



North Carolina

Coastal Recreational Fishing License

Request for Proposals for Fishing Access and Education

Issued October 14, 2022 (for Funding Year 2024)

The N.C. Division of Marine Fisheries (DMF) is issuing requests for proposals for consideration of funding from the N.C. Marine Resources Fund for fishing access and education. The N.C. Marine Resources Fund is composed of proceeds from the sale of the Coastal Recreational Fishing License. The N.C. General Assembly created the fund to manage, protect, restore, develop, cultivate, and enhance the marine resources of the State.

The purpose of this document is to announce requests for proposals to identify specific projects eligible for funding by the N.C. Marine Resources Fund in accordance with the [North Carolina Marine Resources Fund and Marine Resources Endowment Fund Strategic Plan to Manage, Protect, Restore, Develop, Cultivate, Conserve, and Enhance North Carolina's Marine Resources \(Strategic Plan\)](#), and to assist you in preparing the proposal. Please read the enclosed information closely. Proposals will be evaluated and applicants will be notified of acceptance or rejection prior to June 30, 2023.

The mission for the use of the funds is to manage, protect, restore, develop, cultivate, conserve, and enhance the marine resources of North Carolina based on sound science, compliance to fisheries management measures, and public access and education. The Strategic Plan sets forth a framework to meet these goals which provides the basis upon which to evaluate and select proposals seeking Coastal Recreational Fishing License funds. Only proposals that directly address the *Specific Priority Needs* on page 8 of this document will be considered.

Eligibility

Only proposals from accredited universities, colleges, or local and state governmental entities located in North Carolina are eligible to receive funding. Individuals/groups (i.e., non-profit organizations) desiring funding must partner with one of these eligible agencies. If the applicant desires to partner with the N.C. Division of Marine Fisheries on a project, they must contact the Coastal Recreational Fishing License Project Coordinator, Jamie L. Botinovch, at Jamie.Botinovch@ncdenr.gov by November 30, 2022. The proposal must include a letter defining the roles and responsibilities of each partner. The N.C. Division of Marine Fisheries has no obligation to enter into any partnership agreement.

Proposal Requirements

1. Applicants are to submit one digital copy in Adobe PDF or Microsoft Word format via email to Coastal Recreational Fishing License Project Coordinator, Jamie L. Botinovch, at Jamie.Botinovch@ncdenr.gov. The deadline for proposal submission is 5:00 PM, December 15, 2022.
2. Use Times New Roman, 12-point font and provide centered page numbers on the bottom of each page. Margins, in all directions, should be at least 1 inch.
3. On multi-year proposals, please prepare a separate document including your annual budgets and milestone schedules. This document should be saved as a PDF or Word document and submitted at the same time you submit the Word or PDF digital copy of your proposal to Jamie.Botinovch@ncdenr.gov.
4. Proposals must include a completed copy of the Application for Funding from the N.C. Marine Resources Fund application cover sheet (see page 9) as page 1 of the proposal.
5. Proposals are not to exceed 17 pages including figures, tables, drawings, vitae, letters of support, etc.
6. Indirect costs cannot exceed the indirect rate established for the N.C. Division of Marine Fisheries (this rate is established annually). Please contact Jamie L. Botinovch, Coastal Recreational Fishing License Project Coordinator, by phone at 252-808-8004 or 252-726-7021 or via e-mail at Jamie.Botinovch@ncdenr.gov for the current rate.
7. Proposals must clearly state how the project will directly address the *Specific Priority Needs* on page 8 of this document. Proposals must also state how the project will enhance or improve the marine and estuarine resources of North Carolina (directly or indirectly), show how the project will educate anglers about saltwater fishing in North Carolina or enhance public access. Proposals are to identify benefits expected from the proposed activities, including users served, economic benefits to local communities and the State, etc.
8. Proposals for public access must provide estimates on the usage of the facilities, including expected number of recreational anglers who will use the access site. The Coastal Recreational Fishing License Program will not fund land acquisition or construction projects that require other, not yet obtained parcels of land, or are contingent on receiving other grant money before site development can occur.
9. If applicable, an appraisal for the purchase of land must be included.
10. The Coastal Recreational Fishing License program will not fund the design/planning of potential projects unless funding is already secured for project completion and the design/planning portion is only a part of the current proposal.
11. Construction proposals must have minimal adverse habitat impacts, maximum stormwater runoff controls, and maintain natural shorelines where feasible. To demonstrate this, all construction proposals must provide a detailed design and description regarding plans for controlling storm water runoff, avoiding submerged habitat impacts, and protecting wetland

shorelines prior to project approval. Projects should utilize nature-based stormwater management strategies and living shorelines for necessary shoreline stabilization to the maximum extent possible. Final design plans (i.e., any engineered drawings, specific low-impact development techniques, materials) must be submitted prior to receipt of funds. If dredging is to be a part of the project, detailed justification and information on the area to be affected is required.

