



2022-23 STAR NOTICE OF GRANT OPPORTUNITY

Minnesota's Lake Superior Coastal Program

Published August 1, 2022; in effect through June 30, 2023

Minnesota Department of Natural Resources

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



With federal pass-through funds from the U.S. Department of Commerce; National Oceanic and Atmospheric Administration; Office for Coastal Management

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PURPOSE

Minnesota’s Lake Superior Coastal Program (MLSCP; Coastal Program) awards grants to fund projects that protect Minnesota’s Lake Superior coastal resources and/or support their sustainable use. These grants help local communities, agencies, and organizations balance protection of coastal resources while providing places for people to live, work, and play. The Minnesota Department of Natural Resources (DNR) manages the Coastal Program.

This Notice of Grant Opportunity provides the information to apply for a Coastal Program Short-Term Action Request (STAR) grant. This Notice is in effect from date of publication through June 30, 2023.

STAR projects are short-term in duration and small in scope. In general, STAR projects:

- Create (or modify) plans or designs to protect or develop coastal resources;
- Provide opportunities for community participation or education;
- Produce data about a coastal resource need of a community, land or water manager, or organization; or
- Address timely and specific coastal issues.

STAR projects must be low-impact and cannot include activities that involve moving dirt or destroying/restoring vegetation *of any kind* (e.g., digging postholes, removing invasive species, and

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

REQUIREMENTS

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 application by the published deadline, a minimum of six months prior to requested start.
2. Request between \$2,500 and \$10,000 in grant funds; provide 20% in cash or in-kind match.
3. Be eligible to receive state and federal grant funds.
4. Be recommended for funding by the Governor's Council on Minnesota's Lake Superior Coastal Program (Coastal Council) and selected by the commissioner of the DNR.
5. Be approved for funding by the Office for Coastal Management, NOAA.
6. Comply with applicable state and federal laws.

Please read this entire Notice, the [Application Instructions](#), and the [Terms and Conditions](#) before starting an application.

ELIGIBILITY

To be eligible, 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" is a term that covers the decisions and actions taken to keep the natural environment, built environment, quality of life, and economic prosperity of coastal areas in balance. To be eligible, a project must help achieve one or more of these coastal management goals:

- Help communities manage development along the Lake Superior coast in a sustainable way. (Coastal Community Development)
- Protect and restore the coastal area's natural resources and habitats. (Coastal Habitat)
- Protect lives and property in the coastal area by minimizing risk from natural hazards such as storms, flooding, and erosion. (Coastal Hazards)

- Research, analyze, and share information that leads to better coastal land and water management by government and citizens. (Coordination and Public Involvement)
- Create or 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.

Eligible Organizations

The following types of organizations are eligible to apply:

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

The Grantee must receive a Unique Entity Identifier from the [System for Award Management](#) (SAM) and may not be a suspended or debarred vendor in Minnesota.

COLLABORATION

Multi-organization collaboration is welcome, but not required.

APPLICATION SUBMISSION

The Coastal Program must receive applications via email to mlscp.dnr@state.mn.us by **5:00 pm on September 1, 2022; December 1, 2022; March 1, 2023; or June 1, 2023**. If the due date falls on a holiday or weekend, applications are due the first business day after.

You must submit all required application materials by the due date to be eligible for review, see [Application Instructions](#).

The Coastal Council will review submitted applications at the next scheduled meeting after each deadline. Applicants can find the meeting schedule on the [Coastal Council webpage](#).

Be advised, the review and approval process can take up to three months and the grant agreement process can take an additional 4-6 weeks. Applicants must submit their application a minimum of six months prior to the requested start date.

2022-23 STAR SPECIFICS

FUNDING AVAILABLE

You may request between \$2,500 and \$10,000 in grant funds.

The DNR will award \$50,000 in STAR grants under this Notice. Additional funds may be available due to other projects that come in under budget, were incomplete, or otherwise withdrawn. The DNR will award grants through a competitive review process.

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.

Match

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 match. See the [Terms and Conditions](#) (page 3) for more information.

TIMELINE

You may select from one of four STAR project start dates¹. You must 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.

You will have an additional 30 days from the project end date to submit the final report, product(s), and reimbursement request.

