



# MINNESOTA'S LAKE SUPERIOR COASTAL PROGRAM

## 2020 ANNUAL NOTICE OF GRANT OPPORTUNITY

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**Minnesota Department of Natural Resources**

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



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## INTRODUCTION

The Minnesota Department of Natural Resources (DNR) is accepting applications for projects that improve coastal management in Minnesota.

“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 our coastal areas in balance. Projects must help communities, agencies, and organizations balance protection of Lake Superior’s coastal resources with providing places for people to live, work, and play.

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

This Notice of Grant Opportunity (Notice) provides the information needed to apply for a Minnesota’s Lake Superior Coastal Program (MLSCP; Coastal Program) annual grant.

## Purpose

Projects must be consistent with the objectives of the Coastal Zone Management (CZM) Act of 1972; help fulfill the mission of the DNR and the vision of the Division of Ecological and Water Resources; 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.
- 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 [vision](#) of Ecological and Water Resources is healthy lands and waters throughout Minnesota.

All projects must be designed using sound environmental and engineering principles and be consistent with current federal, state and local laws.

## Ability to Award

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

The DNR will include projects competitively selected for funding in its 2020 coastal zone management cooperative agreement with the National Oceanic and Atmospheric Administration (NOAA).

## Minnesota’s CZM Program Document

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.

## Collaboration

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

## Funding Available

Funding is subject to the availability of federal appropriations. The DNR anticipates awarding \$500,000 under this grant notice.

**The minimum grant request is \$10,000 and the maximum is \$100,000.**

## Match

For every grant dollar requested, you must provide a dollar in [match](#) (1:1). For example, if you apply for a grant of \$50,000 you will need to provide \$50,000 match. Match must be local (non-federal), and may be cash or an in-kind contribution.

## To Apply

1. Read this Notice for Grant Opportunity.
2. Contact [Coastal Program staff](#) to discuss the project and potential requirements.
3. Download the grant application instructions and template from the [website](#). Complete the application according to the instructions provided.
4. Email your application to [mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us) **by 3:00 pm on December 3, 2019.**

## Priorities

The Coastal Program has identified the following three priorities for projects funded under this Notice.

- 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).

Projects that address one or more of these priorities are eligible for up to 15 points.

## Timeline

You should be able to complete your project in 15 months or less. You should plan for project activities to begin on September 1, 2020 and be complete by November 30, 2021. You will have an additional 30 days to submit final reports, products, and reimbursement requests.

Applications Due – December 3, 2019

Review Dates – January 23 & 24, 2020

Estimated Notice of Project Selection – February 15, 2020

Estimated Project Start – September 1, 2020

Project End – November 30, 2021

Products Due – December 31, 2021

## 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.

## Questions

Please direct all questions to Cynthia Poyhonen, Coastal Program grant specialist.

Phone: 218-834-1447

[mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us)

1568 Highway 2 Two Harbors, MN 55616

Responses to questions will be posted [online](#) no later than five days before the application due date.

If you would like us to pre-review your application, you must send a draft via email to [mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us) on or before November 11. Changes made as a result of pre-review do not ensure the application will rank well or be selected for funding.

## Before Moving On

### ***Do any of your activities take place outside?***

The DNR and NOAA will review any potential environmental impacts from your activities. You should be prepared to describe your methods and mitigation best practices.

### ***Are you moving any dirt?***

If you are moving **any** dirt, we will categorize your project as 'low-cost construction'. There are restrictions and it must undergo additional review. Projects must obtain all necessary federal, state and local permits before they may begin. Funds cannot be used to improve private property or for any other private enterprises. Read the section on [Construction and Land Acquisition](#).

### ***Are you collecting or creating environmental data?***

If you are creating or collecting environmental data, you must develop a data management plan and make all data publically accessible within two years. Read the [environmental data](#) section, and see the Data Management Plan template and guidance on our website.

### ***Do you want to purchase property?***

Public entities may acquire nonpublic land. It must be open to the public, unless there is a compelling reason to restrict access. Read the section on [Construction and Land Acquisition](#).

### ***Do you want to purchase equipment?***

Equipment must cost more than \$5,000 per unit, and have a useful life of more than one year; otherwise, it is a supply. You will have to report to the Coastal Program and NOAA on the state of the equipment every two years until the fair market value is \$5,000 or less.

## PROJECT ELIGIBILITY REQUIREMENTS

To be eligible for review, a project must help achieve a coastal management goal; be submitted by an eligible organization; take place within the coastal area; and fall into one of six project categories.

### Goals

To be eligible, a project must help achieve one of the coastal management goals:

- 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)
- Safeguard and restore water quality in Lake Superior and area streams. (Water Quality)
- Create or improve public access to outdoor recreational opportunities within Minnesota's coastal area. (Public Access)
- Help communities manage development along the Lake Superior coast in a sustainable way. (Coastal Community Development)
- Research, analyze, and share information that leads to better coastal land and water management by government and citizens. (Coordination and Public Involvement)

### Applicants

The following types of organizations are eligible to apply:

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

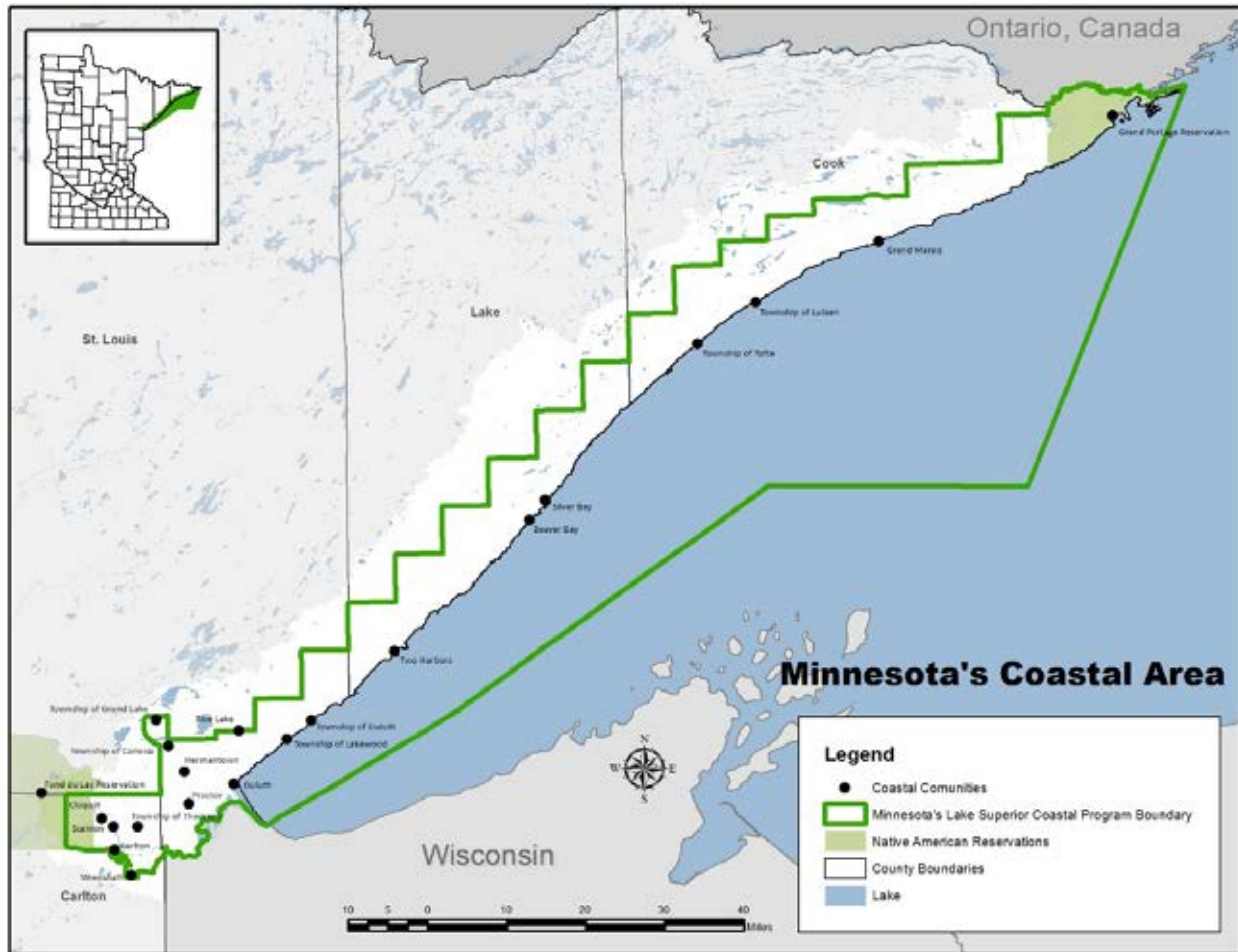
### Location

The project must be within:

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

The application should demonstrate how activities outside the area would have direct substantial benefits within the coastal area.

For more information on Minnesota's coastal area, use the [maps](#) on our website or call Clinton Little at 218-834-1446.



## Project Categories

The project must fall into one of the following categories:

- Low-cost Construction
- Land Acquisition
- Planning/Coordination/Management
- Training/Education/Outreach
- Applied Research
- Emerging Issues

## Construction and Land Acquisition

We are able to fund low-cost construction and land acquisition (306A) projects if they meet these criteria:

- Applicant is a unit of government<sup>1</sup>; and
- The project meets one of the following objectives:
  - Preserve or restore an area or habitat identified for its conservation, recreational, ecological or aesthetic values or contain one or more coastal resources of national significance<sup>2</sup>;
  - Redevelop deteriorating or underused urban waterfronts and ports; and/or
  - Provide public access to public beaches and other coastal areas and waters.

In general, you must show a compelling public benefit and commitment to maintenance of the project to receive coastal grant funding. See [Appendix C](#) for more information.

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.

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

## Planning/Coordination/Management

Projects that assist communities and organizations with coordination and planning for coastal resource management/protection. Projects must emphasize the importance of public participation in the process.

**Examples:** comprehensive plans, project designs, and community organizing.

## Training/Education/Outreach

Projects that provide opportunities to gain knowledge.

**Examples:** workshops, trainings, media, exhibits, and informational signs. Note: installation of posts/kiosks are ‘low-cost construction’.

## Applied Research

Projects that produce new knowledge required for an identified need of a community, land or water manager, or organization for effective resource planning and decision-making.

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<sup>1</sup> Limited exceptions apply, contact Coastal Program staff to discuss your project.

<sup>2</sup> "Coastal resource of national significance" means any coastal wetland, beach, dune, barrier island, reef, estuary, or fish and wildlife habitat, if any such area is determined by a coastal state to be of substantial biological or natural storm protective value.



