

PROGRAM STATEMENT

FY 2022

Shore and Harbor Planning Grant Program

Issued by:

Maine Department of Marine Resources
Maine Coastal Program
21 State House Station
Augusta, Maine 04333
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PROPOSAL DUE DATE: MONDAY MAY 3, 2021; 5 p.m.

Note: For this grant round, distribution of awards will place emphasis on coastal waterfront climate resilience with a focus on projects that advance the recommendations identified in Maine Won't Wait: A Four-Year Plan for Climate Action. https://www.maine.gov/future/sites/maine.gov/future/files/inline-files/MaineWontWait_December2020.pdf

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.



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SECTION 1. 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 34 coastal programs nationwide. Maine's program 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. More information about the Maine Coastal Program can be found at:

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

1.1 Eligibility

Those eligible to apply for a Shore and Harbor Planning Grant include towns and unorganized townships in Maine's coastal zone, groups of towns/townships 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 and townships in Maine's coastal zone are listed in the appendix to this Program Statement. You can also access the list and a map here:

<https://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 geography within the Maine coastal zone. Note, however, that funds from this grant program can only be used for projects in the coastal zone.

1.2 Grant Size and Duration

The Maine Coastal Program plans to allocate approximately \$150,000 during this grant round. The maximum award is \$30,000 and the minimum award is \$5,000. Grants are anticipated to be awarded in June 2021. Projects must begin by August 31, 2021 and be completed by December 31, 2022.

1.3 Cancellation Notice

The Department of Marine Resources reserves the right to cancel this Program Statement at any time.

1.4 Final Action

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.

1.5 Contact information

Questions about this Program Statement should be posed in writing to Allison.Potter@maine.gov

SECTION 2. GRANT PROGRAM DETAILS

2.1 Description

Shore and Harbor Planning Grants promote: sound waterfront planning and harbor management, balanced development of shore and harbor areas, planning for waterfront infrastructure improvements, planning for climate resiliency and access to the shore. Funds may be used for development of plans for waterfront facilities and amenities, harbor and mooring plans, waterfront vulnerability assessments and resiliency plans, development of regulatory and non-regulatory approaches to waterfront conservation and improvement, development of planning studies for public and working access, development of plans and designs for harbor improvements, and development of management plans for municipal waterfront facilities.

For this grant round, distribution of awards will place emphasis on coastal waterfront resilience focusing on projects that advance the recommendations identified in *Maine Won't Wait: A Four-Year Plan for Climate Action*. https://www.maine.gov/future/sites/maine.gov/future/files/inline-files/MaineWontWait_December2020.pdf 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.

Specifically, proposals must consider the design life of waterfront facilities and the resiliency of the land and water areas that are the focus of the project. Applicants 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.” See Appendix II for information about how to plan for resiliency.

A list of potential projects is provided below. Projects are not limited to those listed below, but instead presented as guidance.

1. Harbor Planning (in particular, to implement recommendations consistent with municipal comprehensive plans), including – Development of harbor management plans, creation of harbor ordinances, preparation of mooring plans, with attendant databases and mapping support, data collection, database development, and analysis activities needed to support harbor management, harbor traffic control and safety planning.
2. Planning and Design of Harbor Improvements – Integration of public access with waterfront development to preserve unique natural, cultural, and village assets that contribute to sustainable development and tourism infrastructure. Planning and design of facilities and improvements for public and working access, dredging studies, support for research and demonstration of new materials and techniques for ramps, piers and wharfs, floats, and moorings. Development of vulnerability assessments, resiliency plans or resiliency strategies to address the impact of

coastal storms and flooding on waterfront infrastructure. Planning and design of improvements to existing and aging infrastructure to increase storm resiliency and lengthen the design life of the facility.

3. Municipal Facilities Management Plans – Management and business plans for operations of municipal fishing piers, marinas, and water access sites and facilities, development of related rules and ordinances, creation of model or standardized lease arrangements for municipal use.
4. Working Waterfront Planning and Improvement Projects – Initial project planning, feasibility and design work.
5. Right of Way Rediscovery Projects – Research to help communities find and assert public rights-of-way to the shore. Funding provided under this category can be used for deed and legal research and property surveys.
6. Valuation of Waterfronts - Research to help communities and regions identify and quantify the socio-economic value of harbors and working waterfronts.

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

2.2 Minimum and Maximum Award Amounts; Eligible Uses of Funds

The minimum grant award is \$5,000 and the maximum award is \$30,000.

Eligible uses of funds include project personnel and fringe; contractual; supplies; minor equipment, travel, other, and indirect.

These funds may not be used for capital improvements, permit fees, or to support ongoing staffing needs of the applicant organization.

2.3 Match

A non-federal match, equal to 25% of total project cost is required. The project match can include cash and/or the documented value of in-kind services. Towns will be required to provide verification of match during the award period.

2.4 Proposal Guidelines and Required Format

Proposals exceeding ten pages in length, exclusive of an appendix, will not be accepted. See “F” below for guidance on the appendix.

Project applications should include the following sections and information:

A. Cover Sheet (or cover letter) including the following:

- Project Title
- Town or region covered
- Grant request amount
- Total Match
- Project Manager and contact information
- Project partners/supporters
- Project start and end dates (month and year)
- Project summary statement (3-5 sentences)

B. Executive Summary

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

C. Project Description

Explain the need (problems and issues) for the project and the proposed use of the grant award. This section should cover project steps and tasks, a description of what will be done and how and by whom, and the expected project outcomes and deliverables.

