



North Carolina Department of Environment and Natural Resources
Division of Coastal Management

Michael F. Easley, Governor

James H. Gregson, Director

William G. Ross Jr., Secretary

**Invitation to Submit Pre-application Access Grant Proposals
Public Beach and Coastal Waterfront Access Funds (FY 2009 – 2010)**

TO: Local Officials in the Coastal Area

**FROM: John A. Thayer Jr., AICP, Manager
CAMA Local Planning & Public Access Programs**

DATE: October 29, 2008

We are pleased to notify local governments in the 20-county coastal area that the Division of Coastal Management (DCM) has funding available for Public Beach and Coastal Waterfront Access projects in fiscal year 2009-2010. Local governments are invited to apply for grant funds to complete projects that are anticipated to begin after July 1, 2009. Land acquisition proposals may be eligible for an expedited process. A request for expedited land acquisition consideration must be indicated on the Pre-application form. It is anticipated that as much as \$3,500,000 may be available.

Local governments interested in receiving financial assistance from this grant program must complete and submit **2 copies** of the enclosed Pre-application form. Your local DCM District Planner must receive pre-applications before 5:00 pm on **January 30, 2009**.

Match: Local government matching contributions for acquisition must be at least 15% of the total project cost. For Tier 1 and 2 counties and their municipalities, the match for acquisition is at least 10%. Grants for improvements to existing sites must be at least 25% however, for Tier 1 and 2 counties and their municipalities, the match has been reduced to 10%.¹ At least half of the local contribution must be cash match; the remainder may be in-kind match. Guidelines for determining allowable cash and non-cash in-kind match contributions are enclosed.

Process: The application process has three steps: the Pre-application, invitation and submittal of a Final Application, and grant contract approval.

DCM will review the pre-applications and select a number of proposals for further consideration. Local governments that submitted applications in previous years but were not selected for funding must re-apply for consideration with the pool of new applications. Only pre-applications titled 2009-10 will be accepted as the application packet and application forms are adjusted annually.

Local governments whose proposals are selected will be asked to submit a Final Application with more detailed project information. The invitation for submitting a final application form

¹ The NC Department of Commerce 2007 William S. Lee Act (Article 3A) County Tier Designations.

will likely be **February 27, 2009**. A final application form will be provided along with the invitation. Prior to submitting a final application, the local government shall hold a public meeting or hearing to discuss its proposal. The local government shall consider public comments prior to its decision to submit a final application for state funds. Final applications are anticipated to be due on or before 5:00 pm **April 17, 2009**.

Communities submitting land acquisition pre-application requests may receive an invitation for final application submittal prior to February 13th to allow for expedited consideration and possible funding. Expedited final applications are anticipated to be due on or before 5:00 pm February 27th. Award for expedited requests are intended to be announced in early March.

Local governments are encouraged to include their local contribution in their FY 2009-2010 budget. All final applicants will be notified in early May as to whether DCM intends to fund their project. All proposals will be circulated for final review through the State Clearinghouse, a requirement of the State Environmental Policy Act (SEPA). The awarding of grants by the Governor is likely to be announced in June 2009.

Overview: The primary objective of the public access grant program is to provide pedestrian access to public beaches and public trust waters in the 20 coastal counties. Grant funds may be used for land acquisition (including “unbuildable” lots) and site improvement projects that are consistent with the state guidelines for public access in the coastal area (15A NCAC 7M .0300, enclosed). Any facility constructed with these grant funds must meet state and federal regulations for making the site accessible to people with disabilities.

Examples of eligible projects include the following:

- ❖ Land acquisition - purchase of land for future public access facilities.
- ❖ Land easement acquisition - purchase of easements for public access.
- ❖ Parking areas- restrooms and other facilities.
- ❖ Urban waterfront access sites – to improve public access to deteriorating or under-utilized urban waterfronts through reconstruction or rehabilitation.
- ❖ Reconstruction or relocation - of existing, damaged public access facilities. Primarily for sites not originally funded by this program or for improvements to sites at least fifteen years (15) or older.
- ❖ Handicap facilities - Local governments are encouraged to submit proposals designed to enhance handicap accessibility at existing facilities.
- ❖ Boat Launch facilities- boat launch and ramp facilities, whether motorized or not, may be part of a project provided pedestrian access is still a major component of the project.