- Applicants must identify the end-user and the intended applicability of the research/data.
- Applicants must explain how the research/data collection will fill a void in current research/data available and that the proposed project does not duplicate other research/data.
- Applicants must explain how the research/data will foster sustainable coastal community development, resource management, and support coastal management goals.
- Applicants should include a plan to disseminate the research findings to the scientific community and resource managers.
- Research projects must include community outreach activities (examples: press releases, events at state parks, community meetings, website/program promotion, and research dissemination).

**Examples:** Social science research on topics including social impacts of resource use, non-market valuation of environmental resources, and coastal economics; data collection on coastal resources such as water quantity and quality, wetlands, nearshore habitat, and riparian corridors.

## Emerging Issues

Projects that address issues that are timely and specific. This is a broad reaching category.

## Ineligible Projects

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

We cannot fund:

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

We cannot fund projects on private property or activities that support a private enterprise.

## APPLICATION PROCESS

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

### Screening

Applicant must submit application to the DNR via email ([mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us)). You will receive confirmation of receipt via email.

Coastal Program staff will screen all submitted applications for eligibility and review financial documentation (if required). Please note: It may take up to two business days to validate or reject your application.

You must submit the following for the application to eligible for review:

- Overview and Certification
- Project Summary
- Project Description
- Budget: Table and Detail
- Financial Documentation (if required)

There is a checklist in [Appendix A](#).

If your application does not conform to the requirements and the deadline for submission has passed, we will reject 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.

### Scoring, Recommendations, & Selection

The Coastal Council will review and score eligible applications. The Coastal Council is a citizen board made up of 15 Governor appointed members, three from each coastal county (Carlton, St. Louis, Lake and Cook) as well as three at-large members.

The Coastal Council scores each application based on initial review. During an [open meeting](#) (you are welcome to attend), the council as a whole will discuss each application after which each member provides a final score. Coastal Program staff add and average the final scores to get a cumulative total score. The Scoring Form is in [Appendix D](#).

### Criteria and Weight

- Impact to Coastal Area – 20 Points
- Relevance to the Coastal Program – 20 Points
- Priorities – 15 Points
- Results – 15 Points
- Scope of Work – 10 Points
- Project Management – 10 Points
- Budget – 10 Points

The application must receive a final score of 70 or higher to be recommended for funding.

## Recommendation and Selection

The DNR uses a competitive grant process for Coastal Program grants. The Coastal Council recommends awarding grants in rank order to the applications that receive a cumulative score of 70 or more. There is no guarantee that sufficient funds will be available for all recommended projects.

Coastal Program staff share the Council's recommendations with the DNR commissioner for final selection. The commissioner will select projects in rank order unless justified to be selected out of order based on availability of funding and/or agency priorities.

After the commissioner selects projects for funding, the Coastal Program will email the results. Coastal Program staff will 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 grant conditions.
  - This Task Description becomes the work plan included in the grant agreement.
- 2) NOAA may request additional information 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 gather and submit the required documentation.
- 3) 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).
- 4) NOAA will award funding to the DNR no earlier than July 1, 2020.
- 5) After securing funding, the DNR will execute grant agreements for approved projects. Due to contract (i.e., agreement) processes, it is unlikely that your project may begin before September 1. The agreement is binding and enforceable. It will include necessary terms and any special conditions. This may require sign off from a governing body.

## Applications Made Public

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once applications are opened.
- 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 completed (for the purposes of this grant, after DNR submits its cooperative agreement to NOAA (anticipated April 2020)).
- 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 completed (anticipated April 2020).

If you submit any information in an application that you believe to be trade secret information, you must:

- Clearly mark all trade secret materials in the application at the time it is submitted, and
- Attach a statement justifying the trade secret designation for each item.

## **APPLICATION FORMAT**

[Download](#) the application instructions (PDF) and optional template (word document) from our website. The application must include both narrative and a budget, and can include appendices.

Applications need to be concise and provide enough detail for the Coastal Council to evaluate compatibility with the Coastal Program; overall quality and clarity of the application; organizational capability; readiness of the specific work proposed; degree of public benefit; and measurability of project outcomes.

### **Application Template**

The first section is form fillable and contains required information for project overview and certification. You may use the template or your own document as long as you submit all required information, see instructions.

### **Required Application Sections**

#### **Overview**

Provide the specifics about your project, and the organization applying for funds.

#### **Project Summary**

Briefly describe the goals and objectives of your project. The Project Summary should be no more than one page.

#### **Project Description**

Provide further information about your project, under the following headings. The Council will evaluate each section based on the parameter(s) identified. The Project Description is limited to seven pages.

#### **Impact to Coastal Area**

The Coastal Council will evaluate the project's ability to influence change and/or sustainability, and has the support of the coastal community of which it serves.

#### **Relevance to the Coastal Program**

The Coastal Council will evaluate relevance, the project's importance, applicability, and intrinsic value relative to the goals of the Coastal Program, the DNR, and the Division of Ecological and Water Resources.

#### **Priorities**

The Coastal Council will evaluate how well it meets one (or more) of the funding priorities.

#### **Results**

The Coastal Council will evaluate the usability of the product(s) and its possible long-term benefit(s).

#### **Scope of Work**

The Coastal Council will evaluate the project readiness and feasibility for completion within the timeline.

## Project Management

The Coastal Council will evaluate the applicant's ability to manage the activities, achieve the results, as well as support from partners, if applicable.