12. Any funds realized from the sale, lease, rental, or other grant of rights to real or personal property acquired or produced from this grant must be paid back to the N.C. Marine Resources Fund.

13. All projects that involve site acquisition/improvements must occur in coastal or joint fishing waters, except projects specifically designed to enhance diadromous fish and/or artificial reef populations and habitats. A map of jurisdictional boundaries may be found [here](#).

14. Previously funded projects that were successful in requesting multi-year funding need not reapply unless the original project's funding request ends by June 30, 2023, or if specified in the original award letter. Successful new multi-year projects will receive funding through a state contract that will obligate funds one year at a time. If selected for a first year of funding, the subsequent years' funding of multi-year projects will be contingent upon the completion of satisfactory grant performance progress reports as required by the grantor, approval by the Director of the N.C. Division of Marine Fisheries for subsequent funding, and availability of funds.

15. Consultation with the N.C. Division of Marine Fisheries does not guarantee funding or N.C. Division of Marine Fisheries' partnership in the project. The N.C. Division of Marine Fisheries will not provide letters of recommendation for projects.

16. The award of a Coastal Recreational Fishing License grant is a competitive process. Proposals will be reviewed based only on information provided. To avoid inequities among applicants, the N.C. Division of Marine Fisheries is not required to ask for clarification on any proposals received. The N.C. Division of Marine Fisheries cannot help with preparing or reviewing proposals prior to submission.

Each proposal shall include the following:

Applicant Name: Identify the name of the applicant and/or applicant's organization.

Project Title: A brief statement to identify the project.

Coastal Recreational Fishing License Strategic Plan Goals: Identify the Coastal Recreational Fishing License objective listed in the Strategic Plan, and specific priority (found on page 8 of this document) need for which the proposal is targeting.

Project Period: The total period of the project proposed for funding. The award period may be for one or multiple years. However, multi-year projects approved for year one funding will be reviewed annually for subsequent year funding. **All contracts for projects selected for funding will begin no sooner than July 1, 2023.** There are no exceptions to this starting date. The final report and all project data/deliverables must be submitted prior to contract termination date. All

final reports and project data/deliverables are to be reviewed and accepted by the assigned Technical Monitor or N.C. Division of Marine Fisheries staff prior to contract termination date. Please note this period when developing project milestones.

Need: Demonstrate the need for assistance.

Objective: Address what is to be accomplished.

Approach: List all procedures necessary to attain each project objective, with sufficient detail to be able to evaluate the likelihood of obtaining the objective. Also, if able, please include an operational contingency plan to address common setbacks (such as staff turnover, natural disaster related events, or similar) if they arise.

Expected Results and Benefits: Identify and document the results or benefits expected from the proposed activities and how the project will help manage, protect, restore, develop, cultivate, and enhance the marine resources of North Carolina. A statement detailing how the project will ultimately benefit access to or education about the marine and estuarine resources in North Carolina must be included in this section.

Geographic Location: The location where the project will be administered and where the project will be conducted.

Milestone Schedule: An activity schedule in table format (see page 11) for the duration of the project, starting with month one and concluding at the end of the requested award period including a maximum three-month report writing period. The final report and all data/deliverables must be submitted to the Coastal Recreational Fishing License Project Coordinator at Jamie.Botinovch@ncdenr.gov prior to contract termination. **On multi-year proposals, a separate budget, scope of work, and milestones must be submitted for each year of the proposal.** The schedule should include submission of performance reports due no later than February 15 and August 30. Applicants are expected to strictly adhere to their milestone schedule, and be prepared to accommodate staffing changes, weather events, and other delays. If the proposal is funded, no-cost extension requests are permitted, but highly discouraged. Repeat requests for no-cost extensions may impact future funding decisions by the N.C. Division of Marine Fisheries.

Match: Coastal Recreational Fishing License proposals do not require matching funds. However, if match is offered in a proposal, the source of the matching funds must be identified in the budget along with the amount of in-kind, cash, etc.

