



INDIANA LAKE MICHIGAN COASTAL PROGRAM

Indiana Department of Natural Resources Lake Michigan Coastal Grants Program Pre-Proposal Guidance and Instructions

2017 Funding Cycle

Deadline for Submission: 5:00p.m. CDT Friday, September 16th, 2016

Required for Submission:

- 1 complete electronic copy, via e-mail, CD, or USB drive. The electronic copy may be e-mailed to mbyrne@dnr.in.gov
- Paper copies will not be accepted

Grant applications may be e-mailed or hand delivered (on CD or USB) to:

Maggie Byrne, Grant Specialist
Lake Michigan Coastal Program
Indiana Dunes State Park
1600 North 25 East
Chesterton, IN 46304
Ph: 219-983-9912

Office Hours are 9:00 am-5:00 pm

Indiana Department of Natural Resources, Division of Nature Preserves, Lake Michigan Coastal Program
In cooperation with
U.S. National Oceanic and Atmospheric Administration, Office for Coastal Management,
Coastal Programs Division

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Indiana Coastal Grants Program

2017 Pre-Proposal Guidance

Introduction

The U.S. Congress has made available to states and territories with approved coastal zone management programs, funds for competitive, reimbursement 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. Indiana is making approximately \$600,000 available for the 2017 funding cycle. The Lake Michigan Coastal Program and the State of Indiana, Department of Natural Resources reserves the right to reject any and all proposals, or offer a reduced award.

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). You may visit our website at <http://www.in.gov/dnr/lakemich> to view additional information about the LMCP or to download copies of the application guidance and the application.

Purpose

This document is intended to establish the structure and requirements for Indiana's Coastal Grants Program. The mission of the Indiana Lake Michigan Coastal Program is to protect and enhance coastal resources by providing technical and financial assistance and coordination to current and future partners. The purpose of the LMCP Grant Program 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. Proposals for projects will be reviewed on a competitive basis utilizing the grant funds available to Indiana.

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, public school corporations
- Conservancy districts and port authorities
- Basin commissions
- Non-profit organizations – 501(c)3 (some restrictions apply)

Nonprofit Organizations are only eligible to apply for §306 Non-Construction/Non-Acquisition projects as grantees. They may partner with a public entity to perform some or all tasks of a §306(a) Construction or Acquisition project, but they may not be a grantee for Construction or Acquisition projects.

Eligible Projects

Funding is available for projects that protect, restore, and plan for the management of coastal natural, historical and cultural resources. Projects must be consistent with CZM Act. The CZM Act can be found at: <http://coast.noaa.gov/czm/act/>

INELIGIBLE PROJECTS include, but are not limited to:

- Any construction or planning project on privately owned land without a publicly held conservation easement or other public interest
- Large scale, hard structure erosion control projects
- Beach nourishment
- Infrastructure projects related to water and sewer line construction
- Road, sidewalk, and parking lot construction, and pavement of any kind
- Dredging
- Restrooms
- Routine maintenance
- General recreational facilities such as playgrounds, ball fields, and courts, etc.
- Wetland or other habitat restoration that is required as a condition of a permit or other regulatory action
- Contaminated site cleanup that is required as a condition of a permit or other regulatory action
- Trail construction
- Log jam removal

Eligible Geographic Area

Projects must be located entirely within the LMCP Coastal Program Area, which comprises the northern portions of Lake, Porter, and LaPorte counties, (Map of project area can be found on page 12) unless the applicant can demonstrate that the project will have direct substantial benefits within the coastal region. For example, an Education/Outreach project may be located outside of the Coastal region, but is able to demonstrate that the students who will be educated reside in the Coastal Region. However, all of the funds must specifically be spent only on students who reside in the Coastal Region. Lands owned by a Federal entity are excluded from the LMCP program area, therefore CZMA §306(a) Guidance precludes Low Cost Construction and Planning/ Coordination/ Management category projects from being eligible for these lands.

