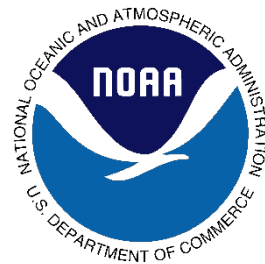


INDIANA LAKE MICHIGAN COASTAL PROGRAM



SMALL GRANTS FUNDING GUIDANCE

Updated May 2018



PROPOSAL SUBMISSION

Deadline for Proposal Submission: July 13, 2018; 5 p.m. CDT

Required for Submission:

One complete electronic copy emailed to SNimetz@dnr.IN.gov

Please submit as a WORD document. Do not submit only as PDF. Paper copies of Small Grant Proposals will not be accepted.

Applications may be emailed or hand delivered on CD or flash drive to:

Sarah Nimetz, Grants Specialist
Lake Michigan Coastal Program
Indiana Dunes State Park, Annex Building
1600 North 25 East
Chesterton, IN 46304
SNimetz@dnr.IN.gov
219-250-5401

Office hours are Monday-Friday 9 a.m. – 5 p.m.

INTRODUCTION

The U.S. Congress has made funds available to states and territories with approved Coastal Zone Management Programs, with competitive grants for community-based coastal activities. Funding and oversight are provided by the National Oceanic and Atmospheric Administration (NOAA) Office of Ocean and Coastal Resource Management (OCRM). Projects must be consistent with the goals and objectives of the Coastal Zone Management (CZM) Act of 1972 (CZMA, 16 U.S.C. § 1451 et seq.) and meet the requirements of the CZM Program administered by OCRM.

The State requires that projects be consistent with the CZM Act. For Indiana, this funding will be administered by the Department of Natural Resources (DNR) Division of Nature Preserves (DNP), Lake Michigan Coastal Program (LMCP).

Purpose

This document is intended to establish the structure and requirements for Indiana's Coastal Small Grants Program. The purpose of the LMCP is to preserve, protect, restore, and, where possible, develop the resources of the Lake Michigan coast for this and future generations. The goal is to achieve wise use of the land and water resources of the coastal region, giving full consideration to ecological, cultural, historic, and aesthetic values, as well as to needs for economic development. The LMCP seeks out social, economic, and environmental solutions that balance the use and protection of the coast's valuable, yet fragile resources.

Eligible Applicants

The following are considered eligible applicants for the Lake Michigan Coastal Small Grants Program:

- Units of local government, such as municipalities, townships, counties, and towns
- Area-wide agencies, including county and regional planning agencies
- State agencies
- Educational institutions
- Conservancy districts
- Port authorities and marinas
- Basin commissions
- Non-profit organizations

Eligible Projects

Funding is available for projects that protect and restore coastal natural, historical, and cultural resources. Projects must be consistent with the Coastal Zone Management Act. The CZM Act can be found here: <https://coast.noaa.gov/czm/act/>

Eligible project types for Small Grants would fall under two categories: Education & Outreach and Planning/Coordination/Management.

Ineligible Projects

Any projects outside the scope of the two project category types: Education & Outreach and Planning/Coordination/Management would be considered ineligible. Ineligible project types include any land acquisition, low-cost construction, or habitat and natural-area restoration projects.

Eligible Geographic Area

Projects must be located entirely within the LMCP Coastal Program Area, which comprises the northern portion of Lake, Porter, and LaPorte counties. Please reference the project area map on the following pages to ensure your project is taking place in an eligible area.

In the event that a project is expected to take place outside of the project area indicated on the map, the applicant will need to demonstrate that the project will have direct substantial benefits within the coastal region.

