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Invitation to Submit Pre-application Access Grant Proposals Public Beach and Coastal Waterfront Access Funds 2018-19 Cycle

TO: Local Officials in the Coastal Area

FROM: Mike Lopazanski, Policy & Planning Section Chief
Division of Coastal Management

DATE: January 30, 2018

We are pleased to notify local governments in the 20-county coastal area that the Division of Coastal Management (DCM) has grant funding available for Public Beach and Coastal Waterfront Access projects for the upcoming 2018-19 fiscal year. Local governments are invited to apply for funding for projects that are anticipated to begin after November 2018 and to be completed in eighteen (18) months.

Local governments interested in applying for financial assistance must complete and submit **two (2) printed copies** of the enclosed Pre-application form with attachments. Your local DCM District Planner must receive pre-applications on or before 5:00 pm on **Monday, April 9, 2018**.

Process: The application process has three (3) steps: the Pre-application, invitation to submit a Final Application, and grant contract approval.

DCM will review the pre-applications and select a number of proposals for further consideration based on available funding. Local governments that submitted applications in previous years but were not selected for funding must re-apply for consideration during this grant cycle. Only pre-applications titled 2018-19 will be accepted as the application packet and application forms are adjusted annually.

Local governments whose proposals are selected will be notified by **Wednesday May 9, 2018** to submit a Final Application with more detailed project information. A final application form will be provided with the notification. Prior to submitting a Final Application, the local government shall hold a public meeting or hearing to discuss its proposal and consider 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 on **Monday, August 13, 2018**.



Local governments are encouraged to include their local contribution in their FY 2018-19 budget. All final applicants will be notified in September whether their project has been selected for funding.

Match: Local government matching contributions for acquisition must be at least 15% of the total project cost. For Tier 1 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 counties and their municipalities; the match is 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.

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)². Any facility constructed with these grant funds must meet state and federal guidelines for handicap accessibility.

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 - improved 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 any sites at least fifteen (15) years (15) old.
- ❖ 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.

Proposals that include both land acquisition and site improvements are to be submitted under separate applications.

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

- a. Notice of the Availability of Funds
- c. Guidance for Grant Proposals
- d. Pre-Application Form

DCM hopes you will consider utilizing funding through 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 enclosed “Local Contacts and Resources”.

¹ The NC Department of Commerce 2018 Article 3J County Tier Designations.

² See <https://deq.nc.gov/about/divisions/coastal-management/coastal-management-rules/coastal-development-rules>



North Carolina Public Beach and Coastal Waterfront Access Fund

2018-19 Cycle

Pre-application



Division of Coastal Management
Department of Environmental Quality

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This application is also available online at:

<https://deq.nc.gov/about/divisions/coastal-management/coastal-management-beach-waterfront-awareness-program/public-access-grant-application-package>

A .pdf file of the complete packet is available as well as a fillable Word and .pdf version of the application.

Notice of Available Funds and Requirements 2018-19 Cycle

Funds Available: The N.C. Division of Coastal Management (DCM) estimates that approximately \$1 million dollars will be available for public beach and coastal waterfront access projects in FY 2018-19.

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: Eighteen (18) months beginning between November 2018 and January 2019

Maximum Request: There is no limit on maximum request. However due to the limited funds available, applicants need to be mindful that larger requests may be difficult to accommodate.

Match Requirements: Local government matching contributions for acquisition must be at least 15 percent of the total project cost. The match is reduced to 10 percent for counties designated by the NC Department of Commerce as Tier 1.¹

Matching contributions for improvements to existing sites must be at least 25 percent of the total project cost. The match is reduced to 10 percent for counties designated by the NC Department of Commerce as Tier 1. ¹ The match requirement for municipalities within counties qualifying as Tier 1 is also 10 percent.

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, appraisals, permitting fees, and design and engineering costs associated with permits that are incurred 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 through the Public Beach and Coastal Waterfront Access Program must be retained and used for public access. Facilities built or renovated with grant funds must be maintained for public access.

¹The NC Department of Commerce 2018 Article 3J County Tier Designations.

Notice of Available Funds and Requirements 2018-19 Cycle

Site Control: The applicant must own or have at least a 25-year lease on property where grant funds are used to build or renovate facilities, except where improvements are proposed on “Other Agency Lands” (see below).

Required Development Permits: Receipt of a grant award does not guarantee approval of a CAMA development permit or any other State permit. The local government is required to obtain all applicable permits.

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 and not just serve other recreational purposes.

Notice of Limitations and Use Restrictions: Acquired properties funded through the grant program 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 the 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 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 rate.

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 Coastal Communities 2018-19 Cycle

Coastal counties and municipalities that qualify for reduced local matching based on the NC Department of Commerce 2018 Article 3J County Tier Designations.

