



Minnesota's Lake Superior Coastal Program

2024 ANNUAL NOTICE OF GRANT OPPORTUNITY

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Minnesota Department of Natural Resources

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<http://www.mndnr.gov/mlscp>



With federal pass-through funds from the U.S. Department of Commerce; National Oceanic and Atmospheric Administration; Office for Coastal Management

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EXECUTIVE SUMMARY

State Agency Name: Minnesota Department of Natural Resources (DNR)

Funding Opportunity Title: 2024 Coastal Program Annual Grant Projects

Funding Source: Funding comes to the DNR from the Coastal Zone Management Administration Awards, through the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), Catalog of Federal Domestic Assistance (CFDA) 11.419.

Due Date: Interested applicants must submit a Letter of Intent. The DNR must receive Letters of Intent by 11:59 PM Central Time on September 15, 2023.

- Full Applications accepted by invitation only. Full applications will be due by December 1, 2023.

Funding Opportunity Description: The Minnesota Department of Natural Resources (DNR) is accepting applications for Minnesota's Lake Superior Coastal Program (MLSCP; Coastal Program) Annual grant funded projects. The projects must protect, restore, or responsibly develop Minnesota's Lake Superior coastal communities and resources.

Administrative Grants – projects involved in planning for and managing the resources in the coastal zone, for preserving or restoring them for their conservation, recreational, ecological, historical, or esthetic values.

Applicants can apply for not less than \$10,000 and not more than \$100,000 per administrative project.

Coastal Resource Improvement Grants – projects include:

1. the acquisition of fee simple and other interests in land; or
2. low-cost construction projects, including but not limited to trails, green spaces, shoreline stabilization, and the rehabilitation of historic buildings and structures.

Resource Improvement projects must meet one or more of the following objectives:

1. Preserve or restore specific areas because of their conservation recreational, ecological, or esthetic values, or contain one or more coastal resources of national significance.
2. Redevelopment of deteriorating and underutilized urban waterfronts and ports.
3. Provide or improve public access to beaches and other coastal areas and waters.
4. The development of a coordinated process to regulate and issue permits for aquaculture facilities in the coastal zone.

Applicants can apply for not less than \$25,000 and not more than \$150,000 per coastal resource improvement project. See Appendix A for more information.

Match Required: For every grant dollar requested, you must provide a dollar in match (1:1). Match must be local (non-federal) and may be cash or an in-kind contribution.

This Notice of Grant Opportunity (Notice) provides the information needed to apply. Please read the entire Notice, Application Template, and the [Terms and Conditions](#) before starting an application.

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REQUIREMENTS

All projects must be consistent with the objectives of the Coastal Zone Management (CZM) Act of 1972; align with Coastal Program framework; help fulfill the mission of the DNR; and comply with state and federal grant requirements.

- The [Coastal Zone Management Act of 1972](#) provides the basis for protecting, restoring, and responsibly developing our nation's diverse coastal communities and resources.
- Coastal Management Program and [Final Environmental Impact Statement](#) for the State of Minnesota (May 1999) describes the overall framework for the program including relevant laws, policies, and underlying goals.
- The [mission](#) of the DNR is to work with Minnesotans to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and to provide for commercial uses of natural resources in a way that creates a sustainable quality of life.

The Coastal Program cannot fund projects on private property or activities that support a private business or individual.

Successful applicants must:

1. Comply with applicable local, state, and federal laws.
2. Be eligible to receive state and federal grant funds.
3. Be recommended for funding by the Governor's Council on Minnesota's Coastal Program.
4. Be selected by the commissioner of the DNR.
5. Be approved for funding by the Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA).

Eligibility

To be eligible, a project must:

1. Help achieve a coastal management goal.
2. Take place within the coastal area.
3. Be submitted by an eligible organization.

Coastal Management Goals

"Coastal management" is a term that covers the decisions and actions taken to keep the natural environment, built environment, quality of life, and economic prosperity of coastal areas in balance.

To be eligible, a project must help achieve one or more of these coastal management goals:

- Help communities manage development along the Lake Superior coast in a sustainable way. (Coastal Community Development)
- Protect and restore the coastal area's natural resources and habitats. (Coastal Habitat)
- Protect lives and property in the coastal area by minimizing risk from natural hazards such as storms, flooding, and erosion. (Coastal Hazards)
- Research, analyze, and share information that leads to better coastal land and water management by government and citizens. (Coordination and Public Involvement)

- Create or improve public access to outdoor recreational opportunities within Minnesota's coastal area. (Public Access)
- Safeguard and restore water quality in Lake Superior and area streams. (Water Quality)

Coastal Area

The project's principal activities must occur either:

- In the Minnesota waters of Lake Superior or its coastal tributaries; or
- On public (non-federal) land in Minnesota's coastal area (see [Appendix B](#))

If any activities take place outside of the designated coastal area, the applicant will need to show that the project will have direct benefit within the coastal area.

For more information on Minnesota's coastal area, see the [maps](#) online or call 218-834-1446.

Eligible Organizations

The following types of organizations are eligible to apply:

- Area-wide agency, including a county and/or regional planning agency
- Conservation district
- Institute of higher education (public and nonprofit)
- Joint powers board
- Local units of government (e.g., city, township, county)
- Nonprofit organization
- Port authority
- Public school district
- Sanitary sewer district
- State agency (excluding the DNR)
- Tribal government, communities

System for Award Management

You must (at a minimum) maintain a Unique Entity Identifier from the [System for Award Management](#) (SAM). SAM is an official website of the U.S. Government. ***There is no cost to use SAM.***

Match

You must provide one dollar of match for every grant dollar requested.

Match funds:

- Can be cash or in-kind.
- Can be time and resources of project partners and volunteers.
- Must be from state, local, or private sources (cannot be federal dollars).
- Must be expended during the grant period.
- Cannot be match for another project.

There may be rare instances where federal funds count toward non-federal contributions. For example, Tribal self-sufficiency grants may apply as non-federal match. Applicants are encouraged to vet any federal funds that they believe may be eligible with the Coastal Program.

Collaboration

Multi-organization collaborative projects are welcome; it is not a requirement for grant funding.

Ineligible Projects

We generally cannot fund projects that fulfill regulatory requirements. Staff will consult with NOAA as part of the eligibility screening.

We cannot fund:

- Wetlands or other habitat created as a condition of a permit or other regulatory action
- Projects at wetland mitigation banks
- General recreation facilities or equipment, such as playgrounds, ball fields, etc.
- Harbor dredging
- Warehouse demolition
- Large-scale hard structure erosion control projects, including breakwater construction
- Beach re-nourishment
- Infrastructure projects related to road, water, and sewer line construction
- Improvements to buildings for rental, lodging or private property

FUNDING AVAILABLE

The DNR is the lead agency for the state's coastal management program and has the statutory authority to award grants under this notice.

Administrative - the minimum grant request is \$10,000; the maximum is \$100,000.

Coastal Resource Improvement - the minimum grant request is \$25,000; the maximum is \$150,000.

Funding is subject to federal appropriation. The DNR anticipates awarding \$600,000 from this grant notice. The number of awards to be made will depend on the number of eligible applications received, the amount of funds requested, and the merit and ranking of the applications.

