State of Maine Governor's Office of Policy Innovation and the Future APPLICATION COVER PAGE RFA# 202305100

Community Resilience Partnership Community Action Grant

Applicant's Organization Name:		Town of Northport			
Chief Executive - Name/Title:		Jame	James Kossuth, Northport Town Administrator		
Tel:	207-338-3819 ext 6	E-mail: administrator@northportmaine.org		administrator@northportmaine.org	
Headquarters Street Address: 10		16 B	16 Beech Hill Rd.		
Headquarters City/State/Zip: No			Northport, ME 04849		
(Prov	(Provide information requested below if different from above)			from above)	
Lead Point of Contact for Application - Name/Title: James Kossuth			essuth		
Tel:	Tel: 207-338-3819 ext 6 E-mail: administrator@northportmaine.org			administrator@northportmaine.org	
Headquarters Street Address: 16 Be		Beech Hill Rd.			
Headquarters City/State/Zip: North		thport, ME 04849			

- This Application and the pricing structure contained herein will remain firm for a period of one hundred eighty (180) days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant's Application.
- No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
- The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the abovenamed organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print): James Kossuth	Title: Town Administrator	
Authorized Signature: Isl James Kossuth	Date: July 7, 2023	

State of Maine

Department of Governor's Office of Policy Innovation and the Future DEBARMENT, PERFORMANCE, & NON-COLLUSION CERTIFICATION RFA# 202305100

Community Resilience Partnership Community Action Grant

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.
- d. Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default.
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Failure to provide this certification will result in the disqualification of the Applicant's Application.

Name (Print): James Kossuth	Title: Town Administrator
Authorized Signature: Isl James Kossuth	Date: July 7, 2023

State of Maine Governor's Office of Policy Innovation and the Future APPLICATION FORM RFA# 202305100

Community Resilience Partnership Community Action Grant

In responding to each Criterion below, Applicants should refer to the information provided in the corresponding areas of the Activities and Requirements section in the RFA. Applicants must use this application to respond to all desired information outlined here and in the RFA.

Criteria 1: Eligibility and Applicant Information

Applicant's Organization Name:	Town of Northport	
Applicant's Organization is a:	 ☑ Municipality ☐ Tribal Government ☐ Township, plantation, or unorganized territory ☐ Service provider organization ☐ This is a joint application for a Group of Communities (if applicable). 	
Is applicant(s) currently enrolled in the Community Resilience Partnership?	☐ yes or ☒ enrolling simultaneously	
	List Partners (if any)	
In partnership with: Letters of Support must be	Northport Village Corporation (Bayside)	
provided with Application.	Midcoast Council of Governments (MCOG)	

Criteria 2: Previous Community Action Grant status

Is this the community's first application to the Community	⊠ yes or □ no
Action Grant?	(If yes, skip the rest of this section.)

Does your community currently have an active Community Action Grant?	 □ yes, from: □ Spring 2022 □ Fall 2022 or ⋈ no (If no, skip the rest of this section.) 	
Has an extension ever been requested for the active grant?	□ yes or □ no	
If this grant application is successful, what specific steps will the community take to ensure both grants are completed on-time?		

Criteria 3: Community Characteristics

Complete the table describing the characteristics of the community. See the RFA document (Section H-2 of Activities and Requirements) for information and instructions for completing this table. If this is a multi-community application, use the additional rows for each of the communities in the Group.

Community Name	Community Type (Municipality, Tribal Government, Plantation, Township, or Unorganized territory)	Region (1, 2, 3, 4)	Population	Social Vulnerability (low, medium, high)
Northport	Municipality	2	1,550 (2020 census)	Low / Medium-High*

^{*} The Johnson-Bell Maine Social Vulnerability Index (SVI) from GOPIF ranks Northport as "Low," but the Johnson-Bell SVI in *Shore & Beach* (Fall 2018) ranks Northport as "Medium-High"

Criteria 4: Maine Won't Wait Strategy and Action(s)

Project Title	
Northport Coastal Stabilization Engineering Study	

For no-match grants, which Maine Won't Wait strategy <u>and</u> action(s) does the project seek to implement?