## Budget

You must submit both the budget table and detail. The budget section is limited to two pages. The Coastal Council will evaluate if the costs are reasonable, appropriate, and have a return on investment.

## Supporting Documentation

### Appendices

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

### Financial

#### Indirect Cost Rate

If your budget includes a federally negotiated indirect cost rate, you must 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 organizations not 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 will provide financial resources or work in kind for the project or directly benefit from it. There is no page limit.

### Partner Review

This year we will not solicit Subject Matter Experts to provide comments on your application to the Council. You are strongly encouraged, but not required, to solicit your own comments. See the instructions for guidance. There is no page limit.

## AWARD ADMINISTRATION

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.

### Reporting/Monitoring

You will need to provide:

- Quarterly progress reports; unless otherwise specified in the terms of the agreement
- Final summary report
- Financial reports and supporting documentation
- Products, to be determined by grant application

### Monitoring and Financial Reconciliation

You must provide reasonable access to the project site and to project records for monitoring by the DNR. The DNR may conduct periodic site visits and inspections at any time to ensure work progress in accordance with the grant agreement, and a final inspection upon program completion. The DNR will conduct at least one monitoring visit on all grants of over \$50,000. The DNR will conduct a financial reconciliation of expenditures at least once on grants over \$50,000 before final payment.

### Payment/Reimbursement

You must pay for all grant related expenses and request reimbursement. We will accept reimbursement requests quarterly. We must have a progress report(s) covering the activities included in the request prior to payment. Payments will be linked to project performance, and payment (partial or in whole) will be withheld if reports/products are not delivered to the DNR's satisfaction. We will reimburse using electronic fund transfer when possible.

You will be legally responsible for each mutually agreed upon activity and product. If the funding amounts were underestimated, it is your responsibility to complete the project as approved, providing or funding the difference in cost from other funds.

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

### Match

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

Non-federal match must come from state, local, or private sources except in rare instances where federal funds are expressly allowed to count toward non-federal contributions. For example, tribal self-sufficiency grants may apply as non-federal match. Applicants are encouraged to reach out to the [Coastal Program](#) to vet any federal funds that they believe may be eligible as match.

Match funds:

- Can be cash or in-kind.
- Must relate specifically to the project.
- Must be used during the grant period.
- Cannot be match for another project.

## **All of the rules that apply to grant funds also apply to matching funds.**

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 a third party. Partnership that include meaningful private contributions as part of the match are encouraged. Gifts and donations of property 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.

Volunteer contributions are acceptable; however, they must perform a specific service necessary to the project. You may charge volunteer time valued at \$20 per hour OR at the rate paid for the type of work completed (e.g., attorney doing legal work may charge their standard rate). The time students and their parents spend participating in grant-funded field trips is not eligible.

## **Acknowledgment**

We require [acknowledgement](#) of the DNR and NOAA 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 outreach materials prior to production.

## **Environmental Impact**

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

You may be required to submit additional environmental compliance information sufficient to enable NOAA to assess any impacts that a project may have on the environment. This includes your methods: detailed information on the activities to be conducted; 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). For sample questions, please see the [Environmental Compliance Questionnaire](#).

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 agreement.

## **Access to Project and Products**

### **Design Plans**

Design plans must comply with the [2010 American Disabilities Act Standards for Accessible Design](#), or any updated version of these requirements in effect at the time of construction, 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](#).

## Manuscript Publication

The final pre-publication manuscripts of scholarly articles produced *entirely or primarily* with NOAA funding will be required to be submitted to NOAA Institutional Repository after acceptance, and no later than upon publication. NOAA will make such manuscripts publicly available one year after publication by the journal.

## Data Collection

You must make all 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), preferably based on widely-used or international standards.

## Environmental Data

NOAA Administrative Order (NAO) 212-15 defines environmental data as recorded and derived observations and measurements of the physical, chemical, biological, geological, and geophysical properties and conditions of the oceans, atmosphere, space environment, sun, and solid earth, as well as correlative data such as socio-economic data, related documentation, and metadata. Digital audio or video recordings of environmental phenomena are included in this definition. Numerical model outputs are included in this definition, particularly if they are used to support the conclusion of a peer-reviewed publication. Data collected in a laboratory or other controlled environment, such as measurements of animals and chemical processes, are included.

## 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).

## 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. Direct exceptions requests to [mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us) and we will consult with NOAA on your behalf.

## Data Management Plans

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 during the course of the project; the tentative



date by which data will be shared; the standards to be used for data/metadata format and content; methods for providing data access; and prior experience in making such data accessible.

The plan should describe or reference the quality control techniques that you will use or note that the data will not be quality controlled. Data that is not quality controlled should include a description on the limitations of the data or an indication of degree of uncertainty.

Use of open-standard formats and methods is encouraged.

Acceptable data sharing includes:

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

## Changes to the Project

After project start, changes to the project may require an amendment and/or prior written approval from the State's Authorize Representative or designee. This includes changes to activities, products, or the budget.

## Extensions

The Federal Award that will fund these projects will expire December 2021. If you need additional time for your project, you should communicate with the Coastal Program well in advance, as the DNR will have to apply for an extension to the Federal award before we can extend these pass-through projects.

## Specific Award Conditions

Before making an award, the Coastal Program must review financial and grant administration aspects of a proposed award. We 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. Upon review of these factors, if appropriate, specific award conditions that respond to the degree of risk may be applied.

