



## Minnesota's Lake Superior Coastal Program

# NOTICE OF GRANT OPPORTUNITY 2026 SMALL GRANTS: STAR

### Minnesota Department of Natural Resources

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

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The DNR supports these projects with pass through funds received through Federal Financial Assistance Awards from the Coastal Zone Management Administration, U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), Catalog of Federal Domestic Assistance 11.419.

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## PART 1: GRANT OVERVIEW

- Grant Name: Minnesota’s Lake Superior Coastal Program 2026 Small Grants: STAR
- <http://www.mndnr.gov/mlscp>
- Open for Applications: June 8, 2026
- Application Due Dates: by 11:59 pm on July 7, 2026; October 1, 2026; and January 5, 2027

The mission of Minnesota’s Lake Superior Coastal Program (MLSCP; Coastal Program) is to empower and support leaders and professionals in the work they do to manage Lake Superior’s coastal areas. We strive to ensure the state’s coastal places and spaces are healthy, resilient, and sustainable so that everyone can use and enjoy them. The Minnesota Department of Natural Resources (DNR) manages the Coastal Program.

This Notice of Grant Opportunity (Notice) provides the information to apply for Coastal Program 2026 Small Grants: STAR. These grants are **small** (\$4,501 to \$10,000), **short-term** (~six months), and **limited in scope**. In general, funded activities build capacity, seed or feed bigger opportunities, and make coastal management more effective. With these funds, the Coastal Program can support the following activities:

- **Planning** - develop engineering and design plans; create comprehensive plans or facilitate an update to; integrate data into plans or projects; and/or model existing data.
- **Outreach** –provide general education or outreach to key audiences. This includes such things as replacing “trunk” pieces (e.g., books, displays, posters); producing brochures or videos; translating print media to digital; or providing information at a community event.
- **Conference and training** - host or send people to a conference or training focused on coastal management. The primary purpose of these events must be providing technical information; participants will enhance their skills and knowledge for managing coastal resources.
- **Technology** - advance the technology needed to do coastal management, such as supplies (e.g., software, survey-grade GPS) and upgrades to databases and modeling tools.
- **Youth education** – support and/or develop Lake Superior focused educational opportunities for youth (ages 0-18); includes (but is not limited to) curriculums, field trips, content experts, substitute teachers, bussing, and supplies such as water sampling kits, fish identification guides, and weather monitoring stations.

Activities must happen inside, with exceptions for education or observations in the field. These outdoor activities must have no real-time environmental impact, meaning no ground or vegetation disturbance.

Coastal Program grant funded projects must be consistent with the objectives of the Coastal Zone Management (CZM) Act of 1972, as amended; support the mission of the DNR; 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.

Successful applicants must meet [eligibility requirements](#) and:

1. Submit appropriate application for the funds requested by the published due dates.

2. Request between \$4,501 and \$10,000 in grant funds.
3. Provide required match from a non-federal source.
4. Be recommended for funding by the Governor’s Council on Minnesota’s Coastal Program (Coastal Council).
5. Comply with applicable Federal, Tribal, state and local laws.

Please read this entire Notice, the [STAR Request Form and Application](#), and the [Terms and Conditions](#). The DNR encourages interested applicants to contact Coastal Program staff to see if their project meets the necessary requirements.

## FUNDING AVAILABILITY

**You may request between \$4,501 and \$10,000 in grant funds.**

The DNR will award approximately \$60,000 in grants under this Notice. Additional funds may become available. The DNR will solicit applications as long as funds exist.

If limited funds are available, we will give priority to requests from townships, Indigenous communities and organizations, and those that have not received funds from the Coastal Program in the last five years.

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenses when the grant agreement is fully executed, and the grant has reached its effective date.

## MATCH REQUIREMENT

You will need to provide **20% of the grant request** in non-federal dollars as match. For example, if you apply for a \$10,000 grant, you will need to provide \$2,000 in cash or in-kind match.

Note: For youth education activities, student time is NOT eligible match. Teacher/staff time is.

## PROJECT START DATES

Your start date must be a minimum of 60 days after the application due date: no later than March 1, 2027.

