



# Delaware Coastal Program's Request for Proposals for Coastal Management Assistance Grants



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Delaware Coastal Programs  
Department of Natural Resources and Environmental Control  
5 E. Reed Street, Suite 201  
Dover, Delaware 19901  
(302) 739-9283

## I. INTRODUCTION AND GOALS

### *Purpose of Solicitation:*

The Delaware Coastal Programs (DCP) of the Department of Natural Resources and Environmental Control is announcing the availability grant funding to support projects and activities that improve local and regional capacity to conserve, manage, and promote the incorporation of coastal management issues into local planning and implementation activities throughout Delaware. The year's grant will focus on those activities and planning efforts that assist sea level rise adaptation planning, including adaptation options identified by the Delaware Sea Level Rise Advisory Committee; the reduction of coastal hazard related impacts, increasing local or regional coastal resiliency and/or natural resource management issues as they pertain to adaptation measures.

### *Goals and Priorities:*

Improving the management and wise use of land and water resources, as well as the need for compatible economic development of the coastal zone is a key goal for the DCP. This grant program provides an opportunity to plan for and reduce the impacts of coastal hazards related to sea level rise, coastal storms and climate change through the implementation adaptation options such as the development of ordinances, comprehensive land use plans, and infrastructure capacity and improvement planning.

Competitive grants will be available from the DCP who will provide financial and technical assistance to local and state governments and non-profit organizations to increase Delaware's coastal resiliency through sea level rise adaptation planning.

Applicants are encouraged to correspond with staff from the DCP to ensure grant projects meet the specified criteria, and to develop a cooperative working relationship to be continued throughout the duration of grant projects for any successful project proposals that are awarded funding.

Proposals should address one or more of the following:

#### **Planning Grants**

Projects that seek to improve Delaware's resiliency to sea level rise and coastal storms, including:

1. Assessments of local land use ordinances, zoning codes and building codes for the purpose of identifying barriers and opportunities and recommending improvements
2. Local sea level rise vulnerability assessments and/or adaptation plans
3. Planning and design of on-the-ground adaptation projects

#### **Research Grants**

Projects that seek to improve knowledge and understanding of:

1. Wetland migration and barriers to inland migration
2. Social, environmental and economic costs of sea level rise adaptation strategies
3. Secondary and cumulative impacts of adaptation strategies
4. Development of tools and technology for the reduction of coastal hazard related impacts

Note: construction costs are not eligible for this grant funding (*See "Ineligible Costs" for more information*)

***Important Dates and Grant Schedule:***

**Monday, December 16, 2013** Request for Proposals Announcement

**Saturday, January 11, 2014** Grant application workshop

**Friday, February 7, 2014** Proposals due to Delaware Coastal Programs Office no later than 3:00 pm.  
*Applications received after that time will not be reviewed.*

**On or before  
Friday, February 21, 2014** Grant awards announced and recipients notified

**March 20, 2015** Project completion deadline

**II. PROPOSAL REQUIREMENTS AND INFORMATION**

*Available funding:*

The average grant award ranges from \$10,000 - \$25,000. The number of projects receiving a grant award varies annually and depends on total available funding, the number of competitive proposals received and the amount of funding requested.

*Applicant Requirements:*

Applicants may be any local government entity (State, County and/or Municipal) or not-for-profit organization working at the local level within the State of Delaware.

*Grant Workshop:*

A workshop will be held Saturday, January 11, 2014 at the St. Jones Delaware National Estuarine Research Reserve from 10 am - 1 pm. The workshop will review grant requirements and how to prepare a competitive grant application for submission. Additionally, staff members will be available to answer questions and assist participants to develop project ideas. The workshop free and is not mandatory but attendees must pre-register by Tuesday, January 7<sup>th</sup>, 2014. Workshop registration information can be found at <http://www.dnrec.delaware.gov/coastal/Pages/CoastalProgramRFP.aspx>. Lunch will be provided.

*Award Information:*

Grants will be awarded for the Federal FY2013 grant cycle (October 1, 2013 – March 31, 2015).

The Delaware Coastal Programs is providing financial support for projects through the National Oceanic and Atmospheric Administration (NOAA). All award recipients are required to comply with all federal laws and guidelines pertaining to the use of federal funds.

*Match Requirements:*

Funding received under this grant program must be matched dollar for dollar (a 50:50 cost share ratio) by non-federal, state, or local cash or in-kind services. For example, if \$15,000 in federal funds is requested, \$15,000 in state, local, or some other non-federal funds must be shown as match. A variety of expenses can be considered as match including in-kind services, volunteer hours, non-federal state or local cash. Deferral of overhead cannot be used as match. For additional information please contact the Delaware Coastal Programs Office at (302) 739-9283.

