



N.C. Resilient Coastal Communities Program **Request for Contractor Applications 2025 – 2026**

- 💧 For: RCCP Phases 1 & 2, and/or
- 💧 Integrating Resiliency into CAMA Land Use Plans

REQUEST FOR APPLICATIONS RELEASED: Friday, March 7th, 2025

ALL APPLICATIONS DUE: Friday, April 25th, 2025, by 5:00 pm EST

APPLICANT WEBINAR: Friday, March 21st, 2025, at 2:00 pm – 3:30 pm EST ([Registration Link](#))

Contents

RCCP PROGRAM OVERVIEW	4
NOTICE OF AVAILABLE FUNDS AND REQUIREMENTS FOR: CONTRACTOR PARTICIPATION IN PHASES 1 & 2 (2025-2026)	5
Objective:	5
Available Funding:	5
Match Requirements:	5
Eligibility:	5
Anticipated Contract Period:	5
Project Prioritization and Selection Criteria:	5
Contracting:	6
Deliverables:	6
GIS Data Requirements:	6
Ownership and Credit Due:	6
Submission:	6
NOTICE OF AVAILABLE FUNDS AND REQUIREMENTS FOR: CONTRACTOR PARTICIPATION IN INTEGRATING RESILIENCY INTO CAMA LAND USE PLANS	8
Objective:	8
Available Funding:	8
Match Requirements:	8
Eligibility:	9
Anticipated Contract Period:	9
Prioritization and Selection Criteria:	9
Process Requirements:	9
Contracting:	10
Deliverables:	10
Submission:	10
IF YOU RECEIVE A GRANT	11
Signing the Contract:	11
Post Grant Funding Award:	11
Project Reporting:	11
Contract Duration & Extension Requests:	11
Invoicing and Payment Schedule:	12
Invoice Formatting:	12
Project Deliverables:	12

CONTRACTOR APPLICATION (2025-2026): COVER PAGE13
**CONTRACTOR APPLICATION (2025-2026): North Carolina Resilient Coastal Communities Program
Phase 1 & 2.....14**

RCCP PROGRAM OVERVIEW

The Resilient Coastal Communities Program (RCCP) is a component of the North Carolina Resilient Communities Program, developed through the [2020 North Carolina Climate Risk Assessment and Resilience Plan](#). The North Carolina Division of Coastal Management (DCM) administers the RCCP with funding from the NC State Legislature and the National Fish and Wildlife Foundation (NFWF). Key partners include the NC Office of Recovery and Resiliency (NCORR), The Nature Conservancy (TNC), and NC Sea Grant (NCSG).

The RCCP is a four-phase program designed to:

1. Address local barriers to coastal resilience, including limited capacity, economic constraints, and social inequities.
2. Assist communities in conducting risk and vulnerability assessments to create a prioritized portfolio of resilience projects.
3. Advance coastal resilience projects through engineering and design to achieve shovel-ready status.
4. Link communities with funding sources 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

Note: This application covers both planning phases of the RCCP (Phases 1 & 2), which occur consecutively. To be eligible for funding in Phases 3 and 4, communities must have completed Phases 1 and 2 or demonstrate an equivalent scope of work. There are separate application processes for Phase 3 and Phase 4.

DCM is hosting an informational webinar on the Phase 1 - 4 application process on Friday, March 21st, 2025, from 2:00 pm – 3:30 pm EST. Register for the webinar [LINK](#).

NOTICE OF AVAILABLE FUNDS AND REQUIREMENTS FOR: CONTRACTOR PARTICIPATION IN PHASES 1 & 2 (2025-2026)

Objective: DCM is seeking applications from qualified providers to serve as contractors, providing direct technical assistance to localities participating in Phases 1 and 2 of the RCCP. Selected contractors will be responsible for completing these phases in accordance with the RCCP Planning Handbook, which details the process, specific requirements, and deliverables. Phases 1 and 2 guide communities through assessing location-specific risks and vulnerabilities, engaging representative stakeholders, and leading a community-driven process to prioritize projects and actions that enhance resiliency for communities and critical assets. Contractor selections will be based on the criteria outlined in this document.