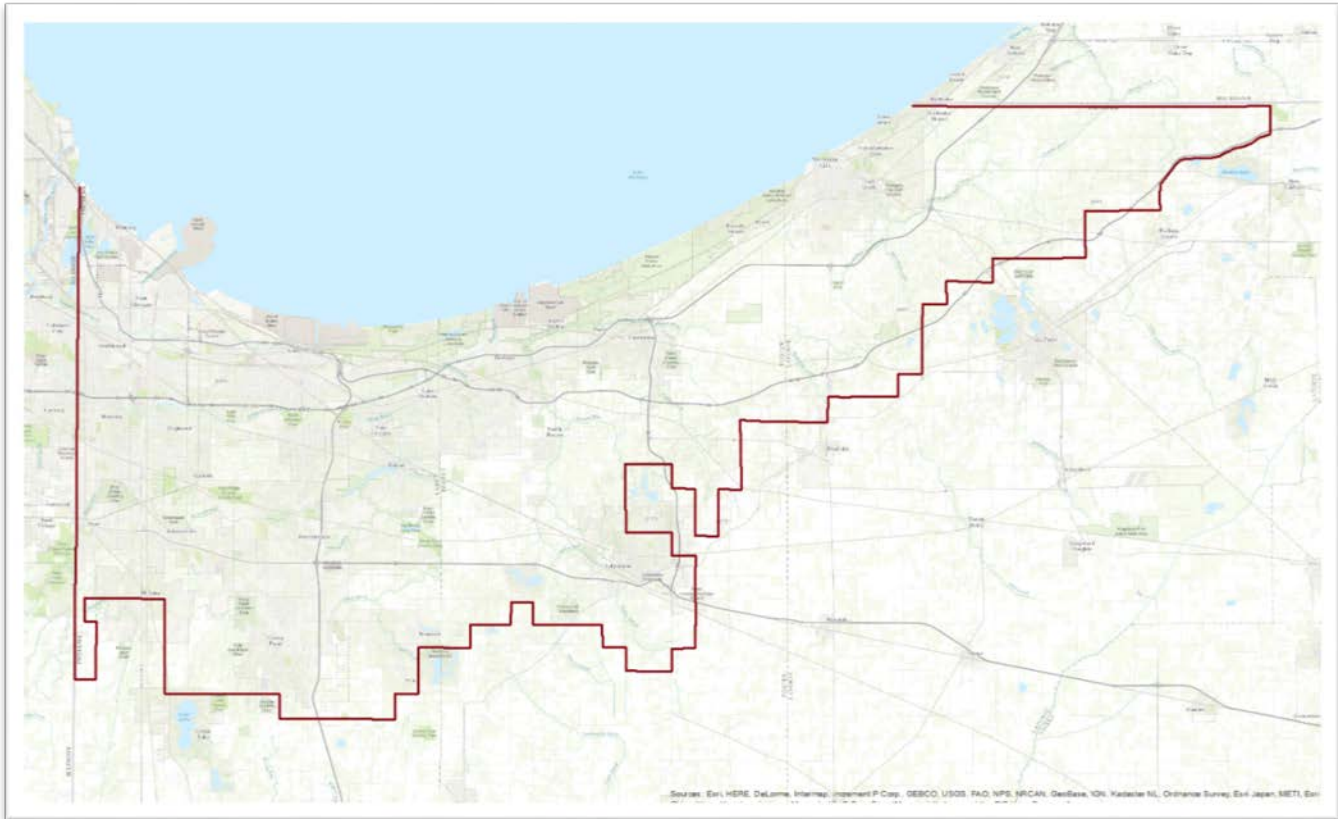
Payment Methods

The LMCP will approve project expenditures on an end-of-project reimbursement basis. Thus, the grantee is expected to make the initial outlays for the project and then request reimbursement once the project is completed. Payments will be linked to project performance and will be withheld if project schedules and deliverables are not met.

LMCP will reimburse grantees using electronic fund transfer as per state law. **No funds related to the grant may be spent until after the Grant Agreement is fully signed and the grantee has received notification via email from the LMCP that it is OK to begin work on their Small Grant project.**

LAKE MICHIGAN COASTAL PROGRAM BOUNDARIES

All projects must be located entirely within the LMCP Coastal Program area, which comprises the northern portions of Lake, Porter, and LaPorte counties. Lands owned by a federal entity are excluded from the LMCP program area. Below is a map of the program boundaries.



PROJECT REQUIREMENTS

The Lake Michigan Coastal Program annually allocates a limited amount of funds to serve short-term requests for funding from our coastal communities. These projects are to be less than nine months in duration and small in scope. To be considered for funding, the proposal document specific to the Small Grants Program must be used.