REIMBURSEMENT Payment Methods

The LMCP will review and approve project expenditures on a quarterly reimbursement basis. Thus, the project sponsor is expected to **make the initial outlays for project expenses and then request reimbursement**. Proof of expenses paid must be provided, in the form of receipts, invoices, cancelled checks, proof of wire transfer, and the like. Payments will be linked to project performance, and payment will be withheld if project schedules and deliverables are not met, or if there is not adequate matching funds expenditure. Reimbursements are made based on the amount of match accrued. For example, when requesting \$1,000 for reimbursement, the grantee must be able to demonstrate that \$1,000 in matching funds have been expended. All of the rules which apply to federal funds ALSO apply to matching funds. **Neither federal funds, nor matching funds can be expended until after NOAA gives final approval and the grant agreement is fully signed.**

Application Process for Annual Coastal Grants

1. Find the Pre-Proposal form on the LMCP website, or request a 2017 LMCP Grant Program Pre-Proposal form from mbyrne@dnr.in.gov.
2. The applicant must submit a completed pre-proposal, in electronic format, to the DNR LMCP by **September 16th, 2016**. Incomplete and late project pre-proposals (no exceptions) will be returned to the applicant. Applicant will receive confirmation of receipt of pre-proposal via email.
3. The Coastal Advisory Board Grants Committee will review project proposals. They will present their comments and recommendations to the entire Coastal Advisory Board. The Grants Committee will also decide how many Project Priority bonus points the project proposal should receive.

The full Coastal Advisory Board will make Full Proposal recommendations at its October 19, 2016 meeting.

4. The applicants with pre-proposals that receive favorable recommendation by the Coastal Advisory Board will then work with the LMCP Grant Specialist on completing a Full Proposal. Applicants should plan to attend all necessary workshops and meetings in relation to this process. Full Proposal forms will be made available by Monday, October 24, 2016 and will be due Friday, December 16, 2016. At this time, applicants of 306A - Acquisition or Low-Cost Construction category projects will also be applying for 1) DNR-DHPA Section 106 Approval, and 2) DNR-DFW Environmental Review. **Copies of applications for these reviews and approvals must be included in the applicant's Full Proposal submission.** LMCP staff will be happy to assist with the application process for the various reviews.
5. The LMCP will review all complete and eligible proposals. Full Proposals which are not complete will not be accepted or reviewed. The DNR Technical Advisory Board will provide input on the scientific, engineering, and other technical merits and details of the proposed projects. The Technical Review Team will score and rank projects by using a point system.
6. The Director of the Department of Natural Resources will approve and submit the top ranked projects to NOAA for final Federal approval. **PROJECTS MUST RECEIVE NOAA APPROVAL PRIOR TO STARTING. Please understand that the NOAA approval process will take time; LMCP will keep all applicants updated of the status of their applications.**
7. Once the LMCP is informed by NOAA of application approval (**est. July 1, 2017**), the grantee and Department of Natural Resources will sign a grant agreement. **Project may begin only after all necessary parties have signed the Grant Agreement.**
8. 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.

Pre-Proposal Materials

The Pre-Proposal is available for download from: <http://www.in.gov/dnr/lakemich/6044.htm>

Deadline for Submission

One electronic copy (via email (preferred), CD, or USB drive) must be received on or before the close of business (5:00 p.m. CDT) on **September 16, 2016**. If you choose to submit your electronic copy via email, please send it to: mbyrne@dnr.in.gov

Grant applications on CD or USB may be mailed or hand delivered to:

Office Hours are 9:00 am-5:00 pm
Lake Michigan Coastal Program
Indiana Dunes State Park
1600 North 25 East
Chesterton, IN 46304

If an applicant wishes to provide pieces of information additional to what is already included in the Pre-proposal Form, it must be limited to three (3) 1-page attachments (8 ½ by 11 inch size maximum). These attachments may be photos, maps, letters of support, or other supporting documentation, according to the wishes of the applicant. Additional information above these limits will **NOT** be reviewed by the CAB Grants Committee.

Coastal Advisory Board Project Priorities

The CAB is made up of 22 appointed members – 13 who are voting, 9 who are non-voting – representing various stakeholder groups in the Lake Michigan Coastal Program area. Included in this Guidance is the list of Coastal Advisory Board (CAB) project priorities. These priorities are determined on an annual basis, through a public process. Each year, starting in April, the Coastal Advisory Board invites the public to make suggestions regarding what types of projects in each of the six categories they think should be the priority for the year's funding cycle. The CAB then votes in June on which suggestions they think are the most important. The priorities for the 2017 funding cycle are listed below for each category. Projects that address one of these priorities will receive up to 10 bonus points in Full Proposal scoring. If a project does not address one of these priorities, it is still eligible for funding, as long as it fits the basic criteria for Coastal Program grants.

Annual Coastal Grant Project Requirements

Scope of Projects

Projects that would require less than **18 months** for implementation would be appropriate for this program. Projects should be able to stand alone without being dependent upon the completion of other work that may or may not be completed. All projects must be designed using sound environmental and engineering principles and be consistent with current federal, state and local laws. In addition, construction projects are required to obtain all necessary federal, state, and local permits before construction may commence. For construction projects, all funds shall be used only for projects on publicly owned or leased land, or land for which a long-term easement has been obtained for the life of the project (a minimum of 20 years). For land acquisition projects, a deed restriction will be placed on the property at the time of closing. Funds cannot be used to improve private property or for any other private enterprises. In general, a compelling public benefit and commitment to maintenance of the project must be shown to receive funding.

