Virginia Coastal Zone
M A N A G E M E N T   P R O G R A M

GRANT PROPOSAL GUIDANCE

To submit your proposal for consideration, please complete the attached template. *Do not alter this template*. Please complete all fields staying within the character limits. Contact your Virginia CZM Project Manager if you have any questions.

Instructions for Template

Project Title. Please use the title provided by the Virginia CZM Program, if provided.

I. LEGAL APPLICANT

Name. This is the name of the person who ultimately will be responsible for the project. This is not necessarily the same person authorized to sign the contract.

Organization. Street Address. City, State, Zip + 4 numbers. This is the name and address of the organization conducting the project, including the extra four numbers at the end of the zip code (needed to determine the Congressional District in Virginia).

Project Manager. Include first and last name and title of the contact person for the project. This person will receive all report reminders and will be our office's primary contact for any questions about the project.

Phone. E-mail. Contact information for the Project Manager.

Mail Contract To, Address and Email: Sometimes the person to whom we email the contract is different than the Legal Applicant Name or the Project Manager. Please fill this in with the appropriate person, mailing address and email address.

Unique Entity Identifier (UEI-SAM): How to register and get a UEI (SAM) number and how to find your UEI (SAM) number: https://sam.gov/content/duns-uei. If you are registered in SAM.gov now, you've already been assigned a UEI (SAM). It's viewable on your entity registration record in SAM.gov.

II. PROJECT DETAILS

Geographic Area of Impact. List the jurisdictions to be affected by the project. Name the specific counties, cities and towns or the impacted region, e.g. Hampton Roads Virginia.

Congressional District(s). Provide the federal congressional district number(s) for the stated geographic area of impact (available online at: http://www.govtrack.us/congress/findyourreps.xpd?state=VA) This website contains a map of Virginia's congressional districts.

Start and End Dates. Enter the start and end dates anticipated for the project period. Typical grants begin on October 1st and end on September 30th, however enter the dates as they apply to your project. All projects need to end on a quarter (Sept 30, Dec 31, March 31 or June 30).

III. PROJECT SUMMARY

The project summary must provide a clear statement of the primary activities to be undertaken through this project. Provide a concise overview of the project including its objectives, and a brief description of the expected outcomes. Context for the project should be provided by briefly describing the coastal management problem or identified need that the project will address as well as why the project should be successful in addressing this issue.

If the project will create a tool, or end product, that is expected to be used by certain types of end users, the summary must include a description of expected end users and how representatives of those users will be engaged as the project begins, mid-way in the project and before it is completed. Reimbursement of semi-annual and final reports will be contingent on documentation of this engagement effort. If invited end users do not attend meetings, that should be documented*.

If this is a continuing project from a previous year, or builds on work previously funded by the Virginia CZM Program, briefly describe the relationship between the current proposal and past projects. Details about the project's deliverables and budget should be provided in Sections IV and VII respectively. The summary must be self-contained and limited to *4000 characters, spaces included*. Avoid duplicating information that will be covered later in the proposal. MS Word has a Tool function that will count characters in a highlighted block of text. Please use this tool to ensure that your description is within the character limit. If necessary, additional information on the project can be provided in Section VI - Extended Project Description. However, Section VI is *not* to be used as a continuation of Section III Project Summary.

*Note: If invited end users do not attend meetings, that must be documented. If grantee and end-users do not agree on approach or draft tools or products, that must be documented and your CZM Project Manager alerted.

IV. DELIVERABLES/PRODUCTS

This section describes what products will be produced and delivered to the Virginia CZM Program. This includes final products, but intermediate products (or benchmarks) are also encouraged. For example, if a draft report will be produced after six months, and a final report at the end of the grant, one product should be titled "Draft Report" with the End Date entered as six months after the start date of the grant and another product would be titled "Final Report" with an end date of the end of the grant.

Also, do not use "semiannual reports" as products. Semiannual reports are required by contract and are meant to show what has been accomplished to date.

In general, meeting agendas should not be provided as a product. If attending various meetings is one of the activities of the grant, we would like to see **outcomes or a summary** of what was accomplished through attending those meetings, not just a list of meetings attended or a series of agendas.

Product Title. The products should be titled (**80 characters** or less including spaces) to represent the tangible product that will be turned in to the Virginia CZM Program. For example, if technical assistance to localities is one of the activities conducted in this project, a Product could be "Report on Technical Assistance Provided," or "Compendium of Maps Produced for Localities" or "Digital Data Layers." For projects creating a tool meant to be used by certain end-users, one product title must be "Report on Feedback Received from End-users." "Program Administration" and "Technical Assistance" are not acceptable product titles.

