



**GEORGIA DEPARTMENT OF NATURAL RESOURCES
COASTAL RESOURCES DIVISION
COASTAL INCENTIVE GRANT PROGRAM
2021-2022 FY CYCLE 24 APPLICATION INSTRUCTIONS**

APPLICATION PROCESS

The 2021-2022 FY CYCLE 24 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 4, 2020** 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 13, 2021, the Grants Coordinator will provide all applicants with an invitation to submit a full application or a pre-application denial email. The email will 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 **4:30 pm on Friday, February 12, 2021** as detailed in O.C.G.A. 391-2-5 and the Full Application Instructions below. Full applications are 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 no later than April 30, 2021 if they are recommended for funding. Funding is entirely dependent upon federal funding allocation to the Coastal Zone Management Program and NOAA approval in August 2021 for project terms of October 1, 2021 through September 30, 2022.

PRE-APPLICATION INSTRUCTIONS

The pre-application is due by **4:30 pm on Friday, December 4, 2020**. On the CIG Application portal, the applicant must submit a completed profile page 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 via the web portal.

A. Background and Justification

The 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, the 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 the project is 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. Local communities and organizations will be provided with the financial resources to research, develop, and implement solutions. The Applicant must describe, in 1,500 characters or less, 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 other projects that this project may build from 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) in 1,500 characters or less. The goal(s) should be specific, measurable, and can be accomplished within the project time frame. Specifically identify any federal, state, or local plans the project goal(s) may contribute to or support.

B. Task Descriptions

Task descriptions should follow the preferred format outlined below. 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 the deliverables 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

- 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 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. *A budget narrative is not required in the pre-application.* If invited to submit a full application, the budget will be updated with more detail in narrative form as described in the Full Application Instructions.

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

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, 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. *Pre- applications 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.

FULL APPLICATION INSTRUCTIONS - BY INVITATION ONLY

The full application is due by **4:30 pm on Friday, February 12, 2021**. 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. The full application must be submitted via the web portal by the due date and time.

A. Background and Justification

Applicant may carry over and maintain the wording from the pre-application. 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, in 5,000 characters or less, 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 from 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), in 5,000 characters or less. The goal(s) should be something specific and measurable that the applicant wants to accomplish within the project time frame. 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 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, in 3,000 characters or less, 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 do 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, in 5,000 characters or less, 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, in 5,000 characters or less. 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 or 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. 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)

In the budget narrative, describe each budget category as indicated in the outline below and provide enough 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 budget narrative, 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 budget 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 are greater than \$5,000, 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 provided as attachments to the full application. Applicants should be sure to provide all necessary supporting documents as listed below.

- 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.)
- Referenced Plans (For Non-Research applicants only. A searchable reference or copy of relevant plan/plan section must be provided)
- Federally Negotiated Indirect Cost Rate Agreement
- Certifications Form (Form can be found on CRD website)
- Authorizing Resolution (Form provided on CRD website for Local Government applicants only.)
- 306A Project Questionnaire (Form provided on CRD website for construction/acquisition applicants only.)
- Attorney Title Opinion or Certification of Real Property Ownership (Example provided in 306A Guidance document on CRD website for construction/acquisition applicants only.)
- Copy of Historic Preservation Division review request letter and response (Example provided on CRD website for construction/acquisition applicants only.)
- Copy of U.S. Fish and Wildlife Service review request letter and response (Example provided on CRD website for construction/acquisition applicants only.)
- Site Map(s) (For construction/acquisition projects only.)
- Site Plan(s) (For construction/acquisition projects only.)

H. Standard Forms and Samples

Forms, templates and examples of other supplemental documents applicants can use/edit for their purposes are located on the DNR- CRD website at

CoastalGaDNR.org/CoastalIncentiveGrant