Application Due by	Project Start	Project End	Products Due
September 1	April 1	September 30	October 31
December 1	July 1	December 31	January 31
March 1	October 1	March 31	April 30
June 1	January 1	June 30	July 31

¹ If funds are available. Check the webpage for announcements.

DIVERSITY, EQUITY, AND INCLUSION IN GRANT MAKING

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

The DNR believes that Minnesotans have an inherent right to a healthy environment and the personal health and wellness that come from access to thriving natural resource systems. We are committed to providing equitable access to outdoor spaces and the benefits afforded by a healthy environment to all Minnesotans throughout our work. This includes ensuring that the services, facilities, lands, and engagement processes of grant partners are welcoming and accessible, and that our work is equitable across economic and cultural communities.

We require applicants to consider the impact of their work both on Minnesotans as a whole and on specific communities and groups. The DNR also welcomes and encourages engagement with Tribal partners through actively listening and responding to Tribal interests in advance of issues and decision points, while respecting Tribal sovereignty.

SELECTION CRITERIA AND WEIGHT

The Coastal Council reviews and scores all applications using the following criteria.

Criteria	Points Possible
The proposal aligns with the purpose and goals of the STAR grant program.	5
Planning - The proposal clearly describes the need for the project and provides strong, clear, convincing arguments for the methods.	15
Process - The proposal clearly outlines the project plan and activities and describes the ability of applicant to complete the project.	15
Outcomes - The proposal clearly describes the return on investment (how the benefit is worth the cost).	15

The Coastal Council will award up to six bonus points (two points each):

- The project includes Traditional Ecological Knowledge and/or Tribal input
- The project acknowledges and addresses the cultural and historical heritage of the area
- The project has direct impact on Lake Superior's ecosystem

Coastal Program staff will award an additional two bonus points (one point each):

- The project is a Coastal Program priority (achieves a program metric or NOAA performance measure)
- The application is submitted by a historically underserved applicant²

² Historically underserved include Black, Indigenous, and People of Color (BIPOC); Tribal communities; LGBTQI communities; people with disabilities; veterans; women led organizations; townships; and applicants that have not been received a grant for 5+ years.

The Coastal Council will recommend projects that receive 35 or more cumulative points for funding. Projects will be funded in rank order, as grant funds are available. The DNR may select projects out of order to balance grant funds across the Coastal Zone Management goals and/or coastal area.

STATE'S RIGHT TO CANCEL

This Notice does not obligate the state to make awards. The state reserves the right to cancel the solicitation if it is in its best interest due to lack of funding, agency priorities, or other considerations.

QUESTIONS

Please direct questions to the Coastal Program Grants Specialist: 218-834-1447 or mlscp.dnr@state.mn.us

The Coastal Program will post responses to questions [online](#) five days before the application due dates.

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

RESOURCES

Coastal Zone Management

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

Minnesota Department of Natural Resources Conservation Agenda

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

Minnesota's CZM Program Document

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

PROJECT PROVISIONS

Successful applicants who accept an award under this Notice will be required to comply with all state and federal laws, executive orders, regulations, and policies governing the funds.

TERMS AND CONDITIONS

Selected applicants must comply with the Coastal Program's Grant Contract Agreement Terms and Conditions.

REPORTING/MONITORING

You will need to provide to the DNR:

- Two progress updates (mid-point and end of project) unless otherwise specified in the terms of the award
- Final summary report
- Financial report and supporting documentation
- Products, to be determined by grant application

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

PAYMENT/REIMBURSEMENT

The DNR will reimburse project expenses once at the end of the project*.

*If this is a hardship, the DNR may make exceptions. Contact [us](#) to discuss the situation.

ENVIRONMENTAL IMPACT

NOAA must assess the potential environmental impacts, as required by the [National Environmental Policy Act \(NEPA\)](#), of projects submitted for approval.

You may be required to submit additional information sufficient for NOAA to assess potential adverse environmental impacts of the project. This includes your methods; outdoor activities; locations; sites; species and habitat to be affected; and any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non-indigenous species, impacts to endangered and threatened species, aquaculture projects, and impacts to sensitive habitats).

APPLICATION PROCESS

The DNR takes steps during the application review process to avoid any conflicts of interest by applicants, Coastal Program staff, and the Coastal Council.

ELIGIBILITY SCREENING

You must submit your application to the DNR via email (mlscp.dnr@state.mn.us). You will receive confirmation of receipt via email.