Grant Match Requirements

All LMCP Coastal Grants Program projects require a 1:1 match.

Funding Limitations – there is no minimum request amount.

\$150,000 maximum request - Acquisition

\$100,000 maximum request - Low-Cost Construction

\$50,000 maximum request – Education/Outreach, Planning/Coordination/Management, Applied Research, and Emerging Issues

PROJECT CATEGORIES

§306A Low-Cost Construction

These would be projects that result in the physical change of property. Low cost construction projects may involve the use of machinery or hand tools for the purpose of natural habitat restoration. This category includes the construction of man-made structures for the purpose of public access. Projects must occur on land in which a public interest is held. This means that it must be non-federal publicly owned land. Due to Federal funding restrictions, projects cannot occur on federally owned property. **Must be within an Area of Particular Concern, see page 10.** In this category, Coastal Advisory Board priorities for the 2016 funding cycle are as follows:

2017 Priority

Projects to increase public access that also implement priorities identified in these LMCP documents/plans (0-10 points)

[Historic Public Access Study \(2015\)](#)
[Public Access Needs Assessment - Report](#)

§306A Acquisition

Projects that involve the acquisition of land from willing sellers of fee-simple or other public interest in land (e.g. purchasing an easement for a public right-of-way, acquisition of historic/cultural resources for public use, acquisition of tracts of land for the purpose of improving the connectivity of stream corridors and habitat and for improved public access.) However, land purchases are limited to: (1) areas that provide or improve public access or (2) that provide preservation of a significant natural resource. Acquisition may also include the purchase of easements, entering into leases, and purchase of development rights. All land acquisition projects must have an official appraisal in order for the Full Proposal to be accepted. For more information see Special Note below. **Must be within an Area of Particular Concern, see page 10.**

2017 Priority

Lands identified as priority protection areas or critical areas in watershed management plans (0-10 points)

§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 coordination and planning as well as resource management planning and diagnostic studies. **Planning/Coordination/Management pre-proposals involving land-use and public access will also be reviewed by the Coastal Advisory Board Planning Committee for input and comments.**

2017 Priority

Development of long-term, natural resource management plans for existing protected areas using the Lake Michigan Coastal Program template (0-10 points)

Last document under the heading, "Publications," found here:

<https://secure.in.gov/dnr/lakemich/6036.htm>

§306 Education/Outreach

Projects which would fit this category would improve the connection between the public and the natural, cultural, and/or historical resources of Indiana's Lake Michigan watershed. Projects may include activities which meet Indiana state approved curriculum guidelines that would not normally be introduced to students. Projects may also include the creation of topic specific training, outreach materials, experiential education opportunities, workshops, signage and conferences that will increase opportunities for citizens to participate in decisions and maintenance of projects affecting Lake Michigan and the Coastal Program Area.

2017 Priority

Lake Michigan water safety education & outreach (0-10 points)

§306 Applied Research

Studies that produce new knowledge required for an identified coastal resource need of a community, land manager, or organization. Proposals must show a demonstrated need for this knowledge through an identified project partner and how it will be applied to address the need.

2017 Priority

Study of stormwater BMP placement, and evaluation of effectiveness (0-10 points)

Over the past several years, many best management practices for managing stormwater have been implemented. A project that fits this priority would determine the locations of these existing BMPs, and assess the effectiveness of both the location and the BMP installation. Are these BMPs doing what they are designed to do?

§306 Emerging Issues

These are issues that are timely and specific, that may have an impact on the health and viability of Indiana's coastal natural, cultural and historic resources. This is a broad reaching category that applies to the Planning/Coordination/Management, Education/Outreach, and Applied Research project types only.

2017 Priority

Shoreline dynamics primer for local officials (0-10 points)

A project that would produce an educational tool which can be used to educate local officials about some of the natural processes and human activities that shape our Indiana Lake Michigan coast.

A Special Note on Acquisition:

At the time of the **Full Proposal submission**, the LMCP requires proof of consent from the willing landowner to purchase or place an easement on the land in the form of a Purchase Agreement, Option to Buy or other applicable agreement in writing. A current appraisal (less than one year old) is also required at that time.