Product Percentages. Grantees should assign a percentage of the total project budget to each product listed in the scope of work. Percentages should be shown following the product title as shown in the example below. Percentages should be based on the amount of the total project budget that will be dedicated to this product. Product percentages must add to 100.

Product Description. (4000 character and space limit.) Use this space to further describe the product. The description should be concise. The project was already described in the Project Summary section of the proposal, so this space is provided for specific information for each product. Information here might include: who will collaborate on development of the product (e.g. an advisory committee composed of…will provide input to the report) or a description of what will be included in the Product (e.g. this report will include chapters on…) and how the product will be used by resource managers.

Product Format. Copies of older final products are kept on file and newer final products digitally at the VA CZM Program office and at NOAA's Office for Coastal Management. We no longer require **one "hard copy"** of each final product for our files, but we still do require **one digital copy**. Digital product submission is required so that VA CZM can submit them digitally to NOAA GrantsOnline and so that we can post final products on our website. "Product Format" should describe how you intend to submit each product. Written products should have a "Product Format" such as "1 digital Word document and PDF." Products that are not written reports such as videos and GIS data should have formats like "a DVD disk," or "2 CDs with shape files and metadata." An FTP site or website link is also acceptable to use as an avenue to provide the VA CZM Program with a digital product.

Product Timeframe. In addition to the project timeline described below, use these lines to accurately reflect the timeframe in which the products will start and end for this project. If Product #2 will be started after the completion of Product #1, then the timeframe of each product should reflect that order.

Example:
<u>Product # 1</u>
   Title: Literature Search Report
 Percent of Budget: (20%)
  Description: A comprehensive literature review will be completed before…
   Format: **1 digital (MS Word) copy**
  Timeframe: Start: October 1, 2023
       End: March 31, 2024

V. PROJECT TIMELINE. Grantees should develop a project timeline that includes all important benchmarks for project completion. The intent of the timeline is to provide both the grantee and Virginia CZM Program staff with an outline of tasks to be completed and a timeframe for their completion. It should provide a means for tracking project progress throughout the grant as well as a tool for planning necessary grant activities. The timeline should be located after the last deliverable on the scope of work and follow a simple date – benchmark format as illustrated in the example below. Important items to list on the timeline include the formation of committees, committee meetings, meetings with Virginia CZM Program staff, deadlines for comments, interim deliverables and submission of signage or outreach materials to the Virginia CZM Program for review. Dates should be specific where possible. ==If the project is developing a tool or product intended to be used by others, the timeline must include dates for an initial, mid-way and final meeting with representative end-users to gather their input on the tool or product. Reimbursement will be dependent on this. Your CZM Project Manager should be invited to these meetings.== The timeline must be for the entire project, not a timeline for each deliverable.

   Example:

   October – Form technical advisory committee & hold initial meeting (begin to develop tool)
   October / December – Literature search & data acquisition
   January – Second committee meeting, draft technical report and end-user tool distribution
   February 15 – Deadline for committee comments on report and tool
   March 1 – Meet w/ Virginia CZM Program staff
   March 15 – Final technical report and end-user tool completed
   March – Form local government review committee & hold first meeting
   April / July – Implementation Plan drafted
   June – Second local government review committee meeting
   July 31 – Draft Implementation Plan mailed to committee and Virginia CZM staff
   August – Final local government review committee meeting
   August 1 – Draft layout of project brochure sent to Virginia CZM Program for review
   August 31 – Final draft of implementation plan mailed
   September 15 – Final deadline for comments
   September 25 – Final report and brochure sent to printer

VI. EXTENDED PROJECT DESCRIPTION

This section is optional and limited to 2000 characters and spaces. It should include only information that expands on, or supports, concepts included in the Project Summary. Do not use this section as a continuation of the Project Summary. The Project Summary should be constructed as an abstract of the project that can be used independently to provide an overview.

VII. BUDGET

Please note that we have embedded the budget as multiple Excel tables. You must double-click inside the tables to make them functional. Once you've double-clicked inside the tables you will be able to enter numbers in the individual cells and they will calculate. Or you can right click in the table, click on "Worksheet Object," click on Edit, and make changes in the table. If you like, you may add functionality to the budget tables. You must save the entire file as a Word document using the extension .docx (not .xls or .xlsx).

