



# Coastal Management Assistance Grants

**August 2021**

**Cycle 26/FY 2023**

**Applicant Guidebook**

**Deadline for Pre-proposal Submission: 11:59 p.m., Sunday, October 17, 2021**

**Deadline for Full Application Submission: 11:59 p.m., Monday, December 13, 2021**

**Submit Pre-proposals and Applications to: [coastal.grants@dnr.ohio.gov](mailto:coastal.grants@dnr.ohio.gov)**



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**Required for Pre-Proposal Application Submission: One complete electronic copy by e-mail**

Optional: One-page 8.5 x 11-inch attachment of photos or a location map

**Required for Full Application Submission: One complete electronic copy by e-mail**

- Submit by email to [coastal.grants@dnr.ohio.gov](mailto:coastal.grants@dnr.ohio.gov)
- Paper copies will not be accepted

### Introduction

The Ohio Coastal Management Program (OCMP) is a state-federal partnership program administered by the Ohio Department of Natural Resources that manages coastal resources along Ohio's 312-mile Lake Erie coast. The voluntary program focuses on coastal resource management and protection while balancing economic, cultural and environmental interests. It is one of 34 State coastal management programs nationwide and received federal approval by the National Oceanic and Atmospheric Administration (NOAA) in 1997. The Ohio Department of Natural Resources (ODNR) is the statutorily designated lead agency for implementation of the OCMP.

ODNR implements the OCMP through its Office of Coastal Management, based in Sandusky, and is making \$300,000 - \$500,000 in Coastal Management Assistance Grants (CMAGs) available to local communities, educational institutions, nonprofit organizations and others for projects that protect Lake Erie coastal resources and/or support their sustainable use. This funding is being made available to ODNR through a grant from the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA). Applicants should be familiar with the requirements and procedures that apply to the use of federal grant funds, including the federal Uniform Grant Guidance 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." An electronic copy may be obtained through the website [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

Pre-Proposals are due October 17, 2021. For those encouraged to submit full applications, those are due December 13, 2021. Award announcements are expected to be made by June 2022, with Agreements expected to be in effect on July 1, 2022. This is a competitive, matching (1:1) grant program.

The following information describes how the grant process works and how your organization can seek funding under this program. You will also need the separate Pre-Proposal and Full Application forms to apply for funding under the CMAG Program. You may visit our website at [coastal.ohiodnr.gov](http://coastal.ohiodnr.gov) to find additional information about the CMAG program and to download the applications. Search under "Grant Opportunities."

Grants are available in the seven categories listed below and the **FY 2023 priority categories** are in **bold**, although proposals fitting any of the categories will be considered. Details are provided on the following pages.

1. Coastal Planning
2. **Public Access**
3. **Water Quality**
4. Coastal Resource Management Education and Outreach
5. Coastal Land Acquisition
6. Habitat Restoration and Demonstration of Innovative Practices
7. Research and Data Collection

### Eligibility

#### Who is Eligible?

- Units of local government, including municipalities, villages, townships, counties, park districts, conservancy districts, and port authorities
- Area-wide agencies, including county and regional planning agencies
- State of Ohio agencies
- Colleges, universities and other institutions of higher learning
- School districts
- Nonprofit organizations that are legally constituted as 501(c)(3) corporations *Note: Nonprofit corporations are only eligible for non-construction/non-acquisition projects.*

### What Types of Projects Are Eligible?

A variety of project types may be funded through the CMAG program, including feasibility studies and engineering reports, protection and preservation of significant coastal resources, increasing public access to Lake Erie, and redevelopment of underutilized waterfronts. A complete list of project types that may be funded can be found in Ohio Revised Code §1506.02(C).

### Are There Any Types of Projects That Are Not Eligible?

YES. The following types of projects are not eligible:

- Restroom facilities
- Design or construction of hard/traditional erosion control structures along Lake Erie
- Dredging and beach nourishment
- Maintenance
- Construction of, or improvements to, buildings used primarily for rental, lodging, or other commercial uses
- Active recreational facilities such as playgrounds, ball fields and courts, etc.
- Road and parking lot construction
- Water and sewer line construction
- Any project or activity that is the result of a permit condition or other regulatory action, including projects at mitigation banks or in fulfillment of NPDES Phase II Stormwater regulations.

### Within What Geographic Area Are Projects Eligible?

Projects must be located entirely within Ohio's Designated Coastal Area as defined in the Ohio Coastal Management Program document and Final Environmental Impact Statement (map available at [gis.ohiodnr.gov/MapViewer](https://gis.ohiodnr.gov/MapViewer)) unless the applicant can demonstrate that the project will have direct substantial benefits within the Ohio Coastal Area. All construction and acquisition projects must be within the Ohio Coastal Area

### Grant Category Descriptions and Grant Priorities

The following seven grant categories have been developed based on the description provided in the Ohio Revised Code Section 1506.02(C), Ohio Coastal Management Program priorities, and the goals and objectives of the Coastal Zone Management Act (CZMA) of 1972. The CZMA can be found at: [coast.noaa.gov/czm/act/](https://coast.noaa.gov/czm/act/). The grant priorities are reviewed and selected on an annual basis. Public Access and Water Quality are the priorities for FY 2023 funding.

