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INTRODUCTION

This Notice of Grant Opportunity (Notice) provides the information needed to apply for a Minnesota's Lake Superior Coastal Program (MLSCP; Coastal Program) Short-Term Action Request (STAR) grant. The Minnesota Department of Natural Resources (DNR) manages the Coastal Program.

This Notice is in effect from date of publication through June 30, 2021. Please read this entire Notice and instructions (Appendix A) before starting an application.

Successful applicants must:

1. Submit the application by the published deadlines, a minimum of five months prior to requested project start.
2. Request between \$2,500 and \$10,000 in grant funds.
3. Comply with applicable state and federal laws.
4. Be eligible to receive state and federal grant funds.
5. Be recommended for funding by the Governor's Council on Minnesota's Lake Superior Coastal Program and selected by the commissioner of the Minnesota Department of Natural Resources.
6. Be approved for funding by the Office for Coastal Management, NOAA.

PURPOSE

Coastal Program grants 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.

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 the vision of the Division of Ecological and Water Resources; and comply with state and federal grant requirements.

- The [Coastal Zone Management Act of 1972](#) provides the basis for protecting, restoring, and responsibly developing our nation's diverse coastal communities and resources.
- The [mission](#) of the DNR is to work with Minnesotans to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and to provide for commercial uses of natural resources in a way that creates a sustainable quality of life.
- The [vision](#) of Ecological and Water Resources is healthy lands and waters throughout Minnesota.

STAR projects are short-term in duration and small in scope. They 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 activities that support a private business or individual.

In general, STAR projects:

- Create (or modify) plans or designs to protect or develop coastal resources;
- Provide opportunities for community participation or learning;

- Produce new knowledge for an identified coastal resource need of a community, land or water manager, or organization; or
- Address timely and specific coastal issues.

Eligibility

To be eligible, a project must:

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

Applicants

The following types of organizations are eligible to apply:

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

Location

The project's principal activities must occur either:

- In the Minnesota waters of Lake Superior; or
- On public (non-federal) land in Minnesota's coastal area (see [Appendix B](#))

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

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

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)

PRIORITIES

The Coastal Program has identified the following three priorities.

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

Projects that address one or more of these priorities are eligible for up to 15 points.

COLLABORATION

Multi-organization collaboration is welcome, but not required.

FUNDING AVAILABLE

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

The DNR will award \$100,000 in STAR grants under this Notice. Additional funds may be available due to turn-back from 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 [page 10](#) 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

¹ If funds are available.

Budget

You must submit both the budget table and details to justify expenses.

Budget Table

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

Categories	Grant	Match	Total
Salaries	0	0	0
Fringe Benefits	0	0	0
Equipment	0	0	0
Travel	0	0	0
Supplies	0	0	0
Contract Costs	0	0	0
Other Costs	0	0	0
Indirect Costs	0	0	0
Total Project Costs	\$0	\$0	\$0

Budget Detail

Provide justification for all budget items in sufficient detail to enable the Coastal Council to evaluate the appropriateness of the funding requested. Include detail for each expense. Explain how funds will be used and matched (include the source of the match). All costs must be reasonable, allowable and allocable as defined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [2 CFR Part 200](#).

Personnel

List the staff and/or volunteers (name and title) involved in the project. Include the designated dollar amount (both salary and fringe), number of hours, cost per hour, and the tasks responsibilities per staff/volunteer.

Salaries

Wages and salaries paid to employees of the grantee organization or volunteers who are directly involved in the project implementation.

Fringe Benefits

The cost of benefits paid to the personnel including the cost of employer's share of FICA, health insurance, workers' compensation and vacation.

Example

Jane Doe; Principal Investigator; \$2,588: 75 hours at \$30/hour plus 15% (\$4.50) fringe; \$1,588 grant request; \$1,000 match from (organization).

Tasks: Field Work and Community Meeting Facilitation

Equipment

Refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of \$5,000 or more. Equipment purchase requires special review and approval by the Coastal

Program. Shipping, delivery and installation, if necessary, are a normal part of the cost of equipment and should be included. Equipment previously purchased with a Coastal Program grant (either Annual or STAR) cannot be used as match.