A Pre-application Packet is attached. The packet includes:

- a. Notice of the Availability of Funds
- b. Guidelines for Local Match Contributions
- c. Other Application Guidance
- d. Pre-Application Form

DCM hopes you will consider using this grant program to help make a positive and lasting contribution to your community’s public access efforts. Your local DCM District Planner looks forward to receiving your pre-application and assisting you in this process. If you have any questions, please contact your local DCM District Planner listed in the attached “Local Contacts and Resources”.

North Carolina Public Beach and Coastal Waterfront Access Fund

2009-2010

Grant Pre-application



Division of Coastal Management
Department of Environment and Natural Resources

Environmental Sustainability: To assist the N.C. Department of Environment and Natural Resources in being good stewards of the environment, please print your application documentation double-sided on 30% post-consumer recycled paper.

The Division of Coastal Management does not discriminate against anyone on the basis of race, sex, color, national origin, age, or disability and is an equal opportunity employer. If anyone feels that he/she has been discriminated against, a complaint may be filed with DENR or the Equal Opportunity Office, U.S. Department of the Interior, Washington, D.C. 20240

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This application packet is also available online at our web page at:
<http://www.nccoastalmanagement.net> Click link to “Beach & Waterfront
Access”

Notice of Available Funds and Requirements 2009-2010

Funds Available: The N.C. Division of Coastal Management (DCM) estimates that up to \$3.5 million dollars will be available for public beach and coastal waterfront access projects in FY 2009-2010.

Eligible Applicants: The 20 coastal counties and municipalities therein that have public trust waters (ocean, estuarine or riverine waters) within their jurisdictions.

Anticipated Contract Period: July 1, 2009 through January 31, 2011. Expedited contract periods for land acquisitions may begin in May 2009.

Maximum Request: There is no limit on maximum request. The maximum individual award to date has been \$800,000. However during the coming cycle it is unlikely that awards above \$600,000 can be accommodated.

Match Requirements: Local government matching contributions for acquisition must be at least 15 percent of the total project cost. The match has further been reduced to 10 percent for counties designated by the NC Department of Commerce as Tier 1 or Tier 2.¹

Matching contributions for improvements to existing sites must be at least 25 percent of the total project cost. The match has further been reduced to 10 percent for counties designated by the NC Department of Commerce as Tier 1 or Tier 2.¹

Municipalities within counties qualifying as Tier 1 or Tier 2 are treated similarly to the county they are within in regards to match requirements.

At least half of the local match must be cash match; the remainder may be in-kind non-cash match. Pre-award costs associated with surveying, title work, and appraisals within the last three (3) years may also be eligible for credit towards non-cash match, provided they are documented in the grant application and contract budget. See "Guidelines for Local Match" enclosed.

Use of Other State or Federal Funds for Local Cash Match: Other state and federal monies are eligible for use to meet local match provided such funds are not already being used to match other grants by other state or federal agencies. Local cash and non-cash in-kind match that is already being used or intended to be used to also match other state or federal grants must be disclosed and recognized within the application process and award contract.

Public Use: Property acquired with a grant from DCM must be retained and used

¹ The NC Department of Commerce 2007 William S. Lee Act (Article 3A) County Tier Designations.

Notice of Available Funds and Requirements 2009-2010

for public access. Facilities built or renovated with a DCM grant are intended for public access in perpetuity.

Site Control: The applicant must own or have at least a 25-year lease on property where a DCM project to build or renovate facilities will be located, except where improvements are proposed on Other Agency lands.

