

Request for Applications

Aquatic Invasive Species Control Grants

Grant Overview

The Minnesota Department of Natural Resources (DNR) Invasive Species Program offers Aquatic Invasive Species Control Grants. These grants are intended to help fund the control of curly-leaf pondweed, Eurasian watermilfoil or flowering rush. This offer is an opportunity for local entities such as lake associations, watershed districts, cities, and counties to receive state funding from the DNR for the control of these invasive aquatic plant species.

Funding is for reimbursement of expenses incurred while conducting local AIS control projects. Reimbursable expenses include the cost of the third-party delineation survey and the costs directly related to and solely for invasive plant control according to an Invasive Aquatic Plant Management (IAPM) Permit. **As such, an IAPM Permit application must be submitted in our online permitting system before submitting a grant application.**

The application period will run from 12:00 a.m. (midnight) Friday, February 19 to 9:00 a.m. Monday, March 1, 2021. All applications received within the 11-day application period will be randomly ordered and selected by this order until funds are spent.

Some changes have been made to the Control Grant program compared to previous years. The following information provides important details about the 2021 Control Grants.

Funding Availability

An estimated \$400,000 is available to fund grants for local AIS control projects. **The maximum award amount may not exceed \$5,000** (see *Description of funding levels for projects with IAPM permits* below). The state reserves the right to offer grant amounts that differ from the applicant's request or the maximum award amount. Not all proposed projects will receive funding.

After the grant application period ends, completed applications received during the application period will be randomly ordered for selection and, alongside an Invasive Aquatic Plant Management Permit Application, reviewed by DNR Invasive Species Program staff to determine award amounts until funds are spent. When you submit the application during the application period will not affect your chances of receiving a grant.

Grant awards will be limited to one control project grant per waterbody as defined by the waterbody's unique eight-digit [Lake ID](#) number. In applications that include control efforts for two or more target species that would require separate treatments, organizations can apply for a single grant that includes multiple IAPM permit applications. As described in the Review Process and Timelines section below, estimated project acreage will be summed across each species up to the maximum grant amount of \$5,000. Applicants are encouraged to coordinate within their organization and with organizations with overlapping scope to ensure that one application is submitted per waterbody (eight-digit Lake ID number).

We have updated our process to expedite grant execution (when all parties have signed the grant agreement and work can begin) by 2-3 weeks, allowing for more time to plan spring delineation surveys and treatments (see *Review Process and Timelines* for more details). **Note: Because this moves the signature from the authorized representative of the grantee organization to the application itself, we will not be**

able to accept applications from anyone other than the authorized representative of the grantee organization.

All work for executed grants must be completed by **October 15, 2021**. The grantee must pay all project expenses up front and make all arrangements. Grantees will be reimbursed 100% of eligible project costs, up to their grant amount.

This grant opportunity does not obligate the state to award a grant and the state reserves the right to cancel the solicitation if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations.

2021 Process Overview for Grantees

1. Sign on to MPARS to determine if you will be submitting a new permit application or renewing a past application. Submit an IAPM permit application. Save a copy of the submitted application as a PDF.
2. Sign in to the Minnesota SWIFT Supplier Portal to confirm a) your Supplier ID number and b) that your organization's official address provided in the Grant Application matches the address in the SWIFT system.
3. Complete the grant application and submit the IAPM Permit Application PDF and Grant Application with Assurances within the 11-day application period.
4. If selected for funding, receive official Grant Award Notification. Please note: DNR may provide an unofficial email notifying you that your application has been selected for an award and asking for confirmation that you plan to accept the award. This is to provide timely information to you and other grantees for project planning. **Work cannot begin until you have received the signed, official Grant Award Notification.**
5. Make arrangements and pay for a third-party delineation. Retain documentation of expenditures, the delineation survey report, and the delineation survey map.
6. Submit delineation survey results into MPARS to complete IAPM permit application.
7. Receive IAPM permit.
8. Make arrangements and pay for treatment. Retain documentation of expenditures, formal pesticide application record, and treatment map.
9. Submit expenditure documentation and supporting delineation and treatment documentation along with a reimbursement request letter to State's Authorized Representative, Jake Walsh (jake.walsh@state.mn.us) to request reimbursement for eligible costs.
10. Receive notice of request approval.
11. Receive reimbursement for eligible costs (generally within 30 days of the request approval).

Program Information

These grant funds can be used for projects that control Eurasian watermilfoil, curly-leaf pondweed or flowering rush using herbicides, mechanical control or a combination of both. To receive funding for reimbursement of eligible costs under this grant program, you must:

- 1) be awarded a grant after completing the Invasive Aquatic Plant Management (IAPM) Permit and Control Grant applications,
- 2) arrange for a third-party delineation survey of the invasive plant to be controlled, and
- 3) complete and obtain an IAPM Permit for the work related to the control project.

