

ROY COOPER
Governor
ELIZABETH S. BISER
Secretary
BRAXTON DAVIS
Director



Invitation to Submit Applications for CAMA Planning & Management Grants (FY 2022-2023)

TO: Local Officials in the Coastal Area

FROM: Tancred Miller, Policy & Planning Section Chief
Division of Coastal Management

Date: September 13, 2022

We are pleased to notify local governments in the 20-county coastal area that the Division of Coastal Management (DCM) is making grant funding available for Planning and Management projects for the upcoming 2022-23 fiscal year. Local governments are invited to apply for funding for projects that are anticipated to begin December 1, 2022 and to be completed by June 2023.

In FY 2022-2023, grant funding will be prioritized for Beach, Shoreline, and Water Management projects. Projects may include, but are not limited to, special planning efforts focused on coastal resources or issues, improvements in intergovernmental coordination, targeted research or studies, the development of local ordinances, and expanded education and outreach efforts. Proposals for projects not related to for Beach, Shoreline, and Water Management topics may be submitted for non-prioritized funding consideration.

Local governments interested in applying for financial assistance must complete and submit one copy of the grant application via email to their local DCM District Planner. Applications must be submitted to DCM on or before 5:00 pm on Monday, October 17, 2022.

DCM will review the applications and make awards based upon available funding. Local governments are encouraged to include their local contribution in their FY 2022-23 budget. All final applicants will be notified in November whether their project has been selected for funding.

Local government matching contributions for planning and management projects shall be at least 25% of the total project cost. For Tier 1 counties and their municipalities, the match is at least 10%. At least half of the local contribution must be cash match; the remainder may be in-kind. Guidelines for determining allowable cash and non-cash in-kind match contributions are enclosed.



North Carolina Department of Environmental Quality | Division of Coastal Management
Morehead City Office | 400 Commerce Avenue | Morehead City, North Carolina 28557
252.515.5400

The primary objective of the planning and management grant program is to provide funding to assist local governments in the refining and implementing of plans and management strategies for their coastal resources that are consistent with the state guidelines (15A NCAC 07L).

DCM hopes you will consider utilizing funding through this grant program to help make a positive and lasting contribution to your community's planning efforts. Your local DCM District Planner looks forward to receiving your application and assisting you in this process. If you have any questions, please contact your local DCM District Planner.



North Carolina Department of Environmental Quality | Division of Coastal Management
Morehead City Office | 400 Commerce Avenue | Morehead City, North Carolina 28557
252.515.5400

North Carolina Division of Coastal Management Planning and Management Grants 2022-23 Application



Table of Contents

NOTICE OF AVAILABLE FUNDS AND REQUIREMENTS	3
PRIORITIZED PROJECTS FOR FY 2022-2023	4
1) BEACH MANAGEMENT PLANS.....	4
2) LOCAL ORDINANCES COVERING ESTUARINE AND NAVIGABLE WATERS.....	5
PLANNING AND MANAGEMENT GRANT	6
2022-23 FUNDING SCHEDULE	6
ASSISTANCE COMPLETING THE APPLICATION	6
SUBMITTING THE APPLICATION	7
PROJECT COSTS	7
PROJECT REQUIREMENTS	7
LOCAL CASH AND IN-KIND CONTRIBUTIONS.....	7
REQUIRED IMPLEMENTATION STATUS REPORT	8
IF YOU RECEIVE A GRANT	9
DELIVERABLES	9

NOTICE OF AVAILABLE FUNDS AND REQUIREMENTS

Overview: The NC Planning and Management Program is a matching grant program administered by the Department of Environmental Quality, Division of Coastal Management. Guiding policies and principals for the planning grant program are provided in [Title 15A NCAC, Subchapter 7L of the North Carolina Administrative Code](#).

Funds available: The N.C. Division of Coastal Management (DCM) estimates that \$150,000 will be available for local planning and management projects in FY 2022-23.

Project priority: Grant funding will be prioritized for **Beach, Shoreline and Water Management** projects. Prioritized projects include:

- 1) Beach Management Plans in accordance with 15A NCAC 07J.1200; and
- 2) Local Ordinances Covering Estuarine and Navigable Waters.

