

PENNSYLVANIA COASTAL RESOURCES MANAGEMENT PROGRAM



Coastal Resources

MANAGEMENT PROGRAM



COASTAL ZONE GRANT APPLICATION INSTRUCTION GUIDE

3010-BK-DEP3164 Rev. 8/2015

Commonwealth of Pennsylvania
Department of Environmental Protection
Interstate Waters Office

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I. ABOUT THE PROGRAM

Overview

Pennsylvania has two coastal areas: 112 miles of coastline along the Delaware Estuary and 77 miles of coastline along Lake Erie:

Delaware Estuary – Lies within Bucks, Philadelphia and Delaware counties. The coastal zone also contains islands, marshes and shorelands of tributary streams that are tidally influenced. The combined facilities of the Delaware Estuary comprise the largest freshwater port in the world.

Lake Erie – Located within Erie County and includes the shorelines of major tributaries. The coastal zone also extends to the middle of the lake, to the boundary with Canada and inland an average of 1.4 miles. The Lake also contains Presque Isle Bay and is one of the state ports for international shipping.

In order to safeguard these resources from future adverse impacts, the Commonwealth of Pennsylvania, acting through the Department of Environmental Protection (DEP), developed a unified approach to act as trustee to conserve and maintain the natural resources of Pennsylvania's coastal regions known as the Pennsylvania Coastal Zone Management Plan (CZMP). The CZMP was finalized and approved in September 1980, under the authority of the Federal Coastal Zone Management Act (CZMA) of 1972, through the National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce. DEP's Interstate Waters Office manages the Coastal Resources Management (CRM) Program in the two defined coastal areas within Pennsylvania.

As a result of the adopted CZMP, annual grants are provided to DEP by the Office of Ocean and Coastal Resources Management (OCRM), NOAA, U.S. Department of Commerce.

Grant awards are used to implement the CRM Program and provide a grant-in-aid program if sufficient funds permit. Monies are dispersed to fund projects within the coastal zone and coastal non-point pollution boundaries, such as planning, design, engineering, education, outreach, construction, acquisition and research as authorized by Section 306A of the CZMA, as amended.

Coastal Zone Focus Areas

Program policies were developed to further the goals and objectives of the CRM Program:

Primary Focus Areas

- Coastal Hazard Areas: Pennsylvania's coastal hazards are defined as bluff recession along Lake Erie and coastal flooding in both coastal zones.
- Wetlands: This policy involves the protection, enhancement and creation of coastal wetlands in order to maintain benefits for wildlife habitat, flood control, water quality, water flow stabilization and environmental diversity (biodiversity).
- Public access for recreation: Efforts are required to meet the public need for boating, fishing, walking, picnicking, sightseeing and other recreational pursuits associated with the waterfront.
- Intergovernmental coordination: Includes intergovernmental efforts to protect Pennsylvania's coastal resources, especially the quality of our air and water.
- Ocean resources/biodiversity: Efforts directed toward the research, study, and/or management of non-native (invasive) aquatic or terrestrial plant and/or animal species.
- Coastal Non-Point Source Pollution Program: Activities that protect coastal waters from non-point source pollution resulting from marinas and recreational boating, urban activities, hydro-modifications and agriculture.

Additional Focus Areas

- Public involvement: Increase awareness, provide information and create opportunities for public participation in a variety of coastal issues.
- Fisheries management: Efforts to protect and improve stocks of popular game-fish species.
- Historic sites and structures: Preservation, restoration and enhancement of coastally significant historic sites and structures within the coastal zones.
- Port activities: Development and enhancement of coastal port infrastructure.
- Energy facilities siting: Energy-producing facilities are vital to our society but improper siting (placement) can be damaging to fragile coastal ecosystems.
- Dredging and spoil disposal: Careful management to avoid adverse effects on navigation, flood-flow capacity, public interest and environmental quality. *Note: coastal zone (CZ) funds cannot be used to pay for actual dredging operations.

Section 312 Evaluation Metrics

In 2012, Pennsylvania's CRM Program, in cooperation with NOAA, established three new metrics that will be used to evaluate the progress of program implementation on a five year basis. These metrics relate to specific priority areas that CRM and NOAA have determined to be of vital importance to Pennsylvania's coastal zones and worthy of elevated program emphasis: habitat connectivity, tidal wetlands and shoreline public access. Being formally designated CRM priorities, NOAA will evaluate the CRM Program as required under Section 312 of the CZMA. A key component of the evaluation will be based on the program's success in achieving the goals described in the metrics below. CRM's grant-scoring procedures have likewise been modified to prioritize projects that will directly result in reportable, measureable outcomes related to one or more of these new metrics.

1. Habitat Connectivity (Delaware Estuary and Lake Erie Coastal Zones)

Goal – Develop, maintain and protect wildlife corridors that facilitate ecosystem connectivity, mitigate fragmentation and improve biodiversity.

The commonwealth places a high priority on ecosystem connectivity and wildlife corridors because of the vital roles they play in wildlife migration, preserving green spaces, building resiliency and fostering biodiversity. To be counted towards this priority, a project must impart identifiable habitat and ecosystem value relating to connectivity or fragmentation mitigation. The project must achieve one or more of the following: create patches of new greenspace; connect existing patches with greenspace corridors; or contain design elements specifically intended to restore or facilitate wildlife passage and/or hydrologic connections.

Examples of connectivity projects are those that:

- Remove existing barriers to wildlife passage. (Example: Removal of an elevated stream culvert and restoration to streambed to facilitate fish and macroinvertebrate passage.)
- Create or protect greenspace corridors and/or hydrologic connections between new or existing patches. (Example: Land acquisition for the development of a nature trail between two existing parks.)

2. Tidal Wetlands (Delaware Estuary Coastal Zone)

Goal: Increase the total acreage (extent) of estuarine and freshwater tidal wetlands within Bucks, Philadelphia and Delaware Counties.

Freshwater tidal wetlands are a top priority in the Delaware River Estuary and have been historically heavily impacted as less than 5 percent of pre-colonial acreage remains. Current wetland creation opportunities exist by coordinating with local momentum toward redeveloping the urban waterfront. This priority only includes acreage created in excess of permitted fills and may include wetlands established by removal of historical fills.

3. Shoreline Public Access (Delaware Estuary Coastal Zone)

Goal: Maximize the public's ability to access waterfront areas within the Delaware River Estuary and its selected tidal tributaries.

CRM values its responsibility to ensure public access to rivers and streams in the Delaware Estuary. This priority seeks to increase shoreline mileage that is publicly accessible along tidal portions of the following waterways: Delaware River, Schuylkill River, Darby Creek, Cobbs Creek, Neshaminy Creek, Chester Creek, Crum Creek, Frankford/Tacony Creek, Pennypack Creek, Poquessing Creek, Mill Creek, Biles Creek, Martin's Creek, Marcus Hook Creek and Ridley Creek.

