



North Carolina

**RESILIENT  
COASTAL  
COMMUNITIES  
PROGRAM**



# **North Carolina Resilient Coastal Communities Program Phase 4 Grant Application 2023-2024**



The Resilient Coastal Communities Program (RCCP) is a component of the North Carolina Resilient Communities Program, called for in the [2020 North Carolina Climate Risk Assessment and Resilience Plan](#). The North Carolina Division of Coastal Management (DCM) has received funding from the NC State Legislature and the National Fish and Wildlife Foundation (NFWF) to implement the RCCP in coordination with the NC Office of Recovery and Resiliency (NCORR), The Nature Conservancy (TNC), and NC Sea Grant (NCSG).



## **REQUEST FOR APPLICATIONS (RFA)**

### **Phase 4 – Implementation and Construction**

**RELEASED: MARCH 21, 2023**

**ALL APPLICATIONS DUE: APRIL 28, 2023**

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The North Carolina Division of Coastal Management (DCM) is pleased to announce the availability of grants for Phase 4 of the RCCP. The objective of this Phase is to provide funding for the implementation of a planned, prioritized, and engineered resilience project.

The RCCP is a state-local partnership designed to help overcome barriers in coastal resilience and adaptation planning, boost local government capacity, and support a proactive, sustainable, and equitable approach to coastal resilience planning and project implementation.

The RCCP is a four-phase program that seeks to:

1. Address barriers to coastal resilience in North Carolina at the local level, such as limited capacity, economic constraints, and social inequities;
2. Assist communities with risk and vulnerability assessments and developing a portfolio of planned and prioritized projects;
3. Advance coastal resilience projects to “shovel-ready” status; and
4. Link communities to funding streams for project implementation.

The four phases are:

Phase 1: Community Engagement and Risk/Vulnerability Assessment

Phase 2: Planning, Project Identification, and Prioritization

\*Phase 3: Engineering and Design

**\*Phase 4: Project Implementation**

*\* To be eligible for Phases 3 & 4 funding a community must complete Phases 1 and 2 or an equivalent level of planning and community engagement.*

## NOTICE OF AVAILABLE FUNDS AND REQUIREMENTS (2023)

**Overview:** The primary objective of Phase 4 of the RCCP is to provide funds for the implementation or construction of a prioritized resilience project in the 20 coastal counties. Grant funds may be used for the construction or implementation of a project that improves the resilience your community's critical assets, people, and property, to identified coastal hazards (e.g., flooding, sea-level rise, storm surge, etc.). Project examples include wetland and stream restoration, flood mitigation, living shoreline stabilization, and stormwater management. Grants will be awarded based upon the criteria identified in this document.

**Funds available:** DCM estimates that a total of approximately \$1,000,000 dollars will be available for implementation of resilience projects in FY 2023-2024.

**Eligible Applicants:** All county and municipal governments, and federal and state-recognized tribes within the [20 CAMA counties](#). Adjacent communities may submit a joint application for a regional grant. Applicants may submit applications for more than one project but must indicate funding priority and submit a separate and complete application for each project.

NOTE: All eligible applicants must have completed Phases 1 and 2 of the RCCP or equivalent, and the proposed project must have been identified as priority project for the community. Please see the Resilience Strategy Matrix to show how you have completed the steps and minimum requirements and contact DCM staff with any questions.

**Anticipated Project Period:** July 2023 – July 2024 (12-months)

**Maximum request:** There is no limit on maximum request. However due to the limited funds available larger requests may be difficult to accommodate. DCM anticipates the award amounts will range from \$50,000 to \$250,000.

**Match Requirements:** There is no cash or in-kind match requirement from applicants; however, if additional funds are necessary to complete the project the source and availability of those funds must be identified.

**Program Criteria and Prioritization:** DCM will review applications and select applicants based on available funding and alignment with program goals and objectives. In addition to evaluating applications in accordance with the above priorities, DCM shall consider the following factors:

- The applicant has previously participated in and completed Phases 1, 2 and 3 of the RCCP or equivalent.
- Project readiness (e.g., design and engineering complete; permitting status).
- The project's contributions to the objectives of the RCCP.
- The project is prioritized in the applicant's project portfolio or similar planning document.
- The extent to which the project incorporates nature-based components.

- The extent to which the project ensures equitable consideration of socially vulnerable and historically disadvantaged and underserved populations (e.g., low-income and minority).
- Potential transferability of the project to other coastal area municipalities and counties.
- The project's cost effectiveness.

