Proposal Guidelines and Application Instructions
Coastal Zone Management Grants (CZM)

The guidelines and instructions apply to proposals submitted for Coastal Zone Management grant funding (Sections 306, 306A, 309, Community Resiliency Grant (CoastSmart Communities track), Working Waterfronts Enhancement Grant) through DNR's CCS Grants Online website. All applicants are expected to comply with these guidelines and the applicable federal award conditions. If an applicant cannot comply with these provisions, the applicant should provide a written justification indicating why an exception is warranted.

SUBMITTING A PROPOSAL USING *CCS GRANTS ONLINE*

To submit a proposal, applicants will first need to visit the *CCS Grants Online* website at: **http://mesgis.com/GrantsOnLine/** and create a profile. You will be prompted to create a profile consisting of a username and password. Your username and password will be used to submit progress reports when funding has been approved and to submit future proposals. Please store your user name and password in a secure location for later reference.

Once a profile has been created, the user will be guided through the proposal process which is broken into four steps:

- **Step 1a: Create a Proposal**
- **Step 1b: Upload Detailed Proposal Document**
- **Step 2: Create a Budget**
- **Step 3: Upload Additional Documents**
- **Step 4: Review and Submit**

*Note: Another feature of *CCS Grants Online* is a rolling submittal process for Letters of Intent. If you are in need of funding for a specific project but do not think your project matches up with one of our open RFPs, we invite you to create a profile and rather than apply for a specific source of grant funds, submit a Letter of Intent. CCS staff will use your Letter of Intent to match you with an appropriate funding source, if available, or will try to recommend other resources that may be available.

STEP 1: CREATE A PROPOSAL

Once you have logged in to *CCS Grants Online*, select "Submit a Proposal" from the left menu bar on the page. Next you will be asked to select the funding source for which you want to apply. If you are responding to an RFP, please refer to the funding guidance. If not responding to an RFP, please submit your request as "General Need/LOI."

Step 1a: Basic Information

Once you have done that, you will advance to a new page where you will be asked to provide some basic information about the applicant, the proposed project, the principal investigator, contact information, etc.

Please be sure to provide ALL requested information in the forms to ensure project consideration. Specific guidelines for completing the sections of the application in *CCS Grants Online* appear below:

1. Proposal Title: *Provide a short, descriptive title of the proposed project.*
2. Funding Recipient: *Legal name of organization that would facilitate project implementation and to whom funds would be provided.*
3. Proposal Summary Statement/Abstract: *Please limit to 3-4 sentences.*

4. Project/Impact Area: *Briefly describe the Geographical area impacted (region, county, municipality, watershed, etc.).*
5. Total Request: *Total amount requested through this proposal.*
6. Total Match (if applicable): *Total non-Federal match available to support the proposed project*
7. Federal Identification #: *The Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number is a unique nine-digit number assigned by the Internal Revenue Service to business entities operating in the United States for the purposes of identification. It is similar in purpose to the Social Security Number that is assigned to individuals.*
8. DUNS #:
9. Applicant Name: *Name of the person submitting this proposal/letter of intent.*
10. Applicant Email Address: *E-mail address of the person submitting this proposal/letter of intent.*
11. Applicant Street Address: *Physical address of the community, agency, organization to whom funds would be provided. This will be the address used on all formal correspondence.*
12. Applicant City:
13. Applicant State:
14. Applicant Zip Code: *Postal code of organization to who funds would be provided.*
15. Applicant Phone: *Primary phone number of person submitting this proposal.*
16. Applicant Fax: *Fax number of person submitting this proposal.*
17. Principal Investigator: *The Principal Investigator (PI) is the main contact for this project. The PI is sometimes, but not always, the same as the applicant. The PI are responsible for: project oversight to meet the project's intended goal and outcomes; the facilitation of status report and invoice submission; and leading the project to completion within the designated timeframe.*
18. PI Email Address:
19. PI Address:
20. PI City:
21. PI State:
22. PI Zip Code:
23. PI Phone:
24. PI Fax:

Once the basic details section has been completed, the applicant will need to click on the **"Detailed Proposal"** link to download template – a Word document that must be used to provide the detailed project narrative or description along with other required information as outlined in the RFP (e.g. CZM proposals will require a detailed project description as well as an outline of Task Outcomes and deliverables that will result from the project, and in some cases a Program Change description). Once completed, the applicant will upload the completed "Detailed Proposal" document to complete Step 1 and advance to Step 2: Upload a Budget.