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

Travel

Refers to travel costs of personnel that are reasonable and necessary to effectively manage and carry out project activities, provide oversight, or measure program effectiveness. Expenditures for all proposed travel must not exceed amounts in the [Commissioner's Travel Reimbursement Plan](#) or the University's Travel Plan as applicable.

List each trip, including destination and purpose. The DNR will not reimburse for travel and subsistence expenses incurred outside of Minnesota unless you have received prior written approval from the Coastal Program for out of state travel. Travel out of country is not allowed.

Supplies

Includes all consumable materials less than \$5,000 per unit such as copy paper, pens and pencils, and computers/technology.

List the supply, a description of the item and associated costs, including a description of how it will be used in the project.

Contract Costs

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

Include the budgets and budget justifications of contracts and information supporting the price or cost of contracts. Identify what the subcontractor will provide. Explain how you arrived at the amount, including if you solicited quotes.

Other Costs

Direct costs that do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, leased equipment, [conferences](#), training costs, etc. Rental/leasing costs cannot exceed the cost of purchasing the item new.

List other costs with detail.

Indirect Costs

Identify the eligible indirect cost rate (federally negotiated or de minimis). If you do not have an established indirect cost rate, you may choose to negotiate a rate or use the de minimis indirect cost rate of 10% of modified total direct cost (as allowable under 2 CFR §200.414).

