



**Indiana Department of Natural Resources**  
**Indiana Coastal Grants Program**  
**Coastal Awareness Month Grants**

Indiana Department of Natural Resources  
Division of Nature Preserves  
Lake Michigan Coastal Program

*In cooperation with*

U.S. National Oceanic and Atmospheric Administration  
Office of Ocean and Coastal Resource Management  
Coastal Programs Division

## **Indiana Coastal Grants Program Coastal Awareness Month**

### **Introduction:**

The U.S. Congress has made available to states and territories with approved coastal zone management programs, funds for 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 are 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 Grant Funding Program for Coastal Awareness Month. The purpose of the LMCP is to preserve, protect, restore and where possible to develop the resources of the coast for this and succeeding generations and to achieve wise use of the land and water resources of the coastal region, giving full consideration to ecological, cultural, historic and esthetic 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 eligible applicants:

- Units of local government, such as municipalities, townships, counties, and towns
- Area-wide agencies, including county and regional planning agencies
- State agencies
- State colleges, universities, and other state institutions of higher learning
- Conservancy districts and port authorities
- 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 CZM Act. The CZM Act can be found at:

[http://coastalmanagement.noaa.gov/czm/czm\\_act.html](http://coastalmanagement.noaa.gov/czm/czm_act.html)

**INELIGIBLE PROJECTS:** include any projects outside the scope of the categories of the Grant Funding Project types: Education/Outreach and Public Events. Ineligible project types include any land acquisition or low-cost construction type of 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, (Map of project area can be found on page 4) unless the applicant can demonstrate that the project will have direct substantial benefits within the coastal region.

### **Payment Methods:**

The LMCP will approve project expenditures on a quarterly **reimbursement** basis. Thus, the project sponsor is expected to make the initial outlays for the project and then request reimbursement. Payments

will be linked to project performance, and payment will be withheld if project schedules and deliverables are not met. LMCP will reimburse grantee using electronic fund transfer as per state law.

**Match cannot begin accruing until after NOAA gives final approval and the grant agreement is fully signed.**

## **Coastal Awareness Month Grants**

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The Lake Michigan Coastal Program is allocating a limited amount of funds to serve short term requests for funding to implement projects that celebrate Coastal Awareness Month – **June 2012**.

The goal of Coastal Awareness Month is to increase public awareness of Lake Michigan and our Coastal Resources. Events highlight natural, cultural, and historic resources in the Coastal Region of Indiana – Lake, Porter, and LaPorte Counties – and engage people in targeted events that take them places they have never been before.

The projects are to be small in scope and are limited to a maximum request of \$2,000.

**The LMCP is accepting applications for the following:**

- **Outreach/ Education Materials** – printed materials such as posters, brochures, booklets, information kiosk materials, banners, signage fabrication, etc.
- **Public Events** – workshops, speaker events, symposiums, conferences (cannot cover food costs), etc.
- **Other** – please consult with an LMCP staff member

### **Small Scale Match Requirements**

- Request for funds cannot be more than \$2,000
- Projects must be matched *at least* 50/50 or 1:1.
  - A \$2,000 request must be matched with \$2,000 of non-federal cash or in-kind services for a total of \$4,000.
- All funds are distributed on a reimbursement basis.
- Any outreach materials must acknowledge the grant funding source as well as include the Coastal Awareness Month logo