For grants to support other community-defined climate priorities, applicants must describe the project and how it meets the goals of Maine Won't Wait and complete the cost-share table in the budget worksheet below.

This project addresses Strategy Area G: *Invest in climate-ready infrastructure through the climate actions in the list of community actions provided*, with a focus on implementing G1 and G2, while keeping the public informed about the project and nature-based strategies for shoreline stabilization (H1).

We propose to conduct engineering design and permitting work at four vulnerable shoreline sites where critical public structures are threatened by storm surge and rising sea level. The sites are two public access sites at public parks in Bayside, and two areas south of Bayside where the Shore Road abuts the shore (G1).

We will develop a funding strategy and capital investment plan, in consultation with MCOG, to fund costs of construction for this shoreline stabilization project, and to build capacity for Northport and Bayside to respond to future funding needs related to anticipated climate disruption. (G2)

We will establish an official committee of community stakeholders that will consult with MCOG as part of our partnership with them to learn about current best practices and strategies to inform the public about the project and nature-based strategies for shoreline stabilization (H1).

Criteria 5: Scope of Work

Project Description

Describe the proposed project, including the specific tasks and deliverables, roles and responsibilities, and expected outcomes.

This Project includes assessment, survey, civil engineering and landscape design, and permitting work needed to stabilize banks and limit erosion at critical public sites on Northport and Bayside's shoreline. In May 2023, an engineering firm (Gartley and Dorsky) completed an initial shoreline assessment along the shore in Bayside. Our proposed project builds off of their recommendations in the initial assessment, and extends this initial assessment to include public beach access from the Town right-of-

way along Shore Road, including Kelly Cove and the 585-591 Shore Road area where the road abuts the shore. (See Appendix A, tax maps of the locations.)

Task 1: Develop Request for Proposal (RFP), interview candidates, and enter into a contract with an engineering firm (Town Administrator to oversee)

Northport will consult with Midcoast Council of Governments in selecting an engineering firm. Activities include:

- Developing a scope of work.
- Identifying potential firms.
- Drafting a Request for Proposals to be issued by the Town.
- Assisting with firm selection including reviewing proposals, conducting interviews and negotiating scope of work and budget.

<u>Outcome:</u> Firm hired to complete the Coastal Stabilization Study with a detailed timeline of deliverables.

Task 2: Conduct the Coastal Stabilization Study (Engineering firm to do work; Town Administrator to oversee)

The study will include survey, schematic design and planning, civil engineering, landscape design, and permit applications to stabilize shoreline erosion at the identified sites: Auditorium Park, Bayview Park, Kelly Cove, and Shore Road.

<u>Survey:</u> Collect detailed topographic survey data including vegetation, exposed ledge, detail of eroding areas, and significant trees; determine the location of the Highest Annual Tide line and the Mean High Water line to set the evaluation benchmark; prepare existing conditions plan which will show the shoreline, property lines, setbacks and features located during the topographic survey. The deliverable from this step will provide the basis for designing a shoreline stabilization plan for each area.

<u>Schematic Design and Planning</u>: Working off the survey results, develop designs for slope remediation and stabilization options and public beach access options with schematic plans, including landscape design. The deliverable of this step will be a preliminary construction estimate for several design options for public review and input.

<u>Civil Engineering</u>: Prepare multiple cross-sections for the proposed stabilization work in order to best address the conditions addressed on site. The deliverable for this step will be drawings that will be sufficient for permitting and construction.

<u>Permitting</u>: This step includes preparing and submitting a full NRPA application for the DEP, as well as a permit application to the U.S Army Corps of Engineers (if applicable).