You should complete your project within six months. You should consider time of year, uncooperative weather, change in schedules, and partner delays. It may be beneficial to think about one piece of a larger initiative, such as a single aspect of a research project or a single phase of a community plan.

## ELIGIBILITY

Applicants must meet the minimum requirements to be considered for this grant opportunity. A project must:

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

## Coastal Management Goals

“Coastal management” covers the decisions and actions taken to balance the natural environment, built environment, quality of life, and economic prosperity of coastal areas. 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 residents. (**Coordination and Public Involvement**)
- Create or enhance public access to Minnesota’s coast and Lake Superior. (**Public Access**)
- Safeguard and restore water quality in Lake Superior and area streams. (**Water Quality**)

## Coastal Area

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 (see [Appendix A](#))

If 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.

The Coastal Program cannot fund projects on private property or that solely benefit a private business or individual.

## Eligible Organizations

To receive a grant, the applicant must have a Unique Entity Identifier from the [System for Award Management](#) (SAM). Non-governmental organizations must be a [registered vendor](#) in good standing with the State of Minnesota.

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 unit of government (e.g., city, township, county)
- Nonprofit organization
- Port authority
- Public school district
- Sanitary sewer district
- State government (excluding the DNR)
- Tribal Nations and organizations

The State may not award a grant to a vendor/grantee that has been suspended or debarred from doing business with the State of Minnesota or with the Federal Government. The applicant must certify they are eligible to receive a grant in the application.

## Collaboration

Multi-organization collaboration is welcome but not required. Applicants are encouraged to utilize partners as appropriate (e.g., university, state agencies, local and regional governments, community groups, non-profits, foundations). Partners may provide funding or in-kind support.

## SELECTION CRITERIA AND WEIGHT

Members of the Coastal Council will review each eligible application using the following criteria.

- Planning - The proposal clearly describes the need for the project and provides strong, clear, convincing evidence of advance planning. (maximum 15 points)
- Process - The proposal clearly outlines the project plan and activities and describes the ability of applicant to complete the project. (maximum 15 points)
- Outcomes - The proposal clearly describes the return on investment (the benefit is worth the cost). (maximum 15 points)
- Alignment - The project is a good fit for this funding opportunity. (maximum 4 points)
  - Coastal Program staff will add one point if the project achieves a NOAA evaluation metric or performance measure.

The Coastal Council will award up to three bonus points (one point each):

- The project includes participation of one of the Tribal nations and/or organizations sharing geography with Minnesota.
- The project acknowledges and addresses the cultural and historical heritage of the area.
- The project has direct impact on Lake Superior's ecosystem.

## QUESTIONS, TECHNICAL ASSISTANCE AND INFORMATION SESSIONS

Please direct questions to the Coastal Program grant specialist: 218-834-1447 or [mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us). The Coastal Program will post responses to questions [online](#), one week prior to application deadlines.

If you would like Coastal Program staff to pre-review your application, you must send a draft via email 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.

All prospective applicants are encouraged to attend a one-hour information session.

- |                              |          |               |  |
|------------------------------|----------|---------------|--|
| • Monday June 15, 2026       | 10:00 AM | Teams Meeting | <a href="#">Register for 06/15 session</a> |
| • Tuesday September 15, 2026 | 11:00 AM | Teams Meeting | <a href="#">Register for 09/15 session</a> |
| • Tuesday December 1, 2026   | 10:00 AM | Teams Meeting | <a href="#">Register for 12/01 session</a> |

## PART 2: SUBMISSION

**The State must receive your application(s) no later than 11:59 p.m. Central Time, on the posted due dates.** If the due date falls on a holiday or weekend, applications are due the first business day after. You will receive confirmation of receipt via email. **Late applications may be reviewed in the next round.**

You must submit all required [STAR](#) application materials via email, [mlscp.dnr@state.mn.us](mailto:mlscp.dnr@state.mn.us), by the due date to be eligible for review. See [Application Instructions](#). The Coastal Program will not accept paper submissions. Please contact the [grant specialist](#) if this is an issue.

The DNR and Coastal Council will review applications within 45 days of the due date. It may take up to 60 days to review your application and execute a grant agreement.

