



Spencer Nebel  
City Manager  
CITY OF NEWPORT  
169 S.W. Coast Hwy.  
Newport, OR 97365  
s.nebel@newportoregon.gov

## MEMO

DATE: June 26, 2015  
TO: City Council  
FROM: Spencer Nebel, City Manager  
SUBJECT: Meetings for Monday June 29<sup>th</sup>

On Monday, June 29<sup>th</sup> the City Council will have a series of three events. The first event begins at 4:15 P.M. with a Special meeting to address possible participation in a NOAA Resilience Grant that is being applied for by Lincoln County as well as an Award for a new fire apparatus for the Newport Fire Department. Please note that we were planning to have a bid award for the Big Creek Pump Station however the city has opted to hold that until the July 20<sup>th</sup> meeting since our bids came in significantly higher than the engineer's estimate for this project.

At 5 P.M. the City Council will be conducting an "on-site" inspection of the city owned property at 813 SW Bay Blvd. where the Bornstein Seafood Processing Plant is located. Please note consistent with ORS 192.610(5) this is not a meeting. Since we are touring a private processing facility the public and media cannot be accommodated and are not invited to participate with this inspection. Also, please note that during this time period Council members can ask questions of Bornstein's or staff however there should not be any deliberation among the Council members since this is not a public meeting or an executive session.

Finally at 6 P.M. at the Pacific Maritime and Heritage Center located at 333 Se Bay Blvd. at Town Hall meeting will be held. The agenda is robust with various reports from the Bayfront community including tourism trends and impacts on the Bayfront, an update on the commercial fishing industry, and a report from the Port of Newport. Furthermore, Bob Ward and Steve Wyatt will give updates on two projects that have been funded with Tourism Facilities Grant Funds from the City of Newport. There will also be an update on the proposed parking study and the Moore Drive storm sewer project.

Hopefully this will give the Council a good overview of the various key elements that make the Bayfront a very important and unique and important part of the city.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is written over a light blue horizontal line.

Spencer R. Nebel  
City Manager





**AGENDA and Notice of  
Special Meeting of the Newport City Council and  
Local Contract Review Board**

The City Council, and the City Council acting as the Local Contract Review Board, of the City of Newport will hold a Special Meeting on Monday, June 29, 2015, at 4:15 P.M., in the City Council Chambers, at the Newport City Hall, 169 S.W. Coast Highway, Newport, Oregon 97365. A copy of the agenda follows.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder 541.574.0613.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the work session and/or meeting. Action items that do not require a public hearing may be moved up earlier in the meeting.

**City Council Special Meeting  
Monday, June 29, 2014 - 4:15 P.M.  
City Council Chambers**

- I. Call to Order
- II. Preliminary Approval for Support and Financial Participation in an Application for of NOAA Coastal Resilience Grant by Lincoln County

**Local Contract Review Board**

- III. Notice of Intent to Award a Bid to HME, Inc. for a Custom Built Fire Pumper

**City Council Meeting**

- IV. Public Comment
- V. Adjournment





## CITY MANAGER'S REPORT AND RECOMMENDATIONS

Agenda#: II  
Meeting Date: 6/29/15

### Agenda Item:

### **Preliminary Approval for Support and Financial Participation in an Application for NOAA Coastal Resilience Grant by Lincoln County**

#### **Background:**

On June 15<sup>th</sup> the City Council heard a report from Lincoln County Emergency Manager Virginia "Jenny" Demaris and Lincoln County School District Safety Coordinator Sue Graves regarding an opportunity to apply for funding from the NOAA Coastal Resilience Grant in the amount of \$1.5 million. Of this amount, \$500,000 would come in local funds and in-kind matching funds with \$1 million being provided by NOAA. Jenny Demaris indicated that the local match would be covered by the Board of Commissioners utilizing their Annual Public Safety Emergency Grant Program of \$30,000 per year towards this project for four fiscal years. In addition, they would be requesting other governmental districts to provide matching funds. This would range from \$2,500 for sponsorships spread over four fiscal years, a small unit or up to \$5,000 per fiscal year for the larger local governmental units. The City of Newport routinely receives a \$5000 for both the Police and Fire Department from County Grants for small emergency management projects which the city matches with an equal amount of money. If this grant is received, the funds would be redirected towards this specific project. Overall the impact of this project on the City of Newport and Lincoln County would be very significant. It would provide real measures to provide for our citizens in case of a major natural disaster affecting the Oregon Coast. I reviewed this with both Police Chief Mark Miranda and Fire Chief Rob Murphy who are supportive of redirecting these funds for this purpose if the grant is awarded.

Since there are a number of uncertainties as to the final structure of the contributions from local units of government, I am suggesting that the City Council provide preliminary approval for financial support to this project. This would allow the County to incorporate the city's desire to participate in the overall application process, which is due on July 24<sup>th</sup>. Once various financial details are worked out and the grant application is closer to being finalized, I would recommend that the City Council give final approval for our participation in this grant at the July 20<sup>th</sup> City Council meeting.

If the grant is awarded, funds will be used for: 1. The purchase and placement of a 100 disaster supply caches throughout Lincoln County. 2. The development of an emergency water plan that will review current water systems throughout the County to determine the capability to provide purified water during catastrophic events. 3. The development and implementation of a citizen and business emergency water education plan to include resilience building in homes and businesses.

This grant opportunity could be very significant for Lincoln County. I believe it is a great opportunity for the city to participate as a partner in this overall effort.

**Recommended Action:**

I recommend that the City Council consider the following motion:

**I move that the City Council give preliminary approval for support and financial participation in an application for a NOAA Coastal Resilience Grant being solicited by Lincoln County.**

**Fiscal Effects:**

None through preliminary approval. The full impact on the City of Newport is undetermined at this time. There may be additional information prior to the Monday's Special meeting that I will provide to the Council. Specifically on the city's potential share of the costs. The discussion at the work session is that the city's commitment could be in the amount of \$5,000 per year over four fiscal years. Ultimately this will depend on the number of participants and the final budget allocations for this grant application. If the application is submitted and funds are granted, this would be a very significant step to provide for the citizens of Newport and Lincoln County in the event of a major natural disaster.

**Alternatives:**

Do not participate in this grant at this time or as suggested by the City Council.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Nebel", is written over a light blue circular stamp.

Spencer R. Nebel  
City Manager

**From:** Virginia Demaris [<mailto:vdemaris@co.lincoln.or.us>]

**Sent:** Monday, June 22, 2015 8:41 AM

**To:** Brenda Bremner; Jay Baughman; Kerry Kemp; Nancy Batchelder; Pery Murray; Ron Chandler; Sheryl Simmons; Spencer Nebel; AJ Mattila; Billie Jo Smith; Don Williams; John Robinson; Ron; Sandra Roumagoux; Susan Woodruff; Douglas Hunt; Bill Hall; Terry Thompson; Dennis Cannon; Don Baker; Frankie Petrick; Josh Williams; Kyle Williams; RC Mock; Robert Murphy; Tom Sakaris; Will Ewing; Bill Johnson; Dave Inman; Doug Kerr; Larry Robeson; Michael Curran; Karen Hattig; Frank Spangler; Mark Chism; Cara Sloman; Brady Weidner; Scott Andry; David Bigelow; Elijah Davis; Leslie Ogden; Lorie Williams; Virginia Riffle; Dave Enyeart; Dave Carey; Dennis Dotson; Justin McGladrey; Lincoln City PD; Mark Miranda; Cari Boyd; Jason Malloy; Jerry Palmer; Mike Pace; Tony Garbarino; Mark Nicholson; Chris Rampley; Kevin Greenwood; Port of Alsea; Port of Toledo; Doug Baird; Joe Bishop; Birgitte Ryslinge; Dennis Schultz; John Booker; Maryann Bozza; Mike Bamberger; Russ Engle; Susan Graves; Sam Tupou; Lincoln City Career Tech Charter School; Lincoln City Career Tech Charter School; Depoe Bay Chamber of Commerce; Lincoln City Chamber of Commerce; Newport Chamber of Commerce; Toledo Chamber of Commerce; Waldport Chamber of Commerce; Yachats Chamber of Commerce; Adam Denlinger; Dave Whitlock; Don Tucker; Mark Snyder; Valerie Sovern; Debbie Guerra\*; Gail Malcom\*; Lynn Nelson; Kendal Weeks; John Allen; Jason King; Michael Steen; Aaron Bretz; Carlos Hessler; Mark Hiigel; Matthew Poore; Ryan O'Meara; Frank Benetka

**Cc:** Wayne Belmont; Kristin Yuille; Curtis Landers; Kerry de Lisser-Shanks; Casey Miller; Althea Rizzo; Zach Swick

**Subject:** IMPORTANT: Grant Invitation, Coastal Resilience, Disaster Supply

[Cactracy.crews@oregonstate.edu](mailto:Cactracy.crews@oregonstate.edu)'s, Public Education and Emergency Water Plan

**Email Distributed to:** County, City, Fire Districts, Schools, NOAA, USCG, Chamber of Commerce's, Water Districts, OMSI, Oregon Coast Aquarium, Oregon State Parks, Confederated Tribes of Siletz Indians, Samaritan Health Systems, Ports, Public Safety Agencies, American Red Cross, Utility Service Partners

Lincoln County Sheriff's Office invites your agency to participate in the NOAA Coastal Resilience grant; this grant opportunity could provide our County, Cities and partnering agencies with an amazing opportunity to accomplish 3 goals benefiting our citizens of Lincoln County and those who visit our area.

- 1) Purchase and placement of 100 disaster supply cache's in the county; 70 along our tsunami evacuation routes and another 30 in our inland areas and/or higher populated areas. This cache will include steel containers 8'x20', emergency water and some sheltering supplies at a minimum. See attached pictures of example caches already in place in Lincoln County at select Lincoln County Schools.
- 2) Development of an emergency water plan that will review current water systems, abilities to provide water to citizens during catastrophic events, development of gaps for future grant opportunities (if not already completed), development of emergency water plans to include process to purify water during catastrophic events and distribution processes across the county.
- 3) Development and implementation of a citizen and business emergency water education plan to include resilience building in the home and business, i.e., outfitting water heaters with

earthquake straps, establishing educational outreach sessions specifically focused on teaching citizens to seek out, store and purify their own water.

This grant is considered a 2 for 1 grant, i.e., Lincoln County will be applying for 1.5 million whereas \$500,000 would come from grant applicants in funds and in-kind matching funds and 1 million would be supplied by the grant sponsor, NOAA.