Keystone Principles for Growth, Investment and Resource Conservation

The Keystone Principles and Criteria are used by state agencies to guide investment and support local growth and economic development across the state. The core criteria, listed below, are given consideration by all commonwealth agencies when making grant decisions.

- Redevelop first – Rehabilitation/redevelopment of brownfield areas
- Provide efficient infrastructure – Use and improve existing infrastructure
- Concentrate development – Support integrated development that conserves land
- Increase job opportunities – Retain and attract a diverse, educated workforce
- Foster sustainable businesses – Energy production and use of natural resources
- Restore and enhance the environment – Preserve and expand land, air and water protection
- Enhance recreational and heritage resources – Improve recreational and heritage assets
- Expand housing opportunities – Support construction and rehab of all housing types
- Plan regionally; implement locally – Support multi-municipal planning and implementation
- Be fair – Support equitable sharing of benefits/burdens of development

A full description of the principles can be accessed at: www.phmc.state.pa.us/bhp/pkp.pdf

II. ELIGIBILITY AND REQUIREMENTS

Who is eligible?

- Local governments – counties and municipalities
- Area-wide agencies – county and regional planning agencies
- State agencies
- Educational institutions – school districts, colleges, universities and other institutions of higher learning
- Conservation districts, port authorities and public authorities
- Incorporated nonprofit, including 501(c)(3), organizations that are eligible to receive federal grants.

Where can projects be located?

Projects must be located entirely within the Coastal Non-Point Pollution Boundary as defined in this guidance. All construction and acquisition projects must be located entirely within the CZ (306A) Boundary without exception. Maps illustrating the boundaries are located in Appendix E of this guidance.

Are There Any Project Requirements?

Yes. All projects must:

- Be environmentally sound and consistent with current state, regional, county and local ordinances and plans.
- Obtain applicable federal, state and local permits for all construction (306A) projects before any construction may commence.
- Obtain concurrence of any municipal government whose approval is required for project implementation, via letter of support or resolution, if the applicant is a non-governmental agency.
- Benefit the public at large and may not be for the purpose of private gain, benefit or profits.
- Be made available and useful to all members of the general public; therefore cannot be for exclusive use of any particular group of persons.
- Be accessible to persons in accordance with the Americans with Disabilities Act of 1990.

What Types of Projects Are Eligible?

CZ grants may be applied to a wide variety of studies, plans, designs, research, acquisition and construction projects pertaining to one or more of the established program policies, which guide the competitive selection process.

Examples of some typical project proposals are as follows:

- Efforts to educate the public regarding issues of environmental protection, non-point source water pollution, protection of coastal resources or efforts to promote such action to the public.
- Preparation or revision of local comprehensive plans, zoning ordinances, sub-division regulations and special ordinances containing provisions in support of CRM Program policies.
- Projects furthering flood control, stormwater management (Act 167), non-point source water pollution control, shoreline erosion and bluff recession control, wetland preservation and other natural resource protection.
- Plans, studies or other projects to improve port facilities and infrastructure, future use of coastal ports or providing public access for recreational use of docks, piers and wharves.
- Improving resource management and environmental protection programs at the state or local level, including disseminating information or providing technical assistance to coastal communities and the public.
- Plans, studies or projects that enhance economic development within the coastal zone, including activities to help economically revitalize under-used coastal and/or port facilities.
- Studies for interpretation and enhancement of coastal features and habitats and restoration and preservation of historic coastal sites and structures.
- Land acquisition of coastal properties, including real estate appraisals, to improve or provide for public recreational access or open-space preservation.
- Preparation of designs, engineering plans and specifications for coastal recreational sites owned or legally controlled by a 'government' applicant.
- Low-cost (defined by NOAA as no more than a total project cost of \$100,000) construction projects for recreational access facilities or for rehabilitating significant historic buildings and structures located within the designated coastal zones. ***Note:** rehabilitation work on buildings and structures should be supported by a structural

feasibility study, architectural assessment, engineering plans or similar planning products included as part of the application.

What Types of Projects Are Ineligible?

The following types of projects are not considered eligible project activities:

- Conventional restroom facilities
- General recreation and athletic facilities such as playgrounds, ball fields/courts, etc.
- Roadway design and construction
- Water and sewer line construction
- Dredging operations
- Permit application fees
- Projects required to fulfill a state or federal permit condition or other regulatory action

Act 47 Financially Distressed Communities Act Status

Preference will be given to applicants that are approved distressed municipalities under Act 47, the Financially Distressed Municipalities Act of 1987. Such a municipality must be identified on the Department of Community and Economic Development's website to be eligible. This status will be verified at the time the grant applications are scored.

Construction and Acquisition (306A) Requirements

Grants for construction and acquisition activities are authorized by Section 306A of the CZMA.

***Note:** NOAA considers any 'implementation' project that involves 'disturbing the earth' as a construction project, and sets very specific parameters for these types of projects. Some examples of non-traditional earth disturbance projects include gardening activities, grading, excavation, tree planting, and weed removal. Please be sure to verify eligibility and complete the proper supplemental forms if you plan to include these activities in your grant application, even as match.

- Only governmental entities such as municipalities, counties, public authorities and state agencies are eligible to apply for construction or acquisition projects. Private, incorporated non-profit organizations, and educational institutions are not eligible.
- All construction projects must be located within the 306A CZ boundary. The maps contained in Appendix E of this document will identify the boundary.
- Any facilities planned for construction must provide the requisite connection to the 'land/water interface' in order to meet the objectives of Section 306A of the CZMA. Simply being located within the coastal zone does not routinely make a project eligible for funding. Consult the regional CRM coordinator or CRM central office staff for technical assistance on this issue. (See page 17 for a list of coordinators)
- 'Government' applicants must own or control construction project sites. Ownership is defined as 'fee-simple' and control is defined as a 'long-term lease or easement' (20-year minimum term). ***Note:** If the site is leased, provide a copy of the executed lease with your application.
- The Act of Aug. 15, 1961 (P.L. 987), as amended, and known as the Pennsylvania Prevailing Wage Act (43 P.S. 165-1 et seq.) may apply if the project includes public work construction (i.e. construction resulting in permanent improvement to real estate) and where the cost of the total project is greater than \$25,000. Applicants should contact the Department of Labor and Industry, Bureau of Labor Law Compliance at 800-932-0665.
- Land acquisition applications require a completed appraisal conducted by a state-certified general real estate appraiser.

- Applications containing both design and construction activities will not be considered in the same funding cycle. These activities may be phased over two or more funding cycles (although funding is not guaranteed in subsequent funding years). Final design and engineering drawings for construction projects must be completed and permits must be secured early in the term of the project before construction can begin.
- Project signs acknowledging funding of NOAA and DEP must be approved by CRM and be permanently emplaced at project site.
- Construction project applications must provide a cost estimate from a licensed contracting company for proposed project activity.