Proposals may also be submitted for non-prioritized funding consideration. These may include, but are not limited to, expanded education and outreach efforts, special planning efforts focused on coastal resources or issues, improvements in intergovernmental coordination, targeted research or studies, and the development of other local ordinances or plans. Due to the 7-month timeframe for completion, land use and comprehensive plans intended for state certification will not be considered under this application.

Eligible applicants: The 20 coastal counties and municipalities within their jurisdictions. Two or more eligible applicants may submit a joint application to carry out jointly sponsored regional projects. Priority projects have a more defined eligibility. See [Prioritized Projects for FY 2022-2023](#).

Anticipated contract period: Seven months, beginning December 1, 2022 and ending June 30, 2023.

Maximum request: \$25,000.

Match requirements: Matching contributions must be at least 25% of the total project cost, except for Tier 1 communities whose matching contribution must be at least 10% of the total project cost. Other state and federal funds are eligible for use to meet local match.

Application submittal: Submit one (1) digital copy of the final application via email to your DCM District Planner before 5:00 pm, Monday, October 17, 2022. Only applications titled 2022-23 will be considered for funding.

Evaluation of applications: In funding local planning and management grants, (DEQ) shall select projects that are expected to further local implementation of the CRC's management goals and planning objectives. In FY 2022-2023, grant funding will be prioritized for **Beach, Shoreline and Water Management** projects. Proposals may also be submitted for non-prioritized funding consideration. These may include, but are not limited to, expanded education and outreach efforts, special planning efforts focused on coastal resources or issues, improvements in intergovernmental coordination, targeted research or studies, and the development

of other local ordinances or plans. Due to the 7-month timeframe for completion, land use and comprehensive plans intended for state certification will not be considered under this application.

In addition to evaluating proposals in accordance with the above priorities, DCM shall consider the following factors:

- Project’s contribution towards meeting CRC land use planning management topics, as outlined in 15A NCAC 7B .0702(d)(2);
- Extent to which the project includes measures of environmental protection beyond Areas of Environmental Concern (AEC) standards;
- Applicant’s urgency of need;
- History of applicant’s implementation of CAMA planning and management activities;
- Feasibility of successful completion of project by the applicant;
- Past experiences with this program as well as present management and administrative capabilities
- Potential applicability of the projects to other coastal area municipalities and counties; and
- Geographic distribution of applicants.

PRIORITIZED PROJECTS FOR FY 2022-2023

1) BEACH MANAGEMENT PLANS

A Beach Management Plan is associated with a long-term beach nourishment project. The plan documents the initial project and the on-going monitoring and maintenance that will occur to ensure a 30-year design life. The CRC updated its rules concerning Beach Management Plans effective August 1, 2022 ([15A NCAC 07J.1200](#)). The new rules require additional documentation on historic and projected volumetric losses, anticipated maintenance triggers, long-term sand needs, and annual monitoring protocols. The updated rules also address the public’s opportunity to provide written comments on the plan.

Under this grant opportunity, local governments are encouraged to complete a Beach Management Plan or update existing CRC approved Static Line Exceptions to be consistent with the new rules.

Eligible Applicants: County and municipal local governments pursuing a beach nourishment project or having a beach nourishment project but not an updated Beach Management Plan. A local government or group of local governments may apply. A local government may also apply on the behalf of a qualified Homeowners’ Association that is seeking to develop or update a Beach Management Plan, with the local government being responsible for local administration of any grant award received.

Deliverable:

- At minimum, either:
 - a DRAFT Beach Management Plan consistent with the requirements of 15A NCAC 07J.1201 (d), along with written public comments required in NCAC 07J.1201 (e); or
 - an updated DRAFT Beach Management Plan consistent with the requirements of 15A NCAC 07J.1201 (d) and conditions listed in 15ANCAC 07J.1204(b) (1) through (4), along with written public comments required in NCAC 07J.1201 (e)

The deliverable is to be ready for submittal to the Division of Coastal Management and consideration by the Coastal Resources Commission.

