

# Coastal Program Acknowledgement Guidance

Revised 11/2022

## Sections

**GRANT AGREEMENT REQUIREMENTS**

**LOGOS**

**CONSTRUCTION PROJECTS**

**RESOURCES**

**NONCOMPLIANCE**

**QUESTIONS**

## Introduction

The Minnesota Department of Natural Resources (DNR), US Department of Commerce, and National Oceanic and Atmospheric Administration (NOAA), 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**. Acknowledgement must be on the title (cover) page or other prominent location.

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 agreement; including but not limited to:

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

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](#).

## Grant Contract Agreement Requirements

Follow the guidance as outlined in Publicity and Endorsement (Section 12 or 13) of your grant contract agreement. The Acknowledgment language **must include the NOAA Award Number (14 characters, begins with NA)** identified in your agreement. The following language is current as of October 2022. Grantees may copy and paste. Please work with the grants specialist to edit the language if necessary.

## Acknowledgement

Everything published or distributed electronically or hard copy that are developed with or otherwise produced under this grant contract agreement, except scientific article or papers appearing in scientific, technical, or professional journals, must contain the following:

*[Grantee] prepared this [report/video/workshop/brochure/etc.] using Federal funds under award NA22NOS4190054 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 (DNR) for Minnesota's Lake Superior Coastal Program.*

## Professional Publications

Publications of methods and results derived from this project in theses, academic or professional journals or presentations at symposia or scholarly meetings is hereby authorized, provided they contain the required acknowledgment of funding support from both the State and the Office for Coastal Management, NOAA and necessary steps have been taken to protect copyright and other intellectual property rights resulting from the project:

*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 NA22NOS4190054 provided to the Minnesota Department of Natural Resources for Minnesota's Lake Superior Coastal Program.*

## 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.

*(Include if applicable) 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 DNR.*

## Logos

We recommend you include the logos.

### National Oceanic and Atmospheric Administration



[Download](#) NOAA's (high-quality) logo [Graphics and Products, NOAA Logos]

## Minnesota Department of Natural Resources



Request the logo from the [Coastal Program staff](#). In the request, send which version you want (horizontal or vertical) as well as if you want color, black/white, or greyscale, and what graphic type (i.e., gif, jpeg, pdf, eps).

If more than one DNR agency is funding the project, you must use the DNR logo.

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.

### *Minnesota's Lake Superior Coastal Program*



Minnesota's Lake Superior  
Coastal Program



Minnesota's Lake Superior Coastal Program

You may request the program specific logo from Coastal Program staff. This logo is best used on promotional pieces where space is limited, when the full acknowledgement language does not fit.

## Construction Projects

Construction (i.e., dirt moving) projects have their own requirements. The Grantee must post an acknowledgement sign during construction and maintain a permanent sign after the project is complete. The Coastal Program has signs to use during construction. The Grantee may incorporate acknowledgment language on the identification or interpretive signs for the site. Permanent signage must identify funding support from NOAA's Office of Coastal Management and include the federal award number.

## Resources

- *Final Reports*: there are templates with compliant acknowledgement 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 contract agreement, under 'Additional Program Requirements'. If you need help, contact [Clinton Little](#).

## Noncompliance

If the Grantee does not include funding acknowledgement or it is incorrect, the State will return products for to fix before accepting the final products and closing the grant. If the Grantee is unable to fix the products (have already gone to print or been distributed); this will be reflected in the 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 contract 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; can I edit the acknowledgement to fit my piece?***

This is 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 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 old Coastal Program ‘logo’?***



Please do not use this graphic as a logo for the program. We recommend you use the Coastal Program logo on page 3.