

**ALABAMA COASTAL AREA MANAGEMENT PROGRAM**

**Annual Funding Application**

*Use one application per project.*

**Indicate Project Focus Area:**

- Government Coordination and Local Government Planning
- Coastal Hazards and Resilient Communities
- Coastal Habitats, Wetland Protection and Coastal Resource Stewardship
- Coastal Nonpoint Source Pollution Control
- Public Access to Coastal Resources – Construction
- Public Access to Coastal Resources – Land Acquisition

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

**Location of Project (Include physical address and GPS coordinates in decimal degree format, if applicable):**

\_\_\_\_\_

**Applicant (Organization Name):** \_\_\_\_\_

**Applicant's Federal Identification Number:** \_\_\_\_\_

**Authorized Representative (Name/E-Mail Address):** \_\_\_\_\_

**Federal Funding Requested: \$** \_\_\_\_\_ **Non-Federal Match: \$** \_\_\_\_\_

**Total Project Cost: \$** \_\_\_\_\_

**Project Contact (within organization):** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Title of Project: \_\_\_\_\_

**I. PROJECT DESCRIPTION**

Complete the following sections to provide a full description of the proposed project. Text size will change to accommodate varying answer lengths, but please be as concise as possible.

- 1) **Purpose and Scope of Work:** Describe the purpose of the proposed project and give an overview of the activity or work to be conducted.

- 2) **Focus Area Connection:** Explain how the proposed project addresses issues related to at least one Coastal Program grant focus area. Provide information on the degree to which the project will result in improved management of coastal resources and uses.

- 3) **Public Benefit:** Briefly describe how the project fulfills an existing public need/benefit either directly and/or indirectly. What geographic area will be served by the project? Preference will be given to projects that have the potential to benefit citizens outside of the immediate local government jurisdiction.

- 4) **Outreach:** Describe how a proactive public education and/or community outreach component has been incorporated into the project. Describe all components of the education/outreach effort, including the tasks to be performed. Ideal projects will make the target audience aware of the project and/or coastal resources and will demonstrate a high degree of community involvement in all phases of project development, including implementation and monitoring.

- 5) **Support:** Identify all project partners, including other agencies or organizations associated with the project. Ideal projects will include partnerships across departments, organizations and/or jurisdictions. Describe coordination efforts and indicate whether there is support from the local community for the project. Letters of support from the public and letters of commitment from project partners are not required but may be included in the application submittal as Portable Document Format (PDF) files.

- 6) **Schedule:** Outline the project schedule showing the progress and completion of key project tasks by quarter (Oct 1-Dec 31, Jan 1-Mar 31, Apr 1-Jun 30, and Jul 1-Sept 30). For each task, clearly show associated outcome(s) or deliverable(s). The schedule must be feasible and demonstrate that all tasks will be completed within the grant funding period.

- 7) **Measuring Success and Next Steps:** Describe how success of the project will be measured and include specific performance measures, if applicable. Describe next steps for the project following expiration of grant funding including how the product/outcome will be used. Ideal projects will have clear measures for success and will demonstrate long-term commitment to the project through ongoing actions after project completion.

**Additional questions for construction and land acquisition projects in the Public Access to Coastal Resources focus areas:**

- 8) Briefly describe the current site conditions and proposed project footprint. Written description should support depiction in the project site plan and site photograph(s).

- 9) Briefly describe the current coastal uses at the project site and whether these uses will change as a result of the proposed project.

- 10) List the types of construction materials to be used, construction and operation practices to be followed and any best management practices (BMPs) the project will use to avoid, minimize, or mitigate environmental impacts.

**II. PROPOSED BUDGET**

Please provide a categorized budget summary in the table below. Round to the nearest dollar; no cents. The total value of non-federal match must equal or be greater than the federal funds requested. Project costs will be evaluated for reasonability.

Category	Federal Funds Requested	Value of Non-Federal Match	Is Match Cash or In-kind?	Total Project Value
<b>Salary</b>	\$	\$		\$
<b>Fringe Benefits</b>	\$	\$		\$
<b>Travel</b>	\$	\$		\$
<b>Equipment</b> <i>Nonexpendable item that costs over \$5,000 per unit</i>	\$	\$		\$
<b>Supplies/Materials</b> <i>Item less than \$5,000 per unit. (e.g. office supplies, construction materials)</i>	\$	\$		\$
<b>Sub-Contractual<sup>1</sup></b> <i>Services to be completed by a third-party</i>	\$	\$		\$
<b>Other</b>	\$	\$		\$
<b>Total</b>	\$	\$	----	\$

<sup>1</sup>Grant applicants may choose to utilize a subcontractor or third-party to complete some or all of the proposed work. If any portion of the proposed project will be completed through a sub-contract, NOAA now requires a separate budget for that subcontract to be completed for transparency purposes. See the Sub-Contract Budget Supplement table on the following page.