Proposals must be submitted to the LMCP Grants Specialist by January 15 for a tentative July 1 start date or July 13 for a tentative January 1 start date. If the due date falls on a weekend, the deadline will be the following business day. If you have a project you would like to be considered for Small Grant funding, please contact the LMCP Grants Assistant or Grants Specialist.

Project Timeline

- Projects must be ready to begin within 30 days of receiving a signed Grant Agreement.
- Projects must be completed within nine months or less, including all paperwork, reporting, and requests for reimbursements.
- Timeline extensions will not be given for any Small Grant projects.
- Completion of one interim progress report is required.
- Financial reports are completed only at the conclusion of the project.
- Reimbursement will not take place until a Final Report is submitted and approved.

Project Limitations

- A project can receive LMCP Small Grant funds only once during the life of a project.
- An applicant can only have one Small Grant request funded at a time.
- Projects cannot involve construction, land acquisition, or natural-area/habitat restoration.

Match Requirements

Small Grants must be matched at least 50 percent or 1-1, meaning the LMCP will be reimbursing the grantee for half of the expected project costs.

For example, a \$5,000 request must be matched with \$5,000 of non-federal cash or in-kind match for a total of \$10,000.

All funds are distributed on a reimbursement basis, at the conclusion of the project, once the Final Report has been approved.

Payment Methods

The LMCP will approve project expenditures on an end-of-project reimbursement basis. Thus, the grantee is expected to make the initial outlays for the project and then request

reimbursement once the project is complete. Proof of expenses paid must be provided in the form of receipts, invoices, canceled checks, and similar documents. Payments will be linked to project performance and will be withheld if project schedules and deliverables are not met.

LMCP will reimburse grantee using electronic fund transfer as per state law. **Neither LMCP nor matching funds related to the grant may be spent until after the Grant Agreement is fully signed and the grantee receives notification via email from LMCP that it is OK to begin work on their Small Grant project.**

Satisfactory Work Products

Upon the submission of a completed Final Report, LMCP will review the work products created through the grant project. All publications, documents, meeting minutes and sign-in sheets, plans, design and engineering documents, and any other work products created or used as part of the grant project will be required with the submission of your Final Report. The LMCP will be reviewing these materials and performing site inspections as necessary to ensure all agreed-upon work products and deliverables have been met. This may require further professional review by engineers or other specialties to ensure the work products detailed in the Grant Agreement have been satisfactorily met.

The LMCP encourages grantees to submit work products as early as possible, or even throughout the project (in addition to with the Final Report) to ensure a thorough and timely review and to allow for any changes or discrepancies to be addressed prior to the expiration of the Grant Agreement. Failure to complete the Work Products as outlined in the Grant Agreement may result in reduced or withheld reimbursement pending the meeting of these deliverables.

§306 Education and Outreach

Projects that would fit this category would seek to improve the connection between the public and the natural, cultural, and/or historical resources of Indiana's Lake Michigan watershed. Projects may include activities that would not normally be introduced to students, including the creation of topic-specific training, outreach materials, experiential education opportunities, workshops, and conferences that will increase opportunities for citizens to participate in decisions and maintenance of projects affecting Lake Michigan and the Coastal Program Area. Educational events may be funded through this category, but entertainment, prizes, giveaways, signage of any kind, and food may not be funded as part of these projects using either matching or LMCP funds.

All Education and Outreach activities, materials, and events must meet [Indiana Academic Standards](#).