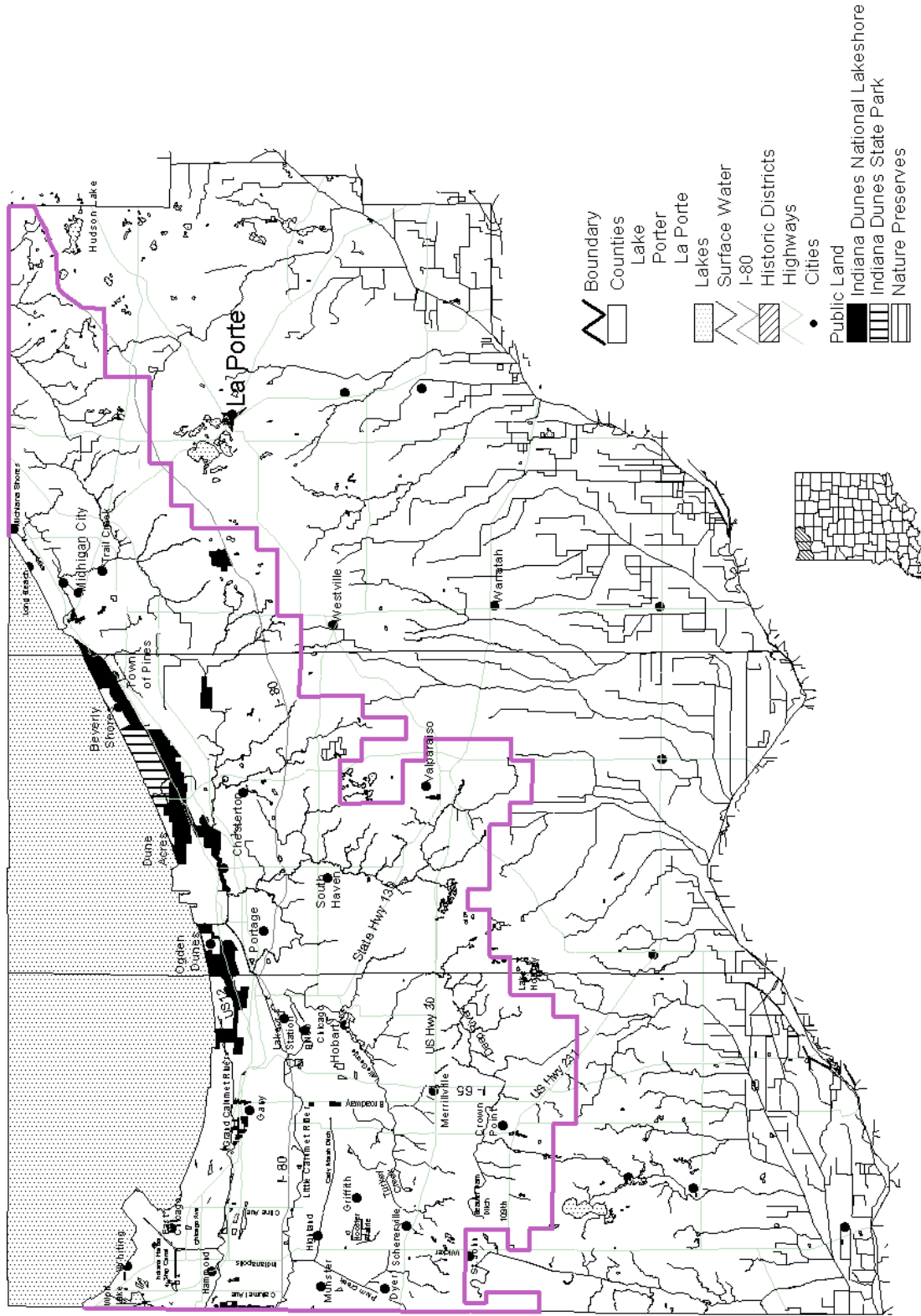
### **Small Scale Project Limitations**

- An applicant can only have one Coastal Awareness grant request funded at a time.
- Projects cannot involve construction, land acquisition or restoration.

### **Timeline for Small Grants**

- Projects must be **ready to begin within 30 days of approval**, pending a signed grant agreement.
- **Projects must be implemented during Coastal Awareness Month – June 2012**, all paperwork and requests for reimbursements must be completed by July 31<sup>st</sup>, 2012.

