

**COASTAL RESOURCES GRANT PROGRAM
PROCEDURES AND CRITERIA**

IV. ELIGIBLE TECHNICAL AND FINANCIAL ASSISTANCE

PART A GRANTS

Requests for assistance under Part A must be for activities related to offshore energy development.

The types of grant activities eligible for funding are under Part A include planning, assessment, mitigation, permitting, monitoring and enforcement, public services and facilities and other activities related to offshore energy development.

Part A Grants will be awarded for one-time projects and may not be used for on-going efforts beyond the grant award period. Any required on-going effort will be the responsibility of the applicant county or city. However, applicants may define projects which consist of multiple phases provided that grant funding for any one phase shall result in a complete, discrete effort. Nothing shall preclude an applicant from applying for grant funding for subsequent project phases, although grant funding is not guaranteed.

The law requires cities and counties to submit a report on how any grant funds will be used. At least one public hearing on the report is required. Applicants for Part A grants shall include evidence of public review and input on the report of proposed expenditures. A local governing board resolution is required (see enclosed sample resolution).

Applicants are to provide a grant expenditure schedule not to exceed three years from the date of grant award. Time extensions may be requested in advance and will be considered in the event of circumstances beyond the control of the applicant agency.

Grant applications will generally be limited to \$500,000 and may provide for up to 90 percent of proposed expenditures. Under unusual circumstances applications may be considered for cash awards exceeding the \$500,000 amount based on consideration of, but not limited to, the following factors:

- The project requires a one-time, single investment in excess of \$500,000 to achieve its objectives.
- This grant cycle presents an immediate, one-time opportunity for maximum benefit that may be lost if not undertaken at this time.

COASTAL RESOURCES GRANT PROGRAM PROCEDURES AND CRITERIA

Local contributions to a project may include cash, in-kind services, volunteer effort, or donated materials as required for project completion and as included in the project line-item cost estimate. Local expenditures made prior to grant award (as evidenced by a signed contract with the Resources Secretary), or after the scheduled grant project performance period, may not be considered as meeting the requirement for local contributions of ten percent of project costs.

PART B GRANTS

Requests for assistance under Part B may be submitted for projects to help local coastal counties or cities exercise effectively their responsibility for improving the management of the State's coastal resources. **Only those jurisdictions with local coastal programs approved by the California Coastal Commission are eligible to apply for grant funding.**

The types of expenditures eligible for funding under Part B include:

Coastal Habitat Protection

These are projects which provide for the protection of wetlands, flood plains, estuaries, beaches, dunes, and fish and wildlife and their habitat within coastal areas.

Protection of Life and Property

These are projects which provide for the minimization of the loss of life and property in coastal flood-prone, storm surge, geologic hazard, and erosion prone areas.

Protection of Recreational Resources

These are projects which provide public access to the coast for recreational purposes, to acquire coastal viewsheds, and to preserve, maintain, and restore historic, cultural, and aesthetic coastal sites.

Protection of Coastal Economic Resources

These are projects which facilitate the process for siting major facilities along the coast related to fisheries, recreation and ports and other coastal dependent commercial uses.

Coastal Management Improvements

These are projects which promote other coastal management improvements determined by the Secretary to be consistent with the State's coastal management program.

COASTAL RESOURCES GRANT PROGRAM PROCEDURES AND CRITERIA

Part B Grants will be awarded for one-time expenditures, and may not be used for on-going efforts beyond the grant award period such as for maintenance, monitoring, or studies. However, applicants may define projects which consist of multiple phases provided that grant funding for any one phase shall result in a complete, discrete effort. Nothing shall preclude an applicant from applying for grant funding for subsequent project phases, although grant funding is not guaranteed.

Applicants for Part B grants may propose projects which are intended to meet the objectives of more than one type of eligible expenditure. Applicants must describe the objectives and anticipated benefits of proposed projects as they relate to the objectives. Applications will be given evaluation credit for meeting the objectives of multiple types of expenditures.