If you have any questions about this application process, please contact the RFP issuing officer for the specific CCS funding source to which you are applying for assistance.

Step 1b: Detailed Proposal Template

The Detailed Proposal Template is simply an outline. Applicants may download, edit, and save the document until the proposal document is finalized and ready to be uploaded back into CCS Grants Online. The completed proposal should be no more than 10 pages, single-spaced, using 12-point Times New Roman font. The 10-page limit does not include the proposal title page and any appendices.

Proposals shall contain the following sections:

1. Project Description:

Provide a general description of project area and challenges that need to be addressed (e.g. community characteristics, the development pressures the community is facing, major initiatives underway or planned), followed by a clear and concise description of the project that includes:

- Describe the condition you wish to change and outline clear and specific project goals, measurable objectives, and outcomes;
- Describe project activities that will be undertaken and by whom (including the identification of any sub-awardees);
- Provide a clear articulation of the scope and value in improved coastal management and resource protection;
- Describe any benefits to the public;
- Detail the timeframe in which project outcome(s) are expected to result in implementable management improvements;
- Explain the likelihood for success of the project approach to achieve the identified goals, objectives, and outcomes;
- Explain the project or outcome transferability to other communities, agencies, etc.; and
- Detail any project evaluation components and activities to communicate or disseminate project outcomes.

2. Required Technical Assistance:
The proposal should articulate a clear role for DNR and its partners. Please specify the type of assistance (e.g. policy analysis, GIS analysis, public participation, financing, etc.) being requested and how it will be applied.

3. Task Outcomes:
Task Outcomes are the direct result of the work being conducted by your community, agency and/or contractors working on the project. The Task Outcome description is used instead of the "activities and deliverables" headings used in past RFPs.

The Task Outcomes section may repeat some of the detail provided as part of the Project Description, but should provide greater detail. For each discrete activity, create a numbered Task Outcome. Each should include the following:

a. Task Outcome Title: Please provide a title and short descriptive narrative for each of the components of your project.
b. Description: Each Task Outcome description should include a concise narrative on the work being undertaken, the groups or individuals responsible for the task, and what the deliverable will be for that task. This section should also identify how the recipient will complete the project in quantifiable terms and/or how the recipient will measure success.
c. Deliverable: Specific work products for each Task Outcome that will be provided to the project manager. Appropriate items include: quarterly reports; final reports; brochures; workshops given and number of attendees; draft Comprehensive Plans; draft ordinance language; management recommendations; etc. This information is provided in the descriptive paragraph associated with each Task Outcome Title.
c. Start Date: Anticipated month/year (and day, if applicable or if known) when a project component will start.
d. End Date: Anticipated month/year (and day, if applicable or if known) when a project component will be completed.

Complete this process for each additional Task Outcome.

TIP: Most applications are rarely broken out into more than six Task Outcomes.

4. Program Change:
   Projects funded with CZM Section 309 funding (e.g. *CoastSmart* Communities, Working Waterfronts Enhancement Grant) must result in a program change. Applicants must identify a program change (change in the local policies) for which funding is being sought. The program change may include the revision of local codes, ordinance or plan adoption. Applicants must identify if multiple years are required to achieve the proposed outcome, partnerships may result in which an applicant could receive continued support for up to three years to achieve the program change.