When recording amounts in each category for the Budget tables, PLEASE DO NOT USE CENTS. We can only report to NOAA whole dollar amounts with no cents added. Therefore, please round up or down to the nearest dollar (if necessary) and use this rounded number when filling out the Budget tables.

Budget Summary. This table reflects all categories of funds requested for the project in Federal and Match (Non-Federal) dollars and the Total dollars requested in each category and overall. Total Direct Costs are the sum of all of the above budget categories. Total (bottom row) is the Total Direct Costs plus the Indirect Costs. The federal total must equal (to the dollar) the amount the Virginia CZM Program allotted for your project. If there are any discrepancies, contact your Virginia CZM Project Manager.

Federal. This reflects the amount that will be charged to the Virginia CZM Program for the project.

Non-federal (Match). This reflects the non-federal funds that will be used to match federal CZM funds. Match can be any resources (cash or in-kind services) applied to the project as long as the source of the match is not federal funds.

Personnel. For personnel being paid out of federal dollars or who are providing match, **provide the name(s) and title(s)**, the annual salary, and the level of effort to be devoted to this project. The personnel tables are provided so that multiple employees to be paid out of the grant are described separately. The Personnel line item in the Budget Summary table should reflect the sum of <u>all</u> personnel charges (excluding Fringe). There is a formula already embedded in the Excel Personnel table to calculate the Total Personnel Cost from the Annual Salary and the Level of Effort of full-time work as long as you use the percent sign after the Level of Effort. (See Grant Proposal Budget Guidance document for examples.)

The total Federal and Match amounts in the Personnel tables must match the amount included in the Personnel row of the Budget Summary table.

Fringe. In the tables, state what the fringe rate is and the salary by which it will be multiplied. <mark>If the rate is different for various people working on the project, please note the different fringe rates which multiply by the salary used for each individual.</mark> List the <u>components</u> of the Fringe rate, and their corresponding percentages, in the <u>Justification</u>. <u>Do not</u> put the components in the table. (See Grant Proposal Budget Guidance document for examples and specific guidance.)

Travel. Provide the Purpose of Travel, the Location, the Items included in your travel (including vehicle mileage or other transportation costs, overnight accommodations and meals), the amount or rate of the items included and the total Cost of the line item for each travel destination. (See Grant Proposal Budget Guidance document for examples and specific guidance.)

Equipment. This is an item with a 'per unit' cost exceeding $5,000 and an expected life of more than one year. Additional justification is required for any equipment purchases. Contact your Virginia CZM Program Project Manager for more information. Please include the Item, the Rate or Cost of the Item and the Total Cost in the Equipment tables. (See Grant Proposal Budget Guidance document for examples and specific guidance.)

Supplies. Please provide a brief description of the supplies included (Item), the Rate for each item and the total Cost for the item, making it clear in the Justification why they are needed to produce the project deliverables. Larger items (e.g. computers) should be specifically addressed. Supplies include materials costing less than $5,000 per unit and often having a one-time use. (See Grant Proposal Budget Guidance document for examples.)

Contractual. These are funds that will be contracted to a 3rd party. *Your Virginia CZM Project Manager must approve all subcontracts before the contract can be signed.* The contractual category includes consultant services and subcontracts. A consultant is a non-employee who provides advice and expertise in a specific program area. A subcontract is used for a product or a service.

Please be as specific as possible in the budget narrative column of the contractual table. Also include a description of the work in the "Justification" section under the table. Failure to provide an adequate contractual budget at this time will result in the delay of project approval.

<mark>Subcontractual worksheets do not need to be included in your budget unless you have an individual subcontract that is $100,000 or more. If you do, please contact the Virginia CZM Grants Coordinator for a proposal template that includes the subcontractual worksheets that you will need to fill in.</mark>

**Please see the Contractual sections of the Proposal Template and Grant Proposal Budget Guidance for more details regarding Contractual budgets in your proposal.

Construction. This category includes any construction that is completed by the grantee, not by a subcontractor. This category may be used to detail materials required for low-cost construction, habitat restoration, or signage if the work is being conducted by the applicant rather than a contractor. Provide the Item, the Rate or Cost, and the total Cost in the Construction tables. (See Grant Proposal Budget Guidance document for examples.)

Other. Provide the Item, the Rate or Cost, and the total Cost in the Other tables. Direct costs that do not fit any of the aforementioned categories such as rent for buildings used to conduct grant activities, utilities, leased equipment, child care, transportation expenses, tuition for training, etc should be included. In addition, registration for conferences/workshops and expenses associated with a training or conference (e.g. facility rental, materials, speaker fees, local transportation) should be included. (See Grant Proposal Budget Guidance document for examples.)

