

## **Project Narrative Attachment**

*The project narrative information requested below is to be provided in the following format in the application submitted via Grants.gov for Coastal Impact Assistance Program funds.*

### **Directions:**

For Numbers 1-5, submit the most current project information, unless otherwise indicated. If any of this information has changed from the approved CIAP Plan (Section I.4), explain the reason for the change in Number 11.

For Number 6, submit the requested information on the project as described in that section. For phased projects, clearly identify:

- which tasks of the project are being submitted for funding under the current grant application and
- which tasks of the project will be submitted for funding under future amendment(s) or subsequent grant application(s).

Also provide sufficient detail such that MMS can determine that the timing of the forecasted cash needs reflects the actual amounts the recipient anticipates spending during each quarter (SF-424C: Budget Information Construction Programs, Section D - Forecasted Cash Needs).

If the bundling of projects is proposed (Section II.3), provide the rationale for the bundling.

If program income is expected to be generated, describe the nature and source of the income and how it will be used (SF-424C: Budget Information Construction Programs, Line 15).

For Numbers 7-9, submit the requested information at the current grant application level; if possible, submit the requested information at the project level.

For Number 10, submit the requested information at the level indicated.

For Number 11, submit any changes from the approved Plan and provide an explanation for the changes. Show any relevant fiscal compliance and provide an assurance statement.

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### **1. Designated State Agency or Coastal Political Subdivision**

Submit the most current information for the following items. If it has changed from the approved Plan, explain the reason for the change in Number 11.

Contact Name  
 Title  
 Agency  
 Address  
 Telephone Number  
 Fax Number  
 E-mail Address

**2. Project Title**

Submit the most current title of the project. If it has changed from the approved Plan, explain the reason for the change in Number 11.

**3. Project Contact**

Submit the most current information for the following items. If it has changed from the approved Plan, explain the reason for the change in Number 11.

Recipient Staff Contact Name	Application Contact Name	Sub-grantee Contact Name
Title	Title	Title
Agency	Agency	Agency
Address	Address	Address
Telephone Number	Telephone Number	Telephone Number
Fax Number	Fax Number	Fax Number
E-mail Address	E-mail Address	E-mail Address

**4. Project Summary**

Submit the most current information for the following items, unless indicated otherwise. If it has changed from the approved Plan, explain the reason for the change in Number 11.

- Total CIAP Cost in Approved Plan
- Total CIAP Cost in Approved Plan by FY Allocation
- Current Total CIAP Cost
- Current Total CIAP Cost by FY Allocation
- Current CIAP Grant Application Budget Request (matches SF-424 #18)
- Current CIAP Grant Application Budget Request by FY Allocation
- Location
- Duration (matches SF-424 #17)
- Summary of the project (1-2 pages); and
- Goals and measurable objectives of the project.

**5. Authorized Use**

Submit the most current information for the following items, unless indicated otherwise. If it has changed from the approved Plan, explain the reason for the change in Number 11.

- Identify the authorized use by number (1-5) and its title; do not change the authorized use number from what was approved in the Plan.

- Provide an explanation (1-2 pages) of how the project is consistent with the identified authorized use; include how the project directly or, as appropriate, indirectly benefits the natural coastal environment.
- If funding public service needs or onshore infrastructure projects under Authorized Use #5, include, as appropriate, how the project will mitigate the impact of OCS activities.

## **6. Project Description**

Describe the project in sufficient detail (up to 5 pages) such that a reviewer understands the following bulleted topics. The requested information need not be provided in the order given below, but it would facilitate review of the application. If the requested information is not provided in the order given below, it should be easily identified (by the title below) in the Project Narrative.

If this is a phased project that will require a grant amendment, please provide the requested information below at the current phase level (the current grant application level), not at the project level.

If multiple recipients co-fund a project (Section II.3), each recipient must submit a separate application for their part of the funding and provide separate goals, measurable objectives, project descriptions, and deliverables.

If a document (e.g., an environmental assessment) is included with an application that includes required project narrative information (e.g., controversial aspects of the project), summarize the appropriate information and reference the document's section(s) and page number(s).

In cases where the Program Office accepts referenced documents to describe the work to be accomplished (e.g., plans, drawings, specifications, permits), the documents will become part of the grant award. Once the grant has been awarded, any changes to these documents will require an amendment to the grant; copies of the changed documents must be provided to the Project Officer and Contracting Officer.

If multiple recipients co-fund a project, the recipient that submits its application first must provide the reference documents for the project (e.g., plans, drawings, specifications, permits). If the remaining co-funders do not provide the reference documents in their applications, they must list in their application the reference documents provided by the first applicant and confirm that these documents are identical to the reference documents stated in the first application and that these documents accurately describe the work to be funded. Each grant award (for the joint project) will reference this identical documentation.

- **Goal(s) of the Current Grant Application:** If submitting an application for only a part of the project, describe what the current portion of the project will accomplish.

