# 2021 AIS Control Grant Questions & Answers

## Questions: Updated 2/25/2021

### I signed the Application with Assurances PDF using the Adobe Reader Electronic Signature software, is this an acceptable signature?

Yes. In fact, we prefer this signature method as it greatly streamlines processing grant applications. To sign the PDF using the Adobe Signature: You should be able to open the document using free “Adobe Reader” software (note: you can fill but not sign a PDF using most browsers, in order to sign, open the PDF in Adobe Reader). After completing the form on pages 3 and 4, click the signature space on page 4 to begin the electronic signature process. Reader will provide a pop up window to set up an electronic signature if you haven’t used the program for signatures before.

If you are unable to sign the document electronically, you may print, then fill, sign and date the application by hand. While there is a single signature line, please do not forget to also date your signature. You can then scan the document and submit electronically. Please make sure that any scan of the printed document is clear and legible.

### I am representing an organization that does not provide delineation or treatment services, do I need a SWIFT Supplier ID?

Yes. Grantees make all arrangements and payments up front, and grant award funds are used to reimburse eligible expenses incurred by your organization while completing these steps of the grant work plan. Your organization will need a SWIFT Supplier ID in order for MN DNR to reimburse project expenses (which often include hiring contractors for the delineation and treatment services).

### How do I access my SWIFT Supplier information?

There's a link in the Grant Request for Applications and Program Information" document that should have more information. Help Guides: <https://mn.gov/mmb/accounting/swift/vendor-resources/vendor-reference-guides/>

You'll want to determine if your organization already has an account. If so, you should be able to track down your login information (or update your password if it's been lost) and find your supplier ID and address there. Request User ID and Password: <https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-request-user-id-and-password.pdf>

If your organization does not have an account in the SWIFT system, you can follow the directions here to request one. Register as a Supplier: <https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-register-as-supplier.pdf>

Otherwise, here’s the contact info for the SWIFT help desk: <https://mn.gov/mmb/accounting/swift/help-desk/>

### If you are unable to find your SWIFT Supplier ID by the March 1 deadline:

Fill in the “Minnesota SWIFT Supplier ID” field with your organization’s federal tax identification number (TIN). Please make a note in parentheses that this is your TIN number (for example: “##### (TIN)”). This will not affect your chances at a grant award, but it may slow the grant execution process (grants need to be fully executed and grantees need to receive the official Grant Award Notice for project work to begin).

### We will be treating CLP and EWM, can we apply for two grants?

Grants will be limited to one award per lake (as determined by its unique Lake ID).

In cases of two separate treatments for CLP and EWM, you may sum together both proposed project acreages for the “Proposed Project Acreage” field in the Grant Application with Assurances. You can attach both IAPM permits with the single grant application in the submission email.

In cases of a single treatment for both CLP and EWM, project acreage will be determined normally as the total acres included in the treatment.

### The grant instructions reference the “authorized representative of the grantee organization” for the signature of the Grant Application with Assurances. As president of my lake association, is that me?

Likely yes. Many organizations will have determined who in their organization has delegated authority to sign grant contract agreements on behalf of the organization. In the Grant Application with Assurances, we refer to these individuals as “officials with delegated authority to sign” or “authorized representatives of the grantee organization”.

### The grantee “Official with Delegated Authority” has signed the grant application, can I submit on their behalf?

Yes, we can accept applications submitted on behalf of grantees as long as they have signed the Grant Application with Assurances agreeing to the terms of the grant.

### We have a delineation survey from 2020 that our Regional Invasive Species Specialist deemed satisfactory for determining treatment areas in 2021. However, it was completed by the same contractor we plan to have do the treatment. Does the third-party delineation requirement still apply in this case?

Yes. The contractor who did the survey has to be different from the contractor doing the treatment.

### Will grants or emails be randomly ordered for selection?

Grants, which are linked to your lake’s eight-digit Lake ID number, will be entered into a database to be ordered for selection. As such, if you are responsible for multiple grants, how you submit them by email will not affect your grants’ chances at being selected.

### I’ve just submitted my permit application, but I haven’t received a permit.

You do not need an issued permit for the grant application, just the permit application itself. If the application is a renewal of a past permit, you still need to submit the permit application alongside your filled and signed grant application. You can follow the instructions in the document linked here to download your IAPM Permit Application:

<https://files.dnr.state.mn.us/eco/invasives/saving-your-iapm-permit-application.pdf>

## Relevant Questions from 2020, Updated for 2021 Application Process

### We had a delineation done last year, do we have to do one this year?

Likely yes. Some delineation surveys done in the mid to late summer of 2020 may be adequate to define treatment areas for 2021. If you believe a delineation survey done in 2020 is adequate to establish treatment areas in 2021, please include it with your permit application. It will be reviewed when your permit application is reviewed. If it is acceptable, the requirement for a new survey will be waived.

### I have a group wanting to control EWM by chemical control and hand pulling.  Should they just indicate the total amount of proposed acres (chem & manual) on their grant application, or do they need to fill out two separate grant applications?

They should just send in one application and check off both chemical and mechanical.

### Can we submit a preliminary permit application that doesn’t have any property owner signatures and submit those later or does the application need to be complete when we submit it?

You can submit your permit application without the signatures, and download a copy to include with the grant application. You will have to get those signatures before the permit is issued.