



**GEORGIA DEPARTMENT OF NATURAL RESOURCES  
COASTAL RESOURCES DIVISION  
COASTAL INCENTIVE GRANT PROGRAM  
2018-2019FY CYCLE 21 APPLICATION INSTRUCTIONS**

**APPLICATION PROCESS**

The 2018-2019FY Cycle 21 Coastal Incentive Grant (CIG) opportunity will involve a **competitive** pre-application process followed by an **invitation only** competitive full application process. Pre-applications are due by **4:30pm on Friday, December 1, 2017** as detailed in O.C.G.A. 391-2-5 and the Pre-Application Instructions below. Following the submittal of the pre-application, the Pre-Application Review Team will review and competitively rank the pre-applications based on 1) *applicability* to the Georgia Coastal Management Program, 2) a demonstrated coastal *need*, 3) clear project goals, 4) budget soundness, and 5) an applicant's past performance.

By January 12, 2018, the Grants Coordinator will provide all applicants with either an invitation to submit a full application or a pre-application denial letter. Either letter will also provide Pre-Application Review Team feedback to the applicant with information that may improve their full application or future resubmittal opportunity.

Upon invitation, full applications are due by **4:30pm on Friday, February 16, 2018** as detailed in O.C.G.A. 391-2-5 and the Full Application Instructions below. Full applications are also competitive and will be reviewed, preliminarily scored, and ranked by the CIG Technical Review Committee, according to the Research and Non-Research Ranking Criteria. The Committee will determine a final ranking through consensus until funding is exhausted.

Applicants will be notified by the Grants Coordinator no later than April 1, 2018 if they are recommended for funding. Funding is entirely dependent upon federal funding allocation to the Coastal Zone Management Program and NOAA approval in July 2018 for project terms of October 1, 2018 through September 30, 2019.

**PRE-APPLICATION INSTRUCTIONS (COMPETITIVE)**

The pre-application is due by **4:30pm on Friday, December 1, 2017** and has a maximum limit of **5** total enumerated pages (excluding cover sheet), single spaced typed text with 12 point font and 1 inch margins. Applicant must submit a completed and signed cover sheet and succinctly summarize the project goals, relevance to coastal management, tasks to be performed, and an overall estimated budget as outlined below. The pre-application must be submitted by **email** in pdf or Microsoft Word format by the due date and time to Stefanie M. Nagid, Grants Coordinator, at [stefanie.nagid@dnr.ga.gov](mailto:stefanie.nagid@dnr.ga.gov).

## A. Background and Justification

Applicant must provide necessary background information to justify the project, including the coastal management needs or challenges being addressed and the project goals as outlined below. If invited to submit a full application, Pre-Application Review Team feedback may indicate revisions to this section that would enhance the full application.

### **1. Project Overview**

Applicant must succinctly summarize the overall project, its goal(s), and relevance to coastal management in 4,000 characters or less. Describe the activities to be performed by year (if a two year project proposal), outcomes and deliverables, and planned outreach/educational activities. If a two year project proposal, please note that project activities cannot overlap between years. Projects must have distinct activities, tasks, budgets, and deliverables in each year.

### **2. Coastal Management Relevance and other Federal Funding**

Through the CIG funding program, coastal issues and concerns will be defined at the grass-roots level and local communities and organizations will be provided with the financial resources to research, develop, and implement solutions. Applicant must describe the benefits of the project to the Georgia Coastal Management Program, coastal resource managers, and/or local municipalities. This description should be specific enough to describe how the project will address a specific and identified coastal management problem or need, the practical and future use of the project results, and the direct implementation of the project by local, state, or federal managers/communities. Include names and mention other projects that this project may build off of, or identify other collaborative efforts this project may leverage. Applicants are encouraged to discuss identified coastal management needs with the GCMP Coastal Specialist staff when drafting their pre-application. Please explain any relationship between this project and other work funded by Federal sources that is planned, anticipated, or underway, including salary, monitoring, or other project funding, listing the funding agency.

### **3. Project Goals**

Applicant must clearly describe the project goal(s). The goal(s) should be something specific and measureable that the applicant wants to accomplish within the project time frame. Also, specifically identify any federal, state, or local plans the project goals may contribute to or support.

## B. Task Descriptions

Task descriptions should follow the preferred format outlined below. Any two year projects must provide separate Task Descriptions for Year 1 and Year 2. Year 1 tasks must not carry over into Year 2. In the pre-application, applicant should describe the task objective or goal and what the deliverables will be for that task. If invited to submit a full application, this section will be updated with more detailed information as described in the Full Application Instructions.