The N.C. Division of Marine Fisheries reserves the right to use awarded project grant funds as match for any N.C. Division of Marine Fisheries-awarded federal grants. Grantees may not use Coastal Recreational Fishing License-awarded project funds as match for any grant without explicit written permission to do so from the N.C. Division of Marine Fisheries.

Cost Summary: Detail all costs to be incurred in the project, including, but not limited to personnel, equipment, information technology needs (computers, staff, etc.), travel expenses, etc. Details are to include start-up versus long-term operational costs. Prepare your budget carefully and make it as detailed as possible. Page/publication costs will not be funded. The cost summary must be included in the template provided on page 10 of this request for proposals. Changes to the budget after submission are highly discouraged.

Travel expenses must be broken down into two sections (each containing no lump sum totals):

1. Travel related to carrying out the specific duties of the project. Include a breakdown of travel costs showing expected amounts for hotels, meals, miles, etc. as separate lines. If the applicant does not have established policies for these rates, the State rates are to be followed. These rates can be found within the [OSBM Budget Manual](#).
2. Travel related to conference attendance. Applicants may budget to attend one conference for each project over the course of the entire project. For example, if the proposal is a two-year proposal, you can budget for one conference attendance during a two-year project. If it is a three-year proposal, you can still only budget to attend one conference during a three-year project. Allowable conference charges will be paid for the principal investigator and one student, both of whom must be integral to the project's success, and one of whom will present project results at the conference. All charges must be reasonable and fall within the State allowed travel rates, found in the [OSBM Budget Manual](#). Travel to out-of-state conferences should have preliminary information on the conference being attended. Conference registration fees should be noted with the travel section

Project Administrator/Principal Investigator: The principal investigator(s) is to be listed and vitae for each principal investigator/co-principal investigator must be attached. Limit each vita to two pages. If this is not a research or monitoring project, identify a key contact.

Facilities/Access Projects: Applications for facilities/access projects must provide estimates of the usage of the proposed facility including number of people and number of current recreational fishing license holders within the area, and any other relevant demographic data and estimates that support the need for the project. All facilities/access projects shall post signage giving appropriate credit to the Coastal Recreational Fishing License fund. A Coastal Recreational Fishing License logo has been developed for your use.

Environmental Considerations: The N.C. Division of Marine Fisheries encourages low impact development that protects vegetated shorelines, wetlands, water quality, submerged aquatic vegetation, designated primary nursery areas, and designated anadromous fish spawning areas. Proposals should avoid adverse impacts to these sensitive habitats. If impacts cannot be avoided or minimized through alteration of the project configuration or design, the project may not be considered for funding even though it meets the request for proposal funding priority. For specific environmental considerations questions, please contact Anne Deaton at anne.deaton@ncdenr.gov.

The collection of regulated fisheries resources for educational use by educational institutions and environmental organizations will require a N.C. Division of Marine Fisheries Scientific and Educational Collecting Permit (SEAP). This permit is used to identify and restrict the collection of regulated fisheries resources in quantities, sizes, areas, or with gears that may be illegal or require licenses in joint and coastal fishing waters. For specific permitting questions, contact the N.C. Division of Marine Fisheries.

Activities carried out in inland, estuarine, and/or ocean waters, which use gears that may incidentally interact with protected species (i.e., sea turtles, sturgeon) listed under the Endangered Species Act (ESA), may require permits issued by National Oceanic and Atmospheric Administration (NOAA) Fisheries. NOAA Fisheries requires any individual or

organization that use such gear to be compliant with the Endangered Species Act of 1973. The permittee or designees utilizing the permit shall contact NOAA Fisheries or the U.S. Fish and Wildlife Service to ensure proper permits are requested for any activities completed. To allow adequate time for processing and to ensure the timely issuance of a permit, should one be granted, an application must be submitted prior to the start of the proposed activities. Contact information can be found at <http://www.nmfs.noaa.gov/pr/>. The applicant must submit the status of all required permits or compliance documents with the proposal.

Artificial Reef Projects: The N.C. Division of Marine Fisheries has augmented the Artificial Reef Program, which will encourage partnership between the Division and stakeholders for reef construction and/or maintenance. Permitting for artificial reef construction has strict requirements for materials, scheduling, protected species interactions, and other conditions identified by State and federal permitting agencies. No Coastal Recreational Fishing License Grants shall be awarded for ocean reef construction and/or maintenance projects. Please contact Jordan Byrum at Jordan.Byrum@ncdenr.gov for partnership opportunities regarding limited artificial reef projects for non-ocean coastal fishing waters.

