



N.C. Resilient Coastal Communities Program

Request for Phase 3 (Engineering & Design)

Applications 2025 – 2026

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](#))

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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: *Communities must complete earlier phases or demonstrate an equivalent scope of work to be eligible for funding in Phases 3 and 4. For example, Phase 3 funding requires the completion of Phases 1 and 2 or proof of comparable planning and engagement efforts.*

DCM is hosting an informational webinar on the Phase 3 and Phase 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 (2025-2026)

Phase 3 Objective: The primary objective of Phase 3 of the RCCP is to provide funding to assist coastal communities in the engineering and design of a prioritized project identified through Phases 1 and 2 of the RCCP and outlined in their Resilience Strategy or an alternative plan that meets the criteria and deliverables outlined in Phases 1 and 2 of the RCCP [Planning Handbook](#).

Funds Available: DCM estimates that approximately \$6 million will be available for Phase 3 and Phase 4 projects in FY 2025-2026.

Eligible Applicants: All county and municipal governments within the [20 coastal counties](#) (i.e., counties that fall under the Coastal Area Management Act (CAMA)), as well as federally and state-recognized tribes, are eligible to apply. Adjacent communities may submit joint applications for regional grants. Applicants can apply for multiple projects but **must** submit a separate application for each and clearly indicate the order of priority for funding. For questions, please contact DCM staff using the information at the end of this document.

Note: *To be eligible for Phase 3, applicants must complete Phases 1 and 2 of the RCCP or demonstrate an equivalent scope of work. If substituting an equivalent scope of work, please complete the Resilience Strategy Matrix on Page 12 of this document to show proof of equivalent work and attach this document to your application.*¹

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

Maximum Request: There is no maximum limit; however, requests larger than the anticipated range may be difficult to accommodate due to limited funds. DCM expects Phase 3 awards to range from \$25,000 to \$750,000.

Match Requirements: **There is no cash or in-kind match requirement, and a match will not affect your application score.** If desired, an optional cash match may be submitted, but DCM will not accept in-kind match contributions. This decision has been made to reduce the reporting burden on communities.

Eligible Projects: Potential projects include requests for funding to support the engineering and design of a priority resilience project identified by the applicant. Proposals may also include preliminary design, site assessment, and baseline monitoring, provided that the project results in a complete design, with the final product reaching 90-100% completion (i.e., as close to permitting or implementation readiness as possible). Additionally, proposals for developing ordinances or policies to enhance community resilience will be considered for funding.

Program Criteria and Prioritization: DCM will review applications and select projects based on available funding and alignment with program goals and objectives. In addition to the eligibility

¹ The minimum requirements of the RCCP can be found in the Program [Planning Handbook](#).

requirements outlined above, DCM will consider the following factors when evaluating applications for Phase 3:

- The applicant has completed Phases 1 and 2 of the RCCP or an equivalent scope of work.
- The project contributes to the objectives of the RCCP.
- The project aligns with the community's Resilience Strategy developed in Phases 1 and 2 of the RCCP or an equivalent document.
- The project produces engineering and design plans for a shovel-ready project or a final draft of a developed ordinance or policy.
- The project incorporates nature-based components.
- The project ensures equitable consideration of socially vulnerable, historically disadvantaged, and underserved populations (e.g., low-income and minority communities).
- The potential for the project to apply to other coastal municipalities and counties, either through the implementation of a similar project or through secondary effects of the project (e.g., water quality improvements, reduced flooding, public education, etc.).
- If necessary, the identification and availability of any additional funds required to complete the project.
- The size and scope of the expected benefits of the project.
- The project's cost-effectiveness.
- The project's permissibility under the Coastal Area Management Act and any related regulatory requirements, including CAMA minor, general, and major permits, and/or variances via the Coastal Resources Commission.

Note: *Certain proposed projects may require a more intensive regulatory review process, including obtaining a CAMA minor, general or major permit, and/or a variance from the NC Coastal Resources Commission. Proposals will be evaluated with these permitting requirements in mind, as well as the potential environmental impacts. Projects that are determined to be impermissible under regulatory guidelines may be ineligible for funding.*

Project-Specific Guidelines for Natural and Nature-Based Strategies:

1. **Shoreline Stabilization Proposals:** Proposals should document erosion trends and the infrastructure or habitats that are at risk. "Living shorelines" that use biodegradable, natural, and inert materials alongside vegetation should be prioritized over gray infrastructure (e.g., bulkheads, revetments, breakwaters) where site conditions allow for successful use.
2. **Flood Control Projects:** Where practical, flood control projects should prioritize nature-based strategies that restore or replicate the natural capacity of the landscape to store

and treat floodwaters.