#### **Task 1: Task Title**

**Task 1 Description:** Provide a few short statements describing:

- Task objective; and

- Expected Task deliverables (tangibles such as technical reports, outreach materials, etc.) or outcomes (measurable results, such as number of meetings held or number of participants).

### C. Estimated Budget

Include a budget table *as formatted below* for the overall total (Year 1 and Year 2, if a two year project) estimated, but realistic, project costs. A minimum 1:1 match must be demonstrated. If invited to submit a full application, the budget will be updated with more detail in tabular and narrative form as described in the Full Application Instructions.

<b>Budget Category</b>	<b>CIG Request (Federal)</b>	<b>Match Provided (Non-Federal)</b>	<b>TOTAL (Federal+Non-Federal)</b>
Personnel			
Fringe			
Equipment			
Travel			
Supplies			
Subcontract			
Construction			
Other			
Indirect (____%)			
<b>TOTAL</b>			

A budget narrative is not required in the pre-application. The category descriptions below are provided to assist applicants in determining what type of costs should be considered within each of the categories.

- **Personnel:** A general estimated total amount for the project manager and any key project personnel. Specific individuals, their title, salaries time and responsibilities to the project will be required in the full application narrative only.
- **Fringe:** Estimated total amount for any individuals accounted for in the Personnel category. Specific fringe percentage details will be required in the full application narrative only.
- **Equipment:** Estimated total equipment costs. Equipment includes any items that cost \$5,000 or more that may be needed for the project. Specific equipment details and justification will be required in the full application narrative only.
- **Travel:** Estimated total amount of travel that may be needed to accomplish the project. Specific details will be required in the full application narrative only.
- **Supplies:** Estimated total supply costs. Supply costs include any items that cost less than \$5,000, excluding printing costs. Specific supply details will be required in the full application narrative only.
- **Subcontract:** Estimated total amount of any subcontractors that may need to be hired to complete the project. Specific subcontractor budget category breakdown(s) will be required in the full application narrative only.
- **Construction:** Estimated total amount of construction costs to complete the project. Specific construction budget breakdown will be required in the full application narrative only.
- **Other:** The Other category includes any costs that cannot be directly applied to one of the other categories, including printing costs. Both pre- and full

applications must specifically list the details of these costs. Add rows to the table above if needed to accommodate the additional details required for this category.

- **Indirect:** As per the OMB 2 CFR 200 Circular (Uniform Guidance), indirect costs are allowable as requested funds or match funds only as per the Applicant's federally Negotiated Indirect Cost Rate Agreement (NICRA). The applicant must list the current NICRA percentage for their institution in the pre-application; however a copy of the NICRA will be required as an attachment for the full application only. If an applicant has never had a NICRA, then they can request and/or match a 10% de minimis. Indirect costs can be used wholly or partially as requested funds, match funds, or can be negotiated with DNR at a lower rate, whichever is preferred by the applicant.

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### **FULL APPLICATION INSTRUCTIONS (BY INVITATION ONLY)**

The full application is due by **4:30pm on Friday, February 16, 2018** and has a maximum limit of **12** total enumerated pages, single spaced typed text with 12 point font and 1 inch margins. The cover sheet, budget narrative, standard budget forms and supplemental information is not included in the 12-page limit. In addition to the pre-application information, the full application should also include specific and detailed task descriptions by year, a project timeline with major milestones, project management information, a detailed yearly budget breakdown with narrative, and all supporting documentation as outlined below. Full applications should be secured with paper or binder clips. Do not spine-bind, staple or use report covers or folders for the full applications. The full application must be submitted by **mail** by the due date **and** time with two (2) single-sided signed originals, five (5) double-sided copies and one (1) digital version in Microsoft Word format on CD or flash drive to:

Stefanie M. Nagid  
Georgia DNR-CRD  
One Conservation Way  
Brunswick, GA 31520

#### **A. Background and Justification**

Applicant may carry over and maintain the wording from the pre-application, or this section may be revised based on Pre-Application Review Team feedback provided.

#### **1. Project Overview**

Applicant must succinctly summarize the overall project, its goal(s), and relevance to coastal management in 4,000 characters or less. Describe the activities to be performed by year (if a two year project proposal), outcomes and deliverables, and planned outreach/educational activities. If a two year project proposal, please note that project activities cannot overlap between years. Projects must have distinct activities, tasks, budgets, and deliverables in each year.