## Terms and Conditions

By accepting an award, you (the "grantee") will enter into a grant agreement with the State of Minnesota. The following terms and conditions will apply and are not subject to modification.

- The terms and conditions of state awards also pertain to subawards/contracts of the grantee unless specifically indicated otherwise.
- You must ensure that all work be conducted in accordance with appropriate Federal, state, and local laws and follow recognized best practices for minimizing impacts to the human and natural environment. If the project includes any outdoor activities, everyone participating must take active steps to prevent or limit the introduction, establishment, and spread of terrestrial and aquatic invasive species. They also need to practice best management principles for pollinators (ants, bats, bees, beetles, birds, butterflies, flies, moths, and wasps).

- You are responsible for applying for and obtaining all appropriate local, state, and federal permits or other authorizations necessary to undertake the project.
- You are responsible for safety in the project, including the safety of project personnel, associates, visitors, and volunteers.

The grantee must attend or participate in Grant Administration Training.

## DUNS/System for Award Management

You must have a Data Universal Number System (DUNS) number. DUNS is a unique nine-character number to identify and validate your organization. To verify or register for a **FREE** DUNS number, visit the [Dun and Bradstreet website](#).

You must have an active registration in the [System for Award Management \(SAM\)](#), with no active exclusions. SAM is an official website of the U.S. Government. **There is no cost to use SAM.**

You must maintain your profile until you submit the final financial report or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your organization.

## Conflicts of Interest

We will take steps to prevent individual and organizational conflicts of interest, in reference to applicants, reviewers, and grant administration per [Minn. Stat.§16B.98](#) and the [Conflict of Interest Policy for State Grant-Making](#).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the DNR due to competing duties or loyalties.
- A grantee or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

Applicants, reviewers, grantees, and the DNR are all responsible for identifying (actual, potential, and perceived) conflicts of interests. Each may have to take necessary actions. The DNR actions may include but are not limited to notifying involved parties, disqualifying an applicant from eligibility, developing a conflict mitigation plan, or terminating the grant agreement.

## Federal Funding Accountability and Transparency Act

To aid the DNR in complying with the Federal Funding Accountability and Transparency Act, if awarded \$25,000 or more, the grantee must report on executive compensation with the signed agreement. Failure to do so will delay agreement execution.

## Insurance

When any part of the project will occur on state land/property (municipality or the University excluded), grantee will not begin work until they have obtained all the insurance specified in MN Department of Administration's [Insurance Requirements Fact Sheet](#). Grantee will maintain such insurance in force and effect throughout the term of the grant agreement.

## Grantee Bidding Requirements

If you subcontract any portion of the project to another entity, the agreement with the subcontractor must contain all provisions of the grant agreement with the state. You must comply with [Title 2 Code of Federal Regulations \(CFR\) 200.318](#) through 2 CFR 200.326.

Any procurement over \$3,000 must comply with the state's contract and bid requirements [Minnesota Statute 16C.28](#) and [Minnesota Statute 471.345](#).

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

When possible, the grantee must use targeted vendors from businesses with active certifications through these entities:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

The grantee must not contract with vendors who are [suspended or debarred in Minnesota](#).

## Audits

Per [Minn. Stat. §16B.98](#) Subdivision 8, the books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the DNR and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required time to satisfy all state and program retention requirements, whichever is later.

## Affirmative Action and Non-Discrimination Requirements

- The grantee may not exclude any person in the United States, on the ground of race, color, national origin, handicap, age, religion, or sex, from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity.
- The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for

employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#).

- The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

## Voter Registration Requirement

The grantee will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

## Federal Participation

The grantee may not issue a subaward or contract to any Federal employee, department, or agency, without advance permission from the DNR.

## Failure to Comply

Failure to comply with the provisions of the grant agreement will be considered grounds for appropriate enforcement action including but not limited to: the imposition of additional special conditions; temporarily withholding payments pending correction; disallowance of grant costs; wholly or partially suspending or terminating the agreement; initiating suspension or debarment proceedings; and such other remedies as may be legally available.

