

**PROGRAM STATEMENT**  
**FY 2023**  
**Shore and Harbor Management Planning Grant Program**

**Issued by:**  
Maine Department of Marine Resources  
Maine Coastal Program  
21 State House Station  
Augusta, Maine 04333  
Issue Date: February 7, 2022

**PROPOSAL DUE DATE: FRIDAY, APRIL 1, 2022; 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](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.**



TABLE OF CONTENTS

SECTION 1. BACKGROUND ..... 3

1.1 Eligibility .....3

1.2 Grant Size and Duration .....3

1.3 Cancellation Notice .....3

1.4 Final Action.....3

1.5 Contact information.....3

SECTION 2. GRANT PROGRAM DETAILS ..... 4

2.1 Description .....4

2.2 Minimum and Maximum Award Amounts; Eligible Uses of Funds.....5

2.3 Match.....5

2.4 Proposal Guidelines and Required Format .....5

2.5 Selection and Award Process .....7

2.6 Proposal Deadline and Submission .....8

SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS..... 8

3.1 Grant Agreement .....8

3.2 Pre-Award Costs.....8

3.3 Reporting Requirements .....8

3.4 Non-Federal Matching Funds or Services .....8

3.5 Travel/Mileage Rate .....9

APPENDIX I: MAINE’S COASTAL ZONE..... 10

APPENDIX II: Resources for Coastal Resiliency Planning..... 12

## **SECTION 1. BACKGROUND**

Created in 1978, the Maine Coastal Program (MCP) is a federal, state, and 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, coastal Councils of Government, and Tribal Governments. Projects that include partnerships 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 \$200,000 during this grant round. The maximum award is \$50,000 and the minimum award is \$5,000. Grants are anticipated to be awarded in May 2022. Projects must begin by July 15, 2022 and be completed by December 31, 2023.

### **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 via email to [melissa.britsch@maine.gov](mailto:melissa.britsch@maine.gov)

## SECTION 2. GRANT PROGRAM DETAILS

### 2.1 Description

The Shore and Harbor Planning Grant program provides resources on a competitive basis for shoreline access planning, waterfront and harbor planning, identification and resolution of waterfront use conflicts, and planning, feasibility, and design efforts for resilient waterfront infrastructure. Shore and Harbor Planning Grant projects are often well prepared to compete for construction funding through other sources.

Successful proposals will effectively consider how current and future projected sea level rise, storm surge, and flooding will affect the design life of waterfront facilities and the resilience of the land and water areas that are the focus of the project. Applicants should follow recommendations identified in the Maine Climate Council's [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 additional information about how to plan for climate resilience.

Applicants are encouraged to consider projects that contribute to multi-town or regional planning and resource management efforts like 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 development efforts for public access.

Funds may be used for:

- Development of harbor improvement plans, waterfront facility and amenity plans, harbor and mooring plans, management plans, and site plans;
- Development of climate vulnerability assessments and resilience plans for waterfront infrastructure;
- Development and implementation of regulatory and non-regulatory approaches to waterfront conservation and improvement;
- Development of public and commercial access inventories and development of needs assessments for additional or improved access;
- Development of capital improvement plans to finance waterfront improvements;
- Public outreach activities to raise awareness of working waterfront businesses; and
- Economic analyses to document the value of small ports and harbors.

For a list of recently funded grant projects, click [here](#)

[https://www.maine.gov/dmr/mcp/grants/master\\_shore\\_harbor\\_grant\\_file\\_for\\_web\\_020222.pdf](https://www.maine.gov/dmr/mcp/grants/master_shore_harbor_grant_file_for_web_020222.pdf) or contact [Melissa.britsch@maine.gov](mailto:Melissa.britsch@maine.gov).

## **2.2 Minimum and Maximum Award Amounts; Eligible Uses of Funds**

The minimum grant award is \$5,000 and the maximum award is \$50,000.

