



Minnesota's Lake Superior Coastal Program

2021 ANNUAL NOTICE OF GRANT OPPORTUNITY

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Minnesota Department of Natural Resources

Coastal Program Manager: Amber Westerbur

1568 Highway 2; Two Harbors, MN 55616

mlscp.dnr@state.mn.us

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



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INTRODUCTION

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 Minnesota's Lake Superior coastal resources and/or support their sustainable use.

This Notice of Grant Opportunity (Notice) provides the information needed to apply. Please read the entire Notice before starting an application.

Successful applicants must:

1. Submit the application by the published deadline, and include all required materials.
2. Request between \$10,000 and \$100,000 in grant funds.
3. Comply with applicable state and federal laws.
4. Be eligible to receive state and federal grant funds.
5. Be recommended for funding by the Governor's Council on Minnesota's Coastal Program and selected by the commissioner of the DNR.
6. Be approved for funding by the Office for Coastal Management, NOAA.

Purpose

These funds help local communities, agencies, and organizations working in the state's coastal area balance protection of the coastal resources with providing places for people to live, work, and play (see [Appendix A](#) for the designated Coastal Area). Grantees must complete funded projects in approximately fifteen months or less.

In general, Annual grant projects can:

- Create (or modify) plans or designs to protect or develop coastal resources;
- Preserve or restore areas because of their recreation, ecological, or esthetic values;
- Provide access to public beaches and other public coastal areas and waters;
- Provide opportunities for community participation or learning about coastal issues;
- Produce new knowledge for an identified coastal resource need of a community, land or water manager, or organization; or
- Address timely and specific coastal issues.

Priorities

The Coastal Program has identified three funding priorities:

- Improve or protect the water quality of Lake Superior and coastal area streams.
- Reduce future damage from coastal hazards (e.g., climate change, erosion, flooding).
- Serve diverse populations including but not limited to, American Indians, LGBTQI communities, people with disabilities, veterans, and/or rural or low-income areas. Activities or results must include verifiable and measureable diversity, equity, and inclusion objectives.

While not required, projects that address one or more of these priorities are eligible for up to 15 points.

Requirements

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. Engineering and designs should be resilient and take into account future conditions including: localized climate projections including temperature and precipitation, fluctuating water levels, erosion, changing ice cover, and seasonal temperature changes.

Construction and acquisition projects must meet specific eligibility requirements (see [Appendix B](#)).

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

Eligibility

To be eligible, a project must:

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

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)

Applicants

The following types of organizations are eligible to apply:

- Area-wide agency, including a county and/or regional planning agency
- College or university
- Conservation district
- 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

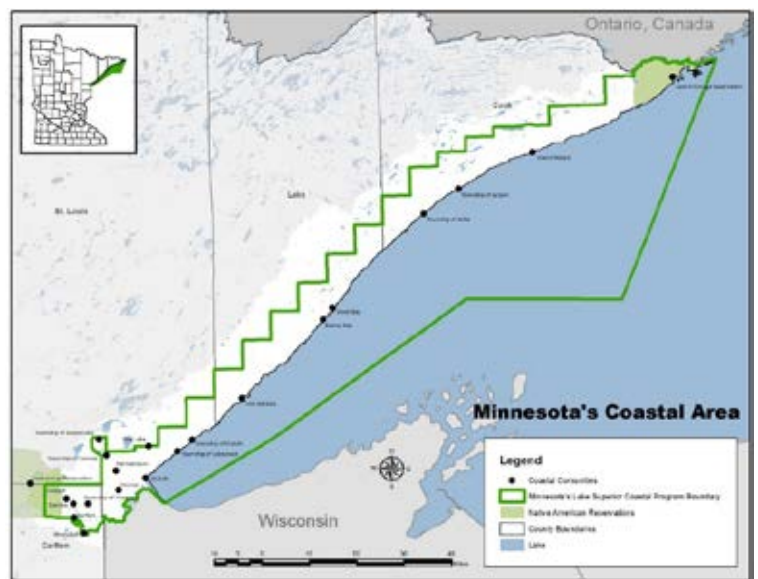
Location

The project's principal activities must occur either:

- In the Minnesota waters of Lake Superior; or
- On public (non-federal) land in Minnesota's coastal area

In the event that any activities take place outside of the designated coastal area, the applicant will need to demonstrate that the project will have direct substantial benefits within the coastal area.