## POSTED DUE DATES

- July 7, 2026
- October 1, 2026
- January 5, 2027

## APPLICATION CONTENT

You must submit the following for the application to be considered complete:

1. **2026 Small Grants: STAR Application Form**
2. **Exhibit A: Project Description**
3. **Exhibit B: Budget**
4. **Exhibit C: Project Map**
5. **Exhibit D: Appendices (optional, not required)**
6. **Exhibit E: Supporting Documentation (if applicable)**

The Coastal Council will not evaluate incomplete applications. Applications must include all required application materials, including exhibits. Do not provide any materials that are not requested in this Notice, as such materials will not be considered nor evaluated.

The State reserves the right to reject any application that does not meet these requirements.

By applying, the applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

**All costs incurred in responding to this Notice will be borne by the applicant.**

## PART 3: APPLICATION REVIEW PROCESS

The DNR will award grants through a competitive process with review by the Coastal Council. The [Coastal Council](#) is a citizen advisory board comprised of up to 15 Governor appointed members, three from each Carlton, St. Louis, Lake, and Cook counties as well as three at-large members.

## ELIGIBILITY SCREENING

Coastal Program staff will screen all submitted applications for eligibility and ensure it is materially complete. If your application does not conform to the requirements and the deadline for submission has passed, the Coastal

Council will not review the application. The Coastal Program, in its sole discretion, may continue the review process for applicants with non-substantive issues easily rectified.

Please note: It may take up to two business days to validate or reject your application.

## APPLICATION SCORING, RECOMMENDATIONS, & SELECTION

During a review meeting, the Coastal Council will discuss each application after which the members provide a final score. Coastal Program staff will add and average the scores to get a total score for each application.

The Coastal Council recommends the DNR award grants to the projects that score 35 or more points in rank order, based on the availability of funds. The DNR will make the final funding decisions. The DNR has the 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.

Once a final decision is made, the Coastal Program will email the authorized representative and the grant project contact identified in the application. Staff will work with the selected applicants to complete the award process. The grantee must participate in a Project Start-Up meeting.

Be advised: the review, approval, and grant contract agreement processes can take longer than two months if the agreement must be approved by your board/governing body prior to signature. You should submit your application accordingly.

## Timeline

RFP posted on the web site: June 8, 2026

| Activity  | Round 1           | Round 2            | Round 3                           |
|---|-------------------|--------------------|-----------------------------------|
| Information Session   | June 15, 2026     | September 15, 2026 | December 1, 2026                  |
| Questions no later than 4:30 pm CST   | June 24, 2026     | September 24, 2026 | December 18, 2026                 |
| Applications due no later than 11:59 pm CST   | July 7, 2026      | October 1, 2026    | January 5, 2027                   |
| Selected applicants undergo pre-award risk assessment; grant agreement negotiations begin | August 3, 2026    | November 2, 2026   | February 1, 2027                  |
| Selected grantees announced, work plans approved, and grant begins                        | Project Dependent | Project Dependent  | *Last date possible March 1, 2027 |

## CONFLICTS OF INTEREST

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest by applicants, Coastal Program staff, and external reviewers (non-DNR staff) per [Minn. Stat. §16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- A grantee, applicant, or reviewer is unable or potentially unable to render impartial assistance or advice to the Department 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.

In cases where a conflict of interest is in question or disclosed, the DNR will notify the applicants or grantees and may pursue actions, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

## **PUBLIC DATA**

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once applications are opened (~day after received).
- 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 project start date(s)).
- 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 (for the purposes of this grant, after project start date(s)).

If you submit any information that you believe to be trade secret information, you must clearly mark all trade secret materials in the application and attach a statement justifying the designation for each item.

## **RIGHT OF CANCELLATION**

The State reserves the right to cancel this solicitation if it is in its best interest due to lack of funding, agency priorities, or other considerations. The State reserves the right to negotiate modifications to the application or to reject all applications received because of this Notice of Grant Opportunity. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

## **PART 4: AWARD REQUIREMENTS AND GRANT MANAGEMENT RESPONSIBILITIES**

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.

### **PREAWARD RISK ASSESSMENT AND FINANCIAL REVIEW**

Grant applicants may be required to submit financial, capacity, and internal control documents prior to a grant award based on state or federal requirements.