Project descriptions MUST include, if appropriate, consideration of current flood plain maps and projected sea level rise, storm surge and flooding for the project location using information from the Maine Geological Survey website <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): https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/MaineWontWait_December2020.pdf “...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.” **Appendix II of this Program Statement lists resources that will be helpful to applicants in planning for resiliency.**

D. Project Schedule

This section should include a project schedule covering planned phases and tasks, including projected completion dates. The project duration may not extend beyond December 31st, 2022.

E. Project Budget

Include a detailed budget for the funds requested using the three budget tables below. If this funding is part of a larger package of funding needed to complete this project, please indicate the source of the remaining funds and the status (e.g. “requested”, “in hand”).

Table 1 Personnel Expenses (Grantee staff only)

Position Name & Title	Hourly Rate	Number of Project Hours	Salary & Fringe	Total Grantee Personnel Expenses
1.				
2.				
3.				
Totals				

Table 2 Budget Estimates by Cost Category

Cost Category	MCP Grant	Non-Federal Match	Total Cost
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other (specify)			
Indirect			
Totals			

Note:

1. MCP will not accept proposals with less than 25% non-federal match.
2. If indirect is being requested, please include an explanation of how your rate is calculated and applied in the proposal appendix.

Table 3. Sources and Types of Match

Source of Match	Cash	In-Kind	Total
1.			
2.			
3.			
Total			

F. Appendix including 1) resumes of key project and administrative staff, consultants and partners; 2) letters of support from all project partners, 3) pertinent maps or other essential (brief) supporting documents, 4) if indirect is requested, an explanation of indirect rate calculation and how it is applied.

2.5 Selection and Award Process

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

- Cost effectiveness (25 points)
- Evidence that the proposed project will make measurable improvements in waterfront accessibility and enjoyment, reduction in user conflicts, effective management, public and commercial access to the shore and resiliency of waterfronts in light of current and anticipated storm surge, flooding and sea-level rise (25 points)
- Quality of proposal; project feasibility and readiness (20 points)
- Applicant and subcontractor qualifications, capacity and past performance on Maine Coastal Program grants (15 points)
- Consistency with, and contribution to local and regional efforts and priorities (15 points)

Notice of an award or non-award are expected to be sent by the end of May 2021 and awards will be finalized by the end of June 2021.

2.6 Proposal Deadline and Submission

Proposals are due by 5 p.m. on Monday, May 3, 2021. Electronic submittals are required due to limited access to state buildings during Covid-19 and ongoing delays with the United States Postal Service. Proposals emailed after 5 p.m. will not be accepted. Please plan ahead, MCP assumes no responsibility for delays caused by internet outages.

Electronic submittals should be sent to allison.potter@maine.gov with ‘Shore and Harbor Grant Application’ in the subject line.

For questions and additional clarification please contact Allison.Potter@maine.gov
Please include in the subject line “Shore and Harbor Grants – Questions”.

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 Marine Resources in the form of a standard State of Maine contract, a template of which is available for viewing at <http://www.maine.gov/purchases/info/forms.html> (form BP54.)

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 for work completed 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. The final report must include all remaining deliverables according to the executed contract.

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 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 during 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.
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
5. Community participation: This refers to community members attending meetings, workshops and events organized by the grantee for work performed under this grant.

MCP 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/>.

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 I: MAINE'S COASTAL ZONE

Addison		Georgetown
Alna		Gouldsboro
Arrowsic		Hallowell
Arundel		Hampden
Augusta		Hancock
Bangor		Harpswell
Bar Harbor		Harrington
Bath		Isle au Haut
Beals		Islesboro
Belfast	Jonesboro	
Biddeford		Jonesport
Blue Hill		Kennebunk
Boothbay		Kennebunkport
Boothbay Harbor		Kittery
Bowdoinham		Lamoine
Bradley		Lincolntonville
Bremen		Long Island
Brewer		Lubec
Bristol		Machias
Brooklin		Machiasport
Brooksville		Marshfield
Brunswick		Matinicus Isle Plantation
Bucksport		Milbridge
Calais		Monhegan Island Plantation
Camden		Mount Desert
Cape Elizabeth		Muscle Ridge Township
Castine		Newcastle
Chebeague Island		Nobleboro
Chelsea		North Haven
Cherryfield		Northport
Columbia		Ogunquit
Columbia Falls		Old Orchard Beach
Cranberry Isles		Orland
Criehaven Township		Orono
Cumberland		Orrington
Cushing		Owls Head
Cutler		Pembroke
Damariscotta		Penobscot
Deer Isle		Perkins Township, Swan Island
Dennysville		Perry
Dresden		Phippsburg
East Machias		Pittston
Eastport		Portland
Eddington		Prospect
Edgecomb		Randolph
Edmunds Township		Richmond
Eliot		Robbinston
Ellsworth		Rockland
Falmouth		Rockport
Farmingdale		Roque Bluffs
Frankfort		Saco
Franklin		Saint George
Freeport		Scarborough
Frenchboro		Searsport
Friendship		Sedgwick
Gardiner		Sorrento

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South Berwick
South Bristol
South Portland
South Thomaston
Southport
Southwest Harbor
Steuben
Stockton Springs
Stonington
Sullivan
Surry
Swans Island
T7 SD BPP
Thomaston
Topsham
Tremont
Trenton
Trescott Township
Veazie
Verona Island
Vinalhaven
Waldoboro
Warren
Wells
West Bath
Westport Island
Whiting
Winter Harbor
Winterport
Wiscasset
Woolwich
Yarmouth
York

APPENDIX II – Resources for Coastal Resiliency Planning

[Municipal Climate Adaptation Series](#)

The **Municipal Planning Assistance Program (MPAP)** at the ME Dept of Agriculture, Conservation and Forestry 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 in 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 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

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>