### Coastal Planning

The CMAG program encourages communities and organizations to protect natural coastal resources, protect and preserve historical, cultural, and aesthetic coastal resources, manage shoreline development in coastal flood hazard and erosion areas, increase public access to Lake Erie, and address redevelopment of deteriorating and underutilized waterfronts and ports as part of local and regional planning and coordination efforts.

The following principles guide the selection and eligibility of coastal planning and coordination projects:

1. Projects must protect natural resources such as wetlands, wildlife habitat, flood plains, groundwater, woodlands, farmlands and forests.
2. Applicants must demonstrate how the project will be coordinated with stakeholders and how results will be incorporated into the local comprehensive plan, if applicable.
3. Projects must emphasize the importance of public participation in the planning process.
4. **Preference** will be given to projects that address the integration of nutrient management, nearshore habitat enhancement and public access.
5. **Preference** will be given to projects that incorporate planning for economic and environmental resilience.
6. **Preference** will be given to projects that focus on waterfront community planning.

### **Public Access - *Priority Category***

Lake Erie is Ohio's primary region for recreation and tourism, and the CMAG program is committed to providing additional opportunities for public access. The program may fund low-cost construction projects such as parks, recreational trails, walkways, piers, viewing decks, fishing piers, water trail/paddle access sites, removal of pilings, historic building restorations and other public access facilities to improve public access to Lake Erie and other public places in the coastal area.

The following principles guide the selection and eligibility of public access projects:

1. All public access projects must have a direct relationship to Lake Erie and be located within Ohio's designated Coastal Area.
2. Construction must be on publicly owned or controlled land where public access can be assured. Only government entities may apply for public access funding.
3. Projects must be open to the public on an equal basis. User fees should not be charged to access the project. If user fees are necessary, the fee must be described and justified in the full application. All user fees, income or other revenues derived from a project shall revert to the maintenance or management of the CMAG-funded project. Fees must be assessed equally; there cannot be different fee requirements for non-residents.
4. Construction projects must comply with the Architectural Barriers Act of 1968 (P.L. 90-480) and the Americans with Disabilities Act of 1990.
5. Public access planning projects should be submitted under the "Coastal Planning" category.
6. Funds may not be used for maintenance projects of any kind.
7. Public access funds may be used to purchase materials and pay labor and management costs for construction.
8. **Preference** will be given to projects that provide new or innovative access for persons with disabilities.
9. **Preference** will be given to projects that integrate habitat and water quality enhancements such as green infrastructure that reduces and/or improves stormwater runoff.
10. **Preference** will be given to projects that are part of an adopted waterfront or community plan.

### **Water Quality - *Priority Category***

The focus of the water quality grants will be on addressing nearshore and coastal water quality in Lake Erie.

The following principles guide the selection and eligibility of water quality projects:

1. All water quality projects must either improve Lake Erie and/or tributary water quality directly.
2. **Preference** will be given to projects that improve nearshore water quality.
3. **Preference** will be given to projects that promote the beneficial use and/or processing of dredged materials.

### **Coastal Resource Management Education and Outreach**

Coastal resource management encompasses a wide array of issues and is most successful when decision-makers and the public are well informed and engage in meaningful communication about those issues. The CMAG program encourages education and outreach efforts on coastal issues that foster sustainable development in coastal communities. Eligible education projects include workshops, videos, experiential education and other innovative public outreach efforts.

The following principles guide the selection and eligibility of coastal education and outreach projects:

1. Projects must support public information and education efforts that address one or more of the following coastal issues: nonpoint pollution/water quality, natural stream flow regime restoration, invasive species, climate adaptation, economic and environmental resilience, or nutrient management principles.
2. Projects must increase opportunities for public participation in decisions or stewardship activities affecting Lake Erie.
3. Projects must identify the audience targeted and the intended outcome.
4. **Preference** will be given to projects that are replicable by other organizations and agencies.
5. **Preference** will be given to projects that incorporate a media and/or public relations strategy.

### Coastal Land Acquisition

Coastal land acquisition from willing sellers is an eligible project type if the project will increase or enhance public access to Lake Erie, protect and preserve historical, cultural, or aesthetic coastal resources for public benefit, or protect and preserve significant coastal resources and enhance their environmental resilience.

The following principles guide the selection and eligibility of coastal land acquisition projects:

1. All acquisition projects must have a direct relationship to Lake Erie and be located in Ohio's Coastal Area.
2. Acquisition projects must include a public access component.
3. Projects must be open to the public on an equal basis with no membership fee or reservation required.
4. Projects must include an educational or resource protection component.
5. Only government entities may apply for coastal land acquisition funding.
6. **Preference** will be given to projects that protect coastal wetlands.
7. **Preference** will be given to projects that increase or enhance direct public access to Lake Erie.

### Habitat Restoration and Demonstration of Innovative Practices

Habitat restoration within nearshore, coastal wetland, and upland areas is needed to support effective management of coastal resources. These habitats contribute to improved water quality and are necessary to maintain coastal biodiversity and a healthy Lake Erie fishery.