Improvements on Other Agency Lands: A local government may apply for a grant to fund improvements on property owned by a public school administrative unit or a state or federal agency. The county or municipality, however, must serve as the applicant for the project. Improvements must enhance public access to public trust waters, not just serve other recreational purposes.

Notice of Limitations and Use Restrictions: Acquired properties and properties with funded improvements and renovations will require recorded deed restrictions to be in place prior to a reimbursement of grant funds. Land acquired with access grant funds shall be dedicated in perpetuity for public access and benefit of the general public. The dedication shall be recorded in the property records by the grantee. Any lease or easement agreement shall extend at least 25 years. If land acquired or improved with access grant funds is sold or otherwise disposed of, the local government shall reimburse the State with an equal percentage of access grant funds, at current market value.

Criteria used to prioritize and select projects to receive grant assistance:

- Lack of access opportunities in the area
- Demonstrated need for the project due to high demand and limited opportunities
- Project is identified in a local beach or waterfront access plan or certified CAMA Land Use Plan
- Community has not received previous assistance from this grant program
- The commitment of matching funds exceeds the minimum required local match
- Project proposal includes multiple funding sources (in addition to DCM)
- Location includes donated land deemed “unbuildable” due to regulations or physical limitations
- The community has demonstrated its ability to complete previous projects and/or has demonstrated its ability to operate and maintain facilities previously funded.

Tier 1 and 2 Coastal Communities 2008-2009

Below is a list of the coastal counties and municipalities that qualify for reduced local matching based on the NC Department of Commerce 2007 William S. Lee Act (Article 3A) County Tier Designations.

<i>County</i>	<i>Municipality</i>	<i>County Tier Designation</i>
Beaufort County	Town of Aurora	2
	Town of Bath	
	Town of Belhaven	
	Town of Chocowinity	
	Town of Pantego	
	City of Washington	
	Town of Washington Park	
Bertie County	Town of Askewville	1
	Town of Aulander	
	Town of Colerain	
	Town of Kelford	
	Town of Lewiston-Woodville	
	Town of Powellsville	
	Town of Roxobel	
	Town of Windsor	
Camden County		1
Gates County	Town of Gatesville	1
Hertford County	Town of Ahoskie	2
	Town of Cofield	
	Town of Como	
	Town of Harrellsville	
	Town of Murfreesboro	
	Town of Winton	
Hyde County		1
Tyrrell County	Town of Columbia	1
Washington County	Town of Creswell	1
	Town of Plymouth	
	Town of Roper	

Local Contacts and Resources 2009-2010

Local Contacts for Application Packet

Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans Counties:

Charlan Owens, AICP, District Planner
Division of Coastal Management
1367 U.S. 17 South, Elizabeth City, N.C. 27909
(252) 264-3901 Charlan.Owens@ncmail.net

Beaufort, Bertie, Hertford, Hyde, Tyrrell and Washington Counties:

District Planner
Division of Coastal Management
943 Washington Square Mall, Washington, NC 27889
(252) 808-2808 John.Thayer@ncmail.net

Carteret, Craven, Onslow (north of the New River) and Pamlico Counties:

Maureen Meehan Will, District Planner
Division of Coastal Management
400 Commerce Ave. Morehead City, NC 28557
(252) 808-2808 Maureen.Will@ncmail.net

Brunswick, New Hanover, Onslow (below New River) and Pender Counties:

Mike Christenbury, District Planner:
Division of Coastal Management
127 Cardinal Drive Extension, Wilmington, N.C. 28405-3845
(910) 796-7426 Mike.Christenbury@ncmail.net

DCM on the WEB: An electronic copy of the application is available through the home page for the N. C. Division of Coastal Management at <http://www.nccoastalmanagement.net/>. District Planners can also send you a hard copy of the application.

Public Access Rules: A copy of the rules that apply to the DCM grants program, 15A NCAC 7M Section .0300 Shorefront Access Policies, can be found through the home page of the N. C. Division of Coastal Management at <http://www.nccoastalmanagement.net/>.