Ineligible Costs:

Funds may not be used for construction costs, scholarships to individuals, deficit reduction activities, projects that have already been completed, or for those activities that constitute legally required mitigation for the adverse effects of an activity regulated or otherwise governed by state or federal law. Staff funding allowed only when clearly justified and shall not exceed 25% of total award.

Project Duration:

Work conducted for the project is to be complete by **March 20, 2015**. Award recipients will be required to submit quarterly status reports and will be notified of specific reporting requirements in the grant award agreement.

### III. HOW TO APPLY

*Submission of Proposals:*

An electronic copy of the proposal and supporting materials (e.g. project support letters from partners) must be submitted to the Delaware Coastal Programs at the following **no later than 3:00 pm, February 7, 2014:**

Bonnie Arvay ([Bonnie.arvay@state.de.us](mailto:Bonnie.arvay@state.de.us))  
Subject Line: Coastal Management Grant Submission

*NOTE: If the time stamp on the email is after 3:00 pm, your proposal may not be reviewed.*

Electronic submissions are preferred. However, paper copies may be submitted in lieu of electronic submissions to the following address. All submissions must be received **no later than 3:00 pm, February 7, 2014:**

Bonnie Arvay  
ATTN: COASTAL MANAGEMENT GRANT SUBMISSION  
Delaware Coastal Programs  
5 E. Reed Street, Suite 201  
Dover, DE 1990132  
(302) 739-9283

*NOTE: If your submission is delivered after 3:00 pm, your proposal may not be reviewed.*

*Proposal Content:*

The following information must be provided in proposal submissions:

- 1) Cover Page: All project proposals must include the proposal cover sheet, available online at: [http://www.dnrec.delaware.gov/coastal/Documents/FY13\\_RFP\\_Cover.pdf](http://www.dnrec.delaware.gov/coastal/Documents/FY13_RFP_Cover.pdf). The cover page includes the proposal title, partners/sponsor(s), point of contact information, project duration (e.g. 6 months, 1 year etc.), total project cost, requested amount and match to be provided, and signature of the responsible party.

- 2) **Background and Justification:** This section should describe the issue or problem to be addressed by the grant proposal, why the work is necessary, and specifically detail how it meets the grant program criteria.
- 3) **Scope of Work:** This section should concisely describe the goal(s) and objective(s) of the proposal and clearly describe what will be done, how it will be done, where it will be done and by whom. Where applicable, provide detailed drawings, maps and supporting documentation.
- 4) **Tasks, Time Schedule, and Deliverables:** This section should break down the Scope of Work into tasks, target milestones and deliverables. A timeline with target dates for completion of each task and submission of deliverable must be included.
- 5) **Project Budget:**
  - Part A: This section should provide a detailed budget description and a brief narrative justification of the budget.
  - Part B: An itemized budget including all applicable expenditures for personnel/salaries; travel, equipment, supplies, contractual costs, indirect costs for federal and non-federal match sources.

#### IV. SELECTION PROCESS

Each project proposal will receive an initial screening by the Delaware Coastal Programs to ensure the application meets basic eligibility criteria. A committee of resource experts will then review and rank the eligible proposals and will make recommendations for funding based upon those rankings.

##### *Proposal Review and Ranking Criteria:*

|  |                   |
|--|-------------------|
| <b>Project Feasibility and Technical Merit</b><br>Project feasibility<br>Project will deliver tangible, specific benefits and results<br>Applicant's and partner's (if applicable) ability to conduct/complete the work described. | 20%<br>20%<br>20% |
| <b>Cost Effectiveness and Budget Detail</b><br>Detailed budget<br>Properly identified match<br>Overall cost effectiveness  | 10%<br>10%<br>10% |
| <b>Past Performance</b><br>Demonstrated ability by applicant (and their associated partners) to successfully complete work described in high quality and timely manner.  | 10%               |

#### V. GRANTEE RESPONSIBILITIES

Award recipients will be required to submit quarterly status reports and will be notified of specific reporting requirements in the grant award agreement. The Delaware Coastal Programs is providing financial support for projects through the National Oceanic and Atmospheric Administration (NOAA). All award recipients are required to comply with all federal laws and guidelines pertaining to the use of federal funds.

## VI. CONTACT INFORMATION

For further details regarding the Coastal Resource Management Assistance Grant Program, applicants are encouraged to contact the staff members listed below to discuss potential proposals at the Delaware Coastal Programs Office (302) 739-9283.

Bonnie Arvay

[Bonnie.Arvay@state.de.us](mailto:Bonnie.Arvay@state.de.us)

Robert Scarborough, Ph.D.

[Bob.Scarborough@state.de.us](mailto:Bob.Scarborough@state.de.us)

**The Department of Natural Resources and Environmental Control solicits and encourages Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) in all service contracts and is committed to affirmative action, equal opportunity, and diversity of its workforce.**