



Coastal Incentive Grant Proposal Writing Workshop

Cycle 27

Background

- ❖ The Coastal Incentive Grant (CIG) Program is administered as part of a federal NOAA grant provided to Georgia's Coastal Management Program
- ❖ Approximately \$750,000 is available annually for sub-grants (40% of Coastal Management Program's annual grant from NOAA)
- ❖ Each year, as DNR applies for the federal grant, the successful CIG applications are included as sub-grant projects

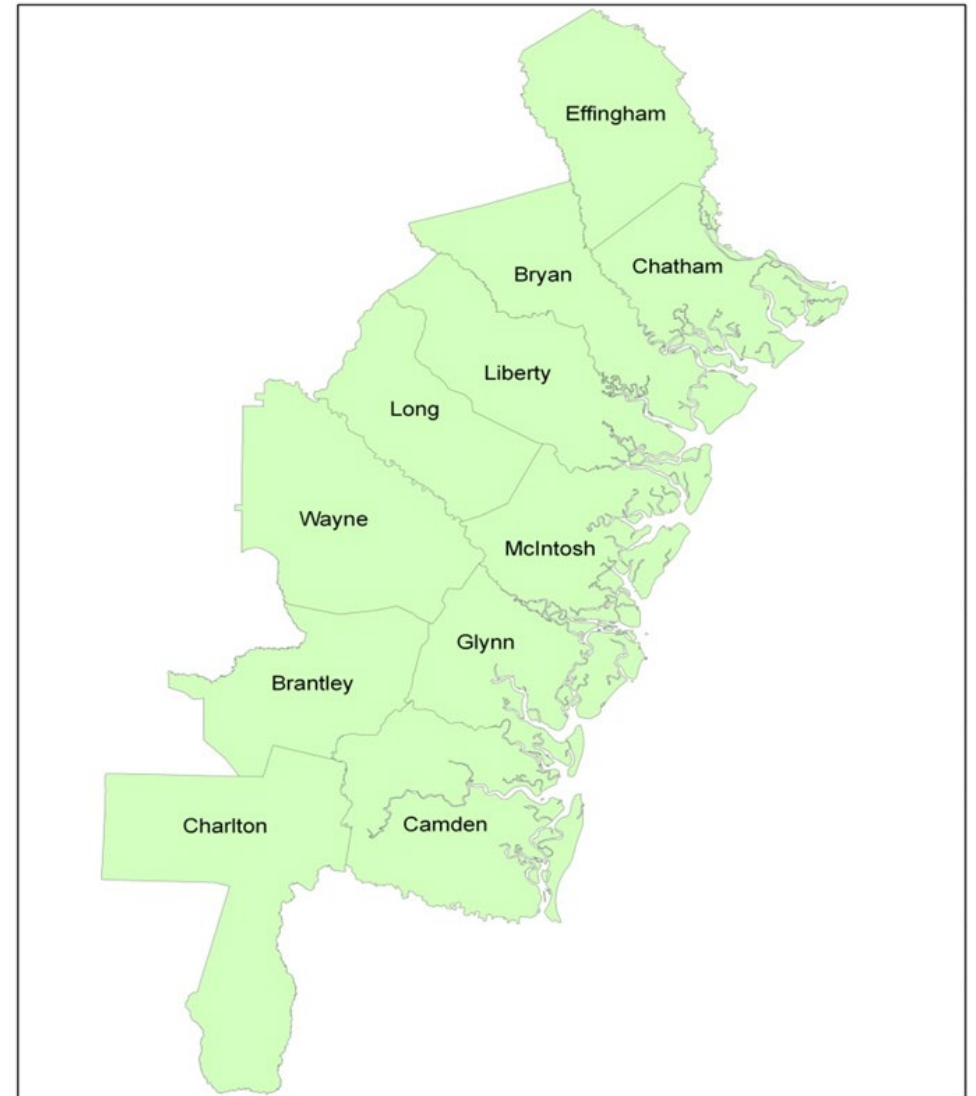
Goals of the CIG Program

- ❖ Support the Coastal Management Program's mission to balance economic development while protecting Georgia's natural and cultural resources
- ❖ Address local and regional coastal resource protection priorities
- ❖ Support research in areas of specific coastal management need
- ✓ **Successful proposals will demonstrate fulfillment of these goals**

Eligible Recipients

- ❖ Local Governments in the 11 County Coastal Service Area
- ❖ State-affiliated Research and Educational Institutions
- ❖ Regional and State Agencies (except DNR)

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Proposals

- ❖ A proposal is a planning document that pulls together and presents all the information to make an informed planning decision
- ❖ Types of CIG proposals
 - Research
 - Planning
 - Education/Outreach
 - Construction/Acquisition (306A)

Research Proposals

- ❖ Addresses a documented *coastal* management need
- ❖ Produces information, products, or results immediately useful to coastal managers and/or local communities
- ❖ Any project that collects data must complete a Data Management Plan to be approved by NOAA