<u>Outcome</u>: Completed written Coastal Stabilization Study, including engineering and landscaping design (where appropriate) for identified vulnerable sites in Northport and Bayside, sufficient for beginning the RFP process for the construction work itself.

Task 3: Community outreach, education, and engagement (Outreach Committee to oversee)

We will form a committee of Town and Bayside stakeholders that will consult with MCOG about strategies to strengthen and expand our community outreach so that residents and businesses town-wide are aware of impacts of shoreline erosion, are informed about the project, and can weigh in on options for nature-based mitigation based on results of the engineering study.

Strategies to inform and engage include town-wide public meetings, "Donuts and Dialog" gatherings, Town and Village newsletters, Northport column in the local weekly paper, postings on Town and Village bulletin boards and in our local grocery store, community survey(s), social media, or other strategies. The committee will develop and implement strategies to inform and learn from socially vulnerable populations within Northport to understand what types of specific challenges or risks they are facing.

Outcomes & Deliverables:

- Formation of a committee, documentation of outreach activities, participants, and results, with at least one new or expanded outreach effort or event per quarter.
- A significant increase in the number of subscribers to the Northport Monthly Newsletter.
- Inclusion of information and updates about the project in the Northport column in the local weekly paper,
- Increased engagement by inland residents,
- Increased public awareness of impacts resulting from shoreline erosion and options for nature-based mitigation.

Task 4: Develop Funding Strategy (Town Administrator to oversee)

Working off the engineering firm's survey, schematic design and planning, and

permitting results, Northport and Bayside will establish a funding strategy through identifying outside funding sources and develop a Capital Investment Plan prioritizing community resilience and improvements along Bayside and Town shorelines in infrastructure construction.

The Town and the Village have also partnered with the Midcoast Council of Governments (MCOG) for technical assistance to identify additional opportunities to fund the construction work of shoreline stabilization. We will also work with our Region 2 Coordinator in securing funding for construction and implementation.

We have already spoken with Doug Beck and Mathew Henion of the Land and Water Conservation Fund and intend to complete the pre-authorization by December 31, 2023 for their 2024 funding cycle.

Project Timeline

Describe the timeline for completing each task or deliverable and the expected completion of the grant-funded project.

Fall 2023:

- Complete the RFP process for the engineering firm to be contracted for the project; interview and select a vendor after this process, negotiate a scope of work and contract, and develop a detailed project timeline and deliverables.
- Use an outreach committee to engage public awareness and input throughout the project. The committee meets with MCOG in fall 2023 to develop a strategic plan for outreach and community engagement.

Winter 2023:

Submit a pre-approval application for funding from LWCF

Winter 2023 through Fall 2024:

- Conduct survey, design, and permitting work for four vulnerable shoreline sites: Bayview Park, Auditorium Park, and two Shore Road sites.
- Develop funding opportunities and a Capital Investment Plan to fund the shoreline stabilization scope of work, which will include options for naturebased mitigation solutions. We will work closely with the engineering firm to understand the priorities of public shore access areas, safety, protection of Shore Road, vulnerable historic assets, and costs for each priority.

Ongoing throughout the project: Implement community outreach and engagement strategies, with at least one new or expanded outreach effort or event per quarter. **Winter 2025**: Begin a second RFP process to determine vendor(s) to perform the

shoreline stabilization construction and landscaping work.		
Choose the desired grant period: ☐ 12 months or X 24 months Note: The grant performance period is expected to begin on or around September 1, 2023.		

Project Need

Describe the need for the project. Why is this project a community priority?

The Town of Northport, including its historic village of Bayside, has several public areas that are vulnerable to shoreline erosion threatening Town and Village infrastructure, public access to the water and beaches, and historic roots. The current erosion on the shorelines, as identified by the initial walkthrough of the engineering firm, at its varying stages, and in light of the current climate change and its future effects on the shoreline, puts all of these community, residential, historical, cultural, and scenic assets in a very vulnerable position.