TIMELINE

The DNR will include projects competitively selected for funding with their 2024 coastal management application to NOAA. The DNR will receive the federal award that will fund these projects on or after July 2024. The award will expire December 2025. You should plan for project activities to begin on September 1, 2024, and be complete by November 30, 2025 (15 months). You will have an additional 30 days to submit final reports, products, and reimbursement requests.

Letters of Intent due – September 15, 2023

Letters of Intent review – October 10, 2023

Invite to submit full application – October 15, 2023 (estimated)

Full applications due – December 1, 2023

Review dates – January 18-19, 2024

Notice of project selection – February 15, 2024 (estimated)

Project start – September 1, 2024 (estimated)

Project end – November 30, 2025

Products due – December 31, 2025

DIVERSITY, EQUITY, AND INCLUSION IN GRANT MAKING

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

The DNR believes that Minnesotans have an inherent right to a healthy environment and the personal health and wellness that come from access to thriving natural resource systems. We are committed to providing equitable access to outdoor spaces and the benefits afforded by a healthy environment to all Minnesotans throughout our work. This includes ensuring that the services, facilities, lands, and engagement processes of grant partners are welcoming and accessible, and that our work is equitable across economic and cultural communities.

We require applicants to consider the impact of their work both on Minnesotans as a whole and on specific communities and groups. The DNR also welcomes and encourages engagement with Tribal partners through actively listening and responding to Tribal interests in advance of issues and decision points, while respecting Tribal sovereignty.

SELECTION CRITERIA AND WEIGHT

The Governor's Council on Minnesota's Coastal Program (Coastal Council) reviews and scores all applications using standard criteria. The [Coastal Council](#) is a citizen board and consists of up to 15 Governor appointed representatives from the coastal counties (Carlton, St. Louis, Lake and Cook), as well as at-large members. The Coastal Council will use the following review criteria for the 2024 Annual grant process.

Letter of Intent Evaluation Criteria and Rating System

- Ability to achieve identified coastal management goal - 3 points
- Impact on the Minnesota coastal area - 3 points
- Readiness to begin fall 2024 - 2 points
- Return on investment - 2 points

The Council will request a full project description if the Letter of Intent receives six or more points.

Full Application Evaluation Criteria and Rating System

- **Impact to the Coastal Area – 25 Points** The project's ability to protect, restore, enhance, or responsibly develop Minnesota's Lake Superior coastal communities and resources.
- **Relevance to the Coastal Program – 15 Points** The project's relevance, importance, applicability, and intrinsic value relative to the goals of the Coastal Program.
- **Diversity, Equity, and Inclusion – 10 Points** The project's intentional inclusion of diverse populations and/or the ability to achieve equity and promote inclusion.
 - Diverse populations include Black, Indigenous, and People of Color (BIPOC); Tribal organizations and governments; LGBTQI communities; people with disabilities; veterans; and women led organizations.
- **Results – 20 Points** The usability of the product(s) and its possible long-term benefit(s).
- **Scope of Work – 10 Points** The project readiness and feasibility for completion within the grant period.

- **Project Management – 10 Points** The applicant’s ability to manage the activities and achieve the results, as well as committed support from partners, if applicable.
- **Budget – 10 Points** The project costs are reasonable, necessary, and have a return on investment.

Bonus Points

If the project contains any of the following, the Coastal Council will award two bonus points per element for a maximum of 12 points per council member.

- The project improves or protects a waterbody on the Minnesota’s Impaired Water List or identified in one of the following: One Watershed/One Plan, Watershed Restoration and Protection Strategy, or a county/Tribal water plan.
- Project contains elements of more than one coastal management goal.
- The project includes Traditional Ecological Knowledge and/or Tribal input.
- The project acknowledges and addresses the cultural and historical heritage of the area.
- Project activities include opportunities for public input.
- The project prevents or mitigates the spread of invasive or non-native species and/or promotes native species throughout the coastal area.

Coastal Program staff can award one bonus point each for program priorities; for a maximum of three points added to the total Coastal Council score:

- The project meets one of the Coastal Program’s approved [Evaluation Metrics \(2018-2023\)](#).
- The project meets one of NOAA’s [performance measures](#).
- The applicant is from a historically underserved applicant¹.

The Coastal Council will recommend projects that score 70 or more points for funding.

QUESTIONS

Please direct questions to Cynthia Poyhonen, grant specialist: 218-834-1447 or mlscp.dnr@state.mn.us.

The Coastal Program will post responses to questions [online](#) weekly, the last time five business days before the applications are due.

STATE’S RIGHT TO CANCEL

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

¹ Historically underserved include diverse populations as well as townships and applicants that have not been received a grant for 5+ years.

APPLICATION REVIEW PROCESS

Conflicts of Interest

The DNR takes steps during the application review process to avoid [conflicts of interest](#) by applicants, Coastal Program staff, and the Coastal Council.

Applicants, reviewers, and the DNR are all responsible for identifying (actual and potential) conflicts of interests. Each may have to take necessary actions. The actions the DNR may take include but are not limited to notifying involved parties, requesting the applicant to submit an organizational conflict of interest mitigation plan, or disqualifying an applicant from eligibility.

Letters of Intent

Interested applicants must submit a Letter of Intent (LOI). The DNR must receive the Letter(s) of Intent by electronic mail to mlscp.dnr@state.mn.us by 11:59 p.m. Central Time on September 15, 2023. There is no limit on the number of LOI you can submit. Applicants submitting multiple LOI must use a unique project title for each LOI. You may send all LOI in one email or in multiple emails. You will receive confirmation of receipt via email.

If for any reason applicants are unable to submit by email, please call 218-834-1447 or email mlscp.dnr@state.mn.us to make alternative arrangements.

The LOI should provide a concise description of the proposed work and its relevance to coastal management goals. The LOI should include the following information:

- Identification of the Minnesota Department of Natural Resources, Coastal Program, as the intended recipient of the LOI.
- Funding Opportunity (Administrative or Coastal Resource Improvement Project)
- Applicant name and Unique Entity Identification Number
- Name, Title, and Contact Information (email and phone) for the project manager
- Project Title
- Coastal Zone Management Act goal
- Proposed project start and end dates
- Estimated request amount

The body of the LOI should be no more than two pages (1-inch margins, font size 11) and include:

- Identification of the problem/topic, with supporting information.
- Summary of proposed work, approach, and anticipated outcomes with timeline.
 - If applicable, include how the project will partner with, serve, or otherwise impact underserved populations.
- Estimated budget breakdown with proposed spending categories (see [Appendix D](#)). Expected amount of match and source (detailed budgets not needed until the full application phase).
- List of partners engaged in or impacted by project activities, with roles and responsibilities.

The Coastal Council also requests a map of project site, not included in the two-page limit.

A template is available that organizes the information requested in the LOI.

Please include the following certification in the body of the email, when submitting a letter of intent.

By submitting this application, you agree to the following certifications.

- *I have the authority to apply for this grant.*
- *I have disclosed any actual or potential conflicts of interest.*
- *I am submitting this application without collusion; with and without any agreement, understanding or planned common course of action with any other responder of materials, supplies, equipment, or services, designed to limit fair and open competition.*
- *The contents herein are true and accurate.*

Scoring and Recommendation

The Coastal Council will review the eligible Letters of Intent during an [open meeting](#) in October (you are welcome to attend). After which, each Council member will provide an individual score. Coastal Program staff add and average the individual scores to get a total score for the application.