   A program change, generally, includes the following:
   - New or revised authorities, including statutes, regulations, enforceable policies, administrative decisions, executive orders, and memoranda of agreement/understanding;
   - New or revised local coastal programs and implementing ordinances;
   - New or revised coastal land acquisition, management, and restoration programs;
   - New or revised guidelines, procedures and policy documents which are formally adopted by a state or territory and provide specific interpretations of enforceable CZM program policies to applicants, local government and other agencies that will result in meaningful improvements in coastal resource management.

***If you are applying for a multi-year partnership, please include a "Future Direction" section within the Project Description to describe the Task Outcomes that will result from each additional year of funding and describe how they will contribute to the achievement of a program change.*

STEP 2: CREATE A BUDGET

Detailed Budget Spreadsheet
Once you have uploaded the proposal, you will then need to download the Detailed Budget Template. Once you have downloaded the Budget Template, a Microsoft Excel worksheet, you will should fill it out completely, provide adequate detail in the footnotes, save changes to your computer, and upload the file to the website. Detailed guidance for the specific budget elements is provided below.

*Note: While budget estimates are used for creation of a proposal, estimates do not qualify as support for charges to approved projects. If this project receives funding, actual project expenditures must be documented for requested funds and match funds if matching funds are required.

Please identify your vendor(s) and estimated funding amount(s) for each vendor in the Contractual category of your budget. If you are subcontracting a large portion of funds, please upload a copy of their budget separately. The sub-budget needs to be broken out by the same budget categories noted below.

1. Budget Columns
   - Request: Information entered into to this column identifies the funds being requested through this proposal.

   - Match: Information entered into this column identifies the non-federal dollars that will be used as match. Please refer to the Request for Proposals for specifics regarding match requirements.

   - Total: This figure represents total project costs by budget category (Personnel, Fringe, etc.), by total federal request, by total match provided (if applicable) and overall project costs.

2. Budget Categories (rows)

The following is guidance for each budget category in the overall budget.

- **Personnel (Salary)**: Needed Information includes: Title, Grade/Step, % of time to be funded/matched, Salary information (100% of the funded/matched person's time), and duration (# of months working on the project).

  In the budget footnotes, indicate the following:
  - the % of time to be expended on the project. (If you are working 100% on the project whether you are a full time or part time position, then this would be "100%.)
  - the number of months this person will be working on the project. (If you have requested a 12-month project timeframe, then this would be filled in as "12.") Next, enter 100% of the annual salary of this person.
  - Indicate whether this position is a "Full-time" or Part-Time position. Please include the % of the position to be requested/matched to the project. (e.g. if this is a 70% position then indicate 70% here.)

- **Fringe**: This includes the amount of fringe requested/matched and the types of benefits provided. Fringe is expressed as a % of the total salary. In the "% Fringe" field, enter in the % of fringe associated with 100% of this position. In the "Other" field at the bottom of the fringes list, please type in any other fringe types not checked (e.g. retiree's health, match subsidy, etc.)

  In the budget footnotes, please indicate the following:
  - the fringe % associated with this position
  - identify any fringes that will be charged/matched on this position. If there are no fringes associated with this position, please leave blank.

  If there are additional personnel, you need to enter additional budget footnotes for each position.

- **Equipment**: <u>Equipment is rarely an approved budget item. Please discuss with your current project manager before requesting any funds for equipment.</u> Identify each item of equipment to be purchased which has an estimated acquisition cost of $5,000 or greater either as an individual piece or as a group of pieces intended to be used together. Enter into the table the total cost for all Equipment, and use the budget footnotes to breakout the cost for each specific grouping of pieces. The equipment listed should be a necessary tool for the completion of the proposed project. Describe the purpose(s) and need for equipment identified.

  In the budget footnotes, please be sure to indicate the:
  - name of the equipment (e.g. YSI 6000 Datalogger),
  - the number of unit (pieces) you intend to purchase, and
  - the unit cost of the equipment.