Available Funding: DCM has approximately \$2 million available for this round of Phases 1 and 2 and anticipates supporting up to 20 communities. Funding will be allocated based on demand, need, and geographic scope, with grant awards expected to range from \$50,000 to \$130,000 per community.

Match Requirements: There is no cash or in-kind match requirement from community applicants or contractors.

Eligibility: Eligible applicants include private planning and engineering firms, Councils of Government, Non-Governmental Organizations (NGOs), and academic institutions (private and public). Multiple organizations may partner on one application. Applicants may indicate a preference to work with specific communities and should submit letters of support from those communities as applicable. Applicants must indicate the maximum number of communities that they will consider working with concurrently.

Anticipated Contract Period: June 2025 - June 2026 (12-months)

Project Prioritization and Selection Criteria: DCM will review applications and select applicants for consideration based on qualifications, prior experience, and available capacity. In addition to these considerations, DCM will evaluate applications based on the following factors:

- Resilience and land use planning
- Group facilitation at the local government level
- Project identification, alternatives analysis, and prioritization
- Conducting formal risk and vulnerability assessments
- Outreach and community engagement, especially with socially vulnerable and underrepresented populations
- Identifying and mapping critical assets using ArcGIS, including natural infrastructure and socially vulnerable populations
- Experience with nature-based solutions to address coastal challenges

- Analyzing coastal hazards and future conditions, such as sea-level rise
- Applicants' internal capacity, specifically the level of staffing available to participate and the organization's ability to assist multiple communities, if requested
- Applicants' ability to ensure cost-effectiveness

Contracting: DCM will contract directly with successful applicants to provide technical assistance to one or more communities, as assigned by DCM in consultation with the applicant and communities.

Deliverables: The primary deliverables will include a Resilience Strategy based on guidance provided in the [RCCP Handbook](#) as well as the associated GIS data and maps. The Resilience Strategy consists of two key components:

1. **Risk and Vulnerability Assessment Report:** This report will include a quantitative risk and vulnerability assessment evaluating the community's population—particularly socially vulnerable groups—and critical community assets in relation to multiple coastal and climate risks, including tidal flooding, sea level rise, storm surge, and high-intensity rain events. Special consideration will be given to socially vulnerable and underrepresented populations, as well as natural infrastructure that provides both environmental and community resilience benefits.
2. **Project Portfolio:** Participants will develop a portfolio of project options aimed at reducing exposure and sensitivity to flooding and other hazards or increasing adaptive capacity. The portfolio should consider a combination of policy, nonstructural, hybrid, and structural approaches.

GIS Data Requirements: GIS data must be submitted as a **Map Package (.mpk)**, which includes a map document (.mxd) and its referenced data packaged into a single portable file. For guidance on creating and sharing a Map Package, refer to Esri's documentation on "[Creating a map package.](#)"

If you are using ArcMap please refer to [this link](#).

If you are using ArcPro please refer to [this link](#).

Ownership and Credit Due: Products generated by this effort will be owned by the N.C. Division of Coastal Management and the respective community and made publicly available.

Submission: Submit applications to rccp@deq.nc.gov by **5:00 pm EST, Friday, April 25th, 2025.**

Direct questions regarding the application to:

- **Mackenzie Todd, DCM Coastal Resiliency Coordinator:** Mackenzie.todd@deq.nc.gov
- **Kasen Wally, DCM Coastal Resilience Specialist:** Kasen.wally@deq.nc.gov

To see examples of final deliverables from the first round of Phases 1 and 2 click [here](#).

DCM is hosting an informational webinar on the Phase 1 - 4 application process on Friday, March 21st, 2025, from 2:00 pm – 3:30 pm EST. Register for the webinar [LINK](#).