In the following table, please provide a brief justification for the expenditures in each category above.

Category	Budget Justification
<b>Salary</b>	
<b>Fringe Benefits</b>	
<b>Travel</b>	
<b>Equipment</b> <i>Nonexpendable item that costs over \$5,000 per unit</i>	

Category	Budget Justification
<b>Supplies</b> <i>Item less than \$5,000 per unit. (e.g. office supplies, construction materials)</i>	
<b>Sub-Contractual</b> <i>Provide a description of work to be performed by a third-party and identify the sub-contractor, if known. Indicate whether the contractor will be selected through a competitive process. If completing this section, you must also complete the Sub-Contract Budget Supplement below.</i>	
<b>Other</b>	

**Sub-Contract Budget Supplement**

**Please complete the following table ONLY if a portion of the proposed project will be completed by a sub-contractor.** The total value in this table must match the “Total Project Value” listed in the Sub-Contractual category above. If a sub-contractor will not be selected until the grant is awarded, please indicate this in the budget justification above and estimate sub-contractual budget amounts to the best of your ability.

Sub-Contract Category	Value
Salary	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies/Materials	\$
Sub-Contractual <sup>1</sup>	\$
Other	\$
<b>Total</b>	\$

<sup>1</sup>If a sub-contractor will sub-contract additional work, please include a separate budget for that subcontract with the application package.

### III. DATA SHARING PLAN

**If geospatial data will be collected and/or created as a part of the proposed project**, NOAA requires that applicants complete the Data Sharing Plan section on the following page. **Applicants do not have to complete this section if geospatial data will not be collected.** An example of a simple data sharing plan is provided in the ACAMP Annual RFP Application Guidance Document. The purpose of this policy is to ensure that data produced with federal funds are easily available and discoverable for public benefit and to provide notice of your intent to collect geospatial data to facilitate collaboration and avoid duplication of effort.

The Data Sharing Plan, metadata production and posting of metadata can be easily accomplished by using the GIS Inventory, which is available at <http://gisinventory.net>. This site will automatically expose the metadata to <http://geo.data.gov> and the Geospatial Platform as required in NOAA's policy. If your organization already has a process in place to provide notice of your intended data collection, create Federal Geographic Data Committee's (FGDC) metadata and export your data to Geo.data.gov, you are not required to use the GIS inventory.

Please contact Coastal Section staff if you have any questions.



## Data Sharing Plan

*To be completed by applicants who will be collecting or creating geospatial data as part of the proposed project.*

1. Describe the types of geospatial data and/or information to be created during the course of the project.

2. Describe the type of data collection method(s) (e.g. aircraft, ship, satellite, etc.).

3. Provide the tentative date by which data/metadata will be shared/stored.

4. Describe the standards to be used for data/metadata format and content. Note that metadata for your geospatial data must be compliant with the Federal Geographic Data Committee's (FGDC) Content Standard for Digital Geospatial Metadata (CSDGM).

5. Describe your program's policies addressing data stewardship and preservation.

6. Outline the procedures for providing access to data and prior experience in publishing such data. Note that the Data Sharing Plan, metadata production and posting of metadata can be accomplished by using the GIS Inventory, which is available at <http://gisinventory.net>.

#### **IV. ADDITIONAL REQUIREMENTS FOR PUBLIC ACCESS TO COASTAL RESOURCES PROJECTS**

Applicants only have to fulfill the following requirements for **construction and land acquisition projects in the Public Access to Coastal Resources focus areas.**

**A. Location Map**

Include a project location map in PDF format with your submission. The location map should illustrate where the project is located in the county/municipality (i.e. zoomed out map). An example location map is included in the ACAMP Annual RFP Application Guidance Document.

**B. Project Site Plan**

Include a project site plan in PDF format with your submission. The project site plan should clearly show the proposed project footprint as well as a depiction of all construction elements and proposed improvements (i.e. zoomed in map). An example project site plan is included in the ACAMP Annual RFP Application Guidance Document.

**C. Photographs**

Include 1-3 photographs of the proposed project site with your submission. Photographs should clearly illustrate current site conditions.