Part B Grant projects must be scheduled to be completed within a three year period from the date of award. Extensions may be requested in advance and will be considered in the event of circumstances beyond the control of the applicant agency.

Part B Grants for individual projects are generally limited to \$100,000 each and may not exceed 90 percent of project costs.

Under unusual circumstances applications may be considered for cash awards exceeding the \$100,000 amount based on consideration of, but not limited to, the following factors:

- The project requires a one-time, single investment in excess of \$100,000 to achieve its objectives.
- The objectives of more than one grant program category would be achieved by the grant proposal.
- This grant cycle presents an immediate, one-time opportunity for maximum benefits that may be lost if not undertaken at this time.

Local contributions to a project may include cash, in-kind services, volunteer effort, or donated materials as required for project completion and as included in the project line-item cost estimate. Local expenditures made prior to the grant award (as evidenced by a signed contract with the Secretary), or after the scheduled grant project performance period, may not be considered as meeting the requirement for local contributions of ten percent of project costs.

**COASTAL RESOURCES GRANT PROGRAM
PROCEDURES AND CRITERIA**

V. MINIMUM REQUIREMENTS

PART A GRANTS

Projects which fail to meet these minimum requirements **will not be considered** further:

- A. All projects must demonstrate a relationship to the impact of offshore energy development.
- B. All applications must include evidence that the public was given an opportunity to review the proposal and that at least one public hearing was held on the subject.
- C. All applicants must submit a local governing board resolution authorizing the application for grant funds. (see enclosed sample resolution).

PART B GRANTS

Projects which fail to meet these minimum requirements **will not be considered** further:

- A. All applicants must present evidence that the project is located in an area with a California Coastal Commission approved local coastal program.
- B. All projects must provide coastal resource management enhancements which specifically help applicants to improve their coastal resource management responsibilities.
- C. All applicants must submit a local governing board resolution authorizing the application for grant funds (see enclosed sample resolution).

VI. EVALUATION CRITERIA

All projects will be evaluated by the Resources Agency using the following criteria and will be assigned values based on a point system within the ranges indicated. A maximum of 100 points may be assigned to any one project. Projects will be evaluated on the General Criteria (up to 50 points) and on the appropriate Project Category Criteria (up to 50 points).

**COASTAL RESOURCES GRANT PROGRAM
PROCEDURES AND CRITERIA**

A. General Criteria - Part A and Part B Grants

All projects submitted under either Part A or Part B will be evaluated by the Resources Agency using the following general criteria and assigned values based on a point system within the ranges indicated. A maximum of **50 points** will be assigned under the general evaluation criteria.

1. Demonstrated Need and Potential Impact (0 - 20 points)

What creates the need for the proposed project; what alternatives were evaluated; and what is the potential of the proposed grant expenditure for expediting the resolution of an offshore energy development issue? What is the relationship of the proposed project to the larger community complex?

2. Other Contributions (0 - 15 points)

What is the local contribution to the effort above the required ten percent contribution: cash, in-kind, volunteers, donated materials?

3. Recognized Statewide Resources Priorities (0 - 15 Points)

Projects which contribute to statewide resources priorities and which address energy development related issues or other coastal resources management issues with application to multiple jurisdictions, and which are consistent with the Resources Agency's "California Ocean Resources: An Agenda for the Future" will be rated the highest under this criteria.

B. Project Category Criteria - Part A Grants

All projects submitted under Part A will be evaluated by the Resources Agency using the following project specific criteria and assigned values based on a point system within the ranges indicated. A maximum of **50 points** will be assigned under the project category evaluation criteria.

1. Offshore energy development impact relationship/solutions (0-20 Points)

Mitigation projects which will effectively provide the greatest and most appropriate, i.e., related, solutions to the impact of offshore energy developments will be rated the highest on this criteria.