The following principles guide the selection and eligibility of on-the-ground habitat restoration and demonstration of innovative practices projects:

1. Projects must be on publicly owned land or land where public access can be assured through easement. Only governmental entities may apply for habitat restoration or demonstration project funding.
2. Projects must have a direct relationship to Lake Erie and be located in the Coastal Area.
3. Projects must incorporate a quantitative or qualitative evaluation of project impacts.
4. A maintenance plan must be developed, and the restoration or demonstration project must be maintained for at least five years.
5. **Preference** will be given to projects that have a direct impact on Lake Erie water quality and enhance wildlife or fisheries.
6. **Preference** will be given to restoration or demonstration projects that improve or enhance nearshore habitat in Lake Erie.
7. **Preference** will be given to projects that demonstrate the beneficial use of dredged material.
8. **Preference** will be given to projects that evaluate and incorporate environmental resilience into the project design.

### Research and Data Collection

Understanding the human dimension of coastal management and having accessible data are important tools for effective land use planning and decision-making. The CMAG program encourages social science research on topics including social impacts of resource use, non-market valuation of environmental resources, and coastal economics.

The following principles guide the selection and eligibility of research and data collection projects:

1. Research and data collection projects must include a public outreach component.
2. Applications must identify the end-user and the intended applicability of the data/research for the end-user.
3. Applications must explain how the research/data collection will fill a void in current research/data.
4. **Preference** will be given to projects that include documented collaboration with a local, state, or federal natural resource management, planning, or environmental protection agency.
5. **Preference** will be given to projects that relate to the enhancement, development, refinement or implementation of the coastal management policies of the OCMP.

## **Application Requirements (Apply to Pre-proposals and Full Applications)**

### **Is There a Ceiling Amount on Funding Requests?**

Grant funding requests are not restricted on the amount that may be requested, but it is recommended that funding requests range from \$50,000 to \$150,000. The maximum grant size cannot exceed the total amount available.

### **What Level of Matching Funds Is Required?**

A minimum 1:1 non-federal match is required, meaning the applicant will need to provide at least 50 percent of the total project cost as match. No federal funds may be used as match.

Match includes the direct expenditure of funds for salaries, travel expenses, and purchase of equipment, supplies and other reasonable items associated with the project. Match may also include the use of equipment and volunteer time. Volunteer time may be used as match if it is charged at the rate paid for the type of work being done. Match does not include the use of items donated by a third party. Gifts and donations are acceptable, but only if they are made during the grant period.

### **Are Indirect Costs Allowable?**

Yes, the budget may include indirect costs if the applicant has an established indirect cost rate with the Federal government. Indirect costs claimed must be based on the applicant's federally approved indirect cost rate and may only be applied to the categories identified in the applicant's current, approved negotiated indirect cost agreement with the Federal government. A copy of the agreement must be included with the full application. If the applicant has never obtained a negotiated indirect cost rate from a federal agency such as the Department of Commerce or the Department of Transportation, the applicant may elect to charge a de minimis rate of 10% of modified total direct costs. Budget examples are provided in Appendix A (pre-proposal and full application examples).

### **Are a DUNS Number and a SAM Registration Required to Apply for a Grant?**

Yes, because federal funds are being passed through for the CMAG program, a grant applicant should: (1) prior to applying, you must be registered in the federal System for Award Management (SAM), which may be accessed online at [sam.gov](https://sam.gov) before submitting an application; (2) provide a valid nine-digit Dun and Bradstreet Universal Numbering System (DUNS) number on the application; for information on DUNS numbers, including how to obtain one, please visit <https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federally-funded award or an application or plan under consideration by an agency providing federal funds. ODNR may not make a federally-funded award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

### **When Do Projects Have to Be Completed?**

Grantees should plan to complete their projects within **12 - 18 months**. Projects should be able to stand alone and not be 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 and regulations. Construction projects must obtain all necessary federal, state and local permits before construction may begin.

### **Additional Requirements (Apply to Full Applications Only)**

#### **Are Any Other Reviews Necessary?**

YES.

1) **Intergovernmental Review.** You must send a transmittal letter and a complete copy of your full grant application to your local intergovernmental review agency (for example: Toledo Metropolitan Area Council of Governments -TMACOG, Erie County Regional Planning, Northeast Ohio Areawide Coordinating Agency-NOACA, etc.). In the transmittal letter, request that they conduct an intergovernmental review and send a review response and any comments to the Office of Coastal Management. Additional details are provided in Appendix B. You must include a copy of your transmittal letter to that agency with your grant application.

2) **Section 106 Review.** If your project is site specific (this includes planning projects) or involves construction, restoration or acquisition, you must complete a Section 106 Review Project Summary Form and its supporting documents and submit them to the Ohio Historic Preservation Office (OHPO). Additional details are provided in Appendix B. Send your completed form, supporting documents, and a transmittal letter to; Ohio Historic Preservation Office, Attn. Diana Welling, Department Head, Resource Protection and Review, 800 E. 17<sup>th</sup> Avenue, Columbus, Ohio 43211-2474. You must include a copy of your transmittal letter to the OHPO and the Section 106 Review Project Summary Form with your grant application.