Example: Comply with all pre-construction requirements.

- **Statement of Work:** Describe the work that will be performed. For phased projects, clearly identify a) which phase(s) of the project are being submitted for funding under the current grant application and b) which phase(s) of the project will be submitted for funding under future amendment(s) or subsequent grant application(s).

Example: Phase 1, which is included in the current grant application, will involve preliminary engineering and design (E&D), coordination with State and Federal agencies, land purchase, acquisition of State and Federal permits, and preparation of final E&D.

Phase 2, which will be included in a future amendment, will involve advertisement, award, and supervision of a construction contract for the 7,500 ft rock dike.

- **Schedule:** Include the following information. For phased projects, include the required information by phases. Remember to provide sufficient detail to validate the timing of forecasted cash needs (SF-424C).
  - Duration of the project (matches the SF-424 and SF-424C);
  - Major milestones with timeframe (e.g., X months after grant award);
  - Major tasks by duration and timeframe (number of months; start X months after grant award); and
  - An explanation of any factors that could expedite or disrupt the schedule.

After the grant application has been deemed adequate by both the Contracting Officer and Project Officer, the recipient will be required to provide dates (month and year) for the schedule to be incorporated into the grant award document.

Example: Duration

Project - 30 months  
 Phase 1 - 12 months  
 Phase 2 - 18 months

Phase 1 Milestones

E&D report completed - X months after grant award  
 Permits acquired - X months after grant award

Phase 1 Major Tasks

Data collection - X months; start X months after grant award  
 Land title search - X months; start X months after grant award  
 Engineering modeling - X months; start X months after grant award  
 E&D report - X months; start X months after grant award  
 Environmental assessments - X months; start X months after grant award  
 Permitting - X months; start X months after grant award

### Phase 2 Milestones

Mobilization - X months after grant award

50% of rock dike complete (3,000 ft) - X months after grant award  
95% of rock dike complete (7,000 ft) - X months after grant award

### Phase 2 Major Tasks

Land acquisition - X months; start X months after grant award

Advertise the construction contract - X months; start X months after grant award

Award the contract - X months; start X months after grant award

Site preparation - X months; start X months after grant award

Construction - X months; start X months after grant award

Closeout -X months; start X months after grant award

- **Project Management Plan:** Describe the plan to assure the project's performance. The project management plan (PMP) will be incorporated into the grant award and should be used by the recipient when producing the Performance Report.

The PMP should include the person(s) (name and discipline) responsible for the project's progress and quality (the amount of time/budget allocated should be indicated on the Budget Narrative Attachment); inspections by frequency and person(s) (name and discipline); and reporting by frequency. For phased projects, include the required information by phases.

Example: Phase 1 project management will be performed by the project manager (PM) (name, discipline) with monthly team meetings, review of all interim and final deliverables, and quarterly reports to the recipient.

Phase 2 project management will be performed by: 1) the PM (name, discipline) with monthly site visits and quarterly reports to the recipient and 2) the construction contractor with daily site inspections and weekly inspection reports sent to the PM.

- **Deliverable(s):** Deliverables are items such as reports (draft and final), invoices, permits, photo documentation, etc., that will be submitted to MMS as part of the grant. For phased projects, clearly identify which deliverables are associated with the current grant application and which will be associated with future grant amendment(s).

Example: Phase 1 Deliverables

E&D report (3 months from award)

Environmental assessment (6 months from award)

Environmental permits (12 months from award)

Final plans & specifications (12 months from award)

Yellow Book appraisal and appraiser's certification (Section II.7) (1 month from award)  
 Performance and Financial reports (as required)  
 Photo documentation prior to construction (end of performance period)

Phase 2 Deliverables

Construction notice to proceed (1 month from award)  
 Signature page of contract (1 months from award)  
 Land acquisition deed (6 months from award)  
 As-built drawings (12 months from award)  
 Completion report (12 months from award)  
 Performance and Financial reports (as required)  
 Photo documentation of mid and post construction (mid and end of performance period)  
 Erect signage (include photo documentation of signage) (15 months from award).

NOTE: When applying for additional (phased) funds under a grant application amendment, all deliverables for the prior phases are required to be submitted and on file with MMS prior to requesting funds for future phases.

- **Create a table for the identified** deliverables and the time frame when they are due (e.g. within 6 months of the grant award or within 30 days of completion of report). For phased projects, clearly identify a) which project deliverable(s) are associated with the current grant application and b) which project deliverable(s) will be associated with future amendments to the grant award.

Example Phase 1: E&D report; copy of all permits; copy of the appraiser's certification (Section II.7); copy of land acquisition deed; performance and financial reports; and photo documentation.

Phase 2: copy of construction contract; copy of completion report; signage; and photo documentation.