**D. Title opinion, title insurance commitment/certificate, or affidavit**

Include a title opinion or title affidavit in PDF format with your submission. This document must show that the property on which the proposed project will be located is publicly owned, leased, or under easement in perpetuity or for the expected life of the project (at least 20 years). Title opinion and title affidavit examples are included in the ACAMP Annual RFP Application Guidance Document.

**E. Public Access Checklist**

Applicants requesting funds for construction or land acquisition projects must include a completed Public Access Checklist in PDF format with your submission.

## PUBLIC ACCESS CHECKLIST

To be completed if requesting funds for construction or land acquisition in the Public Access to Coastal Resources focus area.

Title of Project: \_\_\_\_\_

### 1. Project Eligibility:

#### a. Objectives (Check all that apply):

Providing public access to coastal areas

Preservation/restoration of areas with coastal resources of national significance including coastal wetlands, beaches, dunes, barrier islands, reefs, estuaries, or fish and wildlife habitat

Identify coastal resource: \_\_\_\_\_

Preservation/restoration of designated areas including Mobile-Tensaw River Delta, Point aux Pines Wetland System and Dauphin Island Audubon Bird Sanctuary

Identify area: \_\_\_\_\_

Redevelopment of deteriorating and underutilized urban waterfronts and ports that are designated as Areas of Particular Concern including the Port of Mobile

Restoration and enhancement of shellfish production through the purchase and distribution of clutch material on publicly-owned reef tracts

Development of coordinated process for aquaculture facilities in the coastal zone

#### b. Uses (Check all that apply):

Acquisition of fee simple or other interest in land

Low-cost construction project

Educational, interpretive signage and other management costs, including aquaculture

Engineering designs and other public access reports, including aquaculture

Revitalize urban waterfronts or ports: piers, pilings or shoreline stabilization

### 2. Public Benefit:

a. The project (or acquisition) will be located on a property that is publicly owned or accessible via a publicly-held easement.      Yes      No

b. The project will be for public benefit.      Yes      No

c. The project will improve private property and/or result in private or commercial gain.      Yes      No  
If the answer is Yes, the project is not eligible for funding.

d. The grant recipient will need to secure an easement or lease to conduct the project (i.e. because the recipient does not own the property).      Yes      No      N/A

If Yes, attach a copy of the easement or lease to the application; if No, go on to 2e.

What is the term of the easement or lease (provide date of expiration or specify if in perpetuity)? \_\_\_\_\_

The easement or lease contains a reversionary clause.      Yes      No

e. The project will be open to the general public.      Yes      No      N/A

If the answer is No, the project is not eligible for funding unless access is limited for a legitimate reason, such as public safety, resource protection, or scientific research. Attach an explanation for why the project will not be open to the public and describe the public benefits that would be provided by the project in the absence of public access.

f. Will the public be charged a user fee to access the project?      Yes      No      N/A

If the answer is Yes, attach an explanation for the user fee, including the amount, whether there will be differential fees (and a justification thereof), the need for the fees, and proposed use of the revenue.

**3. Involvement of Non-profit Organizations:**

Will the applicant contract with a non-profit organization to complete part or all of the project.

Yes No

If the answer to 3 is Yes, the name of the non-profit organization is:

\_\_\_\_\_

**4A. Supporting Documentation for Low-Cost Construction Projects (if your project is land acquisition, skip to 4B):**

- a. A title opinion, title insurance commitment/certificate, or affidavit showing that the property on which the proposed project will be located is publicly owned, leased, or under easement in perpetuity or for the expected life of the project (at least 20 years) is attached. Yes No
- b. A project site plan is attached to this application. Yes No
- c. A location map is attached to this application. Yes No

(Go on to Question 5)

**4B. Supporting Documentation for Land Acquisition Projects:**

- a. A title opinion or title insurance commitment/certificate showing that the property to be acquired is owned by the contracted seller and is free of encumbrances that could affect the future viability of the property in its intended use is attached. Yes No
- b. The applicant has obtained an independent appraisal of the fair market value for the property to be purchased that was developed pursuant to NOAA's Section 306A Guidance. Yes No
- c. A project site plan is attached to this application. Yes No
- d. A location map is attached to this application. Yes No

**5. National Historic Preservation Act and Alabama Historical Commission (AHC) Clearance:**

- a. To your knowledge, will the proposed project affect sites listed or eligible to be listed on the National Register of Historic Places or is otherwise protected by Section 106 of the National Historic Preservation Act or similar State registry. Yes No
- b. Please read and initial.