- **Travel**: In most cases, there is minimal travel expense associated with funded projects. If funds are needed for or routine in-state travel (project meetings, contractor meetings, etc.), then enter the total estimate for travel in the spreadsheet and use a budget footnote to breakout estimates for the number of miles and the cost per mile, estimated parking fees, tolls etc.

  If there is a specific large conference that you want to attend, enter the total amount in the spreadsheet and use a budget footnote to breakout cost estimates. All travel expenses are listed in dollars. You can add as many travel expenses as are appropriate for your itinerary.

In the budget footnotes, please be sure to provide the following details:

- Driving: miles at $per/mile, and Parking fees, Toll fees, Hotel fees, Meals fees, Taxi fees, Rental fees, Train/rail fees, and Air fare for people at $per/person). Please ensure that any out-of-state travel is noted as a separate entry in the travel budget.

▪ **Supplies**: "Supplies" means all tangible property other than "equipment." In most cases, supply costs are minimal. Enter the total estimate for supplies in the spreadsheet and use a budget footnote to provide details.

In the budget footnotes, please be sure to provide the following details:

- The budget detail should be specific in identifying categories of supplies to be procured (e.g. laboratory or office supplies) up to $2,000 per category. Each of these categories should show a subtotal amount. Specifically list all software and computers to be purchased. <u>If needed supplies exceed $ 2,000 per category, please provide specific details regarding your intended purchases</u> (i.e. 20 widgets @ $100 ea.). Please specify any items that cost $ 500 or more per unit. <u>Please ensure that all computers and software are specifically requested regardless of cost.</u>

<u>TIP</u>: Group supply items of similar use together as "General Office Supplies" and include as the estimate the anticipated cost of the group of supplies.

▪ **Contractual Services**: Enter the total estimate for contractual services in the spreadsheet and use a budget footnote to identify each proposed contract and specify its purpose, nature, and estimated costs (includes, but not limited to: consultants, printing, and copying). If A) the contractor is TBD, include a short description of their activity as it relates to the scope of work and identify the estimated amount of Contractual funds needed. Example: "An RFP will be prepared to obtain a consultant to develop a brochure to promote our services." In the budget, enter the estimated funding request (e.g. $10,000). If B) the contractor is known, a sub budget is required that mirrors the budget categories listed in the full budget request (salary, fringe, supplies…etc). To attach the sub budget via Word or Excel file, click on the "attach subcontractor budget" button to upload.

▪ **Construction**: Use of this category is generally for acquisition and construction projects. Enter the total estimate for construction in the spreadsheet and use a budget footnote to provide details. Please do not use this category unless instructed to do so by the CCS Grant or Project Manager.

▪ **Other**: Postage, Express mail, Shipping, Insurance, Phones/Internet, Legal fees, Dues and subscriptions. Enter the total estimate for Other in the spreadsheet and use a budget footnote to provide details.

In the budget footnotes, please be sure to provide the following details:

- indicate the name of the "Other" item (e.g. Postage)
- indicate the cost of the Postage (e.g. .44)
- indicate the Unit Count, or note the number of Postage (e.g. 100)
- Please note that if you are proposing to buy 2 items of the same thing, one with requested dollars and one with match dollars, each item must be entered separately.

▪ **Indirect (or Admin)**: Indirect costs are an allowable match item for CCS grant programs. Please check in advance with DNR Chesapeake & Coastal Service staff to see if including indirect costs in the budget is allowable. Indirect costs may or may not be awarded depending on the final funds allocated and any budget constraints that may exist. A copy of the currently approved indirect rate must be on file with CCS. Enter the total estimate for Indirect in the spreadsheet and use a budget footnote to provide details.

In the budget footnotes, please be sure to provide the following details:

- a "Basis of Indirect" or brief summary as to how the indirect was used for the budget calculation.
- Include the approved indirect rate and time frame in that justification (e.g. The indirect rate for X for the term of 7/1/09 - 6/30/10 is 25.7%. This % was applied to the federally-funded share of the position $ 33,694.22 (Personnel = $ 25,334; Fringe = $ 8,360.22) and used as match in lieu of a direct charge. ($ 33,694 @ 25.7 = 8,659.36)).

