020**. Grant awards will be announced by late May. Applications should be mailed to:

John Noll, Director
Submerged Lands Program
Bureau of Parks and Lands
22 State House Station
Augusta, ME 04333-0022

Maximum grant awards and match requirements

This grant program is administered under the direction of the Director of the SLP. Grants are awarded on a reimbursement basis up to 75 percent of the total project cost or a maximum of $15,000, excluding local match. A minimum of 25 percent local match is required.

Match may include cash, in-kind, and federal, other state or local funds. In-kind rates for skilled or unskilled labor and donated equipment must be reasonable and correspond to one of two methods:

1) Standard Rate: The rate the equipment owner would normally charge for the use of the equipment.
2) MaineDOT rate: Current rates set by the Maine Department of Transportation (MaineDOT).

Project selection

Eligible proposals will be reviewed and scored by a committee consisting of BPL staff and other state agency professionals that are experienced in public water access infrastructure using a competitive process. Grants will be awarded subject to funding availability.

Proposed projects will be ranked per the following criteria:

- *Public Trust Rights*-the extent to which the project enhances or protects the public's right to fish, fowl or navigate on coastal waters and Great Ponds
- *Cost Effectiveness*-the extent to which the project will provide a positive return on HMA grant funds
- *Matching Funds Provided by the Applicant*-a higher amount of matching funds from the applicant will generally score higher than a local match that is lower
- *Maintenance Plan (if applicable)*-the quality of the applicants plan to maintain the project and ensure the project's life is maximized
- *Cost Analysis and Budget*-has the applicant provided a detailed and realistic financial analysis and budget?
- *Demonstrated Need*-has the applicant demonstrated that there is a need for the project?
- *Grants Received by the Applicant*-has the applicant already received related grant awards?
- *Project Feasibility and Readiness*-the feasibility and the applicant's preparation to undertake the project will be considered
- *Geographic and Demographic Benefits*-will the project serve a local, regional or statewide population?
- *Overall Quality of the Proposal*-Has the applicant presented a well-organized, concise and easy to understand grant application? Are supporting maps and photos clear and easy to read?

Quick Reference Guide to
Grant Programs for Marine Related Projects in Coastal Waters

Type/ Size of Proposed Project		Relevant Grant Program					
		SLP	SHMP	CCG	BFP	SHIP	BIG
Municipal Applicants	<$20,000*/Marine infrastructure projects	X			X		
	>$20,000/Marine infrastructure projects				X	X	X
	Engineering, coastal community planning and harbor management		X	X			
Private Sector Applicants	Marine infrastructure projects						X
Public/ Private Applicants	Marine infrastructure projects						X

*Total cost of project including 25% local match
HMA=Submerged Lands Program (25% match required)
SHMP=Shore and Harbor Management Program is administered by the Maine Coastal Program (http://www.maine.gov/dacf/mcp/)
CCG=Coastal Community Grants is administered by the Municipal Planning Assistance Program (http://www.maine.gov/dacf/municipalplanning)
BFP= Boating Facilities Program is administered by the Bureau of Parks and Lands (www.maine.gov/dacf/parks/about/boating_facilities_program)
SHIP=Small Harbor Improvement Program is administered by the Maine Department of Transportation (http://www.maine.gov/mdot/pga/)
BIG=Boating Infrastructure Grant is administered by the Maine Department of Transportation (http://www.maine.gov/mdot/pga/)

Quick Reference Guide to
Grant Programs for Projects on Great Ponds

Type/ Size of Proposed Project		Relevant Grant Program					
		SLP	SHMP	CCG	BFP	SHIP	BIG
Municipal Applicants	<$20,000*/Infrastructure projects on Great Ponds	X			X		
	>$20,000/Infrastructure projects on Great Ponds				X		
	Engineering and harbor management planning on Great Ponds	X					
Private Sector Applicants	Great Pond infrastructure projects						
Public/ Private Applicants	Great Pond infrastructure projects						

*Total cost of project including 25% local match
HMA=Submerged Lands Program (25% match required)
SHMP=Shore and Harbor Management Program is administered by the Maine Coastal Program (http://www.maine.gov/dacf/mcp/)
CCG=Coastal Community Grants is administered by the Municipal Planning Assistance Program (http://www.maine.gov/dacf/municipalplanning)
BFP= Boating Facilities Program is administered by the Bureau of Parks and Lands (www.maine.gov/dacf/parks/about/boating_facilities_program)
SHIP=Small Harbor Improvement Program is administered by the Maine Department of Transportation (http://www.maine.gov/mdot/pga/)
BIG=Boating Infrastructure Grant is administered by the Maine Department of Transportation (http://www.maine.gov/mdot/pga/)

Submerged Lands Program
Harbor Management and Access
Grant Application

Part 1 – Applicant Information

1. Organization

ORGANIZATION NAME		CONTACT NAME	
ADDRESS (MAILING)		E-MAIL	
CITY	STATE	ZIP	PHONE
FEDERAL TAX ID NUMBER			

2. Applicant Type

☐ Municipal ☐ County ☐ Unorganized Territory

3. Has Your Entity Received a Grant Award from any of the Following Grant Programs?

If so, please indicate year in the space provided.