## 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.

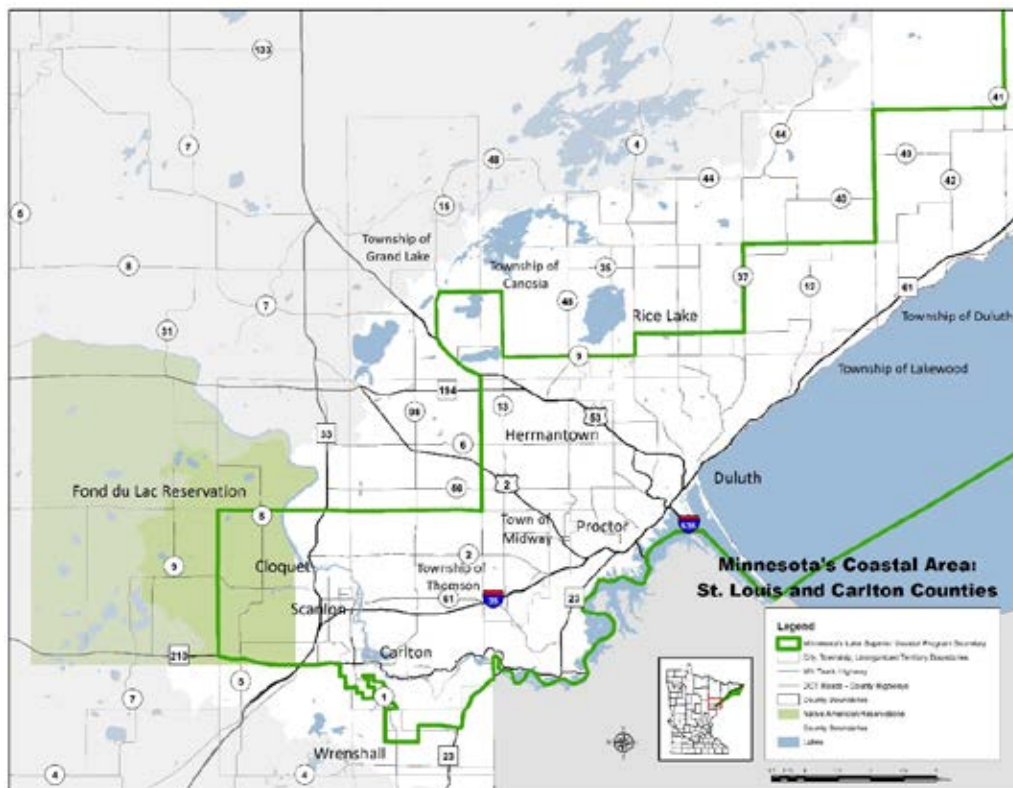
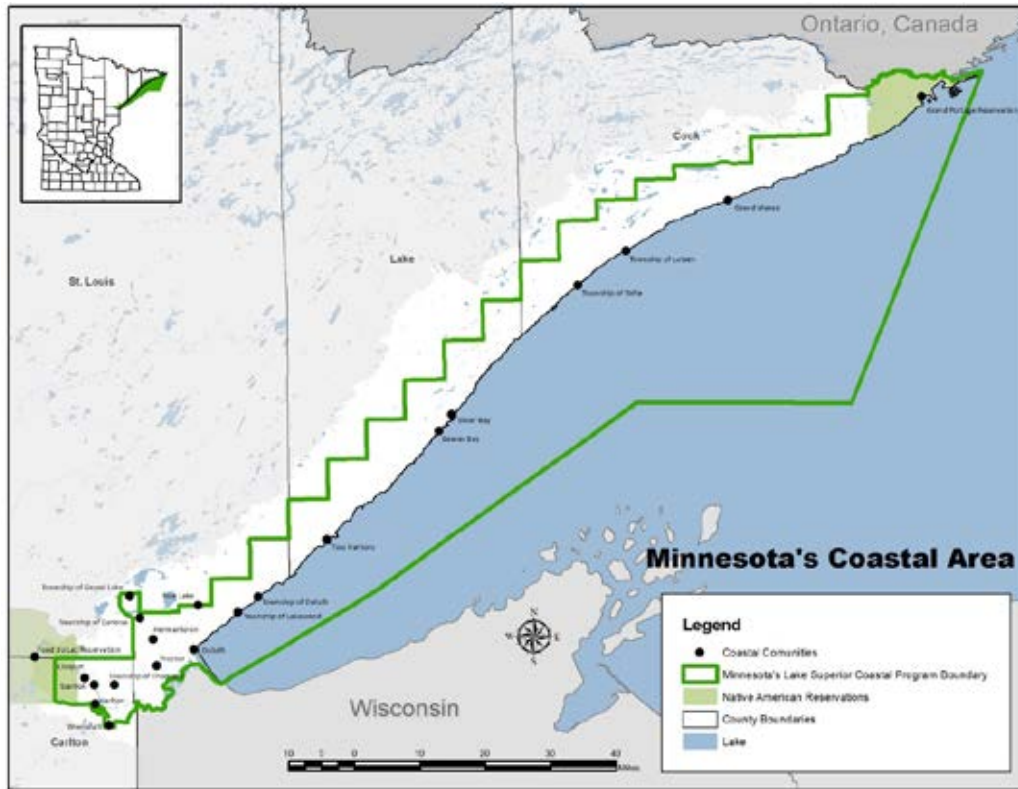
### Coastal Zone Management