COASTAL RESOURCES GRANT PROGRAM PROCEDURES AND CRITERIA

2. Cost Effectiveness (0-10 Points)

Projects providing the greatest benefit at the lowest cost will be rated the highest on this criteria.

Projects will be evaluated on the basis of the cost to achieve the stated objectives, and among projects with similar objectives, those projects with the lowest costs will be rated the highest.

3. Project Readiness (0-10 Points)

Projects which can most readily be started and completed will be given the highest rating under this criteria. For example:

- Are project designs completed?
- Are local contributions readily available?
- Will the proposed project require any permits or lengthy environmental clearance?
- If lands are to be acquired, are there willing sellers?
- Is the project consistent with state, regional and local plans?

4. Sustainability (0-10 Points)

Have plans been made by the city or county to ensure that any required on-going effort/expenditure can be sustained without on-going grant funding?

C. Project Category Criteria - Part B Grants

All projects submitted under Part B will be evaluated by the Resources Agency using the following project specific criteria and assigned values based on a point system within the ranges indicated. A maximum of **50 points** will be assigned under the project category evaluation criteria.

1. Coastal Resource Management Problem Solution (0-20 points)

Applicants are to explain how their projects will aid in the implementation of its Local Coastal Program. Applicants are also to provide explanations for each of the following eligible Part B grant expenditure types for which the grant proposal is directed. Projects which are intended to meet the objectives of multiple types of authorized grant expenditures will be rated the highest on this criteria.

COASTAL RESOURCES GRANT PROGRAM PROCEDURES AND CRITERIA

a. Coastal Habitat Protection

Projects which provide the greatest degree of protection or enhancement of wetlands, flood plains, estuaries, beaches, dunes, and fish and wildlife and their habitat will be rated the highest on this criteria. Projects will be evaluated on the basis of the presence of threatened or endangered species or lack of supporting habitat.

b. Protection of Life and Property

Projects which provide the greatest degree of protection against the loss of life and/or property in coastal flood-prone, storm surge, geologic hazard, and erosion prone areas will be rated the highest on this criteria. Projects will be evaluated on the basis of historic risk and damage sustained in the proposed project area and the statewide significance of the resource.

c. Protection of Recreational Resources

Projects which provide the greatest improvement in public access to the coast for recreational purposes, for the provision of viewsheds, and to preserve, maintain, and restore historic, cultural or aesthetic coastal sites will be rated the highest on this criteria. Projects will be evaluated on the basis of the need for the project including consideration of the estimated visitor usage, whether the project adds to a complex or system, e.g., trails, removes barriers to recreational use, and/or is a Nationally or state-recognized historic place or site.

d. Protection of Coastal Economic Resources

Projects which facilitate the process for siting major facilities along the coast related to fisheries, recreation and ports and other coastal dependent commercial uses while protecting environmental resources will be rated the highest in this category. Projects will be evaluated on the basis of the projected impact of the project on the economy of the local area and the statewide impacts. Unique approaches to resolving environmental issues associated with proposed projects are encouraged.

e. Coastal Management Improvements

Projects which promote coastal management improvements determined by the Secretary to be consistent with the Governor's Coastal and Watershed Initiatives, as well as the "California Ocean Resources: An Agenda for the Future" will be rated highest on this criteria. Projects that demonstrate the greatest statewide benefits or address unique coastal assets are encouraged.

COASTAL RESOURCES GRANT PROGRAM PROCEDURES AND CRITERIA

2. Cost Effectiveness (0-10 Points)

Projects providing the greatest benefit at the lowest cost will be rated the highest on this criteria.

Projects will be evaluated on the basis of the cost to achieve the stated objectives, and among projects with similar achievable objectives, those projects with the lowest costs will be rated the highest.