The Coastal Council will request full applications from letters that score six or more points. In the request, the Coastal Council may ask project specific questions, request supplemental information, or suggest recommendations to project activities.

Full Applications

Upon request of the Coastal Council, the State will invite applicants to submit a full project description (application). An applicant may not submit a full application unless invited. The Coastal Program anticipates that the proposed activities and budget may change between the LOI and full application. The full application consists of:

1. Project Summary (1 page limit).
2. Project Narrative and Supplemental Materials/Appendices (20-page limit).
3. Budget Table and Narrative (3-page limit).
4. Letters of Support and Collaboration (no page limit).

The full application must be received by electronic mail to mlscp.dnr@state.mn.us by 11:59 p.m. Central Time on December 1, 2023. If for any reason applicants are unable to submit their application by email, please call 218-834-1447 or email mlscp.dnr@state.mn.us to make alternative arrangements.

Applicants will receive a template with the invitation to apply. See Appendix C for full application format and requested detail.

Project Summary (1 page limit)

Applications must briefly describe the activities to be implemented with the requested funds including:

- Project title
- Funding Request: Administrative or Coastal Resource Improvement
- Coastal Management Goal
- Total project cost; requested funding amount; and non-federal match
- Proposed project start and end dates

- Applicant information; and the project manager name and affiliation with contact information
- Brief description of the project goals, the proposed activities, and the intended outcomes
- List of collaborators and/or partners
- Certifications

Project Narrative and Supplemental Materials/Appendices (20-page limit)

The project narrative should contain sufficient background information for reviewers to independently assess the significance of the proposed project. Projects should be designed using sound environmental principles. Project designs should be resilient and consider future conditions including localized climate projections such as temperature and precipitation, fluctuating lake levels, erosion, changing ice cover, and seasonal changes.

Supplemental materials and appendices should be limited to materials that directly support the main body of the application. Options include additional maps, charts, graphs, photographs, and excerpts from reports or plans. You should ensure maps, graphs, charts, and photos print clearly in grayscale. Include an index that lists all the documents (and page numbers if possible).

The project narrative should address the evaluation criteria (outlined in the template) to receive a consistent review against competing applications. Applications should be concise and provide sufficient detail to enable reviewers to:

- evaluate the relevance and applicability of proposed work to coastal management;
- determine the technical/scientific merit of the proposed work;
- adequately review the qualifications of the applicant; and
- assess whether the proposed scope of work raises any concerns regarding state and federal policy considerations, such as those related to resource protection and environmental review.

Budget Table and Narrative (3-page limit)

The budget table includes the approved budget categories and total costs for each category. For more information regarding the budget categories, see the [Budget Narrative Guidance for NOAA Grants](#).

The budget narrative should support the costs in the table. The budget narrative should be sufficiently detailed to enable a clear understanding of the cost breakdown and calculations used to derive the line item subtotals in each category (table).

DNR staff will review budget information to determine if costs are allowable, allocable, reasonable, and realistic. The Coastal Council will review budget information to determine if costs are realistic and adequate for the project needs and timeframe; and if the project is a good investment for the program.

Budget Supporting Document

- If your budget includes a federally negotiated indirect cost rate, you must include a copy of your approval letter from the federal agency (*does not count against page limit*).

Letters of Support and Collaboration (no page limit)

Letters from collaborators document their review of the application and include a statement of commitment to assist with the activities proposed in the application. Letters from partners, including individuals, agencies, organizations, or institutions, identify cooperation with or support of the project.

Letters should be submitted with the applications. Collaborators or partners may submit letters directly to mlscp.dnr@state.mn.us. The Coastal Program must receive the letters/emails before the application due date, or the Coastal Council will not review them.

Eligibility Screening

Coastal Program staff will screen all submitted applications for eligibility. If your application does not meet the requirements and the deadline for submission has passed, the Coastal Program will not accept the application. The Coastal Program, in its sole discretion, may continue the review process for applicants with non-substantive issues that may be easily rectified or cured.

Please note: It may take up to two business days to validate or reject your application.

Scoring and Recommendation

Members of the Coastal Council first conduct an independent initial review of each eligible application. During an [open meeting](#) in January (you are welcome to attend), the Council will discuss each application after which each member provides a score. Coastal Program staff add and average the individual scores to get a total score for each application. The Coastal Council recommends the DNR award grants to the projects that score above 70 points in rank order, based on the availability of funds.

Project Selection and Award

The DNR commissioner evaluates the Coastal Council's recommendations and makes the final selection of projects. The commissioner has discretion to select projects out of rank order based on availability of funding and program priorities (see [staff bonus points](#) on page 8). The DNR does not guarantee that grant funds will be available for all recommended projects.

After the commissioner selects projects for funding, Coastal Program staff will notify all applicants of their results and work with selected applicants to complete the process.

- 1) Coastal Program staff and applicants will develop a Task Description (project overview).
 - We will negotiate final scope of activities, products, budget, and specific award conditions. This Task Description becomes the work plan included in the grant contract agreement.
- 2) DNR will include the task descriptions for the selected projects in their "Implementation of Minnesota's Lake Superior Coastal Program" cooperative agreement to NOAA (CFDA 11.419).
 - a. NOAA may request additional information to ensure compliance or require consultation with state and/or Tribal historical organizations or the US Fish and Wildlife Service. The Coastal Program will work with you to compile and submit the required documentation.
 - b. NOAA may require modifications to projects to comply with current requirements.
- 3) NOAA will award funding to the DNR no earlier than July 1, 2024.
- 4) Selected applications will be funded through grant contract agreements. After securing funding, the DNR will execute agreements for approved projects. The agreement is binding and enforceable. It will include necessary terms and any special conditions. Due to contract processes, it is unlikely the project will begin before September 2024.
 - a. The agreement may contain specific award conditions such as designating the use of funds for specific activities or requiring environmental oversight.

- 5) The grantee must participate in a Project Start-Up meeting.

Environmental Impact

NOAA must assess the potential environmental impacts, as required by the [National Environmental Policy Act \(NEPA\)](#), of all projects submitted for approval.

You may be required to submit additional information sufficient for NOAA to assess potential adverse environmental impacts of the project. This includes your methods; descriptions of all outdoor activities; locations; sites; species and habitat to be affected; 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 sensitive habitats).

You may be required to reduce or avoid any identified adverse environmental impacts. In some cases, the state can hold funds until you submit the additional information as a condition in the grant contract agreement (specific award condition).

Specific Award Conditions

Before making an award, the Coastal Program must review financial and grant administration aspects of a proposed award. Staff will conduct a risk assessment and may consider items such as the financial stability of an applicant; quality of the applicant's management systems; applicant's history of performance; previous audit reports and audit findings concerning the applicant; and the applicant's ability to implement statutory, regulatory, or other requirements imposed on non-federal entities.

If selected for funding, **all organizations** receiving \$50,000 or more in grant funds must submit:

- A completed Financial Capacity Review Form; and one of the following:
- Certified financial audit – For organizations with total annual revenue over \$750,000.
- IRS Form 990 – For organizations with total annual revenue under \$750,000.
- Internal financial statement – For organizations with annual revenue under \$50,000 or organizations not in existence long enough to have a completed IRS Form 990.