### **Project-Specific Guidelines for Natural and Nature-Based Strategies**

1. Shoreline stabilization proposals should document erosion trends and threatened infrastructure or habitats. "Living shorelines" using biodegradable, natural, and inert materials and vegetation should be prioritized over gray (hard) approaches (bulkheads, revetments, breakwaters) where they can be successfully used given site conditions.
2. Where practical, flood control projects should prioritize nature-based strategies that protect, restore, or replicate the natural capacity of the landscape to store and treat flood waters.
3. Stormwater control projects should focus on reducing the volume and rate of runoff caused by land uses by providing for natural infiltration and other best management practices that restore, enhance, or replicate natural hydrology. Projects may include strategic land or easement acquisition to provide space for wetland restoration or creation, riparian buffer protection or restoration, and redirection of runoff to green space or natural infiltration areas; as well as the use of stormwater management measures (as outlined in the DEQ Stormwater Manual), such as disconnecting impervious surfaces, rain gardens, bioswales; vegetation, stormwater wetlands and permeable pavement.
4. Coastal wetland and oyster reef restoration projects should analyze habitat trade-offs that may result (e.g., conversion of existing shallow-bottom habitat), and document historical deterioration or loss of wetland or oyster habitats. Proposed oyster reef restoration projects should document early coordination with the NC Division of Marine Fisheries with respect to site selection and materials.
5. Beneficial use of dredged materials proposals should document early coordination with federal and state regulatory agencies, describe any seasonal restrictions that may be required to limit impacts to sensitive coastal and marine resources, and evaluate the compatibility and suitability of the dredged materials for the proposed use. The disposal of dredged materials on coastal wetlands will require more intensive regulatory reviews, and likely would require a Variance from the NC Coastal Resources Commission.
6. Land acquisition proposals should reference and align with existing coastal land conservation, local or regional resilience, and/or watershed management plans. Priority should be given to proposals that provide tangible long-term resilience benefits; for

example, those that allow for upland migration of coastal wetlands over time, provide infiltration areas for stormwater or floodwaters, or provide natural protection of public or private infrastructure.

7. All projects proposed on (or impacting) federal, state, local, or private lands should include participation or written support of the relevant management or ownership entity.

**Contracting:** DCM will be contracting directly with selected applicants. Selected applicants will be responsible for conducting their own procurement process.

#### **Application Checklist**

- ☐ Application cover sheet
- ☐ Question responses
- ☐ Supplemental documentation, if applicable, not to exceed 20 pages

**Submission:** Submit the application to [rccp@ncdenr.gov](mailto:rccp@ncdenr.gov) by 5:00 pm, Friday, April 28, 2023.

*Direct questions regarding the application to:*

Mackenzie Todd, DCM Coastal Resilience Specialist: [Mackenzie.todd@ncdenr.gov](mailto:Mackenzie.todd@ncdenr.gov) or

Kasen Wally, DCM Coastal Resilience Specialist: [Kasen.wally@ncdenr.gov](mailto:Kasen.wally@ncdenr.gov)

## ADDITIONAL PROJECT REQUIREMENTS

**Post Grant Funding Award:** After DCM issues the applicant an award notice, the applicant must enter into a contract with DEQ prior to any work being completed. Any changes to the scope of the project or project budget after submission of a grant application will require the written approval of the DCM Grant Administrator and may also require a DEQ contract amendment. In seeking DCM approval, the grantee must submit, at a minimum, a justification for any proposed changes, revised scope of work narrative, and a revised budget. Unapproved changes to the project scope or budget shall not be eligible for reimbursement.

A DEQ grant contract is considered 'fully-executed' once it has been signed by both a signatory authority of the grantee and DEQ Financial Services. A copy of the fully executed contract will be provided to the grantee after being signed by DEQ.

**Project Reporting:** Consistent with the "Project Timeline" provided in the application, the grantee will be required to submit reports as to the status and progress of the project in conjunction with every 3-months invoices. The Contract Administrator will provide the periodic and final closeout report form templates. Adjustments to the schedule will require approval by the Contract Administrator.

**Contract Duration & Extension Requests:** Grant contracts for funds will have a term of 12 months. Grant contracts will be executed between DCM and the grantee. If necessary, grantees may request a no-cost extension for an additional 30 days. A request for an extension must be submitted in writing on official letterhead and include the following information:

1. Justification for the extension request
2. Summary of the current project status
3. Anticipated project schedule moving forward

A request for an extension must be submitted at least 45 days prior to the contract expiration date and must be submitted via email to [RCCP@ncdenr.gov](mailto:RCCP@ncdenr.gov). Extension requests that are approved by DCM require a grant contract modification.