Coastal Program staff will screen all submitted applications for eligibility and ensure it is materially complete. If your application does not conform to the requirements and the deadline for submission has passed, the Coastal Program will not accept the application. The Coastal Program, in its sole discretion, may continue the review process for applicants with non-substantive issues easily rectified.

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

APPLICATION SCORING, RECOMMENDATIONS, & SELECTION

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

Members of the Coastal Council independently review each application. During an [open meeting](#), which you are welcome to attend, the Coastal Council will discuss each application after which the members provide a score. The Scoring Form is included in [Appendix B](#). Coastal Program staff will add and average the scores to get a total score for each application. If applicable, staff will add the one or two Coastal Program bonus points to the total score for a final application score.

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 Coastal Council is seeking applications to recommend for funding that:

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

The DNR commissioner evaluates the Coastal Council's recommendations and makes the final selection of projects. The commissioner has discretion to select projects out of rank order based on availability of funding and program priorities. The DNR does not guarantee that grant funds will be available for all recommended projects.

AWARD PROCESS

After the commissioner selects projects for funding, the Coastal Program will email scoring results to the authorized representative and the grant project contact identified in the application. Staff will work with the selected applicants to complete the award process.

- 1) Coastal Program staff and applicants will develop a Task Description (project overview).
 - a. We will negotiate final scope of activities, products, budget, and specific award conditions.
 - b. If your project includes any outdoor activities, you will have to provide sufficient information for the DNR and NOAA to assess the potential [environmental impact](#).
- 2) DNR will present the Task Description to NOAA for review and approval.
 - a. Based on the environmental impact assessment, NOAA may require consultation with state and/or Tribal historical organizations or the US Fish and Wildlife Service.
- 3) After NOAA approves the project, the DNR and grantee execute a grant agreement, which is binding and enforceable. It will include necessary terms and any specific award conditions.
 - a. The State will include the Task Description in the grant agreement as the work plan.
- 4) The grantee must participate in a Project Start-Up meeting.