You must also provide an acquisition cost analysis in your budget. In addition, please include the following information for any parcel of land to be acquired:

- Parcel number;
- Acreage;
- Estimated value of land;
- Estimated value of improvements;
- Total estimated purchase price;
- Certification of title;
- Clearly discernible location map showing property lines of proposed acquisition and existing structures;
- Review for potential contamination (if applicable); and
- Any other pertinent information to the acquisition.

A deed restriction or easement held by the State of Indiana DNR will also be placed on acquired lands at the time of the closing, identifying the use of Federal Funds in the purchase of said parcel.

Under federal guidelines, only units of government or other public entities are eligible to apply for and receive acquisition funds. Acquisition applications may include direct costs associated with the acquisition of land but **must exclude** such costs as appraisals, surveys, legal fees and court costs. The grant award will reimburse based only on the original appraised amount.

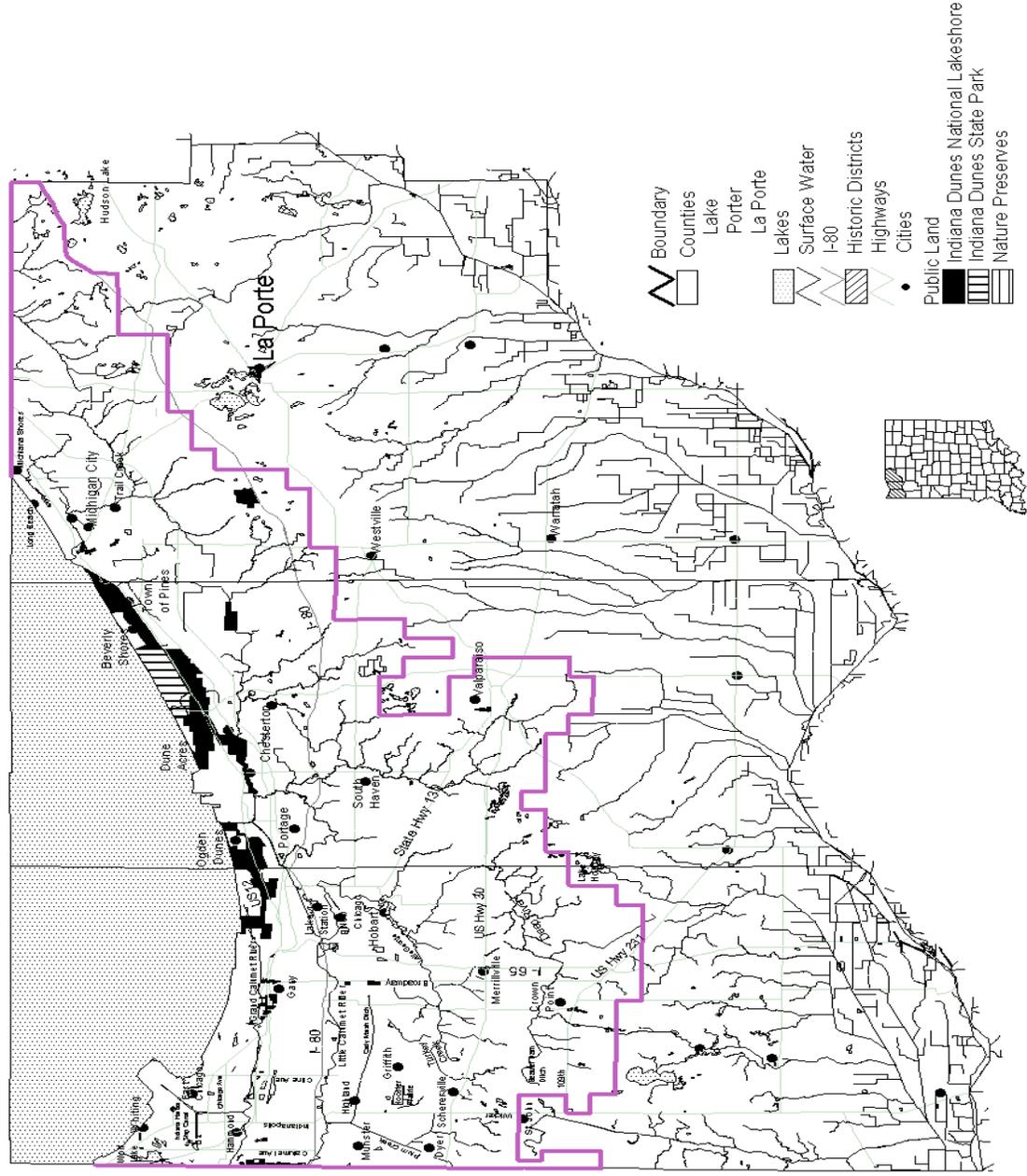
Areas of Particular Concern for §306A Projects
Lake Michigan Coastal Program Document
Chapter 8, Page 335 – 349

<http://www.in.gov/dnr/lakemich/files/lmcp-feis.pdf>

At this time the APCs are broad, but as the program continues to develop, specific sites will be designated through an annual nomination process conducted by the Coastal Advisory Board.