#### **2. Coastal Management Relevance and other Federal Funding**

Through the CIG funding program, coastal issues and concerns will be defined at the grass-roots level and local communities and organizations will be provided with the financial resources to research, develop, and implement solutions. Applicant must describe the benefits of the project to the Georgia Coastal

Management Program, coastal resource managers, and/or local municipalities. This description should be specific enough to describe how the project will address a specific and identified coastal management problem or need, the practical and future use of the project results, and the direct implementation of the project by local, state, or federal managers/communities. Include names (validated by a letter of support) and mention other projects that this project may build off of, or identify other collaborative efforts this project may leverage. Please explain any relationship between this project and other work funded by Federal sources that is planned, anticipated, or underway, including salary, monitoring, or other project funding, listing the funding agency.

### 3. Project Goals

Applicant must describe the project goal(s). The goal(s) should be something specific and measurable that the applicant wants to accomplish within the project time frame. Also specifically identify any federal, state, or local plans the project goals may contribute to or support.

#### B. Task Descriptions

Task descriptions should be updated from the pre-application with details as described in the preferred format outlined below. Any two year projects must provide separate Task Descriptions for Year 1 and Year 2. Year 1 tasks must not carry over into Year 2. Applicant should describe how the task will be completed, by whom, an anticipated completion date, and what the deliverables will be for that task.

##### **Task 1: Task Title**

**Task 1 Description:** Provide a few short statements describing:

- Task objective;
- Task activities to be performed and by whom;
- Task deliverables or outcomes (tangibles such as technical reports or measurable results); and
- Provide an anticipated date of completion.

#### C. Communications

Applicant must describe a plan for outreach and information dissemination to convey project results, impacts and benefits to coastal managers and/or the general coastal public, and specifically describe the groups targeted and estimated numbers of people to be reached. Applicant must distinguish if their outreach plan is an **Educational Activity** or a **Training** as per the following NOAA descriptions:

- *Educational Activities* include presentations, seminars, and other hands-on or interactive activities that provide non-technical information to improve public understanding of project policies and activities to improve government coordination and efficiency in coastal management as well as opportunities for active stakeholder and public participation. Interactive activities or group presentations given during conferences, fairs, or festivals are considered an educational activity if the number of participants in these activities is recorded at the time of the event. Educational activities does not include efforts such as publications (i.e. brochures, guides, etc.), internet materials or web sites, mass media campaigns, interpretive kiosks or signage, or other efforts that provide education through indirect methods.

- *Trainings* include events for audiences that focus on more technical subject matter than those provided through educational activities. Training can include activities that are tailored to a specific audience. Training events can be provided through the internet to provide remote access, however, there must be a registration or a sign-up process for which the number of participants can be documented. This does not include publications (i.e. manuals) or other materials that are distributed without an associated and targeted training program.

#### D. Project Timeline and Milestones

Develop a timeline and milestones for each year of the project. The Georgia Coastal Management Program will use this information to track project progress.

#### E. Project Management

Describe how the proposed project will be managed. List all persons directly employed by the applicant who will be involved in the project, along with their level of involvement. List project partners and describe any volunteer participation. Letters of support/commitment are only required for partners providing in-kind services and/or match funding, as well as for those directly listed in the Coastal Management Relevance section. However, applicant may choose to include letters of support/commitment for other non-budgetary collaborative partners at their discretion.

#### F. Project Budget Narrative and Standard Form(s)

The budget narrative and standard form(s) are excluded from the 12-page limit of the full application. In the budget narrative, describe each budget category as indicated in the outline below and provide sufficient detail to show cost relationship to project tasks. Be sure to specify if match is Cash or In-Kind. If a third party is providing cash or in-kind match, a supporting letter from that third party confirming the amount and type of match must be provided with the Supplemental Information.

In the standard budget form provided, list specific line item information about the project budget and round expenses to the nearest dollar. Tabular items must match and calculate appropriately with the information provided in the budget narrative. If a two year project, prepare a separate narrative and standard form for each year, funding does not roll-over between Year 1 and Year 2 therefore each year must have its own distinct budget. A minimum 1:1 match must be shown for each year.