Important- contact these entities as soon as possible to ensure they have adequate review time!

Intergovernmental review and OHPO consultation comments should be emailed to: [coastal.grants@dnr.ohio.gov](mailto:coastal.grants@dnr.ohio.gov)

To ensure your full application is complete and therefore eligible to be considered for funding, please contact the Office of Coastal Management if you are unsure whether these reviews are needed for your project.

### **Project Selection and Implementation**

#### **How Will Funds Be Made Available?**

The Office of Coastal Management will pay project expenditures on a reimbursement basis. Payments will be linked to project performance, and payment will be withheld if project schedules and deliverables are not met. Reimbursements will be based on the ratio of federal grant funds to non-federal match funds identified in the original grant application. For example, if your grant application indicates that you are only requesting 40 percent of the total project costs from grant dollars and will provide 60 percent of the total project costs in non-federal match, you will only be reimbursed for up to 40 percent of the total project costs that you document; not 50 percent.

#### **What Criteria Will Be Used to Evaluate the Projects?**

Qualifying criteria - Each of the following criteria must be met for an application to be eligible:

1. The proposed project is consistent with the OCMP policies as described in the OCMP Document (available at [ohiodnr.gov/static/documents/coastal/OhioCoastalManagementProgramDocument.pdf](http://ohiodnr.gov/static/documents/coastal/OhioCoastalManagementProgramDocument.pdf)).
2. The proposed project addresses a category described under “eligible projects.”
3. The proposed project is eligible to receive federal grant funds under NOAA regulations and policies.
4. The applicant is eligible as described above.
5. The applicant demonstrates the administrative capacity to manage the grant and the legal authority to implement the project.
6. For construction projects, public access is incorporated and compliance with the Americans with Disabilities Act is demonstrated.
7. For construction and acquisition projects, broad and lasting public benefits are demonstrated.

General criteria -The following criteria will be considered in evaluating projects:

1. The degree of impact on Lake Erie coastal resources.
2. The degree of public benefit from the project.
3. The ability of the applicant to maintain the proposed project.
4. The degree to which project results are transferable, have impacts throughout Ohio's Lake Erie Watershed or are shared through education and outreach strategies.
5. Measurability of project results.
6. The feasibility of the project; sound methods and science .
7. Evidence of public support for the project, where applicable .
8. Level of public involvement in the project.
9. Degree to which public/private or other public partnerships are entailed .
10. The degree to which the proposed activity reflects an innovative or creative approach to resolving a coastal resource management problem.
11. Reasonableness of timelines.
12. Cost effectiveness.
13. The level of match provided.

### **How Will the Application Process Proceed?**

#### **Pre-proposal:**

1. The applicant submits a complete pre-proposal to the Office of Coastal Management **by 11:59 p.m. on October 17, 2021.**

The pre-proposal application and the optional one-page attachment are to be submitted electronically via email to [coastal.grants@dnr.ohio.gov](mailto:coastal.grants@dnr.ohio.gov).

The pre-proposal application and guidance document may be downloaded and printed from the ODNR Coastal Management Assistance Grants webpage at [ohiodnr.gov/wps/portal/gov/odnr/buy-and-apply/apply-for-grants/grants/cmag](http://ohiodnr.gov/wps/portal/gov/odnr/buy-and-apply/apply-for-grants/grants/cmag).

2. **Late or incomplete pre-proposals will not be accepted.** Applicants will be sent an email confirming receipt of their pre-proposal.
3. OCM staff will review all pre-proposals to determine eligibility based on the qualifying criteria described above. If the pre-proposal is ineligible, OCM will notify the applicant.
4. **By November 1, 2021**, applicants will be notified of the status of their pre-proposal (encouraged or discouraged from submitting a full application).

#### **Full Application:**

5. Applicants with a pre-proposal that receives a favorable recommendation from OCM may prepare a Full Application. Full Application forms will be made available **by November 1, 2021** and will be due **by December 13, 2021**. At this time, all applicants will submit for intergovernmental review and applicants for site-specific projects will also apply for Ohio Historic Preservation Office Section 106 approval (details in Appendix B).
6. Full applications and the required attachments are to be submitted electronically via email to [coastal.grants@dnr.ohio.gov](mailto:coastal.grants@dnr.ohio.gov). The application and applicable **attachments should be attached to the email as separate documents**. See Appendix C for a checklist of required information.
7. If the application and/or separate attachments are between 15-50 MB, they should be submitted using FileDrop. FileDrop is the only ODNR-approved large file transfer service. FileDrop is available at [filedrop.cloudfs.ohio.gov](http://filedrop.cloudfs.ohio.gov). If you have any questions or concerns, contact [coastal.grants@dnr.ohio.gov](mailto:coastal.grants@dnr.ohio.gov).
8. The full application and guidance document may be downloaded and printed from the ODNR Coastal Management

Assistance Grants webpage at [ohiodnr.gov/wps/portal/gov/odnr/buy-and-apply/apply-for-grants/grants/cmag](https://ohiodnr.gov/wps/portal/gov/odnr/buy-and-apply/apply-for-grants/grants/cmag). These documents are provided in a Portable Document File (.pdf) format. The application budget form is an Excel form.