- Nonprofits may be required to submit their most recent board reviewed financial statements, an IRS Form 990, or their most recent certified financial audit.
- All applicants may be required to submit additional documents, including descriptions of internal controls over business expenditures and outcomes of grant funds.

## GRANT CONTRACT AGREEMENTS

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

## ACCOUNTABILITY AND REPORTING REQUIREMENTS

It is the policy of the State of Minnesota to monitor progress on state grants. Grantees must submit written progress reports at least quarterly until all grant funds have been expended and the terms in the grant contract agreement have been met.

The progress **reporting schedule** for STAR grants will be once at mid-point and once near the performance end date, unless otherwise specified in the terms of the award.

At project end, you must submit a [summary report](#) of the project, any products, and reimbursement request within 30 days of the end of the grant contract agreement.

### Grant Monitoring

Per [state policy on grant monitoring](#), the DNR may identify additional monitoring protocols during the pre-award risk assessment. They will negotiate and incorporate any additional protocols into the grant contract agreement.

## GRANT PAYMENTS

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State will review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments will not be made on grants with past due progress reports unless the DNR has given the grantee a written extension.

Federal law defines eligible costs, see [Appendix C: Budget Guidance](#).

We will accept grantee generated invoices or the Coastal Program's invoice form. Both must include supporting documentation (e.g., invoices or receipts).

### Invoice Schedule

The Grantee invoice schedule depends on when the project starts and ends.

- The Grantee must submit the final invoice within 30 days of project completion or contract expiration.
- The Grantee may submit an invoice with the mid-point progress report, for the same activities in the progress report. The State will accept this invoice within 30 days of the end of the reporting period.
- If a project spans two state fiscal years (July 1- June 30), the grantee must submit an invoice for the first state fiscal year expenses by July 24. Expenses after July 1 must be a new and separate invoice.

If these requirements are not fiscally possible for your organization, please reach out to the grant specialist to make other arrangements.

## Ineligible Expenses

As referenced in [2 CFR Part 200 Subpart E - General Provisions for Selected Items of Cost](#), ineligible expenses include but are not limited to:

- “Swag” or general promotional materials
- Fundraising, with limited exceptions and written approval from the federal agency
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Alcohol or per diem rates for meals/travel
- Out-of-state travel expenses without written approval from the DNR. Minnesota will be considered the home state for determining whether travel is out of state.

## AUTHORIZED REPRESENTATIVES

Pursuant to [Minnesota Statutes §16B.98, subd. 5 \(d\)](#), grantees must clearly post on the grantee’s website the names of, and contact information for, the grantee’s leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

## CONTRACTING AND BIDDING REQUIREMENTS

### A. Municipalities

Grantees that are political subdivisions or municipalities must use these guidelines:

- a. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- b. The Grantee must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible as outlined in [2 CFR 200.321](#) (e.g., [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)).
- c. The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).
- d. 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.
- e. Any services and/or materials that are expected to cost less than \$10,000 (\$2,500 for the acquisition of services subject to the [Service Contract Act](#)) do not require the solicitation of competitive quotations in accordance with [2 CFR 200.320\(b\)](#). The Grantee must make an effort to equitably distribute these purchases.

### B. Nongovernmental entities

Grantees that are nongovernmental entities must use these guidelines:

- a. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

- b. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively rewarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
- c. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- d. The Grantee must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible as outlined in [2 CFR 200.321](#).
- e. The Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
  - [Metropolitan Council Underutilized Business Program](#)
  - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
- f. 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.
- g. The Grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- h. Notwithstanding a-d above, the State may waive bidding process requirements when:
  - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
  - It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
- i. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- j. The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).

## GRANT PROVISIONS

Please see the Coastal Program [Grant Contract Agreement Terms and Conditions](#) and the [Requirements for DNR Grantees](#) for a full list of applicable terms and conditions. Please contact us to work through any additional requirements that may apply.

You can review general State grant contract agreement templates at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](#).

