

SAMPLE NON-CONSTRUCTION PROJECT NARRATIVE

Digital Aerial Photography of the XYZ Coast

****CHANGES have been made to the Project Narrative that differ from the Approved State Plan, see Section #11.**

1. Designated State Agency or Coastal Political Subdivision

ABC State Agency, Coastal Zone Management Division

Mr. Charles Clarinet, Chairman

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XYZ, ABC, 70999

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2. Project Title

Digital Aerial Photography of the XYZ Coast

3. Contact Information:

Recipient Staff Contact

Mr. John Trumpet

State of ABC, Coastal Zone Management Division

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Application Contact*

Mr. Matt Manager

XYZ Project Managers, Inc. - Representing the State of ABC

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**A letter from the State was previously provided to MMS designating Mr. Matt Manger with XYZ Project Managers, Inc. to represent the State of ABC with regards to all CIAP applications.*

Sub-grantee Contact

Mr. Jeff Trombone, Water Development Board State Agency

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XYZ, ABC, 70000

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4. Project Summary

Location:	Coastwide (see attached map)
Duration:	12 months
Total CIAP Cost in Approved State Plan:	\$475,000
Current Total CIAP Cost:	\$380,000 (FY 2008 Allocation)
Current CIAP Grant Funds Request:	\$380,000 (FY 2008 Allocation)

This proposed project is a digital aerial photography project that will result in the acquisition, storage, and distribution of up-to-date digital aerial photography of the XYZ coast.

There is another aerial photography project being conducting which involves a consortium of state and federal governmental agencies, including the State of ABC, the XYZ Commission on Environmental Quality (XCEQ), the Commission on State Emergency Communications (CSEC), the Water Development Board (WDB), the United States Department of Agriculture (USDA), the Farm Services Agency (FSA), the United States Geological Survey, the National Flood Insurance Program, and the USDA Natural Resources Conservation Service to capture photography for the entire upper State of ABC. Under this project, the aforementioned contributing partners will not share in the cost of acquiring aerial photography for the XYZ coastal zone. CIAP funds only will be used only to acquire, store, and distribute the aerial photography for the XYZ coastal zone.

The aerial flights are expected to occur during the 2009 leaf-off season. For the overall photography project, private contractors will provide aerial photography of approximately 19,000 square miles throughout the coastal counties, including all bays and gulf waters from the barrier islands to approximately one mile into the Gulf of Mexico. The imagery captured for State will be processed into two three-band (RGB and CIR) half-meter pixel resolution composites and delivered in GeoTIFF format. The image data will be stored, processed, analyzed, manipulated, and visualized digitally.

Aerial acquisition will also include purchasing the necessary hardware and software to store and analyze the imagery to be acquired. Until the necessary hardware and disk space are in place, the WDB will house and distribute the aerial imagery. The purchased imagery will be provided to the State via portable hard drives and made available to the general public on the WDB website.

Appropriate acknowledgment of CIAP funding for the project will be displayed on the homepage of the WDB website. CIAP website acknowledgement will be provided to MMS within 10 days of installation.

Example: ***“This website was funded in-part with qualified outer continental shelf oil and gas revenues by the Coastal Impact Assistance Program, Minerals Management Service, U.S. Department of the Interior. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.”***

Goals

This proposed project is a digital aerial photography project that will result in the acquisition, storage, and distribution of up-to-date digital aerial photography of the entire XYZ coastal zone.

Measurable Objectives

1. Contract with EFG Corporation to conduct flights to acquire aerial photographs for approximately 46% of the XYZ coastal zone (8 coastal counties or 630 quarter quads out of the 1,376 total for the entire XYZ gulf coast). EFG Corporation was selected through a competitive proposal process in accordance with 43 CFR 12.76.
2. Image data will be processed and delivered to the State of ABC.

5. Authorized Use #1. Projects and activities for the conservation, protection, or restoration of coastal areas, including wetland.

The imagery acquired through this project will be a critical tool for erosion mitigation projects, beach and dune management projects, and Coastal Management Program projects in the coastal zone. These and other programs focus on conservation and restoration of coastal areas. Once the imagery is acquired, it will serve as the baseline for numerous state agency and county governmental projects.

