

# PROGRAM STATEMENT

## Fiscal Year 2024 Shore and Harbor Planning Grant Program

### Issued by:

Maine Department of Marine Resources  
Maine Coastal Program  
21 State House Station  
Augusta, Maine 04333  
Issue Date: April 12, 2023

**PROPOSAL DUE DATE: FRIDAY, JUNE 2, 2023; 5:00 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](#). 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 ..... 4
  - 1.5 Contact information ..... 4
- SECTION 2. GRANT PROGRAM DETAILS .....4
  - 2.1 Description..... 4
  - 2.2 Eligible Uses of Funds ..... 5
  - 2.3 Match Requirements ..... 5
  - 2.4 Social Equity..... 5
  - 2.5 Application Guidelines and Required Format..... 6
  - 2.6 Selection and Award Process ..... 8
  - 2.7 Proposal Deadline and Submission..... 9
- SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS.....9
  - 3.1 Grant Agreement..... 9
  - 3.2 Pre-Award Costs ..... 9
  - 3.3 Reporting Requirements ..... 9
  - 3.4 Non-Federal Matching Funds or Services ..... 10
  - 3.5 Travel/Mileage Rate..... 10
- APPENDIX I: Maine’s Coastal Zone .....11
- APPENDIX II: Resources for Coastal Resiliency Planning.....12
- APPENDIX III: Example project schedule .....14
- APPENDIX IV: Example budget .....15

## **SECTION 1. BACKGROUND**

Created in 1978, [Maine Coastal Program](#) (MCP) is a federal, state, and local partnership under the Coastal Zone Management Act of 1972 and is 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.

### **1.1 Eligibility**

Eligible applicants include municipalities, unorganized townships, and Tribal Governments in [Maine's Coastal Zone](#), as well as coastal Regional Planning Commissions and coastal Councils of Government. Projects that include partnerships are strongly encouraged and groups of two or more municipalities may submit a single application for a joint project. Applicants do not need to have a comprehensive plan with a current consistency finding by the Municipal Planning Assistance Program at the Department of Agriculture, Conservation and Forestry to be eligible for the Shore and Harbor Planning grant. Municipalities and townships in Maine's coastal zone are listed Appendix I and on the [Coastal Program website](#).

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.

Projects at sites that are out of compliance with other state laws (including but not limited to the [Submerged Lands Leasing Program](#)) are not eligible for funding until compliance is attained.

This Program Statement is being released to coincide with the next round of grants from the [Community Resilience Partnership](#) in the Governor's Office of Policy Innovation and the Future, and the Municipal Planning Assistance Program's [Coastal Community Grant](#). Shore and Harbor Planning Grant applicants are encouraged to examine opportunities for coordinating these grant programs to maximize project scope and efficiency. Community Resilience Partnership grants are non-federal grants and are an eligible source of match for the federal Shore and Harbor Planning Grant.

### **1.2 Grant Size and Duration**

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 late June 2023, with an expected start date on or after August 15, 2023. Projects must be completed, and deliverables received by DMR, by December 31, 2024.

### **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 4 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 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 management plans, mooring plans, and waterfront facility plans
- 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 needs assessments for additional or improved access
- Planning, feasibility, and design efforts for resilient waterfront infrastructure

## Program Statement: FY2024 MCP Shore and Harbor Planning Grant

- Development of capital improvement plans to finance waterfront improvements
- Public outreach activities to raise awareness of working waterfront businesses
- Economic analyses to document the value of commercial fishing and aquaculture and small ports and harbors
- Legal work to identify lost or contested rights-of-way

*For an example of a vulnerability assessment and resilience planning project for working waterfront infrastructure, see the [Penobscot Bay Vulnerability Assessment and Resilience Planning Draft Summary Report](#).*

*For information about recently funded projects, see the [Example Projects, Maps, and Funding Summary](#) on the Maine Coastal Program website or contact [Melissa.britsch@maine.gov](mailto:Melissa.britsch@maine.gov)/207-215-6171.*

### **2.2 Eligible Uses of Funds**

Eligible uses of funds include project personnel and fringe, contractual expenses, supplies, minor equipment, travel, indirect, and “other” (such as rental fees for meetings). These funds may not be used for construction, computer equipment, permit fees, or to support ongoing staffing needs of the applicant organization.

### **2.3 Match Requirements**

A non-federal match equal to 25% of the total grant request is required. Municipalities with a high social vulnerability (from Maine’s [Social Vulnerability Index](#)) are eligible for a reduced match of 10% of the total grant request. The project match may include cash and/or the documented value of in-kind services. Grantees will be required to document match when invoicing for grant reimbursement. Match must be spent and in-kind activities must occur during the contracted grant period. Work done on the application or money spent before the official project start date cannot be counted as match. For more match requirements and information about valuing volunteer time, see [Section 3.4](#).

### **2.4 Social Equity**

Maine’s climate response must ensure shared benefits across diverse populations of Maine people. Applicants should include robust community engagement in their applications, for example inclusive planning processes so that diverse community voices are able to participate. Climate change impacts will create the greatest hardships for already marginalized communities. Communities in Maine must identify and promote solutions to help the people most vulnerable to climate impacts. Applicants should consider the potential benefits of the proposed projects and, if applicable, describe how the project distributes those benefits equitably. Up to five bonus points may be awarded to applications that consider social equity.

Applicants are encouraged to refer to Maine Climate Council’s [Vulnerability Mapping Website](#) and to Maine’s [Social Vulnerability Index](#) (for a map and list of the vulnerability status of Maine towns), as well as the U.S. [Climate and Economic Justice Screening Tool](#). Vulnerable or disadvantaged communities are encouraged to apply.

## 2.5 Application Guidelines and Required Format

Proposals exceeding ten pages in length, exclusive of the appendix and cover sheet, will not be accepted. See [Section E](#) below for guidance on the appendix.

Project applications should include the following sections and information:

### A. Cover Sheet including the following:

- Project Title
- Town/City or Region where the project is located
- Total project cost
- 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. Project Description

1. **Introduction:** Explain the need for the project, how it builds on any previous efforts (including past funding under this grant program), and how it fits with municipal, tribal, and/or 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, how the project will be implemented, and how the proposed project would benefit the community and/or region. Describe how the project will benefit vulnerable populations, if applicable. If the proposed project is part of a larger project, or a phase of a multi-year effort, the proposal should provide a description and timeline for the expected overall result, as well as a description of what specifically will be addressed by the Shore and Harbor Planning Grant.
3. **Project methods:** Discuss the methods that will be used to complete the project including surveys and other data collection, scientific modelling, public engagement methods, etc. Include public engagement as a specific task at appropriate points in the project work plan, including involvement of vulnerable populations, if applicable.
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 Coastal Hazards](#) website. *Note that Maine Climate Council recommends the state **commit** to manage for 1.5 feet of relative sea-level rise by 2050, and 4 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 reports ([Scientific Assessment of Climate Change and its Effects in Maine](#) and [Maine Climate Science Update 2021](#)). [Appendix II](#) of this Program Statement lists resources that will be helpful to applicants in planning for climate resilience.*

**C. Project Tasks and Schedule**

Provide a schedule listing specific project tasks by number and in sequence, including what will be done, by whom, and when each task will be completed. Applicants must ensure that the project team has the capacity to complete the project. The project must be completed by December 31<sup>st</sup>, 2024. See [Appendix III](#) for example project schedules. Please account for time needed for the development of a short project summary at the conclusion of the project to share achievements and relevant lessons learned for other coastal municipalities.

**D. Project Budget**

Include a detailed budget for the funds requested using the two budget tables below. If this funding is part of a larger package of funding needed to complete the project, please indicate the source(s) of the remaining funds and their status (e.g. “requested,” “in hand,” etc.). 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 summary at the conclusion of the project (as noted in C above). See [Appendix IV](#) for an example of a completed budget table.

**Table 1: 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 non-federal match less than 25% of the total

grant request, except from municipalities with a high social vulnerability (as listed in Maine’s [Social Vulnerability Index](#)); these communities are eligible for a non-federal match of 10% of the total grant request.

2. If indirect expenses are requested or part of the proposed match, please include an explanation of how your rate is calculated and applied in the proposal appendix.

**Table 2: Sources and Types of Match**

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

**Budget reminders:**

- Review match requirements in [Section 2.3](#) and [Section 3.4](#)
- Shore and Harbor Planning Grant funds CANNOT be used for construction, purchase of computer equipment, permit fees, or to support the ongoing staff needs of the applicant organization(s).

**E. Appendix**

The appendix must include:

1. Resumes of key project and administrative staff, consultants and partners
  - a. *If a consultant will be hired after the grant is awarded, their resumes may be submitted after the contract is awarded. Resumes for project managers and administrative staff must be submitted with the application.*
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.

**2.6 Selection and Award Process**

An evaluation team comprised of qualified reviewers 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 and 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)
- Effectively addressing social equity and incorporating diverse community members (Up to 5 bonus points)



Notice of an award or non-award are expected to be sent by late June 2023 and awards will be finalized by mid-August 2023. **Note that no expenses will be reimbursed, nor any matching funds recognized, prior to the date that the contract is signed by both the successful grant recipient and Maine Coastal Program.**

## **2.7 Proposal Deadline and Submission**

Proposals are due by 5 p.m. on Friday, June 2, 2023. Electronic submittals are required. 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 – [Municipality/Organization Name]’ in the subject line. Applications must be submitted in a single pdf file, including all appendices.

Emails containing links to file sharing sites or online file repositories will not be accepted, nor will encrypted emails which require opening attachments and logging into a proprietary system. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.

For questions and additional clarification please contact [melissa.britsch@maine.gov](mailto:melissa.britsch@maine.gov) /207-215-6171. Please include in the subject line “Shore and Harbor Planning Grant – 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 (Service Contract (SC)) is available for viewing on the [Division of Procurement Services’ Forms Page](#) .

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

Maine Coastal Program is not liable for any cost incurred by the Grantee or any Grantee subcontractor(s) prior to the contract effective date. Maine Coastal Program cannot authorize any payments for work completed prior to the effective date of a fully executed grant contract.

### **3.3 Reporting Requirements**

Semi-annual progress reports and a final report are required. Match must be documented at the same time that invoices are sent for reimbursement. 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. An 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. Services can include volunteer hours and pro-bono hours contributed by consultants.

#### A. Requirements.

Non-federal match contributions must be:

- Related directly to tasks in the project work plan
- Reasonably valued for the work performed and work products produced
- Conducted during the effective dates of the grant contract
- Supported by appropriate documentation
- 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

- In-kind match cannot include hours worked/volunteered by state or federally funded employees.
- Personnel time for professional services provided free of charge by a project partner organization will be valued at the employee's regular rate of pay, exclusive of the employee's fringe benefits and overhead costs.
- Donated supplies, equipment, or space in a building must be valued at the market value of the supplies or market rental rate of the equipment or space at the time of donation.
- Volunteer 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: [US Bureau of Labor Statistics Occupational Employment and Wage Statistics](#).
- Community participation 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 Value of Volunteer Time 2022](#) (at the time of publication: \$26.77/hour in Maine).

### 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 \$0.46 per mile.

## APPENDIX I: Maine's Coastal Zone

Addison	Georgetown	South Berwick
Alna	Gouldsboro	South Bristol
Arrowsic	Hallowell	South Portland
Arundel	Hampden	South Thomaston
Augusta	Hancock	Southport
Bangor	Harpwell	Southwest Harbor
Bar Harbor	Harrington	Steuben
Bath	Isle au Haut	Stockton Springs
Beals	Islesboro	Stonington
Belfast	Jonesboro	Sullivan
Biddeford	Jonesport	Surry
Blue Hill	Kennebunk	Swans Island
Boothbay	Kennebunkport	T7 SD BPP
Boothbay Harbor	Kittery	Thomaston
Bowdoinham	Lamoine	Topsham
Bradley	Lincolnville	Tremont
Bremen	Long Island	Trenton
Brewer	Lubec	TreScott Township
Bristol	Machias	Veazie
Brooklin	Machiasport	Verona Island
Brooksville	Marshfield	Vinalhaven
Brunswick	Matinicus Isle Plantation	Waldoboro
Bucksport	Milbridge	Warren
Calais	Monhegan Island Plantation	Wells
Camden	Mount Desert	West Bath
Cape Elizabeth	Muscle Ridge Township	Westport Island
Castine	Newcastle	Whiting
Chebeague Island	Nobleboro	Winter Harbor
Chelsea	North Haven	Winterport
Cherryfield	Northport	Wiscasset
Columbia	Ogunquit	Woolwich
Columbia Falls	Old Orchard Beach	Yarmouth
Cranberry Isles	Orland	York
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	

## APPENDIX II: Resources for Coastal Resiliency Planning

### [Municipal Climate Adaptation Series](#)

The **Municipal Planning Assistance Program** (MPAP) at the Department of Agriculture, Conservation and Forestry and Maine’s Regional Planning Organizations collaborated on these documents explaining 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 the [Planning for Climate Variability Website](#).

### [Beginning with Habitat](#)

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

### [Maine Flood Resilience Checklist](#)

This 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.

### [Coastal Hazards Webpage](#)

This **Maine Geological Survey** (MGS) webpage provides several different 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

For additional sea level rise information, see the [Maine Geological Survey Spatial Data website](#)\*

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

**Maine Coastal Program** (MCP) led this project to analyze the resilience of working waterfront infrastructure in the Penobscot Bay region under future sea level rise scenarios and estimate potential costs for repairs and upgrades.

### [Living Shorelines Webpage](#)

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

### [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.

### [Coastwise](#)

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

### [Maine Stream Habitat Viewer](#)

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

### [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.

[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.

### [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:

- a. The Future Habitat Explorer predicts tidal marsh expansion with rising seas, informing coastal protection decisions.
- b. The Aquatic Barrier Prioritization tool helps identify fish-passage restoration projects in the Penobscot River basin.
- c. The Coastal Risk Explorer helps communities plan for sea level rise by identifying roads that may be flooded and inaccessible in an emergency.

## **Other Resources**

### [Maine Social Vulnerability Index](#)

Bowdoin College and The Nature Conservancy maintain the Maine Social Vulnerability Index, which shows vulnerable communities based on socioeconomic and demographic data.

### [Climate and Economic Justice Screening Tool \(CEJST\)](#)

This tool shows overburdened and underserved census tracts using nationally consistent data.

## **Maine Climate Council**

[Maine Climate Council](#) website and “*Maine Won’t Wait: A Four-Year Plan for Climate Action*”

## **Maine Department of Environmental Protection**

### [Maine Climate Hub](#)

### [Maine Adaptation Toolkit](#)

**APPENDIX III: Example project schedule**

Note that there is no required format for the project schedules. These examples show the desired level of detail and potential formatting options. If the proposed project is being leveraged with another current grant (like the Community Action Grants from the Governor’s Office of Policy, Innovation, and the Future) the schedule needs to clearly show both projects and their schedules. If the project is part of a multi-phase project, the schedule needs to show how the grant will be spent as well as an estimated schedule for the entire project, although we realize that implementation may depend on the outcomes of the current project.

**Example 1:**

1. **May 15, 2022 - August 29, 2022:** Deliverable: XXXX
2. **May 2022:** Deliverable: XXXXX
3. **September 1, 2022- October 30, 2022:** Deliverable: Contractor to do XXXXXX
4. **September 2022- December 2022** Deliverable: Presentation from contractor
5. **November 1, 2022- December 1, 2022:** Deliverable: Final report and project summary completed and submitted to MCP

**Example 2:**

Tasks	Aug '22	Sept-Nov '22	Dec '22 - Feb '23	Mar-May '23	June-Aug '23	Sept-Dec '23
1) Thing 1						
2) Thing 2						
3) Thing 3						
... add as needed						
4) Last thing and final report						

**Example 3:**

**Project Schedule:**

Complete Public Outreach / Engagement Program:	June 2022
Complete Analysis:	December 2022
Draft Preliminary Design Analysis and Plans:	January 2023
Final Preliminary Design Analysis and Plans:	May 2023
Project Permitting (future):	2023
Project Final Design (future):	2023
Project Construction (future):	2023-2024

## APPENDIX IV: Example budget

### Example budget table:

The numbers below do not necessarily represent a realistic project budget, but show how the tables ought to be filled in. If a contractor will be hired to complete the majority of the project deliverables, the entire amount going to the contractor must be placed in the “Contractual” line of Table 1.

**Table 1: Budget Estimates by Cost Category**

Cost Category	MCP Grant	Non-Federal Match	Total Cost
Personnel		\$850	\$850
Fringe Benefits			
Travel			
Equipment			
Supplies		\$300	\$300
Contractual	\$30,000	\$10,000	\$40,000
Other (specify)			
Indirect			
<b>Totals</b>	\$30,000	\$11,150	\$41,150

**Note:**

1. MCP will not accept proposals with non-federal match less than 25% of the total grant request, except from municipalities with a high social vulnerability (as listed in Maine’s [Social Vulnerability Index](#)); these communities are eligible for a non-federal match of 10% of the total grant request.
2. If indirect expenses are requested or part of the proposed match, please include an explanation of how your rate is calculated and applied in the proposal appendix.

**Table 2: Sources and Types of Match**

Source of Match	Cash	In-Kind	Total
1. Town cash	\$10,300	--	\$10,300
2. In-kind	--	\$850	\$850
<b>Total</b>	\$10,300	\$850	\$11,150