



# COASTAL AND ESTUARINE LAND CONSERVATION REQUEST FOR PROPOSALS

## Table of Contents

- I. Introduction ..... 2
- II. Eligible CELCP Projects..... 2
- III. Funding Availability ..... 2
  - A. Project Award Period..... 3
  - B. Eligible Applicants..... 3
  - C. Match Requirement ..... 3
- IV. Applications..... 3
  - A. Application Deadline ..... 3
  - B. Application Submittal ..... 3
  - C. Application Package..... 4
    - 1. Project Description/Scope of Work ..... 4
    - 2. Project Budget and Justification of Proposed Costs..... 5
    - 3. Project Location and Site Maps ..... 5
    - 4. CELCP Project Application Checklist..... 5
- V. Supplemental Elements ..... 6
  - A. Documentation of Willingness or Intent to Sell ..... 6
  - B. Evidence of Agreement ..... 6
  - C. Appraisal ..... 6
  - D. Survey ..... 6
  - E. Evidence of Title ..... 6
  - F. Draft Deed(s) and/or Conservation Easement(s) ..... 6
  - G. Certification that Project Complements Working Waterfronts..... 6
- VI. Budget Overview Table – Suggested Format ..... 7

## **I. INTRODUCTION**

The Coastal and Estuarine Land Conservation Program (CELCP) is administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA), Department of Commerce. States with an approved Coastal Zone Management Program under the Coastal Zone Management Act of 1972 (CZMA) that have developed a CELCP Plan, can participate in the CELCP. The CELCP provides matching funds to state and local governments to purchase, or acquire conservation easements on, threatened coastal and estuarine lands.

The Michigan Coastal Zone Management (CZM) Program, housed in the Office of the Great Lakes is the lead state agency for the CELCP. The CZM Program is soliciting this Request for Proposals (RFP) from eligible applicants for land acquisition projects (fee simple or conservation easements) that will be held and managed in perpetuity for conservation purposes.

For detailed list of requirements and competition materials, please refer to NOAA's CELCP Web site at: <https://www.coast.noaa.gov/czm/landconservation/applying/>.

## **II. ELIGIBLE CELCP PROJECTS**

The CELCP provides support for acquisition of fee simple interests in lands or conservation easements from willing sellers within eligible States. In order to be eligible, a project must:

- Protect important coastal and estuarine areas that have significant conservation, recreation, ecological, historical, or aesthetic values, or that are threatened by conversion from their natural, undeveloped, or recreational state to other uses;
- Be located within a state's designated CELCP area (as identified in its CELCP plan), which is based on its coastal watershed or coastal zone boundary;
- Provide non-federal matching funds in the form of cash or in-kind contributions at a ratio of 1:1;
- Provide for non-federal public ownership by the grant recipient or sub-recipient for conservation in perpetuity. If the grant recipient is a State agency that does not have authority to hold title to lands, the property may be held by another state agency that has the authority and mission to own and manage land for conservation purposes in a manner consistent with the CELCP. (Note: Third party in-kind match properties may be held by a qualified non-governmental organization for the purposes of conservation);
- Provide for public access or other public benefit, as appropriate and consistent with resource protection;
- Advance the goals, objectives, and implementation of the state's CELCP plan, including goals and objectives that relate to the coastal management plan or program, National Estuarine Research Reserve management plans approved under the CZMA, national objectives of the CZMA, or a regional or state watershed protection plan for states with approved coastal management plans;
- Acquire property or conservation easements from willing sellers;
- Be consistent with a state's coastal management program approved under the CZMA; and
- Complement working waterfront needs, to the extent practicable.

## **III. FUNDING AVAILABILITY**

The CZM Program anticipates approximately \$1,500,000 to \$2,000,000 in FY 2017 funds may be available. The maximum amount that may be requested for the federal share of each project is \$1,500,000. Typical CELCP awards are expected to range between \$100,000 and \$1,000,000, depending on the size, location, and type of project.

#### **A. Project Award Period**

The standard award period is 18 months.

Projects funded under this announcement are anticipated to have an award start date between September 1, 2017, and October 1, 2017.

#### **B. Eligible Applicants**

- State of Michigan Departments
- Coastal units of government including cities, counties, villages, and townships;
- State Colleges and Universities;
- Tribal governments;
- Conservation Districts.

#### **C. Match Requirement**

Federal funds awarded under CELCP require non-federal match at a 1:1 ratio. Non-federal match funds may be derived from State, local, non-governmental or private sources in the form of cash, in-kind contributions, such as the value of donated lands or interests therein, or a combination of the two. Federal funds may not be used as match.

### **IV. APPLICATIONS**

Proposal information will not be kept confidential. Grant proposals are considered public information under the Michigan Freedom of Information Act, PA 442 of 1976, as amended.