# Lake Michigan Coastal Program Area



## Application Process

1. The applicant must submit a completed Grant Proposal with Attachment A to the DNR LMCP Program Manager by **February 6, 2012**. Applicant will receive confirmation of receipt of application via email.
2. The Coastal Advisory Board Education and Outreach Committee and LMCP staff will review project proposals February 8<sup>th</sup>, 2012.
3. The applications that receive favorable recommendation by the committee and staff will then work with the LMCP Program Manager on completing the Grant Agreement Process. Events will be posted to LMCP Coastal Awareness Month website by April 15<sup>th</sup>, 2012.
4. Once the Grantee and Department of Natural Resources have signed the Grant Agreement, and the Grant Agreement has cleared the State of Indiana signature process, the project may begin.
5. The LMCP will provide the grantee with a Grants Manual to assist in the administration and completion of the project, as well as conduct a Project Start-Up Meeting.

### Application

The Application is available for download from

<http://www.in.gov/dnr/lakemich/grants/coastalgrants.html>

### Deadline for Submission

The original signed application, 1 copy, and 1 electronic copy can be submitted to the LMCP Program Manager by February 6, 2012.

**Grant Applications may be emailed, mailed or hand delivered to:** *Office Hours are 8:00 am-4:00 pm*

Lake Michigan Coastal Program  
402 W. Washington, W267  
Indianapolis, IN 46204

[coastal@dnr.in.gov](mailto:coastal@dnr.in.gov)

Additional pieces of information such as maps, photos, drawings, etc. may be submitted, but should be limited to only essential information. Letters of support demonstrating community support for your proposed project are encouraged, but not necessary.

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### Coastal Advisory Board

The CAB is made up of 23 appointed members representing various stakeholders in the Lake Michigan program area.

For more information about the CAB please visit our website:

[www.in.gov/dnr/lakemich/board/index.html](http://www.in.gov/dnr/lakemich/board/index.html)

### Education and Outreach Committee

The purpose of the Education and Outreach Committee is to grow the public awareness of the Coastal Program through focused planning and outreach. It is made up of numerous Coastal Program stakeholders.

### **Project Budget Information:**

- Personnel This category refers only to persons on the regular payroll of the sponsoring organization. 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. Workers engaged by the Grantee on an hourly or salaried basis are considered to be the Grantee's employees. Employees hired to work on the grant project must be selected from a pool of applicants located after advertising in local papers or otherwise making the position known to potential candidates.
- Fringe Benefits Fringe benefits for paid personnel are an allowable cost.
- Travel Approved expenditures made for travel will be reimbursed by the State at the current rate paid by the State of Indiana. Travel expenses can only be reimbursed in accordance with the State Travel Policies and Procedures as specified in Financial Management Circular (#97-1.1). If the project involves travel outside the State of Indiana, please note this in the budget separately and provide a justification in the Project Description. Mileage rate for the State of Indiana is \$.44 per mile.
- Supplies Only those items necessary for the completion of the project may be purchased under this grant. Documentation for each purchase (in the form of invoices and canceled checks or similar documents) will be required in order to receive reimbursement. Note that any single item costing more than \$5,000 is considered to be equipment, and not a supply item.
- Contractual: Personal or Professional Contractual Services  
Grantees often must hire additional staff or contract with consultants and/or contractors to complete grant projects. In either case, an open selection process must be used to ensure that qualified workers are engaged at a reasonable price. In many cases, a Grantee finds it advisable to engage a professional or consultant to serve as the principal investigator on the project or to provide some other specialized service. Consultants are hired on a contractual basis, usually agreeing to provide a certain product or service for a fixed price.
- Other Costs which do not fall into any of the above categories should be entered on this line. Examples of items often accounted for here include printing and publishing expenses. Please indicate the nature of any expenses listed in this category. Note that construction projects often require the formal advertisement of bidding opportunities in several newspapers. These costs should be included in the project budget.
- Indirect Costs Indirect costs, those costs of an organization that are not readily identifiable with a particular project or program, within the proposed project budget are not allowed. Examples of indirect costs are: the costs of operating and maintaining buildings, grounds, and equipment, and depreciation.