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

These funds may not be used for capital improvements, computer equipment, 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 section “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**

1. **Introduction:** Explain the need for the project, how it builds on any previous efforts, and how it fits with municipal and regional goals. Identify the type and range of public support for the proposed project.

2. **Project goals, outcomes, and deliverables:** Identify the goals, proposed outcomes, and deliverables from this project, including how the deliverables will be used and how the proposed project would benefit the community or region.
3. **Project tasks:** List specific project tasks by number and in sequence, including what will be done and by whom. Include “public engagement” as a specific task at appropriate points in the project workplan. Discuss the methods that will be used to complete the project including surveys and other data collection, scientific modelling, innovative public engagement methods, etc.
4. **Climate change considerations:** Discuss how the proposed project considers 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>. *Note that 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.* Additional information can be found in the Maine Climate Council’s Science and Technical Committee report ([https://www.maine.gov/future/sites/maine.gov/future/files/inline-files/GOPIF\\_STS\\_REPORT\\_092320.pdf](https://www.maine.gov/future/sites/maine.gov/future/files/inline-files/GOPIF_STS_REPORT_092320.pdf)). Appendix II of this Program Statement lists resources that will be helpful to applicants in planning for climate resilience.

#### **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 31<sup>st</sup>, 2023, and applicants must ensure that the project team has the capacity to complete the project.

#### **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 the project, please indicate the source of the remaining funds and the status (e.g. “requested”, “in hand”). Please provide realistic budgets needed to complete the project, based on estimates provided by consultants, or through research of the costs of similar projects. Please budget for the development of a short project case study at the conclusion of the project to share project achievements and relevant lessons for other coastal municipalities.

***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**

<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			
<b>Totals</b>			

**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**

<b>Source of Match</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
1.			
2.			
3.			
<b>Total</b>			

**F. Appendix**

The appendix should include 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)

## Program Statement: FY2023 MCP Shore and Harbor Management Planning Grant Program Statement

- Applicant and subcontractor qualifications, capacity to perform the work, and past performance with 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 late April 2022 and awards will be finalized by the end of July 2022.

### **2.6 Proposal Deadline and Submission**

Proposals are due by 5 p.m. on Friday, April 1, 2022. Electronic submittals are required due to limited access to state buildings during the Covid-19 pandemic 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 [melissa.britsch@maine.gov](mailto:melissa.britsch@maine.gov) with 'Shore and Harbor Grant Application' in the subject line.

For questions and additional clarification please contact [melissa.britsch@maine.gov](mailto:melissa.britsch@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 <https://www.maine.gov/dafs/bbm/procurementservices/forms> (Service Contract (SC)).

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

MCP is not liable for any cost incurred by the Grantee or any Grantee subcontractor(s) prior to the contract effective date. 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 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](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 \$0.45 per mile.

## APPENDIX I: MAINE'S COASTAL ZONE

Addison  
Alna  
Arrowsic  
Arundel  
Augusta  
Bangor  
Bar Harbor  
Bath  
Beals  
Belfast  
Biddeford  
Blue Hill  
Boothbay  
Boothbay Harbor  
Bowdoinham  
Bradley  
Bremen  
Brewer  
Bristol  
Brooklin  
Brooksville  
Brunswick  
Bucksport  
Calais  
Camden  
Cape Elizabeth  
Castine  
Chebeague Island  
Chelsea  
Cherryfield  
Columbia  
Columbia Falls  
Cranberry Isles  
Criehaven Township  
Cumberland  
Cushing  
Cutler  
Damariscotta  
Deer Isle  
Dennysville  
Dresden  
East Machias  
Eastport  
Eddington  
Edgecomb  
Edmunds Township  
Eliot  
Ellsworth  
Falmouth  
Farmingdale  
Frankfort  
Franklin  
Freeport  
Frenchboro  
Friendship  
Gardiner