## Environmental Impact

NOAA has approved [specific activities](#) for these funds, as required by the [National Environmental Policy Act \(NEPA\)](#). These are mostly indoor activities. Education or observations in the field are the only exception and must not have an environmental impact in real-time. In these cases:

- There can be **no** dirt moving (i.e., ground/vegetation disturbing) activities.
- Grantees and participants must access the sites from road crossings or on public lands/waters.
- Grantees and participants must follow best practices to prevent the spread of [invasive species](#), including brushing off boots and equipment on site at the end of the day and cleaning equipment prior to visiting another site to prevent the spread of invasive species.

If your project has any outdoor activities, you must include these details in your proposal.

## Acknowledgment

The DNR and NOAA require [acknowledgement](#) on all project materials produced or used, 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.

## 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 electronic materials and/or products (e.g., document, report, and website) in an accessible format per [Minnesota Statute 16E.03](#), State Information and Communications System, Subdivision 9, Accessibility Standards, as well as 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](#). The grantee must maintain the scientific integrity of research including the prevention, detection, and remediation of any allegations regarding the violation of scientific integrity or scientific and research misconduct, and the conduct of inquiries, investigations, and adjudications of allegations of violations of scientific integrity or scientific and research misconduct.

## NOAA Data Sharing Directive

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. The data must be available in at least one machine-readable format, preferably a widely used or open-standard format, and must be accompanied by machine-readable documentation (metadata), based on widely-used or international standards. You must include funding acknowledgement in the metadata. NOAA defines data as:

**Data** – recorded information, regardless of form or the media on which the data is recorded.

**Data Asset** – collection of data elements or data sets that may be grouped together.

**Environmental Data** – Data that includes, but is not limited to: 1) recorded and derived observations; 2) measurements of the physical, chemical, biological, geological, and geophysical properties and conditions of the oceans, atmosphere, space environment, sun, and solid earth; 3) correlative data, such

as socio-economic data; 4) model outputs using or predicting data; and 5) related documentation and metadata (from NAO 212-15A).

**Administrative Data** – Administrative data is derived from the operation or management of an organization or institution, and is collected for the purposes of registration, transaction, and record keeping and often associated with the delivery of a service. Administrative data differs from experimental, scientific, and observational data in that it is found (rather than systematically made) data and is not primarily collected for environmental research purposes. As such, it can be large, complex, and not necessarily collected in an organized manner that allows for linkages to other information or data. Through the curation, enhancement, documentation, and accessibility of administrative data, NOAA can better understand how it achieves its mission and serves society. This is especially important for the research and observational components of NOAA whose value in decision making and societal impacts is found elsewhere in the agency. Applications of administrative data allow for research in service delivery, user engagement, program management, social science, and economic valuation. Administrative data can include personally identifiable information or other sensitive, controlled unclassified information.

**Information** – Any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

## Geospatial Data

If your results/products include new GIS data, it must include compliant metadata: [Minnesota Geographic Metadata Guidelines](#) or the North American Profile of the ISO ([International Organization for Standardization](#)) 19115. The metadata must include the endorsements for both publications and environmental data described in the grant contract agreement. [Metadata Resources](#).

Note that NOAA requires the ISO standard; we will work with you to migrate from Federal Geographic Data Commission ([FGDC](#)) if necessary.

## Data Management Plans

If selected for funding, DNR 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.
- 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; or are not intended to be shared outside of the project, you may request an exception to not make data publicly accessible if funded. Coastal Program staff will consult with NOAA on your behalf.

## Audits

Per [Minnesota Statutes § 16B.98 Subdivision 8](#), the grantee's 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 Commissioner of Administration, the state granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract

agreement end date, receipt, and approval of all final reports, or the required time to satisfy all state and program retention requirements, whichever is later.