Geospatial Data Sharing Requirements

NOAA and the federal government have developed a data sharing policy that is applicable to all NOAA funded projects, including all CZ grant awards. This recent policy requires that:

- Geospatial data and GIS information collected and/or created under a NOAA grant will be made accessible and independently understandable to users;
- Information provided must be visible, accessible and understandable to users;
- Data be free of charge or at a minimal cost; and
- Information be made available in a timely manner (typically no later than two years after the data is collected/created) except when limited by law, regulation, policy or by security requirements.

In general, this policy applies only to newly created data and not existing information that will be modified or used in the project. Also, geospatial data that is created/maintained internally for planning purposes only and will never be shared outside of the organization does not fall under this requirement.

As part of the application process, CRM is requiring grantees that are producing geospatial data provide additional information for their proposed project. An optional supplemental form, entitled "NOAA Data Sharing Supplement," is provided for download in the eGrants online application. Please see Appendix A for additional information on this form.

If the proposed project is awarded, the grantee creating the GIS information must satisfy the following requirements. Additional information will be provided on these conditions, post-award.

- Develop Federal Geographic Data Committee Compliant Metadata;
- Expose/export metadata to geo.data.gov, the federal government's one-stop geospatial portal; and
- Publish the grant funded data layers online for free public access.

Subcontract Requirements

Grant applicants may need to utilize a subcontractor or a third-party to complete some or all of the approved work outlined in the scope of work. Applicants must use competitive selection processes such as Requests for Proposals or competitive bidding. In limited circumstances and with adequate justification, applicants may choose an alternative method of selecting a subcontractor.

NOAA now requires additional information to be provided for applicants who choose to use a subcontractor, for transparency purposes. Required information includes:

- A narrative description of the work being performed under the subcontract;
- Identification of who will be performing the work (if known at the time of application); and
- A budget breakdown of the subcontracted funding amounts, in accordance with the CZ budget categories.

***Note:** The above conditions do not apply to purchases of equipment or maintenance contracts.

As part of this process, all applicants planning on using a subcontractor to complete any portion of the approved scope of work must complete the supplemental form entitled "Subcontract Budget Supplement". This form is provided for download in the eGrants online application. Please see Appendix D for additional information.

Additionally, all subcontractors are subject to the same compliance checks as grantees. Grantees are expected to provide detailed information regarding proposed subcontractors prior to entering into agreements. This information is covered in great detail in the Grant Administration Guide provided to CZ grantees.

III. PROJECT FUNDING AND MATCH

Funding recommendations for program grants are made by the DEP. Final federal grant approval rests with OCRM at NOAA.

The program attempts to provide approximately one-third of federal and state funds available for grants to local Lake Erie CZ projects, one-third to local Delaware Estuary CZ projects and one-third to state agency projects in either or both CZs. This division of funds is approximate, may vary from year to year and is affected by applicant demand and congressional appropriations.

***Note:** Due to uncertain federal funding levels, DEP retains the authority to reduce the amount of any grant awarded at its discretion.

Is There a Ceiling Amount on Funding?

A \$50,000 grant limit is generally imposed on any single project. Applicants with proposals requesting more than \$50,000 in grant funding should discuss funding alternatives with CRM program staff before submitting an application.

What Are Forms of Reimbursable Expenses?

Reimbursable expenses - items that are directly related to the project and may be reimbursed through CRM. Types of allowable expenditures include:

- Salaries and Wages
- Fringe Benefits
- Travel expenses - based on the rate used by state agencies
- Purchase of materials and supplies
- Purchase or use of equipment
- Use of a consultant or contractor
- Other items associated with the project

Expenses Not Reimbursed By CRM

It is difficult to list all items not reimbursed by CRM, but some can be categorized into the following general groups:

- Project-related costs incurred prior to the start date of the grant period of performance, generally prior to October 1st of year one of the project term;
- Project-related costs incurred after the project completion date of the grant agreement period of performance;
- Costs associated with fund-raising activities;
- Costs not directly related to performing the CRM-approved project scope of work, except as allowed as 'in-kind service value';
- Costs associated with 'hospitality' activities such as food and beverages;

- Costs associated with the bidding and bonding requirements of the Municipal Planning Code and the Uniform Construction Code;
- Costs for monuments or memorials;
- Costs for flagpoles, fountains and other ornamental treatments; and
- Costs for political and/or lobbying activities.

*Note: Other ineligible costs may apply and while many of these items cannot be reimbursed by CRM, they may still be used as match. Please contact central office or the appropriate regional CRM coordinator to verify.

Matching Funds

The match amount indicated in the grant application is critical in the development of the finalized project budget in the grant agreement. Be as accurate as possible with the budget projections. CZ grantees are held to this amount of match.

What Level of Matching Funds Is Required?

Matching funds are required on a one to one matching basis; this means that each dollar of CZ funds must be matched by at least one dollar from cash or acceptable non-cash sources, although match provided in excess of the one to one ratio is encouraged.

*Note: funds contributed from all other federal grant programs may not be applied as match, except Community Development Block Grant (CDBG).

What Are Forms of Project Related Match?

Eligible match includes both cash match and non-cash match, which includes those services that are directly tied to the project's development and implementation, can be properly documented and, without using them, the work would have to be contracted or paid by other means. If selected for funding, CRM reserves the right to negotiate the values submitted for the non-cash match.

Cash Match/Direct Costs: Actual cash contributed to the project by the organization or another form of grant funding; e.g. – equipment purchased by the organization for project activities.

In-Kind Services: Services and labor provided by paid staff of the applicant to perform all or part of the CRM approved project scope of work. The allowable value of in-kind services provided as match for a grant may include personnel fringe benefits such as employee insurance, vacation and holiday and sick leave time as expressed in an hourly rate.

The cost of travel, including transportation, lodging, and overnight/daily subsistence, must be based on the rates used by state agencies unless the CRM has approved other rates in writing.

Donated Services and Materials: Services or materials that will be provided at no cost to the applicant by institutions, organizations or individuals, to perform or complete part of the CRM approved project scope of work and requires specialized or expert skills and knowledge.

The allowable value of the service or material must be the organization's or individual's customary billing rate multiplied by the number of hours of service (or material quantities) provided. Examples may include a registered landscape architect donating time to develop a site plan, an attorney donating time to conduct a real estate title search, or a local quarry donating stone for a construction project.

Volunteer Services: Unpaid services or labor that will be provided by individuals not employed by the applicant to perform part of the CRM approved project scope of work. The allowable value of volunteer services shall be a normal hourly rate for the type of work performed multiplied by the number of hours of work provided. For example, a surgeon

volunteering time to help clear invasive plant species would not be given credit for volunteer time at a surgeon's hourly compensation rate but rather at a laborer's rate. Applicants may calculate volunteer time by going to the Independent Sector website at: www.independentsector.org/volunteering. In the right hand side of the screen, click on "Value of Volunteer Time." Scroll down to the tables listed by state to locate Pennsylvania and use the value listed.