☐ Boating Facilities Program (ME Bureau of Parks and Lands) Year_____

☐ MaineDOT Small Harbor Improvement Program (SHIP) Year_____

☐ Coastal Community Grants (CCG) Year_____

☐ Maine Coastal Program (SHMP) Year_____

☐ MaineDOT Boating Infrastructure Grant (BIG) Year_____

☐ Harbor Management and Access Grant (HMA) Year_____

Part 2 – Applicant Eligibility / Project Viability

1. Authorization to Apply

☐ Selectmen/ Town Council/ County Commissioners – *must provide documentation*

☐ Other: _____

2. Ownership

What is the status of the land upon which the proposed project will occur? If leased, we require the organization to hold a lease of not less than 20 years and the facility to be open to all residents and non-residents.

☐ Owned - Public

☐ Leased

☐ Other: _____

3. What Permits are Required for the Project?

What permits (local, state or federal), if any, will be required for this project. Provide a copy of an email or letter from your local code enforcement officer indicating what permits, if any, will be needed and the status of these permits.

Part 3 – Project Information

1. Project Location and Street Address

CITY/TOWN(S)

2. GPS Coordinates

Please list coordinates for the project or other significant location key to this grant application

WATER BODY	LATITUDE	LONGITUDE

3. Project Maps

Location Map: Submit a map clearly indicating the regional and site specific location of the project.

4. Project Category – Please See HMA Grant Overview Statement for Project Eligibility

check all that apply:

☐ Maintenance and Restoration of Existing Water Access Facilities (Coastal Waters and Great Ponds)
☐ Construction of New Water Access Facilities (Coastal Waters and Great Ponds)
☐ Engineering or Planning (Great Ponds only)

5. Grant Amount Requested:

$	Maximum grant amount from SLP is $15,000/ 25% local match required

6. Project Descriptive Narrative Summary

Be informative and concise. Include current conditions and your vision for the completed project. Attach photographs, if necessary.

7. What is the Scale of the Project?

What is the geographic context of the project? Please describe who uses the facility in the space below. For example, does the water access facility serve more than one town?

☐ Local (serves primarily a single municipality)
☐ Multi Municipality/ Regional
☐ Statewide

Description:

8. Type of Use

The primary users of the facility are:

☐ Recreational
☐ Commercial
☐ Both

9. User Fees

Will the public be charged a fee for using the facility?

☐ No

☐ Yes – (Include a fee schedule)

10. Project Need

Please describe the need for the project.

11. Who Designed or Will Design Your Project?

Describe qualifications and experience.

12. Who Will Construct Your Project? (staff, volunteers, contractors, etc.)

Identify qualifications for the work and the reasons for selection.

13. Project Budget

- SLP grant limited to maximum of 75% of overall project
- Total Applicant cash and in-kind (donated) costs must be at least 25% of total project cost
- Design/Engineering limited to maximum of 10% grant amount

Item Description	Total Item Cost	Grant Recipient Cash	Grant Recipient In-Kind	HMA Funds Requested
Design / Engineering Services				
Purchase of Services				
Construction Contracts				
Equipment Rental				
Supplies/Materials				
Labor				
Administration				
	$ 0.00	$ 0.00	$ 0.00	$ 0.00

%	**Combined Match** ***(must be at least 25%)***
%	**Grant Request** ***(Max. $15,000; can't exceed 75%)***

MATCH FUNDING STATUS WORKSHEET

SOURCE	WHO IS PROVIDING MATCH?	AMOUNT	COMMITTED	PENDING	NO CONTACT
Cash from applicant		$	☐	☐	☐
Cash donations from others		$	☐	☐	☐
Non-cash donations (materials)		$	☐	☐	☐
Donated labor		$	☐	☐	☐
Other		$	☐	☐	☐

14. Application Certification

By signing below I certify that;

- I have full authority on behalf of _____ to submit this application for funding through the Submerged Lands Program.
- The _____ has the ability and intent to finance its share of the proposed project costs, including management and maintenance after project completion for a minimum of 15 years.
- That either our municipality/ county has the personnel and equipment to perform the management and maintenance obligations or we have the capacity to engage others who do.
- That the project, if approved, will begin promptly and will be completed by the date indicated on the project agreement.
- That the project, if approved, will submit expenditure documentation that reflects only those items listed in the project budget.
- That any changes must be approved by a project agreement amendment, and
- That our municipality/ community understands that this is a reimbursement grant and must incur all costs before submitting for reimbursement and that a minimum of 25% of the project costs or in-kind value of work must be borne by our agency.

_____ _____

PRINTED NAME TITLE

_____

SIGNATURE