The budget narrative should provide the following detailed information in the full application for each year of requested funding:

- 1. Personnel:** List all personnel who will work on the grant and whose salary will be charged to the grant or used as match.
  - a. Name (if a student, applicant may state "Student")
  - b. Title
  - c. Monthly or annual salary
  - d. Time to be spent on the grant project. If full time support is requested, sufficient documentation must be shown to corroborate full time work on this project only.
  - e. Description of responsibilities

2. **Fringe Benefits:** Describe how fringe benefits are computed and the type of benefits included in the calculation.
3. **Equipment (Items with cost > \$5,000):** Specifically itemize all equipment purchases (item, cost and need justification) that will be charged to the grant or used as match. Any large purchases will need a purchase versus lease analysis.
4. **Travel:** List all trips that will be charged to the grant or used as match. No conference travel may be charged to the grant. No travel outside the continental United States may be charged to the grant. For each trip list the following:
  - a. Name of Traveler
  - b. Purpose of travel
  - c. Destination
  - d. Cost of travel (flight, ground transportation, hotel, per diem, etc.)
5. **Supplies (< \$5,000):** Specifically list all supplies (item and cost) that will be charged to the grant or used as match. Supplies are consumables, not services. Printing costs should be shown in the Other category. If Supplies purchases need to be greater than \$5,000, then an itemized detailed breakdown and justification is required.
6. **Subcontracts:** List all subcontracts to be charged to the grant or used as match. All state and federal contracting requirements must be followed in awarding contracts and subcontracts. For each subcontract provide the following:
  - a. Name of entity or individual that will perform the work (if known).
  - b. Description of work to be performed under subcontract.
  - c. Subcontract budget broken out into budget categories: Personnel, Fringe, Equipment, Travel, Supplies, Subcontracts, Construction, Other and Indirect.
7. **Construction:** Describe all construction activities and materials that will be charged to the grant or used as match. DNR staff must visit the site prior to submission of a full application involving construction.
8. **Other:** List any other purchases (item, cost and need) that do not fit within any of the budget categories listed above that will be charged to the grant or used as match. For example, printing, tuition reimbursements, maintenance fees, license fees, etc. CIG funds cannot be used to pay for research paper publication costs.
9. **Indirect (Facility and Administrative) Costs:** As per the OMB 2 CFR 200 Circular (Uniform Guidance), indirect costs may be used as requested funds or match funds only as per the Applicant's federally Negotiated Indirect Cost Rate Agreement (NICRA). The applicant's current NICRA document must be included as an attachment to the full application. If the applicant has never had a NICRA, then they can request and/or match a 10% de minimis for indirect costs. Indirect costs can be used wholly or partially as requested funds, match funds, or can be negotiated with DNR at a lower rate, whichever is preferred by applicant.

#### G. Supplemental Information

Supplemental information is excluded from the 12-page limit of the full application and may be provided as non-enumerated attachments to the full application. Applicants

should be sure to provide all necessary supporting documents as listed below, and be aware of the number of copies needed for each document required.

- Match/In-Kind Letters of Support (for all applicants who have partners providing in-kind services, cash match funding, and any named project partners/managers; provide with each original and all copies of the full application)
- Referenced Plans (for Non-Research applicants only; a searchable reference or copy of relevant plan/plan section must be provided in each original and all copies of the full application)
- Federally Negotiated Indirect Cost Rate Agreement (for all applicable applicants; 1 original required)
- Certifications Form (form provided below for all applicants; 1 original required)
- Authorizing Resolution (form provided on CRD website for Local Government applicants only; 1 original required)
- 306A Project Questionnaire (form provided on CRD website for construction/acquisition applicants only; 1 original required)
- Attorney Title Opinion or Certification of Real Property Ownership (example provided in 306A Guidance document on CRD website for construction/acquisition applicants only; 1 original required)
- Copy of Historic Preservation Division review request letter and response (example provided on CRD website for construction/acquisition applicants only; 1 copy required)
- Copy of U.S. Fish and Wildlife Service review request letter and response (example provided on CRD website for construction/acquisition applicants only; 1 copy required)
- Site Map(s) (for construction/acquisition projects only; provide with each original and all copies of the full application)
- Site Plan(s) (for construction/acquisition projects only; provide with each original and all copies of the full application)

#### H. Standard Forms

The following pages provide the required cover sheet, standard budget forms and certifications form for full application submittal. Templates and examples of other supplemental documents applicants can use/edit for their purposes are located on the DNR-CRD website at [CoastalGaDNR.org/CIGApplying](http://CoastalGaDNR.org/CIGApplying).