§306 Planning/Coordination/Management

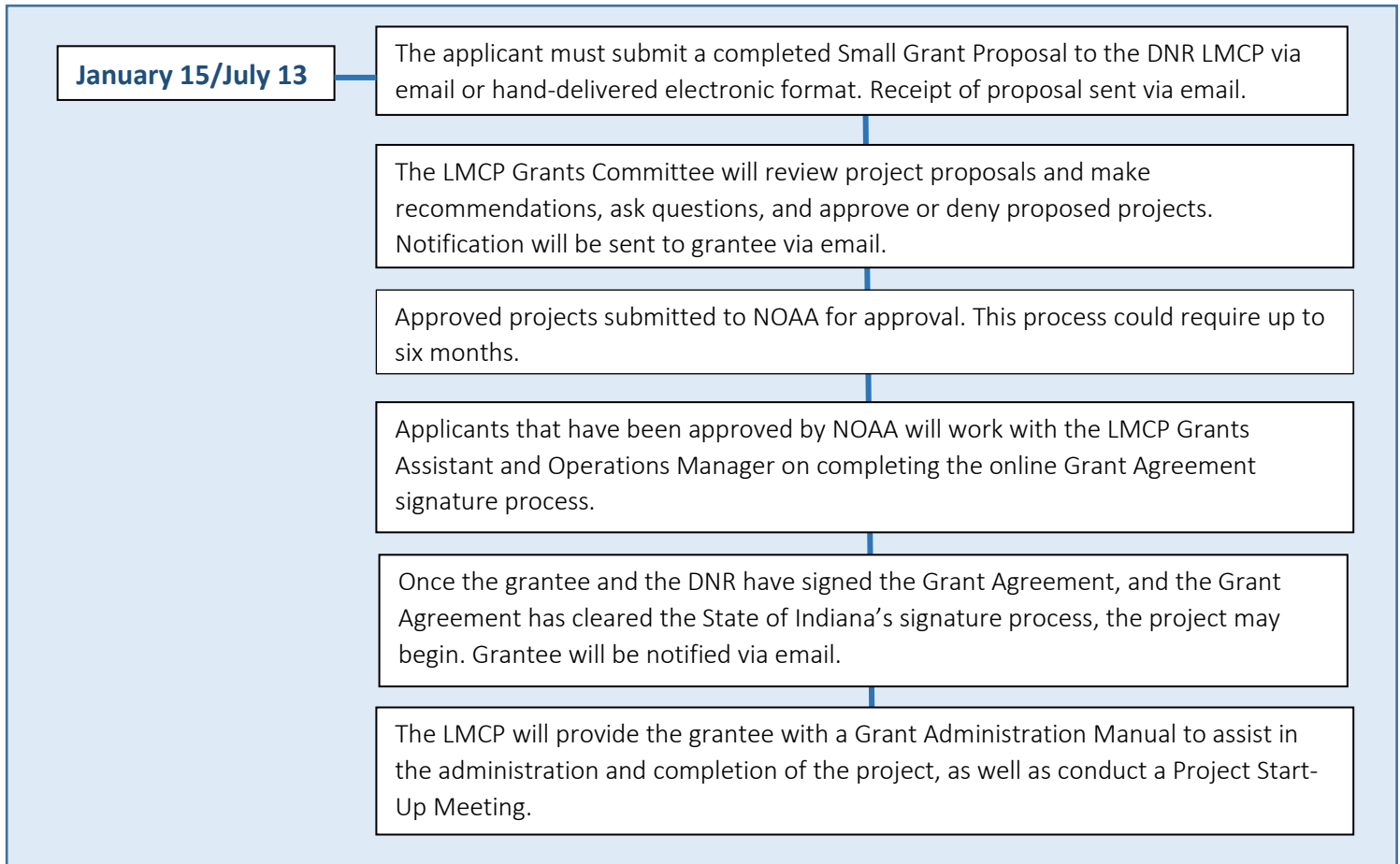
These are projects that assist communities and organizations in the coordination and planning for the management or restoration of natural, cultural, and historical resources in the coastal area. Projects may include improvements in existing coordination and planning, as well as resource management planning and diagnostic studies. This category may also include projects that fund design and engineering projects.

Any Planning/Coordination/Management projects that produce data, including GIS data and aerial photography, require a Data Sharing Plan submission with your Small Grant Proposal.

Planning/Coordination/Management projects should be carried out in partnership with or by an experienced professional(s). Their experience, education, and/or training should be relevant to the subject matter of the proposed projects. If you use a contractor for your project, the LMCP must review and approve your choice of contractor before the grantee signs a contract or moves forward with hiring.

PROPOSAL PROCESS

The following outlines the process for Small Grant proposal submissions, reviews, approvals, and procedures.



Deadline for Submission

One electronic copy of the Small Grant Proposal form must be submitted to the LMCP Grants Specialist by January 15 for a tentative July 1 start date, and July 13 for a tentative January 1 start date. If the due date falls on a weekend, the deadline will be the following business day. Be advised that the review and approval process can take as long as six months, and the Grant Agreement process can take an additional four to six weeks if the project is approved. Please factor this into your project timeline.

