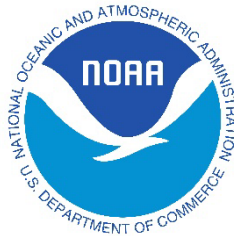


# PENNSYLVANIA COASTAL RESOURCES MANAGEMENT PROGRAM



## COASTAL ZONE GRANT APPLICATION INSTRUCTION GUIDE

Commonwealth of Pennsylvania  
Department of Environmental Protection  
Compacts and Commissions Office

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## **I. ABOUT THE COASTAL RESOURCES MANAGEMENT PROGRAM**

### **Overview**

Pennsylvania has two coastal areas: 112 miles of coastline along the Delaware Estuary and 77 miles of coastline along Lake Erie:

Delaware Estuary – Located within Bucks, Philadelphia and Delaware counties. The coastal zone contains islands, marshes and shorelands of both the Delaware River and tributary streams that are tidally influenced. The combined facilities of the Delaware Estuary comprise the largest freshwater port in the world.

Lake Erie – Located within Erie County and includes the shorelines of major tributaries. The coastal zone extends to the middle of the lake, to the boundary with Canada and inland an average of 1.4 miles. The Lake's coastline also contains Presque Isle Bay.

In order to safeguard these resources from future adverse impacts, the Commonwealth of Pennsylvania, acting through the Department of Environmental Protection (DEP), developed a unified approach to act as trustee to conserve and maintain the natural resources of Pennsylvania's coastal regions, known as the Pennsylvania Coastal Zone Management Plan (CZMP). The CZMP was finalized and approved in September 1980 by Executive Order 1980-20, under the authority of the Federal Coastal Zone Management Act (CZMA) of 1972, through the National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce. DEP's Compacts and Commissions Office manages the Coastal Resources Management Program (CRMP) in the two defined coastal areas within Pennsylvania.

As a result of the adopted CZMP, annual grants are provided to DEP by the Office for Coastal Management through NOAA.

Grant awards are used to implement the CRMP and provide a grant-in-aid program if sufficient funds permit. Monies are dispersed to fund projects within the coastal zone and Coastal Nonpoint Pollution Program (CNPP) boundaries, and fund such projects as planning, design, engineering, education, outreach, construction, acquisition, and research as authorized by Section 306A of the CZMA, as amended.

### **Coastal Zone Focus Areas**

CRMP implements 34 individual policies arranged into 11 categories. These policies are employed through a combination of public outreach, technical assistance, the CZMA Federal Consistency reviews, and CRMP's pass-through grant awards. Policies can be reviewed in detail within CRMP's Technical Guidance Document (394-0300-001) available on DEP's eLibrary: go to <http://www.depgreenport.state.pa.us/elibrary/> and search for Document Number 394-0300-0001. The 11 focus area categories are as follows:

1. Coastal Hazard Areas: Includes Lake Erie bluff recession, shoreline erosion, wave action and coastal flooding, including flooding from projected sea level rise and storm surge.
  - Setback: Lake Erie bluff recession hazard area setbacks.
  - Structures: Managing littoral sediment disruption from structures located on the Lake Erie shoreline.
  - Stormwater Management: Developing and updating ordinances and management plans to address stormwater impacts on Lake Erie bluff recession.
  - Technical Assistance: Bluff recession hazard area management.
  - Floodplains: Floodplain management regulations, including regulations on development within floodplains, comprehensive floodplain management plans, and assisting communities in qualifying for the National Flood Insurance Program.
  - Flooding: Reducing local flooding by assisting communities to develop municipal Stormwater Management Plans.
2. Dredging and Spoil Disposal: Dredging activities are not eligible for funding.

3. Fisheries Management: Involves activities supporting ecologically and economically important fisheries and their habitats.
  - Support Fish Life: Point and nonpoint source discharge management.
  - Stocking: Augment existing populations to support recreational fishing.
  - Access: Development and improvement of public access for fishing.
  - Studies: Research to support the management and protection of ecologically and economically important fisheries.
4. Wetlands: Involves the protection, enhancement, and creation of coastal wetlands to maintain benefits for wildlife habitat, flood control, water quality, water flow stabilization and environmental diversity (biodiversity).
  - Enforcement/Regulations: Permitting of activities that encroach upon wetlands and other surface waters.
  - Direct Action: Management of stormwater impacts to wetlands.
5. Public access for recreation: Includes efforts to meet the public need for boating, fishing, birding, walking, picnicking, sightseeing and other recreational pursuits associated with waterfronts.
  - Additional Access: Providing new sites or improving existing sites for the public to access waterways for recreation.
  - Geographic Areas of Particular Concern: Protection and designation of areas with significant natural, historical, cultural, or recreational value.
6. Historic sites and structures: Preservation, restoration and enhancement of coastally significant historic sites and structures within the coastal zones.
  - Historic Preservation: Coordination with the Pennsylvania Historical and Museum Commission related to archeologically, architecturally, and historically significant sites within the coastal zones.
7. Port activities: Development and enhancement of coastal port infrastructure.
  - Development: Encouraging the siting of port-dependent economic activities
  - Planning: Comprehensive planning for the Port of Erie and ports of the Delaware Estuary.
  - Urban Base Enhancement: Improvements to existing port infrastructure.
8. Energy facilities siting: Proper siting of energy-producing facilities to protect fragile coastal ecosystems.
  - Permitting: Enforce environmentally responsible facility siting and development.
  - Natural Gas: Support environmentally responsible natural gas exploration and development within Lake Erie.
  - Site Selection: Incorporating energy facility siting into local comprehensive management plans.
  - Energy Resources/Outer Continental Shelf: Support environmentally responsible oil and gas exploration on the outer continental shelf.
9. Intergovernmental coordination: Includes intergovernmental efforts to protect Pennsylvania's coastal resources, especially the quality of air and water.
  - Consistency: Coordination between state agencies and programs.
  - Water Quality: Implementation of the Federal Clean Water Act.
  - Air Quality: Implementation of the Federal Clean Air Act.
  - Permit Improvement: DEP's internal permit process review and evaluation.
  - Choices for Pennsylvanians: Integrating Environmental Justice in the coastal zones.
10. Public involvement: Increase awareness, provide information and create opportunities for public participation in a variety of coastal issues.
  - Pennsylvania Open Meeting Law: Ensuring CRMP public meetings are announced and accessible.
  - Participation: Ensuring public participation in CRMP's development and implementation.
  - Coastal Zone Advisory Committee: Establishment of the Coastal Zone Advisory Committee.

11. Ocean resources/biodiversity: Includes efforts directed toward the research, study, and/or management of non-native (invasive) aquatic or terrestrial plant and/or animal species.
- Aquatic Nuisance Species: Prevention of the introduction and spread of invasive species, and their eradication where feasible.
  - Aquatic Nuisance Species – Encouragement: Technical assistance and outreach programs supporting the reduction of aquatic nuisance species impacts.

