



## **Delaware Sea Grant College Program Request for Proposals Community Economic Resilience Grant Program**

**Issue Date:** Monday, August 24, 2020, 3:00 p.m.

**Question & Answer Sessions:** Friday, September 4, 2020, 10:00 a.m. (Virtual)

**Letter of Intent Due Date:** Friday, September 11, 2020, 3:00 p.m.

**Full Proposal Due Date:** Friday, October 9, 3:00 p.m.

The Delaware Sea Grant College Program is soliciting proposals for a new grant program focused on enhancing the economic resilience of Delaware's communities. Grant funds will be used to help develop and implement plans or projects that enhance or augment local economies, create businesses and jobs, enhance quality of life and community livability, increase sustainability, and improve the quality of our coastal environments. This work is intended to facilitate and encourage communities' integration of economic development with environmentally sustainable actions, including those focused on climate resilience. Contingent upon available funds, Delaware Sea Grant expects to release up to \$100,000 through this new program. Typical project costs are anticipated to range from \$15,000 to \$25,000. Funds may be used to support conceptual planning efforts, design, or implementation. Example projects may include, but are not limited to:

- Planning and implementing a community charrette, a type of planning and visioning exercise, to identify goals and objectives for future economic and community development.
- Working with a consultant, non-profit organization, state agency, or a member of the Delaware Sea Grant Marine Advisory Service to move from a community vision to an actionable plan.
- Performing access and parking studies to support multi-modal transportation needs and revitalize downtown districts.
- Reducing energy dependence, for example by installing energy-efficient downtown lighting.
- Implementing projects to enhance walkability or bikeability to increase foot traffic.
- Performing land use studies to identify needed changes in code that will manage growth and foster long term community resilience.
- Taking steps to connect local agricultural producers with consumers, for example by developing downtown farmers markets.

All projects must include a means to document economic impacts of the proposed project.

The proposal process for these funds involves three steps:

1. Applicants are strongly encouraged to participate in a virtual information session at 10:00 a.m. on **Friday, September 4, 2020**. If you are unable to participate, please contact

Christian Hauser, the Delaware Sea Grant Associate Director, at 484-643-3643 or [hauser@udel.edu](mailto:hauser@udel.edu) as soon as possible.

2. Applicants must submit a letter of intent by 3 p.m. EST **Friday, September 11, 2020**.
3. Applicants submit a full proposal by 3 p.m. EST **Friday, October 9, 2020**.

## **Background**

The Delaware Sea Grant College Program is a partnership between university, government, industry, and public stakeholders. Our mission is to enhance the practical use and conservation of coastal and marine resources in order to create a sustainable economy and environment. The Delaware Sea Grant College Program is a member of a national network of 34 university-based Sea Grant programs that are located in coastal and Great Lakes states around the nation. Delaware Sea Grant operates under the guidelines of the National Sea Grant College Program, which is part of the National Oceanic and Atmospheric Administration within the U.S. Department of Commerce.

Operations of the Delaware Sea Grant College Program are guided by a [Strategic Plan](#), which is an integrated response to the stakeholder needs identified within Delaware. The Strategic Plan details research, extension, education, and community priorities and future directions organized by the following Focus Areas:

- Healthy Coastal Ecosystems
- Resilient Communities & Economies
- Sustainable Fisheries & Aquaculture
- Environmental Literacy & Workforce Development

Within these Focus Areas, the Delaware Sea Grant College Program supports applied coastal and marine research and extension, graduate student education, professional and workforce development, and public outreach and education, including efforts focused on community resilience and economic development.

## **Request for Proposals**

Delaware's coastal areas support a wealth of ecosystem services that provide important social, economic, and environmental benefits. However, many Delaware communities are struggling to address challenges associated with development, changing demographics, and shifting economies. The coronavirus (COVID-19) pandemic has further exacerbated these conditions, straining existing economies to their breaking point. In addition, land-use practices, climate change, coastal storms, and sea level rise have made the ecosystems that form the foundation of our coastal communities and economies increasingly vulnerable.

To help communities address these challenges, the Delaware Sea Grant College Program is soliciting proposals to develop and implement plans or projects that enhance or augment local economies, create businesses and jobs, enhance quality of life and community livability, increase sustainability, and improve the quality of our coastal environments. This work is intended to facilitate and encourage communities' integration of economic development with environmentally sustainable actions.