Successful applicants will be required to enter into a grant agreement with the Department of Environmental Quality, which includes standard terms and conditions which are not subject to modifications. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

#### **A. Application Deadline**

Complete applications must be postmarked or hand-delivered, **no later than August 26, 2016**, at the address listed below.

#### **B. Application Submittal**

Provide an electronic copy of the application (MS Word or text file) and associated materials as described below on a CD or USB flash drive (non-returnable) with a hardcopy cover letter signed by an authorized representative of the applicant on the applicant's letterhead.

*Note: faxed or emailed submissions will not be accepted, and late or incomplete applications will not be considered for funding.*

Applications submitted to:

Michigan Coastal Zone Management Program  
Office of the Great Lakes  
Department of Environmental Quality  
P.O. Box 30473  
Lansing, Michigan 48909-7973

For information on Michigan CELCP, contact:

Karen Rae Boase  
Coastal Zone Management Program  
517-284-5037  
[boasek@michigan.gov](mailto:boasek@michigan.gov)

### **C. Application Package**

Applications can be no more than 10 pages in length with text no smaller than 11-point font size. The 10-page limit does not include the Supplemental Elements. Supplemental Elements should not total more than 30 total pages, not including NEPA forms. The total electronic file size of the proposal narrative and appendices combined should not exceed five megabytes in storage space. Files that cannot be opened or downloaded will not be reviewed.

Each proposal must include each of the following elements listed below. Templates for the required elements can be found on the “Applying for a Grant” section of the CELCP Web site at <https://www.coast.noaa.gov/czm/landconservation/applying/>.

#### **Required Elements:**

##### **1. Project Description/Scope of Work**

The following information must be provided for the project site and any parcel that is to be used as match; incomplete information may prevent a project’s selection for an award. (Please note that an Environmental Data Sharing Plan is not required to be submitted with CELCP land acquisition project proposals.)

- a. Information on the project site’s size, location, and relationship to coastal or estuarine features, environmental significance, and primary purpose of the project (i.e., ecological, conservation, recreation, aesthetic, or historic).
- b. How the proposed project meets the state and national criteria and its expected benefits in terms of coastal and estuarine land conservation, and specifically: how the project supports the priorities identified in the state’s CELCP plan; the legal rights to be acquired, and any conversion threats to the property; pre-existing uses of the property and the nature of those uses (including existing structures, leases, etc.); and activities or uses planned for the project site after acquisition and how those activities/uses are consistent with the long-term protection of the site’s ecological or other values.
- c. A strategy for long-term stewardship, including information on continuing support for maintenance and enforcement against illegal uses and, if restoration is proposed, when and how that will be accomplished.
- d. Timeline with discrete benchmarks for completing the project within the requested award period.
- e. Photographs of the project site (approximately 2-10) that document the values described in the text of this element.

## 2. Project Budget and Justification of Proposed Costs

The following information pertaining to the project budget and justification of proposed costs must be submitted as part of the application. Applicants are required to follow the categories and formats in the NOAA grants package (Form SF-424A) and provide a brief narrative justification of the budget that includes a breakdown of project costs and source of proposed matching funds. The CELCP Project Budget template may be used to provide detailed budget information, such as a repeat of the information in Form SF-424A along with more details. Detailed budget guidance provided by the NOAA Grants Management Division is accessible under:

<https://www.coast.noaa.gov/funding/pdf/forms/budget-narrative-guidance-GMD-04.09.2015.pdf>

If the overall cost of the project exceeds the amount of requested CELCP funds plus matching share, please provide a breakdown of costs for the entire project (e.g., including other sources of funding that will be used to complete the project). Land acquisition costs must be based on appraised value or other estimate of fair market value. Section 2.5 of the CELCP Guidelines outlines eligible and ineligible uses of CELCP funds. The project budget should also specify whether this project has been submitted for other sources of federal funding, and if so, which federal program(s) and year(s).

The budget narrative should also clearly identify the cost of separable elements of the proposed work and identify the elements of the project that the cooperator would recommend for revision or elimination if sufficient funding is not available for all proposed activities.

Include detailed budget information regarding subawards and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained, and indicate the applicability or necessity of each to the project that includes the following:

- Name of subrecipient, contractor, or vendor. Include the name of the qualified subrecipient, contractor, affiliation, contact information, and method of selection. If still “to be determined,” describe plans for selection.
- Period of Performance. Include the dates for the performance period. If it involves a number of tasks, include the performance period for each task.
- Scope of Work. List and describe the specific activities or tasks to be performed.
- Criteria for Measuring Accountability. Include reporting schedule.
- For subawards only, provide a separate itemized budget for subawards. Provide the total subaward amount and an itemized breakdown based on the categories used in program budget. If applicable, include any indirect costs paid under the subaward and the indirect cost rate used.