Marsh dieback research project

Planning Proposals

- ❖ Local or regional planning
- ❖ Ordinance development or implementation
- ❖ Development of best management practices
- ❖ Resource inventories
- ❖ GIS mapping



Sustainable Development Planning in Kingsland

Education/Outreach Proposals

- ❖ Public stewardship activities
- ❖ Community awareness
- ❖ Curriculum development/implementation
- ❖ Workshops/training



Ecology education for K-6th grade in Chatham County

Construction/Acquisition Proposals (306A)

- ❖ Must provide public access to a coastal natural resource or a coastal cultural resource

- ❖ Types of projects include
 - Boardwalks and nature trails
 - Boating and fishing docks
 - Beach dune crossovers
 - Land acquisition of coastal property for public access
 - Installing signage

Themes

❖ Oceans and Wetlands

- Maintaining or improving the quality of wetlands
- Conservation and restoration of wetland habitats
- Improved understanding of ocean and wetland habitats and functions

Themes

❖ Sustainable Communities

- Strengthen local capacity to implement sustainable approaches in planning and development
- Increase understanding of costs and benefits associated with sustainable approaches to coastal development
- Identify and preserve unique community qualities, historical and cultural features, including public education of the above

Themes

❖ Non-Point Source Pollution

- Improve the design of existing urban runoff control structures in coastal watersheds
- Projects that address stormwater quantity and quality utilizing BMPs recommended by the Georgia Coastal Stormwater Supplement

✓ **Construction projects are not eligible
under this theme**

Themes

❖ Disaster Resiliency and Coastal Hazards

- Improve understanding of coastal hazards and potential impacts
- Develop, implement or incorporate adaptation and mitigation strategies/plans or policies
- Strengthen local capacity to implement FEMA's Community Rating System

Themes

❖ Public Access and Land Conservation

- Add or enhance physical access for the public to coastal water resources (i.e. rivers, wetlands, beaches)
- Public access planning
- Conservation of riparian habitats through acquisition
- Land conservation, preservation, and/or management, especially for sea level rise retreat
- Analysis of land conservation needs and opportunities for habitat protection

CIG Terms

- **\$80,000** for Research, Planning, Education, and Construction/Acquisition (306A) projects
- 2-year maximum term
- Separate scope of work and outcomes for each year (tasks and budget cannot cross years)
- A useful interim deliverable must be produced at the conclusion of Year 1 (e.g. report of data collected to date, draft outreach materials, etc.)

Budget, Match, and Indirect

- Grant requests **must be matched 1:1** from non-federal sources
 - Match may be cash or in-kind (applicant services, volunteer work, supplies donated, Fair Market Value of use of facilities or equipment, etc.)
- Indirect costs are allowable as per the applicant's federally negotiated indirect cost rate agreement (NICRA)
 - If no NICRA, then can request 10% de minimus
 - NICRA documentation must be included in the application
 - Indirect may be wholly or partially in the federal request and/or match at the applicant's discretion
- ✓ **Coastal Incentive Grants are reimbursement grants – funds are paid at the end of the project. No interim payments except in unusual circumstances and with prior approval by DNR.**

Construction/Acquisition Proposals (306A)

- Must meet the objectives and allowable use guidelines for Section 306A Coastal Zone Management Act
- Site visit by CRD staff is required before the full application is submitted
- All 306A proposals must obtain clearance letters from the GA State Historic Preservation Office (SHPO) and the US Fish and Wildlife Service
- Full applications will require the 306A Checklist, which NOAA will use to conduct environmental compliance reviews
- Projects cannot begin until the NOAA environmental compliance is approved
- The most recent version of the 306A Guidelines can be found on the DNR CRD website at <http://coastalgadnr.org/CoastalIncentiveGrant>.

Evaluation Criteria

Criteria to use when developing your proposal

The Review Committee uses two sets of Evaluation Criteria to score applications.

The Criteria are the same *except*:

Non-Research Criteria scores the relevance of the project with local/state or federal planning priorities and the degree to which it protects, conserves or enhances natural resources.

Research Criteria scores the soundness of the science and its transferability to practical usage.

Prior to Submittal

- ✓ Visit CRD website at <http://coastalgadnr.org/CoastalIncentiveGrant>
- ✓ Read the RFP and application instructions
- ✓ Note Pre- and Full Application deadlines
- ✓ Understand Pre- and Full Application submittal guidelines
- ✓ Thoughtfully consider project proposal and evaluation criteria
- ✓ Visit the Submission Portal that can be found on the CRD website
- ✓ When in doubt, please call Shy Duncan at (912) 264-7218