Guidelines for Local Match Contributions 2009-2010

Introduction

The N. C. Public Beach and Coastal Waterfront Access Program is a matching grant program administered by the Department of Environment and Natural Resources, Division of Coastal Management. Guiding policies and principals for the access program are provided in Title 15A, Subchapter 7M .0300 of the North Carolina Administrative Code.

Land acquisition, site improvements, and amenities for public access to the waterfront are funded through this grant program.

Total project costs include grant funding and local match (cash and non-cash in-kind).

- **Land Acquisition:** For land acquisition, local government match must be at least 15% of the total project cost. At least one-half (1/2) of the local contribution (7.5% of the total project cost) must be cash; the remainder may be non-cash in-kind. For Tier 1 and 2 counties* and their respective municipalities, the local government contribution for land acquisition is 10% of the total project costs. At least one-half (1/2) of the local contribution (5% of the total project cost) must be cash; the remainder may be in-kind.
- **Site Improvements and Amenities:** For site improvements and amenities, local government match must be at least 25% of the total project cost. At least one-half (1/2) of the local contribution (12.5% of the total project cost) must be cash; the remainder may be non-cash in-kind. For Tier 1 and 2 counties* and their respective municipalities, the local government contribution for site improvement

and amenities is 10% of the total project costs. At least one-half (1/2) of the local contribution (5% of the total project cost) must be cash; the remainder may be in-kind.

- **Projects that Include Both Land Acquisition and Site Improvements and Amenities:** Projects that include both land acquisition and site improvements and amenities shall be submitted under separate applications. These may or may not be funded under the same contract as a combined award or separately as individual awards.

Cash and Non-Cash In-kind Contributions (General)

- **Criteria for Claiming Contributions:** Cash and in-kind contributions may be claimed as part of the local government's match when such contributions meet all of the following criteria:
 1. Are verifiable from the local government's records;
 2. Are necessary and reasonable for proper and efficient completion of the project;
 3. Are not included as contributions for matching any other state or federally assisted projects or programs, except where authorized by state or federal statute;
 4. Are provided for in the project budget approved by the Division of Coastal Management;
 5. Do not include N. C. state sales tax; and,
 6. Conform to other provisions of these guidelines, as applicable.

In general, in-kind contributions are derived from resources already on hand or from donations, whereas cash contributions will be utilized to purchase new services or equipment

* The NC Department of Commerce 2007 William S. Lee Act (Article 3A) County Tier Designations.

Guidelines for Local Match Contributions 2009-2010

necessary for proper completion of the access project.

Cash Contributions

Local cash contributions may be claimed for the following accountable items: planning and project design fees, permit fees, land acquisition (including survey and appraisal), labor, materials, construction equipment rental, amenities, and infrastructure. These costs must be incurred during the contract period.

- **Site Amenities:** The cost of amenities purchased by the local government during the contract period may be included as part of the cash contribution if it is an integral part of the access facility or its construction as presented in the Final Application submitted to the Division of Coastal Management and specified in the contract. Examples include park benches, bike racks, water fountains, trashcans, and lights. (See also "Donations of Property and Services".)
- **Rental of Construction Equipment:** If the local government must rent construction equipment to complete the proposed project, (such as front loaders, graders, or dump trucks) rental costs may be included as cash contribution. (See also "Donations of Property and Services".)
- **State and Federal Funds:** State and Federal funds may be counted as cash match provided the funds are not being used as a match for other programs. Local government employee salaries do not qualify as cash match, but may be included toward non-cash in-kind match.

Non-Cash In-kind Contributions

Local in-kind non-cash contributions may be claimed for the following accountable items: project design fees, permit fees, land acquisition (including survey and appraisal), labor, materials, construction equipment rental, amenities, and infrastructure. These costs

must be incurred during the contract period, except as specifically indicated below.