APPENDICES

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

SUPPORTING DOCUMENTATION

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

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

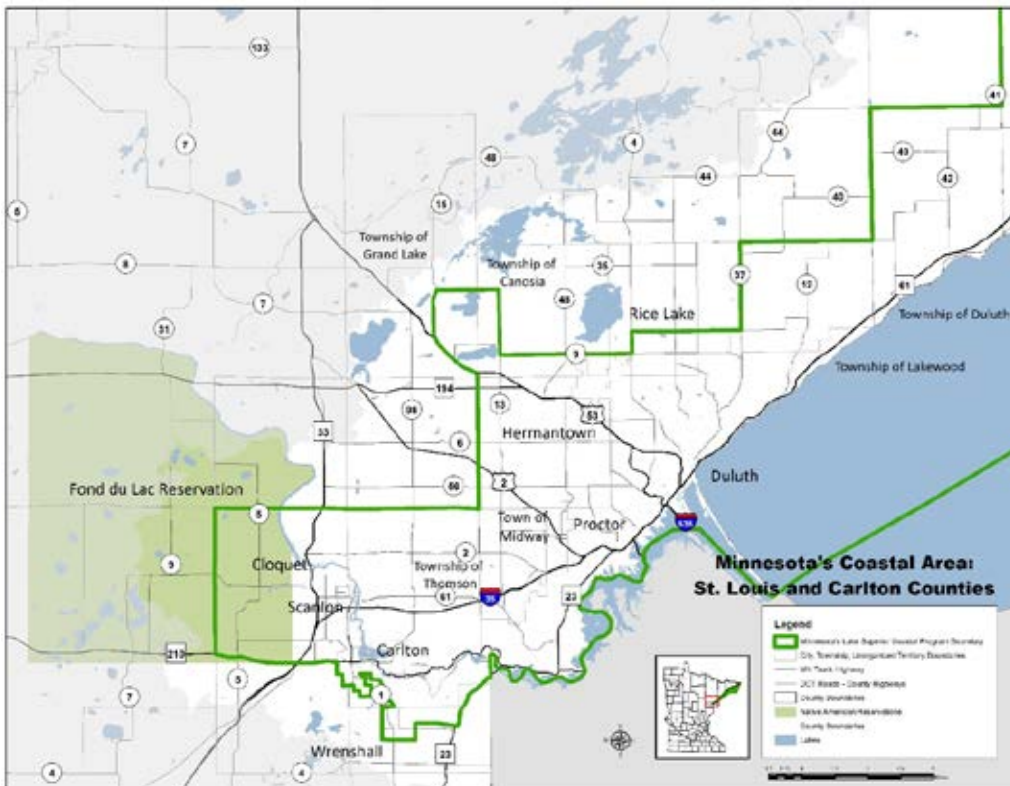
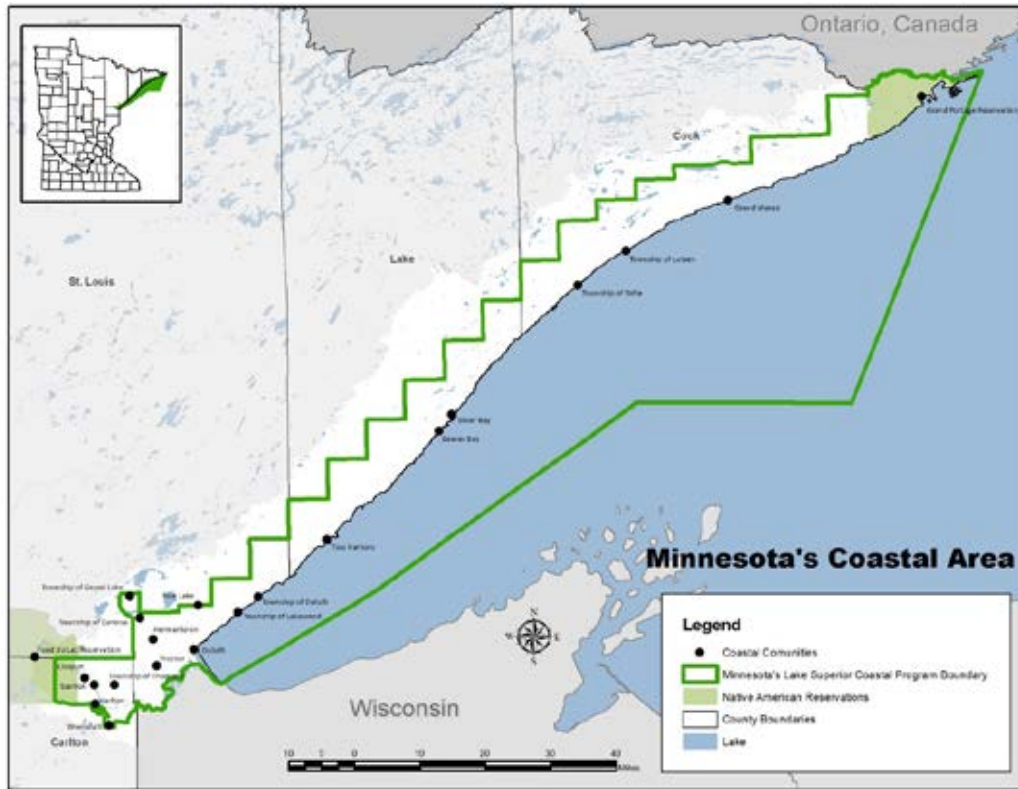
You should provide screenshots, letters, or other documentation to justify the value of volunteer time.

