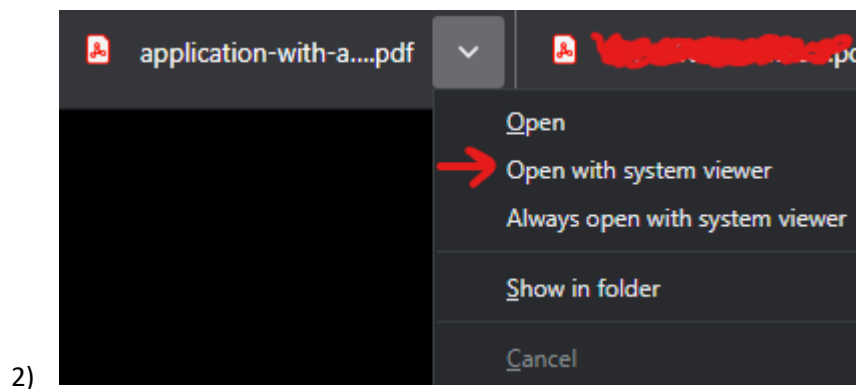
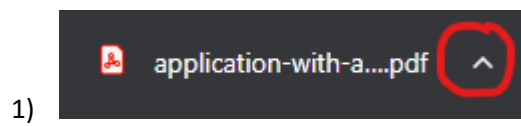


2023 AIS Control Grant FAQ

Questions: Updated 11/30/2022

I'm having trouble opening the PDF with Adobe Reader, it keeps opening in my browser.

For most browsers, the downloaded PDF will show up as an icon at the bottom of your browser window. You can either right click on the file or click on the up arrow (“^”), then select “Open with system viewer” to open with Adobe Reader. If the PDF automatically opens as a window you’ll start by right-clicking on the PDF and selecting “Save as”, which will complete the download and allow you to start with step one below.



Do we apply for an IAPM permit before submitting the grant application?

No. Unlike past years, a permit application will not be a part of the grant application process this year. The only document you need to submit to apply for a grant is the [grant application with assurances PDF](#).

Applying for an IAPM permit will be a part of the grant work plan, likely occurring in late winter and early spring.

Will the selection process be a ‘lottery’ or first-come, first-served?

‘Lottery’. The selection process will not be first-come, first-served. All on-time and complete applications will be randomly ordered for selection. See “Review process” on the [program webpage](#).

Our organization is planning on invasive plant treatment projects in multiple lakes. Do we submit one application for all lakes or multiple applications for each lake?

Likely multiple applications: We ask that applicants submit one application per unique waterbody ID number (see the [DNR LakeFinder](#) for your lakes' ID numbers).

Are these grants only for lake associations?

No, they are for all local entities including lake associations, local units of government and tribes.

Does this year's program include the "New Infestation and Innovative Control Grants" from 2022?

No. Those grants were from one-time funds in 2022 and will not be offered again this year. This year's grants are "traditional control grants", which include a delineation survey for target invasive plants and an invasive plant treatment.

We received a two-year grant in 2022, are we eligible for a grant in 2023?

No. Waterbodies awarded two years of funding in 2022 are not eligible for additional funds in 2023.

Also, there is nothing extra you need to do to receive these funds in 2023 (i.e., you do not need to fill out another application)—just follow the same process for requesting reimbursement that you did in 2022.

We received a grant in 2022, but we were not able to treat curly-leaf pondweed last year, and funds remain in our grant award. Should we apply for a 2023 grant?

Likely no. It is likely that we can "certify" your 2022 grant. This would allow for any delineation or treatment work done in 2023 on or before June 30 to be reimbursed using the remaining funds in your 2022 grant.

Because of the strange spring conditions, many curly-leaf treatments did not move forward last year. The grant certification process may be a good solution in these cases. Please email Jake Walsh (jake.walsh@state.mn.us) if you'd like to explore this option further.

Should I include quotes or estimates from treatment contractors in my grant application?

No. We estimate grant award amounts using project acreages. See "Award process" on the [program webpage](#).

Relevant Questions from past years, Updated for 2023 Application Process

How do I save a grant application to my computer for filling and signing?

When you click the link to the grant application on the AIS Control Grant Webpage, your application will either open in that window or in a new window in your internet browser. You can fill, but will not be able to save or sign an application in your browser.

To save your grant application to allow you to sign it:

1. Right click on the PDF open in your browser.
2. Select "Save As".
3. Save the document somewhere you know you can find it, either a folder you've been using for your application or even your desktop.
4. Open the document from your computer. It should be open in "Adobe Reader" by default.
 - a. If you don't have the software, it is freely available here: <https://get.adobe.com/reader/>
5. Now, you will be able to fill, sign and save your document.
6. You sign the document by clicking the signature box at the bottom of the application page. Adobe Reader will guide you through steps to provide your electronic signature.

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:

- 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).
- Complete the form beginning on page 1.
- Click the signature space (bottom of page 2) 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 fill or sign the document electronically, you can print, fill, and sign the document by hand, then scan the document to submit it via email.

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 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/>

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.

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 2022 that our Regional Invasive Species Specialist deemed satisfactory for determining treatment areas in 2023. 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 individual applications or emails (e.g., of multiple applications for multiple water bodies) be randomly ordered for selection?

Traditional Control Grant applications 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.

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 2022 may be adequate to define treatment areas for 2023. If you believe a delineation survey done in 2022 is adequate to establish treatment areas in 2023, 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 mechanical harvest. 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.