2020 Annual Coastal Program Application Instructions

These instructions will help you prepare your application to Minnesota's Lake Superior Coastal Program (Coastal Program) for the 2020 Annual Grants. These instructions support the 2020 Annual Notice of Grant Opportunity (Notice) published by the Minnesota Department of Natural Resources (DNR) on October 4, 2019.

Submit your application to mlscp.dnr@state.mn.us **by 3:00 pm on Tuesday December 3, 2019.**

Tips for grant writing:

Successful grant writing involves solid 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 our goals and objectives match your grant seeking purposes. Use our required format, and templates as applicable.

Good luck in preparing your application!

Format

Applications should include the content and follow the format described below. Applicants should not assume prior knowledge on the merits of the project, understanding of the scientific or technical terms and methods, familiarity with abbreviations, or knowledge of the agency specific language used in the application.

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
- Be visual when printed in black and white
- Be submitted as either a Microsoft Word (.doc, .docx) or Adobe (.pdf) document

All attachments included with an application must also meet the above format requirements.

Project Overview

The following information <u>must</u> be included with your application. You can download a template from our website or you can generate your own.

2020 Annual Application Template (word document; DNR website)

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

Coastal Management Goal: Choose best fit (see page 6 of the Notice)

Project Location: Identify the location(s) where the project will occur; include coordinates (if possible).

Project Category: Choose best fit (see page 7 of the Notice)

Applicant Contact Information

Applicant: Legal name, name associated with DUNS number. 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.

Type of Applicant: Insert type of applicant (see page 6 of the Notice)

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

Applicant Address

Mailing Address if different: (include City, State, and Zip)

Official with Authority: Provide the contact information for the person who has the legal authority to request grant funds and administer the award, the person who will be signing the grant agreement on behalf of your organization.

Project Manager: The project manager is the person responsible for undertaking the project.

Grant Administrator: The grant administrator is the person responsible for administering the grant. This person may be submitting progress and financial reports, or reviewing the grant agreement. Sometimes this is the same person as the project manager; if so, the name is sufficient.

Financial Information

DUNS Number: Enter your DUNS number (nine digits, no spaces or hyphens)

SAM Registration: Choose the best fit (yes/no) to indicate that your System for Award Management (SAM) registration is current, with no active exclusions.

Federal Audit: If your organization expends $750,000 or more in Federal awards during the fiscal year, choose yes that you have an annual audit. If not, choose no.

Grant Request, Applicant Match, and Total Cost: Use round numbers.

Certifications

By signing and submitting this application, you agree to the listed certifications.

Project Summary

Provide an overview or executive summary of your proposed project. Be specific and concise. A person unfamiliar with your project should be able to read the summary and grasp your plan.

A response is required; however, the Coastal Council will not score this section. We should be able to copy and paste the summary into your grant agreement as the project description; it should be no more than one page. <u>During review, we will read the first paragraph of your Summary as the introduction to your application</u>.

The Project Summary could include:
- The end goal/objective of the project, who will benefit and how.
- The need/problem your project addresses.
- Brief description of activities.
- Any project collaborators and/or partners.
- How your funding request complies with the Coastal Program's purpose, goals, and objectives.

Project Description

Your application must include the following sections with headings to be eligible for review. The Project Description is limited to seven pages.

Impact to Coastal Area

Describe how your project supports, preserves, protects, or enhances Lake Superior and the coastal area. Describe the need for your project and present existing evidence, documented or anecdotal, which confirm the need. Outline who will use and/or benefit from the project. Describe why your proposed project is needed and should be funded.

Consider:
- The benefit to the local community, the environment (both during project activities and after project completion), and the economy of the coast.

- The local priority (goal, policy, or effort) that your project will address. Provide a link or attachment if possible.
- List or describe the specific audience(s) that have requested you address this issue, or have requested (in general) someone address the issue.
- If you are aware of other similar projects, explain how you are different, complementary, or expanding on previous or on-going projects and studies.