In addition to the 11 policy categories listed above, CRMP also has developed a NOAA-approved Coastal Nonpoint Source Pollution Program Plan. Activities that protect coastal waters from nonpoint source pollution resulting from marinas and recreational boating, urban activities, hydro-modifications, agriculture and other nonpoint sources are eligible for funding.

## **Section 312 Evaluation Metrics**

In 2018 CRMP, in cooperation with NOAA, established three new metrics that are used to evaluate the progress of CRMP implementation every five years. These metrics relate to specific priority areas that CRMP and NOAA have determined to be of vital importance to Pennsylvania's coastal zones and worthy of elevated program emphasis: public access, polluted runoff, and coastal hazards. Being formally designated CRMP priorities, NOAA will evaluate the CRMP as required under Section 312 of the CZMA. A key component of the evaluation will be based on CRMP's success in achieving the goals described in the metrics below. CRMP's grant-scoring procedures prioritize projects that will directly result in reportable, measurable outcomes related to one or more of these new metrics. All metrics apply to both coastal zones.

### **1. Public Access**

Goal: Improve public access for enhanced recreational experiences in Pennsylvania's coastal areas by creating new or improving upon existing access opportunities in the Delaware Estuary and Lake Erie coastal zones.

It is the policy of the CRMP to provide additional public access opportunities along the waterfronts of Lake Erie and the Delaware River for active recreation such as swimming, fishing, and boat launching, as well as more passive activities such as sightseeing and picnicking. Coastal municipalities and the public desire additional recreation opportunities in both coastal zones. In the Lake Erie area, private ownership of lakefront property and the physical constraints presented by the bluffs are the principal impediments to public access. The Pennsylvania section of the Delaware Estuary is comprised of hardscaped intensive waterfront development, a very active port, and industrial ownership/private ownership constitute the major constraints. CRMP will support local organization efforts that result in newly accessible lands, such as property acquisition, new park construction, or trail expansion. Considering the high level of development in the coastal zones, CRMP will also focus on improving the quality of existing sites through planning and implementation of restoration/enhancement activities. Similar activities funded in the past have included signage, courtesy docks, fishing docks, and rehabilitation of existing facilities.

### **2. Polluted Runoff**

Goal: Reduce polluted runoff in Pennsylvania's coastal areas by implementing projects that address nonpoint source pollution in the Lake Erie and Delaware Estuary coastal zones and CNPP areas.

Since its full inclusion into the CNPP in 2001, CRMP has funded activities that address water quality in Pennsylvania's coastal watersheds. Sources of polluted runoff are addressed through approved best management practices to address nonpoint source pollution from agriculture, urban areas, marinas and recreational boating, and hydromodification. CRMP will seek to support projects that fund the planning and implementation of activities that minimize nonpoint source pollution.

### 3. Coastal Hazards

Goal: Protect Pennsylvania's resources by supporting planning and implementation projects that address coastal hazards in the Delaware Estuary and Lake Erie coastal zones.

It is a continued policy of the CRMP to address coastal hazard areas in Pennsylvania, including bluff erosion, shoreline erosion, wave action and coastal flooding including flooding from projected sea level rise and storm surge. CRMP implements this through funding to municipalities in administering bluff setback ordinances (Lake Erie), technical assistance to bluff property owners affected by shoreline erosion (Lake Erie), and assistance to flood prone coastal municipalities to plan for and minimize loss resulting from flooding and coastal inundation, as well as infrastructure planning. CRMP will seek to support projects that build capacity to plan for and implement projects that address coastal hazards, including those related to fluctuating lake levels, sea level rise, and coastal flooding.

### **Keystone Principles for Growth, Investment and Resource Conservation**

The Keystone Principles and Criteria are used by state agencies to guide investment and support local growth and economic development across the state. The core criteria, listed below, are given consideration by all Commonwealth agencies when making grant decisions.

- Redevelop first – Rehabilitation/redevelopment of brownfield areas.
- Provide efficient infrastructure – Use and improve existing infrastructure.
- Concentrate development – Support integrated development that conserves land.
- Increase job opportunities – Retain and attract a diverse, educated workforce.
- Foster sustainable businesses – Energy production and use of natural resources.
- Restore and enhance the environment – Preserve and expand land, air and water protection.
- Enhance recreational and heritage resources – Improve recreational and heritage assets.
- Expand housing opportunities – Support construction and rehabilitation of all housing types.
- Plan regionally; implement locally – Support multi-municipal planning and implementation.
- Be fair – Support equitable sharing of benefits/burdens of development.

A full description of the principles can be accessed at: <http://www.phmc.state.pa.us/bhp/pkp.pdf>.

## **II. ELIGIBILITY AND REQUIREMENTS**

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### **Who is eligible?**

- Local governments – counties and municipalities.
- Area-wide agencies – county and regional planning agencies.
- State agencies.
- Educational institutions – school districts, colleges, universities and other institutions of higher learning.
- Conservation districts, port authorities and public authorities.
- Incorporated nonprofit, including 501(c)(3), organizations that are eligible to receive federal grants.

### **Where can projects be located?**

Projects must be located entirely within the CNPP boundary as defined in this guidance. With rare exception, all construction and acquisition projects must be located entirely within the coastal zone boundary. Maps illustrating the boundaries are located in Appendix D of this guidance.

## **What types of projects are eligible?**

Coastal zone grants may be applied to a wide variety of studies, plans, designs, research, acquisition and construction projects pertaining to one or more of the established CRMP policies, which guide the competitive selection process.

Examples of some typical project proposals are as follows:

- Efforts to educate the public regarding issues of environmental protection, nonpoint source pollution, protection of coastal resources or efforts to promote such action to the public.
- Preparation or revision of local comprehensive plans, zoning ordinances, sub-division regulations and special ordinances containing provisions in support of CRMP policies.
- Plans, studies or other projects to improve port facilities and infrastructure, planned future use of coastal ports or providing public access for recreational use of docks, piers and wharves.
- Improving resource management and environmental protection programs at the state or local level, including disseminating information or providing technical assistance to coastal communities and the public.
- Plans, studies or projects that enhance economic development within the coastal zone, including activities to help economically revitalize under-used coastal and/or port facilities.
- Studies for interpretation and enhancement of coastal features and habitats and restoration and preservation of historic coastal sites and structures.
- Land acquisition of coastal properties, including real estate appraisals, to improve or provide for public recreational access or open-space preservation.
- Preparation of designs, engineering plans and specifications for coastal recreational sites owned or legally controlled by a government applicant.

Low-cost (defined by NOAA as no more than a total project cost of \$400,000) construction projects for recreational access facilities or for rehabilitating significant historic buildings and structures located within the designated coastal zones.

Note: Rehabilitation work on buildings and structures should be supported by a structural feasibility study, architectural assessment, engineering plans or similar planning products included as part of the application.

Note: All design and engineering should be completed before applying for coastal zone funds for construction projects. These materials should be included in the grant application package.