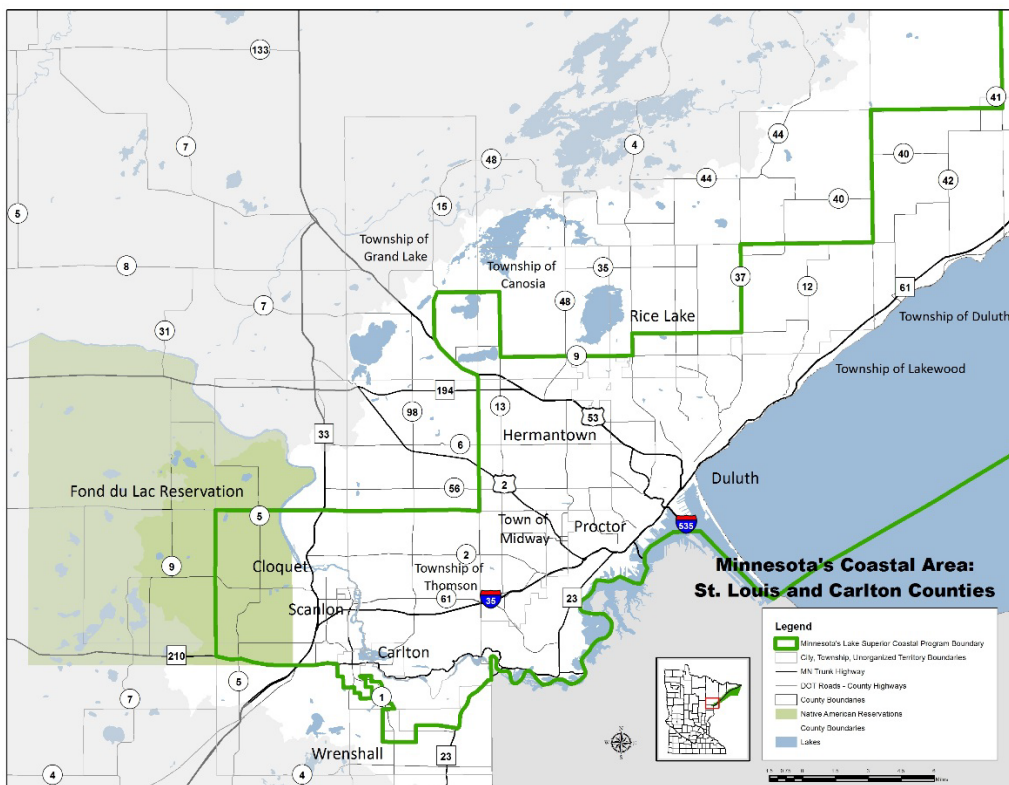
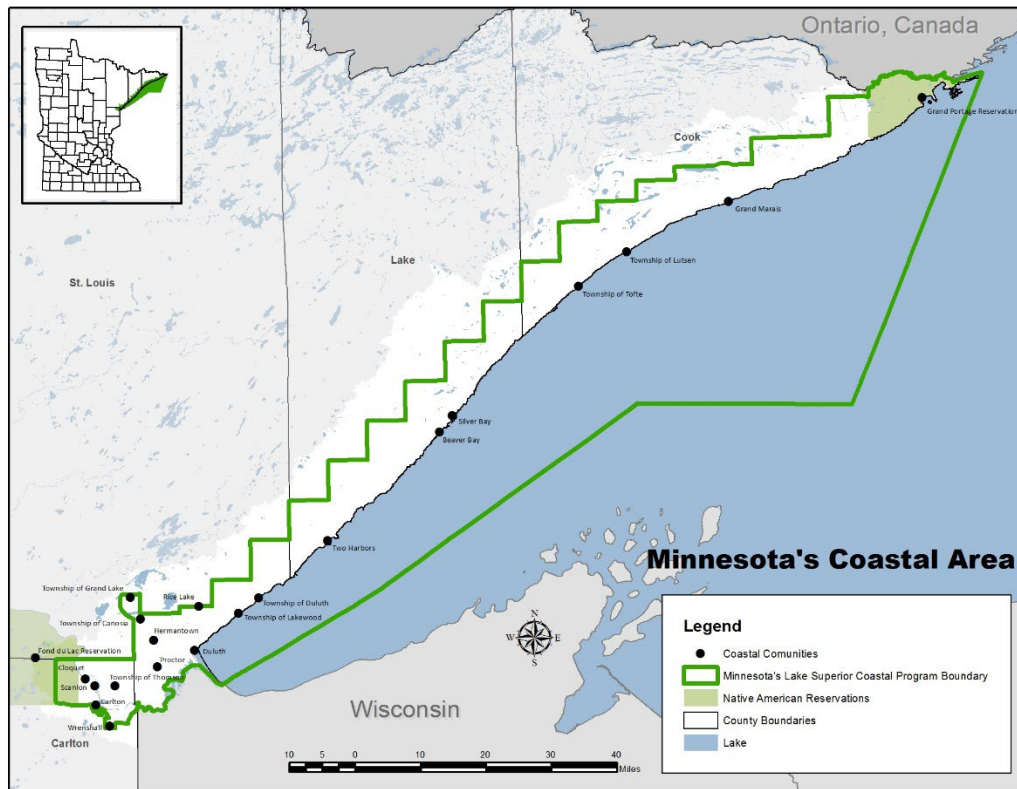
APPLICATIONS MADE PUBLIC