3. **Stormwater Control Projects:** These projects should aim to reduce the volume and rate of runoff caused by land use changes by promoting natural infiltration and other best management practices that restore, enhance, or replicate natural hydrology. Proposals may include land or easement acquisition to facilitate wetland restoration or creation, riparian buffer restoration, or redirecting runoff to green spaces or natural infiltration areas. Stormwater management measures from the [DEQ Stormwater Manual](#), such as disconnecting impervious surfaces, rain gardens, bioswales, vegetation, stormwater wetlands, and permeable pavement, will also be considered.
4. **Coastal Wetland and Oyster Reef Restoration:** Proposals should analyze habitat trade-offs, such as the conversion of existing shallow-bottom habitats, and document the historical loss or deterioration of wetland or oyster habitats. Proposed oyster reef restoration projects must document early coordination with the NC Division of Marine Fisheries regarding site selection and materials.
5. **Beneficial Use of Dredged Materials:** Proposals should document early coordination with federal and state regulatory agencies and describe any seasonal restrictions to protect sensitive coastal and marine resources. The compatibility and suitability of dredged materials for the proposed use must be evaluated. Disposal of dredged materials on coastal wetlands will require a more intensive regulatory review and may necessitate a variance from the NC Coastal Resources Commission.
6. **Tangible Long-Term Resilience Benefits:** Priority should be given to proposals that offer long-term resilience benefits. For example, projects that allow for the upland migration of coastal wetlands, provide stormwater or floodwater infiltration areas or offer natural protection for public or private infrastructure.
7. **Land Ownership and Management Support:** All projects that impact federal, state, local, or private lands must include participation or written support from the relevant management or ownership entity.

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

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

Direct questions and comments to:

- **Mackenzie Todd**, DCM Coastal Resiliency Coordinator
mackenzie.todd@deq.nc.gov / (252) 515-5434
- **Kasen Wally**, DCM Coastal Resilience Specialist
Kasen.wally@deq.nc.gov / (252) 515-5424

IF YOU RECEIVE A GRANT

Signing the Contract: Grantees are required to adopt a **resolution** authorizing the project administrator to enter into the grant contract with DEQ. 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 and adopting a resolution, **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 3 engineering and design projects, the deliverables must include engineered site plans that achieve a 90-100% design completion, making them ready for submission to relevant permitting agencies (e.g., DEQ-Stormwater, CAMA). For ordinance or policy projects, a final draft document must be submitted. All projects must be completed in

accordance with the deliverables outlined in the application. A .pdf document summarizing the work must be provided at the end of the contract period for review.

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](#).

GIS products must be referenced to the North Carolina State Plane North American Datum 83 US Survey Foot to Include Federal Geographic Data Committee (FGDC)-compliant metadata.



N.C. Resilient Coastal Communities Program

Phase 3 Application Cover Page (2025 – 2026)

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

RESILIENCE STRATEGY MATRIX WORKSHEET

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 |
|---|--|
| Community Resilience Vision & Goals | <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. | |
| Community Action Team | |
| 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. | |
| Stakeholder Engagement Strategy | |
| 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.) | |
| Review of Existing Plans and Efforts | |
| 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. | |
| Risk & Vulnerability Assessment Report | |
| You have access to data from your Regional Hazard Mitigation Plan or have had recent assessments conducted. | |
| Project Portfolio | |
| 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. | |
| Additional files | |
| These can include maps or any other pertinent documents. | |

PHASE 3 APPLICATION (2025-2026): QUESTIONS

Please answer all the following questions:

Project Details:

1. Project Name:
2. Project Type (*please circle or indicate your project type below*):
 - a. Engineering & Design
 - b. Development of ordinances or policies to further resiliency in the community
3. Project Summary (*provide a concise summary of the work done, including why the project is necessary*)
4. Hazards addressed by the project (*ex: flooding, sea-level rise, storm surge, etc.*):
5. Estimated cost of engineering and design:
6. Potential funding sources for implementation:
7. Potential project partners:
8. Priority Rating (*high, medium, or low*):
9. Project Map (*attach to your application*)

Project Outcomes:

1. Please provide a list of outcomes (environmental, social, and economic) that will result from this project
2. How does this project address the identified hazards and increase resiliency to these hazards? Refer to your Resilience Strategy.

Project Narratives:

1. Please describe the project's nature-based or hybrid components.
2. How does this project rank in your prioritization list in the Project Portfolio or other resilience planning documents? If not ranked first, please describe why this project was chosen.
3. How does this project meet your community's visions and goals identified in your RCCP Resilience Strategy or other resilience planning documents.

4. How does this project benefit the socially vulnerable populations identified in your RCCP Resilience Strategy or other resilience planning documents.



2025-26 Phase 3 Project Budget

Applicant _____

Project Name _____

This form below must be completed and included with your application. Round project costs to the 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 | | Grant | Cash Match | Total Cost |
|-------------------------------|--|-------|------------|------------|
| Expense | | | | |
| Ex: Site Suitability Analysis | | | | |
| Ex: Project Administration | | | | |
| Ex: Mapping/GIS Expenses | | | | |
| Ex: Preliminary Site Plans | | | | |
| Addnl. Expense | | | | |
| Addnl. Expense | | | | |
| TOTAL | | | | |

Use the form below to show the sources of your matching funds. 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 |
|--|--------|----------------|--------------|
| | | | |
| | | | |
| TOTAL | | | |