Overhead: General organizational operating costs, commonly referred to as 'overhead', such as rent, utilities, depreciation, etc. may be included as acceptable match. These costs may be expressed as an hourly rate or as a percentage. Overhead rates used must reflect federally approved rates for a particular agency, county, municipality or institution. If these rates haven't been previously approved by a federal agency, the applicant may be asked to submit an explanation of the calculation used to determine these rates.

***Note:** An applicant's match is extremely important and the source of matching funds must be completely identified in the grant application. Care should be exercised when estimating non-cash match because DEP requires complete documentation when submitting subsequent requests for payment.

IV. APPLICATION INFORMATION

When Does the Application Period Open and Close?

The grant application period, generally, opens in August and closes in October of each year. Specific dates for the opening and closing of the grant application period can be found on the CRM website: <http://www.dep.state.pa.us/river/czmp.htm>. Click on "Grants" and then click on "Coastal Zone Grants" to find additional information.

Grants are contracted to begin with the start of the federal fiscal year on Oct. 1 and terminate 18 months later. The deadline allows enough time to process the applications through the various advisory committees and submit for final approval by NOAA. Applicants are notified the following summer as to status of their grant application. If approved, applicants become grantees and then must execute a grant agreement (contract) with DEP. Following full execution of this grant agreement, work may begin on or after the Oct. 1 start date.

***Note: Applications for grant funding are accepted a full year before project work may begin! Please consider this timeline in project planning.**

Application Submission

All applications for CZ Management grants must be submitted electronically through the DEP eGrants system. To access an online application go to **Error! Hyperlink reference not valid.** www.dep.state.pa.us. Click on the "DEP Programs A - Z" link. Select "Coastal Zone" to direct to the Program website. Click on the "Grants" link. Click on "Coastal Zone Grant Application." Click on "Log In/Register" and create a User Account. eGrants will guide the applicant through the process of starting an electronic grant application.

A commonwealth SAP number is preferred on the application and required if selected as a grantee. It can take up to two weeks to get a SAP number, so plan accordingly. Contact the Commonwealth of Pennsylvania's Vendor Data Management Unit to obtain or verify a SAP number by calling 877.435.7363 option 1; or 717.346.2676 option 1. If the applicant does not have a number, an on-line form to request a SAP number is available anytime at:

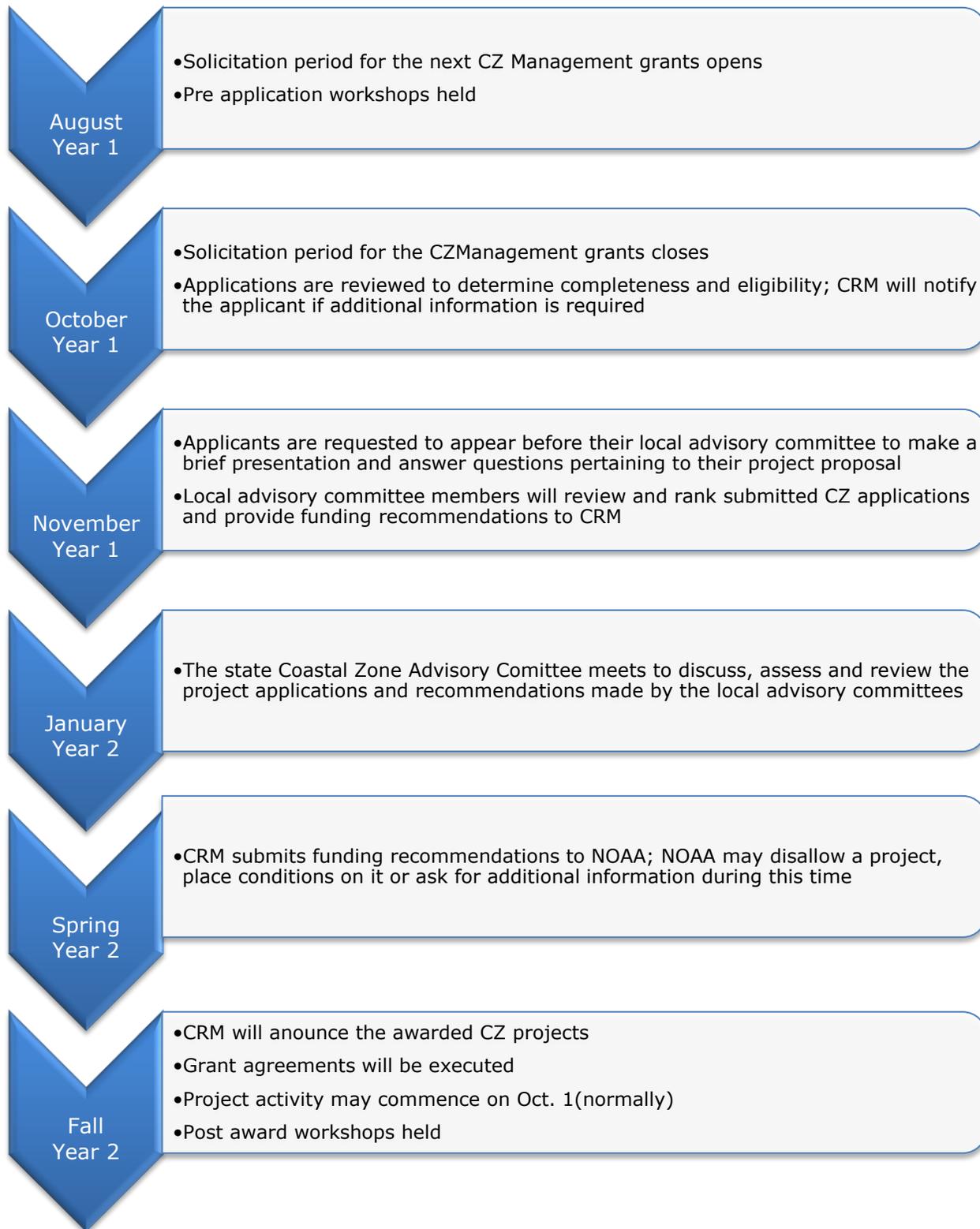
<https://www.vendorregistration.state.pa.us/cvmu/paper/GranteeRegistration.aspx/>. Click on non-procurement vendor site.

Alternatively, applicants may choose to submit their application prior to having an SAP number. In this instance, the applicant should enter all 1s in the SAP number field. Please note that an SAP number will be required if the applicant is selected for funding.

Applications submitted via e-mail, hard copy or fax will not be accepted. Applications submitted after the closing date and time will not be considered.

Application Process Timeline

**Note: These dates are subject to change and are provided only as a rough guideline for applicants.*



V. PROJECT SELECTION AND IMPLEMENTATION

How will applications be reviewed?

All submitted project applications will undergo an initial administrative review, by CRM staff, to determine if they are eligible and complete.