The grant is over a 3 year cycle but due to the grant award date (either Nov. 1 2015 or Jan 1, 2016) the matching fund requirement can be spread out over 4 fiscal years.

The grant is due July 24<sup>th</sup> so we will move rather quickly over the next few weeks. I, as the grant coordinator will be contacting each of your agencies in person, if I've not already done so, in order to talk to you one to one regarding this opportunity. I have a [Q&A meeting scheduled for June 29th, 4-5pm, County Courthouse BOC Conf Room, teleconf will be available.](#)

I am developing a funding match document to present to interested agencies later in the week; however, the amount of matching funds range from one \$2,500 sponsorship spread over 4 fiscal years or up to \$2,500 or \$5,000 per fiscal year. The Board of Commissioners as part of this project is considering reallocating their annual public safety emergency grant program \$30,000 per year towards this project for the 4 fiscal years.

#### **What we need from you:**

- If interested in being a financially matching support agency then provide to me who your point of contact will be from your agency
- Monitor email with this subject line "NOAA CRG" – I will address all future emails with that subject line.
- Consider timelines for your approval to participate in this grant. Grant finalization date is July 20<sup>th</sup>– we will need your commitment to participate very soon so please look at your council or leadership agenda dates so you have time for formal approval.
- Signatures – due to the number of participating agencies we will most likely create signature pages to group agencies together. This will mean we will need to have access to the "authorized signing individual" between July 13<sup>th</sup> and 20<sup>th</sup> at the latest.

#### **Next Steps:**

- Jenny Demaris to contact all invited participants to determine interest or commitment
- [Coordinate grant meeting to answer questions, scheduled for Monday, June 29<sup>th</sup>, 4 - 5pm, County Courthouse, Board of Commissioner's conf room. Teleconf will be available.](#) Additional email will be sent to invite and remind of this Q&A meeting.
- Assemble finalized list of grant participants, determine final matching funds commitment
- Assemble grant documents, obtain signatures of participants

Grant Documents and Information: (earthquake and tsunami planning are included in this grant)

More info on this grant is available at [grants.gov](http://grants.gov) and [www.coast.noaa.gov/resilience-grant](http://www.coast.noaa.gov/resilience-grant). Reference NOAA-NOS-OCM-2015-2004324.

Virginia "Jenny" Demaris  
Emergency Manager  
Lincoln County Sheriff's Office  
Emergency Management  
225 W. Olive St.  
Newport, Oregon 97365  
[vdemaris@co.lincoln.or.us](mailto:vdemaris@co.lincoln.or.us)  
(541) 265-4199 Office  
(541) 270-0702 Cell

## DISASTER CACHE EXAMPLE



**20' x 8' Steel Shipping Container, wind and water-tight**



**55-gallon Water Barrels**



**Shelter**

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY  
EXECUTIVE SUMMARY

Federal Agency Name(s): National Ocean Service (NOS), National Oceanic and Atmospheric Administration (NOAA), Department of Commerce

Funding Opportunity Title: FY 2015 Regional Coastal Resilience Grants Program

Announcement Type: Initial

Funding Opportunity Number: NOAA-NOS-OCM-2015-2004324

Catalog of Federal Domestic Assistance (CFDA) Number: 11.473, Coastal Services Center

Dates: Applications must be postmarked, provided to a delivery service, or received by [www.Grants.gov](http://www.Grants.gov) by 11:59 p.m. Eastern Time on July 24, 2015. See also Section IV. C and F of this FFO.

Funding Opportunity Description: The purpose of this notice is to solicit proposals from eligible entities to develop or implement activities that build resilience of coastal regions, communities, and economic sectors to the negative impacts from extreme weather events, climate hazards, and changing ocean conditions. Successful applicants will develop proposals that plan or implement actions that mitigate the impacts of these environmental drivers on overall resilience, including economic and environmental resilience.

Funds will be available to support activities that:

- Identify and address priority data, information, and capacity gaps
- Develop tools, as needed, to inform sound, science-based decisions, which support regional efforts to plan for a resilient ocean and coastal economy
- Acquire and integrate socioeconomic information with physical and biological information to improve the assessment of risk and vulnerability for planning and decision making
- Understand how hazards and changing ocean conditions affect coastal economies, including existing and emerging sectors that depend on the ocean and coasts
- Develop the information and approaches needed for improved risk communication, and the necessary tools, technical assistance and training tailored toward enhanced resilience to weather events, climate hazards, and changing ocean conditions
- Evaluate the costs, benefits, and tradeoffs of systems-based development or redevelopment

approaches that incorporate both natural defenses and hard structural solutions

- Support the development of sustainable recovery, redevelopment, and adaptation plans and implement programs and projects that incentivize rebuilding and development approaches which reduce risk and increase resilience

Proposals submitted in response to this announcement shall employ a regional approach that results in improved ability of multiple coastal jurisdictions to prepare for, absorb impacts of, recover from, and/or adapt to adverse events and changing environmental, economic, and social conditions. Proposals should demonstrate coordinated effort of multiple jurisdictions (e.g., states, tribes, territories, counties, municipalities, regional organizations, etc.) and/or state or local managed areas within a specified geographic region and involve the appropriate range of partners and stakeholders to ensure project success.

Collaborative projects that leverage NOAA supported programs, products, partnerships or services and support federal, tribal, state, regional, county or local plans and partnerships are preferred. Also preferred are proposals that leverage other Administration priorities and other federal resilience investments. Eligible funding applicants are: nonprofit organizations; private (for profit) entities; institutions of higher education; and state, territorial, tribal, local governments as defined at 2 C.F.R. § 200.64, which includes counties, municipalities, and cities; and regional organizations (as defined in this announcement).

Applicants must conduct projects benefiting coastal communities within one or more of the following U.S. states and territories: Alabama, Alaska, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Northern Mariana Islands, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Texas, Virginia, Virgin Islands (US), Washington, and Wisconsin. This competition is one of two competitions being administered by NOAA to build coastal resilience. The companion competition, Coastal Ecosystem Resilience Grants, is being administered by NOAA's National Marine Fisheries Service (NMFS) to improve the resiliency of ocean and coastal ecosystems.

## FULL ANNOUNCEMENT TEXT

### I. Funding Opportunity Description

#### A. Program Objective

The objectives of the Regional Coastal Resilience Grants program, administered by NOAA's National Ocean Service, are to support actions that build resilience of U.S. communities and existing and emerging economic sectors, and to do so using regional approaches. In addition, NOAA's National Marine Fisheries Service is administering a complementary FY2015 Coastal Ecosystem Resilience Grants program to support implementation of actions that build resilience of U.S. coastal and ocean ecosystems. Together, these companion programs are intended to address increasing risk associated with extreme weather events, climate hazards, and changing ocean conditions by supporting activities that are critical to our nation's economy and NOAA's mission to safeguard people and infrastructure, facilitate commerce, and conserve and restore coastal and marine resources.

Our nation's economy is inextricably linked to the health and productivity of our coasts. Revenue from maritime commerce, commercial fishing, aquaculture and tourism all contribute to diverse and healthy coastal economies. Coastal counties contribute \$6.6 trillion, or just under half of the country's gross domestic product, to the U.S. economy and are home to almost 40 percent of the U.S. population. Extreme weather events, climate hazards, and changing ocean conditions all have significant impacts on coastal communities and our national economy. Because of their location within low-lying areas, coastal infrastructure (e.g. roads, drainage systems, treatment systems, ports, small harbors, parks, docks, marinas, piers, and other public infrastructure) and businesses are highly vulnerable and particularly susceptible. Between 2010 and 2014, NOAA documented 41 natural disasters in the United States caused by floods, severe storms, and tropical cyclones with losses exceeding \$1 billion (CPI-Adjusted) with 68% (28) of those events impacting coastal states. On just the east and Gulf coasts of the U.S. alone, the insured value and cost to replace residential and commercial structures tops \$8.9 trillion. In addition, the U.S. coastal population is projected to grow by 8% by 2020 (increasing by 10 million for a total population of approximately 134 million) resulting in increasing demand on natural areas and ocean resources for commercial activities (e.g. marine transportation, tourism, energy, etc), recreation, and food from fishing and aquaculture.

In light of these threats, developing and implementing actions that build coastal

community resilience makes economic sense and promotes security. This program is intended to encourage actions that provide both economic and environmental co-benefits for communities. It is well understood that healthy coastal ecosystems contribute to healthy coastal economies and the two cannot be effectively addressed in isolation. As such, actions to build resilience that provide both economic and environmental benefits are likely to be highly effective in building resilience of coastal communities. Another primary objective of this program is to support development and implementation of regional approaches to building resilience of coastal communities. The complexity involved in building resilience often requires information, knowledge, and skills that are distributed across a diverse group of organizations and sectors. Thus, in the context of this program a regional approach to implementing resilience strategies is expected to be highly collaborative. The approach involves leveraging resources and mechanisms (human, financial, data/information, programs, partnerships), builds coordination across jurisdictions and/or sectors and results in new or additional local capabilities and capacity across a broad geographic area. The geographic scale for a regional approach may be multi-state, multi-county, multi-city/town, or multi-site.

Proposals for this competition should address specific, identified needs of coastal communities (i.e., hazard mitigation, climate adaptation, disaster redevelopment, land and ocean use, watershed plans, etc.). Appropriate activities to build community resilience may include, but are not limited to, developing or implementing plans, policies, regulations, guidelines and incentives that enhance community preparedness, recovery, or adaptation to extreme weather, climate hazards, and/or changing ocean conditions.

Funds will be available to support activities that:

- Identify and address priority data, information, and capacity gaps
- Develop tools, as needed, to inform sound, science-based decisions, which support regional efforts to plan for a resilient ocean and coastal economy
- Acquire and integrate socioeconomic information with physical and biological information to improve the assessment of risk and vulnerability for planning and decision making
- Understand how hazards and changing ocean conditions affect coastal economies, including existing and emerging sectors that depend on the ocean and coasts
- Develop the information and approaches needed for improved risk communication,

and the necessary tools, technical assistance and training tailored toward enhanced resilience to weather events, climate hazards, and changing ocean conditions

- Evaluate the costs, benefits, and tradeoffs of systems-based development or redevelopment approaches that incorporate both natural defenses and hard structural solutions

- Support the development of sustainable recovery, redevelopment, and adaptation plans and implement programs and projects that incentivize rebuilding and development approaches which reduce risk and increase resilience

Proposed activities which are location-specific must demonstrate broader geographic impact across the specified region. For example, projects seeking funding for location or site specific planning, redesign, or construction of infrastructure (natural, nature-based or otherwise) to enhance coastal community preparedness, recovery or adaptation are eligible and will be evaluated based upon the extent to which they have broader geographic impact. Appropriate activities for extending geographic impact may include but are not limited to the development of integrated information products, tools, training, or risk communication and outreach. Proposals seeking funding for restoration of habitat primarily for the purpose of ocean and coastal ecosystem resilience (e.g. wetland restoration, dam removal) are discouraged under this announcement, but instead, should consider applying for funding through the Coastal Ecosystem Resilience Grants program administered by NOAA's National Marine Fisheries Service.