> [RFA continued on the next page.](#)

NOTICE OF AVAILABLE FUNDS AND REQUIREMENTS FOR: CONTRACTOR PARTICIPATION IN INTEGRATING RESILIENCY INTO CAMA LAND USE PLANS

Objective: The Resilient Coastal Communities Program (RCCP) has played a critical role in developing [Resilience Strategies](#) that identify community vulnerabilities to natural hazards. **DCM is seeking applications from technical service providers to be matched with NC coastal communities to fully update local CAMA Land Use Plans while integrating core elements of the Resilience Strategies developed through the RCCP.** Selected providers will work to meaningfully incorporate resilience into land use planning, supporting proactive decision-making that reduces risk. This work may be conducted alongside Phases 1 and 2 for new communities entering the program or independently in communities that have already completed Phases 1 and 2.

In 1974, North Carolina enacted the Coastal Area Management Act (CAMA) to balance economic development with the preservation of coastal resources. CAMA established a partnership between state and local governments, making land use planning a cornerstone of coastal management efforts.

Under CAMA regulations, each of the 20 coastal counties must develop a local land use plan that aligns with guidelines set by the Coastal Resources Commission (CRC) (15A NCAC 07B). These guidelines incorporate five key Management Topics—Public Access, Land Use Compatibility, Infrastructure Carrying Capacity, Natural Hazard Areas, and Water Quality—which must be thoroughly addressed and integrated into both the plan and its policies. Through this initiative, selected providers will assist communities in fully updating their CAMA Land Use Plans while incorporating resilience, ensuring that CAMA’s coastal management objectives are reflected in local decision-making.

Land use planning is crucial for mitigating vulnerabilities to coastal hazards such as sea-level rise, flooding, erosion, and wind impacts. Thoughtful planning directs new development away from high-risk areas, reducing exposure to these hazards. By leading this effort, selected providers will help ensure that long-term, resilience-focused goals and policies are embedded in land use plans, increasing the likelihood that local governments will take proactive measures—such as adopting ordinances or investing in resilient infrastructure—to reduce risk.

Available Funding: To advance long-term resiliency and align existing planning efforts, the Division of Coastal Management (DCM) is making \$540,000 available to fund updates to CAMA Land Use Plans in approximately three communities, with allocations based on demand, need, and geographic scope.

Match Requirements: No cash or in-kind match is required from applicants or contractors.

Eligibility: Eligible applicants include private planning and engineering firms, Councils of Government, Non-Governmental Organizations (NGOs), and academic institutions (private and public). Multiple organizations may partner on one application. Applicants may indicate a preference to work with specific communities and should submit letters of support from those communities as applicable. Applicants must indicate the maximum number of communities that they will consider working with concurrently.

Anticipated Contract Period: June 2025 – June 2026 (12-months)

Prioritization and Selection Criteria: Priority will be given to updates for CAMA Land Use Plans in communities with limited capacity (e.g., staff, resources) and those with plans that are 10 years or older. Contractors will be selected based on the selection criteria listed on [Page 5](#).

Process Requirements: To incorporate resiliency into land-use plans, applicants must use the [Plan Integration for Resilience Scorecard](#), a tool that spatially evaluates land-use policies and addresses existing vulnerabilities. The intended outcomes include:

- A deeper understanding of the benefits of land-use planning among community members, staff, and decision-makers.
- Increased awareness of how land-use plans influence vulnerability to natural hazards.
- Adjustments to plans and policies that improve integration and enhance community resilience.

The [Plan Integration for Resilience Scorecard](#) follows a three-phase process, incorporating physical and social vulnerabilities identified in Phase 1 of the RCCP. The results, along with the community's Resilience Strategy, will be integrated into the land use plan to develop resilience-focused policies.

The Land Use or Comprehensive Plan must:

- Comply with G.S. 113A-110 of the Coastal Area Management Act (CAMA) and the Coastal Resources Commission's (CRC) Planning Rules ([15A NCAC 07B](#)).
 - The [Comprehensive Land Use Planning in Coastal North Carolina Guide](#) provides valuable guidance to help communities meet this requirement.
- Include at least two resilience policies per CAMA Management Topic:
 - Public Access, Land Use Compatibility, Infrastructure Carrying Capacity, Natural Hazard Areas, and Water Quality ([15A NCAC 07B .0702\(d\)\(2\)](#)).
 - For example, under Public Access, the plan must include at least two resilience-related policies. At a minimum, the plan should contain 10 policies that enhance resilience to coastal hazards.
- Outline action-oriented strategies for implementing resilience policies, such as the adoption and amendment of local ordinances, other plans, and special projects.
 - Specify years in which each action is anticipated to start and finish,
 - Include Estimated Costs or Other Resources Needed and;
 - Assign specific aspects of implementation to specific departments and staff

members.