In light of the nation's desire to reduce government spending, and in an effort to ensure that taxpayers' dollars are spent as frugally as possible and on actual coastal management, please be advised that VA CZM Program has guidelines for the use of grant funds (including matching funds) for the purchase of food (meals and/or refreshments) for meetings, workshops or conferences. In general, grant funds should not be used for food unless the objectives of the event would be compromised if food was not provided. VA CZM criteria to be used to determine whether providing food is reasonable and appropriate include:

1. The event lasts all day (usually at least 6 hours), and
2. It is impractical for participants to obtain lunch on their own (due to isolation or distance to restaurants or their office), and
3. It can be documented that physical attendance of all participants was essential, and
4. It can be documented that participants are working during the normal meal time as stated on an agenda (e.g. working lunch or dinner) and no other opportunity for a meal will be provided.

If funds are to be expended on food, applicants must clearly state this in the application (including the budget table) and be able to provide an agenda and list of participants for each event as back-up documentation after the event. In all cases, grantees should be able to document that costs for food were at or below state or local per diem rates (whichever is followed) for the specific location.

Indirect. Enter indirect costs (federal and non-federal) in the Budget Summary.

Be sure to check with your Fiscal office to determine any new policies regarding Indirect Costs.

Recipients will be allowed to charge indirect costs provided they have a federally approved Indirect Cost Rate Agreement or, if they wish, to use the allowable 10% de minimis rate.

In order to maximize federal money available for direct costs, applicants may wish to show indirect costs as Match.

If there is indirect cost charged to the grant, and the applicant does not wish to use the 10% de

minimis rate please:

> attach a copy of the cognizant agency's current, approved indirect cost agreement
> **or** a copy of the grantee's indirect cost proposal or plan.

If your organization does not have an established indirect cost rate,:

> you must indicate whether or not your organization intends to waive the indirect costs,
> **or** if your organization will use the allowable 10% de minimis rate
> **or** if they will negotiate and establish an indirect cost rate agreement
> **or** provide an indirect cost proposal or plan within 90 days of award issuance, if the grant is awarded.

When requesting and receiving an Indirect Cost Rate from your cognizant agency, please make sure the three requirements are listed in the documentation:
- The new/current approved Indirect Cost Rate,
- the base to which the rate is applied (e.g. Modified Total Direct Costs, Salaries and Fringe, etc.),
- the time frame for which the Indirect Cost Rate has been approved

In addition, a grantee may use a *future* Indirect Cost Rate for VA CZM projects as long as:
- the rates are federally approved (this can include State agencies that have been authorized to approve an entity's Indirect Cost Rate-e.g. VDOT),
- the future rate is approved for the time period the project will be open, and
- the future time period is stated in the approval.

VIII. DATA SHARING PLAN

Please be advised the Data and Publication Sharing Directive for NOAA Grants, Cooperative Agreements, and Contracts which was originally adopted by NOAA's Environmental Data Management Committee (EDMC) on October 2011 must be adhered to by grantees that are collecting and/or creating geospatial data (e.g. data such as imagery, lidar, bathymetry, etc.). State and territorial programs must follow this policy for FY13 and later awards, and it will be a NOAA special award condition that will apply to all sub-awards.

A. **From the NOAA Data Sharing Directive v.3.0 - 2016 -** https://nosc.noaa.gov/EDMC/PD.DSP.php
1. Environmental data and information collected or created under NOAA grants or cooperative agreements must be made discoverable by and accessible to the general public, in a timely fashion (typically within two years), free of charge or at no more than the cost of reproduction, unless an exemption is granted by the NOAA Program. Data should be available in at least one machine-readable format, preferably a widely-used or open-standard format, and should also be accompanied by machine-readable documentation (metadata), preferably based on widely-used or international standards.
2. Proposals submitted in response to this Announcement must include a Data Management Plan of up to two pages describing how these requirements will be satisfied. The Data Management Plan should be aligned with the Data Management Guidance provided by NOAA in the Announcement. The contents of the Data Management Plan (or absence thereof), and

past performance regarding such plans, will be considered as part of proposal review. A typical plan should include descriptions of the types of environmental data and information expected to be created during the course of the project; the tentative date by which data will be shared; the standards to be used for data/metadata format and content; methods for providing data access; approximate total volume of data to be collected; and prior experience in making such data accessible. The costs of data preparation, accessibility, or archiving may be included in the proposal budget unless otherwise stated in the Guidance. Accepted submission of data to the NOAA National Centers for Environmental Information (NCEI) is one way to satisfy data sharing requirements; however, NCEI is not obligated to accept all submissions and may charge a fee, particularly for large or unusual datasets.