## B. Program Priorities

This announcement solicits proposals that will result in increased resilience through the development or implementation of plans or actions that improve preparedness, and/or promote recovery and/or adaptation within multiple coastal jurisdictions or locations.

Projects/proposals are expected to:

- result in increased resilience of coastal communities through regional activities that reduce current and potential future risk associated with extreme weather events, climate hazards, and changing ocean conditions; increase capacity to recover from adverse events; and/or increase capacity to effectively adapt to adverse events;

- employ a regional approach that engages appropriate stakeholders and demonstrates collaboration and leveraging of resources;
- result in increased access to and/or understanding of information for decision makers regarding current and future environmental, economic, and social conditions and/or increased capacity to incorporate this type of information into decision/rule making across the project area.

Priority will be given to projects that:

- 1) focus on resilience strategies that address land and ocean use, development, resource management, resource protection, hazard mitigation, pre-disaster recovery, or other similar plans. This includes the creation of new tools, training, workshops, or other resources that build capacity of decision makers or practitioners;
- 2) leverage available resources (such as programs, plans, partnerships, tools and trainings across government, industry, and NGOs) and/or leverage Federal funding with direct or in-kind match from non-Federal sources;
- 3) evaluate project results using clear measure(s) of success and monitor longer-term effectiveness of employed strategies where appropriate. The collection of additional data or information for monitoring effectiveness is eligible; however, only for the duration of the award's period of performance. If data collection is proposed, applicants are encouraged to plan for longer-term data management needs in coordination with NOAA, as described in section 4.1.A of this announcement.

#### C. Program Authority

Statutory authority for this program is provided under Section 310 of the Coastal Zone Management Act (16 U.S.C. 1456c) (titled "Technical Assistance").

## II. Award Information

### A. Funding Availability

Total anticipated funding for all awards is up to \$5,000,000 for FY2015. Within this amount, we anticipate funding approximately 5-10 awards. The maximum amount that may be requested for the Federal share of each proposal is \$1,000,000 and the minimum that may be requested is \$500,000. The amount of funding per project will depend on the size, location, and type of project. There is no limit on the number of proposals from any

geographic area or jurisdiction.

The exact amount of funds for each award will be determined in pre-award negotiations between the applicant and NOAA representatives. Applicants must be in good standing with all existing NOAA grants in order to receive funds.

Proposals not funded in the current fiscal period may be considered for funding in another fiscal period without NOAA repeating the competitive process outlined in this announcement.

#### B. Project/Award Period

Applicants may submit applications with a period of performance of up to 36 months from the anticipated start date. For FY 2015 awards, the anticipated start date for a given project may be as early as November 1, 2015 or as late as January 1, 2016. The start date must be the first day of the month.

Pre-award costs are generally unallowable, however, pre-award costs may be considered during pre-award negotiations between the applicant and NOAA. Incurring pre-award costs before NOAA GMD provides an award document is at the applicant's own risk.

Proposals not funded in the current fiscal period may be considered for funding in another fiscal period without NOAA repeating the competitive process outlined in this announcement.

#### C. Type of Funding Instrument

The funding instrument for these awards may be a grant or cooperative agreement. In the case of a cooperative agreement, NOAA will have substantial involvement in the project. Examples of substantial Federal involvement may include: acquiring, increasing access to, and building capacity of partners to use data, tools, and established policies or management practices; convening partners; or providing expertise in meeting planning, facilitation, and development of spatial databases, models and information analyses. If NOAA is proposed

as a partner in a cooperative agreement, the applicant must clearly identify this funding instrument in the proposal summary and cover sheet and clearly articulate the roles and responsibilities of NOAA and each partner in implementing the project. The specific roles and responsibilities will depend on negotiation with the Federal agency and will be formalized as part of the cooperative agreement for successful proposals.

### III. Eligibility Information

#### A. Eligible Applicants

Eligible funding applicants are: regional organizations (see III.C for explanation), nonprofit organizations, private (for-profit) entities, institutions of higher education, and state, territorial, tribal, and local governments as defined at 2 C.F.R. § 200.64, which includes counties, municipalities, and cities. To be eligible under this competition, applicants must conduct projects benefiting coastal communities in one or more of the following U.S. states and territories: Alabama, Alaska, American Samoa, California, Connecticut, Delaware, Florida, Georgia, Guam, Hawaii, Illinois, Indiana, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Northern Mariana Islands, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Texas, Virginia, Virgin Islands (U.S.), Washington, and Wisconsin.

Applications from individuals, federal agencies, or employees of federal agencies will not be considered, but these entities may serve as collaborative project partners. If federal agencies are collaborators, applicants must provide detail on the expected level of federal engagement in the application. Examples might include, but are not limited to a partnership role serving in a review capacity; or participating in priority task teams, working groups, or leadership teams.

The lead applicant on any proposal will be responsible for ensuring that allocated funds are used for the purposes of, and in a manner consistent with, this program, including any funds awarded to an eligible sub-awardee.

#### B. Cost Sharing or Matching Requirement

Federal funds awarded under this program must be matched with non-Federal funds (through cash or in-kind services) at a 2:1 ratio of Federal-to-non-Federal contributions. For example, a project requesting \$500,000 in Federal funding, the award recipient would need

to provide \$250,000 in non-Federal matching contributions, for a total project budget of \$750,000.

#### C. Other Criteria that Affect Eligibility

For the purpose of eligibility under this announcement, regional organizations are considered entities that operate at a multi-state, multi-county, or multi-city/town scale, such as regional ocean partnerships or councils of government, for example, provided that they may receive and expend Federal funds. If a regional organization is not eligible to receive and expend Federal funds as a legal entity, the organization may partner with an eligible legal entity to apply for funding. Tribal governments include all Native American tribal governments (both Federally-recognized tribes and those tribes that are not Federally-recognized). Tribal governments are encouraged to work on a multi-site scale that builds resilience across the tribal jurisdiction but are not required to work with other tribes on a cross tribal scale. Foreign governments are not eligible to apply for funding under this announcement.

#### IV. Application and Submission Information

##### A. Address to Request Application Package

Application packages for proposals are available through the apply function on Grants.gov. If an applicant does not have Internet access, application packages shall be requested from Lisa Warr, 1305 East-West Hwy, N/OCM6, Silver Spring, MD 20910; or contact her at 301-563-1153 or via email to Lisa.S.Warr@noaa.gov.

##### B. Content and Form of Application

A complete standard NOAA financial assistance application package should be submitted in accordance with the guidelines in this document. Each application must include the application forms from the SF-424 form family:

- Application for Federal Assistance: Form SF-424 (7/03 version or newer)
- Budget Information for Non-construction Programs: Form SF-424A
- Assurances for Non-construction Programs: Form SF-424B
- Certification Regarding Lobbying: Form CD-511
- Disclosure of Lobbying Activities: Form SF-LLL (if applicable)

In addition, all funding application packages are requested to contain the components

described below.

Full proposals should total no more than 10 pages (single-spaced, 11 or 12-point font and exclusive of appendices). The 10-page limit does not include the proposal title page, a table of contents if one is included, the project summary referenced below under item IV.B.2, and any appendices. Appendices shall be limited to materials that directly support the main body of the proposal (for example, detailed budget information, letters of collaboration, letters of support, resumes, environmental compliance/permit information, professional references, lists of data sources, maps and, if applicable, engineer's design plans). Appendices should not total more than 30 total pages excluding government forms, NEPA information, and information provided to complete government forms. Reviewers will not review information provided in excess of stated page limits. The total electronic file size of the proposal narrative and appendices combined should not exceed five megabytes in storage space. Files that are larger than five megabytes may not be properly downloaded, uploaded, or received by the agency or the reviewers. Files that cannot be opened or downloaded will not be reviewed.

Applicants are encouraged to paginate their proposal and any appendices. Appendices should be paginated as stand-alone documents (individually) or collectively.

All funding application packages are requested to contain the following components:

1. Title Page (Proposal Cover Sheet)

- a. Project title
- b. Complete contact information for the Principal Investigator and Financial Representative
- c. Proposed project performance period (start and end dates)
- d. Specific location(s) (including State(s)) where the project will take place
- e. Funding type (grant or cooperative agreement)
- f. Funding request by year (as appropriate)

2. Project Summary. Provide a one to two-page summary of the proposed project. The summary is requested to contain the following sections:

- a. Project name/title

- b. Proposed funding over each year of the project
- c. Primary contact (name, title, address, phone, fax, email)
- d. Recipient institution (use name as registered in DUNS)
- e. Recipient DUNS number
- f. Principal and other investigators (names, affiliated institutions or agencies)
- g. Brief project summary including objectives, expected results, and intended benefits

3. Project Description.

All project descriptions (proposals) should include the following sections:

a. Goal and Objective(s). Describe in the narrative the specific project goals and objectives to be achieved. If the proposal is for a multi-year project, goals and objectives should be specific for each year of the work plan presented. The project outcomes should be clearly stated, including: a description of the expected reductions in risk and/or improvements in capacity of communities to recover or adapt to extreme weather, climate hazards, and/or changing ocean conditions; the regional approach that will be used, which describes how federal, state, tribal, regional and local organizations or programs will be connected, integrated, and leveraged; and how the proposal will improve decision-makers' access to or capacity to incorporate information on current and future conditions into decisions. Recipients will be required to submit semi-annual progress reports in which progress against these goals and objectives will be reported.

b. Background. Provide sufficient background information for NOAA and non-NOAA reviewers to independently assess the significance of the proposed project. Summarize the problem, gap or need to be addressed and the status of ongoing efforts and coordination to address the identified needs or gaps. Summarize the relationship of the proposed work to other ongoing efforts.