- Include the *Plan Integration for Resilience Scorecard* and the relevant *RCCP Resilience Strategy* in the Appendix.

Contracting: DCM will contract directly with successful applicants to provide technical assistance to one or more communities, as assigned by DCM in consultation with the applicant and communities.

Deliverables: A draft land use or comprehensive plan that meets the criteria outlined above and is ready for submission to DCM for review as part of the [CRC's Land Use Plan Certification Process](#).

DCM will review submitted plans for consistency with the required criteria and compliance with the CRC's Planning Rules ([15A NCAC 07B](#)). Contractors are responsible for assisting communities with incorporating revisions in response to DCM's review, adopting the plan locally, and submitting it for state certification.

The submission of incomplete plans will result in a reduced grant award. Additionally, failure to adopt the plan locally and obtain state certification may impact a contractor's ability to receive future funding from DCM.

Submission: Submit the application to rccp@deq.nc.gov by 5:00 pm, April 25th, 2025.

Direct questions regarding the application to:

- **Mackenzie Todd, DCM Coastal Resiliency Coordinator:** Mackenzie.todd@deq.nc.gov
- **Kasen Wally, DCM Coastal Resilience Specialist:** Kasen.wally@deq.nc.gov

Examples of current CAMA Land Use Plans can be found [here](#).

DCM is hosting an informational webinar on the Phase 1 - 4 application process on Friday, March 21st, 2025, from 2:00 pm – 3:30 pm EST. Register for the webinar [LINK](#).

IF YOU RECEIVE A GRANT

Signing the Contract: The scope of work and project costs submitted with the application will form the basis of the contract. The contract outlines the project details and the terms for receiving the grant, forming a legally binding agreement between the grantee and the State of North Carolina.

Post Grant Funding Award: After receiving an award notice from DCM, **the applicant must have a fully executed contract with DEQ before any work begins.** A DEQ grant contract is considered "fully executed" once it has been signed by an authorized representative of the grantee and DEQ Financial Services. The grantee will receive a copy of the fully executed contract after DEQ's signature. The grantee is responsible for any additional costs beyond the awarded grant funds needed to complete the project.

If changes to the project scope or budget are needed after submitting the grant application, written approval from the DCM Contract Administrator is required. In these cases, a DEQ contract amendment will be necessary.

To request approval for changes, the grantee must submit at least the following:

1. A justification for the proposed changes
2. A revised scope of work narrative
3. A revised budget, if applicable

Unapproved changes to the project scope or budget will not be eligible for reimbursement.

Project Reporting: Consistent with the "Project Timeline" outlined in the application, grantees are required to submit a progress report every two months detailing the status of the project. Each progress report must be submitted with the corresponding invoice and packaged as a single .pdf document, where applicable. If there is no invoice to submit, a progress report is still mandatory and must be sent to the DCM Contract Administrator.

The Contract Administrator will provide templates for the Periodic Report and the Final Closeout Report. Any adjustments to the reporting schedule must be approved by the Contract Administrator.

Contract Duration & Extension Requests: Grant contracts will have a **12-month term** and will be executed between DCM and the grantee. If additional time is needed, grantees may request a no-cost extension; however, amendments and extensions are granted at DCM's discretion and thus are not guaranteed.

To request an extension, grantees must submit a written request on official letterhead that includes:

1. A justification for the extension request.

2. A summary of the current project status.
3. An updated project schedule with anticipated timelines.

Extension requests must be submitted at least 45 days before the contract expiration date via email to RCCP@deq.nc.gov or directly to the DCM Contract Administrator. Approved extension requests will require an amendment to the grant contract.

Invoicing and Payment Schedule: Reimbursements for actual expenses are subject to approval by the Contract Administrator. DCM will hold a reserve of 10% of the total grant award until all final project deliverables have been submitted and accepted.

