Coastal Incentive Grant
Proposal Writing Workshop
Cycle 27
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)
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)
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
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
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
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.)
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](http://coastalgadnr.org/CoastalIncentiveGrant).
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
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

- Applications will be submitted through our web portal:  
  [https://webportalapp.com/sp/login/coastal_incentive_grant_gadnr](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](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
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
✓ 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?