c. Approach. Provide a work plan that: identifies specific tasks to be accomplished; explains the technical approach needed to accomplish the proposed tasks (including data management and sharing); identifies the roles of partners and cooperators; and identifies potential obstacles to successful completion of the goals and objectives. Describe how the project implements strategies within regional, federal, state, tribal or local plans, including but not limited to land and ocean use, development, resource management, resource protection/restoration, hazard mitigation, pre-disaster recover, or other similar plans. Describe the approach to leveraging available resources, such as programs, plans partnerships, tools and trainings across government, industry and NGOs, and the need for

any new tools, training, or workshops. If environmental data is to be collected or generated through this project, the work plan must clearly address data management requirements, and the steps to be taken to achieve efficient and effective data access and archive that is compliant with federal regulations.

d. Partnerships. Describe the roles of partners, including their experience and capacity in successfully completing similar projects. Also, describe what federal, state, and local organizations or programs will be connected, integrated, and leveraged in the project, including connections to federally-supported resilience efforts (e.g. Climate Action Communities or NOAA Sentinel Site Cooperatives). If the project includes federal partners, the specific roles and responsibilities of the federal partners should be clearly identified. Describe how project stakeholders will interact with the project, specific communication mechanisms utilized, and how they will contribute to the outcome or results of the project. Letters of collaboration from identified partners and any letters of support from communities or other interested parties should be included in the appendices as appropriate.

e. Milestone Schedule. Display time lines for major tasks, target milestones for important intermediate and final products, and key project outcomes.

f. Project Budget. Provide a budget description that follows the categories and formats in the NOAA grants package (Form SF-424A) and a brief narrative justification of the budget. Detailed budget information, such as a repeat of the information in Form SF-424A along with more details must be included in an appendix. In this appendix, the budget narrative also shall clearly identify the cost of separable elements of the proposed work and shall identify the elements of the project that the cooperator would recommend for revision or elimination if sufficient funding is not available for all proposed activities. Budget narrative guidance from NOAA's Grants Management Division is available at: [www.coast.noaa.gov/funding/\\_pdf/forms/budget-narrative-guidance-GMD-04.09.2015.pdf](http://www.coast.noaa.gov/funding/_pdf/forms/budget-narrative-guidance-GMD-04.09.2015.pdf)

For any equipment, a description of the item and associated costs is required, including a description of how it will be used in the project. Equipment purchases also require a lease vs. purchase assessment. Note that equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See 2 C.F.R. § 200.33 "Equipment".

Applicants should identify the entity or entities to which they will request NOAA's approval to transfer equipment or property ownership to after the project ends or when such

equipment or property is no longer needed for its original purpose under the award, if that information is known at the time of application. The decision on property ownership requests will generally be made by the Grants Officer during the grant closeout process. See 2 C.F.R. § 200.311 “Real Property” and 2 C.F.R. § 200.313 “Equipment”.

The budget narrative must also provide, to the extent possible, detailed information on travel, including costs, a description of anticipated travel, destinations, the number of travelers, and a justification of how the requested travel is directly relevant to the successful completion of the project. If actual trip details are unknown, applicants must state the basis for the proposed travel charges. Applicants must allocate travel funds for any coordination meetings at regional or national levels.

All travel must comply with the requirements of the Fly America Act and foreign travel must receive prior written approval, and therefore, should be included in the proposal to avoid having to request prior approval after the project starts. Applicants may factor in travel costs for participation in an annual NOAA Grants Management Division workshop for recipients.

g. Public engagement and outcomes. Describe how the public and stakeholders will be engaged in the development of the desired project outcomes, how information generated by the project will reach its target audience(s) and have a positive impact in the project area(s); and how the proposal uses best practices for communicating risk to target audiences.

#### 4. Appendices

Only material that is submitted as a single package will be reviewed. Appendices must be limited to materials that directly support the main body of the proposal (for example, detailed budget information, letters of collaboration, resumes, references, lists of data sources, and maps).

a. Mandatory detailed budget information, for example Forms SF-424A for each sub award and contract. Information must include the name and location (city, state, and Congressional district) of the entity receiving the funds and the location of the primary place of performance under the contract or subaward.

b. Letters of Collaboration. All supporting letters from partner organizations that

are instrumental to the project shall be included in the application package. Letters should clearly indicate the level of commitment and/or collaboration. Letters of collaboration do not need original signatures.

c. Resumes. Provide resumes of the Principal Investigator for the project and other key personnel critical to the success of the project. Ensure that resumes address qualifications relevant to conducting the proposed work. Please limit resumes to a maximum of two pages for each key investigator.

d. Data Sharing Plan. Environmental data and information, collected and/or created under NOAA grants/cooperative agreements must be made visible, accessible, and independently understandable to general users, free of charge or at minimal cost, in a timely manner (typically no later than two years after the data are collected or created), except where limited by law, regulation, policy or by security requirements.

1. A Data/Information Sharing Plan of no more than two pages shall be required as part of the Project Narrative. A typical plan may include the types of environmental data and information to be created during the course of the project; the tentative date by which data will be shared; the standards to be used for data/metadata format and content; policies addressing data stewardship and preservation; procedures for providing access, data, and security (e.g. a plan for maintaining such access beyond the award's period of performance); and prior experience in publishing such data. Coordination with NOAA in the development of the Data/Information Sharing Plan is encouraged to identify broader applicability of data. The Data/Information Sharing Plan will be reviewed as part of the NOAA Standard Evaluation Criteria, Item 1 -- Importance and/or Relevance and Applicability of Proposed Project to the Mission Goals.

2. The Data/Information Sharing Plan (and any subsequent revisions or updates) will be made publicly available at time of award and, thereafter, will be posted with the published data.

3. Failing to share environmental data and information in accordance with the submitted Data/Information Sharing Plan may lead to disallowed costs and be considered by NOAA when making future award decisions.

PIs must indicate how and when they have made their data accessible and usable by the community in the past.

NOAA's Administrative Order on the Management of Environmental Data Management and Information is available under:

[http://www.corporateservices.noaa.gov/ames/administrative\\_orders/chapter\\_212/212-15.htm](http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_212/212-15.htm)

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e. National Environmental Policy Act (NEPA) and Environmental Compliance -- Under the National Environmental Policy Act (NEPA), NOAA must analyze the potential environmental impacts of projects or proposals seeking funding from NOAA.

After the application is submitted, NOAA may require additional information to fulfill NEPA and other compliance requirements. If NOAA determines that an environmental assessment is required, applicants may also be requested to assist in drafting the assessment. Applicants may also be required to cooperate with NOAA in identifying and implementing feasible measures to reduce or avoid any identified adverse environmental impacts of their proposal. The failure to do so shall be grounds for the denial of an application. In some cases if additional information is required after an application is selected, funds can be withheld by the Grants Officer under a special award condition requiring the recipient to submit additional environmental compliance information sufficient to enable NOAA to make an assessment on any impacts that a project may have on the environment.

The applicants selected for funding must complete sections A, B, C, D, E, and F of the Environmental Compliance Questionnaire for National Oceanic and Atmospheric Administration Federal Financial Assistance Applicants ("NEPA Questionnaire") (OMB Approval No.: 0648-0538) <http://www.nepa.noaa.gov/questionnaire.pdf> to provide detailed information on the activities to be conducted, locations, sites, species and habitat to be affected, possible construction activities, and any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non-indigenous species, impacts to endangered and threatened species, aquaculture projects, and impacts to coral reef systems). Sections G, and H are not required with the initial application because NOAA anticipates that most projects funded through this competition would not have impacts related to damage assessment and restoration or fisheries sampling and analysis.

Detailed information on NOAA compliance with NEPA can be found at the following NOAA NEPA websites: <http://www.nepa.noaa.gov/> including NOAA Administrative Order 216-6 for NEPA, [http://www.nepa.noaa.gov/NAO216\\_6.pdf](http://www.nepa.noaa.gov/NAO216_6.pdf) and the Council on Environmental Quality implementation regulations [http://ceq.hss.doe.gov/ceq\\_regulations/regulations.html](http://ceq.hss.doe.gov/ceq_regulations/regulations.html) or [http://coast.noaa.gov/funding/\\_pdf/CEQ%20Regulations%20for%20Implementing%20the%20Procedural%20Provisions%20of%20NEPA.pdf?redirect=301ocm](http://coast.noaa.gov/funding/_pdf/CEQ%20Regulations%20for%20Implementing%20the%20Procedural%20Provisions%20of%20NEPA.pdf?redirect=301ocm)

f. Paperwork Reduction Act -- This collection of information contains requirements subject to the Paperwork Reduction Act. The use of Forms SF-424, 424A, 424B, and SF

LLL and CD-346 has been approved by the Office of Management and Budget (OMB) under control numbers 0348-0040, 0348-0044, 0348-0043, 0348-0046 and 0605-0001. The NEPA Questionnaire is approved by OMB control number: 0648-0538.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subjected to a penalty for failure to comply with, a collection of information subject to the requirements of the PRA, unless that collection of information displays a currently valid OMB Control Number.

g. Other appendices may include relevant information not provided elsewhere, such as references, lists of data sources, and maps.

#### C. Submission Dates and Times

Applications must be (1) received and validated by Grants.gov; or (2) postmarked or provided to a delivery service on or before the deadline of 11:59 p.m. Eastern Time, on July 24, 2015. Regardless of the method of transmission, applications received more than five calendar days after the deadline will not be reviewed.

#### D. Intergovernmental Review

Funding applications under this announcement are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." For states that participate in this process, it is the state agency's responsibility to contact their state's Single Point of Contact (SPOC) to find out about and comply with the state's process under EO 12372. To assist the applicant, the names and addresses of the SPOCs are listed on the Office of Management and Budget's website <[http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)>.

#### E. Funding Restrictions

Applicants requesting indirect costs are required to submit a copy of their current and signed indirect cost rate agreement with their application package.

If an applicant has not previously established an indirect cost rate with a Federal agency they may choose to negotiate a rate with the Department of Commerce or use the de minimis indirect cost rate of 10% of MTDC (as allowable under 2 C.F.R. §200.414). The negotiation and approval of a rate is subject to the procedures required by NOAA and the Department of Commerce Standard Terms and Conditions Section B.06. The NOAA contact for indirect or facilities and administrative costs is:

Lamar Revis, Grants Officer  
NOAA Grants Management Division  
1325 East West Highway  
9th Floor  
Silver Spring, Maryland 20910  
lamar.revis@noaa.gov

#### F. Other Submission Requirements

Full proposal application packages, including all letters of collaboration, shall be submitted through the apply function on Grants.gov. The standard NOAA funding application package is available at [www.grants.gov](http://www.grants.gov). Applicants must register with Grants.gov before any application materials can be submitted. To use Grants.gov, applicant must have a Dun and Bradstreet Data Universal Number System (DUNS) number and be registered in System for Award Management (SAM). Allow a minimum of five days to complete the SAM registration. (Note: Your organization's Employer Identification Number (EIN) will be needed on the application form.). An organization's one time registration process may take up to three weeks to complete so allow sufficient time to ensure applications are submitted before the closing date.