**PHASE 1**

Description of Deliverables	Due
E&D report	Within 30 days of completion of report
Copy of all permits	Within 30 days of obtaining permit
Copy of the appraiser's certification	Within 30 days of obtaining certification
Photo documentation	Within 30 days of award of grant and with each performance report

**PHASE 2**

Description of Deliverables	Due
Copy of construction contract	Within 30 days of award of contract

Copy of completion report	Within 30 days of completion of report
Signage	Within 90 days of beginning performance of Phase II
Photo documentation	With each performance report including Final Performance Report

- **Compatibility/Synergy:** Describe the compatibility/synergy of the project to current and other projects in the affected area. Include both CIAP and non-CIAP projects and Programs.
- **Controversy/Support:** Describe any controversial aspects associated with the project and the level of local support or objection to the project. If a project does not have any controversial aspects associated with it, a negative response is requested.
- **Bundling:** If appropriate, provide the rationale for bundling (Section II.3).
- **Program Income:** If appropriate, describe the nature and source of program income and how it will be used.
- **Maps/Drawings:** Include illustrations or drawings that clearly depict the project and its footprint, including:
  - a vicinity map (include the closest city or town),
  - a plan view,
  - a typical cross-section view, and, if available,
  - GPS coordinates.

A map should be provided that clearly shows the full extent of the project area in its current condition in relation to the nearest town/city. This map can be an aerial photo of sufficient quality and appropriate scale to clearly show project location. All maps should include a scale bar and a 'North' arrow.

Note: if the included illustrations, drawings, and maps do not represent the proposed project's footprint, additional illustrations, drawings, and maps that are project specific may be required.

Provide an electronic copy (on compact disk) of this information and mail it to the appropriate Regional CIAP Representative (Section VII, Agency Contacts) at the time of the electronic grant application submittal.

## 7. Description of Environmental Impacts

- Describe any environmental resources (e.g., marine habitat, air quality, water quality, etc.) that may be impacted by the project and reference any environmental documents that analyze these environmental impacts.

- Describe the mitigation measures that will be implemented to eliminate or minimize any harmful impacts the projects may have on environmental resources.

### **8. Relationship to Other Federal Programs and Non-Federal Partners**

- Describe other Federal programs that are currently providing funding support or contributing resources to the project; provide the amount of the funding and explain which part of the project they are funding. Describe measures that are or will be taken to secure additional assistance from other relevant Federal resources and programs.
- If the intent is to use CIAP funds for a federally required project or to meet a cost sharing or matching requirement, submit a letter from the other Federal agency (the agency charged with administering the program that includes the federally required project or cost sharing or matching requirement) containing a determination that the other agency’s program allows the use of CIAP funds for the federally required project or to meet the cost sharing or matching requirement.
- Describe all non-Federal partners that are currently providing funding support or contributing resources to the project; provide the amount of the funding and explain which part of the project they are funding. Describe measures that are or will be taken to secure additional assistance from other partners.

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

- Provide a list of all entities (government and non-government) involved with the project.
- Provide for each of the above: point of contact name, address, telephone number, fax number, and e-mail address.

### **10. Project Information Questions**

The following environmental review and permit questions apply to the project task(s) being submitted for funding under this grant application. If the answer to a question is “yes,” mail the resulting documentation (on compact disk) to the appropriate Regional CIAP Representative (Section VII, Agency Contacts) at the time of the electronic grant application submittal or indicate what phase of the project the documentation will be obtained and submitted. The legal proceeding question should be answered at the project level.

#### **Environmental Review**

- 1) Does the work to be completed under this current grant application require any Federal environmental review (e.g., environmental assessment, environmental impact statement, biological opinion)?  
 Yes  No



2) Does the work to be completed under this current grant application require any State environmental review (e.g., Consistency Determination, State Historic Preservation Office)?  
 **Yes**  **No**

3) Does the work to be completed under this current grant application require any local environmental review (e.g., zoning)?  
 **Yes**  **No**

If the answer to any of these questions is “yes,” provide (on compact disk) a copy of the environmental reviews with the grant application.

**Permits**

1) Does the work to be completed under this current grant application require any Federal permits?  
 **Yes**  **No**

2) Does the work to be completed under this current grant application require any State permits?  
 **Yes**  **No**

3) Does the work to be completed under this current grant application require any local permits?  
 **Yes**  **No**

If the answer to any of these questions is “yes,” provide (on compact disk) a copy of the permits with the grant application.

**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**  **No**

If the answer is “yes,” provide (on compact disk) an explanation of the pending legal proceeding and the status of it with the grant application.

**11. Changes to the approved State Plan**

All changes should be clearly identified throughout the Project Narrative using track changes. Explain the nature and reason for any changes.

- Identify any project/technical changes and explain the reason for the change;
- Identify any financial changes and explain the reason for the change;
- Show compliance with the FY Allocation and 23% limit; and
- Include an assurance statement that 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. *Application submittal and official signature by the recipient will validate the assurance.*