**Invoicing and Payment Schedule:** Reimbursements for actual expenses are subject to Contract Administrator's approval, and a reserve of 10 percent of the grant award shall be held pending submittal and acceptance of all final project deliverables. The grantee shall request reimbursement payments not more frequently than once every three months. Final invoices must be received by DCM within 30 days after end of the grant contract period. Upon approval of the final deliverables, the State will release the final 10 percent of the grant award.

**Deliverables:** An official letter from the applicant stating that the project is substantially complete as designed, or if substantially incomplete, what aspects of the project have not been completed, and the proposed course of action to complete the project. For construction projects, applicants should provide copies of final invoices from contractors, along with digital photos of the completed project.

## IF YOU RECEIVE A GRANT

**When to start:** To receive grant funds, a grantee must receive a fully executed contract from DEQ *before* beginning any work that they wish to be reimbursed under this award. A DEQ grant contract is considered 'fully-executed' once it has been signed by both a signatory authority of the grantee and DEQ Financial Services Division. A copy of the fully executed contract will be provided to the grantee after being signed by DEQ.

**Project scope and costs** submitted in the application will be used to develop a scope of work that will be included in the contract and serve as the budget for the project. The grantee is responsible for any additional costs needed to complete the project.

**Cost reimbursements:** contracts will provide for reimbursement of allowable expenditures. Requests for reimbursement may be submitted no more frequently than every three months from the date of contract execution, and must include an itemized expenditure report. Invoices from external contractors should be submitted as supplementary documentation, if available. DCM will reserve 10 percent of the contract amount until final deliverables have been received and accepted.

**Periodic reporting:** The grantee will be required to submit reports as to the status and progress of the project every 3-months for the duration of the contract. These reports can coincide with quarterly cost reimbursement requests.

**Completing the project:** The grantee has 12-months to complete a project. Projects may be amended and extended at the discretion of DCM.

## PROJECT COSTS

**Project costs submitted in the application will become the budget for the project.** List all proposed project elements and the estimated cost of each element on the “Project Budget” form. Round all project costs to the nearest dollar.

**Accurate cost figures are important,** if the actual costs are more than those listed in the application, the applicant will need to use their own funds to cover the difference.

**The importance of good estimates:** If you receive a grant, you are expected to complete your project according to the cost estimates in your application. Obtain estimates from contractors, engineers, or architects who have experience in completing projects like yours.

**Consider the impact of inflation:** Assume the project may be completed up to twelve months after signing a contract with the State. A buffer for inflation of up to 10 percent of the estimated cost is allowable but will only be reimbursed if expended.

**Be specific:** Include specific units (sizes, numbers, lengths, etc.) for each item in the cost estimates. List all items proposed for funding and the estimated cost of each item.

**Costs not to be included in a grant award:**

- **Acquisitions:** including fee simple, easements, or leases.
- **Remediation:** including the removal or containment of environmental pollutants or contamination, or major structure removal.
- **Ineligible items:** Tools, maintenance equipment, vehicles, office equipment and furniture.
- **Attorney Fees:** No fees for condemnation or other litigation will be considered.





**NORTH CAROLINA RESILIENT COASTAL COMMUNITIES PROGRAM**  
**PHASE 4 APPLICATION 2023-2024**

Applicant Name: \_\_\_\_\_ Federal ID Number: 56-\_\_\_\_\_

Project Name: \_\_\_\_\_

Brief Project Description:

<b>Project Administrator</b> Name: _____ Title: _____ Address: _____ City, State, Zip: _____ Telephone: _____ Email: _____	<b>Lead Elected Official</b> Name: _____ Title: _____ Address: _____ City, State, Zip: _____
<b>Costs rounded to nearest dollar:</b> Grant funds requested: \$ _____.00  Local government's matching funds: \$ _____.00 Cash Match: \$ _____.00 In-kind Match: \$ _____.00  Total cost of project: \$ _____.00	<b>Site Control (check all that apply):</b> <input type="checkbox"/> Owned by local government Leased by applicant for 25 years or more Easement by applicant for 25 years or more  Owned by other State, Federal, or government agency with a Joint Use Agreement.

**Certification**

I hereby certify the information contained in the attached application is true and correct and matching funds, if proposed, will be available during the project period.