The Grants.gov site contains directions for submitting an application, the application package (forms), and is also where the completed application is submitted. Applicants using Grants.gov must locate the downloadable application package for this solicitation by the Funding Opportunity Number or the CFDA number (11.473). Applicants will be able to download a copy of the application package, complete it offline, and then upload and submit the application via the Grants.gov site.

After electronic submission of the application through Grants.gov, the person submitting the application will receive within the next 24 to 48 hours two email messages from

Grants.gov updating them on the progress of their application. The first email will confirm receipt of the application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system before transmission to the grantor agency or has been rejected because of errors. After the application has been validated, this same person will receive a third email when the application has been downloaded by the Federal agency.

If an applicant does not have Internet access, one set of originals (signed) and an electronic copy (on CD or DVD) of the full proposals and related forms shall be mailed to the attention of Lisa Warr, NOAA Office for Coastal Management, 1305 East-West Hwy, N/OCM6, Room 10626, Silver Spring, MD 20910. Applications submitted via the U.S. Postal Service must have an official postmark; private metered postmarks are not acceptable. Applications provided to a private delivery service (e.g. FedEx) must be documented with a receipt. No email or fax copies of full proposals will be accepted. Proposal application packages, including all letters of collaborations and any letters of support, shall be submitted together in one package.

#### Unique Entity Identifier and System for Award Management (SAM):

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d)) is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. It also must state that the Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

To enable the use of a universal identifier and to build the quality of information available to the public as required by the Federal Funding Accountability and Transparency Act of 2006, to the extent applicable, any applicant awarded in response to this announcement will be required to use the System for Award Management (SAM), which may be accessed online at <https://www.sam.gov/portal/public/SAM/>

Applicants are also required to use the Dun and Bradstreet Universal Numbering System and will be subject to reporting requirements, as identified in OMB guidance published at 2 CFR Part 25, which may be accessed online at

[http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr25\\_main\\_02.t  
pl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr25_main_02.tpl)

## V. Application Review Information

### A. Evaluation Criteria

1. Importance and/or relevance and applicability of proposed project to the program goals (35 points): This ascertains whether there is intrinsic value in the proposed work and/or relevance to NOAA, federal, regional, state, tribal, or local activities. Projects/proposals will be evaluated according to the degree to which they:

- support activities that are likely to reduce current and potential future risk to regions, communities, and existing and emerging sectors associated with extreme weather events, climate hazards, and changing ocean conditions; increase capacity to recover from adverse events; or increase capacity to effectively adapt to adverse events (10 points);

- employ a regional approach that engages a range of stakeholders and demonstrates collaboration and leveraging of resources, as evidenced by letters of collaboration from partners and community members (10 points);

- improve access to and/or understanding of information for decision makers

regarding current and future environmental, economic, and social conditions and improve capacity to incorporate this information into planning and decision/rule making across the project area (10 points); and

- support other NOAA and Administration priorities (5 points).

2. Technical and scientific merit (20 points): This criterion assesses whether the approach is technically sound and/or innovative, if the methods are appropriate, and whether there are clear project goals and objectives. For this competition, projects/proposals will be evaluated according to the degree to which:

- the approach is fully described and the stated goals and objectives are technically sound, safe for the public, and use the appropriate methods and personnel, including any methods to evaluate results and monitor effectiveness, and methods outlined in the Data Sharing Plan (7 points);

- the project supports strategies called for or developed by regional, federal, state, tribal or local entities including but not limited to land and ocean use, development, resource management, resource protection/restoration, hazard mitigation, pre-disaster recovery, or other similar plans (8 points); and

- the project leverages available resources, such as programs, plans, partnerships, tools and trainings within NOAA and across government, industry, and NGOs (5 points).

3. Overall qualifications of the funding applicants (20 points): This criterion ascertains whether the funding applicant possesses the necessary education, experience, training, facilities, and administrative resources to accomplish the project. For this competition, projects/proposals will be evaluated according to the degree to which:

- an applicant demonstrates the capacity (e.g. staffing, resources, expertise and authority) and experience in successfully completing similar projects (12 points); and

- the project involves the appropriate partners to execute the project, as well as the key personnel from other agencies and institutions partnering on the project with the experience, expertise and/or networks needed to capitalize on available expertise (8 points).

4. Project costs (15 points). This criterion evaluates the budget to determine if it is realistic and commensurate with the project needs and time-frame. For this competition, projects/proposals will be evaluated according to the degree to which:

- the budget request is reasonable, the applicant justifies the costs requested, and the requested funds for salaries and fringe benefits are for those personnel directly involved in implementing the proposed project and/or are directly related to specific products or outcomes of the proposed project (6 points);

- the project optimizes the cost effectiveness of the project to leverage Federal resources through strategic partnerships with collaborating institutions, agencies, or other entities (5 points); and,

- indirect costs are based on the indirect cost rate negotiated and approved by the applicant's cognizant agency for indirect costs and that other administrative costs have been minimized to the extent possible (4 points).

5. Outreach and Education (10 points): This criterion assesses whether the project provides a focused and effective education and/or outreach strategy regarding the NOAA's mission to understand and protect the Nation's natural resources. For this competition, this strategy should describe approaches for communicating with various audiences and employ best practices for risk communication. Projects/proposals will be evaluated according to the degree to which:

- Engagement: the proposal demonstrates that the public and project stakeholders will be engaged in development of the desired project outcomes (8 points); and

- Outreach: the proposal demonstrates that information generated by the project will reach its target audience and have a positive impact in the project area(s), including improved risk communication (2 points).

## B. Review and Selection Process

Screening, review, and selection procedures will take place in three steps: 1) an initial screening by competition program staff within NOAA's Office for Coastal Management; 2) a merit review; and 3) final selection by the Selecting Official (i.e., Director of the Office for Coastal Management or the Director's designee). The merit review step will involve at least three reviewers per application. The Selecting Official will make the final decision regarding which applications will be funded based on the numerical ranking of the applications, the evaluations by the merit reviewers, and the selection factors set in V.C., below.

1. Initial Screening. The initial screening will ensure that application packages have all required forms and application elements and meet all of the eligibility criteria. Applications that pass this initial screening will be submitted for merit review.

2. Merit Review. Eligible applications for this competition will be evaluated in accordance with the criteria and weights described in this solicitation by at least three independent peer reviewers through an independent peer mail review and/or an independent peer panel. Each reviewer will independently evaluate each project and provide an individual score. Both Federal and non-Federal experts may be used in this process. No consensus advice will be given by the independent peer reviewers through mail reviews or on the review panels. If a panel is convened, the panel will be comprised of subject matter experts and may convene in person or by teleconference, video conference or electronic means. The merit reviewer's ratings are used to produce a rank order of the proposals.

3. Final Selection. The competition program staff will create a ranking of the proposals to be recommended for funding using the average merit review or panel review scores, if a panel review is conducted. The reviewer comments, composite project scores, rank order, and a summary of the concerns (if any) identified through the mail and/or panel review process along with information from the competition manager pertaining to selection factors (see below) will be presented to the Selecting Official.

Based on the numerical ranking, merit review written evaluations, and the additional selection factors described below, the Selecting Official will develop a list of projects recommended for funding. Please note that not all activities submitted under a single proposal may be deemed appropriate for funding, and the Selecting Official may recommend only partial funding, based on the merit and/or panel review written evaluations. For a proposal to be selected for funding, the applicant may be asked to modify objectives, work plans, and budgets, and to provide supplemental information required by the agency prior to the award. When a decision has been made (whether an award or declination), anonymous copies of mail merit review comments or summaries of panel deliberations, can be made available to the applicant upon request.

#### C. Selection Factors

The final panel ratings shall provide a rank order to the Selecting Official for final

funding recommendations. The competition manager will make recommendations to the Selecting Official applying the selection factors below. The Selecting Official shall award in the rank order unless the proposal is justified to be selected out of rank order based upon one or more of the following factors:

1. Availability of funding.
2. Balance/distribution of funds:
  - a. Geographically.
  - b. By type of institutions
  - c. By type of partners.
  - d. By research areas.
  - e. By project types.
3. Whether this project duplicates other projects funded or considered for funding by NOAA or other Federal agencies.
4. Program priorities and policy factors as described in section 1 of this federal funding opportunity.
5. Applicant's prior award performance.
6. Partnerships and/or Participation of targeted groups.
7. Adequacy of information necessary for NOAA staff to make a NEPA determination and draft necessary documentation before recommendations for funding are made to the Grants Officer.

The Selecting Official or designee may negotiate the funding level of the proposal.

#### D. Anticipated Announcement and Award Dates

NOAA anticipates that most grants will have a start date of November 1, 2015 or December 1, 2015 dependent on funding availability, the completion of all NOAA/applicant negotiations, NEPA analysis, and documentation supporting cooperative agreement activities.

## VI. Award Administration Information

## A. Award Notices

Full proposals/applications recommended for funding by the selecting official will be forwarded to the NOAA Grants Management Division (GMD) by the Program Office. The applicant will be notified by the program office by email that their application was recommended for funding. The applicant must be aware that the notification by the program office is not the official award notice. Official notification happens only when the applicant receives an award notice from the Grants Officer electronically.

Unsuccessful applicants will be notified by email that their application was not recommended for funding within 10 business days after the final program office recommendations have been approved by the NOAA GMD.

## B. Administrative and National Policy Requirements

1. Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements contained in the Federal Register notice of December 30, 2014 (79 FR 78390) are applicable to this solicitation and may be accessed online at <http://www.gpo.gov/fdsys/pkg/FR-2014-12-30/pdf/2014-30297.pdf>.

2. Please note that on December 26, 2013, OMB published final guidance titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements

(Uniform Guidance), which streamlines the language from eight existing OMB circulars, including Cost Principles (OMB Circulars A-21, A-87, A-122) and administrative requirements (OMB Circulars A-102 and A-110), into one consolidated set of guidance applicable to federal assistance awards. Note that the Uniform Guidance supersedes DOC's uniform administrative requirements set out at 15 C.F.R. parts 14 and 24. In accordance with the Federal Register notice published on December 19, 2014 (79 FR 75871) and the regulation at 2 C.F.R. 1327.101, the DOC adopted the Uniform Guidance, codified at 2 C.F.R. Part 200, effective December 26, 2014, which means that the guidance applies to all new awards and may apply to additional funding to existing awards made on or after December 26, 2014. In addition, the audit requirements of the Uniform Guidance apply to audits of non-Federal entities beginning on or after December 26, 2014. Therefore, applicants should familiarize themselves with 2 C.F.R. Part 200, which may be found at <http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-subtitleA-chapII-subchap-id302.pdf>. Additional information on the substance of and transition to the

Uniform Guidance may be found at <https://cfo.gov/cofar/>.