2) LOCAL ORDINANCES COVERING ESTUARINE AND NAVIGABLE WATERS

Local government zoning regulations are developed in accordance with a comprehensive plan or land use plan and are designed to promote the public health, safety, and general welfare. Zoning regulations are traditionally used over land to regulate and restrict the use, location, height, and size of buildings and other structures; the size of yards and other open spaces; and the density of population. They may also include additional requirements where applicable, such as provisions for recreational space and facilities.

In North Carolina, local governments are authorized to administer zoning regulations under N.C.G.S. Chapter 160D Local Planning and Development Regulation. Most local governments in DCM's jurisdiction administer zoning regulations over land. North Carolina law also allows local governments to administer zoning regulations over water. As stated in § 160D-702. Grant of power. "... A local government may regulate development, including floating homes, over estuarine waters and over lands covered by navigable waters owned by the State pursuant to G.S. 146-12..." (G. S. 146-12 addresses easements in lands covered by water). Most local governments within DCM's jurisdiction do not use their discretionary authority to extend zoning regulations over these waters.

Under this grant opportunity, local governments are encouraged to exercise their zoning authority over the estuarine and navigable waters within their planning jurisdiction to address development over these waters and to implement applicable policies in their CRC certified comprehensive and/or land use plan through local regulations. Topics may include but are not limited to the following: floating homes and other structures; shoreline stabilization, including bulkhead, riprap and living shorelines; docking facilities, including marinas and mooring fields; provisions for public water access, including handicapped accessible development, and; protection of open space, natural shorelines and viewsheds.

Eligible Applicants: County and municipal local governments with estuarine waters and/or lands covered by navigable waters owned by the State within their jurisdiction.

Deliverables:

- At minimum,
 - a DRAFT Zoning Ordinance Addendum/Amendment, map and text; and
 - A Report that includes:
 - A summary of the project;
 - documentation of public engagement;
 - documentation indicating how policies in the certified plan are being implemented in the DRAFT ordinance;
 - documentation of other issues addressed in the DRAFT ordinance but not identified in the certified plan; and
 - documentation of the GIS data and other information used to inform the DRAFT ordinance

The deliverable is to be ready for consideration of local adoption.

PLANNING AND MANAGEMENT GRANT 2022-23 FUNDING SCHEDULE

September 2022	The NC Division of Coastal Management sends applications to local governments. Pre-applications are also available on DCM's website .
October 17, 2022	Applications are due by 5:00 pm to the applicant's District Planner.
November 2022	Applicants notified whether their project has been selected for funding.
December 1, 2022	Anticipated contract issuance.

ASSISTANCE COMPLETING THE APPLICATION

Your project should be the result of a planning process that reflects the public's preferences. Read the entire application and start early to assemble all items in the application.

The Division of Coastal Management provides technical assistance to applicants. Contact your District Planner to discuss your application or project.

County	District Planner	Contact Info
Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Pasquotank, Perquimans, Tyrrell and Washington	Charlan Owens, AICP 401 South Griffin Street, Suite 300, Elizabeth City, N.C. 27909	(252) 264-3901 charlan.owens@ncdenr.gov
Beaufort, Carteret, Craven, Hyde and Pamlico	Rachel Love-Adrick 400 Commerce Ave. Morehead City, NC 28557	(252) 515-5403 rachel.love-adrick@ncdenr.gov
Brunswick, New Hanover, Onslow and Pender	Mike Christenbury 127 Cardinal Drive Extension, Wilmington, N.C. 28405-3845	(910) 796-7475 mike.christenbury@ncdenr.gov

SUBMITTING THE APPLICATION

Prior to submitting an application, the local government shall hold a public meeting or hearing to discuss its proposal and consider comments prior to its decision to submit a final application.

Submit **one (1) digital copy** of the final application via email to your DCM District Planner before 5:00 pm, Monday, October 17, 2022. A final application is required for each project. Only applications titled 2022-23 Cycle will be considered for funding.

PROJECT COSTS

Project costs submitted in the application will become the budget for the project. List all proposed project elements and the estimated cost of each element. Round all project costs to the dollar.

Accurate cost figures are important, if the actual costs are more than those listed in the application, the grantee will need to use its own funds to cover the difference.