Other Information: Applicants shall maintain the stated or intended use of the proposed facility/access project for its useful life. Applicants must give an informed estimate of the useful life in the grant application. This includes and is not limited to how the useful life estimate was determined, identification of factors that may influence the useful life, and examples of sources used to obtain estimates for useful life information. Any abandonment of the project, conversion of the project to another use, or allowance of uses prohibited by the contract shall automatically trigger repayment to the N.C. Marine Resource Fund of an amortized portion of the total grant reflecting the remaining life of the project.

All projects shall specify dates and deliverables clearly in the proposal. Incomplete applications and those that do not conform to the above format will not be considered.

Proposal Submission

The deadline for proposal submission is 5:00 PM, December 15, 2022. Proposals cannot be submitted to other N.C. Division of Marine Fisheries offices or personnel. Proposals are not considered accepted until applicants receive confirmation of receipt.

One electronic copy of your proposal, saved as a PDF or Word document, must be submitted to the Coastal Recreational Fishing License Project Coordinator, Jamie L. Botinovch, at Jamie.Botinovch@ncdenr.gov.

Applicants must also submit a separate abstract of the proposed project to be included with the proposal in no more than 300 words. Submit one abstract to the Coastal Recreational Fishing License Project Coordinator, Jamie L. Botinovch, saved as a PDF or Word document via e-mail to Jamie.Botinovch@ncdenr.gov.

Review Process

Only proposals that directly address the *Specific Priority Needs* on page 8 will be considered. All proposals must support the purpose of the N.C. Marine Resources Fund as specified in [N.C. General Statute 113-175.1](#) and meet the guidelines established in this request for proposals. Proposals meeting these requirements will be evaluated based on merit, need, and their ability to enhance the marine resources of the State. Proposals being considered for funding but needing revisions, enhancements, or clarification to improve the quality of the proposal may be returned to the applicant. The applicant will then have 10 business days to make the changes and return the revised proposal to the N.C. Division of Marine Fisheries for consideration.

Voluntary amendments to proposals are not normally accepted. One may request an amendment, but a project requesting an amendment to the budget or scope of work will be considered only if determined to be meritorious.

Post Award

If the proposal is approved for funding, the grantee will need to work with the N.C. Division of Marine Fisheries by supplying information for the preparation of a state contract to facilitate the receipt of funds. Work that has already begun or been completed prior to the approval of grant funds cannot be reimbursed. Even if the project is selected for funding, work cannot begin until there is a state contract in place. There will be no reimbursement for any work prior to the fully executed contract. If a proposal is selected for funding, a contract should be in place within six months following the date of the funding award letter. Disbursement of funds will be in agreement with the state contract. Any changes to the scope of the project or project budget after submission of a grant application may require the prior written approval of the Grant Administrator and may require a N.C. Department of Environmental Quality contract amendment. In seeking approval, the grantee must submit, at a minimum, a justification for any proposed changes, revised scope of work narrative, and a revised budget prior to commencing the proposed change. Any changes without prior approval to the project scope or budget shall not be eligible for and may result in reductions to funding.

If a project is selected for funding and a contract is in place, the grantee will be required to provide semi-annual updates of progress. This report shall be formal and submitted via email. The information in each semi-annual update will only be work completed since the last semi-annual update. A formal, written, comprehensive, (PDF or Word document) final report will be required prior to contract termination date. The grantee may be required to present the results of the project and/or research findings. Any subsequent publications funded all or partly by the N.C. Marine Resources Fund should be sent to the N.C. Division of Marine Fisheries by the Project Administrator. Reports must be submitted to Jamie L. Botinovch, Coastal Recreational Fishing License Project Coordinator, N.C. Division of Marine Fisheries. Coastal Recreational Fishing License funding proposals, reports, and research data are subject to the N.C. Public Records Act (N.C.G. S. § 132-1 et seq).

Funding Year 2024 Coastal Recreational Fishing License Grant Specific Priority Needs

GOAL 1: ACCESS AND EDUCATION

Enhance public fishing access and angling opportunities and support public outreach and education that are essential to management of marine resources and habitats.

Objective 1: Provide Access to Marine Resources and Angling Opportunities

Strategy 1: Develop fishing access to enhance angling opportunities through construction of boat ramps, fishing piers, and beach access sites to support and provide broader use of these resources.

1.1 Improve and/or develop public fishing access.

1.2 Develop a comprehensive management plan for public access sites evaluating current sites and prioritizing where future sites are needed in coastal fishing waters.