3. NOAA may, at its own discretion, make publicly visible the Data Management Plan from funded proposals, or use information from the Data Management Plan to produce a formal metadata record and include that metadata in a Catalog to indicate the pending availability of new data.

4. Proposal submitters are hereby advised that the final pre-publication manuscripts of scholarly articles produced entirely or primarily with NOAA funding will be required to be submitted to NOAA Institutional Repository after acceptance, and no later than upon publication. Such manuscripts shall be made publicly available by NOAA one year after publication by the journal.

B. With Your Grant Proposal

1. **Develop a Data Sharing Plan:**   You need to <u>summarize</u> how you will accomplish the bulleted tasks below in a data sharing plan that must be part of or accompany your application for funding. The data sharing plan is a written narrative of no more than two pages (see example below) and should provide a brief description of:
   - The types of environmental data and information to be created during the course of the project;
   - The type of collection method, aircraft, ship, satellite, etc.;
   - The tentative date by which data will be shared;
   - The standards to be used for data/metadata format and content;
   - Your program's policies addressing data stewardship and preservation;
   - Procedures for providing access, data, and security; and
   - Your program's prior experience with publishing such data.

   The Data Sharing Plan serves as your notice of intent to acquire new environmental data. Before you acquire environmental data (typically geospatial data like imagery, lidar, bathymetry, etc.) under a CZM cooperative agreement, you must provide notice of your planned data acquisition. NOTE: If it is determined that the requested environmental data already exists, the applicant will have an opportunity to reprogram the funds that were requested for producing this environmental data.

Example of a Data Sharing Plan:

1. Types of environmental data and information to be created during the course of the project ==and geographic extent==:
LiDAR data will be collected over Assateague Island to provide highly accurate and current elevation points that will enable the creation of a digital elevation model. This digital elevation model will be compared to previous models to determine changes and then used to develop safer and more resilient park facilities.

2. The type of collection method (e.g. flight lines): We plan to contract with a private sector photogrammetric firm for airborne data acquisition over study area.

3. Tentative date by which data will be shared: The 'raw' point cloud LAS file will be shared with NOAA CSC immediately and the final DEM file will be posted to the State's public-facing web mapping service within two months of the final acceptance of the data. FGDC- CSDGM compliant metadata will be posted with the data.

4. Standards to be used for data/metadata format and content: The contractor will be responsible for meeting or exceeding the latest version of the USGS/NDEP LiDAR Standard.

5. Policies addressing data stewardship and preservation: We will leave the data on the (insert name) website for at least three years. During that time period, we will ask NOAA if they have interest/resources for archiving the data and work with them as needed. If they do not have interest in archiving the data to provide for national access, we will arrange for data preservation at our State Archives.

6. Procedures for providing access to data and prior experience in publishing such data: ==Grantees check the appropriate box(es) below for where you will archive and make your data publicly accessible.==

  ☐ ==Grantee will submit data to NOAA National Centers for Environmental Information (NCEI), which will provide public access and permanent archiving.==
   ☐ ==The NOAA Program has held preliminary consultation with NCEI regarding these pending data.==
   ==NCEI may charge a fee for archiving, particularly for large or unusual datasets; NOAA Programs are advised to contact NCEI in advance==
  ☐ ==Grantee will submit data to the International Council for Science (ICSU) World Data System facility: _____.==
   ==(see list at== https://www.icsu-wds.org/community/membership/regular-members==)==
  ☐ ==The following NOAA facility== *==(other than NCEI)==* ==will operate a publicly accessible online data server for these data: _____.==
  ☐ ==An existing publicly accessible online data server at the funded institution will be used to host these data (describe in proposal).==

☐ Grantee will submit data to a public data repository appropriate to this scientific domain (describe in proposal). *(Options could include Dryad - http://datadryad.org/), Figshare - http://figshare.com/, DataVerse - http://dataverse.org/), Pangaea - http://www.pangaea.de/), Acadis (for Arctic data) - https://www.aoncadis.org/, Merritt (for University of California) - https://merritt.cdlib.org/, or others.)*

☐ Grantee will establish their own data hosting capability (describe in proposal).

☐ Grantee will request permission not to make data publicly accessible (proposal to explain rationale for lack of public access, and if funded to obtain approval from the NOAA Program Officer via the Virginia CZM Project Manager.