The public beaches in the historic village are enjoyed not only by Village and Town residents, but also attract visitors from throughout the state and beyond, especially in summer and fall. Shore Road, which runs between Bayside and Temple Heights, provides access to those areas and has long been known as a scenic byway, with sweeping views of Penobscot Bay and Islesboro. Erosion is so serious at one of the Shore Road sites that it threatens a CMP utility pole.

Bayside's roots go back to 1849, when Methodists established a camp meeting on the shores of Penobscot Bay. Families pitched tents on platforms in the shoreline grove, which became known as the Wesleyan Grove Camp Meeting. Bayside incorporated as a village in 1873 and by that time wooden cottages replaced the former tents. Today, small historic cottages clustered around the Village are an excellent and rare example of successful "cluster housing" encouraged in town planning today. The historic village and the community continue to thrive, respecting and nurturing the historic foundations of Bayside.

As a community, we started climate resilience action a several years ago by constructing a new seawall to protect the public boating and swimming dock as well as Ruggles Park and its assets above the dock. This project cost the Village \$1.6

million, which it financed entirely through reserves, local taxes, and a bond. This grant is necessary because the Village does not have a fiscal cushion to absorb the cost of the study without substantial burden on the taxpayers.

This proposal builds on earlier and ongoing work by the community, including:

- 1) The Village's Trees and Parks Committee focuses on tree preservation in order to help further land stabilization in natural ways. A couple of examples of this activity include: treating the Village trees for browntail moths in order to preserve them; treating the Village historic trees for Emerald Ash Borer; working to preserve old historic trees in the Village and if deemed to be dead and hazardous, removing these but replacing them with new ones.
- 2) The Village's Infrastructure Committee identified storm debris as a hazard and is currently working on a management plan for this.
- 3)The Town and Village have started a partnership with MCOG in order to be more engaged and informed regarding grant opportunities, to be able to tap into a bulk purchasing program as well as learn about climate resilience and nature-based mitigation strategies.

Community Engagement and Equity Considerations

Describe your approach to community engagement. Maine's climate response must ensure shared benefits across diverse populations of Maine people. Applicants should include robust community engagement in their action grant proposals, for example inclusive planning processes so that diverse community voices are able to participate. Climate change impacts will create the greatest hardships for already marginalized communities, and Maine must identify and promote solutions to help the people most vulnerable to climate impacts. Applicants should consider the potential benefits of their proposed climate action projects and, if applicable, describe how the project distributes those benefits equitably.

Through the Community Resilience Partnership Enrollment process, the Town of Northport has engaged over 76 community members through a survey and public meeting. (For comparison, the average attendance at the Annual Town Meeting between 2018 and 2023 was 45.)

The overwhelming result from the Town-wide survey (76 responses as of July 5) and the community workshop on June 12 (more than 40 participants), was a consensus to begin prioritizing and detailing a plan for action to identify vulnerable infrastructure. (See Appendix B, photos of June 12 Community Workshop.)

According to the results of the survey, 76 respondents represented six of the nine areas in Town. Because, however, the Town and Village's most pressing concerns include shoreline erosion, the largest contingent of responses and attendees included those most vulnerable to those impacts. The result of these engagements gave the following priority:

1. Shoreline stabilization (consensus priority)

We learned from the Community Workshop that, beyond the shoreline threat, there were varied responses as to the Town's greatest vulnerabilities, and that conducting vulnerability assessments – both of people and of infrastructure – will be important next steps. Areas of concern include:

- 1. Storm water drainage management analysis along with efficient culverts.
- Creating a climate education engagement program. The outreach committee will include this as part of its mission, as described in Task 3 of the Scope of Work.
- 3. Community emergency alert communication.
- 4. Clean energy innovation through energy efficient features in the proposed new Town Office / Community Center / Fire Station, and other public buildings.

This first grant application, then, reflects the urgency of the need to protect and reinforce the shoreline.