### **Matching Share**

The matching share is the amount of funding the Project Sponsor is responsible for having "up-front", and at a minimum is equal to the specified match for the total requested funds. Federal funding cannot be used as a match. State and local funding can be used as a match. The match may be in the form of cash or 'in-kind' services or a combination of the two. Cash includes salaries, travel expenses (at not more than the approved state rate-see application), and purchase of equipment, supplies and other reasonable items associated with the projects. An 'in-kind' match includes the use of equipment, supplies, land or other commodity already owned by the applicant or the use of items or staff donated by a third party.

Partnerships that include meaningful private contributions as part of the local match are encouraged. Gifts and donations are acceptable, but only if they are made during the grant period.

Please indicate the source of matching share. The dollar amount, source of match, and total for each match category must be included. There are three categories of matching share:

Cash: When grant recipients use their own funds to purchase goods or services specifically for the grant project (i.e., goods or services which recipients would not otherwise purchase as part of their own on-going programs), or when a third party donates cash to the grant recipient for the same purpose, it is considered to be a cash donation to the grant project. This would include situations where grant recipients use their own funds to hire a temporary employee or a consultant solely and specifically to work on the grant project, where they use their own funds to purchase supplies for use on the project that are not ordinarily stocked in their own supply room, or where they receive cash from a third party to help them do either of the preceding activities.

In-kind Services and Goods: When grant recipients arrange to perform some or all of the grant work by using their 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, it is considered to be an in-kind donation to the grant project.

**Overhead rates** may only be used as match. If the Grantee chooses to include overhead as match, the Grantee must inform LMCP of what is being used and how the rate is calculated. Subsequently, for any staff time being used as match, the Grantee must provide LMCP documentation of what is included in the staff member's match rate – overhead/indirect rates are negotiated rates with the Federal government. An entity must have an already approved negotiated rate to count as match.

Volunteer Services When the grant recipient arranges to have individuals perform work on the project without any remuneration, it is considered to be a volunteer services donation to the grant project. Establishing the value of volunteer services can be difficult. If the volunteer is normally a paid professional in a given field of endeavor, and is providing free services in that same field, then it is usually possible to value the volunteer's time using their regular hourly rate of pay. 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. The Indiana Department of Workforce Development publishes average wages for most Indiana jobs and industries. Wage information can be found at <http://www.in.gov/dol/index>

However such an arrangement must be approved in advance by the Lake Michigan Coastal Program. Ordinarily volunteer services are valued at the current minimum wage. Accurate time sheets must be kept to document the amount of volunteer services perform.

## Staff Contact Information

### **Indiana Dunes State Park Annex Office:**

Indiana Dunes State Park  
Lake Michigan Coastal Program  
1600 North 25 East  
Chesterton, IN 4634  
Fax: 219-926-9775

For GLRI/LaMP/6217 Program related questions:

### **Colin Highlands**

Coastal Nonpoint Coordinator/GLRI and LaMP Coordinator  
[chighlands@dnr.in.gov](mailto:chighlands@dnr.in.gov)  
219-921-0863

For Coastal Community Planning related questions:

### **Sergio Mendoza**

Coastal Resource Planner  
[smendoza@dnr.in.gov](mailto:smendoza@dnr.in.gov)  
219-926-9757

### **Indianapolis Office:**

Indiana Department of Natural Resources  
Division of Nature Preserves  
Lake Michigan Coastal Program  
402 West Washington, Room W267  
Indianapolis, IN 46204  
Fax: 317-233-0133

For General LMCP related questions and Grant Questions:

### **Mike Molnar**

Program Manager  
[mmolnar@dnr.in.gov](mailto:mmolnar@dnr.in.gov)  
317-233-0132

For Grant Payment and Grant Agreement Tracking Questions:

### **Charlotte Lemieux**

Program Assistant  
[clemieux@dnr.in.gov](mailto:clemieux@dnr.in.gov)  
317-234-3985

For more information on the Program in general visit: [www.in.gov/dnr/lakemich](http://www.in.gov/dnr/lakemich)