9. **Late or incomplete applications will not be accepted.** Applicants will be sent an email confirming receipt of their applications.
10. Grant Review Team members will conduct an initial rating of all complete and eligible proposals, using the general criteria described above. Rating is based on the following: Impact on Coastal Resources- 50 percent; Methods, Budget, and Timetable- 50 percent. OCM staff may seek additional review and input, as needed, on the scientific, engineering and other technical merits and details of proposed projects.
11. The Grant Review Team will meet to discuss and evaluate the full applications received and will submit recommendations based on ratings and the Team evaluation to the OCM Chief and ODNR administration. Upon ODNR approval, the top ranked projects will then be submitted to the National Oceanic and Atmospheric Administration (NOAA) for final funding approval.
12. Once ODNR is notified by NOAA that the projects are approved (est. June 2022), ODNR will announce projects approved for funding and notify unsuccessful applicants.
13. OCM and the grantee will sign an agreement. The grantee will receive a signed copy of the agreement and may begin the project at that time (est. July 1, 2022).
14. OCM will provide a Subrecipient Guide to assist in the administration and completion of the project and will hold a Project Start-up Meeting with the grantee's project manager and fiscal manager.

### Full Application Tips and Requirements

#### General Projects

- Non-construction project timelines should allow ODNR time to review and comment on the draft deliverable before it is finalized. A minimum of two weeks is recommended.
- Final Report Requirements will include the submission of any final reports or documents developed as a result of this project as follows: one electronic copy of any final reports or documents as Portable Document Format (.pdf) files.
- Pursuant to 2 CFR Section 200.319, all procurement transactions must be conducted in a manner providing *full and open competition* consistent with the standards described in that section.
- Costs associated with 'hospitality' activities such as lunches and related refreshments or refreshment supplies for meetings, workshops, conferences, etc. are not eligible grant costs and cannot be used as match.

#### Acquisition Projects

- Acquisition applications may include direct costs associated with the acquisition of land, including appraisal costs but exclude such costs as legal fees and court costs. If an actual appraisal completed after award of funds results in a purchase price higher than the amount applied for, the grant award will reimburse only the originally estimated amount.
- No land may be purchased until after written approval is given by ODNR.
- Do not sign any agreements concerning the acquisition of any project until written approval has been given by ODNR. Any such contractual agreements made prior to approval may result in ineligibility for that portion of the project.

### Construction Projects

- Incorporate time into project timelines for ODNR review and approval of project plans and specifications (45 days minimum) if plans have not already been completed. Note: projects with final design plans ready at the time of grant application will be more competitive.
- Budget enough funds to cover the cost of a temporary and a permanent grant acknowledgement sign for the site.
- Do not sign any agreements concerning the development of any project until written approval has been given by ODNR. Any such contractual agreements made prior to approval may result in ineligibility for that portion of the project.

### Contacts and Resources

#### **Who May We Contact If We Have Questions?**

You are encouraged to coordinate with OCM staff in advance of submitting your pre-proposal; favorable comments from ODNR staff during discussions of potential projects are not to be construed as a guarantee of a positive final decision. Please contact the following:

Amanda Kovach, Coastal Management Specialist  
ODNR Office of Coastal Management  
1031 Pierce Street; Suite A  
Sandusky, Ohio 44870  
Phone: 419-609-4118 (direct) or 419-626-7980 (main)  
[coastal.grants@dnr.ohio.gov](mailto:coastal.grants@dnr.ohio.gov)

#### **Resources Available:**

- Ohio Coastal Management Program Document  
<https://ohiodnr.gov/static/documents/coastal/OhioCoastalManagementProgramDocument.pdf>
- Lake Erie Protection & Restoration Plan 2020 <https://lakeerie.ohio.gov/wps/portal/gov/lec/planning-and-priorities/01-protection-and-restoration-plan/01-protection-and-restoration-plan>
- Ohio Balanced Growth Strategy – 2011 <https://balancedgrowth.ohio.gov/Balanced-Growth-Strategy>
- Other Grants from the Ohio Department of Natural Resources <https://ohiodnr.gov/wps/portal/gov/odnr/buy-and-apply/apply-for-grants/grants>
- Federal Uniform Grant Guidance 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards <https://grants.complianceexpert.com/guidance-and-regulations/omb-uniform-grants-guidance/final-guidance-updated-feb-22-2021>

## Appendix A

### Pre-Proposal Project Budget- SAMPLE

| Category             | Federal       | Non-Federal   | Total          |
|----------------------|---------------|---------------|----------------|
| Personnel            | 20,000        | 20,000        | 40,000         |
| Fringe               | 5,200         | 5,200         | 11,000         |
| Volunteer Time       |               | 100           | 100            |
| Travel               |               |               |                |
| Equipment            |               |               |                |
| Supplies             | 5,000         |               | 5,000          |
| Contractual          | 40,000        | 45,000        | 85,000         |
| Other                |               |               |                |
| Total Direct Charges | 70,200        | 70,300        | 141,100        |
| Indirect Charges     | 14,742        | 14,742        | 29,484         |
| <b>Grant Totals</b>  | <b>84,942</b> | <b>85,042</b> | <b>170,584</b> |