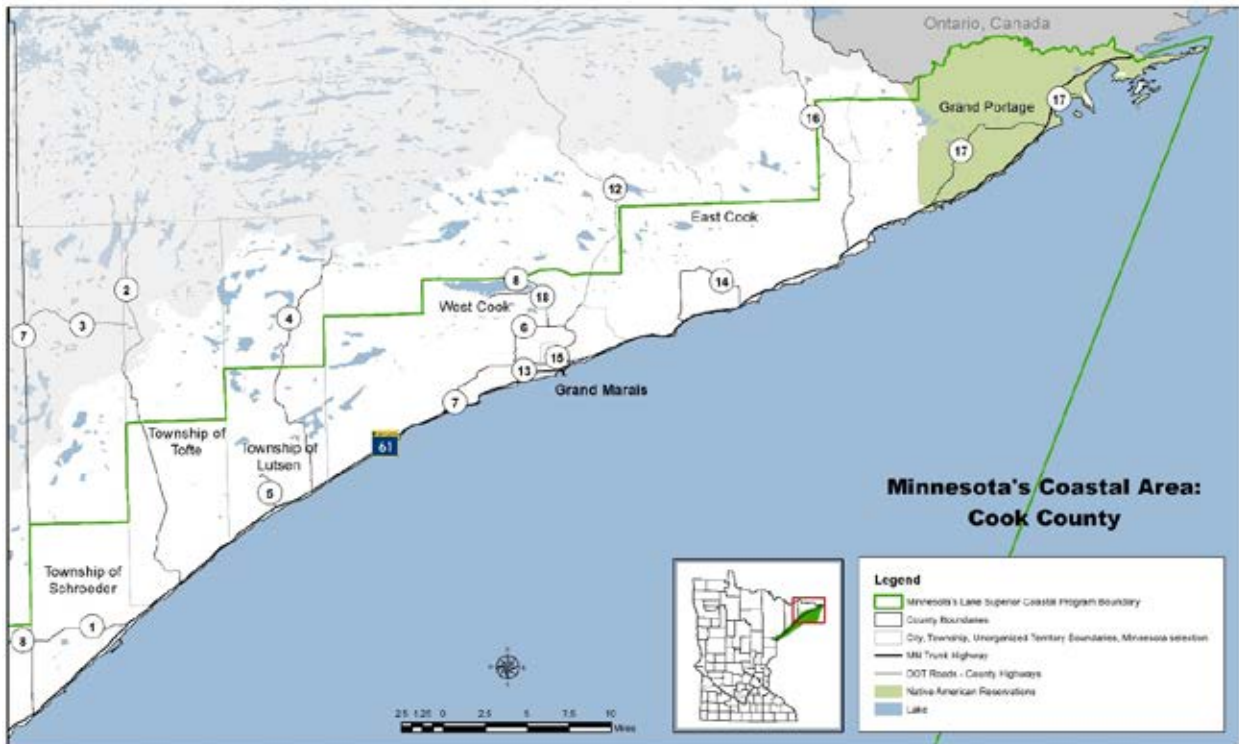
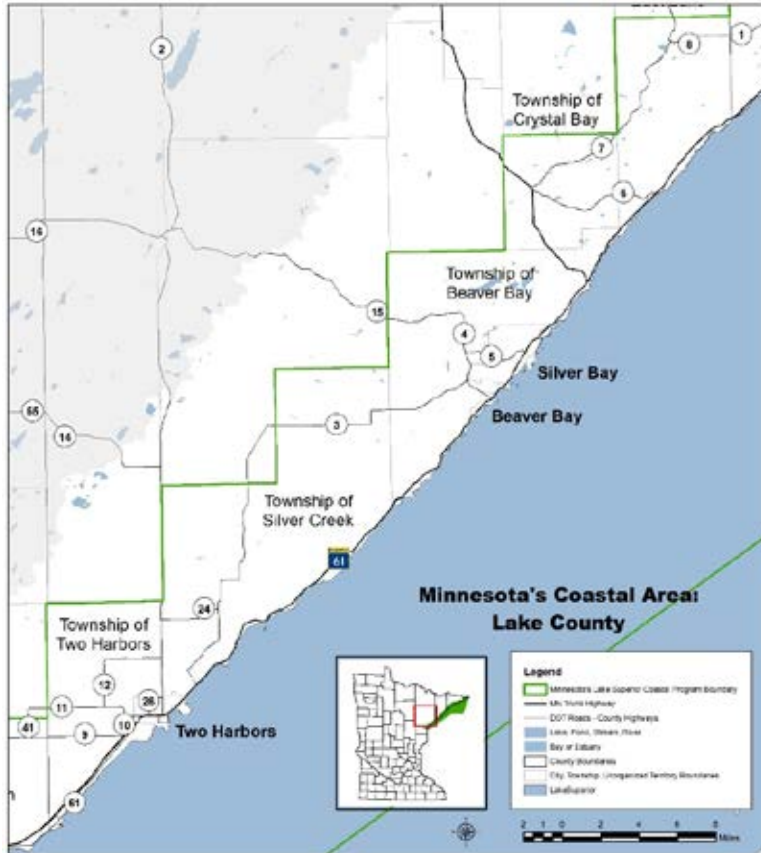
Visit [NOAA's Office for Coastal Management](#) for more information about the Coastal Zone Management Act, regulations, program guidance, and other resources related to the national Coastal Program.

## APPENDIX A: APPLICATION CHECKLIST

- Application Overview
- Certification
- Project Summary
- Project Description
  - Impact to Coastal Area – 20 Points
  - Relevance to the Coastal Program – 20 Points
  - Priorities – 15 Points
  - Results – 15 Points
  - Scope of Work – 10 Points
    - Timeline
  - Project Management – 10 Points
- Budget – 10 Points
  - Table
  - Detail
- Supporting Documentation (optional)
  - Appendices
  - Indirect Cost Rate Negotiation (if required)
  - Financial Statement (if required)
  - Letters of Support
  - Partner Review

## APPENDIX B: COASTAL AREA (MAPS)





## APPENDIX C: LOW-COST CONSTRUCTION AND ACQUISITION PROJECTS

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

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

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.

Projects that results in physical improvement (e.g., construction, habitat restoration) must maintain the improvement 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 operations and maintenance plan during project review.

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

### Signage

The Grantee must erect a sign at the project site and maintain it during construction that, at minimum, identifies the project, includes logos, and indicates that NOAA and the DNR funded this project. The Grantee must also maintain a permanent plaque or sign at the project site.

### 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 enter into a partnership 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.

You may not purchase lands or easements already owned by a public entity with these grants.