Note: If awarded, grantee must wait for National Environmental Policy Act (NEPA) approval from NOAA and notification from DEP.

## **What types of projects are ineligible?**

The following types of projects are not considered eligible project activities:

- Conventional restroom facilities.
- General recreation and athletic facilities such as playgrounds, ball fields/courts, etc.
- Roadway design and construction.
- Water and sewer line construction.
- Dredging operations.
- Permit application fees.
- Projects required to fulfill a state or federal permit condition or other regulatory action.

## **Are there any project requirements?**

All projects must:

- Be environmentally sound and consistent with current federal and state statutes, regulations, policies and guidelines, as well as regional, county and local ordinances and plans.



- Obtain applicable federal, state and local permits and/or approvals for all construction projects before any construction may commence.
- Obtain concurrence of any municipal government whose approval is required for project implementation, via letter of support or resolution, if the applicant is a non-governmental organization.
- Benefit the public at large and may not be for the purpose of private gain, benefit or profits.
- Be made available and useful to all members of the general public; therefore cannot be for exclusive use of any particular group of persons.
- Be accessible to persons in accordance with the Americans with Disabilities Act of 1990.
- Be constructed on public property and open to the public.

**Note:** CRMP strongly recommends all applicants attend a pre-application meeting to discuss their proposed project details, coastal zone grant application updates and the grants application portal.

## **Environmental Justice**

Environmental Justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies. EJ embodies the principles that communities should not be disproportionately exposed to adverse environmental impacts and anyone can have a seat at the table in the decision-making process that affects their environment. If you have any questions regarding environmental justice, please [contact DEP's Office of Environmental Justice](#).

DEP identifies an EJ Area where 20 percent or more individuals live at or below the federal poverty line, and/or 30 percent or more of the population identify as non-white minority, based on data from the U.S. Census Bureau and the federal guidelines for poverty. DEP has created an interactive mapping tool called [EJ Areas Viewer](#) to determine the location of all EJ Areas throughout the Commonwealth. Launch EJ Areas Viewer here: <http://www.dep.pa.gov/ejviewer>.

Projects addressing EJ will be given extra consideration in the grant scoring process.

## **Act 47 Financially Distressed Communities Act Status**

Preference will be given to applicants that are approved distressed municipalities under Act 47, the Financially Distressed Municipalities Act of 1987. Such a municipality must be identified by the Department of Community and Economic Development (DCED) to be eligible (<https://dced.pa.gov/local-government/act-47-financial-distress>). This status will be verified at the time the grant applications are scored.

## **National Environmental Policy Act Questionnaire**

NOAA requires environmental compliance through the National Environmental Policy Act (NEPA). As a result, most applicants must answer a set of questions to determine if the proposed project is in compliance with NEPA. These questions include who is doing the project and their qualifications, what methods will be used, when the project will occur, what equipment will be used, how will the project site be accessed, what Best management practices will be used to prevent spread of invasive species, etc. Answers provided will be shared with NOAA to assist with their review process. Please note that applicants may be asked to provide more information for NOAA to complete this review.

This evaluation will determine if each project can be categorically excluded from a requirement to provide a higher level of review. These higher levels of review include an environmental assessment (EA) or an environmental impact statement (EIS) to satisfy NOAA to attain compliance with NEPA. If a categorical exclusion (CE) is not available for a proposed project, it will be deemed to have a potentially significant impact and/or effect on coastal resources. NOAA determines "significant impact" based on, but not limited to, project location, time of year, species present, size of the project and effects on species.



Note: Due to the lengthy NOAA review process involved and the limited time frame of the grant term, projects which have a significant impact on coastal resources and may require an EA or EIS will likely not be selected for funding by the CRMP.

For more information regarding NOAA's NEPA review process, categorical exclusions, environmental assessments and environmental impact statements, please go to: <http://www.nepa.noaa.gov/docs/NOAA-NAO-216-6A-Companion-Manual-01132017.pdf>.

### **Construction and Acquisition (306A) Requirements**

Grants for construction and acquisition activities, including easements, are authorized by Section 306A of the CZMA.

All applications for construction and acquisition projects must include a current Pennsylvania Natural Diversity Inventory (PNDI) search receipt and associated clearance letters and a completed State Historic Preservation Office (SHPO) project review form with a determination from the Pennsylvania Historical and Museum Commission (PHMC). Instructions for completing a PNDI search are provided in the Research Project Requirements section below. SHPO is now conducting Environmental Review through PA-SHARE at: <https://share.phmc.pa.gov/pashare/landing>. If you do not have Commonwealth of Pennsylvania (CWOPA) credentials, a PA Keystone Login account will be required for submitting projects and resources to the PA SHPO. More information on PA-SHARE can be found on [PHMC's website](#). PHMC will respond with any concerns and provide a determination on the proposed project. Contact information for creating a Keystone Login account is provided in the Contacts and Resources section of this document.

Note: NOAA considers any implementation project that involves disturbing the earth as a construction project and sets very specific parameters for these types of projects. Some examples of earth disturbance projects can include grading, excavation, tree planting, and invasive species removal. Please be sure to verify eligibility and complete the proper supplemental forms if including these activities in a grant application.

- Only governmental entities such as municipalities, counties, public authorities and state agencies are eligible to apply for construction or acquisition projects. Private, incorporated non-profit organizations, and educational institutions are not eligible but can partner with an eligible applicant on this type of project. Under all circumstances, the governmental entity must be the applicant.
- With rare exception, all construction projects must be located within the coastal zone boundary. The maps contained in Appendix D of this document identify the boundary. Consultation with CRMP staff is recommended to be sure a project is fully within the coastal zone boundary.
- Government applicants must own or control construction project sites. Ownership is defined as fee-simple and control is defined as a long-term lease or easement (20-year minimum term). If the site is leased, provide a copy of the executed lease with the application.
- The Act of Aug. 15, 1961 (P.L. 987), as amended, and known as the Pennsylvania Prevailing Wage Act (43 P.S. 165-1 et seq.) may apply if the project includes public work construction (i.e. construction resulting in permanent improvement to real estate) and where the cost of the total project is greater than \$25,000. Applicants can find more information on the Department of Labor and Industry, Bureau of Labor Law Compliance at <http://www.dli.pa.gov/Individuals/Labor-Management-Relations/Ilc/prevailing-wage/Pages/default.aspx>.
- Land acquisition applications require a completed appraisal conducted by a state-certified general real estate appraiser. This rule also applies to easements.
- Applications containing both design and construction activities will not be considered in the same funding cycle. These activities may be phased over two or more funding cycles (although funding is not guaranteed in subsequent funding years). Final design and engineering drawings for construction projects must be completed and permits must be secured before construction can begin.

