

PROGRAM STATEMENT

FY 2015 Grants for Municipal and Regional Projects In Maine's Coastal Zone

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Issued by:

Maine Coastal Program
Maine Department of Agriculture, Conservation and Forestry
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<http://www.maine.gov/dacf/about/index.shtml>

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HIGHLIGHTS

1. **This announcement covers all anticipated Maine Coastal Program local and regional grant competitions in FY15. This announcement includes the following grant programs:**

- **Shore and Harbor Planning Grant Program, due July 1, 2014**
- **Coastal Communities Grant Program, due July 1, 2014**

Please make sure your application clearly states the Grant Program from which you are seeking funds.

2. There is a section describing each Grant Program, including examples of projects that fit into each one.
3. Right of Way Discovery projects are eligible for funding under the Shore and Harbor Planning Grant Program.
4. Grant program funds cannot be used for construction or acquisition of land. See Section 1.1.
5. Grant program funds can be used in both organized and unorganized coastal communities.

SECTION 1. MAINE COASTAL PROGRAM TECHNICAL ASSISTANCE GRANTS

1.1 Introduction

The Maine Coastal Program (MCP) at the Department of Agriculture, Conservation and Forestry announces the availability of funds for the following activities in support of our program goals:

Ensuring Sustainable, Vibrant Coastal Communities: To help coastal communities support marine and coast-related economic growth, coastal resource conservation, and maintenance/enhancement of community character.

Improving Coastal Public Access: To create or preserve access to the shore and waterfront for water-dependent traditional commercial and recreational uses.

Preparing for coastal storms, erosion and flooding, coastal hazards: To help coastal communities become resilient by developing adaptive responses to coastal erosion, coastal storm events, landslides and other coastal hazards.

Addressing the effects of land use activity on water quality: To protect and improve coastal water quality.

Restoring Coastal Habitats: To insure that Maine's coast provides healthy habitats for the full suite of coastal plants and animals for generations to come.

Funds may be used for planning, development of regulatory and non-regulatory policies and programs, project implementation, outreach and education. Funds may not be used for land acquisition or construction. Funds may be used to purchase materials for construction projects which will be completed by December 31, 2015.

1.2 Background

Created in 1978, the Maine Coastal Program is a federal, state, local partnership under the Coastal Zone Management Act of 1972 and one of 34 coastal programs nationwide. Maine's program is a collaborative program that works in partnership with other state agencies, municipalities, regional and other organizations, with the Maine Department of Agriculture, Conservation and Forestry serving as the lead agency.

The MCP works to sustain coastal resources and enhance the coastal-dependent economy through:

- Coastal community planning
- Effective administration of state environmental laws

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- Public access planning
- Habitat restoration
- Reduction of nonpoint source pollution
- Support of coastal stewardship through education, outreach, and volunteer support
- Innovative initiatives in special coastal places.

More information about the Maine Coastal Program can be found at:

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

1.3 Eligibility

Those eligible to apply include towns in Maine's coastal zone, groups of towns 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 in Maine's coastal zone are listed in the appendix to this RFP. You can also access the list and a map here:

http://www.maine.gov/dacf/mcp/about/coastal_zone_map.htm

Coastal Regional Planning Commissions and coastal Councils of Government are defined as having some or all of their jurisdiction within the Maine coastal zone. Note, however, that funds from this grant program can only be used in the coastal zone covered by these organizations.

Please note that these funds are for both organized municipalities and unorganized territories. We invite proposals serving coastal communities, regardless of organized/unorganized status.

1.4 Grant Programs

This Program Statement includes information on the two grant programs that the MCP will be running in FY15.

Shore and Harbor Planning

Projects that promote sound waterfront planning, harbor management, and balanced development of shore and harbor areas to improve marine infrastructure and assure access to the shore. Refer to Section 2.1.

Coastal Communities

Projects that improve water quality, increase resiliency/adaptation to erosion and flooding, restore coastal habitat, promote sustainable development, and enhance the coastal-dependent economy while preserving natural coastal resources. Refer to Section 2.2.

1.5 Grant size and duration

The Maine Coastal Program plans to allocate approximately \$265,000 for projects under this FY15 Program Statement. MCP plans to allocate funds as follows:

Grant Program	Anticipated Funds	Maximum Award
Shore and Harbor	\$80,000	\$20,000
Coastal Communities	\$185,000	\$50,000

Shore and Harbor grant projects must be completed by December 31, 2015.

Coastal Communities grant projects must be completed by December 31, 2015.

1.6 Cancellation Notice

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

SECTION 2. GRANT PROGRAMS

2.1 Shore and Harbor Planning Grant Program

A. Description

Shore and Harbor Technical Assistance Grants promote: sound waterfront planning and harbor management, balanced development of shore and harbor areas, advance planning for waterfront infrastructure improvements and access to the shore. Funds may be used for development of plans for waterfront, harbor and mooring areas, 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.

A list of potential projects is provided below. Projects are not limited to those listed below, but instead presented as guidance. Shore and harbor grants are meant to support planning activities that compliment or lead to concrete actions, harbor improvements, and management activities in harbor or shorefront areas. These funds may not be used for capital improvements, or on-going staff activities.

Project planners 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 land conservation planning efforts, and contributing to waterfront develop efforts for public access and sustainable eco-tourism.