A clearance from the Alabama Historical Commission (AHC)--the state's historic preservation agency--is required for each project. Therefore, once Coastal Section tentatively approves a project, the staff submits the project to AHC for review. AHC will provide a clearance or will set conditions in a letter addressed to the Coastal Section.

Coastal Section staff will notify the applicant of additional requirements. The applicant must address any conditions that the AHC places on the project prior to beginning work, and submit a copy of any correspondence between the AHC and the applicant to the Coastal Section office.

Your initials indicate that you have read and understood Item 5b of this checklist. \_\_\_\_\_

**6. National Flood Insurance Program:**

- a. The project involves construction, improvements, and/or land acquisition to support construction or improvements. Yes No (If the answer to 6a is no, go on to 7)

**6. National Flood Insurance Program:**

- b. The project will be located in a Special Flood Hazard Area (e.g., Zones A, AE or A1-30, AH, AO, AR, A99, Coastal A, V, VE or V1-30) shown on a National Flood Insurance Program (NFIP) Flood Insurance Rate Map. Yes No

If the answer is Yes, the zone(s) is \_\_\_\_\_ (If the answer is No, go on to 7)

Information is generally available from local community planning or building permit departments. Flood Insurance Rate Maps are also available at <https://msc.fema.gov>.

- c. The community in which the project will be located is participating in the NFIP. Yes No

If the answer to 6c is No, the project is not eligible for funding.

A list of participating communities is available at <http://www.fema.gov/fema/csb.shtm>.

**7. Coastal Barrier Resources Act:**

The project is located on a coastal barrier island designated as a unit of the Coastal Barriers Resources System (CBRA). Yes No

If the answer to 7 is Yes, the unit number is \_\_\_\_\_

If the answer to 7 is Yes and the unit number does not end in a "P" attach to this checklist a brief analysis as to how the proposed project is consistent with the three CBRA purposes: to minimize (1) the loss of human life, (2) wasteful federal expenditures, and (3) damage to fish, wildlife and other natural resources.

Coastal Barrier Resource System Maps are available at <http://www.fws.gov/cbra/Maps/index.html>.

**8. Endangered Species Act:**

- a. To your knowledge, are there listed threatened or endangered plant or animal species or their critical habitat (as defined by the Endangered Species Act) that are under the jurisdiction of the National Marine Fisheries Service (NMFS) or U.S. Fish and Wildlife Service (USFWS) on the proposed project site. Yes No

If the answer to 8a is Yes, attach a list of the species and/or their critical habitats as listed on the Endangered Species Webpage at <http://www.fws.gov/endangered/>.

- b. Please read and initial.

A clearance from U.S. Fish and Wildlife Service (USFWS) is required for each project. Therefore, once Coastal Section tentatively approves a project, the staff submits it to USFWS so it can be evaluated for compliance with the Endangered Species Act. If USFWS believes a proposed project may have minor and temporary effects, additional requirements may be placed upon the project, and these requirements must be adhered to by the applicant in order to receive funding. If USFWS determines that a proposed project will adversely and significantly affect threatened or endangered species or critical habitat, the project will not be approved by Coastal Section.

Coastal Section staff will notify the applicant of additional requirements. The applicant must address any conditions that USFWS places on the project prior to beginning work and submit a copy of any correspondence between the USFWS and the applicant to the Coastal Section office.

Your initials indicate that you have read and understood Item 8b of this checklist. \_\_\_\_\_

**9. Coastal Nonpoint Pollution Control Program:**

The applicant will use best management practices in conformance with the Alabama Coastal Nonpoint Pollution Control Program. Yes No N/A

**10. National Environmental Policy Act (NEPA):**

In your opinion,

- a. Will the proposed project significantly affect the quality of the human environment?      Yes      No
- b. Will the proposed project involve unresolved conflicts concerning alternative uses of available resources?  
Yes      No
- c. Will the proposed project have significant adverse effects on public health and safety?      Yes      No
- d. Will the proposed project have highly controversial effects to the human environment?      Yes      No
- e. Will the proposed project have highly uncertain and potentially significant environmental effects or involve unique or unknown risks?      Yes      No
- f. Will the proposed project have significant adverse impacts on other natural resources not covered elsewhere in this checklist, e.g., beaches and dunes, wetlands, estuarine areas, wildlife habitat, wild or scenic rivers, reefs, or other coastal resources?      Yes      No
- g. Will the proposed project have insignificant effects when performed separately, but their addition to effects from existing and reasonably foreseeable actions may result in cumulatively significant impacts?      Yes      No

If the answer to any one subpart of 10 is Yes, then additional NEPA review and documentation may be required. Attach a description of the resource(s) affected, the nature and scope of the effects, and information explaining why the applicant believes an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) should not be required. Additional information may be required in cases where potential impacts are not clearly described or where probable impacts require an EA or EIS.