- **Site Assessments:** Title opinions, property appraisals, boundary surveys, and wetland delineations associated with land acquisitions and site improvements may be counted toward in-kind match, provided the costs are incurred within three (3) years of the grant award date.
- **FEMA Buyout Properties:** Property that was part of a FEMA buyout or other similar mitigation program is eligible for this grant program, provided the original conditions for the buyout are not in conflict with the proposed improvements. Use of the recent buyout property's value as non-cash in-kind match may be considered similarly as previously purchased or donated property. (See also "Donations of Property and Services".)
- **Volunteer Services:** Volunteer services eligible as in-kind contribution are limited to professional engineering and architectural services when those services are not found in the local government. Paid fringe benefits that are reasonable, allowable and allocable may be included in the valuation, if approved by DCM. When an employer other than the local government furnishes the services of an employee, or when an individual contractor volunteers, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits, as described above), provided these services employ the same technical skill for which the employee is normally paid. All volunteer services must be documented by signed invoice showing the billing rate for the service, number of hours, and a statement that the charges are forgiven.

Excluded from volunteer services are prison labor, court-required community service and other work programs, and volunteer civic groups.

In those instances in which the required skills are not found in the local government, or for other activities specifically approved by the Division of Coastal Management, rates shall

Guidelines for Local Match Contributions 2009-2010

be consistent with those paid for similar work in the labor market in which the local government competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.

Donations of Property and Services

- **Land/Structures:** If the local government donates land or structures for an access facility and the donation is allowed by the Division of Coastal Management to be counted as local contribution, the value of the donation for purposes of in-kind contributions shall be established by an independent licensed appraiser. The donor of the land must be a private organization or individual. The community must provide a five-year history of conveyance for the property. Land that is transferred to the community due to a statute or rule is not considered a donation. If a landowner is proposing to sell land to the community for less than the appraised value, the amount of the donation is the difference between the appraised value and the amount paid by the applicant.

Donation to, or acquisition of, the property/structure by the local government must have occurred within five (5) years of the grant award. A long-term easement (more than 25 years from the date of the grant award) of land may also be considered under this guideline.

- **Property Lease:** Lease arrangements must be for the life of the project (generally 25 years). When property is leased to the local government for an annual fee, the first year's lease payment may be considered as in-kind contribution
- **Professional Fees:** If the usual fees of a licensed professional, such as an architect or engineer, are waived or donated to the local government for work associated with the access project, the fees may be claimed as in-kind contributions. Rates shall be consistent

with local pay scales. Partial contribution of a fee (for example, the balance of a discount rate) will not be considered as in-kind match. *All volunteer services must be documented by invoice showing the billing rate for the service, the number of hours and that the charges are forgiven.*

- **Construction Equipment:** The use of privately owned construction equipment (graders, loaders, dump trucks, etc.) donated for construction of the access facility may be claimed as in-kind contribution. The use value of the rented equipment shall not exceed its fair rental value.
- **Building Materials, Site Amenities and Landscaping Materials:** Building materials (lumber, hardware, marl, etc.), site amenities (benches, bike racks, water fountains, etc.) and landscaping materials (plants, soil, timbers) donated to the project may be claimed as in-kind contribution. The value of any of these goods shall not exceed fair market value at the time of donation. To be eligible as an in-kind contribution, the building material, amenities or landscape materials must be an integral part of the original access project as presented in the Final Application submitted to the Division of Coastal Management and specified in the contract.

Guidance for Grant Proposals 2009-2010

Introduction

The following is further guidance to assist communities with making a grant request. For additional information, contact your local DCM District Planner listed in this packet. (See Local Contacts and Resources.)

- **Include All Costs:** List all items proposed for funding and the estimated cost of each item. All items included in cost estimates must be shown on the site plan, except for items such as grading, utilities, and planning. Round all cost estimates to the nearest dollar. Where practical, identify costs separately for independent elements of the same type of facilities or improvements on the same site.