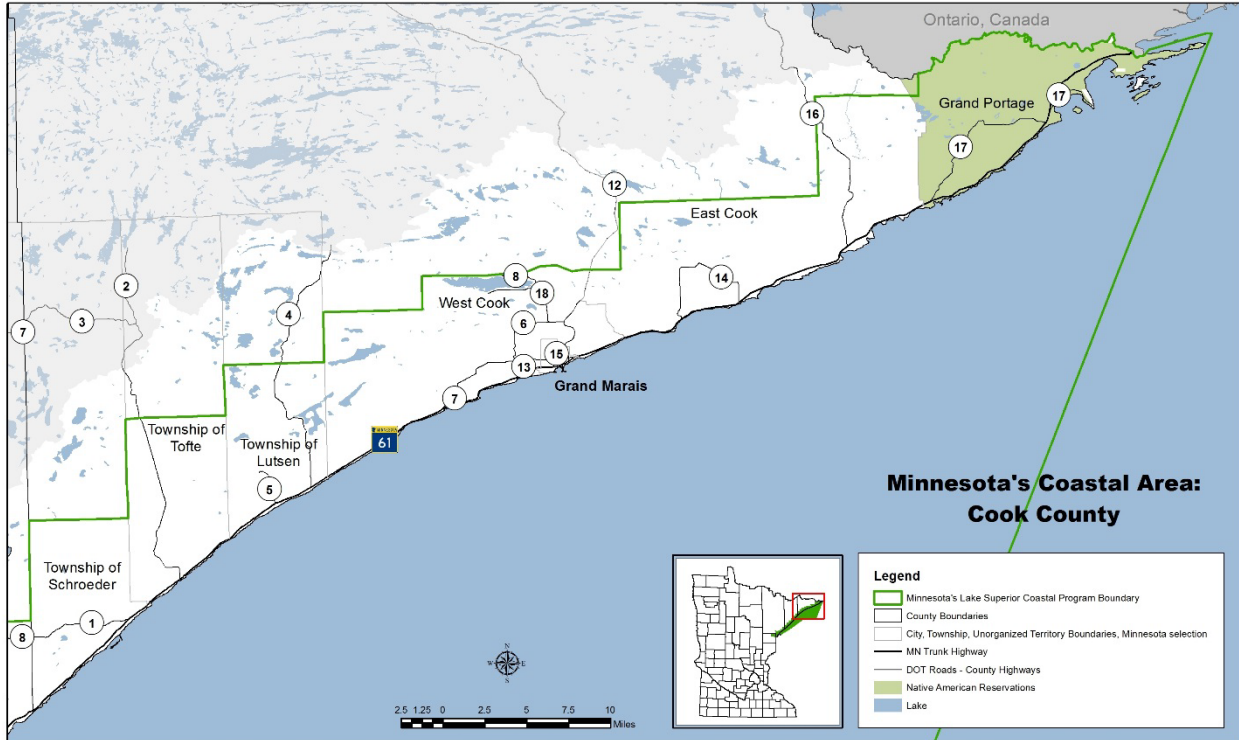
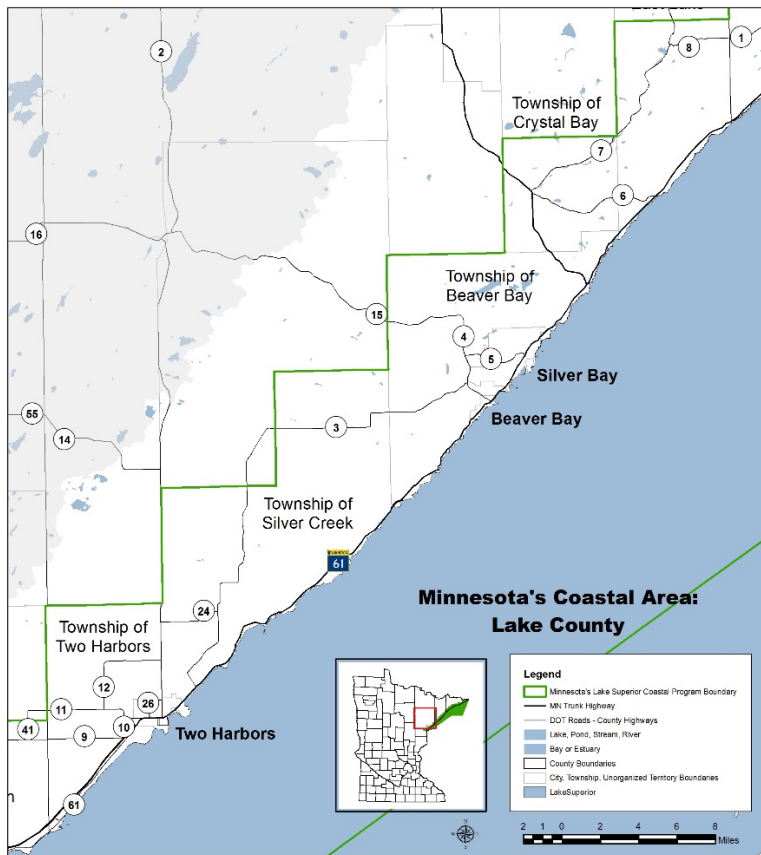
Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants will be public data once applications are opened (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.