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



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:

- 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
- 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

Collaboration

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

Funding Available

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

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

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.

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.

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 2021 coastal zone management cooperative agreement with NOAA.

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 template](#) from the website. Complete the application according to the instructions in [Appendix C](#).
4. Email your application to mlscp.dnr@state.mn.us **by 3:00 pm on November 13, 2020.**

You must submit all required application materials by the due date to be eligible for review.

Selection Criteria and Weight

The Governor's Council on Minnesota's Coastal Program (Coastal Council) will review and score applications using following criteria.

- **Priorities** – 15 Points
The Coastal Council will evaluate how well it meets one (or more) of the funding priorities.
- **Relevance to the Coastal Program** – 20 Points
The Coastal Council will evaluate the project's relevance, importance, applicability, and intrinsic value relative to the goals of the Coastal Program, the DNR, and the Division of Ecological and Water Resources.
- **Impact to Coastal Area** – 20 Points

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.

- **Results** – 15 Points

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

- **Scope of Work** – 10 Points

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

- **Project Management** – 10 Points

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** – 10 Points

The Coastal Council will evaluate if the costs are reasonable, appropriate, and have a return on investment.

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

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, 2021 and be complete by November 30, 2022. You will have an additional 30 days to submit final reports, products, and reimbursement requests.

Applications Due – November 13, 2020

Review Dates – January 11, 2021

Estimated Notice of Project Selection – February 15, 2021

Estimated Project Start – September 1, 2021

Project End – November 30, 2022

Products Due – December 31, 2022

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.

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 categorize your project as 'low-cost construction'. There are restrictions on who and what qualifies. Projects must undergo additional review and 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 [Low-Cost Construction and Land Acquisition](#) section.

Are you collecting or creating environmental data?

If you will create or collect [environmental data](#), you will have to develop a data management plan and make all data publically accessible within two years of completion of the project. You can review the [Data Management Plan template and guidance](#) on our Grants webpage.

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 [Low-Cost 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.

Questions

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

Phone: 218-834-1447

mlscp.dnr@state.mn.us

1568 Highway 2 Two Harbors, MN 55616

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

If you would like Coastal Program staff to pre-review your application, you must send a draft via email to mlscp.dnr@state.mn.us a minimum of two weeks prior to the due date. Pre-review by Coastal Program staff does not guarantee the application will score well or receive grant funds.

APPLICATION PROCESS

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

Screening

Applicant must submit application to the DNR via email (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). 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, 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.

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

The Coastal Council is seeking applications to recommend for funding that:

1. Have direct benefit to the waters of Lake Superior and/or coastal communities;
2. Reflect best practices for coastal management;
3. Describe need and activities in plain (easy to understand) language;
4. Have specific, measurable results;
5. Demonstrate a capability to successfully manage and implement the project;
6. Request a realistic monetary amount given the stated scope and timeframe; and
7. Demonstrate return on investment.

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. The DNR does not guarantee that grant funds will be available for all recommended projects.

Award Notice

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 grant conditions.
 - This Task Description becomes the work plan included in the grant agreement.
 - If your project includes any outdoor activities, you will have to provide sufficient information for the DNR and NOAA to assess the potential [environmental impact](#).
- 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 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) NOAA will award funding to the DNR no earlier than July 1, 2021.
- 4) 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 will begin before September 1. The agreement is binding and enforceable. It will include necessary terms and any special conditions.
- 5) The grantee must participate in a Project Start-Up meeting.

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.

GRANT 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.

Reporting/Monitoring

You will need to provide to the DNR:

- 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

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

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

Match funds:

- Can be cash or in-kind.
- Must be non-federal (from state, local, or private source).
- Must relate specifically to the project.
- Must be used during the grant period.
- Cannot be match for another project.
- Can be time and resources of project partners.

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.

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. 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 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.

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.

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 2022. 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.

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 (specific award condition).

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](#).

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.

Environmental Data Collection

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.

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 also 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

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. Direct exceptions requests to mlscp.dnr@state.mn.us. 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.

GRANT AGREEMENT 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.

System for Award Management

To receive federal pass through funds, you must have an active registration in the [System for Award Management](#) (SAM). 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.

To register in SAM, 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](#).

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 and potential) 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.

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.

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.

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.

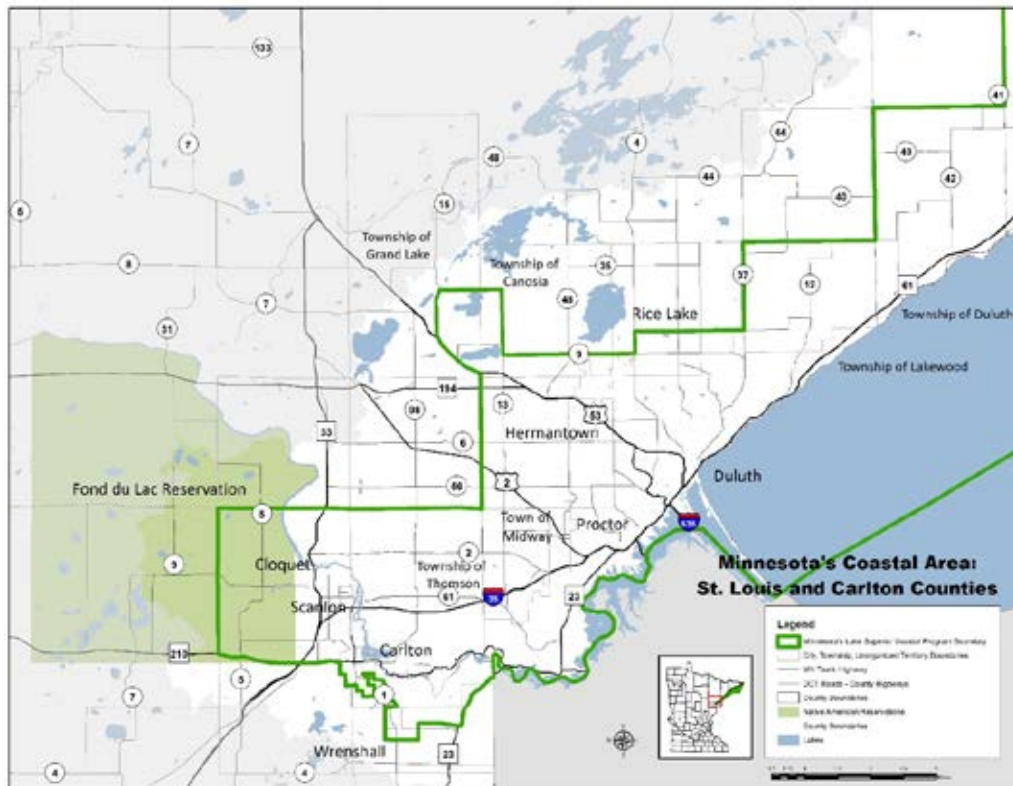
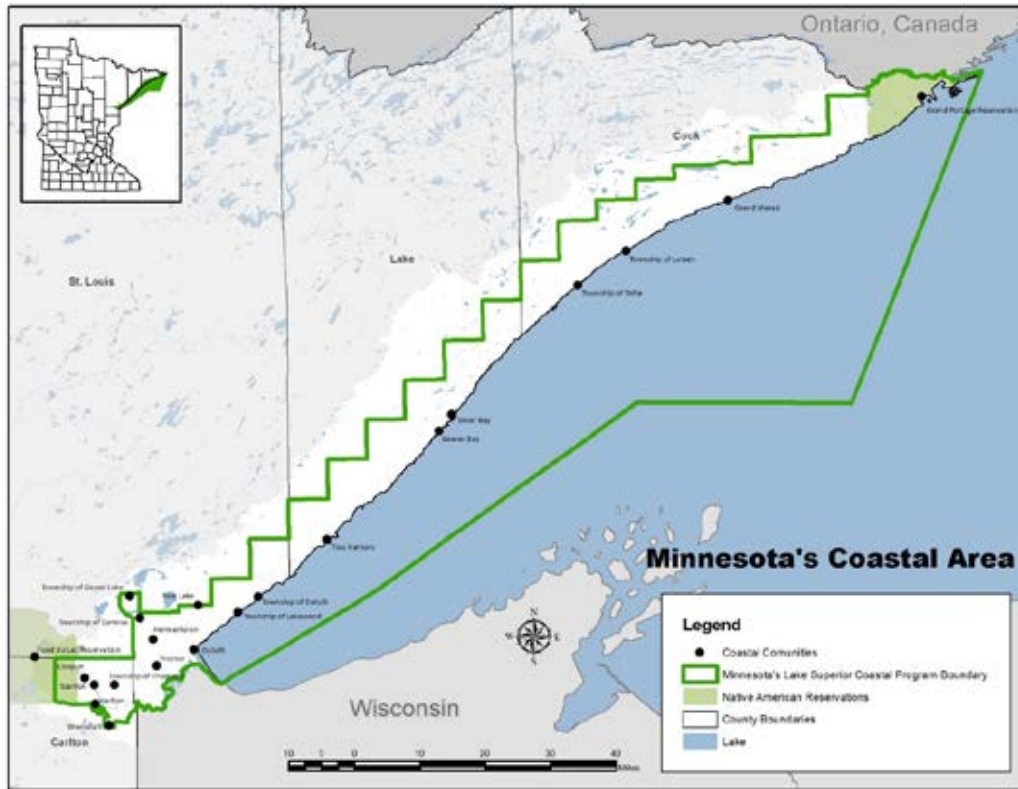
Federal Participation

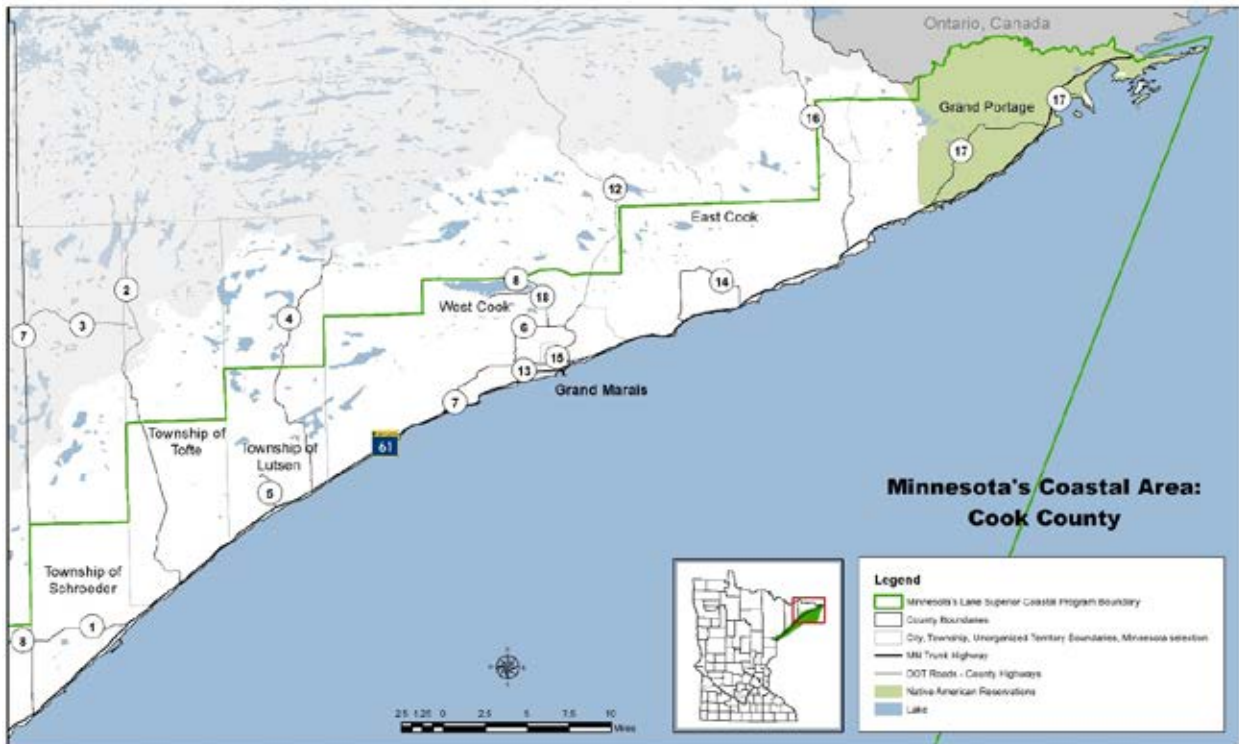
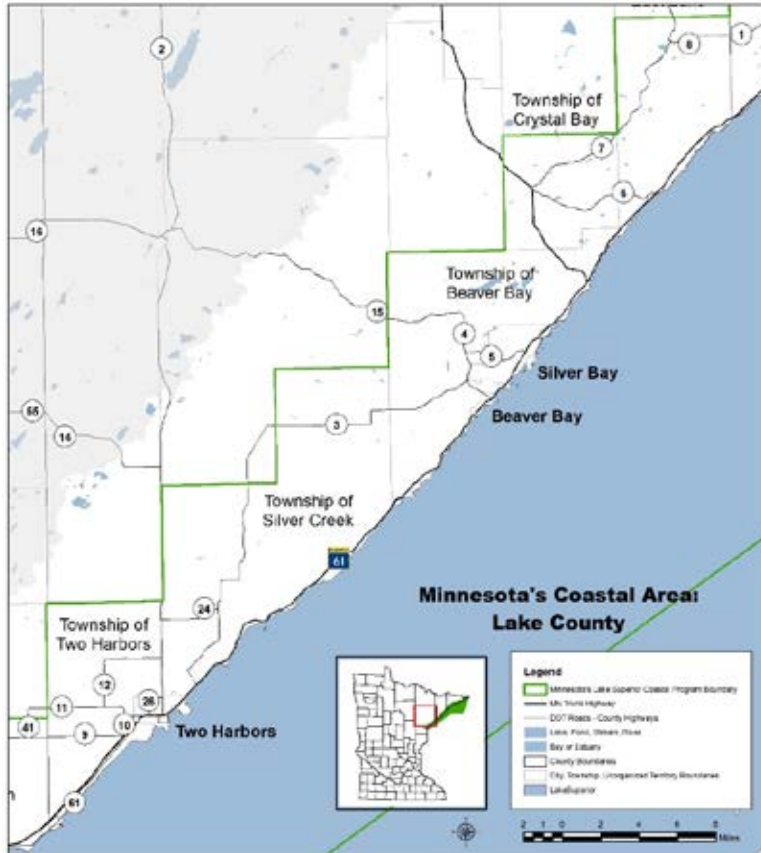
The grantee may not issue a subaward or contract to any Federal employee, department, or agency, without advance permission from the DNR.

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.

APPENDIX A: COASTAL AREA (MAPS)





APPENDIX B: LOW-COST CONSTRUCTION AND ACQUISITION PROJECTS

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

- Applicant is a unit of government¹; 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 significance²;
 - Redevelop deteriorating or underused urban waterfronts and ports; and/or
 - Provide public access to public beaches and other coastal areas and waters.
 - Regulate and issue permits for aquaculture facilities in the coastal area.

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.

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.

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.

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

¹ Limited exceptions apply, contact Coastal Program staff to discuss your project.

² "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.

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.

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 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 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.

Good luck in preparing your application!

Format

Applications need to be concise and provide enough detail for the Coastal Council to evaluate compatibility with the Coastal Program; readiness of the specific work proposed; degree of public benefit; measurability of project outcomes; and organizational capability. Applicants should not assume prior knowledge on the part of the DNR, Coastal Program, NOAA, or the Coastal Council as to the relative merits of the organization or project.

Applications should 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 sections with headings
- Be visual when printed in black and white
- Be submitted as either a Microsoft Word (.doc, .docx) or Adobe (.pdf) document
- Be no more than twenty pages, excluding Supporting Documentation

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

Template

The Coastal Program has a [2021 Annual Application Template](#) (word document) on the DNR website. You may use the template or your own document as long as you submit all required information.

Required Sections

You are required to include the following sections in your application. The Coastal Program encourages applicants to use the template provided.

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.

Project Overview

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

Total Cost, Grant Request, and Applicant Match: Use whole numbers (round up).

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.

SAM Registration: Check the box to indicate that your [System for Award Management \(SAM\) registration](#) is current, with no active exclusions.

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

Type of Applicant: Insert type of applicant, see [page 4](#) for complete list.

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.

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.

Grant Project Contact: Complete if the project coordinator/principal investigator is someone other than the Official with Authority to request.

Certifications

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

Project Summary

In one or two sentences, summarize your project.

Project Description

In approximately eight pages, describe your project.

The Project Description should include:

- The need/problem your project addresses.
- Existing evidence, documented or anecdotal, which confirm the need.
- How your project supports, preserves, protects, or enhances Lake Superior and/or the coastal area.
- Why your project is necessary or how the situation will change because of your project.
- The methods, activities, or process to complete the project.
 - For educational activities, describe the knowledge/skills/ability your primary audience will be able to demonstrate.
 - For research projects, describe how you will share results with land/resources managers.
 - For low-cost constructions projects, describe best management practices and sustainability of the project, as well as the public input in development of the project.

- The end goals/objectives of the project; specific, measurable, achievable, relevant, and trackable results.
- The benefit to the local community, the environment, or the economy of the coast, both during project activities and after project completion.
- Who will maintain and/or sustain the project.
- 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 of your project, whether it has achieved the objectives set forth in the application, and how the Lake Superior coastal area was improved through the project.

If your project is part of a bigger project/initiative, provide a brief description of the overall project and outcomes. For designs, include who owns the land and who is likely to implement the designed project.

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

Project Location

Identify the location(s) where the project will occur; include coordinates if possible. **A map of the project location is required.** If you need help in generating a map, please contact the [Coastal Program](#).

Project Timeline

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

Questions and Answers

In one to two sentences, answer the listed questions. The information in your Project Description should support your answers.

1. Which priority (or priorities) does your project address and why? Answer the appropriate question(s).
 - 1a. How does your project improve or protect the water quality of Lake Superior and coastal area streams?
 - 1b. How does your project or plan reduce future damage from coastal hazards (e.g., climate change, erosion, flooding).
 - 1c. Which diverse population(s) does your project serve? What are the verifiable and measureable diversity, equity, and inclusion objectives of your project?
2. Which Coastal Management Goal(s) (see page 5 of the Notice) does your project address and why?
3. Why is your project a good funding fit for the Coastal Program?
4. What local goal, policy, or effort will your project address? Provide a link or attachment if possible.
5. What do you expect to produce during the grant period (i.e. what will you be able to turn in at the end of the project)?
6. What is the return on investment or how will the public, units of government, researchers, and/or resource managers use the results?

7. If you are applying for a low-cost construction or acquisition project, is your project ready to go (i.e. “shovel ready”)? What will you need to do prior to project start?
8. List your project collaborators and/or partners and their roles and responsibilities. Note whether Letters of Support are included with the application.

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.

Budget

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

Categories	Grant	Match	Total
Salaries	0	0	0
Fringe Benefits	0	0	0
Equipment	0	0	0
Travel	0	0	0
Supplies	0	0	0
Contract 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 in sufficient detail to enable the Coastal Council 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

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.

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.

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](#) or the University's Travel Plan as applicable.

List each trip, including destination and purpose. 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. Travel out of country is not allowed.

Supplies

Includes all consumable materials less than \$5,000 per unit 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, subcontractors, and subrecipients. You will need to follow the [state](#) (or University) requirements for bid.

Include the budgets and budget justifications of contracts 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.

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, [conference costs](#), training costs, etc. Rental/leasing costs cannot exceed the cost of purchasing the item new.

List other costs with detail.

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).

Appendices

Options for appendices include additional maps, charts, graphs, photographs, and excerpts from reports or plans.

Supporting Documentation

Materials submitted for Supporting Documentation do not count against the page limit.

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.

Volunteer Rate

You should provide screenshots, letters, or other documentation to justify the value of volunteer time.

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. Address letters of support to the Coastal Council.

APPENDIX D: SCORING FORM

Minnesota Department of Natural Resources
 Minnesota's Lake Superior Coastal Program
 2021 Annual Application Scoring Worksheet

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

Criterion	Points Possible
Priorities <i>Evaluate how well it meets one (or more) of the funding priorities.</i>	15
Relevance to the Coastal Program <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
Impact to Coastal Area <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
Results <i>Evaluate the usability of the product(s) and its possible long-term benefit(s).</i>	15
Scope of Work <i>Evaluate the project readiness and feasibility for completion within the grant period.</i>	10
Project Management <i>Evaluate the applicant's ability to manage the activities, achieve the results, as well as support from partners, if applicable.</i>	10
Budget <i>Evaluate if the costs are reasonable, appropriate, and have a return on investment.</i>	10
Total Points	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: RESOURCES

Coastal Zone Management

The National Coastal Zone Management Program monitors and evaluates the success of its efforts through [national performance measures](#). A performance measurement system is used 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.

Ecological and Water Resources Division Strategic Plan

The [Strategic Plan](#) helps set and communicate the division's direction and priorities; shape and guide division-level work; align internal resources and guide decision-making.

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.

APPENDIX F: WEBSITE REFERENCES

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

Page	Website
4	https://coast.noaa.gov/czm/act/
4	http://www.dnr.state.mn.us/aboutdnr/mission.html
4	https://www.dnr.state.mn.us/ewr/index.html
5	http://www.dnr.state.mn.us/waters/lakesuperior/maps.html
9	http://www.mn.gov/admin/images/grants_policy_08-01.pdf
9	https://www.dnr.state.mn.us/waters/lakesuperior/council.html
12	https://independentsector.org/
12	http://files.dnr.state.mn.us/waters/lakesuperior/acknowledgement_guidance.pdf
12	http://www.nepa.noaa.gov/
12	https://www.access-board.gov/guidelines-and-standards
13	https://www.nepa.noaa.gov/docs/NOAA-Grants-Questionnaire-final.pdf
13	https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards
13	https://www.w3.org/TR/WCAG20/
13	https://mn.gov/mnit/about-mnit/accessibility/electronic-documents.jsp
13	https://nrc.noaa.gov/ScientificIntegrityCommons.aspx
14	https://www.dnr.state.mn.us/waters/lakesuperior/grants.html
14	http://www.osec.doc.gov/oam/grants_management/policy/documents/Department_of_Commerce_Standard_Terms_&_Conditions_31_March_2017.pdf
14	https://mn.gov/admin/government/grants/
15	https://fedgov.dnb.com/webform/index.jsp
15	https://www.sam.gov/
16	http://www.mmd.admin.state.mn.us/process/search/
16	https://mnuccp.metc.state.mn.us/
16	https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central
16	http://www.mmd.admin.state.mn.us/debarredreport.asp
16	https://mn.gov/admin/government/risk/insurance/ (Underwriting tab)
22	https://coast.noaa.gov/funding/resources-tips.html
26	http://www.mmd.admin.state.mn.us/commissionersplan.htm
29	https://coast.noaa.gov/czm/performance/
29	https://www.dnr.state.mn.us/conservationagenda/index.html
29	https://files.dnr.state.mn.us/eco/ewr-strategicplan.pdf
29	http://www.dnr.state.mn.us/waters/lakesuperior/feis/index.html

You may search for applicable laws 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