Land Acquisition

- **Property Appraisal:** A preliminary property appraisal will be required as part of a Final Application. A certified property appraisal will be required prior to grant reimbursement. The appraiser is required to certify that the appraisal was completed using the Universal Standard of Professional Appraisal Practices. The appraisal must be for the value of the land and any existing structures that will be used for public access and recreational purposes. Two (2) certified appraisals are required for property with a value greater than \$600,000 prior to grant reimbursement.
- **When may a formal appraisal not be necessary:** With DCM's approval, the use of property value based on property tax assessment may be used instead only when all of the following is evident:
 1. That the property owner will accept the tax appraisal assessment;
 2. The proposal is not locally controversial;
 3. The property is an unbuildable lot/remnant or of a small size or awkward shape; and,

4. The property has an estimated value of less than \$15,000.

- **When to Take Title to Land/Leases/Easements:** All communities must sign a contract with the state before accepting a title/lease/easement to land that will be acquired using grant funds. This also applies to property that is donated to the local government. A Contract for Purchase or a Loan Agreement may be accomplished prior to the effective date of a grant contract. Cash payments that occur prior to the effective date of the grant contract are not eligible for credit towards a cash match and are not reimbursable. The exception is when the intent is to use it toward non-cash match. (See "Guidelines for Local Match Contribution".)

- **Buying Now and Building Later:** The local government may use the grant to acquire land with plans to make improvements later. The grantee has five years to begin making access improvements. If this is the intent, the applicant must provide a "Plan for Future Development" as part of a Final Application. The Plan is to include: a description of how the public will be able to use the site until improved access facilities are in place; a conceptual site plan showing the proposed development; and a timeline for developing the site.

- **Acquisition Documentation:** A report form along with two (2) copies of the deed with recorded restrictions, property title, property appraisal, and proof of payment will be required prior to grant reimbursement. DCM will supply the report form.

Site Control for Properties to be Improved or Renovated

- **Site Control:** The applicant must own or have at least a 25-year lease or easement on the property where improvements or renovated facilities will be located. The community must

Guidance for Grant Proposals 2009-2010

submit copies of the deed or of the signed lease or easement, as well as the opinion by

the community's attorney, regarding site control as part of the Final Application submittal. Proposals that include the leasing or acquisition of easements as part of the total project cost must identify the estimated costs and assumptions used in the request proposal. Where property is owned or controlled by another governmental entity or agency, a Joint Use Agreement may suffice, subject to approval of DCM.

- **Recorded Deed Restriction:** A deed restriction with assurances concerning public access will be required prior to reimbursement of a grant award for improvements and/or renovations.
- **Joint Use Agreement:** A local government and a school system or state or federal agency must include a draft Joint Use Agreement with a Final Application. The agreement describes the hours of use of the facilities by the public and how the site will be maintained. DCM staff must approve the formal agreement prior to a reimbursement of grant funds. It is the community's responsibility to ensure that the agreement is acceptable to DCM/DENR prior to expenditure of local funds to be reimbursed. Recording of the Joint Use Agreement may be required.

Costs to Build or Renovate Facilities

- The Importance of Good Estimates: If you receive a grant, you are expected to complete your project according to the cost estimates in your application.

Obtain estimates from contractors, engineers or architects, who have experience in developing or designing access sites. Consider the impact of inflation by assuming that the project may be completed over an eighteen (18)-month period after the grantee signs a contract with the State.

- Be Specific: Include specific units (sizes, numbers, lengths, etc.) for each item in the cost estimates. Include dimensions or square footage of all indoor or sheltered facilities. The intended use of enclosed structures, especially partitioned interior areas, must be identified.
- Contingency: A contingency amount of **5%** of the total cost to build or renovate a project may be included in the cost estimates (not required).
- Equipment/Tools are Not Eligible: Tools, maintenance equipment, office equipment and indoor furniture are not eligible for reimbursement with grant funds.