APPENDIX A: COASTAL AREA (MAPS)





APPENDIX B: SCORING WORKSHEETS FOR COASTAL COUNCIL

Minnesota Department of Natural Resources; Minnesota's Lake Superior Coastal Program
FFY22 STAR Application Scoring Worksheet: July 1, 2022 – June 30, 2023

Criteria	Scoring	Points Awarded
Planning The proposal clearly describes the need for the project and provides strong, clear, convincing evidence of advance planning.	15-11 Points - The proposal clearly defines a need that will be addressed by the proposed activity and describes the planning process with supporting evidence. 10-6 Points - The proposal describes a need that will be addressed by the proposed activity and the planning process. 5-1 Points - The proposal identifies a need that will be addressed by the proposed activity and describes the planning process but lacks sufficient detail.	(15 points possible)
Process The proposal clearly outlines the project plan and activities and describes the ability of applicant to complete the project.	15-11 Points - Methods and activities are sound, reflect best practices, innovative, and provide a clear, reasonable timeline with supporting evidence. The proposed budget is reasonable, accurate, and sufficiently detailed. 10-6 Points - The methods and activities are good; they will fulfill the need. The proposed budget is reasonable. 5-1 Points - The proposal does not clearly describe the methods or activities, nor does it include supporting documentation. The proposed budget is lacking sufficient detail.	(15 points possible)
Outcomes The proposal clearly describes the return on investment (how the benefit is worth the cost).	15-11 Points - The product is clearly described; the results are measurable and will positively impact the coastal area. 10-6 Points - The product is achievable, and results will impact the Coastal Area. 5-1 Points - The product is potentially achievable and will impact the Coastal Area but needs improvement.	(15 points possible)
Project fulfills the purpose and goals of the STAR grant program.	<i>Select best option.</i> 5 = All Materials are excellent; project is clearly a good use of Coastal Program grant funds. 4 = Most materials are above average; project is a good use of grant funds. 3 = Materials are good; project is potentially a good use of grant funds. 2 = Materials are variable quality, project not a good use of grant funds this year. 1 = Materials are of poor quality; project not a good use of grant funds this year.	(5 points possible)
Bonus Points	<i>Award 2 points per, if applicable.</i> The project includes Traditional Ecological Knowledge and/or Tribal input. The project acknowledges and addresses the cultural and historical heritage of the area. The project has direct impact on Lake Superior's ecosystem.	(6 points possible)

FFY22 STAR SCORING WORKSHEET

Minnesota Department of Natural Resources; Minnesota's Lake Superior Coastal Program
FFY22 STAR Application Scoring Worksheet: July 1, 2022 – June 30, 2023

The Coastal Council will use this worksheet to help award points on the scoring form.

> Excellent

= Good

< Poor

N/A Not Applicable

Planning

Components	>	=	<	N/A
The proposal clearly states the need and what the proposed activity is intended to accomplish, with evidence.				
The applicant includes their experience, or opportunity to build experience with evidence.				
The applicant selected and/or designed the project with public input or participation (i.e., plan, survey, conversations).				
The applicant considers resiliency in project planning.				
If proposal is part of a larger project, application includes description of the larger project.				
Proposal has meaningful input and contributions from partners (shown by letters of support).				

Process

Components	>	=	<	N/A
The application describes the activities/methods to achieve the project goals.				
The project includes community activities and/or public input.				
The applicant has measurable commitment to inclusive practices including a plan of action.				
The proposed budget is reasonable, accurate, and sufficiently detailed.				
The project/program design appears scalable or replicable.				
The applicant has included best practices to minimize impact to the environment.				

Outcomes

Components	>	=	<	N/A
The products are possible with project timeline and design.				
The proposal details how the proposed activity will be sustained after grant is done.				
The applicant will share the results with the public, land managers, and/or partners.				
There is evaluation of the project and/or activities, and a plan for evaluation long-term (if applicable).				

APPENDIX C: WEBSITE REFERENCES

The following websites are in the Notice of Grant Opportunity:

Page	Website
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3	https://coast.noaa.gov/czm/act/
3	http://www.dnr.state.mn.us/aboutdnr/mission.html
4	https://www.sam.gov/
5	https://fedgov.dnb.com/webform/index.jsp
7	https://coast.noaa.gov/czm/performance/
7	https://www.dnr.state.mn.us/conservationagenda/index.html
7	http://www.dnr.state.mn.us/waters/lakesuperior/feis/index.html
8	http://www.nepa.noaa.gov/

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; Questions

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