- Project signs acknowledging funding of NOAA, DEP and CRMP must be approved by the CRMP and be permanently emplaced at project site, without exception.
- Construction project applications must provide an itemized cost estimate from a licensed contracting company for proposed project activity.
- If coastal zone funds are awarded, the grantee must maintain all construction or acquisition projects for a minimum of 20 years. A maintenance plan should be included with the project application. If CRMP determines that the project or property is no longer being used for its original purpose, the grantee must reimburse CRMP for the federal funds invested in the project.
- All projects must await approval from NOAA and notification from DEP before work can commence.

### **Research Project Requirements**

All research project applications should include detailed information regarding project implementation such as: who is conducting the research, exact location of the research, time of year the project is being conducted, what equipment is being used for the research and what methods are being used. This information can be uploaded as a separate attachment to the application. Much of this information can be shared in the NEPA questionnaire section of the addenda to the grant application. NOAA must have this information in order to complete their review process.

A PNDI receipt is requested for all research project applications. The report provides information necessary for the environmental compliance review conducted by NOAA. In the course of running a PNDI, your project may require the need for one or more clearance letters from Jurisdictional Agencies which can include DCNR, PA Fish and Boat Commission, PA Game Commission or U.S. Fish and Wildlife Service. It is the responsibility of the applicant to contact any agencies requiring further project review to provide the information for the review. Instructions are provided on the Conservation Explorer website. Your PNDI is not resolved until you receive all necessary clearance letters. Once received, all clearance letters must be forwarded to the CRMP. Visit the Pennsylvania Conservation Explorer website to access the PNDI Environmental Review Tool (<https://conservationexplorer.dcnr.pa.gov/>).

### **Drone Project Requirements**

If you intend to use coastal zone funds for operating a drone/unmanned vehicle for any facet of your project, you must provide the following information as a part of the application:

- Federal Aviation Administration license of the drone operator AND unmanned vehicle registration.
- Specific location of deployment and operation including maps and narrative.
- Information on access to deployment site (e.g., how are you accessing the site – from a trail?).
- Timing of deployment including dates or date range and time of day.
- Best management practices employed to avoid introduction or spread of invasive species.
- Information related to animal migration through project area.

This information can be uploaded as a separate attachment under the “miscellaneous attachments” heading of the application. If this information is not provided, your application may be deemed incomplete and not considered for funding.

### **Geospatial and Environmental Data Sharing Requirements**

All coastal zone grantees producing geospatial and environmental datasets must meet NOAA’s data sharing requirements. Geospatial and environmental data is defined as:

- Recorded and derived observations and measurements of the physical, chemical, biological, geological, and geophysical properties and conditions of the oceans,

atmosphere, space environment, sun, and solid earth, as well as correlative data such as socio-economic data, related documentation, and metadata.

- Digital audio or video recordings of environmental phenomena (such as animal sounds or undersea video).
- Model outputs, particularly if they are used to support the conclusion of a peer-reviewed publication.
- Data collected in a laboratory or other controlled environment, such as measurements of animals and chemical processes.

Data meeting this definition must be shared. The grantee must ensure it be made publicly visible and accessible in a timely manner, free of charge or at minimal cost that is no more than the cost of distribution to the user, except where limited by law, regulation, policy, or national security requirements.

During the application process, CRMP requires grantees that intend to produce geospatial and/or environmental data to provide additional information for their proposed project. A supplemental form, entitled "NOAA Data Sharing Supplement," is provided for download in the eGrants online application. This submitted information will be used to develop a publicly available data sharing plan that may be used to produce a formal metadata record to indicate pending availability of new data.

### **Copyright and Publication Rights**

The Commonwealth of Pennsylvania will retain the official copyrights on behalf of the taxpayers for all documentation produced with DEP funds. DEP gives the grantee permission to use such materials for public outreach and for other purposes intended by the spirit within the scope of this grant program.

### **Subcontract Requirements**

Grant applicants may need to utilize a subcontractor or a third-party to complete some or all of the approved work outlined in the scope of work. Applicants must use competitive selection processes such as Requests for Proposals or competitive bidding. In limited circumstances and with adequate justification, applicants may choose an alternative method of selecting a subcontractor.

NOAA requires additional information to be provided for applicants who choose to use a subcontractor, for transparency purposes. Required information includes:

- A narrative description of the work being performed under the subcontract;
- Identification of who will be performing the work (if known at the time of application); and
- A budget breakdown of the subcontracted funding amounts, in accordance with the coastal zone budget categories.

Note: The above conditions do not apply to purchases of equipment or maintenance contracts.

As part of this process, all applicants planning on using a subcontractor to complete any portion of the approved scope of work must complete the supplemental form entitled "Subcontract Budget Supplement". A link to this form is provided for download in the eGrants online application. Please see Appendix C for additional information.

Additionally, all subcontractors are subject to the same compliance checks as grantees. Grantees are expected to provide detailed information regarding proposed subcontractors prior to entering into agreements. This information is covered in detail in the Grant Administration Guide provided to coastal zone grantees.

## **III. PROJECT FUNDING AND MATCH**

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Funding recommendations for coastal zone grants are made by DEP; however final federal grant approval rests with NOAA.

Note: DEP retains the authority to reduce the amount of any grant awarded or discontinue a grant award at its discretion.

### **Is there a ceiling amount on funding?**

A \$75,000 grant limit is generally imposed on any single project. Applicants with proposals requesting more than \$75,000 in grant funding should discuss funding alternatives with CRMP staff before submitting an application.

### **What are reimbursable expenses?**

Reimbursable expenses are items that directly related to the project and may be reimbursed through CRMP. Types of allowable expenditures include:

- Salaries and wages.
- Fringe benefits.
- Travel expenses - based on the rate used by DEP.
- Purchase of materials and supplies.
- Purchase or rental of equipment.
- Use of a consultant or contractor.
- Other items associated with the project.

### **What expenses are not reimbursable?**

Some non-reimbursable expenses can be categorized into the following general groups:

- Project-related costs incurred prior to the start date of the grant period of performance (generally prior to October 1st of year one of the project term).
- Project-related costs incurred after the project completion date of the grant agreement period of performance.
- Costs associated with fund-raising activities.
- Costs not directly related to performing the CRMP-approved project scope of work, except as allowed as in-kind service value.
- Costs associated with hospitality activities such as food and beverages.
- Costs associated with the bidding and bonding requirements of the Municipal Planning Code and the Uniform Construction Code.
- Costs for monuments or memorials.
- Costs for flagpoles, fountains and other ornamental treatments.
- Costs for political and/or lobbying activities.

Note: Other ineligible costs may apply and while many of these items cannot be reimbursed by CRMP, they may still be used as match. Please contact CRMP Central Office or the appropriate regional CRMP coordinator to verify.

### **Matching Funds**

The match amount indicated in the grant application is important in the development of the finalized project budget in the grant agreement. Be as accurate as possible with budget projections.

### **What level of matching funds is required?**

Matching funds are required on a one-to-one matching basis; this means that each dollar of coastal zone funds must be matched by at least one dollar from cash or acceptable non-cash sources.

Note: Funds contributed from all other federal grant programs may not be applied as match, except those from the Community Development Block Grant (CDBG).