<u>*Note</u>: If Indirect was an allowable request category, you would enter the amount of indirect in the "Request" column. If you are using indirect as match, enter the amount in the "Match" column (e.g. $ 8,659.36).

Once the budget is complete, please double any formulas and be sure detail in budget footnotes is adequate and consistent with budget table. At this point a saved version of the completed budget table may be uploaded to *CCS Grants Online*.

STEP 3: UPLOAD ADDITIONAL DOCUMENTS

Applicants will have an opportunity to upload additional documents to accompany their proposal and budget. Check the RFP you are responding to for a list of required documents or other attachments.

Attachments shall be limited to materials that directly support the main body of the proposal (for example, detailed sub-award budget information, letters of support, maps, photographs, copies of approved indirect rate, resumes or Curriculum Vitae (CVs), references, detailed descriptions of the qualifications of any known sub-awardee or contractor, etc.).

STEP 4: REVIEW AND SUBMIT

The final step before submitting your proposal is to review the entire proposal. You should scroll through the document and make additions or changes. When you feel that your entire proposal is in final form – complete with basic proposal information, a Detailed Proposal document, a Detailed Budget spreadsheet, and any additional attachments – simply click the "Submit" button at the bottom of the page.

Once you've submitted your proposal, you should be taken back to your *CCS Grants Online* dashboard. Your dashboard is the default view each time you log in and provides a "CCS Projects Overview" where you can see the date and time of your proposal submission. The project title is listed with an "awaiting review as of X date X time" notation.

Additional Proposal Submission or Logout

Next, you can submit an additional proposal or log out of *CCS Grants Online*. These actions can be taken by moving to the top left of your screen and clicking on "submit an additional proposal" or "logout."

Reporting and Invoicing Guidelines

All applicants are expected to comply with these guidelines and the applicable federal award conditions. If an applicant cannot comply with these provisions, the applicant should provide a written justification indicating why an exception is warranted.

REPORTING REQUIREMENTS

Once a proposal has been funded it will appear as a funded project in *CCS Grants Online*. When the project manager (or principal investigator) logs into the system and views their dashboard, the project title will appear as a shaded row in a table with the links "View", "Summary", and "Reporting" appearing on the right side of that row.

"View" will allow the user to view the original proposal. "Summary" will allow the user to see additional project details. "Reporting" will allow the user to view the Reporting Schedule for the project period and to download the **Personalized Reporting Template**.

Similar to the proposal process, reporting has similar steps:

- **Step 1: Download Personalized Reporting Template.** Once downloaded, the Personalized Reporting Template should be completed, saved, and uploaded to *CCS Grants Online* once complete. The same template is used for each type of report below, however it is expected that the user will be sure to indicate the reporting period for which the report is being submitted. CCS expects that all reports are well-written and error-free, composed of complete sentences with no bullets (this creates formatting issues when importing into federal grant reporting portals).
- **Step 2: Upload completed report.** Choose the report to upload. Click the Upload button to upload the report now.
- **Step 3: Upload attachments.** Please enter a short description for the attachment. Choose the attachment. Click the Upload button to upload the report now.
- **Step 4: Enter any comments you would like to make.**
- **Step 5: Save your changes or Save and Submit if you are finished.**

Types of Reports
The following are descriptions of the types of reports that funding recipients will be responsible for during a project period.

1. **Quarterly Reports:** Quarterly reports document progress toward achievement of the Task Outcomes and deliverables. They contain information about 1) activities scheduled for the quarter, 2) activities conducted during the quarter, and 3) an explanation of any discrepancies between the two, if necessary. Quarterly report templates are used for reports due January 15 and July 15.