## APPENDIX D: SCORING FORM

Minnesota Department of Natural Resources  
 Minnesota’s Lake Superior Coastal Program  
 Annual Application Scoring Worksheet

**Number:**      **Title:**      **Reviewer (please print):**

Criterion	Points Possible
<b>Impact to Coastal Area</b> <i>Evaluate the project’s ability to influence change and/or sustainability, and has the support of the coastal community of which it serves.</i>	20
<b>Relevance to the Coastal Program</b> <i>Evaluate relevance, the project’s importance, applicability, and intrinsic value relative to the goals of the Coastal Program, the DNR, and the Division of Ecological and Water Resources.</i>	20
<b>Priorities</b> <i>Evaluate how well it meets one (or more) of the funding priorities.</i>	15
<b>Results</b> <i>Evaluate the usability of the product(s) and its possible long-term benefit(s).</i>	15
<b>Scope of Work</b> <i>Evaluate the project readiness and feasibility for completion within the six-month time frame.</i>	10
<b>Project Management</b> <i>Evaluate the applicant’s ability to manage the activities, achieve the results, as well as support from partners, if applicable.</i>	10
<b>Budget</b> <i>Evaluate if the costs are reasonable, appropriate, and have a return on investment.</i>	10
<b>Total Points</b>	100

**Overall Comments:**

**Signature:**      **Date:**

\*This scoring sheet and contents (score and comments) are considered public data and may be shared with the applicant.

## APPENDIX E: WEBSITE REFERENCES

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

Page	Website
3	<a href="https://coast.noaa.gov/czm/act/">https://coast.noaa.gov/czm/act/</a>
3	<a href="http://www.dnr.state.mn.us/aboutdnr/mission.html">http://www.dnr.state.mn.us/aboutdnr/mission.html</a>
3	<a href="https://www.dnr.state.mn.us/ewr/index.html">https://www.dnr.state.mn.us/ewr/index.html</a>
3	<a href="http://www.dnr.state.mn.us/waters/lakesuperior/feis/index.html">http://www.dnr.state.mn.us/waters/lakesuperior/feis/index.html</a>
4	<a href="https://www.dnr.state.mn.us/waters/lakesuperior/grants.html">https://www.dnr.state.mn.us/waters/lakesuperior/grants.html</a>
7	<a href="http://www.dnr.state.mn.us/waters/lakesuperior/maps.html">http://www.dnr.state.mn.us/waters/lakesuperior/maps.html</a>
10	<a href="http://www.mn.gov/admin/images/grants_policy_08-01.pdf">http://www.mn.gov/admin/images/grants_policy_08-01.pdf</a>
10	<a href="https://www.dnr.state.mn.us/waters/lakesuperior/council.html">https://www.dnr.state.mn.us/waters/lakesuperior/council.html</a>
15	<a href="http://www.nepa.noaa.gov/">http://www.nepa.noaa.gov/</a>
15	<a href="https://www.ada.gov/2010ADASTandards_index.htm">https://www.ada.gov/2010ADASTandards_index.htm</a>
15	<a href="https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards">https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards</a>
15	<a href="https://www.w3.org/TR/WCAG20/">https://www.w3.org/TR/WCAG20/</a>
15	<a href="https://www.nepa.noaa.gov/docs/NOAA-Grants-Questionnaire-final.pdf">https://www.nepa.noaa.gov/docs/NOAA-Grants-Questionnaire-final.pdf</a>
15	<a href="http://files.dnr.state.mn.us/waters/lakesuperior/acknowledgement_guidance.pdf">http://files.dnr.state.mn.us/waters/lakesuperior/acknowledgement_guidance.pdf</a>
16	<a href="https://nrc.noaa.gov/ScientificIntegrityCommons.aspx">https://nrc.noaa.gov/ScientificIntegrityCommons.aspx</a>
16	<a href="https://www.dnr.state.mn.us/waters/lakesuperior/grants.html">https://www.dnr.state.mn.us/waters/lakesuperior/grants.html</a>
16	<a href="https://mn.gov/mnit/about-mnit/accessibility/electronic-documents.jsp">https://mn.gov/mnit/about-mnit/accessibility/electronic-documents.jsp</a>
18	<a href="https://fedgov.dnb.com/webform/index.jsp">https://fedgov.dnb.com/webform/index.jsp</a>
18	<a href="https://www.sam.gov/">https://www.sam.gov/</a>
18	<a href="https://mn.gov/admin/government/risk/insurance/">https://mn.gov/admin/government/risk/insurance/</a> (Underwriting tab)
19	<a href="http://www.mmd.admin.state.mn.us/process/search/">http://www.mmd.admin.state.mn.us/process/search/</a>
19	<a href="https://mnuccp.metc.state.mn.us/">https://mnuccp.metc.state.mn.us/</a>
19	<a href="https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central">https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central</a>
19	<a href="http://www.mmd.admin.state.mn.us/debarredreport.asp">http://www.mmd.admin.state.mn.us/debarredreport.asp</a>
20	<a href="http://www.osec.doc.gov/oam/grants_management/policy/documents/Department_of_Commerce_Standard_Terms_&amp;_Conditions_31_March_2017.pdf">http://www.osec.doc.gov/oam/grants_management/policy/documents/Department_of_Commerce_Standard_Terms_&amp;_Conditions_31_March_2017.pdf</a>
20	<a href="https://mn.gov/admin/government/grants/">https://mn.gov/admin/government/grants/</a>

You may search for the state statutes on the state register's website:

<https://www.revisor.mn.gov/statutes>

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available in the Electronic Code of Federal Regulations [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)