If your project is part of a bigger project/initiative, provide a brief description of the overall project and outcomes. Describe why your project is necessary, and how the situation will change because of your project. Include who is responsible, who will maintain and/or sustain the project. For design plans, include who owns the land and who will maintain the project long-term.

Relevance to the Coastal Program

Describe the importance and/or relevance and applicability of the project to the program goals. Include which Coastal Management goal your project will address and why NOAA and the Coastal Program are the best funders for your project.

Include why the DNR should fund your project, consider how it supports the mission of the DNR and the vision of the Division of Ecological and Water Resources.

Priorities

Describe how the activities achieve one or more of the three Coastal Program priorities.

- Projects or plans that include verifiable and measureable diversity, equity, and inclusion objectives. They must intentionally serve diverse populations including but not limited to, Indigenous and people of color, LGBTQI communities, those with disabilities, veterans, and/or rural or low-income areas.
- Projects or plans that will reduce future damage from coastal hazards (e.g., erosion, flooding).
- Projects that implement initiatives and/or activities within a sustainable development plan or pollution runoff management plan (e.g., local government comprehensive plans; Lake Superior North One Watershed: One Plan; Minnesota GreenStep Cities initiatives).

Results

State the results you are expecting from the project during the grant period. Your results must be specific, measurable, achievable, relevant, and trackable.

Consider:

- How the results will address the need (problem, issue or concern).
- The return on investment or how the results will be used; by the public, units of government, researchers, and/or resource managers.
- For educational activities: describe the knowledge/skills/ability your primary audience will be able to demonstrate.

- How expected results will be measured (i.e. evaluated) during the grant period.
- How the situation will change because of your project.
- Describe in your application how you will decide if your project has been successful, achieved its objectives, etc.
- See additional requirements for low-cost construction and research projects in the Notice.

Scope of Work

Describe specific approaches to achieving the results, including methods, timelines, and expected outcomes. It is meant to be concise, a basic guideline to demonstrate that you will complete the project within the timeline. Projects should be able to stand alone without being dependent upon the completion of other work that may or may not be completed.

Include a timeline of events with:

- Major project components.
- Estimated dates of completion.

Consider:

- The steps/activities to achieve the "Results"; include participants or partners.
- The outreach, education, and/or dissemination (if applicable; required for research projects).

Project Management

Describe how the project will be managed.

Include:

- Your organization's capabilities in administering a grant of this size and scope, e.g., project management experience, your approach to fiscal management, and overall experience. Include prior grant experience with the State of Minnesota.
- Describe federal, state, and/or local partner involvement and/or commitment to the project; define their roles and responsibilities. Make sure to clarify how each are essential to the success of the project. Note whether Letters of Support are included with the application.

Budget

You must submit both the budget table and detail. The budget section is limited to two pages.

Budget Table

List the project's costs <u>exactly</u> as formatted in the table below. Round up to the nearest dollar.

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	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 in sufficient detail to enable the reviewers to evaluate the appropriateness of the funding requested. Include detail for each expense. Explain how funds will be used and matched (include the source of the match). All 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.

Personnel

List the staff and/or volunteers (name and title) involved in the project. Include the designated dollar amount (both salary and fringe), number of hours, cost per hour, and the tasks responsibilities per staff/volunteer.

Salaries

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

Fringe Benefits

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

> ***Example***
>
> *Jane Doe; Principal Investigator; $2,588: 75 hours at $30/hour plus 15% ($4.50) fringe; $1,588 grant request; $1,000 match from (organization).*
>
> *Tasks: Field Work and Community Meeting Facilitation*

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](#) (Chapter 15 and Appendix H), or the University of Minnesota's Travel Plan as applicable.

List each trip, including destination and purpose. You must have prior written approval from the Coastal Program for travel and subsistence expenses incurred outside of Minnesota (out of state travel). You may not include travel out of the United States. If travel details are unknown, then explain the basis for proposed costs (e.g., historical information).