1. Harbor Planning (especially to implement recommendations consistent with comprehensive plans), including – Development of Harbor Management Plans, creation of Harbor Ordinances, preparation of Mooring Plans, with attendant data bases and mapping support, data collection, mapping, data base development, and analysis activities needed to support harbor planning activities, harbor traffic control and safety planning. Please include text and specific examples of how this project is in line with the municipality’s approved comprehensive plan, if applicable.
2. Planning and Design Projects for Harbor Improvements – Planning that integrates public access with waterfront development to preserve unique natural, cultural, and village assets that contributes to sustainable development and tourism infrastructure. Planning and design of facilities and improvements for public and working access, dredging studies (non-federal, and for federal match), support for research and demonstration of new materials and techniques for ramps, piers and wharfs, floats, and moorings. Development of plans or strategies to address the impact of coastal storms and flooding on waterfront infrastructure.
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 – Project planning and development support for projects seeking funding from the Working Waterfront Access Protection Program (<http://www.wwapp.org/>).
5. Right of Way Rediscovery Projects – Project research support to help communities find and assert public rights-of-way to the shore. They enable recreational users, commercial fishing and other marine industries to continue as a viable component of Maine’s economy. Funding provided under this category can only be used for deed and legal research. It cannot be used to provide for survey or permitting services.

B. Match

A match, in cash or in-kind, of 25% of total project cost is required. Projects showing a substantial additional municipal share will improve the competitiveness of the project proposal. The project match can include direct project cost and documented values of in-kind services. Towns will be required to provide verification of match at a point during the award period.

C. Proposal Guidelines and Required Format

Grant applications cannot exceed \$20,000. Applications are due by 2:00 pm local time on **Tuesday, July 1, 2014**. Project proposals will be reviewed and evaluated by a review committee. Final project selection and amount of grant award will be made by the Department of Agriculture, Conservation and Forestry, Maine Coastal Program.

Project applications should include the following sections and information:

Cover Sheet (or cover letter)

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

Executive summary

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

Project description

This is an explanation of the need (problems and issues) for the project and 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 products.

Project Schedule

This section should include a project schedule covering planned phases and tasks, including projected completion dates. The project duration for Shore and Harbor Grants may not exceed 12 months from the date of grant award. Applicants should plan to complete the proposed project with the initial award of funds, and should not anticipate additional funding for the same project.

Project Budget

Include a detailed budget for the funds requested. 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). Applicants are required to submit estimates of project costs according to the three-part format shown below.

Part 1, Estimated Personnel Expenses (Grantee staff only)

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

Part 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.

Part 3, Sources and Types of Match

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

D. Selection and Award Process

In addition to the Match criteria described in Section B above, the Maine Coastal Program and its partners will use the following criteria to score each application:

- Cost effectiveness (25 points)
- Applicant qualifications and capacity (15)
- Quality of proposal; project feasibility and readiness (25)
- Evidence that the proposed project will make measurable improvements in harbor planning and management and/or public access to the shore (25)
- Past performance of applicant on related projects and past MCP-funded projects (10)

E. Application Deadline and Submission

Applications can be submitted either electronically or as a sealed hard copy. Electronic submittals are to be made to melissa.anson@maine.gov with ‘Shore and Harbor Grant Application’ in the subject line. Applicants are requested to provide a copy of the Word and Excel files associated with their application as part of their electronic submissions.

Sealed applications must be clearly marked with the applicant’s return address and the notation: “Shore and Harbor Grant Application”. Hard copies of applications are to be mailed or delivered to: Melissa Anson, c/o Maine Coastal Program, 93 State House Station (mailing address), 17 Elkins Lane, Williams Pavilion, 2nd Floor (physical address), Augusta, ME 04333 by no later than 2:00 PM local time on July 1, 2014. Only applications actually received at 93 State House Station/17 Elkins Lane prior to the stated time will be considered.

The State assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT suffice. FAXED PROPOSALS WILL NOT BE ACCEPTED. Proposals received after the 2:00 PM deadline will be rejected, without exception.

For questions and additional clarification please contact Melissa Anson in writing at melissa.anson@maine.gov. Please include in the subject line “Shore and Harbor Planning Grants – Questions”. All substantive questions received by the deadline on Friday, June 13th 2014 will be answered and communicated to all interested parties. Questions asked in other than written form will not be answered. The State reserves the right, at its sole discretion, to answer or not answer any question.

2.2 Coastal Communities Grant Program

A. Description

These projects are designed to improve water quality, increase resiliency/adaptation to erosion and flooding, restore coastal habitat, promote sustainable development, and enhance the coastal-dependent economy while preserving natural coastal resources. This program is designed to address the five priority goals of the Maine Coastal Program listed below.

Proposed projects can address all five goals of this grant program. Examples of projects provided in this section are meant to be illustrative only. Applicants are encouraged to creatively address the objectives of the grant program and develop projects suited to the unique needs of the applicant within the general goals of the Maine Coastal Program (see Section 1.1).

Descriptions of coastal communities grant projects are provided in Appendix II.

Ensuring Sustainable, Vibrant Coastal Communities

Examples of projects fitting this goal:

- Preparation or implementation of economic development strategies related to coastal tourism and marine sectors
- Planning for the land-side improvements for marine-dependent commerce
- Open space plans
- Surveys/documentation of natural and scenic resources within the coastal zone; development of regulatory and non-regulatory approaches to effective conservation
- Development and analysis of background information to support improvement of coastal community character such as socio-economic studies; public opinion surveys, scenic resource inventories, etc.