## **What are forms of project related match?**

Eligible match includes both cash match and non-cash match. It includes those services that are directly tied to the project's development and implementation, can be properly documented and, without using them, the work would have to be contracted or paid by other means. If selected for funding, CRMP reserves the right to negotiate the values submitted for the non-cash match.

Cash Match/Direct Costs: Actual cash contributed to the project by the organization or another form of grant funding; e.g. – equipment purchased by the organization for project activities.

In-Kind Services: Services and labor provided by paid staff of the applicant to perform all or part of the CRMP approved project scope of work. The allowable value of in-kind services provided as match for a grant may include personnel fringe benefits such as employee insurance, vacation and holiday and sick leave time as expressed in an hourly rate.

The cost of travel, including transportation, lodging, and overnight/daily subsistence, must be based on the rates used by state agencies unless CRMP has approved other rates in writing.

Donated Services and Materials: Services or materials that will be provided at no cost to the applicant by institutions, organizations or individuals, to perform or complete part of the CRMP approved project scope of work and requires specialized or expert skills and knowledge.

The allowable value of the service or material must be the organization's or individual's customary billing rate multiplied by the number of hours of service (or material quantities) provided. Examples may include a registered landscape architect donating time to develop a site plan, an attorney donating time to conduct a real estate title search, or a local quarry donating stone for a construction project.

Volunteer Services: Unpaid services or labor that will be provided by individuals not employed by the applicant to perform part of the CRMP approved project scope of work. The allowable value of volunteer services shall be a normal hourly rate for the type of work performed multiplied by the number of hours of work provided. For example, a surgeon volunteering time to help clear invasive plant species would not be given credit for volunteer time at a surgeon's hourly compensation rate but rather at a laborer's rate. Applicants may calculate volunteer time by going to the Independent Sector website at: <https://independentsector.org/value-of-volunteer-time-2021>. A new hourly volunteer rate is generated annually.

Overhead: General organizational operating costs, commonly referred to as overhead, such as rent, utilities, depreciation, etc., may be included as acceptable match. These costs may be expressed as an hourly rate or as a percentage. Overhead rates used must reflect federally approved rates for a particular agency, county, municipality or institution. If these rates haven't been previously approved by a federal agency, the applicant may be asked to submit an explanation of the calculation used to determine these rates.

Note: All match must be accrued during the period of performance and submitted to DEP by the end of grant term.

## **IV. APPLICATION INFORMATION**

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### **When does the application period open and close?**

The grant application period, generally, opens in August and closes in October of each year. Specific dates for the opening and closing of the grant application period can be found on the CRMP website:

<https://www.dep.pa.gov/Business/Water/Compacts%20and%20Commissions/Coastal%20Resources%20Management%20Program/Pages/Grants.aspx>.

Note: The online eGrant application closes promptly at a predetermined time each year (typically 4:00 PM). Applications must be fully submitted no later than this time.

The grant terms begins with the start of the federal fiscal year on October 1st and terminates 18 months later. The deadline allows enough time to process the applications and submit for final approval by NOAA. Applicants are typically notified late the following summer as to status of their grant application. If approved, applicants must execute a grant agreement with DEP. Following full execution of this grant agreement, work may begin on or after the October 1st start date.

Note: Applications for grant funding are accepted a full year before project work may begin. Please consider this timeline in project planning.

## **Application Submission**

All applications for coastal zone grants must be submitted electronically through the DCED eGrants system. To access the application, go to <https://www.esa.dced.state.pa.us/Login.aspx>.

If a first time user, click on "Register" button and create a user account. Log in to the system by entering the username and password. eGrants will guide the applicant through the process of completing an electronic grant application.

A Commonwealth SAP number is preferred on the application and required if selected as a grantee. It can take up to two weeks to get an SAP number. Contact the Commonwealth of Pennsylvania's Vendor Data Management Unit to obtain or verify an SAP number by calling 877-435-7363 (option 1). If the applicant does not have a number, an on-line form to request an SAP number is available anytime at: <https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx>. Click on the "Non-Procurement Vendor Registration" link.

Applicants must also provide a federal Unique Entity Identifier (UEI) number. This number is a unique 12-digit identification number assigned by SAM.gov. To obtain a UEI number visit this site: <https://sam.gov/content/duns-uei>.

On October 21, 2021, Governor Tom Wolf signed Executive Order 2021-06, *Worker Protection and Investment*. The Executive Order affirms that the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded to them through labor laws. To that end, and in accordance with the Executive Order, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws. This certification is required for any grant award or grant/rebate payment in excess of \$10,000. All applicants must complete a "Worker Protection and Investment Certification" form which will be attached to all Commonwealth grant applications. This form must also be completed by subcontractors to grantees, if applicable.

Note: Executive Order 2021-06 applies only to projects receiving Commonwealth funds, not those projects receiving federal funds. Although most grantees will receive only federal funds, all applicants will be asked to complete the "Worker protection and Investment Certification" form as a part of the grant application process. Any application without the form will be deemed incomplete and may not be considered for funding.