Planning and Incidental Costs

- Planning and Design Costs: For projects to build or renovate facilities, the following items can be included in cost estimates: architectural and engineering fees, site plans, design drawings, construction drawings, construction management, and preparing cost estimates.
- Incidental Land Acquisition Costs: Appraisals, title searches, surveys, and attorney fees can be included in cost estimates. (See also "Guidelines for Local Match Contributions".)
- Limit on Planning and Incidental Land Acquisition Costs: The sum of planning costs, incidental land acquisition costs and the cost of preparing permit applications cannot exceed **20%** of the total cost of the project. Exceptions may be made for Tier 1 and Tier 2 jurisdictions* with written approval from DCM.
- Timing of Expenses: Design, engineering and planning costs to develop projects and other incidental costs to acquire land are only eligible for consideration as cash match or for reimbursement **after** the local government signs a contract with the state. These

* The NC Department of Commerce 2007 William S. Lee Act (Article 3A) County Tier Designations.

Guidance for Grant Proposals 2009-2010

expenses may be considered for non-cash match as indicated under “Guidelines for Local Match Contributions”.

Additional Improvement Requirements

- **Placing Utility Lines Underground:** All utility lines funded with a grant award must be placed underground unless agreed to otherwise within the contract.
- **Making Facilities Accessible:** All facilities funded with a grant award must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are strongly encouraged to include the costs of building accessible facilities and access routes to those facilities in the grant application. Prior to closing out a project and receiving final payment of grant funds, the local building official will be required to provide a letter certifying compliance.

Costs Not to be Included in a Grant Award or Local Match

- Environmental Assessments - other than preliminary work associated with site planning and wetland delineation.
- Remediation Plans - associated with contaminated sites. However some costs of actual remediation or clean up may be eligible for non-cash in-kind match.
- Restoration Plans - however, wetland restoration may be eligible for cash or non-cash in-kind match credit.
- Attorney Fees - no fees for condemnation or other litigation will be considered. However, fees associated with title opinion and other property transaction costs may be included.

Timing Issues

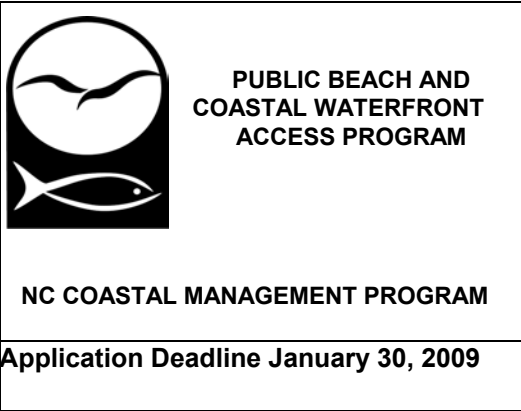
- **Starting the Project:** A grantee must sign a grant contract before beginning any components of a project in order to be eligible

for match or reimbursement. Certain costs can be incurred before the contract start date. (See “Guidelines For Local Match Contributions”.)

- **Completing the Project:** Though grant contracts may be amended and extended at the discretion of DCM, a contract typically is limited to eighteen (18) months. Despite amendments, state rules limit the total life of a contract to three (3) years.
- **Receiving Grant Funds and Reimbursements:** Access grants are paid as reimbursements of actual expenses. The program will reimburse grantees only after the community’s required local cash match has been met. No grant funds may be dispensed/dispersed prior to a community meeting its local cash match.

The community’s cost estimates identify the total amount of grant funds to be reimbursed. The grantee is responsible for any additional costs needed to complete the project.

The program will retain the final ten percent (10%) of the grant amount until the completion of the project. Contact your local District Planner for the details of the process.



PRE-APPLICATION 2009- 2010

North Carolina Public Beach and Coastal Waterfront Access Program

Please complete a separate application for each proposed project and submit two (2) copies to your DCM District Planner.