After review, the DNR may apply specific award conditions that respond to the degree of risk.

Applications Made Public

Applications submitted in response to this Notice may be subject to a request for information. Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once applications are opened (two business days after deadline).
- All remaining data in application responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is complete.
- All data created or maintained by the 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 complete.

For the purposes of this grant, “complete” is after DNR submits its cooperative agreement to NOAA (anticipated April 2024). If you submit any information that you believe to be trade secret information,

you must clearly mark all trade secret materials in the application and attach a statement justifying the designation for each item

PROJECT PROVISIONS

Successful applicants who accept an award under this Notice will be required to comply with all state and federal laws, executive orders, regulations, and policies governing these funds.

Terms and Conditions

Selected applicants must comply with the Coastal Program's [Grant Contract Agreement Terms and Conditions](#).

Reporting/Monitoring

You will need to provide to the DNR:

- Quarterly progress reports, unless otherwise specified in the terms of the agreement
- Financial reports and supporting documentation
- Final summary report
- Products, identified in the application and agreed upon during negotiations

The Coastal Program's report forms are available online under [Resources for Grantees](#), Reporting.

Payment/Reimbursement

You must pay for all grant related expenses and request reimbursement. **All grant and match expenses must be necessary to achieve project objectives, reasonable in cost, and eligible within the cost categories and federal law** ([2 CFR 200](#); Subpart E Cost Principles).

- We will accept reimbursement requests quarterly.
- We must have a progress report(s) for the activities included in the request prior to payment.

You may not incur any grant or match expenses until both the grantee and the DNR sign the grant contract agreement.

Acknowledgment

The DNR and NOAA require [acknowledgement](#) on all project materials supported in whole or in part by this award or any subawards/contracts. The Coastal Program must approve acknowledgement language on signs and/or outreach materials prior to production.

Access to Project and Products

Design Plans

Design plans that provide public access must comply with applicable accessibility standards as required by the [United States Access Board](#) guidelines and all applicable regulations and guidelines.

Documents

You must provide all grant produced materials and/or products (e.g., document, report, and website) in an accessible electronic format per [Minnesota Statute 16E.03](#), State Information and Communications

System, Subd. 9. Subdivision 9, Accessibility Standards, incorporates federal requirements under [Section 508 of the Rehabilitation Act of 1973](#) (Revised) and the [Web Content Accessibility Guidelines 2.1, level AA](#). For guidance on producing accessible electronic documents, see the Minnesota IT Services [accessibility website](#).

Research

All scientific research must comply with [NOAA Administrative Order 202-735D](#). The grantee shall maintain the scientific integrity of research including the prevention, detection, and remediation of any allegations regarding the violation of scientific integrity or scientific and research misconduct, and the conduct of inquiries, investigations, and adjudications of allegations of violations of scientific integrity or scientific and research misconduct.

Environmental Data Collection

[NOAA Administrative Order \(NAO\) 212-15](#) defines environmental data. It includes but is not limited to:

- Recorded and derived observations and measurements of the physical, chemical, biological, geological, and geophysical properties, and conditions of the natural resources.
- Correlative data such as socio-economic data, related documentation, and metadata.
- Photographs, digital audio, or video recordings.
- Numerical model outputs.
- Data collected in a laboratory or other controlled environment.

Publication

You must make data collected or created publicly visible and accessible in a timely manner (within two years), free of charge or at no more than the cost of reproduction, except where limited by law, regulation, policy, or security requirements. Data should be available in at least one machine-readable format, preferably a widely used or open-standard format and should be accompanied by machine-readable documentation (metadata), based on widely used or international standards.

The data may be shared in a variety of ways, including:

- An existing publicly accessible online data server at the funded institution;
- A public data repository appropriate to this domain; or
- Your own data hosting capability established as part of the project.

Geospatial Information Systems

If your results/products include new GIS data, compliant metadata options include Minnesota Geographic Metadata Guidelines, Federal Geographic Data Committee (FGDC), or International Organization for Standardization (ISO).

Data Management Plans

If selected for funding, staff will help you develop a data management plan for the geospatial or environmental data collected/generated as part of the project. The [Data Management Plan](#) will include:

- Descriptions of the types of data and information expected to be created;
- The standards to be used for data/metadata format, content, and storage; and
- Methods for providing data access and the tentative date of release.

Exceptions

If data collected/generated as part of the project are primarily for education; for the practice of making observations using scientific techniques/methods; are sensitive in nature; and are not intended to be shared outside of the project, you may request an exception not to make data publicly accessible if funded. Coastal Program staff will consult with NOAA on your behalf.

Laws, Policies, and Guidance

Federal Uniform Grant Guidance

Refer to [2 CFR 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for requirements for non-Federal entities receiving federal grant funds.

US Department of Commerce Financial Assistance Terms and Conditions

Read the terms and conditions from the [Department of Commerce](#) for program specific requirements.

State Policies

Review the grant management requirements for the [State of Minnesota](#), including applicable policies.

Coastal Zone Management

Visit [NOAA's Office for Coastal Management](#) for more information about the Coastal Zone Management Act, regulations, program guidance, and other resources related to the national Coastal Program.

APPENDIX A: COASTAL RESOURCE IMPROVEMENT GRANTS

We can fund coastal resource improvement projects (i.e., 306A grants) if the project meets one of the following objectives:

- preserve or restore areas designated in the state coastal management program
- preserve or restore a coastal resource of national significance
- redevelop deteriorating or underused urban or working waterfronts designated as [Areas of Particular Concern](#)² in the state's coastal management program
- provide public access to coastal areas
- develop process for aquaculture

And is one of the following:

- land acquisition; fee simple or other interest in land
- low-cost construction projects, including most restoration projects
- shoreline stabilization/living shorelines
- revitalize urban or working waterfronts-piers and/or pilings
- engineering designs, specifications, other (environmental review) reports
- educational, interpretive, and management costs, including signage and kiosks
- aquaculture permitting processes

In general, you must show a compelling public benefit and commitment to maintenance of the project to receive coastal grant funding.

These projects undergo further NOAA review and consultation. You will have to submit additional documentation, including but not limited to site ownership/title, engineering design plans, location maps, and best management practices. If selected for funding, Coastal Program staff will work with you to prepare your project for the review. We may cancel project funding if irresolvable issues arise during this approval process.

Signage

Signage, visible to the public, is required at the project site during activities and after competition. The sign must be in a visible location that can be directly linked to the work taking place and must be maintained in good condition throughout the work period. The applicant should include costs to procure, distribute, and install signage in the budget.

The sign must, at minimum, identify the project, include logos, and indicate that NOAA and the DNR funded this project. The Grantee must also maintain a permanent plaque or sign at the project site with the same information.

Low-Cost Construction

Low-cost construction is any project that results in the physical change of property and involves moving dirt or destroying existing vegetation. These projects include habitat restoration or construction of

² Part V, Chapter 4: Special Programs and Management Areas. PDF Page 158

manufactured structures for the purpose of universal public access. You must use low-impact development techniques and environmentally friendly and sustainable materials.