## **Eligibility**

The Delaware Sea Grant College Program is committed to building an inclusive program that serves all people including those with unique needs, circumstances, perspectives, and ways of thinking. At Delaware Sea Grant we believe in the principle that the coast isn't just the Bayshore or the beaches; rather, it consists of all the land that drains to them. Just as we all have a human-defined place where we live in (e.g., neighborhood, community, town, county, etc.), we also have a defined estuarine or coastal body of water directly tied to where we live through our watersheds. In Delaware, these consist of the Delaware Bay, Chesapeake Bay, the Inland Bays, or the Atlantic Ocean. Regardless of where you live in our state, or how far you may feel from the "coast," your community is a critical part of our coastal environment. As such, participation from all communities in Delaware is strongly encouraged. Eligible applicants of all ages, races, ethnicities, national origins, gender identities, sexual orientations, abilities, cultures, religions, citizenship types, marital status, job classifications, veteran status types, and socioeconomic status are encouraged to apply.

To be eligible to submit a full proposal, applicants must participate in the informational session and submit a letter of intent. Comments and feedback will be provided to prospective applicants to maximize the value of proposed project. Regardless of the feedback, all prospective applicants that submitted a letter of intent are welcome to submit a full proposal.

Please use the following guidelines to prepare a proposal to ensure acceptable style, format, content, and organization. Questions concerning this request for proposals (RFP) may be directed to Christian Hauser, the Delaware Sea Grant Associate Director, at 484-643-3643 or [hauser@udel.edu](mailto:hauser@udel.edu).

## **Award Information**

Up to \$100,000 will be awarded through this RFP; typical costs per project are anticipated to range from \$15,000 to \$25,000.

***Match Requirements:*** Match funds are encouraged; however, this funding opportunity does not require match.

***Eligible Costs:*** Funds from this award may be used to hire private consultants, support travel, cover conference or meeting costs, permitting fees, design fees, and/or construction costs. Facilities and Administrative (F&A) Costs are permitted. If an applicant has a current approved Negotiated Indirect Cost Rate Agreement established with its cognizant Federal agency or an acknowledgement letter from the cognizant agency to which the applicant has submitted a proposed rate then that rate should be used. If an award recipient has never established an indirect cost rate with any Federal agency, the recipient may request to use the de minimus rate of 10% described at 2 C.F.R. 200.414. Please provide a copy of the rate agreement or acknowledgement letter with your application.

***Ineligible Costs:*** Funds may not be used for lobbying, scholarships to individuals, deficit reduction activities, projects that have already been completed, or for those activities that constitute legally required mitigation for the adverse effects of an activity regulated or otherwise

governed by state or federal law. The award recipient is required to comply with all federal laws and guidelines pertaining to the use of federal funds.

Please note that individuals from state and federal agencies and foreign organizations cannot apply for salary support; however, they are eligible for project related costs, such as travel. Further, their non-federal contributions may qualify as matching funds for the project. Delaware Sea Grant Marine Advisory Service personnel are welcome to contribute to the project as a member of the project team but are restricted from requesting salary support.

***Award Duration:*** Funds for this award will be available starting February 1, 2021 and must be used by January 31, 2023.

***Expected Deliverables and Requirements:*** Award recipients will be required to:

- Participate in monthly status calls with the Associate Director of Delaware Sea Grant.
- Participate in one meeting with other grant award recipients
- Submit a brief final report no later than one month after the award end date.
- With support from Delaware Sea Grant, report economic impacts two years and five years after the project completion date.

### **How to Apply**

Applicants must submit a brief letter of intent by 3 p.m. EST **Friday, September 11, 2020**. Maximum one page. The letter of intent should briefly describe the anticipated project, identify potential project partners, and provide the approximate amount of funds that are anticipated to be requested.

Full proposals must include the following elements in the order listed and need to be submitted as a single PDF to Christian Hauser, the Delaware Sea Grant Associate Director, at [hauser@udel.edu](mailto:hauser@udel.edu) no later than **3:00 p.m. EST Friday, October 9, 2020**. Applications received after that time will be returned without review. The minimum font size is 12 point; minimum margin size is one inch. Proposals should be single-spaced. Page and word limits do not include listed references (if any). **Please note, applications may be prepared and submitted by an anticipated project partner, such as a consultant, non-profit organization, state agency, or a member of the Delaware Sea Grant Marine Advisory Service.**

***Cover Page:*** Maximum one page. The cover page must include, in the following order:

- Name, affiliation, and contact information for the organization applying for the funding
- Project title
- Start / end date of the project
- Requested amount of funding
- Administrative and financial contact information

***Rationale:*** Explain the connection between your community and the Delaware coast. Describe the need and purpose of the project, including anticipated economic, community, and

environmental benefits. What do you hope to accomplish? Why is this project relevant to the Delaware Sea Grant College Program? If you are struggling with this question, please contact Christian Hauser ([hauser@udel.edu](mailto:hauser@udel.edu)). In this section, focus on clearly identifying how the proposed project will enhance or augment local economies, create businesses and jobs, enhance quality of life and community livability, increase sustainability, and improve the quality of our coastal environments. Not to exceed three pages.

