



Welcome to the Coastal Council

Orientation for members of the Governor's Council for Minnesota's Coastal Program

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Minnesota's Coastal Program

The State of Minnesota established the Minnesota's Lake Superior Coastal Program (MLSCP; hereafter "Coastal Program") in 1999 as a partnership with the National Oceanic and Atmospheric Administration (NOAA). Administered within Minnesota's Department of Natural Resources (DNR), the Coastal Program consists of a small staff and an advisory citizen body, the *Governor's Council for Minnesota's Coastal Program*, commonly referred to as the Coastal Council. The Coastal Program's goal is to "*preserve, protect, develop, and where possible, restore or enhance resources along Minnesota's North Shore of Lake Superior for present and future generations*". The Coastal Program helps protect water and other natural resources, keep our coastal communities prosperous, protect lives and property from natural hazards, and enhances the use and enjoyment of the coastal area.

Minnesota's Coastal Program:

- Receives federal funding through the Coastal Zone Management Act
- Is voluntary and has no regulatory authority
- Works with networked state agencies to support a thriving Minnesota coast
- Provides technical assistance to 31 coastal communities
- Has distributed over \$18 million in grant funding to local communities and organizations
- Plays a crucial role in supporting public access, outreach, water management, and natural resource protection along the North Shore.

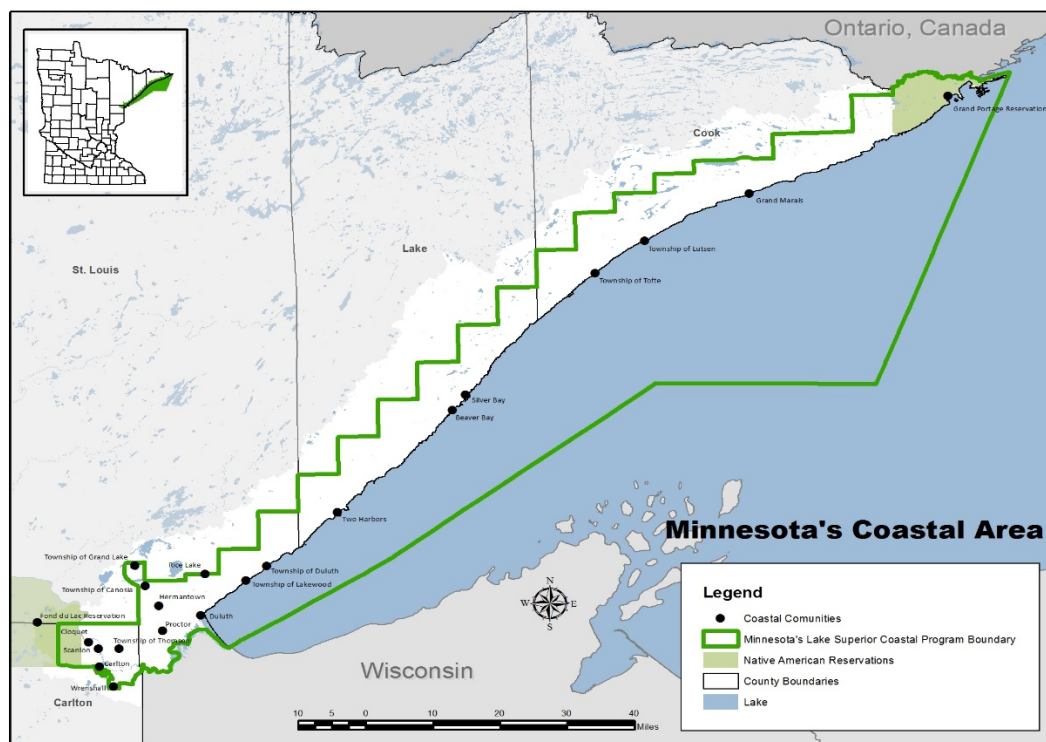


Figure 1: Map of the Coastal Program area (green lines) along the North Shore of Minnesota.

This guide introduces new members of the Governor’s Council for Minnesota’s Coastal Program (hereafter “Coastal Council”) to the Coastal Program, their role and responsibilities to the program and local communities, and the various statutes and rules that influence our activities.

This guide is not comprehensive and Council members are encouraged to review the resources provided (see [Additional Resources](#)), the Council [Bylaws](#) and [Standard Operating Procedures](#), and to address questions or concerns with program staff.

Coastal Zone Management Act

Congress established the national policy for managing America’s coastal areas the [Coastal Zone Management Act](#) (CZMA) in 1972 and created the [Office for Coastal Management](#) (NOAA OCM). The CZMA was reauthorized and expanded as part of the [Coastal Zone Protection Act of 1996](#).

The National Coastal Zone Management Program, created through the CZMA, seeks to address a broad range of issues facing coastal areas across the U.S. ranging from development, water quality, public access, coastal hazards, energy facility siting, and natural resource protection¹. The National Program has a specific focus on four key issues that guide U.S. coastal management priorities addressed by the CZMA:

- [Federal Consistency \(Section 307 CZMA\)](#)
- [Coastal Zone Enhancement Program \(Section 309 CZMA\)](#)
- [Coastal Nonpoint Pollution Control Program \(Section 6217 CZMA\)](#) *
- [Land Conservation in Coastal and Estuarine Areas \(Section 307A\)](#)

*No funding for new nonpoint pollution control projects available as of 2020.

Through the National Coastal Zone Management Program, states and territories may create their own coastal management program in partnership with NOAA. As of 2020, there are 34 coastal management programs², including in all eight of the Great Lakes states.

How does the CZMA benefit Minnesota?

It is important for Council members to understand the basic structure of the CZMA as it pertains to the scope of what the Coastal Program can do and, very importantly, fund through our grant programs. This section of the guide provides a brief overview of the National Coastal Zone Management Program and several sections of the CZMA that are very important to our program: Section 306, Section 306A, and Section 309. Federal consistency provision (Section 307 CZMA) has been included in this guide to understand some of the broader implications of

¹ NOAA’s Office of Ocean & Coastal Resource Management. 2007. National Coastal Zone Management Program.

² NOAA Office for Coastal Management. 2019. The National Coastal Zone Management Program. Available online: <https://coast.noaa.gov/czm/>

the CZMA. These sections are the primary sources of funding for our Coastal Program, although in the past we have received funding to support acquisition ([Section 310 CZMA](#)) and nonpoint pollution control ([Section 6217 CZMA](#)) programs.

Section 306 CZMA

[Section 306](#) provides funding for *Administrative Grants*, the main source of federal funds for a state or territory coastal management program. Congress allocates funding based on a formula that considers miles of shoreline and coastal population.

Section 306A CZMA

The Coastal Resource Improvement Program ([Section 306A](#)) provides funding to states for the acquisition of fee simple and other interests in land and low-cost construction projects. Any construction or acquisition project funded through Section 306A must meet federal requirements and undergo an environmental review.

Projects under 306A can include:

- Preservation or acquisition of sensitive areas that have conservation, recreational, ecological, cultural, or aesthetic value
- Redevelopment of urban waterfronts and ports
- Provision of public access to public beaches, coastal areas, and coastal waters

Section 307 CZMA

The *federal consistency* provision of the CZMA ([Section 307](#)) is a crucial portion of the act that requires coordination and cooperation between federal agencies and departments and coastal states regarding any federal action or decision that can have a reasonably foreseeable effect on any coastal use or natural resource in a state's coastal zone. Only states with a federally approved coastal management program can use this provision to have a voice in federal agency decision making. Federal actions include the activities of federal agencies, federal licensing or permitting, and federal funding of projects or activities. All of these actions must be consistent with the enforceable management policies of the state coastal program based on the type of action: federal agency actions must meet maximum practical consistency while licensing, permitting, and funding must be fully consistent. Since Minnesota's Coastal Program is non-regulatory, program staff, as well as other state agencies including the MN Pollution Control Agency and the MN Environmental Quality Board, address federal consistency³. See the Coastal Program's [Federal Consistency Information Manual](#) for more information.

³ MN DNR. Federal Consistency. Available online:
<https://www.dnr.state.mn.us/waters/lakesuperior/federal.html>

Section 309 CZMA

The National Coastal Zone Enhancement Program was established in 1990 under [Section 309](#) of the CZMA⁴. The Coastal Zone Enhancement Program provides an incentive to states and territories with a federally approved coastal program to assess nine focus areas for coastal enhancement. Every 5 years, state coastal programs identify priority needs and opportunities for improvement along these focus areas and develop an improvement strategy on one or more priorities. Each year, Coastal Programs are eligible to apply for a Project of Special Merit, a competitive funding program that supports projects meeting an approved Section 309 Strategy.

The nine enhancement focus areas are:

- Wetland Protection
- Coastal Hazards
- Cumulative and Secondary Impacts of Development
- Public Access to the Coast
- Special Area Management Planning
- Marine (Lake) Debris
- Ocean (Lake) Resources
- Energy and Government Facility Siting
- Aquaculture

Minnesota's Lake Superior Coastal Program has undergone three Section 309 Assessment and Strategies (2001-2005, 2006-2010, and 2011-2015), but is not currently eligible for the program. The Program Manager and Coastal Team are working towards a new Section 309 Assessment & Strategy development process to be completed in 2021. Visit our [Coastal Enhancement Program](#) page to view past Section 309 Assessments and Strategies.

Minnesota's Lake Superior Coastal Program

NOAA officially approved Minnesota's Lake Superior Coastal Program in May 1999 following years of development and collaboration⁵. Following the final approval by NOAA of the [program document](#), Governor Jesse Ventura established the Coastal Program with [Executive Order 99-12](#).

⁴ NOAA Office for Coastal Management. 2019. The Coastal Zone Enhancement Program. Available online: <https://coast.noaa.gov/czm/enhancement/>

⁵ U.S. Department of Commerce, National Oceanic and Atmospheric Administration and Minnesota Department of Natural Resources Minnesota's Lake Superior Coastal Program. 1999. Combined Coastal Management Program and Final Environmental Impact Statement for the State of Minnesota.

Those involved in the development had three priorities:

- to provide financial and technical assistance to Minnesota’s coastal communities
- to ensure federal consistency with state and local policies in the coastal zone
- to define a program boundary that balanced political and environmental concerns

The development of the Coastal Program was contentious and involved significant public input and political cooperation. A prior effort to establish a coastal program in Minnesota failed in the late 1970s due to significant local government resistance, but efforts to create a program gained traction in the early 1990s. Local government concerns about enhanced state and federal oversight of the region were addressed in how the Coastal Program was designed, with an emphasis on providing assistance to local communities on a voluntary basis, rather than having a regulatory role. See [Appendix 1: Coastal Communities](#) for a list of eligible communities. To ensure that the needs and viewpoints of local communities remain central to the program, the program maintains its headquarters in the coastal area (Two Harbors) and a citizen advisory body, the Governor’s Council on Minnesota’s Coastal Program, oversees it’s work.

The guidelines for the Coastal Program are established in the program document, officially called the [Combined Coastal Management Program and Final Environmental Impact Statement for the State of Minnesota](#). This document provides an overview of the program including an overview of the program boundaries and role, guidelines for program activities, and an environmental impact assessment of the North Shore in accordance with the National Environmental Policy Act (NEPA). This document provides the foundation for program activities and explains the role of the Coastal Program, the DNR, and NOAA. The [Program Overview](#) gives a broad background on how the program operates.

Coastal Program & the DNR

The Department of Natural Resources (DNR) administers Minnesota’s Lake Superior Coastal Program within the Division of Ecological and Water Resources (EWR). The Program headquartered at the Two Harbors DNR office. All Coastal Team staff are employees of the DNR; the Program Manager reports directly to the EWR Northeast Region Director. As a state-federal partnership, activities and decisions by the Coastal Program must meet both state and federal requirements as applicable. All final decisions on Cooperative Agreements (the funding mechanism for the program), grant proposal decisions, and other projects require approval from both the DNR Commissioner and NOAA.

Decisions by the DNR must be aligned with its mission “...to conserve and manage the state’s natural resources, to provide outdoor recreational opportunities, and to provide for commercial uses of natural resources in a way that creates a sustainable quality of life.”

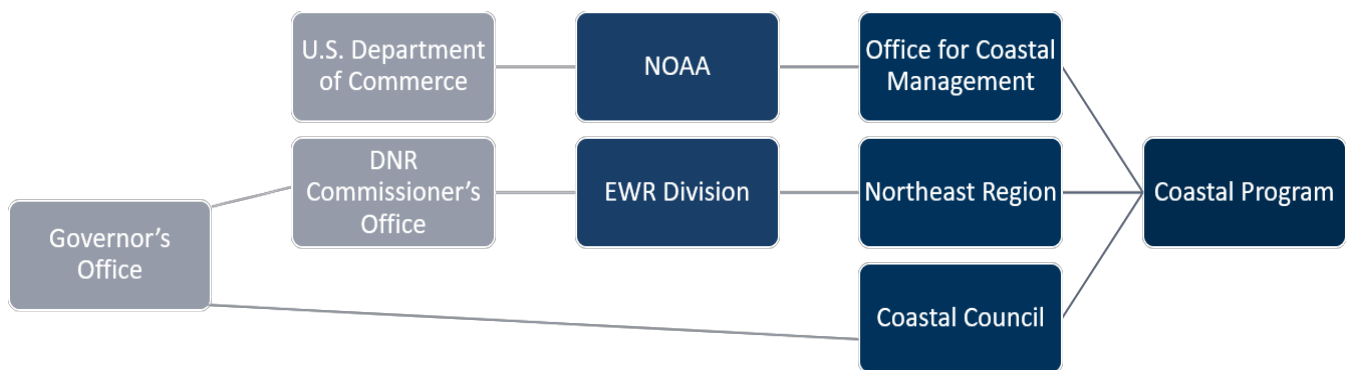


Figure 2: Overview of the relationship between the Coastal Program, DNR, Governor's Office, and NOAA.

Minnesota's Networked Program

The Coastal Program is a “networked program”, meaning it works with existing state policies and authorities implemented by state agencies and local units of government. This makes the Coastal Program a non-regulatory program; it does not issue permits or licenses. Instead, it works with other state agencies and local governments who hold those authorities (Table 1).

Table 1: Overview of State Agency Responsibilities in Coastal Area

Environmental Issue or Concern	State Agencies
Agriculture	Department of Agriculture
Air Quality	Pollution Control Agency
Coastal Land Management	DNR, North Shore Management Board
Coastal Water Management	DNR, Board of Water & Soil Resources, Department of Health
Energy	MN Environmental Quality Board; DNR
Environmental Review	MN Environmental Quality Board
Fish & Wildlife Management	DNR (Division of Fish and Wildlife)
Forest Management	DNR (Division of Forestry)

Environmental Issue or Concern	State Agencies
Mineral Resources	DNR (Division of Minerals)
Water Quality	Pollution Control Agency

Coastal Program Funding

The Coastal Zone Management funding from NOAA provides 100% of the direct financial resources for the Coastal Program. These funds come to Minnesota through a Cooperative Agreement. NOAA uses a Cooperative Agreement, rather than a contract or grant, because they provide substantial involvement in the program.

Staff must develop the Cooperative Agreement with NOAA. Each year staff, in consultation with the Coastal Council and NOAA, identify priorities and objectives for the upcoming year. Staff develop tasks to support the priorities and objectives. NOAA has final approval for all tasks and requires regular reporting from the Coastal Program on activities.

The Cooperative Agreement is an 18-month award and starts on July 1 for the new federal fiscal year (FFY). The State may apply for an extension to the award, for a total of three years. At a given time, the Coastal Program can have up to three open federal awards.



Figure 3: Diagram showing the Cooperative Agreement cycle.

Congress allocates funding to the Coastal Zone Management program each year, and Minnesota receives a portion based on miles of coast and population. It fluctuates year to year on average, Minnesota receives approximately \$1,000,000 for the Coastal Management Program (see [Appendix 2: Program Budget Summary](#)). Each year, the Coastal Council and program staff aim to pass-through 51% in grants to local communities. Remaining funds are used to support a wide-range of program activities and administration. The State must provide 1:1 match from non-federal sources, primarily through in-kind contributions of the supportive administrative DNR staff and other staff that work on coastal activities.

FFY 2019 COASTAL PROGRAM BUDGET

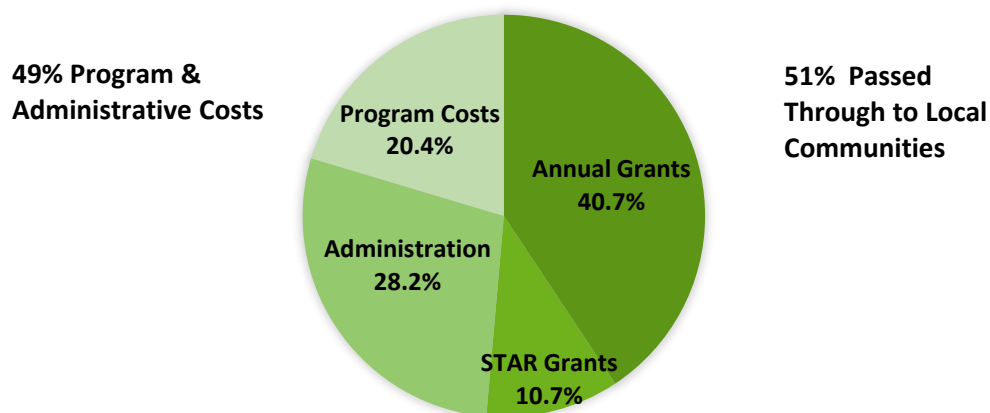


Figure 4: Breakdown of the Coastal Program budget from FFY 2019.

Grants to Local Communities

A fundamental part of the Coastal Program is to provide support to local communities and organizations through pass-through grants. The DNR has the [authority](#) to provide grant funds, as such *all grants must meet DNR and State requirements*. All grant proposals must demonstrate a connection to Minnesota’s coastal area and fulfill some criteria of the CZMA, the [DNR Mission](#), and the [EWR Vision](#) from the [EWR Division Strategic Plan](#).

EWR’s vision is “Healthy lands and waters throughout Minnesota.”

We encourage Council members to visit the [Grant Program website](#). For examples of funded projects, read this [summary](#).

Competitive Grant Programs

The Coastal Program has two competitive grant programs to support coastal management priorities. The DNR solicits grant proposals through a Notice of Grant Opportunity available on the [Grant webpage](#). Potential grantees are encouraged to carefully review the Notice, review the [NOAA Section 306A \(CZMA\) Guidance](#), and to contact the Grant Specialist to review their project and ensure its eligibility. The Coastal Council reviews competitive grant proposals and makes recommendations for funding to the DNR Commissioner.

Annual Grants

- Annual grants are offered once a year
- Projects should be complete in 15-18 months.
- Grants range from \$10,000 - \$100,000
- Applicant must provide a minimum of 50% of the project costs in match from a non-federal source.

- Proposal deadline is in early December with funded projects beginning the following September.

Projects selected by the DNR are incorporated into the Coastal Program's Cooperative Agreement with NOAA.

Short Term Action Requests (STAR) Grants

- STAR grants are offered throughout the year
- Short-term projects (less than 6 months)
- Grants range from \$2,500 - \$10,000
- Applicant must provide a minimum of 20% of the grant request in match from a non-federal source.
- Proposal deadlines on the 1st of January, March, June, and September

Other Funding Support

The Coastal Program provides other, small noncompetitive grants as appropriate. This includes support for trainings, conferences, and annual events such as River Quest and the St. Louis River Summit.

Technical Assistance

Another integral part of the Coastal Program is to offer technical assistance to coastal communities in connection with coastal management priorities. The Coastal Team all have unique interests and skill sets that they bring to address broad issues throughout the coastal zone. Program staff provide a wide range of support services to local communities ranging from hosting training and conference events, creating maps and other geospatial products, and coordinating efforts between state agencies, local governments, and other entities. Program staff also provide support to grantees to assist with completing their projects, ranging from data management support to making contacts. The Coastal Council does not have a direct role in providing technical assistance, but does help guide the program and its priorities. Staff routinely update the Council on ongoing assistance efforts both formally and informally.

Governor's Council on Minnesota's Coastal Program

The Governor's Council on Minnesota's Coastal Program (hereafter "Coastal Council" or "Council") was created by the executive order that established the Program. The Council consists of no more than 15 appointed members, 3 from each of the coastal counties (Carlton, Cook, Lake, and St. Louis) and 3 at-large members. The Coastal Council is a public body that provides guidance to the Governor, DNR Commissioner, and Coastal Program and must adhere to Minnesota state laws as applicable.

Recruitment & Appointments

Coastal Program staff, primarily the Program Manager, and the Governor's Office handle recruitment of applicants to the Coastal Council. Any resident of the State of Minnesota or a tribal nation within the state can apply through the State Department's website to be a member of the Coastal Council. Each applicant is required to fill out an application form and provide a cover letter, resume and/or personal biography. Applicants from the

coastal counties require a resolution of support from a local government. Applicant materials are reviewed by the DNR. The Governor's Office does a final review and makes appointment decisions. The Governor appoints each member with a set term and only the Governor can remove a member. Council members seeking another term must go through the same application process and be re-appointed by the Governor.

DNR Volunteers & State Suppliers

Members of the Coastal Council are considered "suppliers" (formerly "vendors") by the state and volunteers by the DNR. Members are eligible for reimbursements for meeting-related travel expenses per state statute. All Council members must register as suppliers with the State of Minnesota through the [Minnesota Supplier Portal](#) and register by creating a new account. Reimbursements will require the completion and submission of a reimbursement form along with eligible receipts to program staff.

Council Organization & Positions

The Coastal Council operates by [Bylaws](#) and [Standard Operating Procedures](#). There are three standing committees within the Council. The Council may create other committees and/or workgroups as described in the Bylaws and Standard Operating Procedures.

Standing Council Committees

- Executive Committee
 - The Executive Committee consists of the Chair and Vice Chair. They are responsible for making recommendations and have general supervisory responsibilities over the entire council.
 - The Coastal Council elects the Executive Committee at the annual meeting. The Chair helps to create agendas and presides over meetings; the Vice Chair handles the duties of the Chair in their absence.
- Grant Committee
 - The Grant Committee, at least three members, is responsible for making recommendations on grant scoring and other grant related matters to the rest of the council. The Chair appoints the Grant Committee.
- Finance Committee
 - The Finance Committee, at least three members, is responsible for reviewing the annual administrative budget and reporting to the council. The Chair appoints the Finance Committee.

Meeting Organization and Rules

The Coastal Council meets at regular intervals throughout the year and has a number of procedures and rules that mandate what can happen at meetings.

- The Coastal Council meets to review and score grant proposals, make recommendations for programs and funding, and handle other Council business.

- The Coastal Council sets the meeting schedule at their Annual meeting. Typically, there are 4 or 5 meetings each year; held every two to three months based on grant proposal deadlines.
- At the Annual meeting (typically held in June), the council will appoint committees and hold elections.
- All meetings require a quorum (simple majority) and only the Chair can cancel a meeting.
- As a public body, meetings are required to adhere to applicable state statutes and rules, including the Open Meeting Law.
- As stated in the Bylaws, all meetings adhere to Robert's Rules of Order and members are required to adhere to standards of conduct.
- The Coastal Program must keep all meeting minutes, official correspondence, and a voting journal to adhere with state data management policies.

Open Meeting Law

The Council must adhere to Minnesota's [Open Meeting Law](#). All meetings are open to the public. Coastal Program staff are required to post notices in advance of meetings. Review [state guidelines](#) and the council Procedures for more information. There are also short [Training Videos](#) available.

Meeting Procedures

Meeting procedures must adhere to Minnesota State [Board Meeting Procedures](#). Parliamentary procedures must adhere to [Robert's Rules of Order, Revised](#).

The Association of Minnesota Counties has an excellent [Quick Guide to Parliamentary Procedure](#).

Council Responsibilities

All council members are accountable to the Governor, and serve as ambassadors of the Coastal Program to their communities. Any council member involved as a member of a stakeholder group will serve as a liaison to that group.

The Coastal Council has several priorities as defined by Executive Order and the Bylaws including:

- Recommend coastal management priorities for the Coastal Program and grant programs
- Score Annual and STAR grant proposals and make recommendations for funding
- Assess the Coastal Program annual administrative budget
- Set STAR grant funding levels for annual budget
- Review Coastal Program activities and make recommendations for improvements every two years

Recommendations on Priorities

The Coastal Council, in consultation with staff, recommend Program priorities each year at the Annual meeting. Coastal Program staff incorporate the priorities into the Notice of Grant Opportunity for allocation of funds.

Grant Review Process

The Grant Specialist receives materials from applicants, determines eligibility, and prepares those materials to send to the Coastal Council. The Coastal Council is responsible for reviewing and scoring all Annual and STAR grant proposals.

1. Complete and sign a Data Sharing Agreement for each Notice of Grant Opportunity.
2. Review the Notice of Grant Opportunity, Questions and Answers, and application materials.
3. Review the Conflict of Interest policy; disclose potential or actual conflicts of interest.
4. Receive application packet; review and score applications.
5. Make comments as appropriate. The scoring forms are public data per the Freedom of Information Act.
6. Submit scores to program staff at council meeting or separately if unable to attend.
7. Recommend projects for funding to the DNR Commissioner based on compiled scores from entire Council.

Conflict of Interest

The Coastal Program must adhere to all [state](#) and federal policies regarding disclosing and reducing Conflicts of Interest. All Coastal Council members and Coastal Program staff are required to disclose any Conflicts of Interest. The Conflict, and subsequent decision regarding resolution, must be included in the voting journal. If you have questions about what is a conflict of interest, speak with the Grant Specialist or Program Manager.

Public vs. Non-public Data

As a public body, the Coastal Council must adhere to the [Minnesota Government Data Practices Act](#). The Act defines public and non-public data.

- Grant proposals are non-public data (with the exception of the applicant name, address, and amount requested) until the Coastal Program submits selected proposals to NOAA.
- All grant evaluation information including scoring information and comments from reviewers is non-public until the Coastal Program submits the selected proposals to NOAA.

Non-public data cannot be discussed or shared outside of Council meetings and discussion with the program staff. All materials containing non-public data must be destroyed or returned to staff to be destroyed. See the Standard Operating Procedures for more information, and speak to program staff with any questions you have. If in doubt, assume that data is non-public until you have confirmed otherwise.

Competitive Grant Review

The State of Minnesota has thirteen policies for ensuring fairness and consistency in awarding and managing competitive grants. See the state's [Policies](#) for more information.

Administrative Budget Review

The Finance Committee reviews the proposed administrative budget each year before the submission of the Cooperative Agreement. The Finance Committee makes recommendations to the Coastal Program and the DNR Commissioner.

Program Review

Every two years the Coastal Council reviews the Coastal Program and makes recommendations to the DNR Commissioner on priorities, improvements, and activities. The Coastal Council determines how they want to handle this responsibility.

FAQs about the Coastal Program and Coastal Council

Here are some useful frequently asked questions (FAQs) about the Coastal Program and the Coastal Council. Please let us know additional questions you have so that we can include them in this document.

NOAA Office for Coastal Management and the CZMA

Q. Are all state or territory coastal management programs the same?

A. No, there is a great deal of flexibility in how each state or territory establishes and operates their own coastal management program. Every program, however, has to incorporate the priorities of the CZMA into their program to be eligible for funding from NOAA.

Q. Are there opportunities for the coastal management programs to work together towards larger goals?

A. Yes, the state coastal programs can work together and, frequently do so. For example, Minnesota's Coastal Program will often collaborate with the Wisconsin Coastal Management Program on issues facing Lake Superior. Coastal management programs will also often work with local National Estuarine Research Reserves and Sea Grant programs as well.

Minnesota's Coastal Program

Q. What is the official name for the Coastal Program?

A. Minnesota's Lake Superior Coastal Program

Q. How many people work in the Coastal Program?

A. The core Coastal Team consists of the Program Manager: Amber Westerbur, the Grant Specialist: Cynthia Poyhonen, two Coastal Program Specialists: Julie McDonnell and Clinton Little, Office and Administrative Specialist: Marcia Nieman, and NOAA Coastal Management Fellow: Melanie Perello (until July 2021).

Q. Who handles the administration of the Coastal Program?

A. Administrative tasks are primarily handled by the Program Manager, Amber Westerbur, and the Grant Specialist, Cynthia Poyhonen.

Q. Is the program reviewed by other agencies besides the Council?

A. Yes, NOAA OCM reviews the Coastal Program about every 5 years as part of the Section 312 evaluation. We report annually to NOAA on a suite of performance measures. Our NOAA OCM liaison also reviews Cooperative Agreement our progress through semi-annual reports. DNR units, like grant management, and internal audit, periodically assess our activities and performances.

Coastal Council

General Questions

Q. What is the official name of the Council?

A. It is the Governor's Council on Minnesota's Coastal Program, but Coastal Council is more commonly used.

Q. What is the time commitment for being a Council Member? Do I need to keep track of my hours?

A. Council duties generally account for 60-70 hours a year, with most of the time spent in meetings and reviewing grant proposals. We do ask that each member keeps track of their volunteer hours so we can report them to DNR and NOAA.

The Coastal Program uses the hours you spend as match to the federal award. Your time, and reports, are appreciated and needed!

Q. Is there compensation for Council members?

A. Council membership is voluntary and there is no stipend or compensation. Instead, certain travel expenses are reimbursable.

Q. What expenses are reimbursable?

A. Certain travel expenses are reimbursable including mileage, lodging (if needed), meals, and, if applicable, child care costs during meetings. If you have questions about reimbursements, speak to the Program Manager or Grant Specialist. All reimbursements are handled through our Office & Administrative Specialist, Marcia Nieman.

Q. How am I reimbursed?

A. All Council members are required to register with the State of Minnesota as a supplier to receive reimbursements and to provide their supplier number to the program. For each meeting, members will receive a Volunteer Reimbursement Form to fill out and provide receipts for lodging and childcare (if needed).

Q. What are the reimbursement rates?

A. Reimbursement rates are set by the state and vary year to year. Please speak with the Office & Administrative Specialist for more information.

Q. How do I know what's going on with the Coastal Program?

A. Program staff update the Coastal Council at council meetings and through regular email communications. We are always seeking input from our council members on how to better communicate our program progress and activities. You can also reach out to any member of staff and request an update on the program or a particular project.

Council Meetings

Q. Who organizes council meetings? How do I add to a meeting agenda?

A. The Council chair organizes meetings with assistance from Coastal Program staff. Dates for meetings are set in advance (typically at the annual meeting). Program staff and the Council Chair develop the agenda, but any member can add to the agenda by contacting staff before the meeting or by requesting a modification to the agenda at the beginning of the meeting.

Q. How often does the Council meet? How long are meetings?

A. The Coastal Council sets its meeting schedule at the annual meeting and meets every 2-3 months (typically 4-5 each year) to review new grant applications and to address any other Council business. Meetings can range from half day to full day and are typically held on Fridays.

Q. Where are meetings held?

A. Meeting locations vary throughout the coastal area and have been held in Cloquet, Duluth, Two Harbors, and Grand Marais.

Q. Is there a dress code for meetings?

A. No.

Q. How can I access meeting agendas or minutes?

A. Meeting agendas and draft meeting minutes for the last meeting will be emailed to all council members before each meeting. They are also posted on the Governor's Council page of the program website.

Q. Who do I contact if I have questions?

A. General questions should be directed towards the Program Manager, while grant review and scoring-related questions should be directed towards the Grants Specialist.

Grant Funding to Communities

Q. What types of projects receive grant funding from the Coastal Program?

A. The Coastal Program has funded a wide variety of projects ranging from environmental reviews for a mountain bike trail, research on coastal arctic plant communities, and culverts and stormwater infrastructure inventories, to name a few.

Q. What projects are ineligible for grant funding?

A. Under the CZMA, some activities are ineligible including breakwater construction, building marinas, certain infrastructure projects, and creating wetlands. We cannot fund any projects that directly improve private property. See the [Grant Program website](#) for more information.

Q. Who can receive a grant?

A. Grant recipients have included local governments, academic researchers, and non-profit organizations. The DNR is not eligible to compete for competitive grants from the Coastal Program. Private citizens are also ineligible for receiving grants.

Q. How are grant funds provided to grantees? Do they get the entire funded amount?

A. Grants are offered on a reimbursement basis only. Grantees must provide proof of purchase and fill out a reimbursement invoice before we will disburse funds. Grantees only receive reimbursement for actual expenses up to the funded amount.

Grant Proposal Reviews and Decisions

Q. What is a conflict of interest? What kinds of conflicts might I have?

A. A conflict of interest exists if a Council member or a member of their family directly benefits monetarily from a grant. For example, a conflict exists if a Council member is employed by a grant recipient or serves on their board. Indirect benefits of a grant are generally not considered a conflict, for instance if a member lives in a community that is gaining a public access site or improvement. For more information see the [state policy](#).

Q. I might have a conflict of interest with a grant proposal. What do I do?

A. Fill out a Conflict of Interest disclosure form. You will not be able to review or score the proposal. At the Council meeting, you will need to disclose your conflict and the rest of the Council will decide how to proceed. They may ask you to refrain from making comments or even leave the room while the proposal is discussed.

Q. I know someone who might be able to provide some insight on a grant proposal. Can I discuss it with them?

A. The details of a grant proposal (excluding applicant name, address, and the requested amount) are non-public data and cannot be discussed with outside experts without explicit approval from the program. You can however, seek additional information on a topic from outside experts if you do not provide details about the

proposed grant project. If you feel that you need technical expertise review of a grant proposal, speak to the Grant Specialist.

Q. Should I write comments when reviewing grant proposals?

A. Yes. You can write notes or comments that are helpful for you in your review and scoring of a proposal. You also can write comments about the proposal on your score sheet, but those comments are shared with the applicants. All other materials with comments must be destroyed, as the proposal is non-public data.

Technical Assistance to Communities

Q. What types of technical assistance does the Coastal Program offer? Who can receive technical assistance?

A. There is a wide range of technical assistance available and if program staff cannot help, they will try to locate an appropriate resource. Any coastal community can seek assistance.

Q. Is there any charge for technical assistance?

A. No, the Coastal Program does not charge for technical assistance. Program staff will assist based on availability and alignment with program priorities.

Q. Who provides technical assistance to communities?

A. Clinton Little and Julie McDonnell provide technical assistance. Technical assistance can range from training for local government staff and other professionals on coastal management issues, to providing maps and supporting data for local planning initiatives.

Additional Resources

This orientation guide is a brief introduction to the resources and materials that would be useful for council members. This is not a comprehensive list and will be updated as the Coastal Team becomes aware of new resources and tools that may be of interest.

Data, Resources, and Tools

- U.S. Census Bureau [Census QuickFacts](#)
- NOAA [Lake Level Viewer](#)
- National Association of Counties: [County Explorer](#)
- NOAA [Tides and Currents](#)
 - [Duluth Station](#)
 - [Grand Marais Station](#)

DNR

- [Minnesota's Lake Superior Coastal Program](#)
 - [Coastal Enhancement Program](#)
 - [Coastal Management Program and Final Environmental Impact Statement](#)
 - [Governor's Council on Minnesota's Coastal Program](#)
 - [Bylaws](#)
 - [Standard Operating Procedures](#)
 - [Federal Consistency Information Manual](#)
 - [Grants](#)
 - [Staff Directory](#)
 - Stories from the Coast: The First Five Years of Minnesota's Coastal Program 1999-2004
 - Stories from the Coast: The First Ten Years of Minnesota's Coastal Program 1999-2009

Laws and Rules

- [Board Meeting Procedures](#)
- [Coastal Zone Management Act](#)
- [Coastal Zone Protection Act of 1996](#)
- [Conflict of Interest Policy for State Grant-Making](#)
- [Ethical Practices and Conflict of Interest](#)
- [Executive Order 99-12](#)
- [Federal Register](#)
- [Minnesota: Conflict of Interest](#)
- [Minnesota Government Data Practices Act](#)
- [MN Water Laws Basics](#)
- [MN Open Meeting Law](#)
- [MN Laws, Statutes, and Administrative Rules](#)
- [Policy on Grant Closeout Evaluation](#)
- [Policy on Rating Criteria for Competitive Grant Review](#)
- [Quick Guide to Parliamentary Procedure](#)
- [Robert's Rules of Order, Revised](#)
- [The National Sea Grant Law Center](#)
- [Training Videos](#) including data practices, open meeting law, and social media usage
- [Understanding Federal Statutes](#)
- [U.S. Federal Statutes and Administrative Rules](#)

NOAA Digital Coast

- [NOAA Digital Coast](#)
- [Data](#): Imagery, Elevation, Land Cover, and Economic Data Available

- [Tools](#): for assessing and understanding coastal communities
- [Training Materials and Courses](#)
 - [Coastal and Waterfront Smart Growth Guide](#)
 - [Coastal Zone Management Act 101](#)
 - [Dealing with Disruptive Behaviors in Meetings](#)
 - [Facilitate a Virtual Meeting](#)
 - [Great Lakes Coastal Resilience Planning Guide](#)
 - [How to Write a Strategic Plan](#)
 - [Risk Communication Essentials](#)
 - [Seven Best Practices for Risk Communication](#)
 - [Understanding Enforceable Policies](#)

NOAA Office for Coastal Management

- [NOAA Office for Coastal Management](#)
 - [Minnesota Coastal Program](#)
- [The Coastal and Estuarine Land Conservation Program](#)
- [The National Coastal Zone Management Program](#)
- [Video Gallery](#)

Appendices

Appendix 1: Coastal Communities

The Coastal Program boundary includes sections of Carlton, Cook, Lake, and St. Louis Counties and includes 31 units of local government. The program boundary excludes federal lands including the Superior National Forest and the Fond du Lac and Grand Portage Reservations, but they are still eligible to receive grants.

- Carlton County
 - City of Carlton (annexed City of Thompson)
 - City of Cloquet
 - City of Scanlon
 - City of Wrenshall
 - Silver Brook Township
 - Town of Thompson-Esko
 - Twin Lakes Township
- Cook County
 - City of Grand Marais
 - Lutsen Township
 - Schroeder Township
 - Tofte Township
- Fond du Lac Band of Lake Superior Chippewa
- Grand Portage Band of Lake Superior Chippewa
- Lake County
 - Beaver Bay Township
 - City of Beaver Bay
 - City of Silver Bay
 - City of Two Harbors
 - Crystal Bay Township
 - Silver Creek Township
 - Town of Silver Creek
- St. Louis County
 - Canosia Township
 - City of Duluth
 - City of Hermantown
 - City of Proctor
 - City of Rice Lake
 - Duluth Township
 - Grand Lake Township
 - Lakewood Township
 - Midway Township

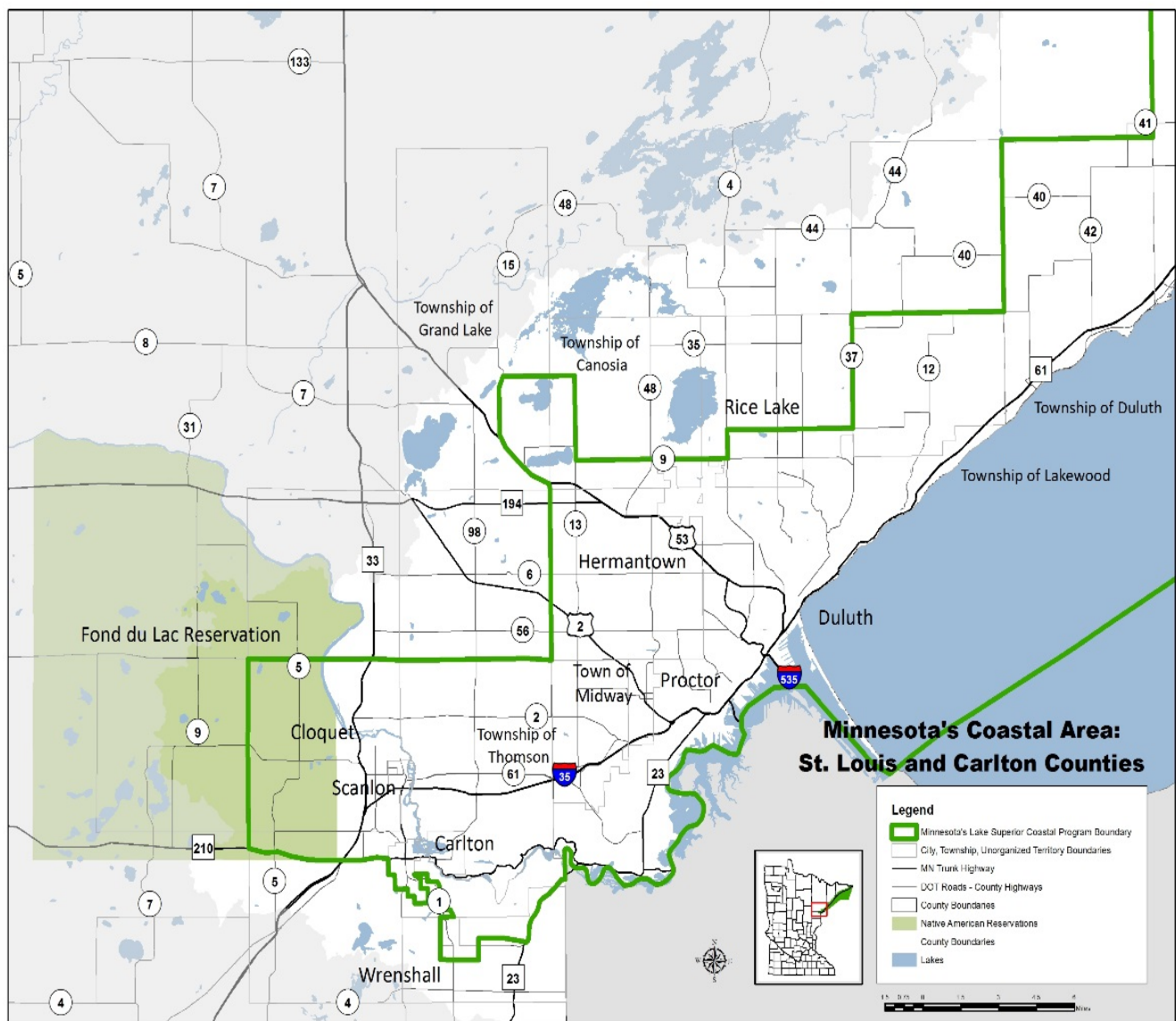


Figure 5: Coastal Program boundary for St. Louis and Carlton Counties.

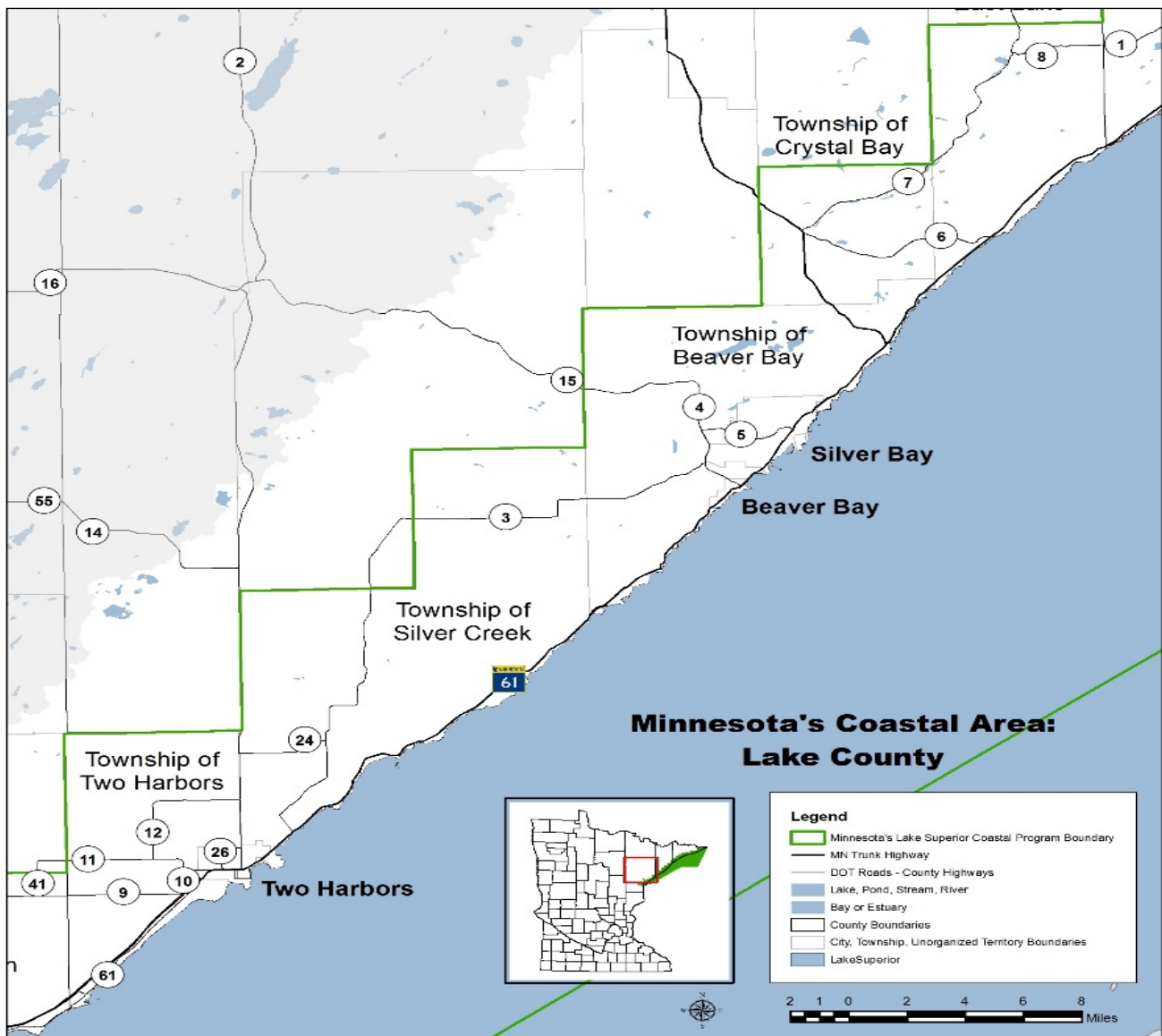


Figure 6: Coastal Program boundary for Lake County.

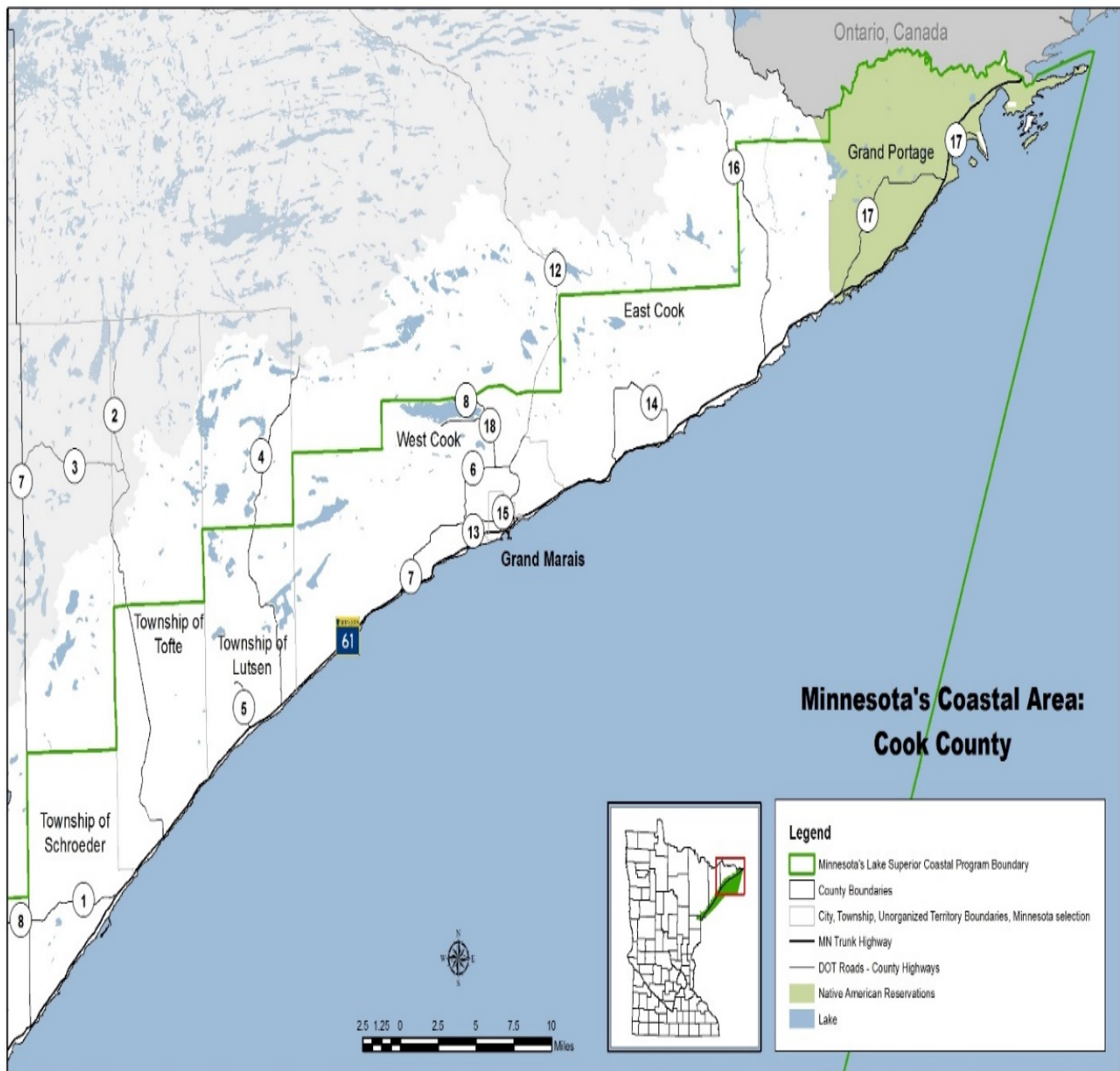


Figure 7: Coastal Program boundary for Cook County.

Appendix 2: Program Budget Summary

Funding for the Coastal Program varies year to year based on federal budget allocations. Below is the 2019 federal fiscal year (FFY) budget for the Coastal Program.

FFY 2019 Budget Summary	Federal Award	State & Local Match	Federal Award (%)	Match (%)
Program and Grants Administration	\$304,411	\$619,419	28%	57%
<i>General Program Administration</i>	\$192,559	\$583,004*	18%	54%
<i>Grants Administration</i>	\$111,852	\$36,415	10%	3%
Program Costs	\$219,576	-	20%	0%
Pass-Through Grant Funding	\$554,013	\$458,581	51%	43%
<i>Annual Grants</i>	\$438,513	\$438,581	41%	41%
<i>STAR Grants</i>	\$115,500	\$20,000	11%	2%
Total	\$1,078,000	\$1,078,000	100%	100%

*The DNR provides in-kind support with staff salaries from a number of individuals who have coastal responsibilities; for example, the administrative staff in St. Paul who execute agreements and make payments to grantees, hydrologists who assist landowners, and specialists preventing the spread of invasive species.

Budget Explanation:

Program Costs: This includes all of the technical assistance, support services, training opportunities, and conferences and meetings that the Coastal Program provides to local communities and program partners.

Program and Grants Administration: All of the costs for running the Coastal Program and administering grants, including writing the annual Cooperative Agreement with NOAA, soliciting grant proposals, working with grant recipients on data management and project goals, and overseeing grant projects are completed.

Annual Grants: The Coastal Council recommends the annual grant projects at their January meeting (based on proposals submitted in December). The DNR includes those projects in the Cooperative Agreement for the next FFY.

STAR Grants: Each year, the Coastal Council recommends a funding level for STAR grants at the January meeting for future pass-through projects. The Council reviews and scores STAR grant applications throughout the year and recommends projects receive awards as long as funds remain.

Appendix 3: Acronym Glossary

There are a large number of acronyms used by the Coastal Program, our partners, and the Great Lakes community and beyond. This is a short overview of some of the more common acronyms and is not a comprehensive list.

Acronym	Organization, Program, or Term
AMA	Aquatic Management Area
AOC	Areas of Concern
APA	American Planning Association
ARDC	Arrowhead Regional Development Council
ASFP	Association of State Flood Plains Managers
BMP	Best Management Practices
BWSR	Minnesota Board of Water and Soil Resources
C-CAP	NOAA Coastal Change Analysis Program
CELCP	Coastal and Estuarine Land Conservation Program
CHEM	Coastal Hazard Erosion Management
CIGLR	Cooperative Institute for Great Lakes Research
CSO	Coastal States Organization
CTP	Coastal Training Program
CWA	US Clean Water Act
CZM	Coastal Zone Management (program)
CZMA	Coastal Zone Management Act
CZMIL	Coastal Zone Mapping and Imaging Lidar
CZMP	Coastal Zone Management Program(s)
DEM	Digital Elevation Model
DFO	Designated Federal Officer
DNR	Minnesota's Department of Natural Resources
DOC	U.S. Department of Commerce
DSPA	Duluth Seaway Port Authority
DUWAC	Duluth Urban Watershed Advisory Committee
EA	Environmental Assessment
EBM	Ecosystem Based Management
EIS	Environmental Impact Statement
ENOW	Economics: National Ocean Watch
EPA MED	US EPA Midcontinent Ecology Division Laboratory (Duluth)
EQB	Minnesota Environmental Quality Board
ESA	US Endangered Species Act
EWR	Ecological and Waters Resource Division (Minnesota DNR)
FEMA	U.S. Federal Emergency Management Administration
FFY	Federal Fiscal Year

Acronym	Organization, Program, or Term
GDRS	Geospatial Data Resource Site
GLERL	Great Lakes Environmental Research Laboratory
GLIFWC	Great Lakes Indian Fish and Wildlife Commission
GLNPO	Great Lakes National Program Office (EPA)
GLOS	Great Lakes Observing System
GLRI	Great Lakes Restoration Initiative
GLWQA	Great Lakes Water Quality Agreement
HAB(s)	Harmful Algal Bloom(s)
HMGP	(FEMA) Hazard Mitigation Grant Program
HREA	High Risk Erosion Area
HSEM	Minnesota Homeland Security and Emergency Management
HUC	Hydrological Unit Code
IJC	International Joint Commission
IPCC	Intergovernmental Panel on Climate Change
LAMPs	Lakewide Area Management Plans
LID	Low Impact Development
MLSCP	Minnesota's Lake Superior Coastal Program
MPA	Marine Protected Area
MPCA	Minnesota Pollution Control Agency
NCCOS	National Centers for Coastal Ocean Science
NCDC	National Climatic Data Center
NEPA	(US) National Environmental Policy Act
NERR(S)	National Estuarine Research Reserve(System)
NERRA	National Estuarine Research Reserve Association
NFWF	National Fish and Wildlife Foundation
NIACS	Northern Institute Applied Climate Science
NOAA	National Oceanic and Atmospheric Administration
NRRI	University of Minnesota Duluth Natural Resources Research Institute
NSF	National Science Foundation
NSGSC	National States Geographic Information Council
NSMB	North Shore Management Board
NWS	National Weather Service
OCM	(NOAA) Office for Coastal Management
OSTP	Office of Science and Technology Policy, White House
PDM	(FEMA) Pre-Disaster Mitigation Grant Program
PI	Principal Investigator
PTM	Prioritize, Target and Measure
RFP	Request for Proposals
RISA	Regional Integrated Sciences and Assessments (NOAA)

Acronym	Organization, Program, or Term
SAB	Science Advisory Board
SG	Sea Grant
SHT(A)	Superior Hiking Trail (Association)
SLR	Sea Level Rise
SLRA	St. Louis River Alliance
SMART	Specific, Measurable, Attainable, Relevant, and Time-Bound
SOBA	State Organization for Boating Access
SOVI	Social Vulnerability Index
STE(A)M	Science, Technology, Engineering, (Arts) and Math
SWCD	Soil and Water Conservation District
SWMP	System-Wide Monitoring Program
TNC	The Nature Conservancy
USACE	U.S. Army Corps of Engineers (see ACOE)
USDA	U.S. Department of Agriculture
USCG	U.S. Coast Guard
USGS	U.S. Geological Survey
WCA	Minnesota Wetland Conservation Act
WLSSD	Western Lake Superior Sanitary District
WRDA	Minnesota Water Resources Development Act

Appendix 4: Website References

The following websites are included in this orientation guide. Only the first reference is noted.

Minnesota's Coastal Program

Bylaws <https://files.dnr.state.mn.us/waters/lakesuperior/council/bylaws190111.pdf>

SOPs <https://files.dnr.state.mn.us/waters/lakesuperior/council/sop190111.pdf>

Coastal Zone Management Act

Coastal Zone Management Act (including all sections) <https://coast.noaa.gov/czm/act/>

Coastal Zone Protection Act <https://www.congress.gov/104/plaws/publ150/PLAW-104publ150.pdf>

NOAA Office for Coastal Management <https://coast.noaa.gov/>

National Coastal Zone Management Program <https://coast.noaa.gov/czm/>

National Estuarine Research Reserve <https://coast.noaa.gov/nerrs/>

Coastal and Estuarine Land Conservation Program <https://coast.noaa.gov/czm/landconservation/>

Federal Consistency <https://coast.noaa.gov/czm/consistency/>

Coastal Zone Enhancement Program <https://coast.noaa.gov/czm/enhancement/>

Coastal Nonpoint Pollution Control Program <https://coast.noaa.gov/czm/pollutioncontrol/>

Minnesota's Coastal Enhancement Program

<https://www.dnr.state.mn.us/waters/lakesuperior/coastalenhancement/index.html>

Minnesota's Lake Superior Coastal Program

Program Document <https://www.dnr.state.mn.us/waters/lakesuperior/feis/index.html>

Executive Order 99-12 <https://www.leg.state.mn.us/archive/execorders/99-12.pdf>

Program Overview https://files.dnr.state.mn.us/waters/lakesuperior/feis/mlscp_feis1.pdf

DNR Mission <https://www.dnr.state.mn.us/aboutdnr/mission.html>

EWR <https://www.dnr.state.mn.us/ewr/index.html>

Grants Program <https://www.dnr.state.mn.us/waters/lakesuperior/grants.html>

Section 306A Guidance <https://coast.noaa.gov/data/czm/media/guide306a.pdf>

Funding summary <https://files.dnr.state.mn.us/waters/lakesuperior/20181231-MLSCP-FactSheet.pdf>

Governor's Council

Minnesota Supplier Portal

https://supplier.systems.state.mn.us/psc/fmssupap/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LA_NDINGPAGE.GBL

Open Meeting Law <https://www.revisor.mn.gov/statutes/cite/13D>

Open Meeting Law Rules <https://mn.gov/admin/data-practices/meetings/rules/>

Board Meeting Procedures <https://www.revisor.mn.gov/rules/4405.0600/>

Robert's Rules of Order <http://www.rulesonline.com/>

Guide http://cms.revize.com/revize/mncounties/document_center/Publications/ParliamentaryProcedure08.pdf

Conflicts of Interest <https://www.revisor.mn.gov/statutes/cite/10A.07>

Grant & Conflicts of Interest Policy https://mn.gov/admin/assets/grants_policy_08-01_tcm36-207108.pdf

Government Data Practices <https://www.revisor.mn.gov/statutes/cite/13>

Competitive Grant Review https://mn.gov/admin/assets/08-02%20grants%20policy%20revision%20September%202017%20final_tcm36-312046.pdf
Past Grant Performance https://mn.gov/admin/assets/grants_policy_08-13_tcm36-207120.pdf

Additional Resources

Census Bureau QuickFacts <https://www.census.gov/quickfacts/fact/table/US/PST045219>
Lake Level Viewer <https://coast.noaa.gov/llv/>
NACo County Explorer <https://ce.naco.org/>
NOAA Tides and Currents <https://tidesandcurrents.noaa.gov/>
Duluth Gauge <https://tidesandcurrents.noaa.gov/stationhome.html?id=9099064>
Grand Marais Gauge <https://tidesandcurrents.noaa.gov/stationhome.html?id=9099090>
Ethical Practices and Conflicts of Interest <https://www.revisor.mn.gov/statutes/cite/16C.04>
Federal Register <https://www.federalregister.gov/>
MN Water Law Basics https://www.dnr.state.mn.us/waters/watermgmt_section/pwpermits/waterlaws.html
MN State Law <https://www.revisor.mn.gov/pubs/>
National Sea Grant Law Center <http://nsglc.olemiss.edu/>
U.S. Code <https://uscode.house.gov/>
Understanding Federal Statutes <https://www.loc.gov/law/help/statutes.php>
Minnesota's Lake Superior Coastal Program mndnr.gov/mlscp
NOAA Digital Coast <https://coast.noaa.gov/digitalcoast/>
NOAA Video Gallery <https://coast.noaa.gov/gallery/videos/index.html>