Examples:

- paths
- walkways
- boardwalks
- fishing piers
- boat ramps
- universal improvements to public access facilities
- viewing platforms
- sign installation
- fences
- coastal habitat restoration
- invasive species removal
- living shorelines designed to increase resilience and enhance ecological integrity
- rehabilitation of historic buildings and structures
- green infrastructure for stormwater management

Generally, shoreline restoration or preservation must not be a predominately hard structure and must be designed to qualify for a United States Army Corps of Engineers (USACE) Nationwide Permit (i.e., Permit 54 for living shorelines) or approved State Programmatic General Permit by the USACE.

We cannot allocate grant funds directly to a nonprofit organization for construction. However, nongovernmental organizations (e.g., land trusts, development corporations/quasi-governmental units and other not-for-profit entities) can facilitate the implementation of low-cost construction projects.

All low-cost construction projects must be on lands publicly owned, leased, or otherwise protected through an easement. Leases or easements should be in perpetuity or, at minimum, for 20 years. The project must benefit the public and may not improve private property or private enterprises.

For projects that result in physical improvement (e.g., construction, habitat restoration), you must maintain for the useful life of the project. The DNR and NOAA will determine the useful life of the project in consultation with you. However, in most cases, the useful life is a minimum of 20 years. You will have to submit an operation and maintenance plan during project review.

The Grantee must provide the DNR with copies of all required permits prior to starting the project.

Applications with construction activities should include comprehensive project schedule describing all activities from the start of the award, including when the project will commence and demonstrating the project will be able to complete construction within the period of performance. Applications should also include a list of the permits needed to begin construction. In cases where funding is requested for a component of work that is part of a larger design or effort, applicants should clearly identify what portion(s) will be implemented with the requested funding.

Applications should clearly describe how the construction activities and methods, including construction of natural infrastructure, will measurably reduce exposure, vulnerability, or risk to known weather and climate impacts and/or decrease recovery time for future extreme weather events.

Build America, Buy American Act

The Build America, Buy America Act (BABA) requires that all iron, steel, manufactured products, and construction materials used in infrastructure projects are produced in the United States. BABA was part of the [Infrastructure Investment and Jobs Act](#) (Public Law No. 117-58, §§ 70901-52). BABA applies to the

entire infrastructure project including both federal and non-federal funding. The Grantee will be required to provide the DNR the source of iron, steel, manufactured products, or construction materials.

Land Acquisition

Land acquisition projects involve the purchase of land from willing sellers of fee simple or other public interest in land, including conservation easements. However, land purchases are limited to areas that:

- Provide or improve public access; or
- Provide preservation of a significant natural resource.

Acquisition may also include the purchase of easements, entering into leases, and purchase of development rights.

A unit of government may partner with a nonprofit organization to purchase property, for preservation purposes only, so long as the unit of government holds the grant and retains ownership (title) and control of the property. If a land trust is involved, the land trust may retain an interest in the property consistent with the purpose of preserving coastal uses or resources, e.g., a conservation easement, but not fee simple ownership.

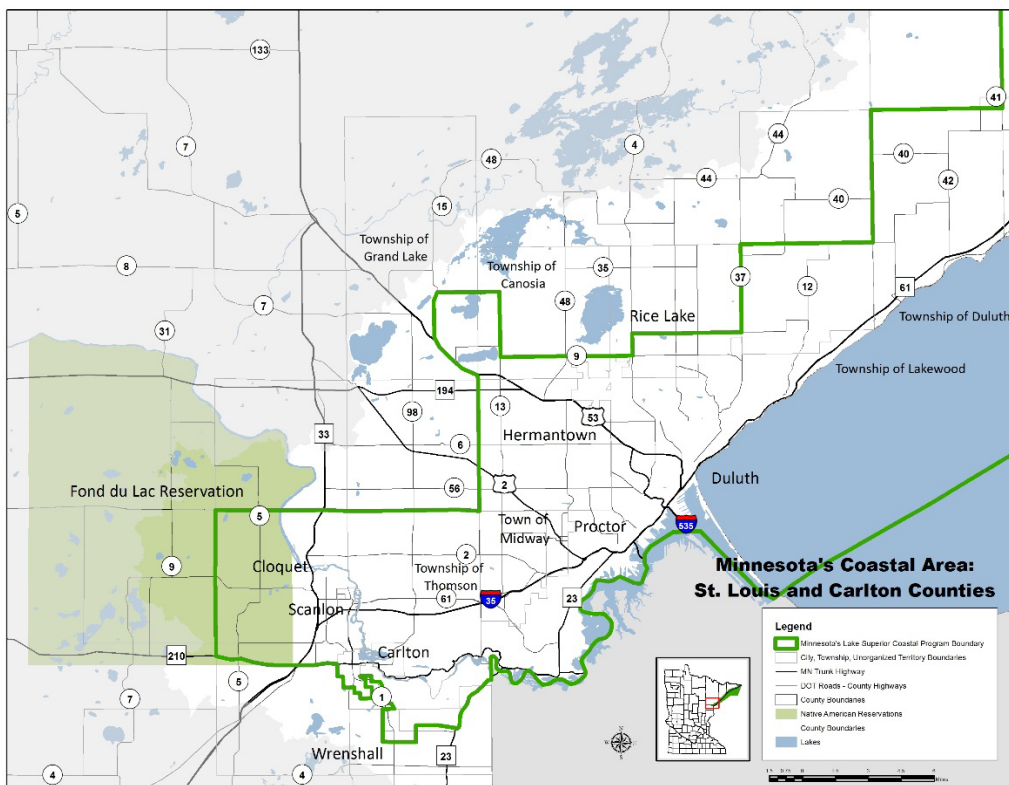
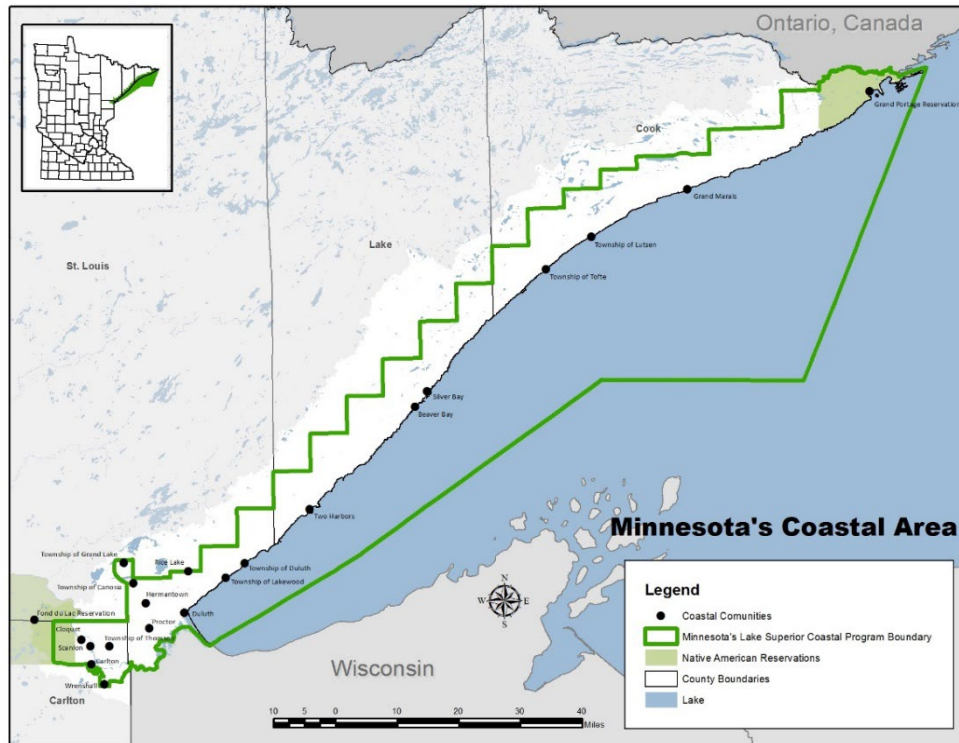
Applicants should provide details regarding the status of the proposed acquisition and information that is sufficient to allow reviewers to understand work that has been completed and activities that are being proposed for funding.