### 3. Limitation of Liability

There is no guarantee that funds will be available to make awards for this federal funding opportunity or that any proposal will be selected for funding. If an applicant incurs any costs prior to receiving an award agreement signed by an authorized NOAA Grants Officer, they do so at their own risk of these costs not being included in a subsequent award. In no event will NOAA or the Department of Commerce be responsible for any proposal preparation costs. Recipients and sub-recipients are subject to all federal laws and agency policies, regulations, and procedures applicable to federal financial assistance awards. Applicants must be in good standing with all existing NOAA grants and/or cooperative funding agreements in order to receive funds. Publication of this announcement does not oblige NOAA to award any specific project, obligate any available funds, or provide special fishing privileges.

The NOAA program office reserves the right to immediately halt activity under the award if the recipient is not fulfilling the requirements of the project as outlined in the grant award. Non-compliance with a federally approved project may result in termination of the award.

4. National Environmental Policy Act (NEPA). See the NEPA information in Section IV. B.4.e of this announcement.

### 5. Unpaid or delinquent tax liability.

In accordance with current Federal appropriations law, NOAA will provide a successful corporate applicant a form to be completed by its authorized representatives certifying that the corporation has no Federally-assessed unpaid or delinquent tax liability or recent felony criminal convictions under any Federal law.

## C. Reporting

Grant recipients are required to provide semi-annual financial and performance reports. Performance reports are required every six months from the time an award starts until it is closed. They are to be submitted to the NOAA Program Officer. Within 30 days of the conclusion of each six-month period, recipients must submit a report summarizing activities

conducted in support of the project during the prior six months. Financial reports are to be submitted to the NOAA Grants Officer. NOAA's Grants Management Division (GMD) will also provide guidance for its semi-annual financial reporting requirements. Each grant recipient will need to demonstrate, through performance and financial reports, that all award conditions have been met before an award can be closed. Financial and performance reporting, as well as all other grant management activities after a grant is awarded, are conducted electronically through NOAA's grants management system, NOAA Grants On-line, at <https://grantsonline.rdc.noaa.gov/>.

The recipient will be requested to ensure that all interim progress reports indicate whether financial reports have been submitted to NOAA's GMD and are up to date. In their final progress report, recipients will be asked to a) clearly state the resulting impact of their project and products in the coastal management community; and b) certify that "Final financial reports have been submitted to NOAA's Grants Management Division and a final funding draw-down has been made through the Automated Standard Application for Payments (ASAP)."

If equipment or tangible personal property is purchased with grant funds, applicants shall submit an inventory in accordance with relevant OMB requirements, which shall be incorporated under the award. The equipment requirements of the OMB Uniform Guidance are set out at 2 C.F.R. Part 200.313. As applicable, the recipient must submit Form SF-428 (Tangible Personal Property Report) annually and in the final progress report. Form SF-428 may be attached as an appendix to progress reports. The program office recommends that if the equipment is no longer needed, recipients are encouraged to request disposition instructions for equipment approximately 150 days before the project period ends to allow sufficient time to have equipment disposition requests addressed before a project ends. Equipment disposition instructions typically require that recipients complete an "other" award action request in Grants Online. NOAA will provide instructions for disposition in accordance with OMB requirements.

As applicable, the recipient must report on real property annually and at award closeout, by completing Form SF-429 (Real Property Status Report).

The Federal Funding Accountability and Transparency Act of 2006 includes a requirement for awardees of applicable Federal grants to report information about first-tier subawards and executive compensation under Federal assistance awards issued in FY 2011 or later. All awardees of applicable grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at [www.FSRS.gov](http://www.FSRS.gov) on all subawards over \$25,000.

## VII. Agency Contacts

For administrative or technical questions regarding this announcement, contact Lisa Warr, Office for Coastal Management, 1305 East-West Hwy, N/OCM6, Silver Spring, MD 20910; or contact her at 301-563-1153 or via email to [Lisa.S.Warr@noaa.gov](mailto:Lisa.S.Warr@noaa.gov).

## VIII. Other Information

The Office for Coastal Management will not release the names of applicants submitting proposals unless ordered by a court or requested to do so by an appropriate NOAA official and administrative protocol. Applicants can use a NOAA public search feature to find out information about NOAA awards < <https://grantsonline.rdc.noaa.gov/flows/publicSearch/begin.do> > or go through the Freedom of Information Act (FOIA) process to request more information about grant competitions. More information about the NOAA FOIA process is online at <http://www.noaa.gov/foia/>

Department of Commerce regulations implementing FOIA are found at 15 C.F.R. Part 4, Public Information. These regulations set forth rules for the Department regarding making requested materials, information, and records publicly available under the FOIA.

Applications submitted in response to this FFO may be subject to requests for release under the Act. In the event that an application contains information or data that you do not want disclosed prior to award for purposes other than the evaluation of the application, you should mark each page containing such information or data with the words "Privileged, Confidential, Commercial, or Financial Information - Limited Use" at the top of the page to assist NOAA in making disclosure determinations. DOC regulations implementing the

Freedom of Information Act (FOIA) are found at 5 U.S.C 552, which sets forth rules for DOC to make requested materials, information, and records publicly available under FOIA. The contents of funded applications may be subject to requests for release under the FOIA. Based on the information provided by you, the confidentiality of the content of funded applications will be maintained to the maximum extent permitted by law.

# FREQUENTLY ASKED QUESTIONS



## Regional Coastal Resilience Grant Program: Fiscal Year 2015 Competition

NOAA Office for Coastal Management  
[www.coast.noaa.gov/funding](http://www.coast.noaa.gov/funding)

<b>Technical Award Information .....</b>	<b>1</b>
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<b>Selection Process .....</b>	<b>4</b>
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### Technical Award Information

**QUESTION:** How much funding is available through this grant competition?

**ANSWER:** NOAA anticipates awarding up to \$5,000,000 under this grant program in fiscal year (FY) 2015. Within this amount, we anticipate funding approximately 5-10 awards.

**QUESTION:** How much funding may each proposal request?

**ANSWER:** The maximum amount that may be requested for the federal share of each proposal is \$1,000,000 and the minimum that may be requested is \$500,000.

**QUESTION:** Is match required for this program?

**ANSWER:** Yes, cost-sharing through cash or in-kind match will be required at a 2:1 ratio of federal to non-federal contributions. Recipients provide one-third of the total project cost. For example, for a project requesting \$500,000 in federal funding, the award recipient would need to provide \$250,000 in non-federal matching contributions.

**QUESTION:** When are proposals due?

**ANSWER:** Applications must be either received and validated by Grants.gov or postmarked and provided to a delivery service on or before 11:59 p.m. Eastern time, July 24, 2015. Mailed items should be sent to Lisa Warr, National Oceanic and Atmospheric Administration, Office for Coastal Management, 1305 East-West Highway, N/OCM6 (Rm. 10626), Silver Spring, MD 20910. Applications submitted by the U.S. Postal Service must have an official postmark; private metered postmarks are not acceptable. Applications provided to a private delivery service (e.g., FedEx) must be documented with a receipt.

Regardless of the method of transmission, applications received more than five calendar days after the deadline will not be reviewed.

**QUESTION:** Who is eligible to apply for this new program?

**ANSWER:** Eligible funding applicants are nonprofit organizations; private (for-profit) entities; institutions of higher education; state, territorial, tribal, and local governments (which include counties, municipalities, and cities); and regional organizations. Regional organizations are defined as entities that operate at a multi-state, multi-county, or multi-city or town scale, such as regional ocean partnerships and councils of government. Applicants must conduct projects benefiting coastal communities in one or more of the 35 U.S. coastal states or territories.

**QUESTION:** Are both federally-recognized and non-federally-recognized tribes eligible?

**ANSWER:** Yes, tribal governments include all Native American tribal governments (both federally-recognized tribes and those tribes that are not federally-recognized). Tribal governments are encouraged to work on a multi-site scale that builds resilience across the tribal jurisdiction but are not required to work with other tribes on a cross-tribal scale.

**QUESTION:** Are federal agencies and federal employees allowed to receive funds under this announcement?

**ANSWER:** No—however, federal agency representatives may serve as collaborative project partners. If federal agencies are collaborators, applicants must provide detail on the expected level of federal engagement in the application. Examples might include, but are not limited to, a partnership role serving in a review capacity, or participating on a priority task team, working group, or leadership team.

**QUESTION:** Are individuals allowed to receive funds under this announcement?

**ANSWER:** No—however, individuals may serve as collaborative project partners.

**QUESTION:** To what extent can non-U.S jurisdictions participate in funded projects?

**ANSWER:** Foreign governments are not eligible to apply for funding under this announcement.

**QUESTION:** Is there a size or page limit to the proposal?

**ANSWER:** Yes. Full proposals should total no more than 10 pages (single-spaced, 11- or 12-point font and exclusive of appendices, title page, and table of contents, if provided, and project summary (see item IV.B.2 in FFO). Appendices should not total more than 30 pages, excluding government forms, National Environmental Policy Act (NEPA) information, and information provided to complete government forms. Reviewers will not review information provided in excess of stated page limits.

The total electronic file size of the proposal narrative and appendices combined should not exceed five megabytes of storage space. Files that are larger than five megabytes may not be able to be properly downloaded, uploaded, or received by the agency or the reviewers. Files that cannot be opened or downloaded will not be reviewed.

**QUESTION:** When are successful applicants expected to begin their projects?

**ANSWER:** For FY 2015 awards, the anticipated start date may be as early as November 1, 2015, or as late as January 1, 2016. The start date must be the first day of the month.

**QUESTION:** How long do applicants have to complete projects selected for funding under this competition?

**ANSWER:** Applicants may submit applications with an award period of performance up to 36 months from the anticipated start date.