3. Project Readiness (0-10 Points)

Projects which can most readily be started and completed will be given the highest rating under this criteria. For example:

- Are project designs completed?
- Are local contributions readily available?
- Will the proposed project require any permits or lengthy environmental clearance?
- If lands are to be acquired, are there willing sellers?
- Is the project consistent with state, regional and local plans?

4. Sustainability (0-10 Points)

Have plans been made by the city or county to ensure that any required on-going effort/expenditure can be sustained without on-going grant funding?

VII. MINIMUM INFORMATION FOR ELIGIBILITY EVALUATION

The following information is required by the Resources Agency to evaluate projects for either Part A or Part B grants. Applications submitted with incomplete information or lacking the required number of copies will not be evaluated.

A. An **original and three copies (total of four)** of the application (Application Forms and supporting material).

B. A Table of Contents (**page numbered**) in the sequence specified in the enclosed standard Table of Contents provided in this Application Packet.

**COASTAL RESOURCES GRANT PROGRAM
PROCEDURES AND CRITERIA**

C. A description of project scope, location, purpose and the amount of grant funds being requested.

E. Evidence of public hearing and opportunity for public input (Part A grants only).
Evidence of approval of local coastal program (Part B grants only).

F. A statement of project consistency with local, state and/or federal plans, and a list of permits and approvals needed and applications filed with involved agencies.

G. An authorizing resolution and a statement describing related prior experience in carrying out the proposed project.

H. A narrative and quantitative description of the project that explains how it meets each of the relevant evaluation criteria.

I. A project cost estimate (by line item-object of expense) and a proposed budget showing all sources of funding, including the estimated value of in-kind/volunteer services and donated materials.

J. A project completion schedule including a quarterly cash expenditure plan.

K. A project location map.

L. Photographs of the project site, as appropriate.

M. Project design or concept drawings, as appropriate.

N. If funds are being requested for the acquisition of real property, an acquisition schedule must be included which reflects the basis for the estimate of acquisition/easement costs by parcel, and indicating whether there are willing sellers.

O. If funds are being requested for the acquisition of real property, an acquisition map must be included showing exterior boundaries and parcel numbers.

**COASTAL RESOURCES GRANT PROGRAM
PROCEDURES AND CRITERIA**

VIII. ACCOUNTING REQUIREMENTS

The applicant must maintain an accounting system that accurately reflects fiscal transactions, with the necessary controls and safeguards. This system should provide good audit trails, especially the source of such original documents as receipts, progress payments, invoices, time cards, etc. The system must also provide accounting data so the total cost of each individual project can be readily determined. These records must be retained for a period of three years after final payment is made by the state.

IX. ELIGIBLE COSTS

Only project-related costs incurred during the project performance period specified in the project budget and grant contract will be eligible for quarterly reimbursement. All eligible costs are funded on a reimbursement basis and must be supported by appropriate invoices, purchase orders, canceled warrants, and other records. Costs incurred in advance of grant contract approval are not eligible. Only direct costs are eligible. General program administrative costs, and general overhead (e.g., telephones, fax and space rental) accounted for as a percentage of direct costs are not eligible for reimbursement.

A. Preliminary costs

- Preliminary project costs (e.g., construction plans, appraisals, acquisition negotiations, etc.) incurred after the date of the grant contract may be reimbursable. No payment can be made until an agreement with the state is signed.

B. Personnel or Employees Services

- Services of the applicant's employees directly engaged in project execution are eligible costs. These costs must be computed according to the applicant's prevailing wage or salary scales and may include fringe benefit costs such as vacations, sick leave, social security contributions, etc., that are customarily charged to the applicant's various projects. Costs charged to the project must be computed on actual time spent on a project and supported by time and attendance records describing the work performed on the project. Overtime costs may be allowed under the applicant's established policy, provided that the regular work time was devoted to the same project.

- Salaries and wages claimed for employees working on state grant funded projects must not exceed the applicant's established rates for similar positions.