Georgetown  
Gouldsboro  
Hallowell  
Hampden  
Hancock  
Harpwell  
Harrington  
Isle au Haut  
Islesboro  
Jonesboro  
Jonesport  
Kennebunk  
Kennebunkport  
Kittery  
Lamoine  
Lincolnville  
Long Island  
Lubec  
Machias  
Machiasport  
Marshfield  
Matinicus Isle Plantation  
Milbridge  
Monhegan Island Plantation  
Mount Desert  
Muscle Ridge Township  
Newcastle  
Nobleboro  
North Haven  
Northport  
Ogunquit  
Old Orchard Beach  
Orland  
Orono  
Orrington  
Owls Head  
Pembroke  
Penobscot  
Perkins Township, Swan Island  
Perry  
Phippsburg  
Pittston  
Portland  
Prospect  
Randolph  
Richmond  
Robbinston  
Rockland  
Rockport  
Roque Bluffs  
Saco  
Saint George  
Scarborough  
Searsport  
Sedgwick  
Sorrento

## Program Statement: FY2023 MCP Shore and Harbor Management Planning Grant Program Statement

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 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>

### [Beginning with Habitat](#)

This **Department of Inland Fisheries & Wildlife** (IFW) website provides habitat maps to Maine municipalities to help guide conservation efforts. These maps include maps information about aquatic and shoreline habitats.

<https://www.maine.gov/ifw/fish-wildlife/wildlife/beginning-with-habitat/maps/index.html>

### [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> or [https://digitalmaine.com/mgs\\_publications/521/](https://digitalmaine.com/mgs_publications/521/)

### [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

<http://www.maine.gov/dacf/mgs/hazards/coastal/index.shtml> or, for additional sea level rise information, see\*: <https://maine.maps.arcgis.com/apps/webappviewer/index.html?id=f52e6fa4f79b46a48203ad07cd55a9d7>

### [Multi-town Infrastructure Planning Webpage](#)

**Maine Coastal Program** (MCP) led this project to analyze the resilience of working waterfront infrastructure in the Penobscot

\*Use the Layer List in the upper right-hand corner to select different sea level rise scenarios. To see property lines, use the Add Data option in the upper right, then search for "Maine Parcels" in the search bar and click on the Add button to add the layer to the map.

Bay region under future sea level rise scenarios and estimate potential costs for repairs and upgrades.

<https://www.maine.gov/dmr/mcp/publications/index.html>

### **Living Shorelines Webpage**

An **MGS** webpage with resources related to Living Shorelines in Maine. See

<http://www.maine.gov/dacf/mgs/explore/marine/living-shorelines/>

### **Tidal Marshes and Marsh Migration**

The **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)

### **Coastwise**

This **MCP-led** project provides guidance for restoring tidal restrictions.

<https://www.maine.gov/dmr/mcp/environment/coastwise/index.htm>

### **Maine Stream Habitat Viewer**

This **MCP-led** viewer provides information about non-tidal stream crossings and barriers that could affect fish passage.

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

### **Tidal Restrictions Atlas**

This **MCP-led** viewer shows road restrictions in tidal areas and areas likely to become tidal under a range of sea level rise scenarios.

<https://www.maine.gov/dmr/mcp/environment/tr-atlas/index.htm>

**Floodplain Mapping Resources** The **Maine Floodplain Management Program** webpage provides online floodplain maps as well as a wealth of supporting information

on state and Federal flood mapping about the National Flood Insurance Program. See <http://www.maine.gov/dacf/flood/mapping.shtml>

### **Maine Coastal Resilience**

These **Nature Conservancy (TNC)**-led web mapping tools were developed in partnership with MGS and the MNAP 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.

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

## **Other Resources**

### **Maine Climate Council**

**Maine Climate Council** website

<https://climatecouncil.maine.gov>

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

[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)

### **Maine Department of Environmental Protection**

**Climate Hub:**

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

### **Maine Adaptation Toolkit:**

<https://www.maine.gov/dep/sustainability/climate/adaptation-toolkit.html>