Eligible applicants will be requested to appear before their respective local advisory committee to provide a brief presentation and answer any questions on their proposed project. Committee members will provide input on applications within their CZ; which offers a local perspective to the program. The committees are composed of representatives from county and local governments, public authorities and environmental, economic, recreational and other coastal stakeholders.

After local input is provided, the state Coastal Zone Advisory Committee will review and evaluate the applications. The projects will be assessed based on their relevance to the program focus areas, alignment with the stated aims of NOAA and the mission and goals of the CZMP. This state committee is mandated by executive order and is composed of representatives from state-level agencies and commissions having missions and interests closely related to those of the CRM Program.

What Criteria Will Be Used to Evaluate the Projects?

Reviewers assign scores to project applications ranging from -10 to 145 points based on the following five CRM evaluation criteria and respective weights specified below. Be sure to address each question listed below in the application to be most competitive.

Objectives and Relevance to the Coastal Program (80 Points)

Determines how valuable and relevant the proposed application is to state, regional and local coastal zone activities.

- How well does the application meet primary CRM focus areas?
- Describe if and how the proposed project aligns with one or more of the outlined 312 Evaluation Metrics.
- How well does the application address how the project contributes to the goals and objectives of state, regional and local CZ watershed plans?
- How well does the application address a priority, problem or need identified, with provided support of said priority, problem or need?
- How well does the application enhance previous related work done in relationship to the application's proposed project?
- Will the benefits of the project be sustained beyond the end of the grant term?
- How well does the application address the Governor's Keystone Principles?

Quality (15 Points)

Assess if the application is technically sound, if the methods are appropriate and if objectives and goals are clearly stated.

- Does the application clearly and concisely describe the project?
- Does the application clearly define major deliverables of the project?
- Are the methods to achieve the deliverables appropriate?

Budget (25 Points)

Assess the feasibility of the project, including if the budget is appropriate and within the scope of the allocation of the CRM Program and the overall public benefit of the project relative to its costs.

- Does the application have a detailed and reasonable budget?
- Are personnel services, travel, contractual services and supplies explained, specific costs identified and are all costs eligible expenses?
- Does the application include information on how the applicant plans to pursue external matching funds?
- Does the application include letters of funding commitment and support?

- Does the application pose a high overall value of the project relative to the product/outcome?

Dissemination (15 Points)

Assess the outcome of the project and the project's plan to provide education and/or outreach.

- Does the application explain how the product or outcome will be used?
- Does the application explain who will use/benefit from the product or outcome?
- How well does the application describe the outreach plan?

Act 47 Status (10 points)

Any municipality with Act 47 Financially Distressed Communities Act status will be awarded 10 points. This status will be verified prior to any points being awarded.

Extra Considerations (-10 to 0 Points)

Evaluate past performance of the project applicant, in regards to the Pennsylvania's Coastal Zone Management Grant Program, and completion of required tasks of previously awarded grants. Up to 10 points may be deducted from the overall score for repeated failures to submit:

- Performance reports on time
- Invoices on time
- Final reports on time

CRM anticipates recommending applications for funding in rank order unless an application is justified to be selected out of rank order based upon one or both of the following selection criteria: a.) whether the project duplicated other projects funded or considered for funding, or b.) program priorities, policies and focus areas.

Final review and approval of all projects is made by NOAA. That office may place additional requirements on a particular project or request additional documentation. If this occurs, the state program staff will work with the applicant to resolve any outstanding issues.

All applicants will be informed of the outcome of the project-selection process.

When Can Work Begin and When Must It Be Completed?

Once NOAA informs CRM staff of the awarded projects, CRM will make an official announcement outlining which project applications have been granted funding.

Projects may begin after an agreement is signed, but no earlier than Oct. 1 of the year. Project deliverables must be completed and funds spent by the second March 31 of the grant term.

How Will Funds Be Made Available?

Payment will be made to the grantee for reimbursement of costs incurred for work performed. Payments will be linked to project performance, and payment will be withheld if project schedules and deliverables are not met. Also, reimbursement will be based on the funds identified in the executed grant agreement.

*Note: Some applicants in the Lake Erie Coastal Zone may be considered sub-grantees and in these cases are subject to the terms and conditions of the grant agreements executed with their regional coordinator.

VI. CONTACTS AND RESOURCES

Applicants are encouraged to coordinate with CRM in advance of submitting the grant application. However, favorable staff comments on preliminary discussions of prospective projects are not to be interpreted as guarantees of funding. Please contact CRM central office or the respective CRM regional coordinator for more information.

Interstate Waters Office/Central Office

Pennsylvania Department of Environmental Protection (DEP)
Interstate Waters Office
Coastal Resources Management
400 Market St., P.O. Box 8465
Harrisburg, PA 17105-8465
Ph: 717-772-4785
Fx: 717-783-4690

Delaware Estuary

Regional Coordinator
Delaware Valley Regional Planning Commission (DVRPC)
190 North Independence Mall West, 8th Floor
Philadelphia, PA 19106-1520
Ph: 215-238-2873
Fx: 215-592-9125

Lake Erie

Regional Coordinator
Erie County Courthouse – Planning Department
140 West 6th St., Room 111
Erie, PA 16501
Ph: 814-451-6018
Fx: 814-451-7000

Please see the Coastal Resources Management Program website for contact names and information. Additional information related to the Coastal Resources Management Program can be found at the following websites:

Coastal Resources Management Program	www.dep.state.pa.us/river/czmp.htm
National Oceanic and Atmospheric Administration (NOAA)	www.noaa.gov
U.S. Environmental Protection Agency (EPA)	www.epa.gov
PA Department of Environmental Protection (DEP)	www.dep.state.pa.us
PA Department of Conservation & Natural Resources (DCNR)	www.dcnr.state.pa.us
PA Department of Agriculture (PDA)	www.agriculture.state.pa.us
PA Association of Conservation Districts, Inc. (PACD)	www.pacd.org
PA Department of Community and Economic Development (DCED)	www.newpa.com



COASTAL ZONE GRANT APPLICATION

The electronic submittal process has two components:

1. The standard eGrants application form
2. The supplemental forms

Standard Application

1. Go to [Error! Hyperlink reference not valid.](http://www.dep.state.pa.us)www.dep.state.pa.us
2. Click on the "DEP Programs A – Z" link.
3. Select "Coastal Zone" to direct to the Program website.
4. Click on the "Grants" link.
5. Click on "Coastal Zone Grant Application."
6. Click on Log In/Register and create a User Account.
7. Click on Find a Grant on the left navigation bar.
8. Scroll down to Coastal Zone Management Program Grants and click on Apply for this Grant.

Sections marked with an * are REQUIRED for the application to be considered complete.

Project Type*

Check the type of project that best describes your project. Check only one.