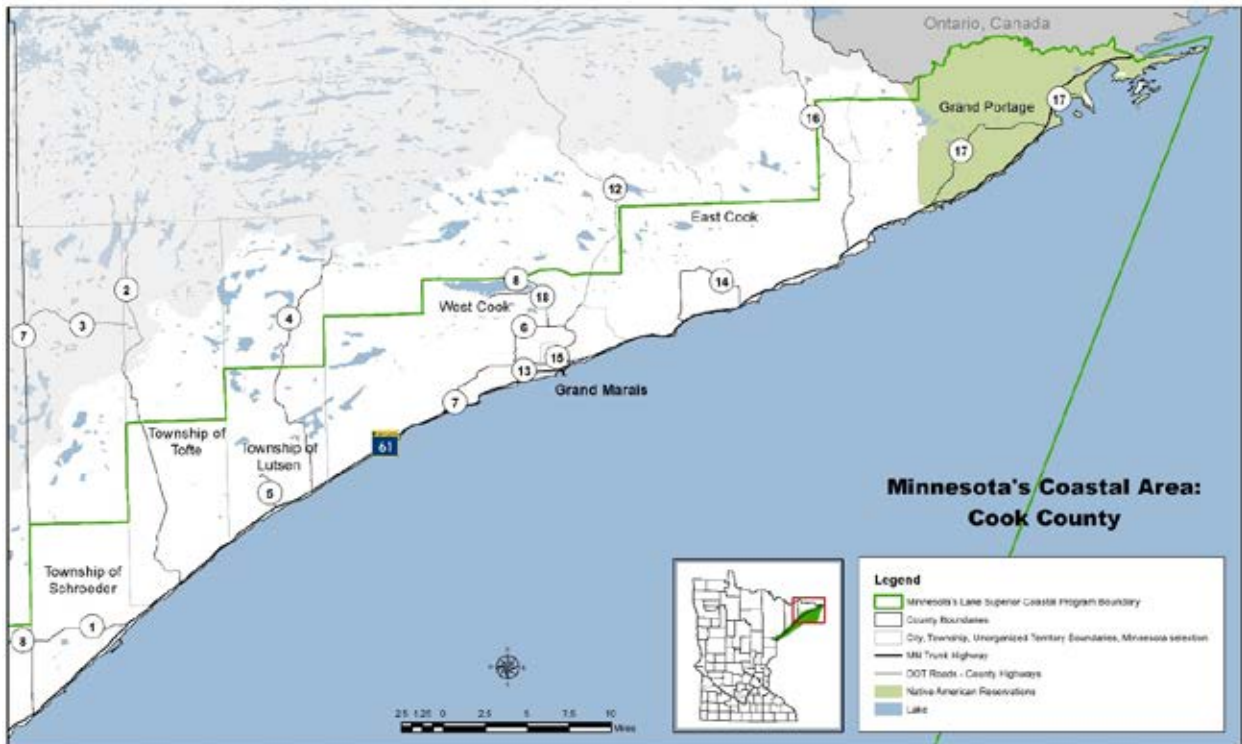
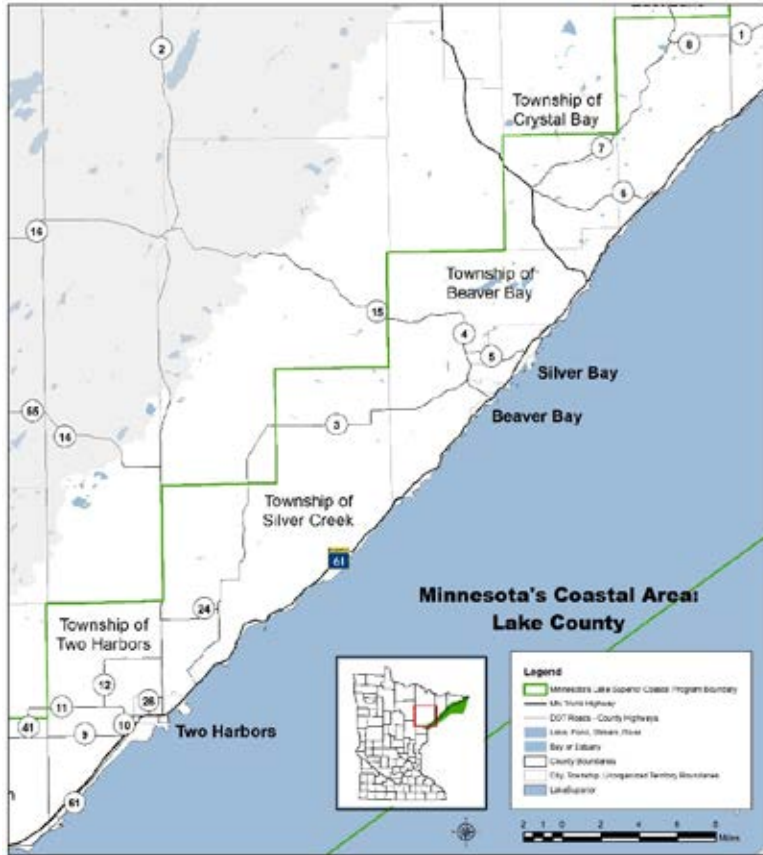
Letters of Support

You should 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.