**Georgia Department of Natural Resources  
Coastal Incentive Grant Program  
2018-2019FY Cycle 21 Application Cover Sheet**

**Project Title:** \_\_\_\_\_

**Applicant Information (Subgrantee Organization)**

**Applicant** (Institution): \_\_\_\_\_

Federal Employer ID #: \_\_\_\_\_

**Contact** (receives contract notices)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Financial Contact** (invoicing and payment)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Manager/Principal Investigator** (if different from Contact above)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

	<b>Year One</b>	<b>Year Two</b> (if multi-year project)
<b>Federal Funds Requested</b>	\$ _____	\$ _____
<b>Match Provided</b> <small>(MUST be 1:1 for each year)</small>	\$ _____	\$ _____
<b>Total Cost Per Year</b>	\$ _____	\$ _____

**Primary Funding Theme** (select one):

<input type="checkbox"/> Oceans and Wetlands	<input type="checkbox"/> Disaster Resiliency and Coastal Hazards	<input type="checkbox"/> Non-Point Source Pollution
<input type="checkbox"/> Sustainable Communities	<input type="checkbox"/> Public Access and Land Conservation	

Typed Name of Authorizing Official: _____	
Title of Authorizing Official: _____	
Signature of Authorizing Official: _____	Date: _____

### Budget (Year 1)

Budget Categories	CIG Funds Requested (Federal)	Match Funds Provided (Non-Federal)	Total (Federal + Non-Federal)
Personnel			
Fringe Benefits			
Equipment (Items > \$5,000)			
Travel			
Supplies (Items < \$5,000)			
Subcontract			
Construction			
Other			
Indirect			
<b>TOTAL</b>			

**Budget Year 2 (if applicable)**

<b>Budget Categories</b>	<b>CIG Funds Requested (Federal)</b>	<b>Match Funds Provided (Non-Federal)</b>	<b>Total (Federal + Non-Federal)</b>
Personnel			
Fringe Benefits			
Equipment (Items > \$5,000)			
Travel			
Supplies (Items < \$5,000)			
Subcontract			
Construction			
Other			
Indirect			
<b>TOTAL</b>			

**GEORGIA COASTAL INCENTIVE GRANT  
2018-2019FY Cycle 21 CIG CERTIFICATIONS FORM**

On behalf of \_\_\_\_\_  
(Applicant)

and in support of \_\_\_\_\_  
(Project Name)

I certify that:

- (1) no person shall be discriminated against on the basis of race, color, sex, religion, national origin, age, or physical or mental handicap for any program, activity, or facility sponsored, operated, or constructed under the grant project;
- (2) all project activities will be conducted in a manner that is consistent with the mission, goals, and policies of the Georgia Coastal Management Program;
- (3) any user fees charged to the public for use or participation in any program, activity, or facility sponsored, operated, or constructed under the grant project will not be so large as to be exclusionary;
- (4) any facility or on-going service or program included as a component of this proposed project will be maintained as part of the community's infrastructure for a reasonable length of time after grant money is no longer available;
- (5) no protected or endangered species or historic or cultural resource will be adversely impacted;
- (6) all necessary local, state, and federal permits will be obtained before commencing work;
- (7) Applicant will not hold the State of Georgia liable for any injuries or damage that may result from activities conducted under projects funded by Coastal Incentive Grants;
- (8) Applicant (governmental organization) will comply with 2 CFR 200 Uniform Guidance: *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*; and 48 CFR 31.2 (as applicable);
- (9) Applicant (educational institution) will comply with 2 CFR 200 Uniform Guidance: *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*; and 48 CFR 31.2 (as applicable);
- (10) Applicant will comply with any other provisions of statutory law that apply to receiving funds;
- (11) Applicant has reported all sources of funding for completing this project and certifies that completion is not dependent on future funding from another source;

(12) all other sources for funding for the project have been disclosed, and that Applicant will notify the Georgia Coastal Management Program of any awards of additional funding from other sources during the duration of this project;

(13) Applicant will adhere to the reporting requirements outlined in the RFP and will submit required status reports in a timely manner, to the Georgia Coastal Management Program. Failure to comply with the reporting requirements of the Coastal Incentive Grants Program may result in revocation of the Applicant's funding.

_____	_____
Typed Name	Title
_____	_____
Signature	Date

Subscribed and affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public

\_\_\_\_\_

My Commission expires: \_\_\_\_\_