<i>County</i>	<i>Municipality</i>
Bertie County	Town of Askewville Town of Aulander Town of Colerain Town of Kelford Town of Lewiston-Woodville Town of Powellsville Town of Roxobel Town of Windsor
Camden County	
Chowan County	Town of Edenton
Gates County	Town of Gatesville
Hertford County	Town of Ahoskie Town of Cofield Town of Como Town of Harrellsville Town of Murfreesboro Town of Winton
Hyde County	
Pasquotank County	City of Elizabeth City
Perquimans County	Town of Hertford Town of Winfall
Tyrrell County	Town of Columbia
Washington County	Town of Creswell Town of Plymouth Town of Roper

Local Contacts and Resources

2018-19 Cycle

Local Contacts for Application Packet

Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Pasquotank, Perquimans, Tyrrell and Washington counties:

Charlan Owens, AICP, District Planner
Division of Coastal Management
401 South Griffin Street, Suite 300, Elizabeth City, N.C. 27909
(252) 264-3901 charlan.owens@ncdenr.gov

Beaufort, Carteret, Craven, Hyde and Pamlico counties:

Rachel Love-Adrick, District Planner
Division of Coastal Management
400 Commerce Ave. Morehead City, NC 28557
(252) 808-2808 rachel.love-adrick@ncdenr.gov

Brunswick, New Hanover, Onslow 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@ncdenr.gov

DCM on the WEB: An electronic copy of the application is available on the N. C. Division of Coastal Management web site at <https://deq.nc.gov/about/divisions/coastal-management/coastal-management-beach-waterfront-awareness-program/public-access-grant-application-package>.

A .pdf file of the complete packet will be available as well as a fillable .pdf version of the application. District Planners can also send you a hard copy of the application.

Public Access Rules: A copy of the rules that apply to the Public Beach and Coastal Waterfront Access Program, 15A NCAC 7M Section .0300 Shorefront Access Policies, are available on the N. C. Division of Coastal Management web site at <https://deq.nc.gov/about/divisions/coastal-management/coastal-management-rules/coastal-development-rules>.

Guidance for Grant Proposals 2018-19 Cycle

Introduction

The N. C. Public Beach and Coastal Waterfront Access Program is a matching grant program administered by the Department of Environmental Quality, 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).

Local Match Requirements

- **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 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 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.

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 provided for in the project budget approved by the Division of Coastal Management;
 2. Are verifiable from the local government's records;
 3. Are necessary and reasonable for proper and efficient completion of the project;
 4. Are not included as contributions for matching any other state or federally assisted projects or programs, except where authorized by state or federal statute;
 5. Use of other state or federal funds for local cash match must be identified to ensure that double matching does not occur;
 6. Do not include N. C. state sales tax; and,
 7. 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 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

* The NC Department of Commerce 2018 Article 3J County Tier Designations.

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acquisition (including survey and appraisal), labor (other than local government salaried employees), 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 (including local government salaried employees), materials, construction equipment rental, amenities, and infrastructure. Reasonable local government employee time can also be credited. 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.
- **Permits:** Project permit fees and design and engineering fees associated with permits that are expended prior to a grant contract may be counted toward non-cash in-kind match, provide the costs are incurred within three (3) years of the grant award date. Fees for preparing a grant or permit proposal are not eligible.
- **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.

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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 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 has land that has recently been donated or that will be donated, 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.

- **Property Lease:** Lease arrangements must be for the life of the project (at least 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 professional 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 rented equipment shall not exceed its fair rental value. Use of public agency equipment is not eligible for matching.
- **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.
- **Attorney Fees – Fees** associated with the title opinion and other property transaction costs may be included as non-cash match prior to the effective date of the contract. Reasonable costs following the effective date of the contract may qualify as cash match. Such

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costs should be included in the project budget.

Additional Guidance

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. The preliminary appraisal is an educated estimate of the property's value. An estimate does not require a licensed appraiser. 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 is contiguous to existing publicly owned or controlled property, or FEMA buyout property; and,
5. 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.
- **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.

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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 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.
- **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/DEQ 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.
- 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 jurisdictions* with written approval from DCM.

* The NC Department of Commerce 2018 Article 3J County Tier Designations.

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- **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 expenses may be considered for non-cash match.

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 permitting, condemnation or other litigation will be considered.

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.
- **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.

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. Also include NC Division of Water Resources Surface Water Classification(s).
- 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, when the funding will be awarded/available, and the specific project elements that will qualify for joint 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:				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Permit and Design Fees:				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Site Improvement Costs:				
Materials				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Site Improvement Costs: Labor				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Local Administrative Costs:				
In-kind				
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL BUDGET	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Additional Project Tasks NOT Included in this Proposal	Additional Project Cost
	\$ 0
	\$ 0
TOTAL ADDITIONAL COST	\$ 0

N. Proposed Budget: If available, attach a detailed breakdown of the cost assumptions upon which the Summary Budget is based. Proposals that include this information increase their likelihood of funding.