Up-to-date aerial imagery enables coastal managers to make sound planning and regulatory decisions, provides a basis upon which to understand hydrodynamic trends (e.g., movement of barrier islands, effects of inlets, rates of shoreline change), and aids in restoring, protecting, and enhancing coastal natural resources.

The imagery acquired through this project will be a critical tool for the preservation of state lands. This product will assist the State, the Office of Attorney General, and other state agencies in:

- determining the line of vegetation;
- delineating critically eroding shorelines;
- identifying and prioritizing critical habitats;
- identifying coastal cultural features and commercial facilities for oil spill purposes;
- identifying unauthorized fill of state lands;
- locating derelict structures;
- making pre- and post-storm surveys for FEMA assessment and claims;
- identifying dune migration; and
- monitoring erosion stabilization projects

6. Project Description

Goals of the Current Grant Application:

This proposed project is a digital aerial photography project that will result in the acquisition, storage, and distribution of up-to-date digital aerial photography of the entire XYZ coastal zone.

Statement of Work:

Acquisition and analysis of up-to-date aerial imagery is critical for monitoring coastal projects and providing information to protect and preserve the natural coastal environment. This proposed project is a digital aerial photography project that will result in the acquisition, storage, and distribution of up-to-date digital aerial photography of the entire XYZ coastal zone.

The State of ABC acquires, manages, enhances, and electronically stores aerial photo imagery covering the XYZ coast on an annual basis. Management, distribution, and storage of large datasets, such as the one to be acquired under this project, represent a significant challenge for the State.

This project will assist the State and other public and private agencies in:

- determining the coastal line of vegetation
- delineating critically eroding shorelines
- identifying and prioritize critical habitats
- identifying coastal cultural features and commercial facilities for oil spill purposes
- identifying unauthorized fill of state lands
- locating derelict structures
- monitoring State leases on coastal public land
- making pre- and post-storm surveys for the State of ABC-FEMA assessment and claims
- identifying dune migration

Long-term benefits are derived from aerial photography/imagery, particularly in evaluating rates of erosion and hydrodynamic trends. Aerial photography/imagery and related software/hardware provide coastal managers information upon which to make sound planning and regulatory decisions and provide a basis upon which to understand hydrodynamic trends (e.g., movement of barrier islands, effects of inlets, rates of shoreline change). While all the uses of the imagery are not yet known, once it is captured and made available, it will be used as an integral part of the many planning and development projects on the XYZ coast, both private and public. It will serve as a tool in the present and will eventually be a record of historical reference of the XYZ coast.

The WDB selected a private vendor, EFG Corporation to conduct the aerial photography and data processing for the project. This vendor was selected through a competitive bid process, in accordance with 43 CFR 12.76. Acquisitions for the leaf-off phase of the Program are scheduled to begin in November 2009 and continued through February, 2010, covering the 8 coastal counties.

Schedule:

Duration of the Project: 12 months

Major Milestones with dates:

1. The State of ABC will enter into a sub-grantee agreement with the WDB upon receipt of the MMS grant award. (within one month of grant award)
2. Flights will be conducted to acquire the photography (November 2009 through February 2010).
3. Image data will be processed and delivered to the State. (five months duration, starting in March 2010)

Major Tasks by Duration:

1. Begin flights to capture photography (Start November 2009 for 4 months)
2. Process image data (Start March 2010 for 5 months)
3. Deliver image data to the State (Start July 2010 for 1 month)

Factors that could disrupt or expedite the project schedule:

Flights conducted to acquire photography could be delayed by unusually severe or cloudy weather and/or rescheduling problems related to airplane availability. Fair weather would expedite data collection.

Project Management Plan:

The CIAP administrative manager for this project is:

Contact Name: Mr. John Trumpet, State of ABC
Discipline: Civil Engineer
Address: 100 W. Main St.
XYZ, ABC, 70999
e-mail: whowhat@ABC.gov
phone: 555-444-3333
fax: 555-444-3334

- As the administrative manager, Mr. John Trumpet will be in charge of the compliance with rules and regulations of CIAP by monitoring the sub grantee agreement, project reports, invoices, and deliverables, and providing the resources needed for the success of the project.
- Estimated time: 50 hours; Budget: \$1,750

The State will sub-award this project to WDB through a sub-grantee agreement. Under this contractual agreement, the sub-grantee will be required to submit written monthly progress reports, timely invoices of documented expenses, and on-time deliverables.