2. **Semiannual Report**: Semiannual reports document key accomplishments, challenges faced and next steps of projects that are in currently in progress. Semiannual reports are typically a lengthier, more substantial report. It contains a summary of activities conducted over the previous 6-month reporting period with enough detail that a person who is not familiar with the project can read it and understand the project's 1) goals, 2) methods, 3) achievements, and 4) significance. Semiannual reports templates are used for reports due March 31 and September 30.

   Depending on the start date of the project, it could be a Quarterly or Semiannual report that winds up being the final progress report. There is no special template for a final report, a user should simply indicate the reporting period during which the final is being submitted.

3. **Success Story:** Select projects will be asked to submit a Success Story with their final report. Project managers will be notified prior to the project start date that they will be responsible for a Success Story – suitable for distribution in newsletters, magazines, online, etc. – that documents a significant achievement, application, or breakthrough achieved as a result of the activities conducted during the project period.

   The narrative for success stories should include:
   - Identification and description of the coastal resource management issue;
   - If applicable, a geographic location of the project should be identified including community name, Congressional district, and other location information;
   - Description of how the coastal program was involved;
   - Summary of the accomplishment and outcomes such as improvements in increased resource protection and institutional relations (e.g., a Memorandum of Agreement with another agency to ensure that coastal policies are better addressed);
   - Quantitative information on the degree of improvement (e.g., acres of wetlands protected as a result of increasing the state's monitoring and enforcement efforts, economic benefit of the achievement); and
   - CZM federal and matching funds expended and associated state, federal, and local funds leveraged for the improvement.

   Success Stories should be written with the public in mind as the audience.

   It is recommended that success stories be approximately one half to one single- spaced page in length. The description should include enough information that CCS can use the report without requesting additional information. Funding recipients can attach any digital photos, reports, press releases, or other work products associated with the success story.

4. **Performance Measurement.** CCS is required to report performance metrics annually to both the State and to its federal funding partner, NOAA. Funded projects that contribute to CCS' efforts to meet these annual performance goals may be asked to provide metrics for the annual report, due October 31 each year. Typically, the projects that will contribute data to CCS' performance report are identified early in the project timeline allowing CCS staff and the Contractor to agree upon a sound recordkeeping and documentation plan.

   The two primary performance measurement programs that CCS provides reports to are:
   - The *National Coastal Zone Management Program* monitors and evaluates the success of its efforts through national performance measures. A performance measurement system is used to evaluate progress in meeting national goals. Annual performance goals cover five categories: coastal habitat, coastal hazards, coastal community development, public access, and coordination and public involvement. Contextual information is also collected, including information about socio-economic, natural hazard, and other environmental trends along the coast. These indicators provide context for the performance measurement data collected by state programs.
   - *Managing for Results (MFR)* is the State of Maryland's strategic planning, performance measurement, and budgeting process that emphasizes use of resources to achieve measurable results, accountability, efficiency, and continuous improvement in State government programs. CCS has developed annual performance goals that cover three categories: water quality improvement; community hazard and adaptation planning; and habitat restoration and protection.

INVOICING GUIDELINES

Funds provided are reimbursable. Specifically, funds are expended by the contracted local government/funding recipient and then reimbursed by DNR. Advance payments are not provided. Invoices with appropriate back-up documentation must be submitted for reimbursement and match on a quarterly basis with a Quarterly Status Report and work products as described in the project Scope of Work.

OTHER GUIDELINES

Incurring Costs – The Chesapeake & Coastal Service is not liable for any cost incurred by the funding recipient or any subcontractor prior to the recipient receiving a fully executed contract (i.e., signed by both parties.) The recipient shall require that all subcontractors comply with all NOAA and DNR award conditions and documentation requirements.

Lobbying Activities – The recipient agrees that it will **not** use project funds, including the Federal and non-Federal share to engage in lobbying the Federal Government or in litigation against the United States.

The Recipient agrees that project funds may not be used to pay for the travel of Federal employees or for other costs associated with Federal participation in a project unless the Federal agency is performing special technical assistance to the recipient as allowed under the provisions of the Intergovernmental Cooperation Act.