COASTAL RESOURCES GRANT PROGRAM PROCEDURES AND CRITERIA

C. Consultant Services

- The costs of consultant services necessary for the project are eligible. Consultants must be paid by the customary or established method and rate of the applicant.
- No consultant fee may be paid to the applicant's own employees without prior approval or unless specifically agreed to by the state.

D. Equipment

- Equipment owned by the applicant may be charged to the project for each use. Equipment use charges must be made in accordance with the applicant's normal accounting practices.
- If the applicant's equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use to the project, and be signed by the operator and supervisor.
- Equipment may be leased, rented, or purchased, whichever is most economical. If equipment is purchased, its residual market value must be credited to the project costs on completion.

E. Supplies and Materials

- Supplies and materials including plants and irrigation equipment may be purchased for a specific project or may be drawn from a central stock, providing they are claimed at a cost no higher than that paid by the applicant.

F. Construction

- The cost of all necessary construction activities from site preparation (including excavation, grading, etc.) to the completion of a structure or facility is eligible.

G. Acquisition

- Costs of acquiring real property are eligible and may include the purchase price of the property, appraisals, surveys, preliminary title reports, escrow fees, and title insurance fees. Grant applicants are encouraged to explore the feasibility of acquiring easements rather than fee title when appropriate.

**COASTAL RESOURCES GRANT PROGRAM
PROCEDURES AND CRITERIA**

H. Other Expenditures

• In addition to the major categories of expenditures, reimbursements may be made for miscellaneous costs necessary for execution of the project. Some of these costs are:

1. Premiums on hazard and liability insurance to cover personnel and/or property.
2. Work performed by another section or department of the applicant's agency.
3. Transportation costs for moving equipment and/or personnel.

X. ADDITIONAL INFORMATION

Completed applications and questions regarding these procedures and criteria should be directed to: State of California, Resources Agency, 1416 Ninth Street, Suite 1311, Sacramento, CA 95814, (916)653-5656, Attn: Coastal Resources Grant Program Coordinator.

COASTAL RESOURCES GRANT PROGRAM APPLICATION

PROGRAM CATEGORY (Check either Part A, or Part B).

- Part A Grants - Energy Assistance**
- Part B Grants - Resource Management**

NAME OF GRANT PROJECT	AMOUNT OF GRANT REQUEST \$ _____
	TOTAL GRANT PROJECT COST \$ _____ (Grant, Cash Match & In-kind / Donations)
GRANT APPLICANT LEAD AGENCY (NAME, ADDRESS, ZIP CODE)	GRANT PROJECT LOCATION
<input type="checkbox"/> COUNTY <input type="checkbox"/> CITY	NEAREST CROSS STREETS _____
	COUNTY _____ NEAREST CITY _____
	SENATE DISTRICT _____ ASSEMBLY DISTRICT _____

GRANT APPLICANT'S REPRESENTATIVE AUTHORIZED IN RESOLUTION

Name	Title	Phone
Person with day-to-day responsibility for project (if different from authorized representative)		
Name	Title	Phone

BRIEF DESCRIPTION OF GRANT PROJECT
PROJECT SCOPE (WHAT IS TO BE CARRIED OUT, AND/OR WHAT AND HOW MUCH IS TO BE DEVELOPED \ RESTORED \ ACQUIRED) :

MAJOR OBJECTIVE OF PROJECT :

SCHEDULED START AND COMPLETION DATES : _____

ENVIRONMENTAL CLEARANCE FOR GRANT PROJECT, IF REQUIRED (Check type and status)

Type Exempt Negative Declaration Categorical Exemption Environmental Impact Report

Status Complete In progress Not started

Name of Lead Agency _____

I certify that the information contained in this grant application form, including required attachments, is accurate and that I have read and understand the Assurance section of this Application form.