Small Grants Proposals may be emailed or hand-delivered (CD or flash drive) to:

Sarah Nimetz, Grants Specialist

SNimetz@dnr.IN.gov

Lake Michigan Coastal Program

Indiana Dunes State Park

1600 North 25 East

Chesterton, IN 46304

219-250-5401

Office hours are Monday-Friday 9 a.m. – 5 p.m.

Proposals must be limited to four pages. No attachments are permitted.

PROPOSAL INSTRUCTIONS

- 1. Title of Project**
- 2. Organization Applying**
- 3. Type of Organization**

Choose from the list below:

- Local Government
- State Government
- Conservancy District
- Port Authority
- Marina
- Basin Commission
- Non-profit Organization
- Educational Institute

- 4. County where project is located**

Check the box for each of the counties that the project would be located in or affecting.

- 5. Choose Project Category**

Category may be Education & Outreach or Planning/Coordination/Management.

- 6. Project Manager**

The Project Manager is the person responsible for the undertaking of the project. Please be sure to provide accurate contact information.

- 7. Grant Administrator**

The Grant Administrator is the person responsible for administering the grant. This person may be submitting the Progress and Financial Reporting or reviewing the Grant Agreement. Sometimes this is the same person as the Project Manager.

- 8. Individual authorized in the State of Indiana “Supplier Contract Management: system to e-sign the Grant Agreement**

Your organization must be registered as a bidder in the State of Indiana’s online contract management system, called Supplier Contract Management (SCM). Enter the name and email address of the individual who is registered SCM account holder and has the authority to sign contracts on behalf of your organization. When the contract is ready for e-signature, this individual will be notified by SCM via email. The LMCP Operations Specialist will send a reminder email if we see that the Grant Agreement hasn’t been signed in a timely manner.

Guidance for becoming registered as a bidder in the State of Indiana’s Supplier Contract Management System can be found on the Lake Michigan Coastal Program website. SCM can be accessed at: <http://www.in.gov/idoa/3016.htm> .

9. Total Project Cost

Enter the project cost, which includes match and LMCP request amounts.

LMCP Share

Enter the amount of federal funding you are requesting.

Applicant Share

Enter the amount that you and your organization will be providing as match. The match amount must be equal to the LMCP share at least.

10. Describe the activities your organization will accomplish with both the requested LMCP grant funds and the matching funds.

Provide a brief, but clear summary of your proposed project. Include in your summary a description of the need(s) or problem(s) being addressed, the goals and objectives of your project, and measurable outcomes of your project. Give details about implementation. Help us understand what this funding will accomplish.

11. Identify the target population for the project you are proposing. Please be specific.

Explain what user groups will benefit from your project. Please be specific. Some possible examples might be schoolchildren, fishermen, or residents of a particular city or town.

12. Identify the project partners who will be involved with the project you are proposing. Please describe their roles in this project in detail.

Projects that will be accomplished through strong partnerships will receive more favorable consideration for funding. Include all the names of partner organizations as well as your contacts there, and explain which specific tasks these partners will be responsible for.

If you are relying on a partner organization to manage the reporting requirements for your project, please also include contact information for them. Additionally, in the event that a partner organization is to be responsible for any specific part of the project, please include a Letter of Support from the organization.

13. Describe the outreach strategy you will use to inform your target population of your proposed project.

All Lake Michigan Coastal Program funded projects must have an outreach component. In your outreach strategy, seek to inform the public about the project. Explain the tasks you will accomplish to administer your outreach strategy.

14. Project Budget – Provide a breakdown of the proposed project budget using the following table.

Dollar amounts for each line item will need to be entered in the budget table.

15. Budget Description

a. Describe project activities that will be funded with LMCP FEDERAL funds

Explain how you will use LMCP federal funds to complete your project. Detail what these funds will be used to pay for.

b. Describe the source of NON-FEDERAL matching funds. What project activities will be funded with matching funds?

Explain the source of matching funds, some examples are: your organization's budget, another non-federal grant, or in-kind match. Explain how you will use the matching funds to complete your project. Detail what these funds will be used to pay for.

16. Acceptance of the terms of the Grant Guidance

By signing or entering your name and the date of signature in this section, you are designating that you have read this Small Grants Guidance document, and that you agree to its terms.