(also available online: <http://www.nccoastalmanagement.net> Click link to "Beach & Waterfront Access"

Local Government: _____

Project Name: _____

Local Administrator of this Project: _____

Project Type: _____
(Local, Neighborhood, Regional, Urban Waterfront Redevelopment)

Title: _____

Demand for Access: High __ Medium __ Low __

Address: _____

Water Quality Classification: _____

Phone: _____

Land Acquisition: Yes _____ No: _____

Fax: _____

Expedited Process Requested: Yes _____ No: _____

Email Address: _____

Site Improvements: Yes: _____ No: _____

Signature: _____

Is this an ongoing project (for example, Phase II of a previously funded project, or improvement to an existing project)? Yes: _____ No: _____

Name (print): _____

If yes, please describe: _____

Date: _____

Budget Totals and Financial Assistance Requested: *Provide information from Summary Budget.*

Application Budget Total:

1.	DCM Grant Assistance Requested	\$ _____
2.	Local Contribution	\$ _____
	Cash:	\$ _____
	In-Kind:	\$ _____
	TOTAL COST	\$ _____

Additional Project Costs and Funding Sources NOT included in this proposal: (if applicable)

3.	Cost: \$ _____	Source: _____
4.	Cost: \$ _____	Source: _____

Provide the following ATTACHMENTS and NARRATIVE:

- A. **Project location maps**: Provide a regional location map and a detailed vicinity map (street map) showing the project location.
- B. **Site description**: Provide a description of the site, including natural features and existing improvements.
- C. **For Land Acquisition**: Provide an exhibit or boundary survey indicating land area, an estimated cost of the property, and basis for the estimate. *An overlay on aerial photos may be submitted.* Indicate whether or not the property would be acquired in phases.
- D. **Project description**: Provide a description of the project, including information on features, materials, and proximity to closest/other access sites.
- E. **Project site plan**: Provide a to-scale site plan showing property lines, proposed construction, significant natural features, and existing uses on adjacent lots. Include a north arrow and graphic scale. *Improvements shown as an overlay on aerial photos also may be submitted.* Provide to-scale building elevations and floor plans as applicable.
- F. **Pre-project tasks**: Identify tasks that must be completed prior to starting the project.
- G. Is all or a portion of this project under consideration by other programs for funding?
YES _____ NO _____ *If so, indicate which program(s) and which fiscal year(s). Does the funding requested from another program duplicate or complement the funding requested from the Access Program? How viable is the project if complementary funding from another program is not secured?*
- H. Is this project identified as high local priority in your certified Future Land Use Plan or local Access Plan? YES _____ NO _____ *If so, attach a brief description of the plan and a statement of the extent to which the project implements the policies of the plan.*
- I. Is this project reflected in other policy documents or ordinances? YES _____ NO _____ *If so, attach a brief description of the document or ordinance and a statement of the extent to which the project implements goals of the document or ordinance.*
- J. **Proposed Local Match and Cost Assumptions**: Provide narrative indicating the source of cash match and availability of funds. Provide narrative explaining the relevance of proposed in-kind match to the project. . If other state and/or federal funds are to be used as local match, indicate the amount, the funding source, and the specific project elements that will qualify for joint funding. Attach a detailed breakdown of the cost assumptions upon which the Summary Budget is based. Proposals that include detailed cost assumptions increase their likelihood of funding.

K. List the types and sources of utilities proposed; and identify associated costs.

L. List all necessary permits and/or certifications.

M. Proposed Summary Budget: The form below must be completed and included with your application.

	Grant Assistance Requested	Local Cash Contribution	Local In-Kind Contribution	TOTAL
Land Acquisition Costs				
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Permit and Design Fees:				
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Site Improvement Costs:				
Materials				
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Site Improvement Costs:				
Labor				
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
Local Administrative Costs:				
In-kind				
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$
TOTAL BUDGET	\$	\$	\$	\$

Additional Project Tasks NOT Included in this Proposal	Additional Project Cost
	\$
TOTAL ADDITIONAL COST	\$