## 3. Project Location and Site Maps

A minimum of two maps should be submitted: (1) a regional map showing the general location of the project, and (2) a map or aerial photo of the project site that shows the location and extent of the proposed acquisition, its relationship to significant natural features, and adjacent land uses.

## 4. CELCP Project Application Checklist

The CELCP Project Application Checklist enables NOAA to determine if a project may have any adverse impacts and whether additional information may be required to satisfy the requirements of the National Environmental Policy Act (NEPA) or other applicable federal laws, regulations, or policies, as described in NOAA’s FFO. The checklist must be signed by a representative of the eligible public entity (grant recipient or sub-recipient) that will receive funds to execute the project. The checklist is available with CELCP application materials at: [www.Grants.gov](http://www.Grants.gov) or at:

[www.coast.noaa.gov/czm/landconservation/applying/](http://www.coast.noaa.gov/czm/landconservation/applying/).

## **V. SUPPLEMENTAL ELEMENTS**

The supplemental elements may be provided as part of the initial application, but are not required at this stage. However, if the project is selected for funding, these supplemental elements would be required to be submitted and reviewed before NOAA can release the grant funds (see section 4.4 of the CELCP Guidelines).

While not required at this stage, submitting one or more of these items with the project proposal may help substantiate the project's readiness. Examples and templates for Supplemental Elements are available at: [www.coast.noaa.gov/czm/landconservation/managing/](http://www.coast.noaa.gov/czm/landconservation/managing/).

### **A. Documentation of Willingness or Intent to Sell**

The applicant must submit a letter from the seller affirming that he/she is a willing participant in negotiations to sell the property at a mutually agreeable price. If the property was previously acquired (as in the case of a property being used as banked in-kind match), the applicant may submit an affidavit documenting that the purchase was not the result of a forced taking or threat of condemnation, in place of a letter from the seller. Note that this element is not required for match properties held by non-profit organizations which do not have legal authority to acquire property through condemnation.

### **B. Evidence of Agreement**

The applicant must submit documentation verifying the terms of the purchase, such as a contract, purchase and sale agreement, or option, as described in section 4.2.f. of the CELCP Guidelines.

### **C. Appraisal**

The applicant must submit a complete and self-contained appraisal establishing the fair market value of the property. The appraisal must be developed in accordance with the Uniform Standards of the Professional Appraisal Practice ([www.appraisalfoundation.org/imis/TAF/Standards/Appraisal\\_Standards/TAF/USPAP.aspx](http://www.appraisalfoundation.org/imis/TAF/Standards/Appraisal_Standards/TAF/USPAP.aspx)) and the Uniform Appraisal Standards for Federal Land Acquisition (Yellow Book) <https://www.justice.gov/sites/default/files/enrd/legacy/2015/04/13/Uniform-Appraisal-Standards.pdf>.

### **D. Survey**

The applicant should submit a survey of the property to be acquired.

### **E. Evidence of Title**

The applicant must submit documentation that shows that the seller is the legal owner of the property and identifies any easements or other encumbrances on the property to be acquired. Examples of such documentation include an attorney title opinion or property report from a title insurance company.

### **F. Draft Deed(s) and/or Conservation Easement(s)**

The applicant must provide a draft of deeds containing the required CELCP restriction language and copies of other easements or use agreements that may affect long-term use of the property.

### **G. Certification that Project Complements Working Waterfronts**

The applicant must submit certification from the participating state's CELCP lead agency that, to the extent practicable, the proposed project complements (e.g., does not conflict with or impede) working waterfront needs.

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
OFFICE OF THE GREAT LAKES  
COASTAL AND ESTUARINE LAND CONSERVATION PROGRAM REQUEST FOR PROPOSALS

---

**VI. BUDGET OVERVIEW TABLE- SUGGESTED FORMAT:**

Please fill out a Budget Overview Table only if the total cost of the project is greater than the requested CELCP funding (plus required matching funds). Otherwise, please fill out only the CELCP Budget Table.

Using the template below, please identify the costs associated for the full project, including funding from other sources.

Category	Amount (Note of cash or in-kind value of land/services)	Funding Source(s) (Include information from all contributors to the project)	Funds Already Expended? (yes/no) If so, when?
	\$		
<b>TOTAL COST:</b>			

*(Suggested Categories: Land, Appraisals, Title Opinion, etc.)*

**CELCP Budget Table – Suggested Format:**

Using the template below, please identify the costs associated only with requested CELCP funding and required matching funds.

Category	Federal Share from CELCP	State/Local Matching Share	Total	Funding Source (for Non-Federal Share) (Note whether funding is from cash or in-kind value of land or services)	Funds Already Expended? (yes/no) when?
Land Acquisition	\$	\$	\$		
<b>TOTAL COST:</b>					

*(Suggested Categories: Land, Appraisals, Title Opinion, etc.)*