**Full Application Project Budget- SAMPLE**

|   |                |                    |              |  |
|---|----------------|--------------------|--------------|--|
| <b>Project Title: Port City Comprehensive Coastal Plan</b>  |                |                    |              |  |
| <b>PERSONNEL:</b> List all personnel who will work on the project & whose salary will be charged to the grant or used as non-federal match. Give title, hours to be spent, annual or monthly or hourly salary & tasks.                                      |                |                    |              |  |
|   | <b>Federal</b> | <b>Non-Federal</b> | <b>Total</b> | <b>Description / Comments</b>  |
| Jill Smith, Planning Director   | \$ -           | \$ 2,000           | \$ 2,000     | Hrs= 50, pay rate= \$40/hour, project oversight                            |
| Bill Jones, Planner   | \$ 2,500       | \$ 6,000           | \$ 8,500     | Hrs= 250, pay rate= \$34/hour, project coordination & consultant oversight |
|   | \$ -           | \$ -               | \$ -         |  |
| <b>Total Personnel</b>  | \$ 2,500       | \$ 8,000           | \$ 10,500    |  |
| <b>FRINGE BENEFITS:</b> Describe how fringe benefits are computed and the types of benefits included in the calculation.  |                |                    |              |  |
|   | <b>Federal</b> | <b>Non-Federal</b> | <b>Total</b> | <b>Description / Comments</b>  |
| Jill Smith, Planning Director   | \$ -           | \$ 627             | \$ 627       | 31.35% of hourly rate- medical, dental, retirement                         |
| Bill Jones, Planner   | \$ 784         | \$ 1,881           | \$ 2,665     | 31.35% of hourly rate- medical, dental, retirement                         |
|   | \$ -           | \$ -               | \$ -         |  |
| <b>Total Fringe Benefits</b>  | \$ 784         | \$ 2,508           | \$ 3,292     |  |
| <b>VOLUNTEER TIME:</b> List all volunteers who will work on the project, the hours and hourly rate to be counted as match and tasks.  |                |                    |              |  |
|   | <b>Federal</b> | <b>Non-Federal</b> | <b>Total</b> | <b>Description / Comments</b>  |
| Ten-member Citizen Committee  | N/A            | \$ 500             | \$ 500       | 5 hrs/member @ \$10/hour, assist with meetings and surveys                 |
|   | N/A            | \$ -               | \$ -         |  |
| <b>Total Volunteer Time</b>   | \$ -           | \$ 500             | \$ 500       |  |
| <b>TRAVEL:</b> List trips that will be charged to the grant or used as match. List destination, traveler, the cost, & purpose of the trip.  |                |                    |              |  |
|   | <b>Federal</b> | <b>Non-Federal</b> | <b>Total</b> | <b>Description / Comments</b>  |
| Jill Smith, Planning Director   | \$ 100         | \$ -               | \$ 100       | public meetings, visit coastal community                                   |
| Bill Jones, Planner   | \$ -           | \$ 300             | \$ 300       | public meetings, community meetings, visit coastal community               |
|   | \$ -           | \$ -               | \$ -         |  |
| <b>Total Travel</b>   | \$ 100         | \$ 300             | \$ 400       |  |
| <b>EQUIPMENT:</b> List equipment purchases (item & cost) that will be charged to the grant or used as local match. Note: Costs for purchase of computer hardware or other items that will not be amortized over the period of the grant are not allowable.) |                |                    |              |  |
|   | <b>Federal</b> | <b>Non-Federal</b> | <b>Total</b> | <b>Description / Comments</b>  |
|   | \$ -           | \$ -               | \$ -         |  |
| <b>Total Equipment</b>  | \$ -           | \$ -               | \$ -         |  |
| <b>SUPPLIES:</b> List supply purchases that will be charged to the grant or used as match.  |                |                    |              |  |
|   | <b>Federal</b> | <b>Non-Federal</b> | <b>Total</b> | <b>Description / Comments</b>  |
| Meeting Notices   | \$ 200         | \$ 200             | \$ 400       | Meeting notices published in local newspapers                              |
|   | \$ -           | \$ -               | \$ -         |  |
| <b>Total Supply</b>   | \$ 200         | \$ 200             | \$ 400       |  |
| <b>CONTRACTUAL:</b> List all contracts that will be charged to the grant or used as local match. Describe the services to be acquired & list the cost. Note that all contracting must meet state & federal contracting requirements.                        |                |                    |              |  |
|   | <b>Federal</b> | <b>Non-Federal</b> | <b>Total</b> | <b>Description / Comments</b>  |
| Planning Consultant   | \$ 29,325      | \$ 21,540          | \$ 50,865    | Selected by competitive bid to develop comprehensive coastal plan          |
|   | \$ -           | \$ -               | \$ -         |  |
| <b>Total Contractual</b>  | \$ 29,325      | \$ 21,540          | \$ 50,865    |  |
| <b>OTHER:</b> Please list any other purchases (item & cost) that will be made that do not fit within any of the budget categories listed above. "Other" costs typically include printing, phone/fax, gas & vehicle maintenance, and rental.                 |                |                    |              |  |
|   | <b>Federal</b> | <b>Non-Federal</b> | <b>Total</b> | <b>Description / Comments</b>  |
| Plan printing and distribution  | \$ 500         | \$ 500             | \$ 1,000     |  |
|   | \$ -           | \$ -               | \$ -         |  |
| <b>Total Other</b>  | \$ 500         | \$ 500             | \$ 1,000     |  |
| <b>Total Direct Charges</b>   | \$ 33,409      | \$ 33,548          | \$ 66,957    |  |
| <b>INDIRECT CHARGES:</b> Use your organization's federal negotiated rate and apply to the federally approved indirect cost rate agreement categories.   |                |                    |              |  |
|   | <b>Federal</b> | <b>Non-Federal</b> | <b>Total</b> | <b>Description / Comments</b>  |
| Indirect amount   | \$ 6,014       | \$ 5,949           | \$ 11,963    | Indirect Rate = 18% of Modified Total Direct Costs (MTDC)                  |
| <b>Total Indirect Charges</b>   | \$ 6,014       | \$ 5,949           | \$ 11,963    |  |
| <b>Grand Totals</b>   | \$ 39,423      | \$ 39,497          | \$ 78,920    |  |