Improving Coastal Public Access

Examples of projects fitting this goal:

- Implementation of municipal or regional coastal access plans
- Inventories of public access needs, property user surveys
- Implementation of waterfront and harbor development plans or strategies
- Development of regulatory and non-regulatory strategies to conserve working waterfronts

Addressing the effects of land use activity on water quality

Examples of projects fitting this goal:

- Development and implementation of regulatory and non-regulatory measures to reduce or eliminate water pollution in areas adjacent to shellfish growing areas.
- Implementation of measures to promote the use of low impact development (“LID”) stormwater management techniques in coastal watersheds
- Development or implementation of multi-town estuary or coastal watershed plans

Restoring Coastal Habitats

Examples of projects fitting this goal:

- Preparation of habitat restoration plans, strategies, or needs assessments
- Development of pre-project feasibility studies
- Workshops for landowners and community decision-makers
- Pre and post-project monitoring

Preparing for coastal storms, erosion and flooding, coastal hazards

Examples of projects fitting this goal:

- Preparation of vulnerability assessments
- Development or implementation of municipal and regional adaptation strategies
- Landowner outreach and education

B. Distribution of Funding among Coastal Community Grant Project Categories

The total amount of funds available for the Coastal Community Grant Program in FY15 is \$185,000. At least 25% of this total is expected to be allocated to adaptation planning to projects which have a primary focus on preparing for coastal storms, erosion and flooding and coastal hazards.

C. Match

Applications must demonstrate at least 25% non-federal match of the total project cost. This match can be either cash or in-kind services. In-kind match cannot include the time of federally-funded employees. Projects providing substantial cash match and those that leverage other non-federal resources are strongly encouraged. Section 3.4 of this Program Statement provides additional guidance on match requirements.

D. Proposal Guidelines and Required Format

Grant applications may not exceed 10 pages in length; the cover page, letters of support and résumés will not be included in the page count. The required format for the grant application is provided below. *Applications not following this format will not be reviewed.*

Cover Sheet including:

Project Title
Town or region covered
MCP Goal(s) addressed (refer to Section 1.1)
Grant request amount
Match proposed and source of match
Project Manager and contact information
Project partners
Project start and end dates (month and year)
Project summary statement (3-5 sentences)

Executive summary

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

Project Summary

Please include relevant background information, including history, stakeholders, and partners. Concisely describe the problem or opportunity. Is there a demonstrated need for this project? Describe the approach proposed to address the problem or opportunity and proposed use of the grant award. Describe experience with similar work undertaken by the applicant and/or project partners.

Project Description and Project Schedule

Present a concise explanation of what the project will do, who will do it, and how it will be implemented. This section should describe the composition of the project's advisory committee and its approach to soliciting community participation. This section should include specific project tasks and expected outcomes and work products for each task. This section should also include a project schedule covering project tasks, significant milestones and projected completion dates. The grant work is to be completed by December 31, 2015 therefore work should commence within 45 days of grant award. If your timeline has your project starting later, explain the delay.

The MCP recognizes that a project may be a piece of a larger project, or a phase in a multi-year effort. In such instances, the proposal should provide a description of the expected overall result, as well as what this project specifically will address. The applicant should make every effort to quantify the expected outcome. For example, stating that the expected outcome is "a greater sense of the benefits of low-impact development in the community" is insufficient. A measurable outcome is "having the residents approve a development ordinance that incorporates low-impact development requirements." Another viable outcome is "restoring 5 acres of wetland." Even if the proposed project is for development of a plan, that plan must be part of a larger vision for which there is a measurable improved outcome.

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Coastal Community Grant: Project Budget by Task and Cost Category

A	B	C	D	E	F	G	H		I	J	K
Task (break down by task)	Personnel (list name)	Affiliation: Grantee, Partner Organization or Contractual	" Column D"	# Project Hours by Task	Total hourly compensation rate	Hourly compensation rate breakdown		Total Cost by Task	MCP Grant	Proposed Source of Funding	Non- Federal Match
						Salary	Fringe benefits				
Salaries											
(please note each persons role in column D)											
Task 1								\$ -	\$ -		
Task 2								\$ -	\$ -		\$ -
Task 3								\$ -	\$ -		\$ -
								\$ -	\$ -		\$ -
								\$ -	\$ -		\$ -
								\$ -	\$ -		\$ -
								\$ -	\$ -		\$ -
								\$ -	\$ -		\$ -
								\$ -	\$ -		\$ -
								\$ -	\$ -		\$ -
								Total Salaries:	\$ -	\$ -	\$ -
Travel											
(please note cost assumptions in column D)											
									\$ -	\$ -	\$ -
									\$ -	\$ -	\$ -
									\$ -	\$ -	\$ -
								Total Travel:	\$ -	\$ -	\$ -
Supplies											
(please list in Column D)											
									\$ -	\$ -	\$ -
									\$ -	\$ -	\$ -
									\$ -	\$ -	\$ -
								Total Supplies:	\$ -	\$ -	\$ -
Other Contractual Services											
(please list in Column D)											
									\$ -	\$ -	\$ -
									\$ -	\$ -	\$ -
									\$ -	\$ -	\$ -
								Total Contractual Services:	\$ -	\$ -	\$ -
Indirect Costs											
									\$ -	\$ -	\$ -
									\$ -	\$ -	\$ -
								Total Indirect Costs:	\$ -	\$ -	\$ -
Other (list in Column D)											
									\$ -	\$ -	\$ -
								Total Other Expenses:	\$ -	\$ -	\$ -
GRAND TOTAL:											
								\$ -	\$ -	\$ -	\$ -

Project Budget

Include a detailed budget for expenditure of the funds requested. Applicants are required to submit estimates of project costs by project task and cost category utilizing the format provided on the preceding page. Here is an example of a breakdown of project tasks from the Working Waterfronts Preparing for Climate Change Project in Washington County:

- Task 1 Outreach to participating communities (throughout the project)
- Task 2 Gather existing working waterfront and infrastructure data
- Task 3 Ground truth data
- Task 4 Prepare working waterfront site inventory and infrastructure vulnerability maps
- Task 5 Outline adaptation implementation plans with advisory committee and finalize with stakeholders.