**QUESTION:** Should proposals be submitted as grants or cooperative agreements?

**ANSWER:** Proposals can be submitted as a grant or as a cooperative agreement. A cooperative agreement means NOAA will have substantial involvement in the project. If NOAA is proposed as a partner in a cooperative agreement, the applicant must clearly identify this in the proposal and explain the roles and responsibilities of NOAA and each partner in implementing the project. Examples of substantial federal involvement may include training; acquiring, increasing access to, and building capacity of partners to use data, tools, and established policies or management practices; convening partners; or providing expertise in meeting planning, facilitation, and development of spatial databases, models, and information analyses. The specific roles will depend on negotiation with NOAA and will be formalized as part of the cooperative agreement.

**QUESTION:** Under what authority is NOAA providing these funds?

**ANSWER:** Statutory authority for this program is provided under Section 310 of the Coastal Zone Management Act (16 U.S.C. 1456c, titled “Technical Assistance”).

**QUESTION:** Is there a limit on the number of proposals from any one jurisdiction, geographic area, or region?

**ANSWER:** No. There is no limit on the number of proposals from any one jurisdiction, geographic area, or region.

## Program Objectives

**QUESTION:** How is “resilience” defined in the context of this competition?

**ANSWER:** Building resilience involves increasing the ability of coastal communities to 1) plan and prepare for, 2) reduce or absorb the impacts of, 3) recover from, and 4) more successfully adapt to adverse effects of extreme weather, changing ocean conditions, climate hazards, and changing environmental, economic, and social conditions. This is based on the definition used by the National Academy in its 2011 report titled, *Disaster Resilience: A National Imperative*.

**QUESTION:** What constitutes “regional” in the context of this competition?

**ANSWER:** The geographic scale for a regional approach may be multi-state, multi-county, multi-city or town, or multi-site (i.e., managed areas, reserves, refuges, parks, etc.)

**QUESTION:** What are some examples of projects that would be eligible for this competition?

**ANSWER:** Proposals for this competition should address specific, identified needs of coastal communities from existing plans (e.g., hazard mitigation, climate adaptation, disaster redevelopment, land use, watershed, local coastal, etc.). Appropriate activities that build community resilience may include, but are not limited to, developing and implementing plans, policies, regulations, guidelines, and incentives that enhance community preparedness, recovery, or adaptation to extreme weather, climate hazards, or changing ocean conditions.

Funds will be available to support activities that

- Identify and address priority data, information, and capacity gaps;
- Develop tools, as needed, to inform sound, science-based decisions, which support regional efforts to plan for a resilient ocean and coastal economy;
- Acquire and integrate socioeconomic information with physical and biological information to improve the assessment of risk and vulnerability for planning and decision-making;
- Understand how hazards and changing ocean conditions affect coastal economies, including existing and emerging sectors that depend on the ocean and coasts;
- Develop the information and approaches needed for improved risk communication, and the necessary tools, technical assistance, and training tailored for enhanced resilience to weather events, climate hazards, and changing ocean conditions.
- Evaluate the costs, benefits, and trade-offs of systems-based development or redevelopment approaches that incorporate both natural defenses and hard structural solutions; and
- Support the development of sustainable recovery, redevelopment, and adaptation plans and implement programs and projects that incentivize rebuilding and development approaches which reduce risk and increase resilience.

**QUESTION:** Are projects related to addressing impacts of tsunamis eligible under this competition?

**ANSWER:** Yes. Tsunami inundation is considered an eligible coastal hazard in this competition. In many cases, addressing coastal impacts of tsunamis will also contribute to addressing coastal impacts from other coastal hazards.

**QUESTION:** Are these grants for coastal and marine spatial planning?

**ANSWER:** Any projects that meet the priorities and criteria listed in the full funding opportunity (FFO) will be considered during the competitive review process.

## Selection Process

**QUESTION:** When will NOAA notify applicants if they are successful or not?

**ANSWER:** NOAA is planning to award successful applications in the first quarter of FY 2016. Applications recommended for funding by the selecting official will be forwarded to the NOAA Grants Management Division by the program office. The applicant will be notified by the program office by email that their application was recommended for funding. The applicant must be aware that the notification by the program office is not the official award notice. Official notification happens only when the applicant receives an award notice from the grants officer electronically. Unsuccessful applicants will be notified by email that their application was not recommended for funding within 10 business days after the final program office recommendations have been approved by the NOAA Grants Management Division.

**QUESTION:** Will NOAA ensure geographic distribution of selected awards?

**ANSWER:** Yes, the NOAA selecting official shall select awards in the rank order provided by a merit panel unless the proposal is justified to be selected out of rank order based upon the availability of funding and the balanced distribution of funds according to geography, type of partners, research or focus areas, and project types.

**QUESTION:** Can proposals not selected for funding in this competition in 2015 be held over and considered for funding next year?

**ANSWER:** Yes, proposals not funded in the current fiscal period may be considered for funding in another fiscal period without NOAA repeating the competitive process outlined in this announcement.

## Relationship to Other Resilience Grant Programs

**QUESTION:** How do the Regional Coastal Resilience Grants administered by NOAA's National Ocean Service differ from the Coastal Ecosystem Resilience Grants (Ecosystem Resilience) administered by NOAA's National Marine Fisheries Service?

**ANSWER:** NOAA has developed these complementary grant programs to build the resilience of coastal communities and ecosystems in the United States. The primary focus of the Ecosystem Resilience program is the development of healthy and sustainable coastal ecosystems through habitat restoration and conservation. The primary focus of the Regional Coastal Resilience Grant Program is to support regional approaches to building resilience of coastal regions, communities, and economic sectors through planning and implementation actions.

For example, the use of nature-based infrastructure (e.g., wetlands, oyster bars) is emerging as an effective strategy to build coastal resilience that provides benefits to coastal communities (storm protection) and coastal ecosystems (habitat). In the context of these complementary programs, the Ecosystem Resilience program would be an appropriate source of funding solely for the construction or restoration of nature-based infrastructure while the Regional Coastal Resilience Grant Program would be an appropriate source of funding to support planning and implementation of policies and tools across a network of jurisdictions enabling the use of nature-based infrastructure.

**QUESTION:** Will NOAA also release a funding opportunity announcement for the Coastal Resilience Networks (CRest) grant program in 2015?

**ANSWER:** No. the Regional Coastal Resilience Grants (RCRG) Program targets the same eligible entities and is an expanded program addressing similar needs as CRest. The RCRG Program incorporates the strengths of CRest into a national program since CRest was focused only in the U.S. Pacific Islands, West Coast, and Gulf Coast.



# CITY MANAGER'S REPORT AND RECOMMENDATIONS



Agenda#: III  
MeetingDate: 6/29/15

## Agenda Item:

### **Notice of Intent to Award a Bid to HME, Inc. for a Custom Built Fire Pumper**

#### **Background:**

On April 14<sup>th</sup> the city received three bids for the purchase of a 1500 gallon per minute/750 gallon custom pumper for the Fire Department to replace a 1994 KME pumper. After completing the evaluation process spelled out in the RFP, the committee selected the proposal for HNE, Inc. of Wyoming, Michigan as the successful bidder. The evaluation process looked at seven areas including delivery date, responsiveness to the RFP, apparatus quality, service capabilities, cost, warranty provisions, and references. Please note this proposal was also the low bid.

In 2014 the Fire Department put together specifications for a pumper and provided that to the City Attorney at that time, Speer Hoyt for review and modification to ensure compliance with State bidding laws. City Attorney Steve Rich has subsequently reviewed these issues and in particular the contract that will be provided for the purchase of this equipment. This Fire equipment will be custom built with the vehicle being ready for delivery within 270 calendar days after the date the agreement is signed and executed.

After the bids were received City Attorney Steve Rich worked through the final terms of the contract which is attached for your review and approval.

#### **Recommended Action:**

I recommend that the City Council acting as the Local Contract Review Board consider the following motion:

**I move approval of a contract with HME, Inc. for the purchase of a 1500gpm/750 gallon custom pumper for the amount not to exceed \$437,528 and authorize the City Manager to execute the contract for the City of Newport.**

#### **Fiscal Effects:**

Please note that the RFP was structured with several deductive alternatives. When the department holds the required preconstruction conference, it is the intent to exercise the deductive alternatives for eliminating the rear suction line valued at \$7,138 and the inspection trips valued at \$7,500. This will reduce the cost in the contract to \$420,390. To cover the cost of the fire apparatus \$410,356 would come out of the equipment reserve account with \$2,533 coming from the Capital Equipment Acquisition account for small equipment. In addition, instead of having the firm provider for the cost of the inspection trips, the department will pay for those trips out of operational budgets for the two trips that will be required for the construction of this equipment.

**Alternatives:**

None recommended.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. R. Nebel". The signature is fluid and cursive, with the first name "Spencer" and last name "Nebel" clearly distinguishable.

Spencer R. Nebel  
City Manager



Agenda Item # \_\_\_\_\_

Meeting Date 06/29/2015 \_\_\_\_\_

**LOCAL CONTRACT REVIEW BOARD AGENDA ITEM SUMMARY**  
City Of Newport, Oregon

Issue/Agenda Title Award Contract to HME INC. for one fire engine \_\_\_\_\_

Prepared By: Murphy Dept Head Approval: RMM City Mgr Approval: \_\_\_\_\_

**Issue Before the Review Board:** The issue before the Review Board is awarding a contract to HME Incorporated for the purchase of a 1500 gpm/750 gallon Custom Pumper.

**Staff Recommendation:** Staff recommends approval of the contract.

**Proposed Motion:** I make a motion to approve a contract with HME Incorporated for the purchase of a 1500 gpm/750 gallon custom pumper for an amount not to exceed \$437,528 and authorize the City Manager to sign said contract.

**Key Facts and Information Summary:** This new pumper truck will replace a 1994 KME pumper that is outdated and underpowered. When purchased it was a demonstrator model that just met the NFPA standards of the day. Currently we have 4 apparatus that are classified as “engines” or pumper trucks. Three of them were manufactured in 1994 while the fourth was manufactured in 2001 respectively. This makes the average age of our pumper fleet 19 years old. Industry standards recommend operating pumpers at a front line status for 15 years and 5 years in reserve status. Two of the 1994 engines were purchased used from the City of Bellevue Washington three years ago. While the apparatus follow a regular maintenance schedule, due to their heavy use and increasing age our maintenance costs continue to increase.

Starting last year the Fire Department put together staff and volunteers to write up specifications for a new pumper truck. After extensive research including analyzing our operational needs and looking at trucks from several different manufacturers, the committee drew up the specifications and then we sent them to Speer Hoyt to include in an RFP. The RFP went out for bid on April 2<sup>nd</sup> of this year and closed on April 14<sup>th</sup>. We received three bids. After an evaluation process spelled out in the RFP, the committee unanimously chose HME Inc. as the successful bidder. The evaluation process looked at 7 areas and a score was assigned to each area: Delivery date, responsiveness to the RFP, apparatus quality, service capabilities, cost, warranty provisions and references.