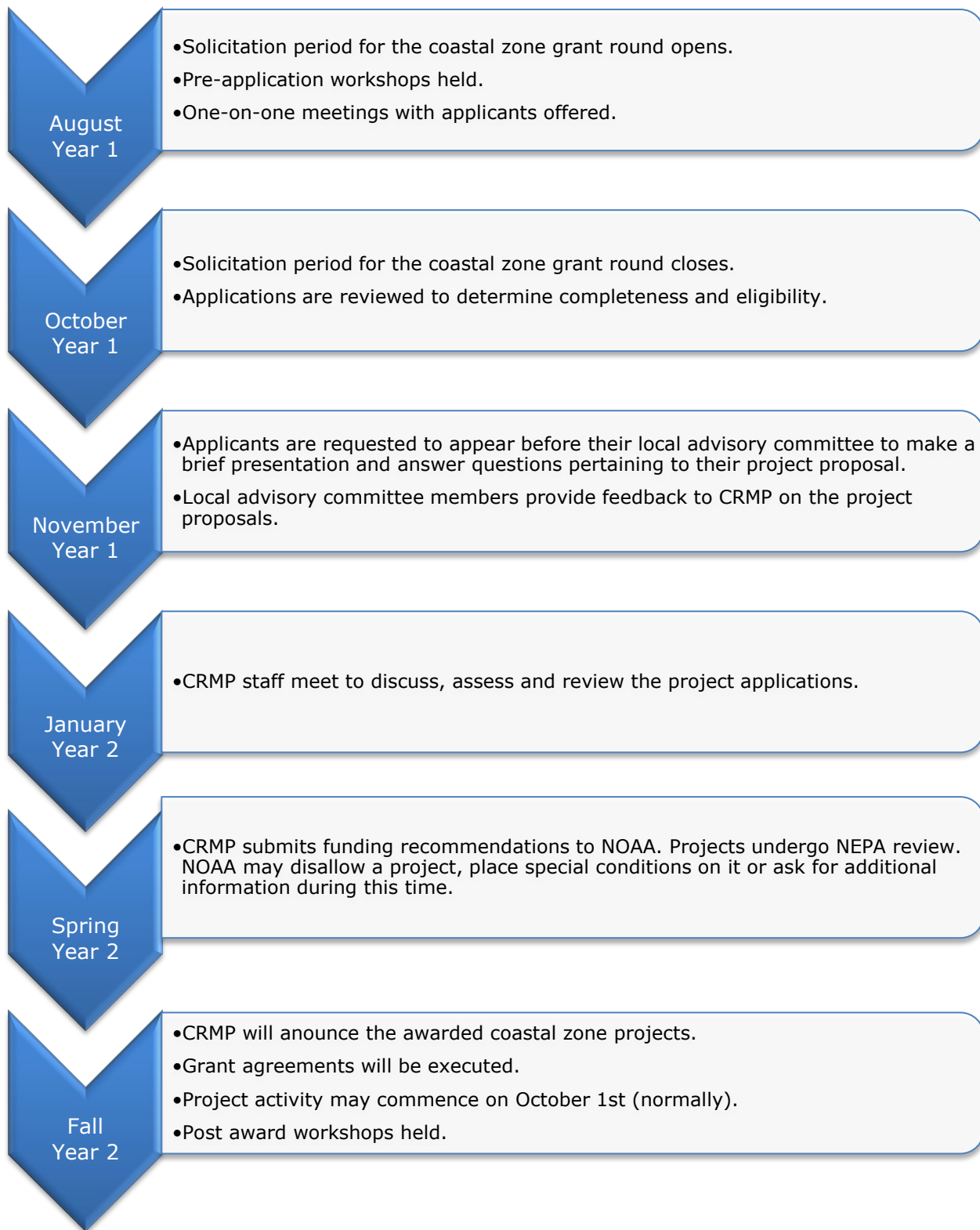
Applications submitted via e-mail, hard copy or fax will not be accepted. Applications submitted after the closing date and time will not be considered.

Grant applications are public documents and are subject to disclosure to the public upon request after awards have been made. Any information included in the grant proposal that the applicant wishes the Commonwealth to consider as proprietary must be submitted separately and be clearly marked as proprietary.



## Application Process Timeline

Note: These dates are subject to change and are provided only as a rough guideline for applicants.





## **V. PROJECT SELECTION AND IMPLEMENTATION**

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### **How will applications be reviewed?**

All submitted project applications will undergo an initial administrative review by the DEP Grants Center to determine if they are eligible and complete. Incomplete applications will not be considered for funding.

Eligible applicants will be requested to appear before their respective local advisory committee to provide a brief presentation and answer any questions on their proposed project. Committee members will provide input on applications within their coastal zone, which offers a local perspective to CRMP. The committees are composed of representatives from county and local governments, public authorities and environmental, economic, recreational and other coastal stakeholders.

CRMP staff will review and evaluate the applications taking into consideration local committee recommendations. The projects will be assessed based on their relevance to the CRMP focus areas and metrics, alignment with NOAA priorities and the mission and goals of the CRMP.

### **What criteria will be used to evaluate the projects?**

Reviewers assign scores to project applications ranging from -10 to 155 points based on the following five CRMP evaluation criteria and respective weights specified below. Be sure to address each question listed below in the application to be most competitive.

#### Objectives and Relevance to the CRMP (80 Points)

Determines how valuable and relevant the proposed application is to state, regional and local coastal zone activities.

- How well does the application meet CRMP focus areas?
- Describe if and how the proposed project aligns with one or more of the outlined 312 evaluation metrics.
- How well does the application address the project's contributions to the goals and objectives of state, regional and local coastal zone watershed, public access, community development or comprehensive plans?
- How well does the application address a priority, problem or need?
- How well does the application enhance previous related work done in relationship to the application's proposed project?
- Will the benefits of the project be sustained beyond the end of the grant term?
- How well does the application address the Governor's Keystone Principles?

#### Quality (15 Points)

Assesses if the application is technically sound, if the methods are appropriate and if objectives and goals are clearly stated.

- Does the application clearly and concisely describe the project?
- Does the application clearly define all deliverables of the project?
- Are the methods proposed to achieve the deliverables appropriate?

#### Budget (20 Points)

Assess the feasibility of the project, including if the budget is appropriate and within the scope of the allocation of the CRMP and the overall public benefit of the project relative to its costs.

- Does the application have a detailed and reasonable budget?
- Are personnel services, travel, contractual services and supplies explained, specific costs identified and are all costs eligible expenses?
- Does the application include information on how the applicant plans to pursue external matching funds?
- Does the application include letters of funding commitment and support?
- Does the application pose a high overall value of the project relative to the product/outcome?

### Dissemination (15 Points)

Assess the outcome of the project and the project's plan to provide education and/or outreach.

- Does the application explain how the product or outcome will be used?
- Does the application explain who will use/benefit from the product or outcome?
- How well does the application describe the outreach plan?

### Extra Considerations

#### Environmental Justice (5 points)

Preference will be given to applicants proposing projects in designated EJ communities. Applicant must clearly explain how project benefits the EJ community in order to receive points.

#### Act 47 Status (10 points)

Any municipality with Act 47 Financially Distressed Communities Act status will be awarded 10 points. This status will be verified prior to any points being awarded.

#### Act 167 Plan (5 points)

Preference will be given to applicants in a county with a [DEP-approved Act 167](#) plan.

#### Floodplain Management (5 points)

Preference will be given to applicants proposing projects in a municipality that has a current floodplain ordinance that is in compliance with Pa. Code Title 12, Chapter 113 and the Floodplain Management Act

<https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/012/chapter113/chap113toc.html> and

<https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=1978&sessInd=0&act=166>. See also <https://www.pema.pa.gov/Floodplain-Management/Pages/default.aspx>.

#### Past Performance (-10 to 0 Points)

Evaluate past performance of the project applicant, in regard to the Pennsylvania's Coastal Zone Grant Program, and completion of required tasks of previously awarded grants. Up to 10 points may be deducted from the overall score for repeated failures to submit:

- Performance reports on time.
- Invoices on time.
- Final reports on time.

Final review and approval of all projects is made by NOAA. NOAA may place additional requirements on a particular project or request additional documentation to satisfy federal requirements. If this occurs, CRMP staff will work with the applicant to resolve any outstanding issues.

All applicants will be informed of the outcome of the project-selection process.

Awards will not be transferred from a grantee to another entity.

If a project is awarded a grant, any changes to the project scope submitted in the grant application may result in delays, decreased funding, or forfeiture of the project award.

### **When can work begin and when must it be completed?**

Award notification will be made by CRMP after NOAA review is completed.

Projects may begin after an agreement is signed, but no earlier than October 1st of the year. Project deliverables must be completed, a final report submitted, and funds spent by the second March 31st of the grant term.