Strategy 2: Provide opportunities for outreach, environmental education and community based environmental enhancement activities.

2.1 Coordinate with other agencies and local governments to identify, enhance, improve, and conserve recreational fishing access.

Objective 2: Improve Public Information, Education, and Enrichment

Strategy 3: Develop workshops, clinics, recognition programs, charitable educational opportunities, and materials to promote the benefits of the Coastal Recreational Fishing License grant program to the recreational fishing community.

3.1 Develop comprehensive public education program on recreational fishing practices, including information kiosks at fishing access points.

3.2 Develop information programs on catch and release, ethical angling, fishing techniques, reducing release mortality, and bycatch.

Table 1

Application for Funding from the N.C. Marine Resources Fund application cover sheet

		APPLICATION FOR FUNDING FROM N.C. MARINE RESOURCES FUND		
1. APPLICANT INFORMATION:		2. PRINCIPAL INVESTIGATOR INFORMATION:		
Applicant's Legal Name:		Name of Project Administrator/Principal Investigator:		
Street:		Street:		
Mail (PO Box):		Mail (PO Box):		
City, State and Zip Code:		City, State and Zip Code:		
EMPLOYER IDENTIFICATION NUMBER (EIN):		Project Administrator/Principal Investigator Phone number with area code:		
		Project Administrator/Principal Investigator FAX number with area code:		
3. TYPE OF APPLICANT: <input type="checkbox"/> State agency <input type="checkbox"/> County or Municipality <input type="checkbox"/> University <input type="checkbox"/> Other (specify and list partnering entity)		Project Administrator/Principal Investigator Email Address:		
4. TYPE OF APPLICATION: <input type="checkbox"/> New		5. PROJECT TITLE:		
6. PROPOSED PROJECT: Start Date: _____ Ending Date: _____ Number of years: _____		7. STRATEGIC PLAN OBJECTIVE, STRATEGY AND RESEARCH NEED: Management Goal (check one): <input type="checkbox"/> Access and Education Objective (list number): _____ Strategy (e.g., 2.1, 3.1): _____ Research Need (list project need): _____		
8. SOURCES OF FUNDING: a. CRFL Funds Requested: \$ _____ b. Applicant Match: \$ _____ d. Other Match: \$ _____ e. TOTAL: \$ _____				
9. AREA AFFECTED BY PROJECT (City, Counties, etc.):				
11. LIST STATE AND FEDERAL PERMITS REQUIRED FOR THIS PROJECT: (Indicate completion date)				
12. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN FULLY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND WILL COMPLY WITH ALL RULES AND REGULATIONS IF THE ASSISTANCE IS AWARDED.				
Full Name of Authorized Representative:		Authorized Administrator Email Address:		
Signature:		Date Signed:	Phone Number (with area code):	
Following Boxes are for CRFL Internal Office Use Only				
Date Received by NC DMF:	Tracking Number:		Year 1 Request from Marine Resources Fund: \$ _____	

Table 2

Budget template

This is to be used as a guide to help applicants provide an itemized budget per project proposal. Budget page for each year of project is required as separate document. Additional needed items may be added and items not necessary are to be deleted.

Expense	Year 1		Subsequent Years	
	No. FTE*	Cost (\$)	No. FTE*	Cost (\$)
Personnel by position title (biologist, technician, computer programmer)		Include % amount of project		Include % amount of project
Fringe (social security, retirement, health)				
Travel (mileage, meals, lodging)	See pages 4 & 5 Cost Summary			
Conference Cost	See pages 4 & 5 Cost Summary			
Postage				
Printing/photocopying				
Vessels				
Vehicles				
Telephone				
Computer Equipment (PC, printer, etc.)				
Software				
Office Furniture				
Office Space				
Gas				
Uniforms/Clothing				
Safety Items				
Office Supplies				
Scientific Equipment				
Training				
Office Equipment (photocopier, fax, etc.)				
Maintenance Contracts				
Others				
Indirect (Rate = ___ of total direct costs)				
TOTAL COST				

*Full Time Equivalent

Table 3

Milestone schedule template

To be used as a guide to help applicants provide a listing of planned activities. Milestone schedule for each year of project is required as separate document. Schedule should include submission of performance reports due February 15 and August 30. **Schedule should include an allowance for N.C. Division of Marine Fisheries review of any final report or data submissions. It is important to note that all final work (reports, data, and other) should be submitted with time to allow for this review, prior to the contract termination date.**

Task	Year 1: July 1, 2023 – June 30, 2024											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June