- **Areas of unique, scarce, fragile or vulnerable habitats**
- **Areas of historical significance, cultural value, or substantial recreational value or opportunity**
- **Areas of high natural productivity or essential habitat for living resources, including fish, wildlife, endangered species, and the various trophic levels in the food web critical to their well-being**
- **Areas needed to be protect, maintain, or replenish coastal lands or resources including coastal flood plains, aquifers and their recharge areas, sand dunes, and offshore sand deposits**
- **Areas where development and facilities are dependent upon the use of, or access to, coastal waters or areas of unique features for industrial or commercial uses or dredge spoil disposal**
- **Areas where if development were permitted, it might be subject to significant hazard due to storm, slides, flood, erosion and settlement**

Lake Michigan Coastal Program Area



Budget -- Allowable Costs

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. This category includes FICA, insurance premiums, deferred compensation, and other employer provided benefits. Fringe is usually calculated as a percentage of salary costs. When requesting reimbursement, proof of fringe benefits paid (in addition to salary paid) would include such things as time tracking forms and paycheck stubs.

Travel

Approved expenditures made for travel will be reimbursed by the State at the current per diem rate paid by the State of Indiana. Mileage rate for the State of Indiana is **\$.36 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 BOTH 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. LMCP grant funds cannot be used to purchase equipment.

Signage (temporary and permanent) is required of all Low Cost Construction category and Acquisition category projects. Please include these costs in your budget. Costs associated with the creation of signage are reimbursable, or can be used as match under the "supplies" line item. Grantees must erect temporary signs satisfactory to the DNR, at the site of any acquisition, construction, or restoration project. These signs must be maintained during construction, and must identify the project. Signage must also indicate that the project is being funded under the Coastal Zone Management Act, by the NOAA Office of Ocean and Coastal Resource Management, and the Indiana Department of Natural Resources Lake Michigan Coastal Program. **The LMCP has printed a number of signs that will be utilized as a permanent sign and will be provided free of charge; however temporary signage is the responsibility of the grantee.**

Contractual

Grantees often must hire additional staff or contract with consultants and/or contractors to complete grant projects. In either case, an **open competitive 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 project manager 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.

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 allowed. Examples of what is included

as indirect costs are: the costs of operating and maintaining buildings, grounds, and equipment, and depreciation. If the applicant chooses to include indirect costs in their proposed budget, the applicant must inform LMCP of what rate is being used and how the amount is calculated. Many non-Federal entities have an indirect rate which has been negotiated with a federal agency such as the Department of the Interior or the Department of Commerce. Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of total direct costs. Indirect can be charged on all direct costs, including match. **Total Costs including Indirect must not exceed the maximum amount allowed for the project type.**

Budget – 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 (1:1). Federal funding cannot be used as match. State and local funding *can* be used as match. The matching funds may be in the form of cash or 'in-kind' services, or a combination of the two. Cash includes salaries, travel expenses, and purchase of supplies and other reasonable items associated with the projects. "In-kind" match includes the use of equipment, supplies, 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. Federal funds may not be reimbursed until there is proof of an equal amount of matching funds spent. All of the rules which apply to federal funds ALSO apply to matching funds.

Please indicate the source of matching funds when answering question 17.b. in the Pre-Proposal form. The dollar amount, source of match, and total for each match category must be included. There are three categories of matching funds:

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.

Federally Approved Indirect rates may also be used as match. If the Grantee chooses to include indirect as match, the applicant must inform the LMCP of what rate is being used and how the amount is calculated. Subsequently, for any staff time being used as match, the applicant must provide the LMCP with documentation of what is included in the staff member's match rate.

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.htm>.

However such an arrangement must be approved in advance by the Lake Michigan Coastal Program. Ordinarily, volunteer services are valued at minimum wage (\$7.25 is the IN/US WHD Rate). Accurate time sheets must be kept to document the amount of volunteer services performed.

Contact Information

Indiana Dunes State Park Annex Office:

Indiana Dunes State Park
Lake Michigan Coastal Program
1600 North 25 East
Chesterton, IN 4634

For Grant Program related questions:

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For LaMP/6217 Program related questions:

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For Coastal Community Planning related questions:

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For General LMCP related questions:

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For more information on the Program in general visit: www.in.gov/dnr/lakemich