Applicant Profile

SAP Vendor Number

- Call the Vendor Data Management Unit at 1.717.346.2676 option 1 (Harrisburg Area) or 1.877.435.7363 option 1 (toll free) if the applicant is not sure if they have an SAP Number or do not know what it is. If the applicant does not have one they must register as a Non-Procurement Vendor to have a number issued. Register at:
<https://www.vendorregistration.state.pa.us/cvmu/paper/GranteeRegistration.aspx/>
Click on non-procurement vendor site.
If the applicant does not have an SAP number at time of application, enter all 1s in the SAP number field. This number will be required if selected as a Grantee.

Applicant Legal Name*

- Use the legal name of the entity applying for the grant. Must be the same as the name used to register for SAP number.

Address*

- Address MUST match the address associated with the SAP number. Be sure to complete the street address, city, state, zip code, municipality and county.

Federal Employer ID Number*

- List the ID number for the organization applying for funds.

Organizational data universal numbering system (DUNS)

- Acquiring a DUNS number can take several weeks to process. Begin the process early to avoid missing the grant deadline. If the applicant does not have a DUNS number at time of application, enter all 9s in the DUNS number field. A DUNS number will be required if selected as a grantee.

Department/Bureau Name

- List the name of the department or bureau in which the applicant is associated.

Division/Office Name

- List the division/office in which the applicant is associated.

Applicant Type*

- Refer to the Grant Program guidelines for eligibility and check the type of applicant that applies to the organization.

Non-Profit Information

- If the organization is an established 501(c)3 indicate the organization's name, registration number and the approval date.
- If the applicant is a PA Bureau of Charitable Organization include the organization name, registration number and expiration date.

Project Coordinator*

- This is the primary contact person to be contacted on matters concerning this application and project; provide the name, address, phone number and email address.

Project Information – General

Is this a statewide project?

- Check the box that appropriately answers the question.

Project Title*

- Enter the title of the project in this section.

Project Start/End Date*

- Identify the anticipated start and end dates for the proposed project.

Commonwealth Adviser/Agency

- List the person/agency that may have assisted with the grant application.

Brief Project Description*

- Limit to 500 characters. The project description is a synopsis of the grant project. A more detailed overview will be requested in the project description supplement.

Project Location

Location Name*

- Identify the name of the project site, up to 15 characters.

Project Site Address*

- Include the street address, city, state, and zip code.

Is the property leased?

- Check yes or no to answer this question.

Property Owner Name

- State the owner of the property.

County(ies)

- Select the county(ies) in which the proposed project is located.

Municipality(ies)

- Select the municipality(ies) in which the propose project is located.

PA House District Number(s)*

- Go to www.legis.state.pa.us to find your Pennsylvania legislative districts.

PA Senate District Number (s)*

- Go to www.legis.state.pa.us to find your Pennsylvania legislative districts.

U.S. Congressional District Number(s)

- Go to <http://www.house.gov> to find your US congressional district.

Mapping Information

- If the proposed project is for an 'on-the-ground' project, try to complete all applicable fields in this section, which may include the latitude, longitude, acreage, length in miles and the parcel number.
- Optional: 8½ x 11 color copy that indicated the project location with a boundary and print out in color, including the aerial photography displaying street names, intersections.

Project Budget

Budget*

- Enter total grant amount requested.
- List local match sources and cash and/or non-cash match amounts in the section provided on the application, refer to page 10 of this guide for a list of eligible match.
 - Every line entered must include name of match source, cash amount or non-cash value and whether the amount entered are pending or secured, before the applicant can be submitted.
- Attach additional pages if more there are more than six match sources.

Supplemental Forms

All grant applicants must submit the two required supplemental forms in order for their project application to be submitted; Budget and Project Description Supplemental Forms. To download the required forms:

1. Go to the Download Forms page in eGrants.
2. Click the link in the Download Column.
3. Fill out the form.
4. Save the form.
5. Attach them to the electronic application on the Upload Attachments page.
6. Repeat for additional required forms.

Budget Supplement

Instructions for completing this section can be found in Appendix C of this guide.

Project Description Supplement

Answer each of the 12 questions on the Project Description Supplement. Reviewers assign scores for each question answered, please do not answer a question with "See Attached". If additional space is needed, applicants may upload more information in a separate document. Application questions can also be found in Section V Project Selection and Implementation, beginning on Page 14.

Construction and Acquisition Supplement

Construction applicants must submit the following supplemental forms in addition to the required basic supplemental forms:

- Categorical Exclusion Checklist
- Title Opinion Form OR Title Certification Affidavit
- USGS 7.5-Minute Quadrangle Map Extract
- PNDI Project Environmental Review Receipt
- Request to initiate consultation
- Cost estimate from a licensed contractor

Acquisition applicants must submit the following supplemental form in addition to the required basic supplemental forms:

- Completed Appraisal.

Geospatial Data Sharing Supplement

This supplement must completed by any applicant that will be developing any geospatial data/GIS information with CZ funds. Download and answer each question. Please refer to the bottom of page 7 for questions on whether or not the applicant organization must fill out this form.

Subcontract Budget Supplement

Additional information and a sample subcontract budget can be found in Appendix D, page 24.

Upload Attachments

- Click on Browse to find each file that is required to be uploaded and locate the form you completed that the applicant has saved and then click on 'upload this file'. Upload files one at a time.
- Upload additional optional attachments, such as letters of support.
- All application documents must be submitted electronically through the eGrants system. Separate mailed, e-mailed or faxed hardcopies will not be accepted.

Certification

Chief Elected Official Authorization*

- Click on the link to open the Chief Elected Officials FAQs to see who is authorized to enter into a formal grant agreement.
- An authorized organization representative must sign and be a signatory with the authority to commit the organization and also certifies the veracity of all information submitted.

Submit Application*

- Ensure all information is complete and accurate. Click the Submit this Application button.

If you have any problems with the eGrant application, please contact the DEP Grants Customer Service Center at 717-705-3768. For Coastal Resources Management Program grant specific questions, call 717-772-4785.



COASTAL ZONE GRANT APPLICATION

The grant application submittal has two main components: 1 – the Basic eGrants Application Form and 2 – the Supplemental Forms

1. Basic eGrants Application
Project Application including applicant information, type of project, project description, and location

2. Supplemental Forms
The required supplemental forms needed for the application submittal on the nature of the grant project. Download the available supplemental forms to your PC. Complete each form and save as an attachment to the electronic project application submittal.

All grant applications must include the following basic supplemental forms:

- Budget Supplement
 Project Description Supplement

Construction and Acquisition project applications must include the following supplemental forms in addition to the required basic supplemental forms listed above:

- Categorical Exclusion Checklist – form provided
 Title Opinion Supplement OR Title Certification Affidavit Supplement – forms provided
 USGS 7.5-Minute Quadrangle Map Extract
 PNDI Project Environmental Review Receipt
 Request to Initiate Consultation in Compliance with State History Code Form – form provided
 Cost estimate – required only for construction applications
 Completed Appraisal – required only for acquisition applications

Geospatial Data Sharing project applications must include the following supplemental form in addition to the required basic supplemental forms listed above:

- NOAA Data Sharing Supplement – form provided

Subcontract project applications must include the following supplemental form in addition to the required basic supplemental forms listed above:

- Subcontract Budget Supplement – form provided

3. Letters of Support are optional but encouraged
Letters may be scanned and submitted electronically with the application.