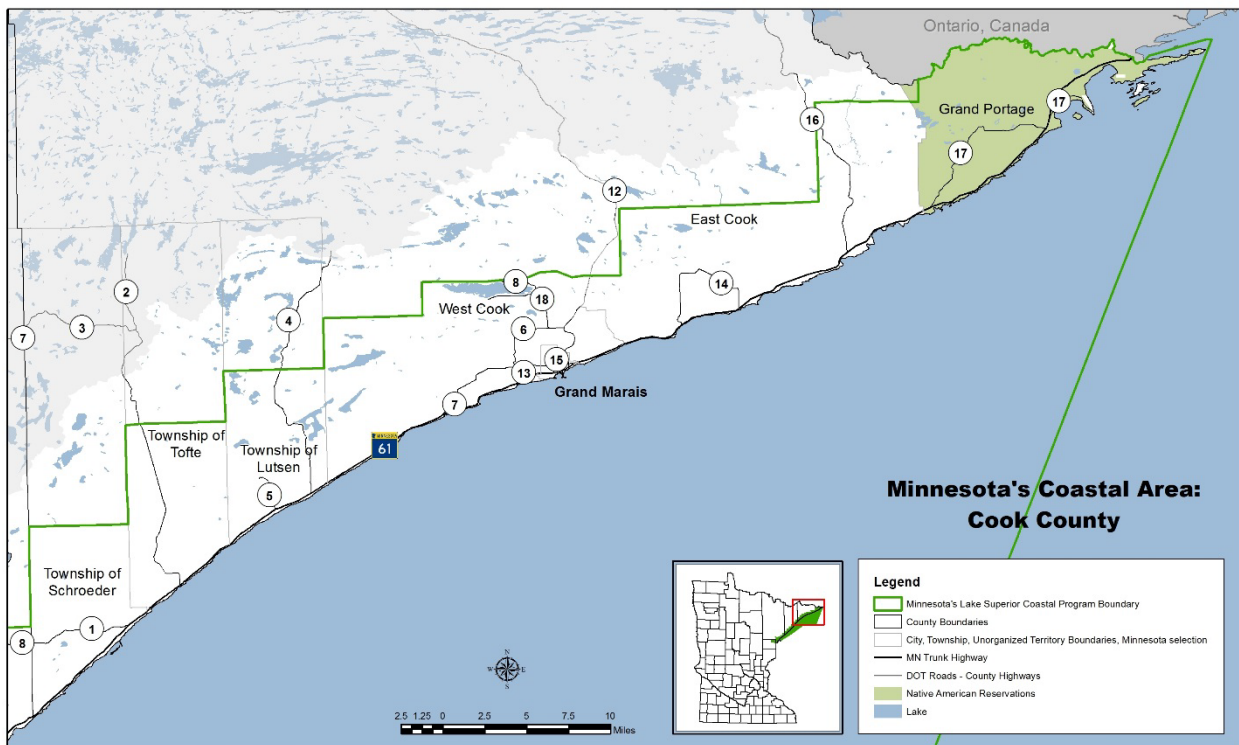
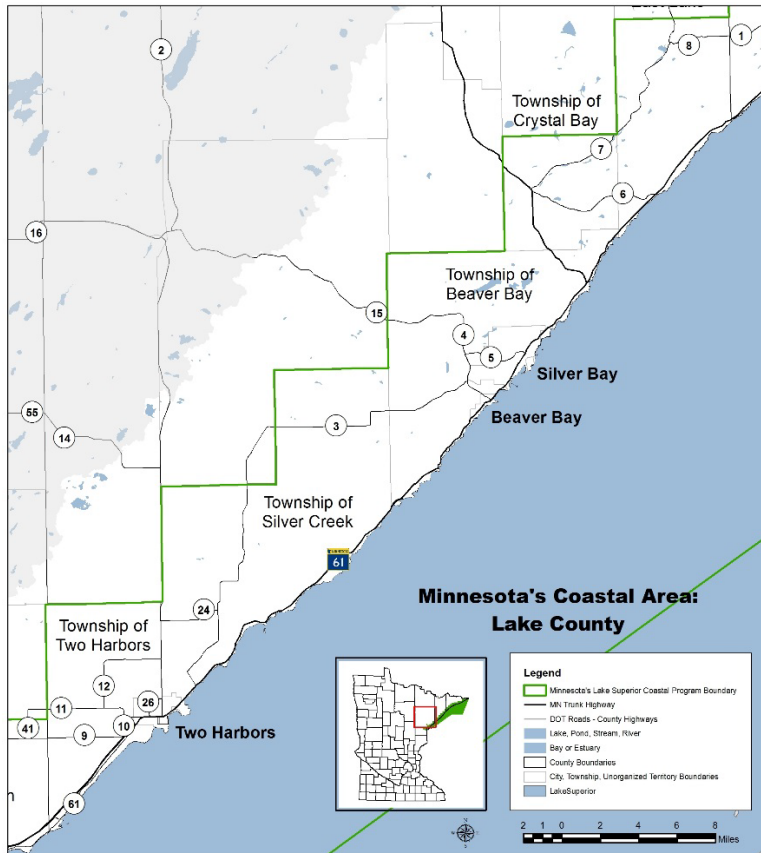
Applications must include a complete and self-contained appraisal prepared by an independent approved appraiser. The negotiated price of the property or conservation easement should be based on the fair market value as established by the appraisal. If an appraisal has not been completed at the time an application is submitted, the applicant may propose a good faith estimate of the cost for the acquisition based on market value or agreement with the willing seller. However, if the acquisition is selected for funding, an appraisal will be required before funds can be released. If the appraised value of the property is higher than the estimated cost, the applicant must make up the difference.

Applications requesting funding for land acquisition should describe the proposed strategy for long-term stewardship of the site once acquired, including ongoing monitoring and management, and if restoration of ecosystem services is proposed, how that will be accomplished. Land acquisition must also provide for public access or other public benefit on some portion of the property, as appropriate and consistent with resource protection, or clearly describe why public access would be detrimental.

APPENDIX B: COASTAL AREA (MAPS)

For a more detailed program boundary, or to download a shapefile of the boundary to use in GIS programs, visit the [maps page](#) on our website.





APPENDIX C: APPLICATION FORMAT

Successful grant writing involves advance planning and preparation. There are many (free) resources [online](#) or through grant writing resources in the community.

Organize your application; pay attention to detail and specifications; use concise, persuasive writing; and request reasonable funding. Make sure your grant seeking purposes match the goals and objectives outlined in this Notice. Use the required format, and template as applicable.