Costs not to be included in a grant award or local match: Land acquisition, permitting, and site improvement projects are not eligible for funding.

PROJECT REQUIREMENTS

Matching requirements: For planning and management projects, local match must be at least 25% of the total project cost. Total project costs include grant funding and local cash and in-kind match. At least one-half (1/2) of the local contribution (12.5% of the total project cost) must be cash; the remainder may be in-kind. For Tier 1 counties and their respective municipalities, the local government contribution for site improvement and amenities is 10% of the total project costs. At least one-half (1/2) of the local contribution (5% of the total project cost) must be cash; the remainder may be in-kind.

LOCAL CASH AND IN-KIND CONTRIBUTIONS

In general, in-kind contributions are derived from resources already on hand or from donations, whereas cash contributions will be utilized to purchase new services or materials necessary for proper completion of the project.

Criteria for Claiming Contributions: Cash and in-kind contributions may be claimed as part of the local government's match when such contributions meet all of the following criteria:

1. Are verifiable from the local government's records;
2. Are necessary and reasonable for proper and efficient completion of the project;
3. Are not included as contributions for matching any other state or federally assisted projects or programs, except where authorized by state or federal statute;
4. Are provided for in the project budget approved by the Division of Coastal Management;
5. Do not include N. C. state sales tax; and,

6. Conform to other provisions of these guidelines, as applicable.

CASH CONTRIBUTIONS

Cash contributions may be claimed for the following accountable items: planning services and project design fees, legal studies, materials, and equipment. These costs must be incurred during the contract period. Costs associated with legal studies shall be indicated in the project budget. No legal fees for condemnation or other litigation will be considered. Any equipment to be purchased shall be indicated in the project budget. Ownership of the equipment will rest with the state.

IN-KIND CONTRIBUTIONS

In-kind contributions may be claimed for the following accountable items: design fees, labor (including local government salaried employees), and materials. Reasonable local government employee time can also be credited.

These costs must be incurred during the contract period, except as specifically indicated below:

Volunteer services: Volunteer services eligible as in-kind contribution are limited to professional engineering, planning services, architectural services, and volunteer civic groups when those services are not found in the local government. Paid fringe benefits that are reasonable, allowable and allocable may be included in the valuation, if approved by DCM. When an employer other than the local government furnishes the services of an employee, or when an individual contractor volunteers, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits, as described above), provided these services employ the same technical skill for which the employee is normally paid. *All volunteer services must be documented by signed invoice showing the billing rate for the service, number of hours, and a statement that the charges are forgiven.*

- Excluded from volunteer services are prison labor, court-required community service, and other work programs.
- In those instances, in which the required skills are not found in the local government, or for other activities specifically approved by the Division of Coastal Management, rates shall be consistent with those paid for similar work in the labor market in which the local government competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.

Professional fees: If the usual fees of a licensed professional, such as an architect or engineer, are waived or donated to the local government, the fees may be claimed as in-kind contributions. Rates shall be consistent with local pay scales. Partial contribution of a fee (for example, the balance of a discount rate) will not be considered as in-kind match. *All volunteer professional services must be documented by invoice showing the billing rate for the service, the number of hours and that the charges are forgiven.*

REQUIRED IMPLEMENTATION STATUS REPORT

To receive funding under this grant program, the community is required to be up to date on implementation reporting for their certified land use plan. Implementation status reports are to be submitted every two years from the date of initial plan certification as described in [15A NCAC 07B.0804](#). An implementation status report will be required as part of the grant application if an up-to-date report is not on file with DCM.

IF YOU RECEIVE A GRANT

When to start: To receive grant funds, a grantee must receive a fully executed contract from DEQ *before* beginning the project. A DEQ grant contract is considered ‘fully-executed’ once it has been signed by both a signatory authority of the grantee and DEQ Financial Services. A copy of the fully executed contract will be provided to the grantee after being signed by DEQ.

There is one exception. Some planning costs can be incurred before applying.

Signing the contract: The grantee is required to adopt a Resolution authorizing the manager to enter the grant contract with DEQ. The contract describes the project and the conditions for receiving the grant. This is a legally binding agreement between the grantee and the State of North Carolina.

