



**North Carolina
Waterfront Access and Marine Industry Fund
Request for Proposals
July 31, 2009**



The North Carolina's Waterfront Access and Marine Industry (WAMI) Fund was created by the 2007 General Assembly to acquire waterfront properties or develop facilities for the purpose of providing, improving and/or developing public and commercial waterfront access.

The NC General Assembly authorized up to \$20 million in Certificates of Participation bonds for this purpose. The Director of the Marine Fisheries established a program through which the fund is used. (G.S.113-77.9)

In order to maintain fairness and the highest standard of transparency, the Director of Marine Fisheries is issuing a re-advertisement for Request for Proposals (RFP) for consideration of FY2007-2008 funding from the Waterfront Access and Marine Industry Fund. **This re-advertisement will be for the Southern District, southern coastal waters south of NC Hwy 58 (Onslow County and south). Approximately \$4.5 million remains in the portion of the fund that had been earmarked for projects in the southern coastal counties. For the purposes of this fund, the southern coastal district encompasses coastal waters south of the B. Cameron Langston Bridge at Emerald Isle (N. C. 58) to the South Carolina state line, including Onslow, Pender, New Hanover and Brunswick counties. (Exhibit A)**

The North Carolina Division of Marine Fisheries (DMF) is the state agency responsible for establishing a program to solicit proposals and disburse WAMI funds. The purpose of this document is to announce a re-advertisement for Request for Proposals in the Southern District, to identify project areas and priorities eligible for funding by the Waterfront Access and Marine Industry Fund. Please read all of the enclosed information closely. Proposals must be received by the Director of DMF by **5:00 p.m. August 17, 2009**.

The overall goal for the use of the WAMI Fund is to retain and enhance working waterfronts and public access to coastal waters through cooperative state and local partnerships.

Multi-purpose and multi-use projects can include property already considered in a local waterfront access plans; many local cities and counties have established traditional uses of property reflecting multi-purpose uses. Projects leveraging funds (i.e. providing matching funds, dedication of user fees, etc) and partnerships are encouraged.

Program Areas

Objective 1: Public Docking Facilities

The following objectives (in no order of priority) are established to improve docking facilities for commercial fishing access, recreational fishing access, marine industry access and marine research access through capital improvements and property acquisition.

Objectives

Long term, short term, transient, deep water, shallow water, allow for adequate provisions for loading and unloading (e.g. able to drive vehicle on docks), mooring, dinghy and informational kiosks.

Objective 2: Public Boat Ramps

Objectives

Adequate piers, adequate parking, small vessels (canoes, kayaks), large vessels and informational kiosks.

Objective 3: Fishing Access

Objectives

Public ocean fishing piers, public inland fishing piers, other public substrate access and enhancement not requiring a vessel (e.g. access to shellfish beds), adequate parking and restrooms, beach access for vehicles and informational kiosks.

Objective 4: Other Marine Industry Facilities

Objectives

High ground gear storage, ice, fuel, pump-out, access to processing infrastructure, dry-stack storage, harbors of refuge, haul-out repairs and sales, concessions and restrooms and informational kiosks.

Proposal Guidelines

All proposals must be submitted to the DMF Director by 5:00 p.m. August 17, 2009. Proposals will be evaluated and applicants notified of acceptance or rejection.

If your proposal is approved for funding, you will need to work with DMF by supplying information for the preparation of a state contract to facilitate receipt of funds. It is important for you to know that this program cannot reimburse you for work that has already 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. The entire process includes a contract being in place within 6 months following the approval date should your proposal be selected for funding.

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 be submitted via email with a hard copy mailed to the Division of Marine Fisheries. The information in each semi-annual update will only be work completed since the last semi-annual update. You are required to submit your reports to Bonnie Jones, WAMI Grants Coordinator, N.C. Division of Marine Fisheries. She can be reached by mail at P.O. Box 769, Morehead City, N.C. 28557-0769; by phone at 252-808-8113 or 800-682-2632 (in N.C. only); or via e-mail at Bonnie.B.Jones@ncdenr.gov. WAMI funding proposals, reports, and research data are subject to the North Carolina Public Records Act (N.C.G.S. § 132-1 et seq).