**11. Environmental Justice:**

The project will have disproportionately high and adverse human health or environmental effects on minority or low income populations.      Yes      No

**12. Americans with Disabilities Act (ADA):**

The proposed project will be accessible to people with disabilities.      Yes      No      N/A

If the answer to 12 is No, attach an explanation for how the project conforms with ADA requirements as described below. If the project does not meet the requirements, it will not be approved.

Public access projects shall be handicapped accessible and comply with the 2010 ADA standards unless the construction of a handicapped accessible structure would damage coastal resources or resource damage would occur in the absence of the project. In these instances, the project shall be handicapped accessible to the extent that conditions allow. Of particular note are the 2010 ADA standards for boat slips, boarding piers, fishing piers and platforms, and accessible routes to them. An applicant may not use increased cost as a reason to not construct a handicapped accessible project. A project is not eligible for funds unless it meets these criteria.

**13. Tribal Interests:**

- a. The project is located on or will affect Tribal lands.      Yes      No (If No, go on to 14)
  - b. The project is consistent with applicable tribal laws.      Yes      No
- If No, the project will not be approved.

**14. State and Local Laws:**

The project is consistent with applicable state and local laws.      Yes      No  
If the answer is No, the project will not be approved.

**15. Required Permits and Agency Reviews:**

- a. List all local, state, tribal or federal permits required for this project. Approved applicants are required to submit copies of all permits to the Coastal Section office prior to beginning work on the project. Failure to obtain permits and adhere to the requirements will make a project ineligible for funding.
  
- b. Please read and initial.

All projects may be subject to federal and state requirements and permitting in addition to those listed by the applicant. These additional requirements include, but may not be limited to, the following:

**Permit: U.S. Army Corps of Engineers (USACE):** *Process initiated by applicant.*

Once a project is approved and a contract executed, the applicant is responsible for obtaining approval from USACE if a project impacts wetlands or waterways. A copy of the USACE permit or no permit required letter must be submitted by the applicant to the Coastal Section office prior to beginning work on the project.

**Permit: Alabama Department of Environmental Management (ADEM):** *Process initiated by Coastal Section, follow-up may be required by applicant.*

Once Coastal Section tentatively approves a project application, the staff submits it to ADEM's Coastal Section for a determination as to whether the project is consistent with the Alabama Coastal Area Management Program (Division 8 Regulations). Coastal Section staff will notify the applicant of additional requirements. If the project is not consistent, then the applicant must work with ADEM to make modifications and/or to obtain any required permits from ADEM. The applicant must submit to the Coastal Section office any resulting changes in the project and a copy of the ADEM certification of consistency prior to beginning work. If a project cannot come into compliance or if the applicant chooses not to alter the project, the project will not be eligible for funding.

**Alabama Department of Conservation and Natural Resources (ADCNR) Marine Resources Division/Wildlife and Freshwater Fisheries Division:** *Process initiated by Coastal Section, follow-up may be required by applicant.*

Once Coastal Section tentatively approves a project application, the staff submits it to ADCNR Marine Resources Division and/or Wildlife and Freshwater Fisheries Division for a determination as to whether the project will impact wildlife and fisheries resources. Coastal Section staff will notify the applicant if the state determines that the fisheries resource will be adversely impacted or if further action is required.

**ADCNR State Lands Division (SLD) Submerged Lands:** *Process initiated by applicant.*

Once a project is approved, the applicant is responsible for obtaining approval from ADCNR, SLD for any activities on or adjacent to submerged property below mean high tide and the bottoms of navigable rivers and creeks. A copy of approval to impact state-owned submerged lands must be submitted by the applicant to the Coastal Section office prior to beginning work on the project.

Your initials indicate that you have read and understood Item 8b of this checklist. \_\_\_\_\_

**16. Other requirements: Please read and initial**

- a. If the land ceases to be available (or the project ceases to be used) for the intended use at any time during the life of the project, the applicant must reimburse the state the full amount of the federal cost of the project, and the state, in turn, will reimburse the National Oceanic and Atmospheric Administration (NOAA).
  
- b. All projects require the use of temporary signage during construction and permanent signage after construction that acknowledges the contribution of NOAA and ADCNR, State Lands Division. Signage requirements and language will be provided to the applicant when a contract is executed.

Your initials indicate that you have read and understood Item 16 of this checklist. \_\_\_\_\_