The project manager (PM) will be responsible for the day-to-day management of this project. Contact information on the PM is:

Contact Name: Mr. Jeff Trombone, WDB Agency
Discipline: Senior GIS Specialist
Address: 1700 H Street
XYZ, ABC, 12345
email: wherewhy@WDB.net
phone: 555-444-4444
fax: 555-444-4445

Monthly progress records and timely reimbursement requests will be required. The WDB is located in the same building as the State, allowing for meetings and discussions as needed. The PM will provide monthly updates to the CIAP administrative manager. The PM will review and approve the final deliverable before payment is made. The PM will ensure that all laws, regulations, and provisions of the CIAP contract are complied with and that the project proceeds in accordance with the work plan and grant agreement. The PM will be responsible for ensuring that the established QA/QC procedures are properly implemented for the project.

Quality Management and Assurance Control:

- Inspections will be conducted by Mr. Trombone as he has a background in GIS and extensive experience with aerial photography. He will review the aerial photography produced after each flight, and will make the determination of whether the photography meets or exceeds the standards for acceptability prior to payment of invoices. He will also review and approve the data processing and storage of digital files. Biweekly staff meetings will be scheduled to review project progress.
- Mr. Trombone will communicate the status of the project on a monthly basis to Mr. Trumpet.
- Estimated time: 100 hours; Budget: \$4,000

Deliverables:

The interim deliverables will include:

1. 2 copies of the sub-grantee agreement between the State of ABC and the WDB due to MMS within 10 days of execution.
2. 2 copies of the progress report to MMS showing completion of the aerial flights during the 2009 leaf-off period (November 2009 - February 2010) within 10 days of completion.
3. Monthly progress reports showing satisfactory progress.
4. Timely invoices of documented expenses.

The final deliverables will include:

1. Proper acknowledgement of the CIAP funding displayed on the homepage of the WDB website shall be provided to MMS within 10 days of installation completion.
2. 2 copies of the final digital orthophoto quarter quad (DOQQ) products acquired shall be provided to MMS within 10 days of completion.

The WDB will manage the data collection, which will conform to the National Agriculture Imagery Program (NAIP) specifications. The minimum requirements for the DOQQ acquisition are:

- 0.50m spatial resolution resampled from 0.75m ground sample distance (GSD) at acquisition
- 4-band image capture, 12-16 bit orthoimagery
- 3 – 5m horizontal accuracy or better
- USGS quarter quad footprint
- UTM NAD 83 coordinate system

The specific product deliverables are:

- 0.50m resolution, 3-Band Color Infrared, DOQQ GeoTIFFs
- 0.50m resolution, 3-Band Natural Color, DOQQ GeoTIFFs
- 0.50m resolution, 3-Band Color Infrared, DOQQ JPEG2000
- 0.50m resolution, 3-Band Natural Color, DOQQ JPEG2000

Compatibility/Synergy: The last DOQQ acquisition with state participation occurred during the 2004 growing season, when the WDB partnered with the USDA Farm Services Agency (FSA), the United States Geological Survey (USGS), the USDA Natural Resource Conservation Service (NRCS) and the XYZ Commission on Environmental Quality (TCEQ). A statewide 1-meter image product was obtained at a cost-share price of \$1.4 million dollars in partnership with the USDA FSA Aerial Photography Field Office National Agriculture Imagery Program (NAIP).