## Travel Guidelines

Lodging and subsistence costs incurred for travel will comply with traveler's written travel policy. 2 CFR § 200.475(b). In the absence of an acceptable, written policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)) must apply to travel under federal awards (48 CFR 31.205-46(a)). §200.475(d).

- 1) Costs associated with 'hospitality' activities such as lunches and related refreshments or refreshment supplies for meetings, workshops, conferences, etc. are not eligible grant costs and cannot be used as match.
- 2) Receipts are required for all travel expenses exceeding \$10.00, except mileage or meals. Costs of alcoholic beverages will not be reimbursed or be eligible as match.
- 3) The travel rules must be followed for travel claimed for reimbursement or as match. The same documentation is required for both reimbursement and any match amounts.
- 4) Mileage documentation will consist of the following: list the name of the traveler, date traveled, purpose of travel, and the number of miles traveled per trip.

## Appendix B

### Ohio Historic Preservation Office National Historic Preservation Act of 1966 Section 106 Review

Section 106 of the National Historic Preservation Act requires federal agencies to consider the effect of their projects on historic properties. These projects can involve full or partial federal funding, transfer of ownership, licensing, or permits. It is the responsibility of the federal agency or their federally delegated authorities to provide information to the State Historic Preservation Office that (1) identifies historic properties, (2) assesses their eligibility for listing in the National Register of Historic Places, and (3) determines any possible effect that a project might have on listed or eligible properties.

For the ODNR Office of Coastal Management to meet its responsibilities under Section 106, grant applicants with site specific, construction or acquisition projects must submit project proposal information to the Ohio Historic Preservation Office for review. The Ohio Historic Preservation Office requires that project submissions be made using the Section 106 Review Project Summary Form and its supporting documents that are available at <https://www.ohiohistory.org/preserve/state-historic-preservation-office/hpreviews/section106>. Contact the Office of Coastal Management if you are unsure of the information that is required for your project.

Use the following guidelines in preparing your transmittal letter to the Ohio Historic Preservation Office.

- 1) Address the letter to: Ohio Historic Preservation Office, Attn. Diana Welling, Department Head, Resource Protection and Review, 800 E. 17th Avenue, Columbus, Ohio 43211-2474.
  - 2) In the first sentence or two, indicate that this information is being submitted for a project funded through the Coastal Zone Management Act, administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration through the ODNR Office of Coastal Management.
  - 3) Based on the information you are submitting, determine which of the following three assessments of effect you believe applies to your project (assessments of effect are worded using the language found in 36 CFR 800.4 and 36 CFR 800.5):
    - “No historic properties affected” This means that either there are no historic properties present in the APE, or that the historic properties that are present will not be affected by the project.
    - “No adverse effect” This means that there are historic properties within the APE, but that the effects of the project on the historic properties are negligible and won’t diminish their historic characteristics.
    - “Adverse effect” The project will have substantial effects on historic properties that should be avoided, reduced or mitigated.
- If you believe your project information supports the assessment “No historic properties affected,” state this in your letter and ask if the Ohio Historic Preservation Office has sufficient information to concur with this finding.
- If you believe your project information supports either the “No adverse effect” or “Adverse effect” assessment, state this in your letter and request consultation with the Ohio Historic Preservation Office to consider the project effects.
- 4) Include a request in your letter for OHPO to email a copy of their response to: [coastal.grants@dnr.ohio.gov](mailto:coastal.grants@dnr.ohio.gov).
  - 5) Attach the Section 106 Review Project Summary Form and its supporting documents to your transmittal letter. The Ohio Historic Preservation Office will review the information you submit and will respond by concurring, commenting, recommending further action, or requesting additional information.
  - 6) Attach a copy of your transmittal letter and the Section 106 Review Project Summary Form in your grant application to the Office of Coastal Management.