Project scope and costs submitted in the application will be used to develop a scope of work that will be included in the contract and serve as the budget for the project. The grantee is responsible for any additional costs needed to complete the project.

Audits: All grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.

Period reporting: The grantee will be required to submit reports as to the status and progress of the project at the mid-point and close of the contract. DCM will provide the report templates.

Completing the project: The grantee has until June 1, 2023 to complete their project. Projects may be scope of work may be amended at the discretion of DCM. Contract extensions will not be available.

Project reimbursement: Planning and Management grants are paid as reimbursements of actual expenses. DCM will reimburse only after the grantee’s required local cash match has been met. No grant funds may be dispersed prior to a grantee meeting its local cash match. The final ten percent (10%) of the grant amount will be retained by DEQ until the completion of the project. Contact your local District Planner for the details of the process.

Subcontracted services: The community assumes complete responsibility for the satisfactory performance of any subcontractor.

DELIVERABLES

Required notation: All reports, maps, and other documents completed as part of a contract shall carry the following notation:

“This (report, map document, etc.) was prepared by the (local gov’t name) under grant award NA20NOS4190044 to the Department of Environmental Quality, Division of Coastal Management from the Office for Coastal Management, National Oceanic and Atmospheric Administration. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of DEQ, OCM or NOAA.”

Land use and comprehensive plans intended for state certification will not be considered under this application due to the limited timeframe for completion.

Planning and management projects requiring local adoption in order to be implemented shall, at minimum, be submitted as complete drafts ready for local adoption. Notice of local adoption action shall be provided to the DCM District Planner. Failure to locally adopt funded plans or management projects will impact the community's ability to receive future funding under this program. Planning and management projects that do not require local adoption in order to be implemented shall be submitted as complete for review.

One digital copy of the work called for in the contract shall be provided for review at the end of the contract period. The work may be delivered via a USB drive, email, or a file hosting service. The digital versions shall be labeled with software and version. Each plan, map, and drawing shall be provided as a single digital file. Acceptable digital formats for image files include: .gif, .jpg, .bmp, and .tif. Image files shall be no greater than 10 MB in size. Acceptable digital formats for document files include: .doc, .docx, .txt, .xls, .xlsx, .ppt, .pptx, and .pdf. CAD or AutoCAD drawings (.dwf, .dxf, and other CAD formats) are not acceptable and should be converted to .pdf for submittal. Any geospatial data shall have a defined horizontal datum of NC State Plane NAD 83 feet (until replaced by NATRF2022), and when applicable a vertical datum of NAVD 88 (until replaced by NAPGD2022); to include supporting metadata. Any specific requirements will be outlined in the contract.

Submittal of incomplete plans and projects will result in a reduced grant award and impact the community's ability to receive future funding under this program



NORTH CAROLINA DIVISION OF COASTAL MANAGEMENT
PLANNING & MANAGEMENT GRANT PROGRAM
GRANT APPLICATION 2022-2023

Local Government: _____ Federal ID Number: 56- _____

Project Name: _____

Brief Project Description:

Type of Project (choose one): Beach Management Plan Local Ordinances Covering Estuarine and Navigable Water Other _____
--

Local Government Project Administrator: Name: _____ Title: _____ Address: _____ City, State, Zip: _____ Telephone: _____ Email: _____	Lead Elected Official: Name: _____ Title: _____ Address: _____ City, State, Zip: _____ Email: _____
--	---

Budget Totals and Financial Assistance Requested: *Provide information from Project Budget. Round costs to the nearest dollar.*

Grant funds requested: \$ _____ .00	Local government's matching funds: \$ _____ .00 Cash Match: \$ _____ .00 In-kind Match: \$ _____ .00 Other Grant Asst: \$ _____ .00	Total cost of project: \$ _____ .00
--	--	--

Local Government Approval: Each grant application must be reviewed and approved by the local governing board at a duly advertised public hearing or meeting. Provide a memorandum resolution, or copy of the minutes indicating the board's action on the application.

Date of Public Hearing or Public Meeting: _____

Certification

I hereby certify the information contained in the attached application is true and correct and the required matching funds will be available during the project period.