In June 2007, a meeting was held to determine interest for a 2008 statewide acquisition. The meeting was well attended by all levels of government, including cities and counties. In the fall of 2007, WDB sent a letter of intent to the director of the USDA FSA Aerial Photography Field Office in Salt Lake City, Utah to express interest in obtaining imagery for the state and initializing a similar partnership model as was formed in 2004. The letter stated that the State of ABC was not interested in obtaining a 1-meter product, a USDA specification, but needed a higher resolution dataset to fulfill the needs of the ABC consortium of government agencies. The new statewide requirement for orthoimagery acquired for ABC would be 0.5-meter pixel resolution and 4-band (natural color and color infrared) data capture. The resulting proposed project provided better timing for acquisition, more products, and an increased level of detail, all of which benefit many users at all levels of government.

Controversy/Support: No objections are known. Local communities will benefit from the acquired data that will be available free for use.

Bundling: This project will not be bundled with any other project under the grant award.

Program Income: There is no program income anticipated with this project.

Maps/Drawings: See Attached Map that clearly depicts the project area & vicinity.

7. Description of Environmental Impacts: N/A

8. Relationship to Other Federal Programs and Non-Federal Partners:

Federal Programs

The 2008-2009 ABC aerial photography stakeholders partnered with the USDA Farm Services Agency (FSA) Aerial Photography Field Office in order to participate in the 2008 National Agriculture Imagery Program (NAIP) aerial image capture over the entire State of ABC. NAIP is a federal program managed by the USDA FSA.

The total project is estimated to cost \$1,880,000.00. The aforementioned agencies have provided \$1,500,000.00 to capture the aerial photography for the upper State of ABC. CIAP grant funds requested in this application are anticipated to provide \$380,000.00 to capture the aerial photography for the XYZ coastal zone area only.

Non-Federal Partners

N/A.

Cost-Sharing

CIAP funds will not be used to fulfill any cost-share requirements for Federal financial assistance. In addition, no CIAP funds will be sub-granted to any Federal Agency or non-profit organization.

9. Federal, State, and Local Governments and Other Entities

The federal agencies involved with the 2008-2009 ABC aerial photography project are the U.S. Geological Society (USGS), the U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS), the U.S.D.A. Farm Service Agency (FSA), and U.S.D.A. FSA Aerial Photography Field Office (APFO).

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The state agencies involved with the 2008-2009 ABC aerial photography projects are the XYZ Water Development Board (WDB), the State of ABC, the Commission on State Emergency Communications (CSEC), and the XYZ Commission on Environmental Quality (XCEQ).

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10. Project Information Questions

Environmental Reviews

1) Does the project require any Federal environmental review (e.g., environmental assessment, environmental impact statement, biological opinion)?

___ Yes **X** No

2) Does the project require any State environmental review (e.g., Consistency Determination, State Historic Preservation Office)?

___ Yes **X** No

3) Does the project require any local environmental review (e.g., zoning)?

___ Yes **X** No

Permits

1) Does the project require any Federal permits?

___ Yes **X** No

2) Does the project require any State permits?

___ Yes **X** No

3) Does the project require any local permits?

___ Yes **X** No

Legal Proceedings

1) Are there any pending legal proceedings that have been taken against any of the permits or related environmental analyses required for the project?

___ Yes **X** No

11. Changes from the Approved State Plan

The below changes reflect differences between the Project Narrative and the previously approved State Plan. It is understood that these changes, along with all other project changes, will be reflected in track changes in the next State Plan submittal.

The proposed changes comply with the original intent of the project as stated in the approved Plan and the modified description comports with the original project description to the extent it remains recognizable as, and is still covered by, the Governor's Certification of Public Participation.

Section 2. Project Title

- The title has changed
from: Digital Aerial Photography of the XYZ Coast --Phase I
to: Digital Aerial Photography of the XYZ Coast
since this is not a phased project, the "Phase I" was no longer necessary

Section 4. Project Summary

- The Duration has been changed from 9 months to 12 months since the grant is anticipated to be awarded in August 2009 (prior to the required leaf-off season in November). During this time, we will work out the details of the sub-grantee agreement with WDB.
- We have reduced the number of counties that will be digitally photographed from: 10 to 8, since there are only 8 counties that boarder the actual coast.
- Due to the above change, this reduces the total project cost from \$475,000 to \$380,000. The additional \$95,000 (FY 2008 Allocation) will be requested under another Tier 1 project, entitled, "XYZ Shoreline Protection".