APPENDIX C: BUDGET INFORMATION

Funding Sources

CZ Grant Request

- Identify the amount of CZ grant funding being requested for the proposed project.

Cash or Non-Cash Match

- List the amount of cash and/or non-cash match being provided by the applicant and/or any other grants received or anticipated, include the source of funding.

Project Work Elements

Work elements are project tasks/activities that are identified in Question 8 of the Project Description Supplement. When completing this section, estimate the cost related to each project work element for both the CZ and matching share. Keep in mind this section is for reporting purposes and does not impact the payment of invoices. Administrative/reporting is a common task.

Budget Category

Divide the cost of the project into each applicable budget category for both the CZ and matching shares.

Matching Funds

Describe the source of matching funds, whether they are secured or pending. List the name of the organization/source providing the funds. If the funds have been awarded, please provide proof of the award by attaching an award letter, if possible. When CZ funds are used in combination with other grants, the applicants must insure that grant terms coincide sufficiently to permit meeting the terms and conditions of both grant agreements.

Project Related Cost Description

If employee wages will be paid or provided as in-kind match, the applicant must provide a list of those employees working on the project, their position, wage rates, fringe benefits rate, hours expected to be claimed and how they will be contributing to the project scope of work.

If travel is anticipated, the applicant should indicate which staff person will be traveling, to where, the frequency of trips and for what purpose. The reimbursement rate for travel must be listed and is the current state rate.

Construction projects – If materials or other goods will be purchased, the applicant must furnish an itemized listing of these materials, anticipated quantities and their unit and total costs. If the items are to be donated, please indicate the value. An example of how these items should be listed:

- *4 park benches @ \$150 each*
- *150 cubic yards of stone @ \$25/cy*
- *100 hemlock saplings @ \$40/tree*

Sample Budget Supplement

FUNDING SOURCES	
Coastal Zone Grant Request	\$25,000.00
Cash Match (list funding sources)	
City X General Fund	\$15,000.00
DCNR	\$5,000.00
Non-Cash Match (list funding sources)	
City X In-Kind Services	\$5,000.00
Project Total	\$50,000.00

Project Work Elements	CZM Share	Local Share	Total
Administration & Reporting	\$1,300.00	\$1,300.00	\$2,600.00
Site Preparation	\$6,000.00	\$6,000.00	\$12,000.00
Trail Construction	\$15,900.00	\$15,900.00	\$31,800.00
Bench Installation	\$1,600.00	\$1,600.00	\$3,200.00
Sign Installation	\$200.00	\$200.00	\$400.00
Project Totals	\$25,000.00	\$25,000.00	\$50,000.00

Budget Category	CZM Share	Local Share	Total
Salaries and Wages	\$1,000.00	\$1,000.00	\$2,000.00
Fringe Benefits	\$200.00	\$200.00	\$400.00
Travel	\$100.00	\$100.00	\$200.00
Materials and Supplies	\$0	\$0	\$0
Equipment	\$5,700.00	\$5,700.00	\$11,400.00
Consultant/Contractor	\$18,000.00	\$18,000.00	\$36,000.00
Other	\$0	\$0	\$0
Project Totals	\$25,000.00	\$25,000.00	\$50,000.00

APPENDIX D: SUBCONTRACT BUDGET INFORMATION

Applicants must download and fill in all required fields on this supplemental form if any portion of the Scope of Work is to be completed by a subcontractor/third party. Please ensure that the "Consultant/Contractor Total" on this form matches the "Consultant/Contractor Total" on the main Budget Supplement form.

Sample Subcontract Budget Supplement

Will/Was the contractor (be) selected through a competitive process? Yes

Name of subcontractor (if known): Eco-Systems, Inc.

Description of work to be performed under the subcontract: This sub-contract is intended to support completion of a coastal hazards assessment for two communities as part of the larger task 306-4 Coastal Hazards Planning effort. Funding under this contractual category will support a Project leader, one Environmental Planner, and an intern working for Eco-Systems Inc. (\$13,000), will conduct a risk and hazard vulnerability assessment for the towns of Blankford and Great Nothing. The Assessment will involve: several key subtasks including (1) obtaining and mapping projections from XYZ; (2) identification of potential hazard areas using XYZ Model and inundation scenarios from Task 1, (3) identification of residential and commercial structures at risk using aerial photography and other materials and creating a new GIS data layer, and (4) identification of critical infrastructure by pulling data from DOE, DOT, EPA and other files and creating a new critical infrastructure GIS data layer.

Project team will use portion of funding (\$4,400) to acquire mapping software to develop maps, and may need to purchase other software, XYZ to do additional analyses for XYZ.