Applications must comply with the following format requirements. Your application must:

- Be on letter sized paper with one-inch margins
- Use a minimum 11-point font
- Include page numbers at bottom of each page
- Include the required information with headings
- Include document accessibility features
- Be visual when printed in black and white
- Be submitted as either a Microsoft Word (.doc, .docx) or Adobe (.pdf) document

All materials submitted, including appendices and supporting documentation, must meet the above requirements when printed.

Template

The Coastal Program has a [2024 Annual Application Template](#) on the DNR website. You may use the template or your own document if you submit all required information. The Coastal Program encourages applicants to use the template provided.

Required Application Information (and Instructions)

Project Summary (1 page limit)

Project Title: Keep it short (40 characters or less).

Funding Request: (Administrative or Coastal Resource Improvement)

Coastal Management Goal: (Coastal Community Development; Coastal Habitat; Coastal Hazards; Coordination and Public Involvement; Public Access; or Water Quality)

Total Project Cost; requested grant amount; and non-federal match: Use whole numbers (round up).

Proposed Start Date: (not before 9/1/2024) **Proposed End Date:** (not after 11/30/2025)

Applicant: Provide legal name, the organization that will receive and administer the grant award. May be an organization that serves as a “fiscal agent” on behalf of an eligible entity.

Unique Entity Identifier: Provide the unique entity identifier, as assigned by the [System for Award Management \(SAM\)](#).

Applicant Address: Include legal address, City, State, and Zip code

Benefitting Organization: If applying as a fiscal agent, enter the name of the organization/agency for whom you are applying. Please submit a letter of agreement with your application.

Grant Project Manager: Provide name, title, and contact information (phone and email) for the grant/project manager.

Summary: Briefly describe the project goals, the proposed activities, and the intended outcomes (*in one or two paragraphs*).

Partners: List the project collaborators and/or partners

Certifications

By submitting this application, you agree to the following certifications. Sign and date below the certification. An electronic signature is acceptable.

- I have the authority to apply for this grant.
- I have disclosed any actual or potential conflicts of interest.
- I am submitting this application without collusion; with and without any agreement, understanding or planned common course of action with any other responder of materials, supplies, equipment, or services, designed to limit fair and open competition.
- The contents herein are true and accurate.

Project Narrative and Supplemental Materials/Appendices (20-page limit)

Describe your project, include:

- The need/problem your project addresses.
- Existing evidence, documented or anecdotal, which confirm the need.

For design plans, include land ownership and who is likely to implement the designed project.

If you are applying for Coastal Resource Improvement dollars, please review Appendix A carefully. It contains specific information requested for these projects.

If you are aware of other similar projects, explain how you are different, complementary, or expanding on previous or on-going projects and studies.

In cases where funding is being requested for a component of work that is part of a larger design or effort, applicants should clearly identify what portion will be implemented with the requested funding. Applicants should provide supporting documentation in the Supplemental Materials/Appendices that is sufficient to allow reviewers to understand work that has been completed and work that is being proposed for funding.

Impact to the Coastal Area

- Describe how your project supports, preserves, protects, or enhances the local community, the environment, or the economy of Lake Superior and/or the coastal area both during project activities and after project completion. Include evidence of similar successful initiatives, if available.
- Describe the community the project supports, and note their involvement in project planning (e.g., unit of government, residents, land/resource managers, youth, landowners).

- List which local plan or goals (e.g., community development, watershed, hazard mitigation) include the project, or describe why this project is important right now. Provide where to find the project and/or need in the plan (e.g., page number, section, table).

Bonus Points (answer if applicable)

- Which waterbody does the project improve or protect, and which is it identified in: the Minnesota's Impaired Water List or identified in one of the following: One Watershed/One Plan, Watershed Restoration and Protection Strategy, or a county/Tribal water plan?
- How does the project acknowledge and address the cultural and historical heritage of the area?
- How does the project prevent or mitigate the spread of invasive or non-native species and/or promote native species throughout the coastal area?

Project Location

Describe the geographic scope of the project location(s); include coordinates or address if possible. Include a map showing participating jurisdictions and location of proposed activities as applicable. **A map of the project location is required.**

To download a shapefile of the coastal boundary to use in GIS programs, visit the [maps page](#) on our website. If you need help in generating a map, please contact the [Coastal Program](#).

Relevance to the Coastal Program

- Describe why the Coastal Program should invest grant funds in your project.
- Describe the climate risk, vulnerability, or resilience and adaptation challenge(s) to be addressed. Note any specific problems, gaps, or needs. Include how the proposed strategies and actions increase coastal resiliency.
- Describe how your project will address the DNR's mission to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and/or to provide for commercial uses of natural resources in a way that creates a sustainable quality of life.

Bonus Point (required)

- Which Coastal Management Goal(s) does your project achieve (or contributes to); how?

Diversity, Equity, Inclusion

*Diverse populations include Black, Indigenous, and People of Color (BIPOC); Tribal Communities; LGBTQI communities; people with disabilities; veterans; and women led organizations.

- Describe the specific and measurable activities that will result in the inclusion of any of the diverse populations as partners, staff, or consultants.
- Describe how the project and/or its results will be accessible to all people, regardless of abilities.
 - ~for research projects: List your skills and plans to make documents and/or environmental data accessible.

Bonus Point (answer if applicable)

- How does the project include Traditional Ecological Knowledge³ and/or Tribal input or history?

Results

- List the end goals/objectives of the project (i.e., specific, measurable, achievable, relevant, and trackable results), and how they will be used now and into the future.
 - For educational activities: describe the knowledge/skills/ability your audience will be able to demonstrate.
 - For research projects: describe how you will share results with land/resource managers and how they will use them.
- Describe who will maintain and/or sustain the project beyond the end of grant funding.
- Describe how expected results will be measured (i.e., evaluated) during the grant period as well as what measures you will use to determine the long-term success and impact of your project.

Scope of Work

- Describe the methods, activities, or process to complete the project.
 - Provide evidence of how they are sound, reflect best practices, and/or novel methods.
 - For low-cost construction projects, describe best management practices and sustainability of the project, as well as the public input in development of the project.
- Note which activities are still in development, and what you will do prior to project start.
- Describe your skills, expertise, and knowledge needed to achieve the outcomes.

Bonus Point (answer if applicable)

- Describe the activities that provide opportunities for public input.

Project Timeline

A project timeline is required. In a table or with bullets, list the necessary project activities and estimated dates of completion. You may organize by activity or timeline.

Project Management

Describe your organization's capabilities in administering a grant of this size and scope, project management experience, your approach to fiscal management, and overall experience. Include prior grant experience with the State of Minnesota, if applicable.

List your project collaborators and partners involved in planning and/or committed to positive outcomes, and their roles and responsibilities. Note if Letters of Support are with the application.

Budget

You must submit both the budget table and details to justify expenses.

Budget Table

List the project's costs as in the table below. Use whole numbers, round up to the nearest dollar.

³ U.S Fish & Wildlife Service: [Traditional Ecological Knowledge for Application by Service Scientists](#);
National Park Service: [Indigenous Knowledge and Traditional Ecological Knowledge](#)

| Categories | Grant | Match | Total |
|----------------------------|------------|------------|------------|
| Salaries | 0 | 0 | 0 |
| Fringe Benefits | 0 | 0 | 0 |
| Travel | 0 | 0 | 0 |
| Equipment | 0 | 0 | 0 |
| Supplies | 0 | 0 | 0 |
| Contract Costs | 0 | 0 | 0 |
| Construction Costs | 0 | 0 | 0 |
| Other Costs | 0 | 0 | 0 |
| Indirect Costs | 0 | 0 | 0 |
| Total Project Costs | \$0 | \$0 | \$0 |

Budget Detail

Provide justification for all budget items, include detail for each expense. Explain how funds will be used and matched (include the source of the match).