### **How will funds be made available?**

Payment will be made to the grantee for reimbursement of costs incurred for work performed. Payments will be linked to project performance. Payment will be withheld if project schedules and deliverables are not met. Reimbursement will be based on the funds identified in the executed grant agreement. Final payment will not be made until receipt of a final report and any other deliverables.

## **VI. CONTACTS AND RESOURCES**

Applicants are encouraged to coordinate with CRMP in advance of submitting the grant application. Please contact CRMP Central Office for more information.

### **Compacts and Commissions Office/Central Office**

Pennsylvania Department of Environmental Protection (DEP)

Compacts and Commissions Office

Coastal Resources Management

400 Market St., P.O. Box 8465

Harrisburg, PA 17105-8465

[RA-epcoastalzone@pa.gov](mailto:RA-epcoastalzone@pa.gov)

Ph: 717-772-4785

Fx: 717-783-4690

Additional information related to the CRMP can be found at the following websites:

Coastal Resources Management Program (CRMP)	<a href="http://www.dep.pa.gov/Business/Water/Compacts%20and%20Commissions/Coastal%20Resources%20Management%20Program/Pages/Grants.aspx">www.dep.pa.gov/Business/Water/Compacts%20and%20Commissions/Coastal%20Resources%20Management%20Program/Pages/Grants.aspx</a>
National Oceanic and Atmospheric Administration (NOAA)	<a href="http://www.noaa.gov">www.noaa.gov</a>
U.S. Environmental Protection Agency (EPA)	<a href="http://www.epa.gov">www.epa.gov</a>
PA Department of Environmental Protection (DEP)	<a href="http://www.dep.pa.gov">www.dep.pa.gov</a>
PA Department of Conservation & Natural Resources (DCNR)	<a href="http://www.dcnr.pa.gov">www.dcnr.pa.gov</a>
PA Department of Agriculture (PDA)	<a href="http://www.agriculture.pa.gov">www.agriculture.pa.gov</a>
PA Association of Conservation Districts, Inc. (PACD)	<a href="http://pacd.org">pacd.org</a>
PA Department of Community and Economic Development (DCED)	<a href="http://dced.pa.gov">dced.pa.gov</a>
PA House and Senate District Number search tool	<a href="http://www.legis.state.pa.us">www.legis.state.pa.us</a>
U.S. House District Number search tool	<a href="http://www.house.gov">www.house.gov</a>
Conservation Explorer (PNDI) website	<a href="http://conservationexplorer.dcnr.pa.gov">conservationexplorer.dcnr.pa.gov</a>
PHMC State Historic Preservation Office (SHPO) PA-SHARE Environmental Review	<a href="http://share.phmc.pa.gov">share.phmc.pa.gov</a>

Technical assistance in completing the online application is provided by DCED's Customer Service Center 8:30AM – 5:00PM EST Monday through Friday. Contact DCED by phone at (800) 379-7448 or by email at [ra-dcedcs@pa.gov](mailto:ra-dcedcs@pa.gov).

The Keystone Login Help Desk can be reached at (877) 328-0995 or by email at [KeystoneLoginSupport@randstadusa.com](mailto:KeystoneLoginSupport@randstadusa.com).

For program related questions, please contact CRMP

**APPENDIX A: 3200-FM-CCO0008 – COASTAL ZONE GRANT APPLICATION CHECKLIST**

## COASTAL ZONE GRANT APPLICATION CHECKLIST

The grant application submittal has two main components: 1 – the Basic Department of Community and Economic Development (DCED) eGrants Application, and 2 – the Supplemental Forms

- ☐ 1. Basic DCED eGrants Application and Addenda

Project application including applicant information, type of project, project description, and location.

- ☐ 2. Supplemental Forms

The required supplemental forms needed for the application submittal are dependent on the nature of the grant project.

**All** grant applications must include the following basic supplemental form:

- ☐ Budget Supplement

**Some** grant applications will include either or both of the following optional forms:

Geospatial Data Sharing project applications must include the following supplemental form in addition to the required basic supplemental form listed above:

- ☐ National Oceanic and Atmospheric Administration (NOAA) Data Sharing Supplement – form provided

Any applicant planning to use a subcontractor for any part of a project must include the following supplemental form in addition to the required basic supplemental form listed above:

- ☐ Subcontract Budget Supplement – form provided

**Construction and Acquisition** project applications must include the following supplemental forms in addition to the required basic and optional supplemental forms listed above:

- ☐ Categorical Exclusion Checklist – form provided
- ☐ Title Opinion Supplement OR Title Certification Affidavit Supplement – forms provided
- ☐ United States Geological Survey (USGS) 7.5-Minute Quadrangle Map Extract
- ☐ Pennsylvania Natural Diversity Inventory (PNDI) Project Environmental Review Receipt – link provided
- ☐ State Historic Preservation Office (SHPO) Environmental Review– link provided
- ☐ Cost Estimate – required only for construction applications
- ☐ Completed Appraisal – required only for acquisition applications

Complete each form and save as an attachment to the electronic project application submittal. Some items for construction and acquisition projects must be provided by the applicant, such as maps, photographs, estimates, and appraisals. PNDI and SHPO receipts can be obtained by following the links in the Grant Application Instruction Guide and providing information for review by appropriate agencies. These receipts must be uploaded with the application. Letters explaining why the project does not have or does not need these receipts are not acceptable.

- ☐ 3. Letters of Support

Letters of Support are optional, but encouraged. Letters should be submitted as an attachment to the application.

Applications submitted without all necessary information and supplemental forms will be considered incomplete and may not be reviewed further.

## **APPENDIX B: BUDGET INFORMATION**

### **Funding Sources**

#### Coastal Zone Grant Request

- Identify the amount of coastal zone grant funding being requested for the proposed project.

#### Cash or Non-Cash Match

- List the amount of cash and/or non-cash match being provided by the applicant and/or any other grants received or anticipated. Include the source of funding and indicate if the funding is secured or pending.

### **Budget Category**

Divide the cost of the project into each applicable budget category for both the coastal zone and matching shares. Budgets that do not include sufficient detail for each relevant category may result in an application to be considered incomplete and may not be reviewed further.

All applicants must provide fringe percentage rate and indirect percentage rate, if applicable, for both Coastal Zone grant request and matching funds. These percentages may differ but must be clearly defined in the application for the application to be declared complete.

### **Matching Funds**

Describe the source of matching funds, and whether they are secured or pending. List the name of the organization/source providing the funds. If the funds have been awarded, please provide proof of the award by attaching an award letter. When coastal zone funds are used in combination with other grants, the applicants must insure that grant terms coincide sufficiently to permit meeting the terms and conditions of both grant agreements.

### **Project Related Cost Description**

If employee wages will be paid or provided as in-kind match, the applicant must provide a list of those employees working on the project, their position, wage rates, fringe benefits rate, hours expected to be claimed and how they will be contributing to the project scope of work.