### **Affirmative Action and Nondiscrimination**

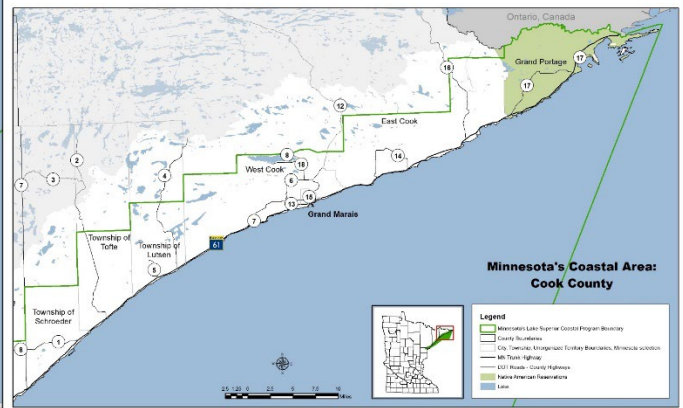
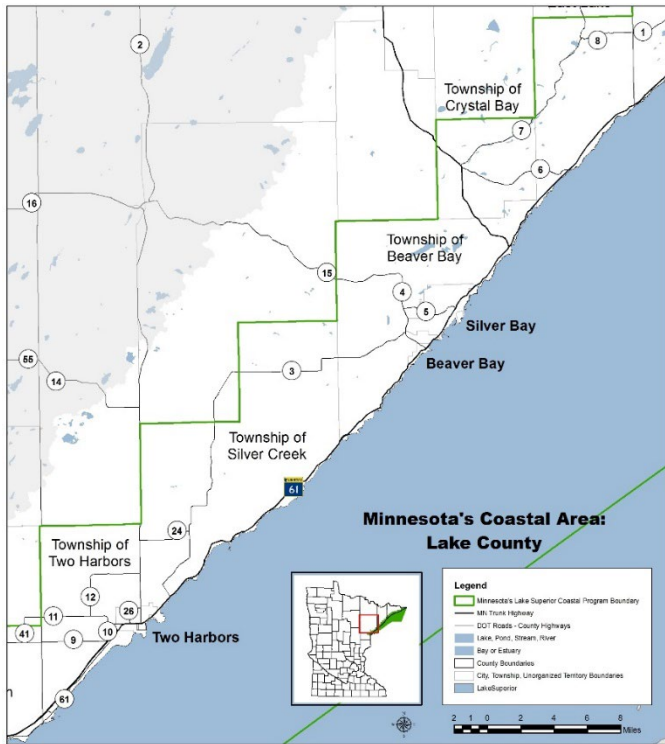
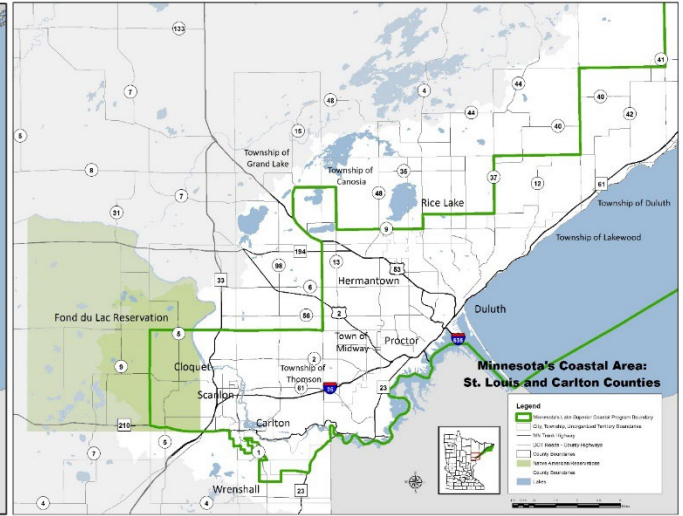
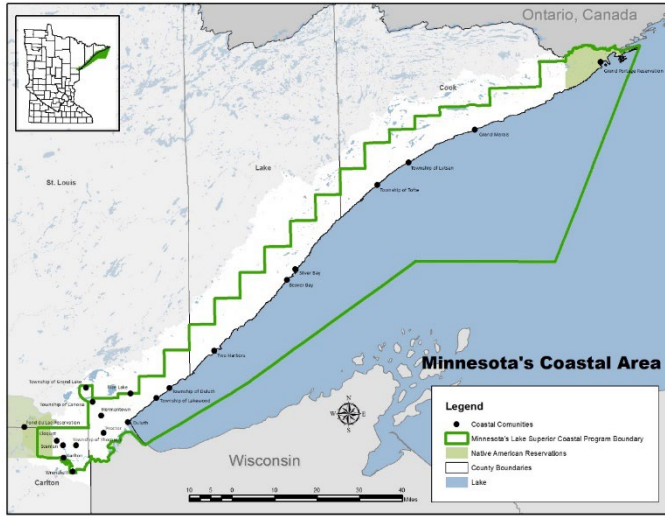
- A. Minn. Stat. §363A.02. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. Minnesota Rules, part 5000.3500. 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 persons with disabilities 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.
- C. 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**