Equipment

Refers to non-expendable personal property that has a useful life of more than one year <u>and</u> 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.

List the piece of equipment and its purpose; include rental rate or purchase price. If you are purchasing equipment, include 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; other goods such as copy paper, pens and pencils, and computers/technology.

List the supply, a description of the item and associated costs, including a description of how it will be used in the project.

Contract Costs

Includes consultants and subcontractors. You will need to follow the state (or University) requirements for bid. See the Notice of Grant Opportunity for more information.

Include the budgets and budget justifications of sub-awards and information supporting the price or cost of contracts. Identify what the subcontractor will provide. Explain how you arrived at the amount, including if you solicited quotes.

Construction

Construction activity is allowable only when the DNR and NOAA specifically authorizes such activity.

Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. 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. Alteration of facilities incidental to a non-construction purpose is not considered construction for the budget.

Other Costs

Direct costs that do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, leased equipment, conferences, training costs, land acquisitions, etc. Rental/leasing costs cannot exceed the cost of purchasing the item new.

List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (i.e., alcohol, fundraising). Give justification for all the items in the "other" category (e.g., separate justification for printing, telephone, postage, rent, etc.). All costs associated with training activities should be placed in the "other" category except costs for consultant and/or contractual. List all expenses anticipated for the training activity in the format above. Include rental space for training (if required), training materials, speaker fees, and any other applicable expenses related to the training. Allowable conference cost as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs.

Indirect Costs

Identify the indirect cost rate you are eligible for (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).

Modified total direct cost includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward/contract. It excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.

Supporting Documentation

Appendices

We will accept appendices that directly support the application (for example: maps, charts, graphs, photographs, and excerpts from reports or plans). Appendices, no more than ten pages, must come together as a single file with the application.

Financial

Indirect Cost Rate

If your budget includes a federally negotiated indirect cost rate, include a copy of your approval letter from the federal agency.

Nonprofit Financial Review

Nongovernment organizations applying for more than $25,000 in financial assistance must submit one copy of one of the following:

- • IRS Form 990 – For organizations with total annual revenue under $750,000.
- • Certified financial audit – For organizations with total annual revenue over $750,000.
- • Internal financial statement – For organizations with annual revenue under $50,000 or who have not been in existence long enough to have a completed IRS Form 990.

Letters of Support

Letters of Support are not required; but are highly recommended from agencies and/or partners who provide financial resources or work in-kind for the project or directly benefit from it. The letter should explain how they will be involved, how they would use the results (i.e. products), and why they support the grant project, being as specific as possible.

Address the letters to the Coastal Council. They do not count against the page limit. You must submit the Letters of Support with the application or they will not be reviewed.

Partner Review

This year we will not solicit Subject Matter Experts to provide comments on your application to the Coastal Council. You are strongly encouraged, but not required, to solicit your own comments. This may include:

- • Intergovernmental review – the governmental organization that has zoning or permit authority over the project methods/location.
- • Subject Matter Experts – individuals with expertise about the topic or project methods.
- • Technical Review - professionals/resource managers who can speak to the scientific or engineering methods.

Partner Review is different from Letters of Support, as the reviewers may or may not have a stake in the project. The Coastal Program will help you identify individuals that may be able to review your application. If you want assistance, please contact the grant specialist by November 1.

You may format the review in any way you choose (e.g., letter, form, or email). You should include the name, title, and organization of the reviewer. Partner Review does not count against the page limit.

Comments could include:

1. How technically sound and/or innovative are the project's methods and overall approach?
2. What are some other benefits of the project (not included in the application)?
3. What suggestions do you have for a more successful outcome?

Website References

Page	Website
1	https://www.dnr.state.mn.us/waters/lakesuperior/grants.html
1	https://coast.noaa.gov/funding/resources-tips.html
6	http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
7	http://www.mmd.admin.state.mn.us/commissionersplan.htm