Grantees must make all arrangements and pay all project expenses up front.

Obtaining an Invasive Aquatic Plant Management Permit

An IAPM Permit application must be submitted through our [online permitting system \(MPARS\)](#) before you submit your grant application. If possible, create an account in advance, review the system, and submit your permit application before this grant program begins accepting applications. A copy of your permit application must be submitted with your grant application. The delineation survey does not have to be included in this initial permit application, but it is required later to complete the permit application prior to any treatment work in the control project.

Using the Minnesota SWIFT Supplier Portal

In the application, you will be asked to provide your SWIFT Supplier ID (sometimes also called Vendor ID). We also ask that you log in to the SWIFT Supplier Portal to confirm that the Official Address you provide in the application matches the address in the SWIFT system. You can find helpful guides for tasks such as resetting your password or updating your supplier profile in the [SWIFT Vendor Reference Guides](#). If your organization does not have a supplier profile, this link also provides information for registering as a supplier.

Costs Eligible for Reimbursement

The DNR will reimburse grantees for eligible costs associated with the invasive species delineation and treatment up to the grant amount.

Eligible costs include:

- a third-party delineation,
- treatment or harvest by a contractor, and
- herbicide if it is purchased separately.
- If harvesting is done by staff of the grantee: labor and other expenses related to maintaining and operating equipment

The purchase cost of durable equipment **is not** an eligible expense.

Please note the DNR cannot reimburse costs for work done before the grant agreement is signed by all parties or work that is found by the DNR to be unsatisfactory or performed in violation of federal, state or local law. In addition, while projects may be partially funded by external funding sources, a grantee may not receive reimbursement for costs that have already been reimbursed by another external funding source.

Delineation Survey

Grant funds are intended to support projects that have a delineation survey done in 2021, prior to

treatment. 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.

- The delineation map must be submitted to complete the IAPM permit application originally submitted with the grant application, and the grantee must receive an IAPM permit to conduct the treatment work in the Control Grant Project.
- The delineation survey cannot be done by the same company that does the treatment. It must be done by a qualified third party.
 - Qualified staff or volunteers from the Grantee organization can do the delineation, but it must be acceptable to DNR Specialists who will review the survey. You should confirm with your Regional DNR Specialist whether they would be willing to review and possibly accept a survey done by qualified staff or volunteers in your organization prior to conducting a survey in this way.
- Grantees must pay all survey expenses up front and make all arrangements.
- The DNR reserves the right to request a new delineation survey.
- If the delineation survey results in no areas suitable for treatment the DNR will reimburse the cost of the delineation, up to the grant amount.
- [List of aquatic plant surveyors](#) (PDF)
- [Guidance for delineating aquatic invasive plants](#) (PDF)

Treatment

The DNR will only reimburse the cost of treatments done under and according to an IAPM permit. Grantees must pay all treatment expenses up front and make all arrangements. **Treatment expenses from the same contractor that did the delineation (i.e., violated the third-party requirement for the delineation survey mentioned above) will not be eligible for reimbursement.**

- [List of licensed commercial applicators](#) (PDF)
- [List of licensed mechanical harvesters](#) (PDF)

General Expectations of Grantees

- Comply with required grants management policies and procedures set forth through Minn.Stat.§16B.97, Subd. 4 (a) (1).
- Perform the duties outlined in the Grant Award Notification, which will include:
 - Arrange for a third-party aquatic plant surveyor, who is not the contractor hired for the treatment, to do a delineation survey of the areas of invasive aquatic plants to be treated in the waterbody listed in the application. Retain documentation of expenditures, the delineation survey report, and the delineation survey map.
 - Complete the Invasive Aquatic Plant Management (IAPM) permit application for treatment by submitting the delineation survey map and GPS coordinates into the MNDNR Permitting and Reporting System (MPARS). Notify the Regional Invasive Species Specialist for the waterbody listed in the application that the survey map has been added to the application.
 - Arrange for a contractor to treat the invasive aquatic plants identified in the application and IAPM permit in the waterbody listed in the application and obtain an invoice from the contractor for the work undertaken. Retain documentation of expenditures, formal pesticide application record (or harvesting record for mechanical harvest), and treatment map.
- Grantees will be expected to retain documentation to support the expenditures related to the grant

initiative described. Reimbursement must be based on necessary and applicable expenditures related to the program.

- Maintain a ledger to track the grant budget expenditures and payment reimbursements plus documentation that supports your budget line item expenses.
- If subcontracting is an allowable expenditure in the budget, follow applicable state and federal procurement laws and information in the application assurances.