You must submit the letters of support with the application or they will not be reviewed.

APPENDIX B: COASTAL AREA (MAPS)





APPENDIX C: SCORING FORM

Minnesota Department of Natural Resources
 Minnesota's Lake Superior Coastal Program
 STAR Application Scoring Worksheet
 FFY20: July 1, 2020 – June 30, 2021

Number: **Title:**

Reviewer (please print):

Criterion	Points Possible	Score
Priorities <i>Evaluate how well it meets one (or more) of the funding priorities.</i>	15	
Relevance to the Coastal Program <i>Evaluate relevance, the project's importance, applicability, and intrinsic value relative to the goals of the Coastal Program, the DNR, and the Division of Ecological and Water Resources.</i>	20	
Impact to Coastal Area <i>Evaluate the project's ability to influence change and/or sustainability, and has the support of the coastal community of which it serves.</i>	20	
Results <i>Evaluate the usability of the product(s) and its possible long-term benefit(s).</i>	15	
Scope of Work <i>Evaluate the project readiness and feasibility for completion within the six-month time frame.</i>	10	
Project Management <i>Evaluate the applicant's ability to manage the activities, achieve the results, as well as support from partners, if applicable.</i>	10	
Budget <i>Evaluate if the costs are reasonable, appropriate, and have a return on investment.</i>	10	
Total Points	100	

Overall Comments:

Signature: **Date:**

*This scoring sheet and contents (score and comments) are considered public data and may be shared with the applicant.

APPENDIX D: RESOURCES

Coastal Zone Management

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

Minnesota Department of Natural Resources Conservation Agenda

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

Ecological and Water Resources Division Strategic Plan

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

Minnesota's CZM Program Document

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

APPENDIX E: WEBSITE REFERENCES

The following websites are in the Notice of Grant Opportunity:

Page	Website
3	https://coast.noaa.gov/czm/act/
3	http://www.dnr.state.mn.us/aboutdnr/mission.html
3	https://www.dnr.state.mn.us/ewr/index.html
4	http://www.dnr.state.mn.us/waters/lakesuperior/maps.html
7	https://www.dnr.state.mn.us/waters/lakesuperior/grants.html
8	https://www.dnr.state.mn.us/waters/lakesuperior/council.html
10	https://www.dnr.state.mn.us/waters/lakesuperior/grants.html
11	https://independentsector.org/
11	http://www.nepa.noaa.gov/
11	http://files.dnr.state.mn.us/waters/lakesuperior/acknowledgement_guidance.pdf
11	https://www.access-board.gov/guidelines-and-standards
11	https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards
11	https://www.w3.org/TR/WCAG20/
11	https://mn.gov/mnit/about-mnit/accessibility/electronic-documents.jsp
11	https://nrc.noaa.gov/ScientificIntegrityCommons.aspx
13	https://www.sam.gov/
13	https://fedgov.dnb.com/webform/index.jsp
13	http://www.mn.gov/admin/images/grants_policy_08-01.pdf
13	http://www.mmd.admin.state.mn.us/process/search/
14	https://mnucp.metc.state.mn.us/
14	https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central
14	http://www.mmd.admin.state.mn.us/debarredreport.asp
14	https://mn.gov/admin/assets/Insurance_Requirements_Fact_Sheet_tcm36-207315.pdf
15	https://mn.gov/mdhr/yourrights/
16	https://coast.noaa.gov/funding/resources-tips.html
16	http://files.dnr.state.mn.us/waters/lakesuperior/grants.html#text-1-2
20	http://www.mmd.admin.state.mn.us/commissionersplan.htm

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