Signed : _____ Date: _____
(Grant Applicant's Authorized Representative, as shown in the Resolution)

ASSURANCES

Applicant possesses legal authority to apply for the grant and to finance, acquire, and construct the proposed project; and by formal action (e.g., a resolution) the applicant's governing body authorized the filing of the application, including all understandings and assurances contained therein, and authorized the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

Applicant will manage and maintain any property acquired, developed, rehabilitated, or restored with grant funds in the future. With the granting agency's prior approval, the applicant or its successors in interest may transfer the management and maintenance responsibilities in the property. If the property is not managed and maintained for the purposes stated in the project agreement, the state shall be reimbursed an amount at least equal to the amount of the grant award or, for real property, the pro rata fair market value of the property, including improvements, at the time of sale, whichever is higher.

Applicant will give the state's authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

Applicant will cause work on the project to be commenced within a reasonable time after receipt of notification from the state that funds have been approved and that the project will be carried to completion with reasonable diligence.

Applicant will comply where applicable with provisions of the California Environmental Quality Act and the California Relocation Assistance Act, and any other state, and/or local laws, rules and/or regulations.

Signed _____ Date _____
(Grant Applicant's Authorized Representative)

STANDARD TABLE OF CONTENTS

(include page numbers)

	<u>Page</u>
Signed Application Face-sheet and Assurances	i
Table of Contents	ii
1. Project Summary	
a. Brief description of Project scope, location and purpose, and Amount of Request.	
b. Explanation for grant request which exceeds the specified funding limitation, if applicable.	
2. Agency Eligibility	
a. Authorizing Resolution to Apply for Grant.	
b. Evidence of public hearing and opportunity for public input (Part A Grants).	
c. Evidence of approved local coastal program (Part B Grants).	
3. Evaluation Criteria	
Narrative and quantitative explanations for <u>each</u> of the Evaluation Criteria.	
4. Exhibits	
a. Project cost estimate (by line item-object of expense) with the value of in-kind/volunteer services, or other donated items required.	
b. Proposed project development budget showing sources of funding, with the value of in-kind/volunteer services, or other donated items required.	
c. Project Schedule.	
d. Quarterly project development cash expenditure plan.	

Standard Table of Contents (continued)

- e. Project location map.
- f. Project site photos, if applicable.
- g. Project design or concept drawings, if applicable.
- h. Acquisition schedule, if applicable.
- i. Acquisition map, if applicable (boundaries and parcel numbers).
- j. Legislative/Congressional Endorsements (if any - not required).
- k. Other endorsements (if any - not required).
- l. All other exhibits, e.g., agreements with other involved agencies, etc.

SAMPLE RESOLUTION

Resolution No: _____

RESOLUTION OF THE _____
(GOVERNING BODY)

OF _____ APPROVING

THE APPLICATION FOR GRANT FUNDS FOR THE COASTAL RESOURCES GRANT PROGRAM UNDER SECTION 35030 / 35031 OF THE PUBLIC RESOURCES CODE FOR THE FOLLOWING PROJECT:

(PROJECT NAME)

WHEREAS, the Legislature of the State of California has enacted AB 1431 (Chapter 977 of the Statutes of 1996), which is intended to provide grant funds to coastal cities and counties affected by the impact of offshore energy developments for projects to enhance the management of coastal resources; and

WHEREAS, the Resources Agency has established the application procedures and criteria for reviewing grant proposals from which the grant recipients will be selected; and

WHEREAS, said procedures and criteria established by the Resources Agency require a resolution certifying the approval of application by the applicant's governing body before submission of said application to the State; and

WHEREAS, the application contains assurances that the applicant must comply with; and

WHEREAS, the applicant, if selected, will enter into an agreement with the State of California to carry out the coastal resources project;

NOW, THEREFORE, BE IT RESOLVED THAT THE

(GOVERNING BODY)

**COASTAL RESOURCES MANAGEMENT GRANT
PROGRAM APPLICATION REQUEST**

Please place my name on the mailing list top receive a copy of the Coastal Resources Management Grant Program Application Packet :

NAME: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____
(area code)