The Lake Michigan Coastal Program's federal sponsor, the National Oceanic and Atmospheric Administration, requires that all funds be subject to federal accounting standards. These standards include proof of match and adequate information regarding expenditure of grant funds. The standards are in place to ensure that both the grantee and the Indiana Department of Natural Resources meet federal audit requirements as stipulated in the Coastal Zone Management Act of 1972.

The grantee will be required to make the initial outlay of project funds. At the time of submission of a Final and Financial Report, the grantee may request reimbursement. It is expected that the grantee will maintain records of all expenses incurred and funds received for a period of three years.

Reimbursement will not be provided until a complete and approved Final Report has been submitted.

Match cannot be accrued prior to the date of approval to begin project work. All expenses must be incurred prior to the expiration date of the Grant Agreement. All outstanding expenses must be paid by the grantee within 30 days of the expiration date of the Grant Agreement.

Budget Line Items

Personnel - Wage expenses of paid staff. Companies employed on a contractual basis for the sole purpose of working on the grant-assisted project are accounted for in the "contractual" line-item. Personnel expenses can be used toward LMCP or Match.

Required Documentation for Reimbursement:

- Copies of timesheets
 - Prepared and signed by each person
 - Required for all paid personnel expenses – LMCP or Match
 - One for each person involved in project
 - Project supervisor must sign
 - Must include dates each person worked on project, hours worked on each date, and hourly rate applicable for each worker
- Payroll information for all paid personnel

Personnel is **not** hours donated by volunteers.

Fringe – FICA, insurance premiums, etc. are calculated as a percentage of salary costs. Fringe expenses can be used toward LMCP or Match.

Required Documentation for Reimbursement:

- Copies of insurance bills
- Payroll Deductions

Travel – hotel bills, mileage charges, per diem. If the project involves travel out of the State of Indiana, please note this in the budget description separately and provide justification. The current mileage rate for the State of Indiana is \$.36 per mile. Travel expenses may be used as LMCP or Match.

Required Documentation for Reimbursement:

- Copies of travel vouchers (or internal paperwork used to verify mileage costs/travel expenses)
- Mileage figures (mileage claims cannot exceed Indiana State Auditor’s rate)
 - Date mileage was accumulated

Travel is **not** food.

Supplies – Items necessary to complete the project, as well as construction materials that may be used on construction projects and are not included in contractual expenses. Any single item costing more than \$5,000 is considered to be **equipment**, and is an expense that would not be allowable. Supplies expenses may be used as LMCP or Match.

Required Documentation for Reimbursement:

- Copies of invoices or cash receipts

Supplies are **not** food.

Contractual – cost of professionals engaged to work on the project on a contractual basis. If hiring additional staff or contracting with consultant or professionals, an open competitive selection process must be used to ensure that qualified workers are engaged at a reasonable price. Contractual expenses may be used as LMCP or Match.

Required Documentation for Reimbursement:

- Copy of signed contract
- Contractor invoices

Indirect – The approved Federally Negotiated Indirect Rate must be used. If one does not exist for applying organization, 10 percent *de minimus* rate may be applied if the organization has never had a Federally Negotiated Indirect Rate in the past. Indirect rate may be used as LMCP or Match.

Required Documentation for Reimbursement:

- Copy of Federally Negotiated Indirect Rate

Volunteer – Hours donated by a volunteer; must be included under Personnel line item as Match. The use of volunteer services must be approved in advance by the Lake Michigan Coastal Program and must be explained in the budget description of the Small Grant Proposal.

Volunteer time used as an in-kind match must be charged at the rate paid for the type of work being done or at the rate paid for minimum wage. For example, the time an attorney spends

doing data-entry work for a project is charged at the rate paid to data-entry operators. If the attorney volunteers legal work for the project, the attorney's volunteer time is charged at the rate paid an attorney. Indiana Department of Workforce Development publishes average wages for most Indiana jobs and industries. (<http://www.in.gov/dwd/inews/lmi.asp>)

Required Documentation for Reimbursement:

- Copies of timesheets
 - Must be prepared and signed by each person involved in the project
 - Must be signed by project supervisor
 - Must include dates on which each person worked on the project, number of hours worked on each date, hourly rate applicable for each worker

Match

Matching funds must be directly related to the project being funded, and are subject to the same rules and restrictions as federal funds. The source of matching funds must be indicated on the Small Grant Proposal. Please include the dollar amount, source of match, and total for each category. Matching funds can be either cash or in-kind.