Grantees may request reimbursement payments no more frequently than once every two months. Final invoices must be submitted to DCM within 30 days after the grant contract period ends. Once the final deliverables are approved, the State will release the remaining 10% of the grant award.

Invoice Formatting: Invoices **must** be submitted alongside a corresponding progress report unless otherwise approved by the DCM Contract Administrator. Each invoice must also be professionally formatted, submitted on the official letterhead of the grantee, and include the following information:

- **Date of Submission**
- **Unique Invoice Number** (e.g., *INV-2025-001*)
- **Grantee Name and Contact Information**
- **Payment Instructions** – If applicable, include bank details for electronic payments or a mailing address for checks (i.e., *a remit-to address*).
- **Dollar Amount** (e.g., *\$5,000.00*)
- **Contract Number** (e.g., *CW123456*)
- **Invoice Period** (e.g., *January 1, 2025 – March 31, 2025*)
- **Supporting Documentation** – Copies of receipts, paid invoices, or checks (e.g., *itemized receipts for materials, subcontractor invoices, proof of payment such as cleared checks or bank statements*).
- **Final Invoice Designation** – If submitting the last invoice under the contract, it must be clearly marked as *"Final Invoice."*

Project Deliverables: For Phase 1 & 2 projects, the deliverables must include both a complete Resilience Strategy that outlines the planning process from start to finish, including the risk and vulnerability assessment, and a Project Portfolio of prioritized resilience projects. If you are completing resiliency updates to a CAMA Land Use Plan, a draft land use or comprehensive plan that meets the criteria outlined above and is ready for submission to DCM for review as part of the [CRC's Land Use Plan Certification Process](#).



N.C. Resilient Coastal Communities Program

Contractor Application Cover Page (2025 – 2026)

- ❖ RCCP Phases 1 & 2
- ❖ Integrating Resiliency into CAMA Plans

Contractor or Organization Name	
Partner Applicant(s) <i>If applicable</i>	
Lead Project Manager Name & Job Title	
Email	
Phone Number	
Mailing Address	

CONTRACTOR APPLICATION (2025-2026): North Carolina Resilient Coastal Communities Program Phase 1 & 2 & Land Use Planning

Provide answers to the following questions.

1. Describe your organization's experience in resilience and land use planning. Identify which of the following your team has developed: Local Resilience Plans, Regional Hazard Mitigation Plans, CAMA Land Use Plans, Watershed Restoration/Management Plans, Stormwater Plans, Resilience Plans, and Floodplain Management Plans. Web links to examples may be provided.
2. Describe your organization's experience with identifying and mapping critical assets (e.g., roads, hospitals, schools), natural infrastructure (e.g., rivers, wetlands, streams), and socially vulnerable populations. *Social vulnerability refers to populations that may face greater risks from climate hazards due to factors such as race, income, age, disability status, language barriers, and historical disadvantages. These groups can include communities of color, children and seniors, low-income communities, people with disabilities, pregnant people, people with Limited English Proficiency (LEP), and populations identified by the American Public Health Association.*
3. Describe your organization's experience in community outreach and engagement. What engagement techniques have you used to reach socially vulnerable and underrepresented populations? Provide examples of successful applications of these techniques.
4. Describe your experience in identifying and utilizing nature-based solutions to address coastal resilience challenges.
5. What is your organization's experience in assessing the future impacts of coastal hazards, such as sea level rise on a community?
6. What techniques have you used to communicate climate hazard data to the public, particularly socially vulnerable communities? Provide examples.
7. Describe your experience facilitating stakeholder groups at the local level, particularly in helping communities identify solutions to reduce their exposure to coastal hazards. Provide examples.
8. What methods do you use to analyze alternatives and prioritize solutions? Provide examples.

9. Applicants may be asked to assist more than one community. If selected, what is the maximum number of communities you could assist? Do you have experience assisting multiple communities simultaneously?
10. How does your team prioritize and ensure cost-effectiveness? Provide examples.
11. Are you interested in working with a community that will be updating its CAMA Land Use Plan? If so, describe your organization's capacity to do so.