

# **North Carolina Commercial Fishing Resource Fund Request for Proposals Issued August 3, 2020**

The North Carolina Marine Fisheries Commission Commercial Resource Fund Committee and the Funding Committee for the North Carolina Commercial Fishing Resource Fund is issuing a request for proposals for consideration of funding from the North Carolina Commercial Fishing Resource Fund.

The Commercial Fishing Resource Fund is composed of a portion of the proceeds from the sale of the commercial fishing licenses issued by the North Carolina Division of Marine Fisheries (NCDMF). The N.C. General Assembly created the fund to support the development of sustainable commercial fishing in the State.

## **Background**

North Carolina's marine fishery resources are economically and socially important to many of the state's residents, visitors, and coastal communities. These resources support commercial fisheries that provide an important source of employment, income, recreation, and food.

This document serves to assist in preparing a proposal. Please read the enclosed information closely. Proposals will be evaluated, and applicants notified of acceptance or rejection within 90 days of the submission deadline. The Director's office of the NCDMF retains the authority to extend this deadline beyond 90 days.

## **Eligibility**

This Request for Proposal is open to both public and private entities and is subject to the State's terms and conditions of contracting. Interested parties must submit a complete proposal, meeting the requirements listed below. Partnerships between eligible entities are permitted. The proposal must include a letter defining the roles and responsibilities of each partner. The NCDMF has no obligation to enter into any partnership agreement.

## **Proposal Requirements**

1. Applicants must submit one electronic copy of the application in Microsoft Word and one as a PDF.
2. Use Times New Roman, 12-point font and provide centered page numbers on the bottom of each page.
3. All proposals must include a completed copy of the Application for Funding from the N.C. Commercial Fishing Resource Fund application cover sheet (**see page 6**) as **page 1** of the proposal.
4. Proposals are not to exceed 20 pages including figures, tables, drawings, vitae, letters of support, etc.

5. Project costs are not to exceed \$400,000 annually.
6. Indirect costs cannot exceed the indirect rate established for the Division of Marine Fisheries which is 15%.
7. An appraisal for the purchase of land must be included if applicable.
8. All construction proposals must provide a detailed design and description regarding plans for controlling storm water runoff, avoiding submerged habitat impacts, and protecting the wetland shorelines, prior to project approval. Final design plans (i.e. any engineered drawings, specific low-impact development techniques, materials, etc.) must be submitted prior to receipt of funds. If dredging is to be a part of the project, detailed justification and information on the area to be affected is required.
9. Any funds realized from the sale, lease, rental, or other grant of rights to real or personal property acquired or produced from this grant must be paid back to the Commercial Fishing Resource Fund.
10. All projects that involve site acquisition/improvements must occur in coastal or joint fishing waters, except projects specifically designed to enhance diadromous fish populations and habitats. A map of coastal and joint fishing waters may be found at <http://portal.ncdenr.org/web/mf/coastal-joint-inland-waters>.
11. Successful new multi-year projects will receive funding through a state contract that will obligate funds one year at a time. If selected for a first year of funding, the subsequent years funding of multi-year projects will be contingent upon the completion of satisfactory grant performance progress reports as required by grantor, approval by the Marine Fisheries Commission and the Funding Committee for the North Carolina Commercial Fishing Resource Fund for subsequent funding, and availability of funds.
12. Applicants are strongly encouraged to consult with species and/or program leads regarding potential projects. Consultation with the leads does NOT guarantee funding or Division partnership in the project. **Division of Marine Fisheries will not provide letters of recommendation for projects.** For more information on the species and/or program leads, and partnerships contact William Brantley by phone at 252-808-8015 or via e-mail at William.Brantley@ncdenr.gov.

**Each proposal shall include the following:**

**Each proposal shall be in Times New Roman 12 pt. font and include the following:**

Applicant Name: Identify the name of the applicant and the applicant's organization.

Project Title: A brief statement to identify the project.

Project Period: The total period of the project proposed for funding. The project period may be for one or multiple years. However, multi-year projects approved for year one funding will be reviewed annually for subsequent year funding. **All contracts for projects selected for funding will begin no sooner than 60 days after full approval.** There are no exceptions to this starting date. Please note this time period when developing project milestones.

Objective: Address what is to be accomplished.

Approach: List all procedures necessary to attain each project objective, with sufficient detail, to be able to evaluate the likelihood of obtaining the objective.

