

Coastal Program Acknowledgement Guidance

Revised 03/2019

Sections

GRANT AGREEMENT REQUIREMENTS

LOGOS

CONSTRUCTION PROJECTS

RESOURCES

NONCOMPLIANCE

QUESTIONS

Introduction

The Minnesota Department of Natural Resources (DNR), US Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), and Office of Coastal Management require that any publicity regarding a Coastal Program funded project must identify the sponsoring agencies; and must have written approval from the State's Authorized Representative or their designee prior to production.

For purposes of this provision, publicity includes anything prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract; including but not limited to:

- websites
- notices
- informational pamphlets
- press releases
- research
- reports
- signs
- design plans
- posters
- PowerPoints
- handouts

Publication of methods and results derived from this project in theses, academic or professional journals or their presentation at symposia or scholarly meetings is hereby authorized, provided they contain the required acknowledgment of funding support and necessary steps have been taken to protect copyright and other intellectual property rights resulting from the project.

Grant Agreement Requirements

Follow the guidance as outlined in **Publicity and Endorsement** (Section 13) of your grant agreement. The following is the current language used (federal fiscal year 18). Make sure to include the **NOAA Award Number** (14 characters, begins with NA) identified in your agreement.

13. Publicity and Endorsement

The Grantee must not claim that the State endorses its products or services and the Grantee must adhere to the terms of [2 CFR 200.315](#).

- 13.1. **Acknowledgement:** The cover of the title page (or other prominent location) of all reports, studies, or other documents, and acknowledgement on websites/webpages, videos, and other media, published or distributed electronically or hardcopy, must acknowledge both the State and the financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce. Every publication of material based on, developed under, or otherwise produced under this grant agreement, except scientific article or papers appearing in scientific, technical or professional journals, must contain the following:

This [report/video/workshop/brochure/etc.] was prepared by [grantee] using Federal funds under award NA##NOS419#### from the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce provided to the Minnesota Department of Natural Resources (MNDNR) for Minnesota's Lake Superior Coastal Program. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of NOAA, the U.S. Department of Commerce, or the MNDNR.

- 13.2. **Professional Publications.** Publications of methods and results derived from this project in theses, academic or professional journals or presentations at symposia or scholarly meetings must acknowledge both the State and the financial assistance provided by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA):

This [study/etc.] was funded in part by the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration under Award NA##NOS419#### provided to the Minnesota Department of Natural Resources for Minnesota's Lake Superior Coastal Program.

Logos

Where there is space, we recommend you include the logos.

National Oceanic and Atmospheric Administration



[Download](#) and use official (high-quality) logo.

Minnesota Department of Natural Resources



Request the logo from the [Coastal Program staff](#). The DNR prefers the horizontal logo (pictured here) but does have a vertical logo available if space is limited, as well as black, reversed, and greyscale logos.

The State of Minnesota has a [webpage](#) on how to use the logo correctly; the requirements for the DNR logo are the same. Pay attention to the minimum clear space requirements and incorrect logo usage.

Construction Projects

Construction (i.e., dirt moving) projects have their own requirements. You must post an acknowledgement sign during construction, and install and maintain a permanent sign after the project is complete. We can give you signs to use during construction, and then acknowledgment language can be included on the identification signs for the site. You may include the cost of acknowledgment signage in your budget.

Resources

- *Final Report Template*: there is a template with a compliant cover sheet available on our [website](#).
- *Environmental Data*: If you are creating or collecting environmental data, including GIS data, you will have to acknowledge funding in the metadata. The requirements for data are included in your grant agreement, under 'Additional Program Requirements'. If you need help, contact [Clinton Little](#).

Noncompliance

If you do not include funding acknowledgement or it is incorrect, we will return products for you to fix before we can accept your final products and close your grant. If you are unable to fix the products (have already gone to print or been distributed); this will be reflected in your grant closeout report. This could result in consequences including but not limited to withholding partial reimbursement and/or increased monitoring for future projects.

Questions

Do I have to put the acknowledgement on the cover/title page?

We would prefer you include the acknowledgement in a way that fits the style and look of your document. For many items, including research papers and comprehensive/management plans, an acknowledgement section may be more appropriate.

Do I need acknowledgement on every document?

You do! This includes attachments or appendices if they could be or are standalone documents.

What do you mean, “written approval from the State’s Authorized Representative or her designee prior to production” in the grant agreement?

We want to see and approve the acknowledgement language/logos on everything before it goes to print or is distributed to anyone. This ensures that all copies of your document and promotional materials are accurate. This prevents costly reproduction or having to add stickers to materials. It also means you do not need to retract or recover ‘bad’ documents from partners and/or the internet.

I am limited on space. What is the minimum I need to provide?

This is a tricky question, and product specific. A report or plan must have full funding acknowledgment. On a postcard or flyer, with limited space and a short life span, logos or acknowledgement of NOAA and the MN DNR may be sufficient. Funding acknowledgment must be made, but should not overwhelm or confuse your product. Use your best judgement, and as always, ask us to approve!

What about the Coastal Program ‘logo’?



If you want to use it, we suggest you use it as a decorative element.