The form “Coastal Community Grant: Project Budget by Task and Cost Category” which appears on page 14 of the program statement is available as an Excel template as a download at:

http://www.maine.gov/dacf/municipalplanning/financial_assistance.shtml

Utilizing the table below, list the source and status of the in-kind and cash match. Please indicate the status of the match as follows:

- “in-hand” if you already received the match
- “pledged” if the match has been awarded but you do not already possess it
- “applied for” if you have requested the match, but have not yet received word on the outcome of the request.

Sources and Status of Match				
Source of Cash Match	Status of Cash Match	Source of In-Kind Match	Status of In-Kind Match	Amount of Match

Letters of Support

Brief letters of support must be included from all partners mentioned in the proposal, including those who will devote resources or expertise to the project and those that will benefit from it. Sources of matching funds are to be confirmed in writing.

Résumés of Key Participants

Include résumés of key participants.

E. Review Criteria

Projects will be evaluated by the MCP according to the following criteria and point scoring. The MCP reserves the right to reject proposals which in the judgment of the review committee fail to meet requirements of the Program Statement.

A. 25 points Quality of the proposal; project feasibility and readiness

The proposal is complete and well organized. The project has a clear and achievable goal; the project plan is well-developed, thorough and provides a sufficiently-detailed explanation of how the project will be completed. Likelihood that the potential project will be successfully completed as proposed. The proposal is well sequenced, and leveraged with previous or concurrent efforts. The proposed project can realistically begin within 45 days of grant award. If the project includes the development or implementation of a plan, there is a clear indication of interest in the need for and adoption of the plan by the municipality or region. The proposed project can be completed by December 31, 2015.

B. 25 points Cost effectiveness

Costs are well-documented, including sources of match. The project budget is broken down by task. Individual task budgets are clearly identified, and represent a reasonable estimate for that particular activity. To what degree does the proposed project represent a good return for the investment of time and money? The sources of required non-federal match are confirmed.

C. 20 points Applicant qualifications and capacity; past performance

The applicant has the necessary technical experience, knowledge, and administrative capacity (including both financial and personnel) to successfully complete and report on the proposed project. For multi-phase projects, earlier phases have been successfully executed. Any known past performance on relevant projects will be evaluated by the proposal review team.

D. 20 points Linkage to identified state, local and regional priorities

The project addresses the grant priorities contained in this Program Statement (see Section 2.3.A) and advances the objectives of the Maine Coastal Program (see Section 1.2). The project implements ideas and actions identified in adopted municipal or multi-municipal comprehensive plans determined by the Maine State Planning Office or the Department of Agriculture, Conservation and Forestry to be consistent with the Planning and Land Use Regulation Act, M.R.S.A. 30-A §4347-A (3-A-) or open space plans, waterfront plans, or other plans produced through a public participatory process and adopted by the municipality. Applicants are encouraged to address coastal focus areas identified by Maine's Beginning with Habitat Program (<http://beginningwithhabitat.org/index.html>).

E. 10 points Partnerships

Project proposal shows documentation of support and participation by partners and clearly defines their respective roles. Partners have an active role in the project. Proposal demonstrates strong level of local support.

F. Proposal Selection

Final project selection will be made by the Maine Coastal Program and award notifications can be anticipated the week of August 31st 2014. For each project selected, the MCP will ask the applicant to submit a revised work plan, taking into account the comments received from the review committee. The final work plan for the successful grantees will be accepted for contract preparation after determination that the applicant has adequately addressed the review comments. We anticipate Grant Agreements will be issued in September 2014.

G. Application Deadline and Submission

Coastal Community Grant Applications may be submitted electronically or as a hard copy. Only one hard copy of the application is needed should the applicant choose to submit the application as a hard copy rather than deliver it electronically.

Applicants are requested to provide a copy of the Word and Excel files associated with their application along with the Adobe pdf file.

Applications may be submitted electronically to ruta.dzenis@maine.gov with 'Application to 2015 MCP Coastal Communities Grant Program' in the subject line.

Applications which are submitted as a hard copy must be in an envelope clearly marked with the applicant's return address and the notation: "Coastal Community Grant Application".

Hard copies of applications are to be mailed or delivered to:
Ruta Dzenis AICP, Senior Planner Department of Agriculture, Conservation and Forestry
Municipal Planning Assistance Program
22 State House Station (Mailing Address)
18 Elkins Lane - Harlow Building Room 413 (Physical Address)
Augusta, Maine 04333

Applications are **due by 2:00 p.m. Eastern Daylight Time on Tuesday July 1, 2014** with no exceptions permitted.

Only applications received at 22 State House Station/18 Elkins Lane - Harlow Building Room 413 or via e-mail to ruta.dzenis@maine.gov prior to the stated time will be considered.

The State assumes no responsibility for delays caused by problems with electronic submission or for delays caused by any postal, package or delivery service. A postmark by the due date will not suffice. Proposals received after the 2:00 p.m. EDT deadline will be rejected without exception.

Written acknowledgement of receipt of proposals will be issued by Ruta Dzenis.

H. Submission of Questions regarding the Coastal Community Grant Program

The contact person for the Coastal Community Grant Program is Ruta Dzenis, Senior Planner, Municipal Planning Assistance Program at 207-287-2851

For questions and additional clarifications, please contact Ruta Dzenis in writing at: ruta.dzenis@maine.gov . Please include in the subject line “Coastal Community Grants – Questions”.

Questions will be accepted until Friday, June 13, 2014. A written response will be provided for all substantive questions received.

A summary of questions and responses concerning the Coastal Community Grant will be compiled and posted by Friday, June 20, 2014 to the following web page:

<http://www.maine.gov/doc/commissioner/landuse/financial/index.shtml>.

SECTION 3. TERMS & CONDITIONS OF GRANT AWARDS

3.1 Grant Agreement

Grant recipients must enter into a written Grant Agreement with the Maine Department of Agriculture, Conservation and Forestry to establish mutually agreeable terms for completing the project. The Grant Agreement is in the form of a contract formatted according to standard Maine State government contract procedures (form BP 54).

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 prior to the effective date of a fully executed grant agreement. Liability of the State of Maine and/or the MCP is limited to the terms and conditions of the grant agreement.

3.3 Reporting Requirements

Semi-annual progress reports and a final report are required for MCP projects. Reports must include a description, by task, of progress made to date and delays in schedule. The final report must include

deliverables according to the signed contract.

Grantees are required to report on meetings and workshops, topics discussed and number of attendees as part of the semi-annual progress reports. A sample meeting/workshop log is available from the Grant Administrator. Grantees are also required to document match along with payment requests. A sample form for this is also available.

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 matching funds are the portion of allowable project costs contributed to a federally funded project. Match includes, but is not limited to, allowable costs borne by the grantee and contributions of cash or services from individuals, organizations, municipalities or non-federal public agencies.

Non-federal match contributions may include:

- Cash contributions, and/or
- In-kind contributions. In-kind contribution is the value of a non-cash contribution to meet a grantee's cost sharing requirements. An in-kind contribution may consist of the value of goods or services, property and equipment or directly benefitting the 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 between the effective dates of the contract;
4. supported by appropriate documentation;
5. from non-federal sources. Personnel, projects, or services paid with federal funds do not qualify as non-federal match.

B. Valuation of In-Kind Contributions

1. **Personnel Time Paid for by Project Partner Organizations:** When an employer other than the grantee furnishes free of charge the services for the professional services for an assignment in the employee's area of specialization, the services will be valued at the employee's regular rate of pay, exclusive of the employee's fringe benefits and overhead costs. For example, an hourly rate would be applied for a municipal employee participating in an official capacity at a meeting or workshop organized by the grantee related to the work performed under the grant.
2. **Donated Supplies:** The contribution must be valued at the market value of the supplies at the time of donation.
3. **Donated Equipment or Space in a Building:** The contribution must be valued at the fair market rental rate of the equipment or space.

4. Volunteer Services: Unpaid volunteer time/services for professional services donated to the project by individuals must be valued at rates consistent with those ordinarily paid for similar work/services 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.htm

5. Community participation: This refers to community members attending meetings, workshops and events organized by the grantee for work performed under this grant. "Community participation" refers to donated volunteer time in activities such as water sampling, stream bank clean-up or attending a meeting organized by the grantee for work performed under the grant.

Based on best practices guidance provided by the Maine Commission for Community Service, the MCP will accept the most recent volunteer rate applicable to Maine from the website of Independent Sector at: http://www.independentsector.org/programs/research/volunteer_time.html

For example, an hourly rate of \$20.10 would be applied for a planning board member, conservation commission member, selectboard member or citizen attending a meeting or workshop organized by the grantee for work performed under the grant.

5. Methods to estimate the value of unpaid volunteer services include, but are not limited to:

a. Determine the appropriate occupation and Maine occupational wage estimates provided by the Bureau of Labor Statistics, U. S. Department of Labor.

http://www.bls.gov/oes/current/oes_me.htm

b. The organization "Independent Sector" provides average rates for volunteers. The MCP will accept the most recent rate applicable to Maine.

http://www.independentsector.org/programs/research/volunteer_time.html

3.5 Travel/Mileage Rate

The vehicle mileage reimbursement rate is the current rate used by the State of Maine. At the time of issuance of this program statement, that rate is \$0.44 per mile.

3.6 Acknowledgement of Funding from the Maine Coastal Program

The title page of all reports, studies, or other documents such as brochures or posters supported in whole or in part by the grant award needs to acknowledge the financial assistance provided by the Maine Coastal Program. Presentation materials such as Power Point presentations, maps, meeting agendas, event placards, and interpretive signage are to acknowledge funding from the MCP at a minimum by incorporating the program's logo into their design. Detailed requirements of acknowledgement of funding for written reports and studies are included in the grant agreement.

**APPENDIX I
TOWNS IN MAINE'S COASTAL ZONE**

Addison	Edmunds Twp
Alna	Eliot
Arrowsic	Ellsworth
Arundel	Falmouth
Augusta	Farmingdale
Bangor	Frankfort
Bar Harbor	Franklin
Bath	Freeport
Beals	Frenchboro
Belfast	Friendship
Biddeford	Gardiner
Blue Hill	Georgetown
Boothbay	Gouldsboro
Boothbay Harbor	Hallowell
Bowdoinham	Hampden
Bremen	Hancock
Brewer	Harpswell
Bristol	Harrington
Brooklin	Isle au Haut
Brooksville	Islesboro
Brunswick	Jonesboro
Bucksport	Jonesport
Calais	Kennebunk
Camden	Kennebunkport
Cape Elizabeth	Kittery
Castine	Lamoine
Centerville	Lincolnville
Chebeague	Long Island
Chelsea	Lubec
Cherryfield	Machias
Columbia	Machiasport
Columbia Falls	Marion Twp
Cranberry Isles	Marshfield
Criehaven Twp	Matinicus Isle Plt
Cumberland	Milbridge
Cushing	Monhegan Island Plt
Cutler	Mount Desert
Damariscotta	Muscle Ridge Shoals Twp
Deer Isle	Newcastle
Dennysville	Nobleboro
Dresden	North Haven
East Machias	Northport
Eastport	Ogunquit
Edgecomb	Old Orchard Beach

Program Statement: FY2015 MCP Grants

Orland	South Bristol
Orrington	Southport
Owls Head	South Portland
Pembroke	South Thomaston
Penobscot	Southwest Harbor
Perkins Twp	Steuben
Perry	Stockton Springs
Phippsburg	Stonington
Pittston	Sullivan
Portland	Surry
Prospect	Swans Island
Randolph	Thomaston
Richmond	Topsham
Robbinston	T7 SD
Rockland	T8 SD
Rockport	T9 SD
Roque Bluffs	T10 SD
Saco	Tremont
St. George	Trenton
Scarborough	Trescott Twp
Searsport	Verona
Sedgewick	Vinalhaven
Sipayik (Pleasant Point)	Waldoboro
Sorrento	Warren
South Berwick	Wells
West Bath	
Westport	
Whiting	
Whitneyville	
Winter Harbor	
Winterport	
Wiscasset	
Woolwich	
Yarmouth	
York	

APPENDIX II RECENT COASTAL COMMUNITIES GRANT PROJECTS



COASTAL COMMUNITIES GRANT PROJECTS

Stormwater Management

Town of Falmouth:

Route 1 Commercial District Stormwater Management Plan (December 2012 completion)

The Town of Falmouth, in partnership with the Maine Department of Transportation and the Casco Bay Estuary Partnership, will analyze stormwater runoff from private and public properties in the study area, and develop an integrated stormwater management plan that helps improve conditions in Mussel Cove, which is currently closed for shell fishing due to pollution. [Learn more...](#)

City of Portland:

Stormwater Outreach and Sewer Rate Changes (June 2012 completion)

The City of Portland, in partnership with the Casco Bay Estuary Project, will engage businesses, community leaders and residents in a discussion of infrastructure maintenance and improvement needs and will work to develop a funding mechanism to meet those needs. [Learn more...](#)

Bangor Area Stormwater Working Group: A Stormwater Pollution Prevention Regional Volunteer Outreach and Engagement Initiative (June 2014 completion)

BASWG will engage local citizens in volunteer outreach and education efforts designed to teach residents about stormwater pollution and personal actions that can reduce it. The project builds on prior efforts to raise interest in pollution prevention by initiating: 1) neighborhood-based storm drain stenciling programs; 2) "anytime" street and stream clean-up events; and 3) a stream bank tree-planting and stabilization project utilizing volunteers in partnership with the Penobscot County Soil and Water Conservation District.

**Southern Maine Planning and Development Commission
Stormwater Utility Workshop** (completed June 2013)

SMPDC received a grant to implement four projects associated with water quality improvement recommendations from the Piscataqua Region Estuary Plan. A Stormwater Utility Workshop for the Towns of Kittery, York, South Berwick and Wells was conducted which informed key municipal officials and other stakeholders about the potential costs associated with stormwater quality, and quantity treatment, reviewed current community approaches to funding these costs, and identified the steps necessary to implement a stormwater utility as a potential stable funding mechanism. The workshop included an overview of Regional Stormwater issues followed by work in small groups to identify local stormwater issues. All four communities elected to continue on to an additional step to assess the feasibility of implementing a stormwater utility in their community.

Water Quality

Town of Camden:

Water quality remediation for Camden Harbor and Laite Beach
(December 2012 completion)

This project is designed to address water quality issues in the Laite Beach area of Camden Harbor. The Camden Harbormaster will lead a team which includes Camden's Wastewater Department Director and Camden Development Director working in partnership with the University of Maine Cooperative Extension, Healthy Beaches Program and the Department of Environmental Protection to address water quality issues in the Laite Beach area of Camden Harbor. The goal of the project is to identify and mitigate water quality issues which force the closure of Laite Beach when water quality standards are exceeded.

Town of Georgetown:

Water Resources Project (December 2013 completion)

The Town of Georgetown will set up a water quality monitoring program to create a baseline of data and conduct a public education program on water resources. The public education outreach effort will provide information to the community about shellfish harvesting in Georgetown, provide information to private landowners about management of septic systems and overboard discharges (OBDs), and encourage best management practices for protecting the town's water resources. Project partners include the Kennebec Estuary Land Trust, Georgetown Shellfish Committee, Georgetown Conservation Committee, Georgetown Shellfish Warden and Code Enforcement Officer, Maine Department of Environmental Protection and Maine Department of Marine Resources.

**Hancock County Planning Commission:
Blue Hill Bay Water Needs Assessment** (June 2013 completion)

Hancock County Planning Commission will work with the Friends of Blue Hill Bay and the towns of Trenton, Ellsworth, Mount Desert, Bar Harbor, Tremont, Surry, Blue Hill and Brooklin to engage communities, businesses, residents and local organizations in a program to assess the resources and threats to Blue Hill Bay. The goal of the project is to bring the partners together to develop a shared vision of the needs and potential solutions to challenges confronting the region. [Learn more...](#)

**Southern Maine Planning and Development Commission:
Implementing a Management Plan for the Piscataqua Region Watershed**
(completed June 2013)

This grant will be used to implement water quality improvement recommendations from the Piscataqua Region Estuary Plan in Kittery, York, and South Berwick. SMPDC will work with each community on specific strategies that will support improved water quality.

**Southern Maine Planning and Development Commission
Kittery Septic System Mapping and Water Protection Project** (completed June 2013)

SMPDC received a grant to implement four projects associated with water quality improvement recommendations from the Piscataqua Region Estuary Plan. Kittery is attempting to possibly implement a septic system pump out plan within threatened watersheds or possibly on a town wide basis. This effort included an assessment of current septic system location within threatened watersheds, mapped those septic systems identified property owners and developed an outreach program.

A draft septic pump out ordinance was developed and received a first reading in front of the Kittery Town Council. The project will ultimately lead to increased water quality within the watershed.

**Town of Thomaston:
St. George Estuary Water Quality Monitoring Program** (March 2013 completion)

This grant will support the St. George River Tidewater Association's environmental monitoring in the St. George Estuary. The Town of Thomaston, George's River Regional Shellfish Management Organization, Georges River Land Trust, and Maine Sea Grant will work with the Tidewater Association to implement a water quality testing program to more accurately characterize dissolved oxygen, pH, and total nitrogen in the St. George Estuary. Results will be analyzed and used to develop a State of the River report. [Learn more...](#)

Coastal Habitat Restoration

Town of Arrowsic:

Improving the Efficiency of Shellfish Growing Areas (completed December 2012)

In partnership with the Kennebec Estuary Land Trust, Maine Department of Marine Resources, US Fish and Wildlife Service's Gulf of Maine Program, and the Maine Department of Transportation, the Arrowsic Conservation Commission will use grant funds to design a roadway stream crossing that will restore alewife passage at the outlet of Sewell Pond and improve the pond's water quality.

City of Augusta:

Final Design of Restoring a Historical Alewife Run of Significance to the Lower Kennebec (completion May 2015)

In partnership with the Worromontogus Lake Association, Gulf of Maine Council on the Marine Environment, Maine Department of Marine Resources and the NOAA Restoration Center.

The project will re-establish alewife access to the Togus Stream lake system upstream of the Lower Togus Pond Dam. Construction of a fishway at the dam ranks as one of the highest priority fish passage projects in the Lower Kennebec Watershed. This grant will fund the engineering to position the project for construction. Work will include volunteer fish passage counts, environmental monitoring, fishway engineering designs and permitting for the construction phase of the project.

Town of Bristol:

Citizen Science and Engineering to Plan the Restoration of Pemaquid River Alewife (completion May 2015)

In partnership with the Bristol Fish Committee, Gulf of Maine Council on the Marine Environment, Maine Department of Marine Resources and the NOAA Restoration Center.

The project will reestablish unhindered alewife access through the Bristol Mills Dam Fishway and into the Pemaquid River chain of lakes. The large amount of upstream habitat blocked by the dam makes this project one of highest priority alewife restoration efforts in Maine. This project will include volunteers engaged as citizen scientists. This grant will provide funds for engineering designs and regulatory permitting for improvements to the fishway.

Town of Brunswick:

Community Project to Remove Invasive European Green crabs from Buttermilk and Woodward Coves (completion May 2015)

In partnership with Brunswick High School Office of Service Learning and Community Outreach and Resource Access International

Municipal government, private sector scientists, commercial shellfish harvesters, and local students will partner to deploy predator fencing and traps in Buttermilk and Woodward Coves in Brunswick, with the goal of reducing the numbers of invasive European green crabs in these critical habitat areas. European green crab destruction of intertidal areas in Brunswick is impacting important wading bird and finfish/shellfish nursery habitat, as well as destroying commercially valuable native shellfish species. Economic impacts on the coastal community are imminent as a result of green crab damage. This project will help determine the feasibility of reducing green crab numbers in sheltered coves along the Maine coast.

Midcoast Council of Governments:

Improving the Efficiency of Shellfish Growing Areas (completed June 2013)

This grant funds water-quality research that could lead to the opening of currently closed clam flats in Georgetown, Arrowsic, Westport Island, Phippsburg, Woolwich, and West Bath. MCOG's project partners include the Kennebec Estuary Land Trust, Maine Department of Marine Resources, Maine Department of Environmental Protection, Androscoggin Valley Soil and Water Conservation District, and the shellfish conservation committees of Woolwich, Phippsburg, West Bath, and Georgetown. [Learn more...](#)

Town of Topsham:

Identifying Fish Passage Barriers - Little River Barrier Survey (completed December 2012)

The Town of Topsham, in partnership with the Androscoggin Valley Soil and Water Conservation District, Atlantic Salmon Federation, US Fish and Wildlife Service, Brunswick-Topsham Land Trust and Kennebec Estuary Land Trust, will complete a survey of barriers to fish passage in the Little River Watershed. This work follows the removal of a dam on the Little River, which was the first step in opening 53 square miles of upstream habitat for native anadromous fish species.

Town of Woolwich:

Nequasset Fishway Restoration Planning (completed June 2013)

In preparation for the final engineering design and construction of the fishway, the Town of Woolwich will partner with the Bath Water District, Trout Unlimited, Maine Department of Marine Resources, Chewonki Foundation, US Fish and Wildlife Service, Kennebec Estuary Land Trust and others to gather public input, survey property boundaries and conduct an archaeological survey of an identified prehistoric Native American site. Restoration of the

58 year old concrete pool and weir style fish ladder will help insure access to prime spawning ground for alewife in one of the top five Maine alewife runs. [Learn more...](#)

Town of Woolwich:

Nequasset Fishway Construction Materials (completion December 2014)

In partnership with the Kennebec Estuary Land Trust, Woolwich Fish Commission, and Bath Water Commission

This community supported habitat restoration project is the final step to rebuild a 58 year old concrete pool and weir style fish ladder on one of the top alewife runs in Maine. Award of this proposal will close the funding gap by paying for building materials, ensuring summer 2014 construction of a new fish ladder at Nequasset Brook in Woolwich.