_____ _____ _____
Print or Type Name *Title* *Signature*

PROJECT NARRATIVE

Provide the following narratives. If necessary, use additional pages.

A. Does the project meet this year prioritized project topics? If yes, indicate how the project meets the topic.

- 1) Beach Management Plans in accordance with 15A NCAC 07J.1200.
- 2) Local Ordinances Covering Estuarine and Navigable Waters.

B. For Beach Management Plan applicants ONLY: Has the applicant completed construction of an initial large-scale beach fill project(s) as defined in 15A NCAC 07H .0305 that required the creation of a pre-project vegetation line(s)? What is the date of completion?

C. Project description

D. List project objectives

E. Expected project product(s)

F. Pre-project tasks: Identify tasks that must be completed prior to starting the project.

G. Certified Land Use Plan: Title and initial CRC Certification Date

H. Date of last Land Use Plan Implementation Status Report:

An implementation status report is required to be submitted every two (2) years after the initial state certification date. In order to be eligible for this grant, the community must be up to date on their implementation reporting. An implementation status report will be required as an attachment to this grant application if an up to date report is not on file with DCM. See 15A NCAC 07B.0804 for report requirements.

I. Is this project identified as a high local priority in your certified Land Use Plan?

If yes, attach a brief description of the plan and a statement of the extent to which the project implements the policies of this plan.

J. Is this project reflected in any other policy documents or ordinances?

If yes, attach a brief description of the document or ordinance and a statement of the extent to which the project implements goals of the documents or ordinance.

K. Will the project require local adoption by the elected officials in order to be implemented?

Project Budget

This form must be completed and included with your application. Round project costs to the dollar.

If available, attach a detailed breakdown of the cost assumptions upon which the Project Budget is based. Proposals that include this information increase their likelihood of funding.

Project Elements	Grant	Cash Match	In Kind	Total
Subcontract Costs:				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Salaries:				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Printing:				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Materials:				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Equipment:				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

Totals	\$	\$	\$	\$
Match Percentages	%	%	%	%

Proposed Local Match

Local Government: _____ Project Name: _____

Instructions: Use the form below to show the sources of your matching funds. Indicate if these funds are currently available or are the funds yet to be approved. If funds are yet to be approved, list the date for approval. If applicable, provide additional narrative related to in-kind match and/or state/federal funds.

Applicants are encouraged to include their local contribution in their budget.

Source of Matching Funds			
Type of Matching Funds	Amount of Funds	Funding Source	Availability (Month/Year)
	\$		
	\$		
	\$		
	\$		
	\$		
Total Matching Funds:	\$		

Additional Narrative:

Provide narrative explaining the relevance of proposed in-kind match to the project.

If other state and/or federal funds are to be used as local match, indicate the specific project elements that will qualify for joint funding. How viable is the project if complementary funding from another program is not secured?

PROJECT TIMELINE

The project timeline establishes benchmarks during the project period to ensure timely completion. Progress monitoring occurs at 3-month intervals over the contract. We recognize that unexpected events may require adjustments to the timeline. The schedule is meant to be an aid for measuring the progress of the project and a guide to making adequate contract adjustments when necessary.

Task	1	2	3	4	5	6
Return Contract						
Post RFP						
Select Subcontractor						
Begin Project						
End Project						
Close-Out						

PROJECT REPORTING PERIODS

PROJECT SCHEDULE AND ACTIVITIES CHART

Provide an outline of the projects schedule and activities to be completed in each 3-month period of the project. Include the amount of grant and local funds proposed to be spent in each project period. Include a 10% holdback of the total grant award in the third reporting period. Do not include the non-cash match.

Total Grant Funds: \$ _____ + Total Local Funds: \$ _____ = Total: \$ _____

PROJECT PERIOD 1	
<p>Grant funds to be spent \$ _____</p> <p>Local Funds to be spent \$ _____</p>	<p>Work to be completed _____%</p> <ul style="list-style-type: none"> • • • • •
PROJECT PERIOD 2	
<p>Grant funds to be spent \$ _____</p> <p>Local Funds to be spent \$ _____</p>	<p>Work to be completed _____%</p> <ul style="list-style-type: none"> • • • • •