Our Community Outreach Approach:

To spread the word for the June 12, 2023, CRP community workshop, the Town and Village used the email newsletter, Facebook, the Town website, a privately maintained Bayside page, Bayside mailing list and calendar, word of mouth, *Republican Journal* newspaper column (print and online), *Free Press* weekly calendar, direct solicitation, and the online survey.

The Town and Village use a variety of channels to engage with the community. In addition to announcements on the Town and Village's websites and Facebook pages, there is also a monthly email newsletter, announcements on a Bayside email list and calendar, news and updates from the Town columnist in the weekly newspaper, messages posted on a sandwich board outside the Town Office and on bulletin boards in the Village, paper surveys on Election Day, and announcements and surveys in the annual property tax bill. The Village also holds regular public Infrastructure Committee meetings, distributing minutes after each meeting, and

includes updates in its annual report and at its annual meeting. The Infrastructure Committee also conducts walk-throughs of vulnerable areas with interested members of the public. Each of these channels reaches a slightly different audience, with overlap in all of them, and the most comprehensive being the property tax bill insert.

"Donuts and Dialog" is a recurring monthly event in the summer that engages the Bayside community. The August event will provide updates on resilience planning, including shoreline stabilization, and seek input for future community actions.

The community workshop did raise the issue that residents feel a need for even greater communication from the Town and Village and even more involvement from more areas of Town, and the Town and Village will be working on generating even broader participation with the next round of community workshops. Engaging the widest possible audience by continued outreach, such as by including an insert in the 2023 tax bill, will be crucial for ensuring the participation of the full range of community voices so that the Town as a whole undertakes those resilience projects that will provide the greatest benefit to the largest number of residents.

The Town has had great success connecting with hard-to-reach residents through property tax bill inserts. In 2021 and 2022, the Town received strong responses from these inserts, and we expect that we would receive a similarly robust response from a climate-related insert this year.

Criteria 6: Budget

Budget Narrative

Please provide a detailed explanation of your proposed project expenses organized by task, including how the proposed grant funding will be combined with other funding sources to support the project.

1. Task 1, Develop and implement an RFP: (\$455 total, \$0 requested) We are working with Midcoast Council of Governments (MCOG) who will advise on our Request for Proposals for bids to complete the assessment, design, and permitting work described in Part 2. They have quoted \$65/hour for this work (estimated 7 hours @ \$65/hour). This cost will be covered by the Town's contingency fund or office operations line item.

2. Task 2, Conduct Coastal Stabilization Study (\$50,510 total, \$50,000 requested) The proposed amount is based on estimates for engineering study and design, landscaping design and permitting work given to us by Gartley and Dorsky based on an initial site visit in May 2023, and their previous knowledge of the Shore Rd. locations. (See Appendix C, Gartley and Dorsky letters, and Appendix D, pictures of current conditions at site locations.) Any cost above the grant award will be covered by the Town and Village contingency funds.

Their estimate is broken down into costs associated with each shore area. Where they estimated a range, we included the higher value in the sum. We have added 10% to each line quoted in May 2023 to accommodate inflation over the intervening months before bids are received in the fall.

Their estimate for the Shore Rd. sites (lines 9 & 10) was given over the phone; the vulnerability at those sites is straightforward, and they are familiar with both situations. The estimate for landscaping design (line 11) was also given over the phone. Gartley and Dorsky expressed greater uncertainty in their estimate for Auditorium Park, due to its complex nature, high and steep slope, and the potential for problems not apparent during the walk-through. We included \$4,500 in the budget to accommodate potential unseen problems there (line 8).