**Scope of Work:** Describe in detail the proposed project, including anticipated start and end dates, the project schedule, tasks that will be performed by project partners or contractors, permits, if any, that need to be attained, etc. Please note equipment, technology, and material needs, noting access and availability. Be sure to address long-term maintenance needs, if appropriate. For planning projects, describe anticipated next steps once this phase of the project has been completed. Not to exceed five pages.

**Partnerships:** Describe existing and planned partnerships with industry, agencies, or non-profit organizations that will occur during the course of the projects. Not to exceed two pages.

**Project Budget:** Provide a detailed budget using the Sea Grant Budget Form 90-4, which can be accessed at: <https://seagrant.noaa.gov/insideseagrants/Implementation><sup>1</sup>. Maximum one page. Include the amount requested and itemize all expenditures such as contractor wages, equipment, supplies, travel, etc. If including mileage reimbursement costs in your budget please ensure you use the current GSA rate as found here: <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>. Please include a separate written justification narrative for all listed costs. Not to exceed one page. You should contact your administrative contact to assist with your budget preparation. If you have any questions, please contact Christian Hauser ([hauser@udel.edu](mailto:hauser@udel.edu)) as soon as possible.

**CV:** The individual submitting the proposal must provide a CV. If multiple individuals are submitting the proposal, a CV is required for each. Each CV should not exceed 2 pages.

**Letter(s) of Support:** If an applicant has already selected potential partners for the proposed project, then a letter of support from each partner must be included demonstrating familiarity with the proposed project and support for their participation.

Any proposals not containing the information outlined above will be disqualified.

## **Proposal Review Process**

Eligible proposals will be reviewed and ranked by the management team of the Delaware Sea Grant College Program using the following criteria.

### **1. Rationale, Project Need, and Relevance (30 points):**

Does the applicant justify the project need? Is the work relevant? Is the project in alignment with the goals of the Delaware Sea Grant College Program? Will the project result in equitable benefit for stakeholders of all ages, races, ethnicities, national origins,

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<sup>1</sup> Please download: 90-4 Budget Form (Zip file containing Excel version of the form)

gender identities, sexual orientations, abilities, cultures, religions, citizenship types, marital status, job classifications, veteran status types, and socioeconomic status? Will others be able to take lessons from this project and perhaps replicate a similar project in their own communities? How can this project be used as a model or pilot for future efforts?

**2. *Economic Impacts (20):***

Will the proposed project likely lead to improved economic conditions for the community? Will it support or create businesses and/or jobs? Are project partners Delaware entities or organizations and/or local businesses? Has a plan been established to track economic impacts?

**3. *Likelihood of Project Success (20 points):***

What is the likelihood of success if this project were to move forward? Are methodologies and/or designs sound and consistent with best practices? Does the project factor future conditions such as climate change and population growth into the planning? Has the applicant procured landowner and/or regulatory permission, if necessary? Does the project have an appropriate timeline and scale of budget to reflect the intended scope of work? Are the selected partnerships appropriate? Have the appropriate municipal agencies and partners been involved? Will the project be completed in one year or less? Has the applicant addressed future project sustainability? For implementation projects, will the project persist and be well-maintained and not be threatened by various types of disturbance? Has the applicant proposed a relevant and robust maintenance plan? Has the applicant addressed the need for ongoing resources in order to maintain the value of the project?

**4. *Cost Effectiveness (15 points):***

Is the budget appropriate and cost-effective? Are the line items budgeted justified in the budget narrative? For work involving contractors: were estimates or bids from at least three consultants or contractors considered? Or was a competitive bid process used? In-kind and cash match is not required but will be viewed favorably.

**5. *Quality of Life and Coastal Environmental Sustainability Integration (15 points):***

Does the proposal demonstrate an effort to integrate quality of life, community resilience, and environmental sustainability into plans for economic development?

Each category will be rated as:

- Excellent (5 points)
- Very Good (4 points)
- Good (3 points)
- Fair (2 points)
- Poor (1 point)

Scores for each category will be combined with the category weights to provide an overall weighted rating.

### **Deliverables**

If selected for funding by the Delaware Sea Grant College Program, communities will have two weeks to submit a project summary using the National Sea Grant Office Form 90-2 and an Abbreviated NOAA Environmental Compliance Questionnaire, both of which can be found here: <https://seagrant.noaa.gov/insideseagrant/Implementation><sup>2</sup>. Delaware Sea Grant will assist in the completion of these documents.

### **Contact Information**

For further details regarding this fellowship opportunity, please contact:

Christian Hauser  
Associate Director, Delaware Sea Grant College Program  
College of Earth, Ocean, and Environment  
University of Delaware  
102 Robinson Hall  
Newark, DE 19716  
(484) 643-3643  
[Delaware Sea Grant](#)

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<sup>2</sup> Please download: 90-2 Project Summary Short Form (Zip file) and Abbreviated Environmental Compliance Questionnaire (Word document)