Cash Match

This happens when grantees use their own funds to purchase goods or services specifically for the grant project, or when a third party donates cash to the grant recipient for the same purpose. This would include situations where grantees use their own funds to hire a temporary employee or consultant solely and specifically to work on the grant project, or when a grantee uses their own funds to purchase supplies for use on the project. Additionally, it includes when a grantee receives cash from a third party to help the grantee purchase supplies or hire a temporary employee.

In-kind Services and Goods

When grant recipients arrange to perform some or all of the grant work using existing staff and by drawing supplies from their own supply room, or when a third party draws on its own existing staff and supplies to assist the project, this is considered to be an in-kind donation to the grant project.

PROJECT TIMELINE

Starting on page 3 of the Small Grants Program Proposal is a Project Timeline form. This form will be a part of your Grant Agreement as Exhibit A, should your project be funded. If there are not enough numbered spaces below a certain task, simply add more numbers while filling out the space. The Grants Assistant will be able to unlock the document for editing, if needed.

The Exhibit A timeline is meant to a basic guideline to demonstrate that the grantee will be able to complete the project within the nine-month timeframe, and has set realistic work product and deliverable goals. This document has a two-page maximum. Please do not include anything that is not part of the project, and do not include anything that is to occur before you begin the grant project.

Exhibit A

Project Number: CZ ____

This section will be filled in by the Lake Michigan Coastal Program, if the project is funded.

Project Timeline

This is the start and end date of the project. The maximum timeline for a Small Grant project is nine months.

Project Summary

Provide a short, one-paragraph description of your project. It can be copied from the Proposal description.

Task One: Project Planning

For this section, the steps to plan the implementation of the project will be laid out. Be sure to include measurable steps, as this is the outline that will be used for your Progress Report. If planning is for the implementation to occur before the start of the project, you may eliminate this section.

Task Two: Project Implementation

Include in this section all of the steps required for the “on the ground work” of your project. Be sure to include measurable steps, as this is the outline that will be used for your Progress Report. This section may include data collection, working on a Request for Proposals for contract work, or assembling supplies for a workshop. List all of the activities that will be conducted during a certain timeframe. If an activity will occur out of that timeframe, but still during the grant period, simply add another timeframe.

Task Three: Public Outreach

Any activity related to the grant project that was developed specifically for public outreach will need to be included under this task. This may include: sending out press releases, holding a ribbon-cutting, or presenting at a public meeting, for example. Public Outreach activities may be conducted throughout the duration of the project, or just at the end. The timeframe used can reflect when you intend on conducting such activities. Be sure to include measurable steps, as this is the outline that will be used for your Progress Report. Every LMCP Coastal Grant project is required to have a Public Outreach component.

Task Four: Administration

The administrative work that takes place during the grant project will need to be detailed under this task. This includes preparing an Interim Progress Report, a Final Report, and a Financial Report, as well as managing contracts or hiring individuals. Be sure to include measurable steps, as this is the outline that will be used for your Progress Report.

Work Products

List the products delivered by your projects. When listing Work Products, be sure to reference the project description to be sure your project goals are clear. Include specific, measurable results, such as a specific number of workshops or people educated, number of publications produced, or a specific number of activities held, for example.

LAKE MICHIGAN COASTAL PROGRAM STAFF CONTACT INFORMATION

Lake Michigan Coastal Program
Indiana Dunes State Park, Annex Office
1600 North 25 East
Chesterton, IN 46304

For Grant Program related questions:

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SNimetz@dnr.IN.gov
219-250-5401

For Grant Program financial reporting, reimbursement, and SCM related questions:

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317-234-3985

For Nonpoint/Septic/6217 Program related questions:

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For Education and Outreach related questions:

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219-250-5402

For Natural Resources Management related questions:

Derek Nimetz
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DNimetz@dnr.IN.gov

For more information on the Lake Michigan Coastal Program, please visit our website:

www.in.gov/dnr/lakemich