Gartley and Dorsky also estimated an additional \$1,600 to reimburse for expenses (e.g. DEP application, mileage, printing, postage, etc.) (Line 12)

	Task 2: Detailed Description	Requested amount
1	Bayview Park - Survey	2,090
2	 Landscape design 	2,000
3	 Civil Engineering 	2,420
4	Permitting	2,640
5	Auditorium Park – Survey	2,640
6	 Schematic design & planning 	3,740 - 4,840
7	 Landscape design 	6,000
8	Civil engineering	3,300 - 4,400

9	Permitting	3,080
10	 Estimated additional for potential unseen problems 	4,500
11	Shore Rd. sites - Kelly Cove	7,150
12	– 585-591 Area	7,150
13	MIsc reimbursed expenses (DEP fees, mileage, printing)	1,600
14	Task 2 TOTAL	50,510

3. Task 3: Community outreach and engagement (\$0 requested)

Costs associated with project community outreach and public engagement will be absorbed by the Town and Bayside, in staff time, printing, and other related expenses. The Outreach Committee will consist of volunteers. The Town and Bayside Village have independently joined MCOG and are thus entitled to a combined 32 hours of consulting time, some of which will be used to build our capacity to expand our public outreach. Much of this work will be volunteer time (estimated at 80 hours at \$28.89/hour (per IndependentSector.org), \$2311.20) and Town Administrator overhead (estimated 40 hours at \$32.07/hour, \$1282.68), for a total in-kind contribution of \$3593.88.

4. Task 4: Develop Funding Strategy (\$0 requested)

This work will be ongoing as the results of the study emerge and construction costs become apparent. We know that the study and construction will involve costs well beyond the reach of taxpayers and Town and Village reserves, and will likely include additional grant support, and/or bonds. We will begin outlining and discussion options among Town and Village administrators, in consultation with MCOG and with public input. Much of this work will be volunteer time (estimated at 20 hours at \$28.89/hour (per IndependentSector.org), \$577.80) and Town Administrator overhead (estimated 30 hours at \$32.07/hour, \$962.01), for a total in-kind contribution of \$1539.81.

Cost-Share Table (if applicable)

Which cost share applies to the lead applicant?

What is the project cost share amount?

A cost share <u>will</u> apply For Climate Action Grants that implement other community climate and energy priorities (i.e., activities not found in the Community Action Inventory).

Tier 1: Communities with populations less than 4,000

Tier 2: Communities with EITHER populations between 4,000 and 10,000 OR tax assessment less than \$25 million (according to State Revenue Sharing data).

Tier 3: Communities with populations greater than 10,000 AND tax assessment greater than \$25 million (according to State Revenue Sharing data.

Tier 1	Tier 2	Tier 3
10% local match	10% local match	20% local match

Budget Worksheet				
Project Task	Funds Requested	Other Funds (match, rebates, etc.)	Total Project Budget	
Task 1: Develop Request for Proposal (RFP), interview candidates, and enter into a contract with a consultant	0	455	455	
Task 2: Conduct the Coastal Stabilization Study	50,000	510	50,510	
Task 3: Community outreach and engagement	0	3,593.88	3,593.88	
Task 4: Develop funding strategy	0	1,539.81	1,539.81	

Total	50,000	6,098.69	56,098.69
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IMPORTANT: The applicant's budget narrative and budget worksheet must include any applicable incentives or rebates (for example, from Efficiency Maine) at the time of application, including for electric vehicles and charging equipment, heat pumps and VRF systems, LED lighting, and water heaters.

State of Maine Governor's Office of Policy Innovation and the Future LETTERS OF SUPPORT RFA# 202305100 Community Resilience Partnership Community Action Grant

Applicants are strongly encouraged to include letters of support from municipal and county officials, local civic leaders, or state legislators.

If this is a collaborative application from multiple communities, all participating communities must include a letter of support.

See Appendix E, Letters of Support from:

- 1. Senator Chip Curry
- 2. Representative Jan Dodge
- 3. James Kossuth, Town Administrator, Town of Northport
- 4. Janae Novotny, President, Northport Village Corporation
- Meg Rasmussen, Community Sustainability Planner, Midcoast Council of Governments
- 6. Joe Reilly, President, Bayside Historic Preservation Society