Open Space Planning

Bar Harbor Conservation Commission:

Open Space Plan (completion June 2014)

This grant will fund the development of an Open Space Plan for the Town of Bar Harbor. The plan will address recreational lands (including water access sites), cultural and historic sites, scenic resources, working/agricultural lands, natural areas/wildlife habitat, and lands vital to the protection of water resources. It will assess the status of these lands, identify unmet needs and suggest strategies to meet these needs. The planning effort will include a public participation component that includes school children. Project partners include: Friends of Acadia, Maine Coast Heritage Trust, Maine Farmland Trust, Acadia National Park, and the College of the Atlantic. [Learn more...](#)

Southern Maine Planning and Development Commission

South Berwick Open Space and Conservation Plan (completed June 2013)

SMPDC received a grant to implement four projects associated with water quality improvement recommendations from the Piscataqua Region Estuary Plan. An Open Space and Conservation Plan was developed for the Town of South Berwick. Working with the Committee, SMPDC identified protection priorities and implementation strategies that incorporate information received through the public and stakeholder input process. [Learn more](#)

Public Access

City of Belfast:

'Passy' Rail Trail Project (completed June 2013)

This grant to the City of Belfast is for a conceptual design and engineering plan and feasibility assessment for construction of 2.15 miles of a multi-use path within the railroad right-of-way located along the Passagassawakeag River.

Town of Camden:

River to Harbor Walk Study (completed December 2013)

This study will include conceptual designs and a feasibility assessment for a new 2.25 mile multi-use pedestrian pathway along the Megunticook River linking Shirttail Point Park, downtown and Camden Harbor's Public Landing. The proposed River-to-Harbor Walk will improve access from residential areas to the downtown and coastline, and offer an added attraction for visitors, employees and businesses. Project partners include the Camden/Rockport Pathways Commission, Coastal Mountains Land Trust, Camden Downtown Business Group, Camden Community and Economic Development Advisory Committee and Camden Parks & Recreation. The award of a separate Shore and Harbor Planning Grant for the conceptual design, engineering and management plan for the Camden Harbor Public Landing complements the River to Harbor Walk Study. [Learn more...](#)

Town of Yarmouth:

Reconnecting Yarmouth Village to the Working Waterfront (completed December 2012)

Several decades ago, the construction of Interstate 295 through Yarmouth severed its historic downtown and surrounding neighborhoods from its harbor. With this grant, the Town of Yarmouth will undertake a feasibility study to identify opportunities for reestablishing pedestrian connections between Main Street, Town Landing and the marinas. [Learn more...](#)

Harbor and Water Access Planning

Town of Cutler:

Public Pier Feasibility Study (completed April 2013)

This grant allows the Town of Cutler to analyze the potential for expanding existing facilities for public access to Cutler Harbor. The study will include a public outreach element to insure that the community's input, concerns and ideas are part of the final outcome. Cutler also received a Small Harbor Improvement Program ([SHIP](#)) grant from MaineDOT for improvements to Cutler Harbor.

Town of Wells:

Harbor Bridge Study (completed June 2013)

The Town of Wells will undertake a feasibility study, obtain public input, and create a conceptual design for a pedestrian bridge to connect the east and west sides of the Wells Harbor and Wells Beach. This work responds to the 2005 Wells Comprehensive Plan, which calls for an updated harbor plan and development of programs and facilities to enhance the town's eco-tourism economy.

Coastal Hazards Resiliency

Town of Damariscotta:

Downtown Damariscotta Coastal Hazards Preliminary Engineering Study

(completion May 2015)

In partnership with Lincoln County and the Lincoln County Regional Planning Commission. The Town of Damariscotta, in cooperation with the Lincoln County Regional Planning Commission (LCRPC) will retain an engineering consultant to evaluate options for protecting the downtown from flooding, storm surges and rising seas. The LCRPC and the Maine Geological Survey (MGS) completed a Coastal Hazards-Sea Level Rise impact study of Lincoln County's 450 miles of tidal shoreline in 2013 utilizing funding from the Coastal Communities grant program. The results of this study indicated that Damariscotta is the most significantly impacted coastal village in the Lincoln County.

Lincoln County Regional Planning Commission:

Sea-Level Rise - Coastal Hazards Study (completed June 2013)

LCRPC will partner with the Maine Geologic Survey, Lincoln County and its sixteen municipalities to study and evaluate the risks to infrastructure and the natural environment posed by increasingly severe and frequent coastal storms. [Learn more...](#)

Washington County Council of Governments:

Working Waterfronts Preparing for Climate Change (completion May 2015)

In partnership with the University of Maine Machias GIS Service Center and Laboratory and the Towns of Milbridge, Jonesport, Machiasport, Cutler, Lubec and Eastport.

This project will add working waterfront wharves and piers as a specific asset to climate vulnerability assessments in six Washington County towns. These communities are the most significant working harbors in Washington County, in terms of numbers of boats, infrastructure, and population dependent on waterfronts to make a living. This project will give municipal leaders and those dependent on working waterfront infrastructure information required to assess the vulnerability of that infrastructure to rising sea levels as well as higher frequency of and intensity storm events.