Expected Results and Benefits: Identify and document the results or benefits expected from the proposed activities and how the project will help educate the public on North Carolina's sustainable commercial fishing industry. Proposals must clearly state how applicant will conduct research. **A statement detailing how the project will ultimately develop and support sustainable commercial fishing in the State must be included.**

Expected Methodology: Provide a written plan describing how all data, analyses, models, etc. generated from the project will be made available to the NCDMF in both raw and summarized format. The plan must include the format in which data will be submitted and acknowledge the requirements of the request for proposal. This section will also contain a narrative of what deliverables will be provided to the Marine Fisheries Commission Commercial Resource Fund Committee and the Funding Committee for the North Carolina Commercial Fishing Resource Fund at the conclusion of the project, and metrics used to determine success. Commercial Fishing Resource Fund proposals, reports, and research data are subject to the N. C. Public Records Act (N.C.G.S. § 132-1 et seq).

Milestone Schedule: An activity schedule for the duration of the project, starting with month one and concluding at the end of the requested award period including a maximum three-month report writing period (see Table 1 for template). Schedule should include submission of performance reports due no later than February 15 and August 30.

Cost Summary: Detail all costs to be incurred in the project, including, but not limited to personnel, equipment, supplies, travel expenses, etc. Prepare your budget carefully and make it as detailed as possible. **Page/publication costs will not be funded.** You may use Table 2 as a template for preparing your budget. Changes to the budget after submission are highly discouraged.

Other Information:

Any abandonment of the project, conversion of the project to another use, or allowance of uses prohibited by the contract shall automatically trigger repayment to the fund of an amortized portion of the total grant reflecting the remaining life of the project.

## **Proposal Submission**

All proposals must be received electronically by the Division of Marine Fisheries no later than 5 p.m. EST on August 17, 2020. Proposals should be sent through email to [William.Brantley@ncdenr.gov](mailto:William.Brantley@ncdenr.gov). Applications received after this will not be eligible for consideration of funding, so please allow sufficient time for email and attachments to send.

Applicants must submit a **separate** abstract of the proposed project to be included with the proposal in no more than 300 words. Submit one abstract to the Grants Program Manager in Microsoft Word via e-mail to [William.Brantley@ncdenr.gov](mailto:William.Brantley@ncdenr.gov).

This RFP is based on the priorities established in the Strategic Plan for the North Carolina Commercial Fishing Resource Fund. The Strategic Plan can be referenced here: <http://portal.ncdenr.org/web/mf/2019-commercial-fishing-resource-fund-cfrf>

## **Review Process**

Only proposals guidelines and objectives established in this request for proposals will be considered. Proposals meeting these requirements will be evaluated based on their capability to enhance the sustainability of commercial fishing in the state. Proposals being considered for funding but needing revisions, enhancements or clarification to improve the quality of the proposal will be returned to the applicant. The applicant will then have 30 days to make the changes and return to the Division of Marine Fisheries for consideration.

Voluntary amendments to proposals are not normally accepted. One may request an amendment, but a project requesting an amendment to the budget or scope of work will be considered **only** if determined to be meritorious.

Committee members will evaluate proposals at a meeting date TBD, and awards would begin no sooner than January 1, 2021.

### **Post Award**

If your proposal is approved for funding, you will need to work with the Division of Marine Fisheries by supplying information for the preparation of a state contract to facilitate your receipt of funds. It is important for you to know that this program cannot reimburse you for work that has already begun or been completed. Even if your project is selected for funding, you cannot begin any work until there is a state contract in place or you will not be reimbursed. Should your proposal be selected for funding, a contract should be in place within six months following the date of your funding award letter. Disbursement of funds will be in agreement with your state contract and proposal budget.

If your project is selected for funding and a contract is in place, you will be required to provide semi-annual updates of progress. This report shall be formal and can be submitted via email. The information in each semi-annual update will only be work completed since the last semi-annual update. A formal written comprehensive final report will be required. You may be required to present the results of your project and/or research findings at a Commercial Fishing Resource Funding Committee meeting. You are required to submit your reports to William Brantley, Grants Program Manager, N.C. Division of Marine Fisheries. Commercial Fishing Resource Fund proposals, reports, and research data are subject to the N. C. Public Records Act (N.C.G.S. § 132-1 et seq).

## **Funding Year 2021 Eligible Proposal Opportunities**

### **Program Area – People**

#### ***Target – Public Relations***

Objective: To expand and initiate research, education and outreach opportunities, and marketing initiatives relating to current issues affecting the sustainability of North Carolina’s commercial fishing industry, the North Carolina coast, and its communities.

The purpose of this objective is to announce a request for proposals from organizations with proven experience in public relations to continue a campaign to educate the public on North Carolina’s sustainable commercial fishing industry, fishery and gear research that the industry

has participated in, and how the fishing industry has modified commercial fishing activities which resulted in less environmental impact; efforts to demonstrate North Carolina's fishing resources can be sustainable for the present and future.