Review Process and Timelines

Review

Grant awards will be limited to one control project grant per waterbody as defined by the waterbody's unique eight-digit [Lake ID](#) number. In those applications for control projects that include control efforts for two or more target species that would require separate treatments, organizations can apply for a single grant that includes multiple IAPM permit applications. As described below, project acreage will be summed across each species up to the maximum grant amount of \$5,000.

Grants received within the application period (12:00 a.m. midnight February 19 – 9:00 a.m. March 1) will be reviewed for completeness. Completed and on-time applications will then be randomly ordered for selection. DNR Invasive Species Specialists will review and adjust proposed project acreages in this order until funds are spent.

Applicants are encouraged to coordinate within their organization and with organizations with overlapping scope to ensure that one application is submitted per waterbody (eight-digit Lake ID number). However, the following points outline the review process in cases where multiple applications are received for a single waterbody:

- Applications from the same organization for multiple species will be summed together during the Regional Invasive Species Specialist review and acreage estimate
- Applications from multiple organizations for the same waterbody will be selected according to the random order whereby organizations that have not yet received a grant award will be prioritized over organization that have already received an award in another waterbody. In cases where both or all organizations have not yet received grants, a single grant will be awarded randomly.

Description of funding levels for projects with IAPM Permits

The grant offer will be based on the estimated permit acreage because both delineation and treatment expenses increase with acreage. Estimated permit acreage will be determined by DNR Invasive Species staff after a review of grant application materials. Grants will provide \$1,500 for treatments estimated to be 10 acres or less. For projects greater than ten acres, the grant will provide the same \$1,500 for the first ten acres and \$150 per acre for the remaining estimated project acres. No grant will be more than \$5,000 regardless of the number of estimated acres.

Grant Award Notification

We have updated our grant award notice process to expedite grant execution (when all parties have signed the grant agreement and work can begin) by 2-3 weeks, allowing for more time to plan spring delineation surveys and treatments. Please note the following relevant changes to the process:

- The grantee will agree to the terms of the grant by signing the *Grant Application with Assurances* document, which contains the terms of the grant agreement and will be incorporated by reference into the Grant Award Notification.
- Grants will be fully executed with the Grant Award Notice sent to 2021 grant recipients. This document will contain all of the remaining details (e.g., grant award amount, award period, and necessary funding and encumbrance information) as well as the necessary DNR signatures to complete the grant execution.
- With the grant fully executed at this stage, Control Grant Project Work can begin immediately with

the official, signed Grant Award Notice.

When you sign the Application with Assurances, you certify that you have read the application and that you will comply with the approved application, the assurances here and in the Grant Award Notification (GAN) and all other applicable federal regulations, state statutes, and local policies.

Clarifications may be necessary before execution of the award. Applicants recommended for an award must wait until they receive the official signed Grant Award Notification (GAN), before providing any services and before incurring expenditures. Any expenses incurred prior to the full execution of the GAN are not reimbursable and are the responsibility of the applicant/grantee.

Public Data

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once application materials are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant application, when all official grant award notices have been issued by the state agency to the grantees).
- All data created or maintained by DNR as part of the evaluation process (except trade secret data as defined and classified in [§ 13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant, when all official grant award notices have been issued by the state agency to the grantees).

Resources for Applicants

Grant Application Documents

[Grant Application with Assurances Location on AIS Control Grant Webpage](#)

[Online Permitting System for IAPM Permit Application \(MPARS\)](#)

Helpful Information

[SWIFT Vendor Reference Guides](#)

[List of licensed commercial applicators](#) (PDF)

[List of licensed mechanical harvesters](#) (PDF)

[List of aquatic plant surveyors](#) (PDF)

[Delineation Guidance](#) (PDF)

Contact Information

For assistance and further information on the grant and permit applications, and technical advice on your proposed control project, please contact:

- Your [Regional Invasive Species Specialists](#) for assistance with your grant and permit applications
- Jake Walsh, Aquatic Invasive Species Research and Grants Coordinator, Jake.Walsh@state.mn.us

Please submit questions no later than 4:30 p.m. February 25. All questions and responses will be posted on the [grant webpage](#) by the end of business February 26. Questions received after 4:30 p.m. February 25 may not be posted to the webpage.

500 Lafayette Road,
St. Paul, MN 55155-4040
888-646-6367 or 651-296-6157
mndnr.gov

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This document is available in alternative formats to individuals with disabilities by contacting info.dnr@state.mn.us, 651-296-6157. For TTY/TDD communication contact us through the Minnesota Relay Service at 711 or 800-627-3529.

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