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature



# Resilience Strategy Matrix

If you did not participate in Phases 1 and 2 of the RCCP, please provide documentation showing how you meet the requirements by linking where these strategies are met in your specific documents. If you participated in Phases 1 and 2 of the RCCP this matrix is not required.

Resilience Strategy Requirements	Documentation showing you meet the Resilience Strategy requirement
<b>Community Resilience Vision &amp; Goals</b>	<i>Insert document(s) name and page #'s and link if available</i>
Any community goals/vision that have a focus on building resilience. These may be found in existing plans or ordinances.	
<b>Community Action Team</b>	
Planning Board, Floodplain Management Committee Members, or any community group that has met on multiple occasions to discuss the community's vision/goals towards resilience.	
<b>Stakeholder Engagement Strategy</b>	
A document that details how you communicate with your community, especially any vulnerable populations (via Town Meetings, email distribution lists, informational brochures, and webpages, etc.)	
<b>Review of Existing Plans and Efforts</b>	
You have reviewed existing planning documents (Land Use Plan, Hazard Mitigation Plan, Capital Improvement Plans etc.) and are familiar with your existing plans and ongoing efforts.	
<b>Risk &amp; Vulnerability Assessment Report</b>	
You have access to data from your Regional Hazard Mitigation Plan or have had recent assessments conducted.	
<b>Project Portfolio</b>	
A list of potential projects that have been identified by staff and/or the community. These might be found within a Floodplain Management Plan, or Council minutes.	
<b>Additional files</b>	
These can include maps or any other pertinent documents.	



## **North Carolina Resilient Coastal Communities Program Phase 4 Application 2022-2023**

Provide answers to the following questions. You can submit answers to the questions below on a separate word document. Please correlate your answer with the question number.

1. **Site location maps:** Provide a regional location map and a detailed vicinity map (street map) showing the location of the proposed project. Include a north arrow, and legible street names.
2. **Site description:** Provide a description of the site where the project will be located, including natural features and existing improvements.
3. **Project description:** Provide a description of the project, including information on how this will increase your community's resilience. This information should already exist in your community's RCCP Resilience Strategy or equivalent planning document.
4. **Project Site Plan:** Provide a to-scale site plan showing property lines, proposed construction, existing facilities, and significant natural features.
5. **Pre-project tasks:** Identify tasks that must be completed prior to starting the project.
6. **Permits:** List all necessary permits and/or certifications.
7. **Is this project identified as a high local priority in your Resilience Strategy, project portfolio, or other locally relevant planning document?** If yes, briefly describe why it's a high priority and how it was prioritized. If not, please describe why it has been selected over previously identified priorities.
8. **Please describe the project's nature-based or hybrid (green-gray) components.** If none, please describe why they are not being incorporated.
9. **Please describe how the project will benefit socially vulnerable and historically disadvantaged and underserved populations (e.g., low-income and minority) in your community.**
10. **Please describe your project's transferability to other coastal municipalities and counties.**



# 2023-2024 Phase 4 Project Budget

Lead Applicant \_\_\_\_\_ Project Name \_\_\_\_\_

This form below must be completed and included with your application. Round project costs to the nearest dollar.

Local cash match contributions are not required and should only be included in the chart below if they are necessary to complete the project.

Project Elements		Requested Amount	Local Match	Total Cost
<b>Item</b>				
Example: Outside Contractor				
Example: Project Administration Costs				
Example: Labor (Installation, delivery & freight)				
Addnl. Expense				
Addnl. Expense				
Addnl. Expense				
<b>TOTAL</b>				

Use the form below to show the sources of your matching funds, if proposed. Indicate if these funds are currently available or yet to be approved. If funds are yet to be approved, list the date for approval. If applicable, provide additional narrative related to the match.

Type of Matching Funds (Local/State/Federal)	Amount	Funding Source	Availability
<b>TOTAL</b>			



## Phase 4 Project Timeline

The project timeline establishes benchmarks during the project period to ensure timely completion. Progress monitoring occurs at 3-month intervals over the 12-month contract. We recognize that unexpected events may require adjustments to the timeline. The schedule is meant to be an aid for measuring the progress of the project and a guide to making adequate contract adjustments when necessary.

Task	1	2	3	4	5	6	7	8	9	10	11	12
Return Contract												
Procurement Process												
Permitting Process												
Land Preparation												
Construction												
Final Inspection												
Closeout												