Local Contract Review Board approval will allow the Fire Department to have a pumper truck that meets current NFPA safety standards such as anti-lock brakes, stability control and a backup camera. In

## Approval of fire pumper truck contract

addition the new truck will have increased capabilities such as a larger fire pump, on-board generator and a light tower for better scene lighting at night.

**Other Alternatives Considered:** No other alternatives are being considered. There is a definite need to replace our aging apparatus.

**City Council Goals:** There is not a goal related to this agenda item.

**Attachment List:** Proposed contract.

**Fiscal Notes:** There is currently \$425,000 appropriated for fire apparatus purchase which is set aside in a reserve account (101-1090-7004 Vehicle Acquisition). \$410,357 would come out of this fund. \$2,533 would come from (101-1090-7003 Capital Equipment Acquisition) for small equipment like ladders and suction hose, along with \$7,500 for the cost of two inspection trips, which would come out of our operation budget (101-1090-6203 travel out of state). This would pay for two people to make these two trips (a pre-construction trip and mid-point inspection trip).

Some items were separated to reduce the amount taken out of reserve account (101-1090-7004). Since the Fire Department will have ongoing apparatus replacement needs or many years into the future, I wanted to keep some funds available for future apparatus purchases. The total cost to the City will be \$420,390.00.

Please note this is less than the \$437,528 listed in the sales agreement. The difference will be deducted from the cost when we meet for our pre-construction conference at the HME factory in Michigan on July 1<sup>st</sup>. There are several items listed in the bid under "Deductive Alternatives" (listed on page 68 of our RFP) which we intend to cut from the bid such as a rear suction line (valued at \$7138) and the inspection trips (valued at \$7,500). The inspection trips will be taken out of our operating budget, instead.

# SALES AGREEMENT

## 1500 GPM/750 GALLON CUSTOM WATER PUMPER

THIS SALES AGREEMENT is made and between the CITY OF NEWPORT, a municipal corporation of the State of Oregon (hereinafter CITY), and HME, Incorporated (hereinafter Vendor) for the purchase of a 1500GPM/750 Gallon Custom Pumper for the Newport Fire Department. All terms of the following documents are hereby incorporated into this Agreement by reference:

- a) Advertisement of Request for Proposal;
- b) Request for Proposal;
- c) Proposal Bond;
- d) Proposal Form;
- e) Performance Bond;
- f) Vendors Proposal; and
- g) Information Supplied by Vendor.

**1.0 ACCEPTANCE.** The vendor agrees to sell and the City agrees to purchase the apparatus and equipment (collectively the "Vehicle") described in the specifications attached hereto and incorporated herein, in accordance with the terms and conditions herein and the Agreement documents described above.

**2.0 DELIVERY.** Except as otherwise specified in this Agreement and provided that the City has paid the purchase price, the vehicle shall be ready for delivery within 270 calendar days after the date this Agreement is signed and executed by an officer of Vendor at Vendor's corporate headquarters in Wyoming, Michigan, and based upon a satisfactory completion of a Pre-Construction Conference, if requested. The Pre-Construction Conference shall be conducted within 30 days from the date of execution of this Agreement. Vendor will not be held liable for penalties and/or delays due to strikes, failures to obtain materials, fires, accidents, force majeure or other causes beyond Vendor's control. Delivery of the vehicle shall be delivered at Vendor's sole expense to the Newport Fire Department, 245 NW 19<sup>th</sup> Street, Newport, Oregon 97365

**3.0 TERMS OF PAYMENT.** Vendor shall be paid by City upon the delivery and acceptance of the vehicle described, in the manner described in the Agreement documents, the purchase price of price of **Four-hundred thirty-seven thousand five hundred twenty-eight dollars (\$437,528.00)**. Payment shall be made payable to: HME, Incorporated, 1950 Byron Center Avenue, Wyoming, Michigan 49519. The Vehicle shall remain the property of Vendor and shall not be placed in service by City until the purchase price is paid in full. Any payment not made when due shall accrue a service charge of 1.5% per month.

**4.0 PUBLIC CONTRACTING REQUIREMENTS.** Vendor shall comply with all federal, state and local laws and ordinances applicable to the work performed under this Agreement, including without limitation, applicable provisions of the Oregon Public Contracting Code, including ORS 279B.020, 279B.230, and 279B.235, as more particularly set forth in Exhibit A, attached hereto and incorporated herein by reference.

**5.0 CHANGE ORDERS.** The parties acknowledge that any and all change orders may extend the completion and delivery dates of the Vehicle. Changes in major components, configuration, or other items that may change major components or

configurations (e.g.: engine, transmission, axles, water tank, body, fire pump) will not be allowed after the Agreement execution date.

**5.1** If inability to obtain exclusive or brand name materials cause completion or delivery problems, Vendor shall advise City of said problems. Vendor will examine alternative sources of such materials. No substitutions shall be made without the execution of a written change order by the City.

**5.2** Changes to the Agreement may be requested by the buyer after execution of the Agreement according to the terms of this section. Change Orders shall be prepared by sales representatives of Vendor and executed by City. Changes shall be sequentially numbered. Changes shall be reviewed for cost and schedule impact by Vendor. Price of the Vehicle may be adjusted to take into account any change order or deductive alternate requested.

**6.0 SPECIFICATIONS:** The Vendor warrants that all material and workmanship in and about the subject Vehicle shall be in compliance with the specifications identified in the Agreement documents.

**7.0 WARRANTY:** The Vendor shall provide the warranty as specified in the Agreement documents described herein.

**8.0 INDEMNIFICATION.** To the extent permitted by law, Vendor shall protect, defend and indemnify and hold the City harmless from and against all claims, demands, costs, damages, actions, liabilities, fines, penalties, judgments and attorney fees, resulting in the infringement of any patent, copyright, trademark or trade secret, arising out of the work performed or goods provided under this Agreement, or the Vendor's violation of any law, ordinance or regulation, contract provision or term or condition of regulatory authorization or permit, except for damages resulting from the sole negligence of the City. As to the City, Vendor waives any immunity it may have under the Oregon Tort Claims Act or Workers' Compensation statute. The parties acknowledge that this waiver has been negotiated by them, and that the price of the Vehicle to be purchased under this Agreement reflects this negotiation.

**9.0 ADDITIONAL ORDERS:** Vendor may allow, at Vendor's sole discretion, the terms of this Agreement to be extended to the City and other similar agencies for the purchase of a similar Vehicle under similar terms for a period of one (1) year from the date of the execution of this Agreement.

**10.0 APPLICABLE LAW:** This Agreement shall be construed under the applicable laws of the State of Oregon.

**11.0 VENUE:** The parties do agree and consent to the jurisdiction of the Circuit Court of Lincoln County, Oregon, over all matters pertaining to this Agreement, including but not limited to the interpretation and enforcement of the terms of this Agreement

**12.0 ENTIRE AGREEMENT:** This Agreement constitutes the entire understanding between the parties relating to the subject matter herein. No modification, amendment or alteration shall be binding unless the same is reduced to writing and executed by authorized representatives of each of the parties.

**13.0 SEVERABILITY:** If any part, term, or clause of this Agreement is held by a court or arbitrator to be unenforceable, of no binding effect, or in conflict with applicable law, the

validity of the remaining provisions and clauses shall not be affected, and the rights and obligations of the parties shall be construed and in force as if the Agreement did not contain the particular part, term or clause held to be unenforceable.

**14.0 ACKNOWLEDGMENT:** Each party acknowledges for themselves that they have read, understand and agree to the terms of this Agreement and related documents.

IN WITNESS WHEREOF, City and Vendor have caused this Agreement to be executed in Duplicate parts by their duly authorized representatives on the dates subscribed below.

CITY  
City of Newport  
169 SW Coast Hwy  
Newport, Oregon 97365

VENDOR  
HME, Incorporated  
1950 Byron Center Ave.  
Wyoming, Michigan 49519

BY: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

BY:  \_\_\_\_\_  
Name: Rick Vorel  
Title: President  
Date: 6/16/15





## **AGENDA & Notice of Town Hall Meeting of the City Council**

The City Council of the City of Newport will hold a Town Hall Meeting on Monday, June 29, 2015, starting at 6:00 P.M. The Town Hall Meeting will be held at the Pacific Maritime and Heritage Center, located at 333 SE Bay Boulevard, Newport Oregon 97365. A copy of the agenda follows. **The public is invited, and encouraged, to attend this meeting.**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder 541.574.0613.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of Town Hall meeting.

### **TOWN HALL MEETING AGENDA**

**Monday, June 29, 2015 - 6:00 P.M.**

**Pacific Maritime and Heritage Center**

Town Hall Guidelines: Every attempt will be made to give everyone present the opportunity to speak. Please be considerate of the acknowledged speaker by refraining from side conversations. While you may agree or disagree with the speaker, please refrain from audible responses, and respect each speaker.

Speakers will be heard in the order in which they signed in. Please keep comments as brief, and to the point, as possible, in order to allow time for everyone to speak. Try not to repeat points already made by a previous speaker, but briefly state your support for a previous speaker, and then add new information to express your point of view.

When appropriate, the presiding officer will allow for staff response, Council response, and other responses from the audience. Issues that cannot be addressed immediately will be noted, and follow-through will occur via the Council monthly Complaints and Suggestions for review.

- I. Welcome by Mayor Roumagoux
- II. City Council and Staff Introductions
- III. Update by Steve Wyatt on the Pacific Maritime and Heritage Center
- IV. Report from Bob Ward Regarding the Replacement of the Sea Lion Docks
- V. Presentation by Dylan McEntee Regarding Tourism Trends and Impacts to the Bayfront
- VI. Report on Developments with Seafood Processing on the Bayfront - Andrew Bornstein
- VII. Commercial Fishing Update - Ruby Moon
- VIII. Presentation by Stephen Larrabee, Port of Newport, Regarding Port Activities
- IX. Presentation by Derrick Tokos, Community Development Director - Overview of Parking Study
- X. Presentation by Tim Gross, Public Works Director Regarding the Moore Drive Storm Sewer Project
- XI. Public Comment
- XII. Adjournment

***Prior to the Town Hall meeting noticed above, the members of the Newport City Council, under the authority of ORS 192.610(5) will conduct an "on-site" inspection of certain real property owned by the city and located at 813 SW Bay Boulevard, Newport, Oregon.***