The Funding Committees request proposals for a two-year period, with scopes of work and budgets separated by Year 1 and Year 2. The Committees will allocate funding for one year at the time, and upon successful completion of Year 1, have the option to renew the contract for Year 2 funding. These proposals should include consultation from a public relations agency to develop a plan on North Carolina's sustainable fishing industry. This program would educate fishing user-groups and the public, which subsequently would involve implementation of a sustainable, operational plan for the commercial fishing industry. The campaign needs to have a broad-based approach to include developing educational clinics, media promotions (print, video, web, social media, radio, etc.), displays for festivals, promotional items for fishing related events, and assistance in marketing North Carolina's seafood as sustainable. This can include a commitment to staff events and the ability to carry out the campaign for multiple years.

# APPLICATION FOR FUNDING FROM THE NORTH CAROLINA COMMERCIAL FISHING RESOURCE FUND

<b>1. APPLICANT INFORMATION:</b>		<b>2. PRINCIPAL INVESTIGATOR INFORMATION:</b>	
Applicant's Legal Name: _____		Name of Project Administrator/Principal Investigator: _____	
Street: _____		Street: _____	
Mail (PO Box): _____		Mail (PO Box): _____	
City, State and Zip Code: _____		City, State and Zip Code: _____	
<b>EMPLOYER IDENTIFICATION NUMBER (EIN):</b> _____		Project Administrator/Principal Investigator Phone number with area code: _____	
		Project Administrator/Principal Investigator FAX number with area code: _____	
<b>3. TYPE OF APPLICANT:</b> <input type="checkbox"/> State agency <input type="checkbox"/> County or Municipality <input type="checkbox"/> University <input type="checkbox"/> Other (specify and list partnering entity)		Project Administrator/Principal Investigator Email Address: _____	
<b>4. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation of previously funded CFRF Project <input type="checkbox"/> Award Revision ( <i>Explain</i> ): _____		<b>5. PROJECT TITLE:</b> _____	
<b>6. PROPOSED PROJECT:</b>  Start Date: _____  Ending Date: _____  Number of years: _____		<b>7. STRATEGIC PLAN OBJECTIVE, STRATEGY AND RESEARCH NEED:</b>  <b>Program Area (check one):</b> <input type="checkbox"/> Fish <input type="checkbox"/> Habitat <input type="checkbox"/> People  <b>Target:</b> _____  <b>Strategy (e.g., F.1.1, see Strategic Plan):</b> _____  <b>Research Need (list project need):</b> _____	
<b>8. SOURCES OF FUNDING:</b>  a. CFRF Funds Requested : \$ _____  b. Applicant Match: \$ _____  d. Other Match: \$ _____  e. TOTAL: \$ _____		<b>9. AREA AFFECTED BY PROJECT (City, Counties, etc.):</b> _____	
<b>11. LIST STATE AND FEDERAL PERMITS REQUIRED FOR THIS PROJECT: (Indicate completion date)</b>			
<b>12. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN FULLY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND WILL COMPLY WITH ALL RULES AND REGULATIONS IF THE ASSISTANCE IS AWARDED.</b>			
Full Name of Authorized Representative: _____		Authorized Administrator Email Address: _____	
Signature: _____		Date Signed: _____	Phone Number (with area code): _____
<b>Following Boxes are for DMF Internal Office Use Only</b>			
Date Received by NC DMF: _____	Tracking Number: _____	Year 1 Request From CFRF: \$ _____	

Budget template to be used as a guide to help applicants provide an itemized budget per project proposal. Budget page for each year of project is required as separate document. Additional needed items may be added and items not necessary are to be deleted.

Expense	Year 1		Subsequent Years	
	No. FTE*	Cost (\$)	No. FTE*	Cost (\$)
Personnel by position title (biologist, technician, computer programmer)		Include % amount of project		Include % amount of project
Fringe (social security, retirement, health)				
Tuition	See page 5 Cost Summary			
Travel (mileage, meals, lodging)	See page 5 Cost Summary			
Conference Cost	See page 5 Cost Summary			
Postage				
Printing/photocopying				
Vessels				
Vehicles				
Telephone				
Computer Equipment (PC, printer, etc.)				
Software				
Office Furniture				
Office Space				
Gas				
Uniforms/Clothing				
Safety Items				
Office Supplies				
Scientific Equipment				
Training				
Office Equipment (photocopier, fax, etc.)				
Maintenance Contracts				
Others				
Indirect (Rate= ___ of total direct costs)				
TOTAL COST				

\*Full Time Equivalent

Milestone schedule template to be used as a guide to help applicants provide a listing of planned activities. Milestone schedule for each year of project is required as separate document. Schedule should include submission of performance reports due February 15 and August 30.

Task	Year 1: January 1, 2021 - December 31, 2021											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June