Proposal guidelines are:

1. Applicants must submit one original and six hard copies of the proposal along with one electronic copy in MS Word or Adobe PDF format.
2. All proposals are to include a completed copy of the Application for Funding from the North Carolina Waterfront Access and Marine Industry Fund application cover sheet (Exhibit B).
3. Proposals are not to exceed 17 pages including figures, tables, drawings, maps, etc.
4. Indirect costs cannot exceed the indirect rate established for the DMF (the current annual rate is 14.9%). Please contact Bonnie Jones, WAMI Project Coordinator by phone at (252) 808-8113 or 800-682-2698 (in NC only); or via e-mail at Bonnie.B.Jones@ncdenr.gov.
5. Proposals are to identify benefits expected from the proposed activities, including users served, economic benefit to the local communities and state, etc.
6. Proposals for public access must provide estimates on the usage of the facilities, including expected number of people who will use the access site.
7. If partnering with a state agency, local government or university, a written letter with an authorized signature **MUST** be attached to the application. The State of North Carolina must take possession of the title of any property obtained with the use of WAMI funds. The appropriate state agency that will take possession of the property must be identified in the proposal.
8. Each proposal is to include the following:

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

Project Title: A brief statement to identify the project.

WAMI Strategic Plan Program Area Listed in RFP: Identify the WAMI Strategic Plan Program Area listed in this RFP for which the proposal is being applied (refer to page 2).

Project Period: The total period of the project proposed for funding.

Need: Demonstrate the need for assistance.

Objective: Address what is to be accomplished.

Approach: List all procedures necessary to attain each project objective.

Expected Results and Benefits: Identify and document the results or benefits expected from the proposed activities and how the project will help address waterfront access, working waterfronts, or public waterfront access facilities in North Carolina. For example, identify economic value, number of visitors and /or fishermen, preserving facilities at risk to development, etc.

Geographic Location: The location where the project will be administered and where the project will be conducted. Include a map of the intended area.

Milestone Schedule: An activity schedule in table format for the duration of the project, starting with Month 1 and concluding at the end of the requested award period including a maximum three-month report writing period.

Cost Summary: Detail all costs to be incurred in the project, including, but not limited to (see budget template in Exhibit C): personnel, equipment, information technology needs (computers, staff, etc.), travel expenses, etc. Details are to include start-up versus long-term operational costs.

Principal Investigator: The principal investigator(s) is the person(s) leading the project.

Other Fund Sources: Identify all other funding sources that will be applied toward this project (fund sources and amount). Include sources currently being received and other funding sources where applications have been submitted. Include funding title, funding source, funding objective, amount of funding, length of funding, and principle investigator.

Maintenance: Identify the maintenance plan, infrastructure repairs, and operational cost.

Incomplete applications and those that do not conform to the above format will not be considered.

Other Information: Applications for facilities/access projects must provide estimates of the usage of the proposed facility including an estimate of the number of people that could access the site and any other relevant demographic data and estimates that support the need for the project. A facilities/access projects shall post signage giving appropriate credit to the Waterfront Access and Marine Industry Fund. Access projects financed by the fund may be for recreational or commercial purposes, however any land or facility purchases with WAMI funds would be owned by the state.

Applications that include property acquisition/facilities must include a map of the area, acreage, waterfront footage, body of water, acquisition price, water depth, any legal issues or actions, easements, or right of way issues, if partnering with the Wildlife Resources Commission, a letter stating they have agreed that the site is acceptable for which the application is being applied for, if adjacent property owners are involved, a letter stating that they have no objection to an access site, and a letter from the property owner that he/she is willing to sell or negotiate sale of the property.

All acquisitions of property will require two real estate appraisals issued by the State Property Office. All negotiations of property acquisitions will be conducted by the State Property Office.