- You should provide screenshots, letters, or other documentation to justify the value of volunteer time.
- Include detailed budget information regarding all known contracts and subawards and indicate the basis for the cost and price estimates in the narrative.
- For Coastal Resource Improvement projects, include funding for temporary and permanent signage.

For budget category definitions, see [Appendix D](#).

APPENDIX D: RESOURCES / DEFINITIONS

Resources

Coastal Zone Management

The National Coastal Zone Management Program monitors and evaluates the success of its efforts through [national performance measures](#). NOAA uses a performance measurement system to evaluate progress in meeting national goals.

Minnesota Department of Natural Resources Conservation Agenda

The [Conservation Agenda](#) sets strategic direction for natural resources and measures conservation results.

Definitions

Diversity

Psychological, physical, and social differences including race, ethnicity, nationality, religion, socioeconomic status, education, marital status, language, age, gender, sexual orientation, mental or physical ability, life experiences, ideas, knowledge and learning styles.

Equity

Achieving successful systems and structures that offer fair treatment for all, ensuring access, opportunity, advancement and full participation by individuals and groups.

Inclusion

The act of creating environments in which any individual or group is and feels welcomed, respected, supported, and valued to participate fully and authentically.

Traditional Ecological Knowledge

Traditional Ecological Knowledge (TEK) is the on-going accumulation of knowledge, practice, and belief about relationships between living beings in a specific ecosystem that is acquired by indigenous people over hundreds or thousands of years through direct contact with the environment, handed down through generations, and used for life-sustaining ways. This knowledge includes the relationships between people, plants, animals, natural phenomena, landscapes, and timing of events for activities such as hunting, fishing, trapping, agriculture, and forestry. It encompasses the world view of a people, which includes ecology, spirituality, human and animal relationships, and more. (National Parks Service, <https://www.nps.gov/subjects/tek/description.htm>)

Budget Categories

All grant and match costs must be reasonable, allowable and allocable as defined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [2 CFR Part 200](#); Subpart E.

Salaries

Wages and salaries paid to employees of the grantee organization who are directly involved in the project implementation or volunteer time.

Volunteer Time

Volunteer contributions are allowable match. Volunteers must perform a specific service necessary to completing the project. You may use the [Independent Sector](#) or prevailing wage rate to value volunteer time.

You must provide the supporting documentation to justify value. You may not use the time students and their parents spend participating in grant-funded field trips as match.

Fringe Benefits

The cost of benefits paid to the personnel (employees of the grantee organization) including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation.

Travel

Refers to travel costs of personnel that are reasonable and necessary to effectively manage and carry out project activities, provide oversight, or measure program effectiveness. Expenditures for all proposed travel must not exceed amounts in the Commissioner's Travel Reimbursement Plan. See the Coastal Program [Travel Reimbursement and Documentation](#).

The DNR will not reimburse for travel and subsistence expenses incurred outside of Minnesota unless you have received prior written approval from the Coastal Program for out of state travel.

Equipment

Refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of \$5,000 or more. Equipment purchase requires special review and approval by the Coastal Program. Shipping, delivery, and installation, if necessary, are a normal part of the cost of equipment and should be included. Equipment previously purchased with a Coastal Program grant (either Annual or STAR) cannot be used as match.

If you are purchasing equipment, include description of how you will maintain the equipment and provide justification for purchasing rather than renting for the project activities.

Supplies

Includes all consumable materials less than \$5,000 per unit such as copy paper, pens and pencils, and computers/technology.

Contract Costs

Includes consultants, subcontractors, and subrecipients, you must follow the [state](#) requirements for bid. You should include breakdown of contract costs, as well as how you arrived at the cost (i.e., solicited quotes).

Construction Costs

Most low-cost construction projects are contract costs, rather than construction. You must support estimated construction costs with documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations. Detail provided should include administrative and legal expenses; land, structures, rights-of-way, appraisals, etc.; relocation expenses and payments; architectural and engineering fees, project inspection fees; site work; demolition and removal; equipment; contingencies; and program income.

Other Costs

Direct costs do not fit any of the other categories (e.g., rent for buildings used to conduct project activities, leased equipment). Rental/leasing costs cannot exceed the cost of purchasing the item new.

You should include [conference](#) (2 CFR 200.432) expenses as 'Other'. This includes all facility, participant support, and supply costs.

Indirect Costs

Identify the eligible indirect cost rate (federally negotiated or de minimis). If you do not have an established indirect cost rate, you may choose to negotiate a rate or use the de minimis indirect cost rate of 10% of modified total direct cost (as allowable under 2 CFR §200.414).

In-kind Contributions

In-kind match includes the use of equipment, supplies, land, or other commodity already owned by the applicant or the use of items or staff time donated by the grantee or a third party. Partnerships that include meaningful private contributions as part of the match are encouraged. Gifts and donations are acceptable, but only if they are made during the grant period. You may include financial donations collected before the grant period if you expend the money after the grant period begins.

APPENDIX E: WEBSITE REFERENCES

The following websites are in the Notice of Grant Opportunity. Only the first reference is included.

| Page | Website |
|------|---|
| 4 | https://coast.noaa.gov/czm/act/ |
| 4 | http://www.dnr.state.mn.us/aboutdnr/mission.html |
| 5 | https://www.sam.gov/ |
| 8 | https://coast.noaa.gov/czm/performance/ |
| 11 | https://coast.noaa.gov/data/coasthome/funding/_pdf/forms/budget-narrative-guidance-for-NOAA-grants.pdf |
| 13 | http://www.nepa.noaa.gov/ |
| 14 | https://www.access-board.gov/guidelines-and-standards |
| 15 | https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards |
| 15 | https://www.w3.org/TR/WCAG20/ |
| 15 | https://mn.gov/mnit/about-mnit/accessibility/electronic-documents.jsp |
| 15 | https://nrc.noaa.gov/ScientificIntegrityCommons.aspx |
| 15 | https://nosc.noaa.gov/EDMC/nao_212-15.php |
| 16 | https://www.commerce.gov/oam/policy/financial-assistance-policy |
| 22 | https://coast.noaa.gov/funding/resources-tips.html |
| 25 | https://www.fws.gov/nativeamerican/pdf/tek-fact-sheet.pdf |
| 25 | https://www.nps.gov/subjects/tek/index.htm |
| 27 | https://www.dnr.state.mn.us/conservationagenda/index.html |
| 27 | https://independentsector.org/ |

Coastal Program Webpages <https://www.dnr.state.mn.us/waters/lakesuperior/index.html>

- Coastal Council; Funding Opportunities; Resources for Grantees; Questions

State of Minnesota Office of Grants Management: <https://mn.gov/admin/government/grants/>

The referenced state statutes are on the state register's website: <https://www.revisor.mn.gov/statutes>

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (as referenced throughout) is available in the Electronic Code of Federal Regulations http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl