

Application Questions and Answers

Minnesota Department of Natural Resources
Minnesota's Lake Superior Coastal Program
Short Term Action Request (STAR) Notice of Grant Opportunity for FFY2018
Version 1; Date: 08/27/2018

Introduction

On August 1, the Department of Natural Resources (MNDNR) published the "[Minnesota's Lake Superior Coastal Program Short Term Action Request \(STAR\) Notice of Grant Opportunity for FFY2018](#)". Program staff have received several questions, the answers to which may benefit you.

Please contact us if you have questions that are not on this list. We will add additional questions to this document through June 1, 2019.

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Questions and Answers

Finances and Reimbursement

Why do I need a DUNS number, and how do you use it? Also, why do I need to be registered in the System for Award Management?

Per Federal law ([2 CFR 25](#)), any entity who receives a federal award or funds, or a subaward, must have a unique entity identifier and be registered in the [System for Award Management](#) (SAM). The unique entity identifier is defined as the identifier required for SAM registration, in this case a DUNS number.

You as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award 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 information or another award term.

How do I register in the System for Award Management?

You can register in SAM online at www.sam.gov. Registration in SAM is free. You will have to submit a notarized letter with your registration, registration could take up to three months.

Sometimes people land on a site that wants to charge \$600 for registration. That is a third-party site.

The MN Department of Administration is having a [FREE webinar](#) about the new SAM registration process on September 4.

How much money can I request? The Notice of Grant Opportunity says \$10,000 but the website says \$7,500.

We apologize for the oversight! You may request a maximum of \$10,000. We have updated the website.

Project Planning

I have a big project coming up, can I apply for a planning grant?

As long as the project fits the eligibility requirements, yes! Careful and thorough planning is a great first step to action. Think about what you can realistically accomplish in six months. Consider including community input opportunities. Briefly explain the larger project, but focus on what activities will occur during the grant period.

Application Content

What is a recommended level of detail for statistics and references for the STAR grant?

If you have a lot of detail that supports your need, I recommend including the highlights in your application and then further expanding in an appendix. I also recommend that your statistics and references directly pertain to the project, and not be general support for the topic or content area.

What information should I include for 'Contract Costs'?

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

I would recommend you include as much information as possible. For example, if you are providing honorarium for a workshop speaker: *[name of speaker]*, *title/organization*, *\$4,500 honorarium (grant request)*, *[why you picked this speaker]*, and any other associated costs (i.e. travel, etc).

Supporting Documentation

Do you have recommendations for Letters of Support, for example, their importance and what information to include?

The Governor's Council on Minnesota's Lake Superior Coastal Program generally likes to see letters of support with applications. I would encourage you to include them from those that will be a part of the project, but also those that would benefit from the project you're proposing (e.g., schools, students, teachers). As for content, the letter should explain how they will be involved, how they would use the results (i.e. products), and why they support the grant project, being as specific as possible.

What makes a good appendix?

I think any research or articles that prove your project is necessary are beneficial. You could include or reference examples of your previous work, anything that may 'prove' you have the experience and expertise to complete the project (not already included in the Project Management section).