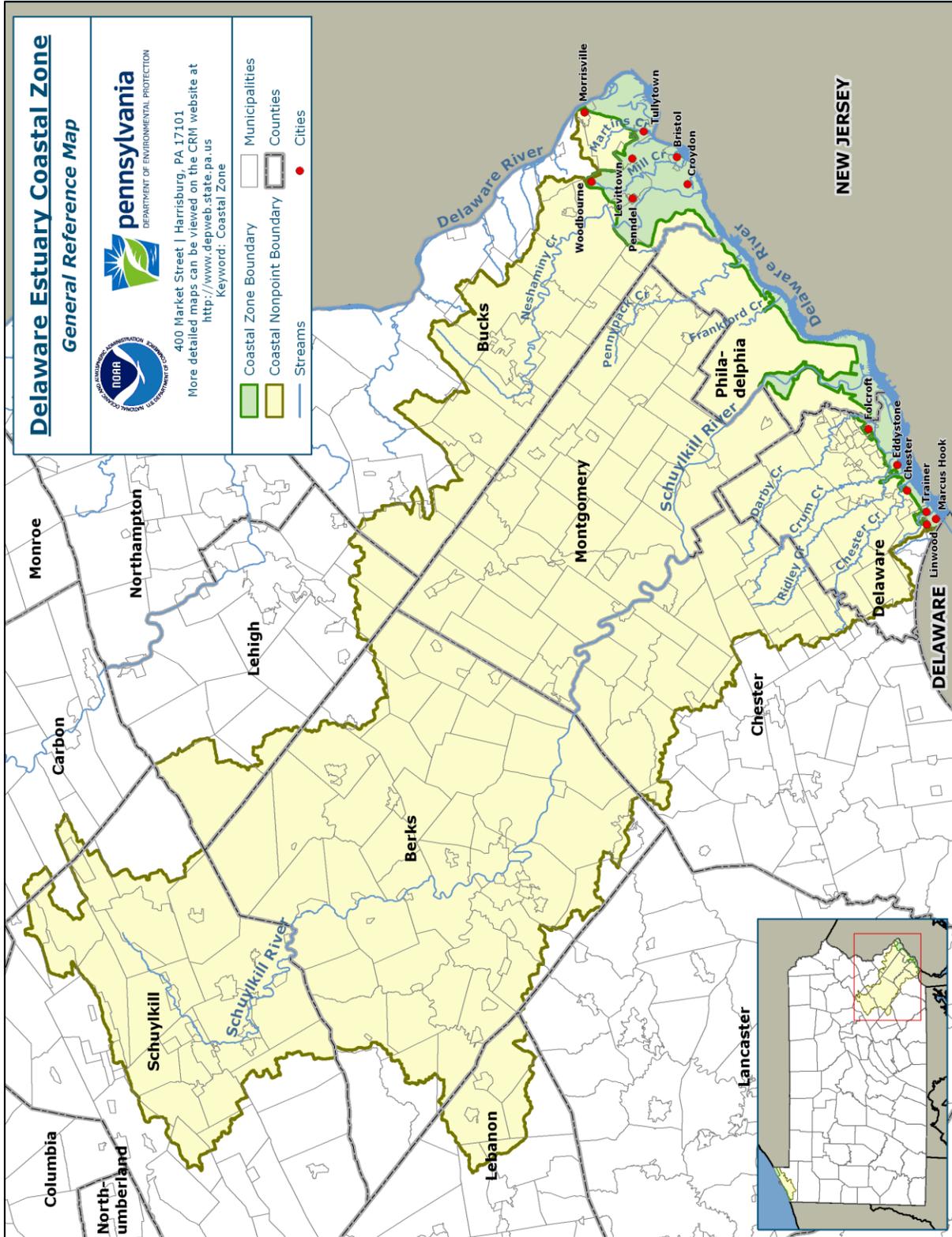
We will need to purchase a plotter and paper (other \$3,500) to generate maps showing critical structures and infrastructure under various scenarios. These will be used in developing the analysis and final report and for public outreach and education purposes.

The funding will also support travel (\$850) for the project leader and environmental planner for X trips to Y and Z in order to ground truth data and hold public outreach and input sessions.

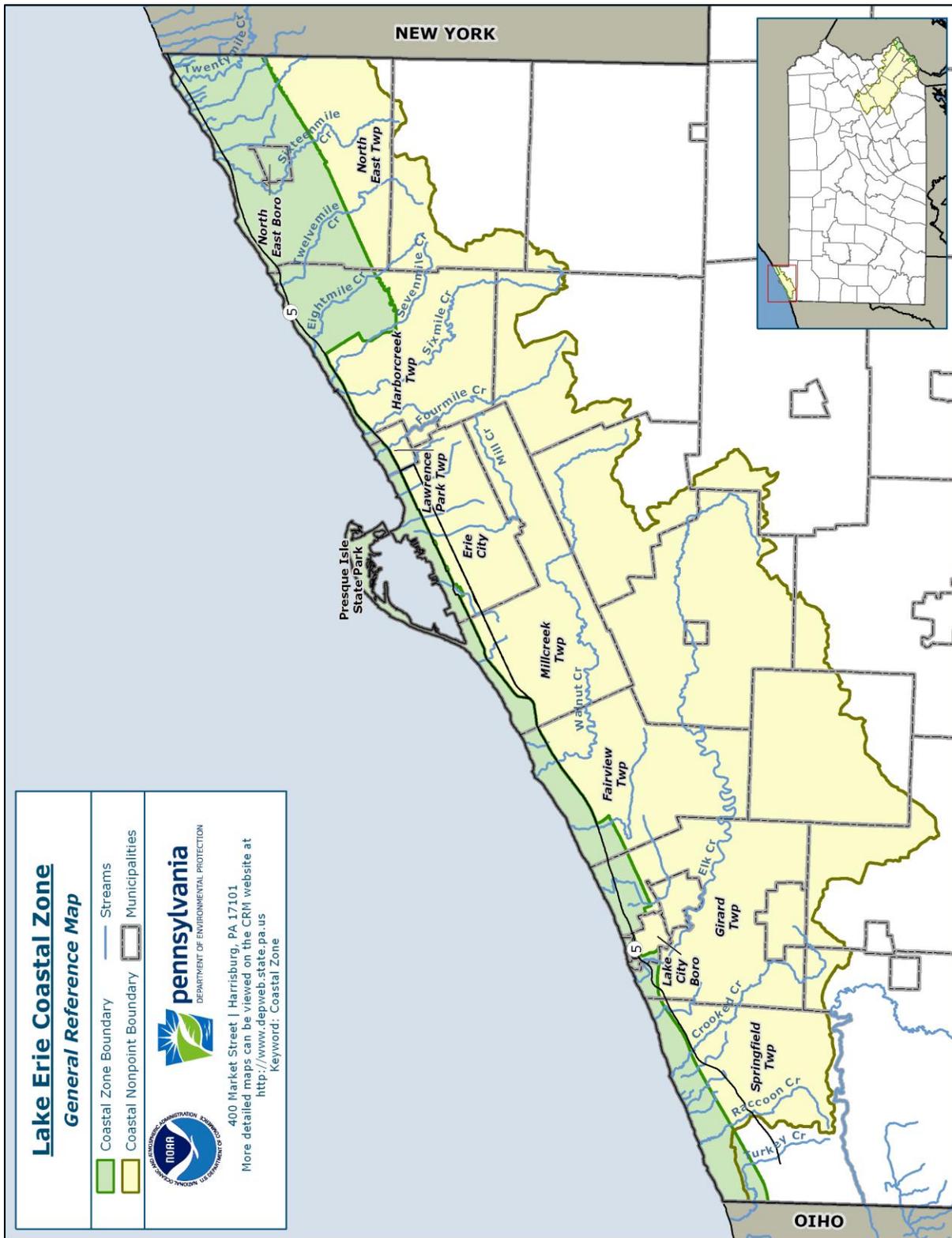
Subcontract Budget Category	CZM Share
Salary	10,000.00
Fringe	3,000.00
Travel	850.00
Equipment	0
Supplies	4,400.00
Sub-Contractual*	0
Construction	0
Other	3,500.00
Indirect	0
Total	\$21,750.00

APPENDIX E: COASTAL ZONE BOUNDARY MAPS

Delaware Estuary Coastal Zone



Lake Erie Coastal Zone



Lake Erie Coastal Zone
General Reference Map

Coastal Zone Boundary — Streams
 Coastal Nonpoint Boundary — Municipalities

pa
 DEPARTMENT OF ENVIRONMENTAL PROTECTION

400 Market Street | Harrisburg, PA 17101
 More detailed maps can be viewed on the CRM website at
<http://www.depweb.state.pa.us>
 Keyword: Coastal Zone