If travel is anticipated, the applicant should indicate which staff person will be traveling, to where, the frequency of trips and for what purpose. The reimbursement rate for travel must be listed and is the current state rate.

If materials or other goods will be purchased, the applicant must furnish an itemized listing of these materials, anticipated quantities and their unit and total costs. If the items are to be donated, please indicate the value. An example of how these items should be listed:

- *4 park benches @ \$150 each*
- *150 cubic yards of stone @ \$25/cy*
- *100 hemlock saplings @ \$40/tree*

## **APPENDIX C: SUBCONTRACT BUDGET INFORMATION**

Applicants must complete all required fields on this supplemental form if any portion of the scope of work is to be completed by a subcontractor/third party. Please ensure that the Consultant/Contractor Total on this form matches the Consultant/Contractor Total on the main budget supplement form.

### **Sample Subcontract Budget Supplement**

Will/Was the contractor (be) selected through a competitive process? Yes

Name of subcontractor (if known): Eco-Systems, Inc.

Description of work to be performed under the subcontract: This sub-contract is intended to support completion of a coastal hazards assessment for two communities as part of the larger Task 306-4 Coastal Hazards Planning effort. Funding under this contractual category will support a Project leader, one Environmental Planner, and an intern working for Eco-Systems Inc. (\$13,000), and will conduct a risk and hazard vulnerability assessment for the towns of Blankford and Great Nothing. The Assessment will involve: several key subtasks including (1) obtaining and mapping projections from XYZ, (2) identification of potential hazard areas using XYZ Model and inundation scenarios from Task 1, (3) identification of residential and commercial structures at risk using aerial photography and other materials and creating a new GIS data layer, and (4) identification of critical infrastructure by pulling data from DOE, DOT, EPA and other files and creating a new critical infrastructure GIS data layer.

Project team will use portion of funding (\$4,400) to acquire mapping software to develop maps, and may need to purchase other software, XYZ to do additional analyses for XYZ.

We will need to purchase a plotter and paper (other \$3,500) to generate maps showing critical structures and infrastructure under various scenarios. These will be used in developing the analysis and final report and for public outreach and education purposes.

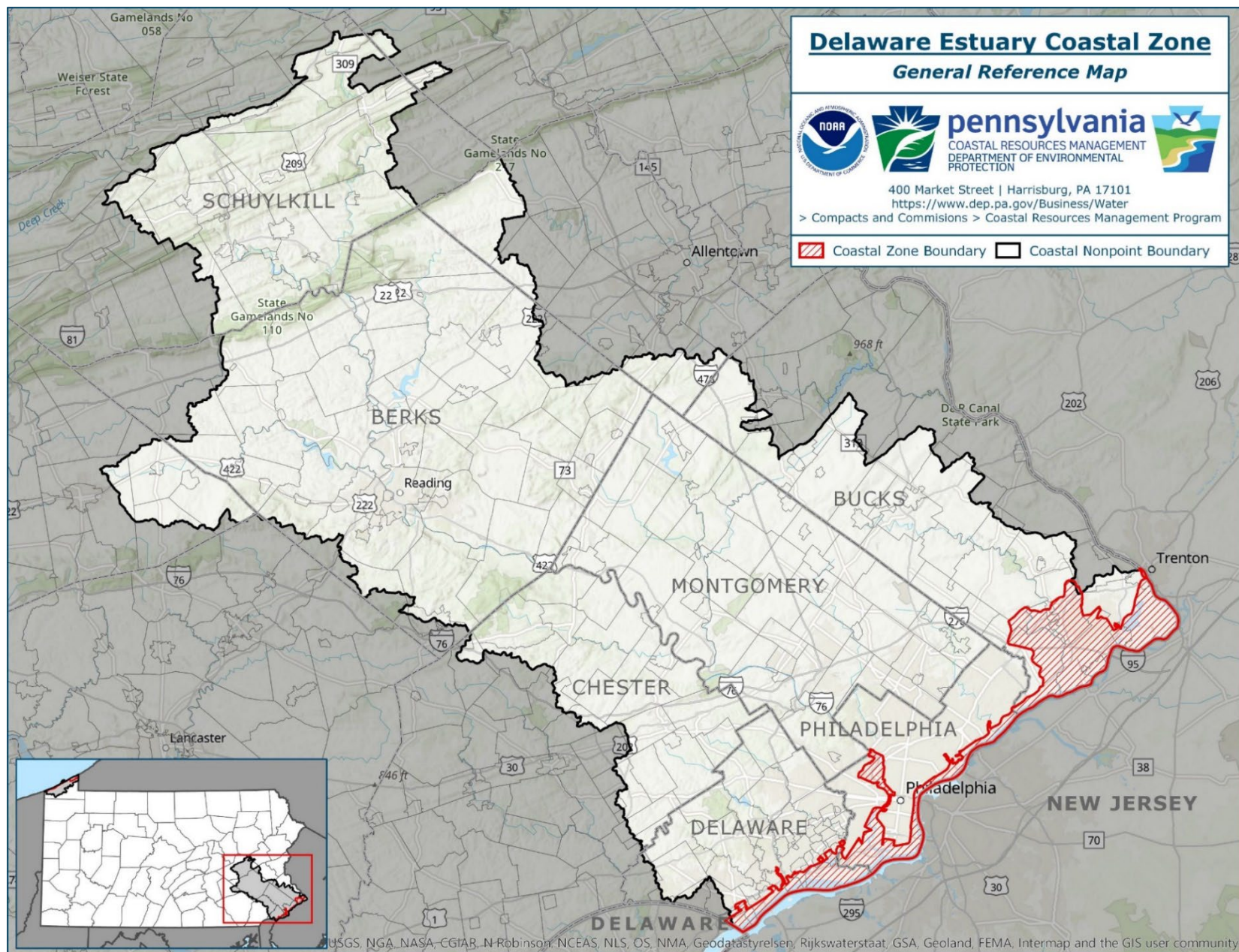
The funding will also support travel (\$850) for the project leader and environmental planner for X trips to Y and Z in order to ground truth data and hold public outreach and input sessions.

<b>Subcontract Budget Category</b>	<b>CZMP Share</b>
Salary	10,000.00
Fringe	3,000.00
Travel	850.00
Equipment	0
Supplies	4,400.00
Sub-Contractual*	0
Construction	0
Other	3,500.00
Indirect	0
<b>Total</b>	<b>\$21,750.00</b>

\*If there are sub-contractual funds in the budget above, the subcontract activity will require a separate subcontract budget supplemental form.



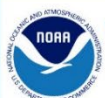
## APPENDIX D: COASTAL ZONE BOUNDARY MAPS





## Lake Erie Coastal Zone

### General Reference Map



**pennsylvania**

COASTAL RESOURCES MANAGEMENT  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION



400 Market Street | Harrisburg, PA 17101

<https://www.dep.pa.gov/Business/Water>

> Compacts and Commissions > Coastal Resources Management Program

Coastal Zone Boundary Coastal Nonpoint Boundary