Environmental Considerations: The Division of Marine Fisheries encourages low impact development that protects vegetated shorelines, wetlands, water quality, submerged aquatic vegetation, designated Primary Nursery Areas, and designated Anadromous Fish Spawning Areas. Proposals should avoid adverse impacts to these sensitive habitats. In the event that impacts cannot be avoided or minimized through alteration of the project configuration or design, the project may not be considered for funding even though it meets an RFP funding priority.

Preferable site guidelines:

- 120' of water frontage (this includes 60' for ramps, 20' for docks, 15' for CAMA Riparian offset on one side and 25' for an access drive entering the side of the maneuvering area).
- Prefer a minimum of one acre. To have significant parking, at least two acres of buildable land (wetlands do not count as buildable area).
- No Submerged Aquatic Vegetation in front of ramp location.
- Minimal wetlands located on site.
- Prefer to have deep water to minimize or eliminate the need for dredging.
- Consideration of the layout of the property (a 1.5 acre site with certain features could be better than a 2 acre site with other features).
- **Proposals that do not meet all of these guidelines will be considered.**

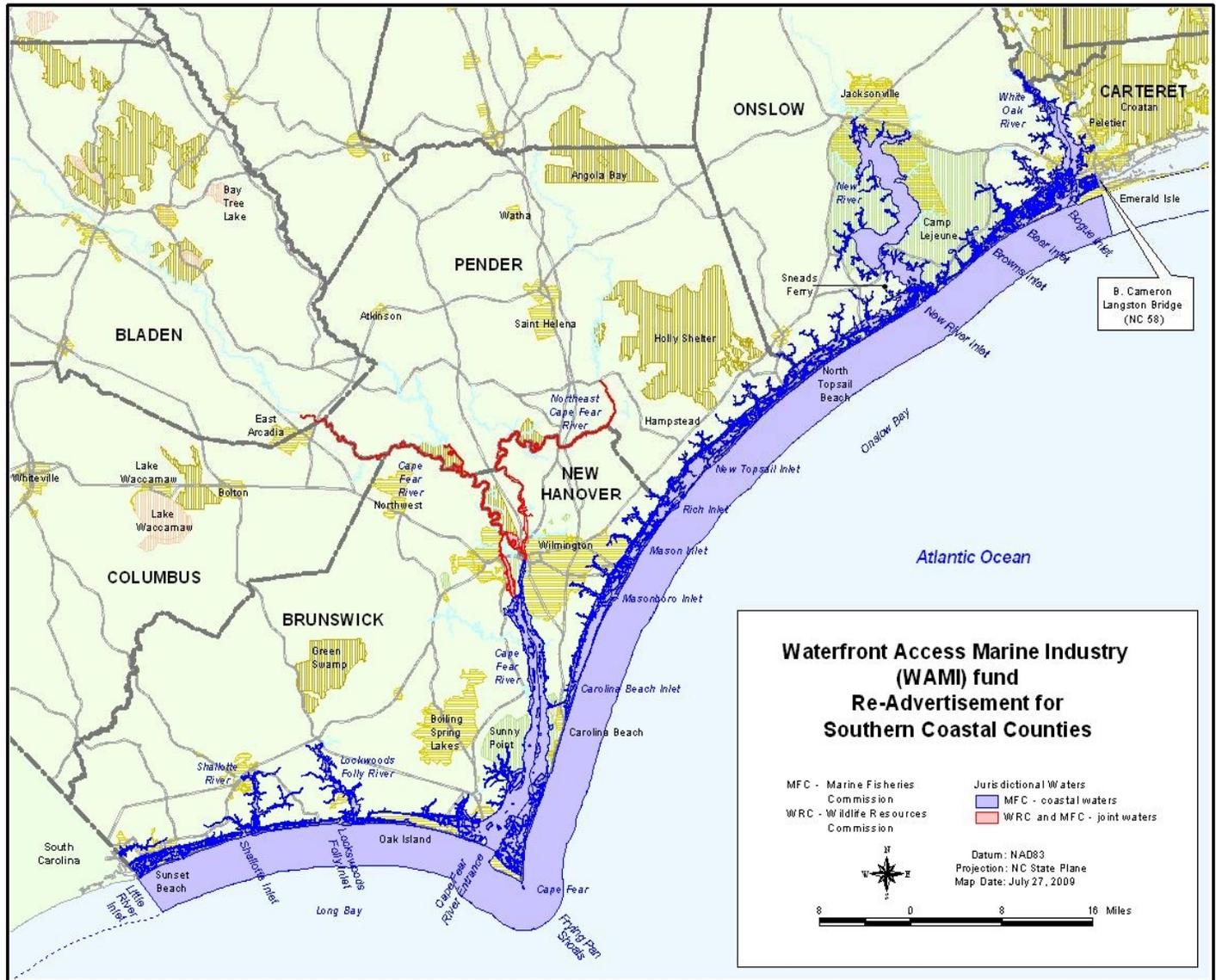
Funded projects requiring additional permits from local, state or federal agencies will be the responsibility of the applicant.