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

# APPENDIX A: COASTAL AREA (MAPS)

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



# APPENDIX B: STAR APPLICATION INSTRUCTIONS

## TENNESSEN WARNING

The DNR is collecting this data in response to a Notice of Grant Opportunity. The Coastal Program will use the data to evaluate projects, moving projects forward in the review process. You are not legally required to submit the following information. However, if you choose not to submit any of the data, your project will not be eligible for review. The organization's name, address, and amount requested is public data after this request closes. All project and evaluation data are public after the evaluation process is complete (see [Data Practices](#)).

## TIPS FOR GRANT WRITING

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 the [Notice of Grant Opportunity](#) (Notice). Use the required format and template.

## FORMAT

- Read the entire Notice and Application Instructions before starting your application.
- [Include document accessibility](#); update the document properties (metadata) and check accessibility.
- Delete all italicized text before submitting your application.

All materials submitted including exhibits 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 submitted as either a Microsoft Word (.doc, .docx) or Adobe (.pdf) document.
- Be no more than ten pages: STAR Application Form (pdf) and Exhibits A - D.
  - Supporting documentation (Exhibit E) does not count against the page limit.

You must submit the following for the application to be considered complete:

- 1. 2026 Small Grants: STAR Application Form**
- 2. Exhibit A: Project Description**
- 3. Exhibit B: Budget**
- 4. Exhibit C: Project Map**
- 5. Exhibit D: Appendices (optional, not required)**
- 6. Exhibit E: Supporting Documentation (if applicable)**

## TEMPLATE/FORMAT

Download and complete the application template. If you have any issues or concerns with the template, please contact the [Coastal Program](#) for assistance.

## INSTRUCTIONS

To complete the application, follow these instructions.

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

**Short Project Description:** In one or two sentences, describe your project (who, what, when, where, why, and how).

**Requested Project Start Date:** Select requested project start, must be two months or more after application submittal; no later than March 1, 2027.

**Total Cost, Grant Request, and Applicant Match:** Use whole numbers (round up); include the total project cost, how much you are requesting in grant funds, and how much you will provide in non-federal match.

**Grant Project Contact:** Provide the name, title, and contact information for the project coordinator/principal investigator for questions about the application.

## Applicant

**Applicant:** Provide legal name, name associated with SAM Unique Entity Identifier. 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.

**Unique Entity Identifier:** Enter your [System for Award Management](#) (SAM) Unique Entity Identifier (twelve digits, no spaces, or hyphens)

**Applicant Address:** must be the legal address, matching the [vendor profile in SWIFT](#).

**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.

**Organization’s Authorized Representative:** Provide the contact information for the person who has the legal authority to request grant funds and administer the award. Will be listed in the grant contract agreement.

**DocuSign:** Include, in the order in which they must sign, the name, title and email address for those that must sign grant contract agreements on your organization’s behalf. If you have more than two signers, please notify the grant specialist.

**Conflict of Interest:** Disclose any actual or potential conflicts of interest that might exist.

## Certifications

You must sign (digital signature accepted) that you can certify to the following statements:

- I have the authority to apply for this grant.
- I have disclosed any actual or perceived conflicts of interest.

- I am submitting this application without collusion; with and without any agreement, understanding or planned common course of action with any other responder of materials, supplies, equipment, or services, designed to limit fair and open competition.
- The contents herein are true and accurate.

You must also sign to certify that your organization is not suspended or debarred by the State of Minnesota or the Federal Government.

## **Exhibit A: Project Description**

For the narrative instructions, see application Exhibit A. Provide enough detail for the Coastal Council to evaluate the application against the scoring criteria. Applicants should not assume prior knowledge on the part of the DNR, Coastal Program, or the Coastal Council as to the relative merits of the organization or project.