Resource Specialists

- ✓ Contact our resource specialists for questions and guidance when developing a project:
 - Green Growth/Low Impact Development- Kelly Hill (kelly.hill@dnr.ga.gov)
 - Coastal Hazards- Jennifer Kline (jennifer.kline@dnr.ga.gov)
 - Geospatial and Public Access projects- Maxwell Kleinhans (maxwell.kleinhans@dnr.ga.gov)
 - Wetlands Health – Jaynie Gaskin (jaynie.gaskin@dnr.ga.gov)
 - Living Shorelines- Meghan Angelina (meghan.angelina@dnr.ga.gov)
 - General questions- Shy Duncan (shyathia.duncan1@dnr.ga.gov)
- ✓ Staff can provide a Letter of Acknowledgement which can be submitted with Full Proposal

Pre-Application Format

❖ Profile Information

❖ Background and Justification

- Project Overview (summary in 4,000 characters or less)
- Coastal Management Relevance and Other Federal Funding (include practical use of project and relationship with other funding sources in 1,500 characters or less)
- Project Goals (specific and measurable within terms in 1,500 characters or less)

❖ Task Descriptions (must have separate tasks in year 1 and year 2)

- Task title
- Task objectives and goals
- Task deliverables

❖ Estimated Budget

- Overall total (separate for year 1 and year 2)
- Minimum 1:1 match required

✓ **Pre-Applications are due by 4:30 on Friday, December 1, 2023**

Application Submittal Process



Coastal Incentive Grant

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

beth.tasciotti@dnr.ga.gov

Password

.....

Log In

Need an Account?

Sign Up

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- Applications will be submitted through our web portal: https://webportalapp.com/sp/login/coastal_incentive_grant_gadnr
- Applicant will need to create an account. Only 1 email can be associated with the profile, so you will need to share login information with anyone else needing access to the application.
- If the applicant is a university, check with your grants department about the best way to submit your application.
- You can save your work at any time before submitting.
- Sample forms can be found on our website:

<https://coastalgadnr.org/CoastalIncentiveGrant>

Pre-Application Review

- ❖ Pre-application Review Team
 - GCMP Technical Staff and Program Manager
 - CRD Subject Matter Expert(s) (as needed)

- ❖ Reviews and competitively ranks projects in early January 2024
 - Applicability to the GCMP
 - Demonstrated coastal need
 - Clear project goals
 - Budget soundness
 - Applicant's past performance

- ❖ Selected applicants are invited to submit a Full Application
 - Notifications will be sent out by mid to late January 2024
 - Review Team feedback will be provided to all applicants

Full Application Submittal

COMPETATIVE (upon invitation only)

Due by 4:30pm, Friday, February 9, 2024

Detailed expansion of pre-application proposal

- ❖ Background and Justification (carry-over or revision from pre-application)
- ❖ Task Descriptions (details updated from pre-application)
 - Include activities to be performed and by whom
 - Include specific deliverables
 - Include date of completion for each task
- ❖ Communications
 - Describe a plan for outreach and information dissemination
 - Distinguish between Educational Activity or a Training
- ❖ Project Timeline and Milestones (for each year of project)
- ❖ Project Management (all persons involved with project including partners)

Full Application Format

- ❖ Project Budget Narrative and Standard Form
 - Detailed categorical narrative
 - Separate year 1 and year 2 standard budget forms

- ❖ Supplemental Information
 - Match/In-kind Letters of Support
 - Demonstration of Critical Local Need
 - Referenced Plans
 - NICRA documentation (if applicable)
 - Certifications Form
 - Authorizing Resolution
 - 306A Project Checklist
 - Attorney Title Opinion or Certification of Real Property Ownership
 - GA State Historic Preservation Office review request letter and response
 - US Fish and Wildlife Service review request letter and response
 - Site Maps
 - Site Plans

Full Application Review

- ❖ CIG Technical Review Committee
 - Five coastal community professionals: State Resource Management, Local Government, NGO, Academia, and Citizen-at-Large
- ❖ Review and competitively score projects in March 2024
 - Research and Non-Research Criteria
 - Number of funded projects dependent on funding
- ❖ Selected projects will be included in the DNR application for annual funding from the NOAA CZM grant
- ❖ All applicants will be notified of preliminary approval by April 26, 2024 and upon official NOAA approval for a project start date of October 1, 2024

Additional Proposal Tips

- ✓ Read instructions thoroughly!
- ✓ Demonstrate a sincere desire to conduct outreach/education to a target audience.
- ✓ Include volunteers where applicable (use their time as match).
- ✓ Deliver useful products. Research should not result in models that are one-time runs, cannot be transferred, or cost thousands to update. Planning and Education projects should increase capacity in a local government or institution.
- ✓ Clearly demonstrate how project results will be used by local governments or resource managers. Be specific.

Additional Proposal Tips

- ✓ Staff/student/volunteer time charged or matched to the subgrant proposal must be documented and justified if claiming 100% of worker time.
- ✓ Budgets are carefully considered and reviewed. Be sure to create a realistic, reasonable budget in pre- and full applications.
- ✓ Be sure to indicate what other federal funding sources that may be related to the project proposed.
- ✓ Late or incomplete proposals will **not** be considered.
- ✓ Contact Shy Duncan with any questions (912-264-7218 or Shyathia.duncan1@dnr.ga.gov)



Questions?