Applicants shall maintain the stated or intended use of the proposed facility/access project for a minimum period of 20 years. Projects over \$100,000 must maintain the intended use for 30 years. 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.

All projects shall specify dates and deliverables clearly in the contract.

Proposal Submission

The Division of Marine Fisheries Office in Morehead City must receive six completed delivered hard copies and one electronic copy by 5:00 p.m. on August 17, 2009. E-mail proposals are to be submitted to Bonnie.B.Jones@ncdenr.gov. Faxed proposals will not be considered. Mail or deliver hard copy applications to: **North Carolina Division of Marine Fisheries, Attention: WAMI Proposal, P.O. Box 769, 3441 Arendell Street, Morehead City, NC 28557**. By state law, late proposals cannot be considered.



	<h2 style="margin:0;">APPLICATION FOR FUNDING FROM THE NORTH CAROLINA WATERFRONT ACCESS AND MARINE INDUSTRY FUND</h2>	
1. APPLICANT INFORMATION:		2. PROJECT ADMINISTRATOR INFORMATION:
Applicant's Legal Name:		Name of Project Administrator:
Street:		Street:
Mail (PO Box):		Mail (PO Box):
City, State and Zip Code:		City, State and Zip Code:
EMPLOYER IDENTIFICATION NUMBER (EIN):		Project Administrator Phone number with area code:
		Project Administrator FAX number with area code:
3. TYPE OF APPLICANT: <input type="checkbox"/> State agency <input type="checkbox"/> County or Municipality <input type="checkbox"/> University <input type="checkbox"/> Other (specify)		Project Administrator Email Address:
4. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Award Revision (Explain):		5. PROJECT TITLE:
6. PROPOSED PROJECT: Start Date: Ending Date:		7. STRATEGIC PLAN PROGRAM OBJECTIVE: Goal (check one): <input type="checkbox"/> Public Docking Facilities <input type="checkbox"/> Public Boat Ramps <input type="checkbox"/> Fishing Access <input type="checkbox"/> Other Marine Industry Facilities Objective (list number): _____ Priority (list project priority): _____
8. SOURCES OF FUNDING: a. WAMI Funds Requested : \$ _____ b. Applicant Match: \$ _____ d. Other Match: \$ _____ e. TOTAL: \$ _____		9. AREA AFFECTED BY PROJECT (City, Counties, etc.):
11. LIST STATE AND FEDERAL PERMITS REQUIRED FOR THIS PROJECT: (Indicate completion date)		
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.		
Full Name of Authorized Representative:		Authorized Administrator Email Address:
Signature:	Date Signed:	Phone Number (with area code):
Following Boxes are for WAMI Internal Office Use Only		
DATE RECEIVED BY NCDMF:	REVIEWERS:	Project Identifier:

Exhibit C

Budget template to be used as a guide to help applicants provide an itemized budget per project proposal. 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)				
Fringe (social security, retirement, health)				
Indirect (Rate = 14.9% of salaries)				
Travel (mileage, meals, lodging)				
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				
TOTAL COST				