## **Exhibit B: Budget**

Complete the budget table as instructed. Use whole numbers, do not add rows to the table. This is the overall summary of your budget. Provide details for both the grant and match expenses in the Budget Detail. There is Budget Guidance in the Notice (see Appendix C). Include the source of the match.

## **Exhibit C: Project Map**

A map of the project location is required. The map should include identifiable location information (e.g., address, coordinates). There is a shapefile with the [Coastal Area boundary](#) on our website. If you need help generating a map, please contact the [Coastal Program](#).

## **Exhibit D: Appendices**

Options include additional maps, charts, graphs, photographs, and excerpts from reports or plans. **You should ensure maps, graphs, charts, and photos print clearly in grayscale.**

## **Exhibit E: Supporting Documentation**

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

### **Indirect Cost Rate**

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

### **Volunteer Rate**

Provide screenshots, letters, or other documentation to justify the value of volunteer time.

### **Letters of Support**

Include letters of support from each partner that is making a significant contribution to the project or those that benefit directly from the project. Please address letters to the Coastal Council, or the Governor's Council on Minnesota's Coastal Program, 1568 Highway 2, Two Harbors, MN 55616.

You must submit the letters of support with the application or before the application deadline. Email is preferred but mail is acceptable if received prior to deadline. The Coastal Council will not review letters received after the application deadline.

## APPENDIX C: BUDGET GUIDANCE

Provide justification for all budget items in sufficient detail to enable the Coastal Program 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](#); Subpart E.

### 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 task responsibilities per staff/volunteer.

#### *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*

### 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.

### 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 Nonrepresented employees compensation plan promulgated by the Commissioner of Minnesota Management and Budget.

List each trip, including destination and purpose. The DNR will not reimburse travel and subsistence expenses incurred outside of Minnesota unless you have received prior written approval from the Coastal Program for out of state travel (e.g., trip stated in the application).

### EQUIPMENT

Refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of \$10,000 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 any Coastal Program grant funds cannot be used as match.

List the piece of equipment and its purpose; include rental rate or purchase price. If you are purchasing equipment, include how you will maintain the equipment and provide justification for purchasing rather than renting for the project activities.

## SUPPLIES

Includes all consumable materials less than \$10,000 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 you will use it in the project.

## CONTRACT COSTS

Includes consultants, subcontractors, and subrecipients. You will need to follow the state requirements for bid (in [Terms and Conditions](#)).

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

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

Include [conference](#) (2 CFR 200.432) expenses as 'Other'. "A conference is defined as a meeting, retreat, seminar, symposium, workshop, or event whose primary purpose is the dissemination of technical information and is necessary and reasonable for successful performance under the award. Allowable conference costs paid by the Grantee as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable."

List other costs with detail.

## INDIRECT COSTS

Identify the eligible indirect cost rate (federally negotiated, cost allocation plan, 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 15%\* of modified total direct cost (as allowable under 2 CFR §200.414).

\*Or federal rate at time of application.

## APPENDIX D: RESOURCES AND REFERENCES

### RESOURCES

#### Coastal Zone Management

The National Coastal Zone Management Program monitors and evaluates the success of its efforts through [national performance measures](#). NOAA uses the system to evaluate progress toward national goals.

#### Minnesota Department of Natural Resources Conservation Agenda

The [Conservation Agenda](#) sets strategic direction for natural resources and measures results.

#### Minnesota's CZM Program Document

Combined Coastal Management Program and [Final Environmental Impact Statement](#) for the State of Minnesota (May 1999) provides the program framework: relevant laws, policies, and underlying goals.

### WEBSITES

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

- <https://www.dnr.state.mn.us/waters/lakesuperior/grants.html> Funding Opportunities; Resources for Grantees

The following websites are in this Notice of Grant Opportunity:

<https://coast.noaa.gov/czm/act/>

<http://www.dnr.state.mn.us/aboutdnr/mission.html>

<https://www.sam.gov/>

<https://mn.gov/admin/osp/government/suspended-debarred/>

<http://www.nepa.noaa.gov/>

<https://coast.noaa.gov/czm/performance/>

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

<http://www.dnr.state.mn.us/waters/lakesuperior/feis/index.html>

<https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

The referenced state statutes are on the state register's website: <https://www.revisor.mn.gov/statutes>

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