### Intergovernmental Review

Presidential Executive Order 12372, “Intergovernmental Review of Federal Programs” or as it is more commonly known, the “A-95” process, was issued in 1982 with the intent to foster an intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. Intergovernmental Review occurs at the county or regional level and provides an opportunity for local units of government and organizations to review and comment on proposed federally funded projects and programs that could potentially impact their community.

The following are intergovernmental review agency contacts listed by county. If a review agency is not listed for your county or if the contact information is in error, contact the Office of Coastal Management for assistance.

|                       |   |
|-----------------------|---|
| <b>Allen.....</b>     | Lima-Allen County Regional Planning Commission, 419-228-1836                            |
| <b>Ashtabula.....</b> | Eastgate Regional Council of Governments, 330-779-3800                                  |
| <b>Crawford.....</b>  | Crawford Regional Planning Commission, 419-562-8731                                     |
| <b>Cuyahoga.....</b>  | Northeast Ohio Areawide Coordinating Agency (NOACA), 216-241-2414                       |
| <b>Erie.....</b>      | Erie County Regional Planning, 419-627-7792   |
| <b>Geauga.....</b>    | Northeast Ohio Areawide Coordinating Agency (NOACA), 216-241-2414                       |
| <b>Hancock.....</b>   | Hancock Regional Planning Commission, 419-424-7094                                      |
| <b>Huron.....</b>     | Huron County Development Council, 419-663-4232  |
| <b>Lake.....</b>      | Northeast Ohio Areawide Coordinating Agency (NOACA), 216-241-2414                       |
| <b>Lorain.....</b>    | Northeast Ohio Areawide Coordinating Agency (NOACA), 216-241-2414                       |
| <b>Lucas.....</b>     | Toledo Metropolitan Area Council of Governments (TMACOG) A-95 Review, 419-241-9155 x107 |
| <b>Medina.....</b>    | Northeast Ohio Areawide Coordinating Agency (NOACA), 216-241-2414                       |
| <b>Ottawa.....</b>    | Toledo Metropolitan Area Council of Governments (TMACOG) A-95 Review, 419-241-9155 x107 |
| <b>Summit.....</b>    | Northeast Ohio Four County Regional Planning and Development Organization, 330-643-8514 |
| <b>Trumbull.....</b>  | Eastgate Regional Council of Governments, 330-779-3800                                  |
| <b>Wood.....</b>      | Toledo Metropolitan Area Council of Governments (TMACOG) A-95 Review, 419-241-9155 x107 |

### Transmittal letter to the Intergovernmental Review Agency

The following guidelines are to be used in preparing your intergovernmental review request.

- 1) Contact the agency(ies) listed for county(ies) that would be directly impacted by your proposed project and confirm that they serve as the intergovernmental review agent for your project area. Obtain the name of the person coordinating the review process, their mailing address, and any specific instructions for submitting your review request. If the intergovernmental review agency charges a fee for their review, contact the Office of Coastal Management at 419-626-7986 for further instructions before submitting your review request.
- 2) In the first sentence or two, indicate that you are requesting an intergovernmental review of your Coastal Management Assistance Grant application for federal funding through the Coastal Zone Management Act, administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration through the ODNR Office of Coastal Management.
- 3) You can briefly describe your project if you like.
- 4) In your letter, request that the intergovernmental review agency email a copy of their review response to: [coastal.grants@dnr.ohio.gov](mailto:coastal.grants@dnr.ohio.gov).
- 5) Send your transmittal letter and a copy of your grant application to the intergovernmental review agency.
- 6) Include a copy of the transmittal letter in your grant application to the Office of Coastal Management.

## Appendix C

### Full Application Checklist

The full grant application submittal has two main components: 1) Basic electronic application, 2) Supplemental forms.

1. Basic Electronic Application

- Project Application Summary Sheet/ Completed Application Questionnaire

2. Supplemental Forms

The required supplemental forms needed for the application submittal depend on the nature of the grant project. Download the available supplemental forms to your PC. Complete the applicable forms, save them on your computer and then individually attach to your application email submittal.

**ALL grant applications** must include the following basic supplemental forms:

- Budget Detail page - *form provided*
- Site Vicinity Map - Submit a highway, street, county or other map that clearly locates the project in relation to nearby streets, highways, towns and other main landmarks. Indicate "North" on the map
- Financial Audit Information (not applicable to ODNR applicants) – *form provided*
- Resolution of Authorization (not applicable to state agency applicants) - *form provided*
- Copy of transmittal letter to intergovernmental review agency
- Copy of transmittal letter to Ohio Historic Preservation Office (OHPO) for site specific projects Note: specific form required by OHPO
- Documentation of 501(c)(3) status (**nonprofit applicants only**)
- Copy of federally-negotiated indirect cost rate agreement (if claiming non-de minimis rate indirect costs)
- Data Sharing Plan - for projects that create environmental geospatial data (GIS data, monitoring data, etc.), a Data Sharing Plan must be included – *form provided* (See Appendix D)

**Construction and Habitat Restoration applications** must also include the following supplemental documentation. If you are unsure about an item, be sure to contact the Office of Coastal Management contact.

- 306A Questionnaire – *form provided*
- Federal Consistency Certification – *form provided*
- Attorney Title Opinion or Public Ownership Affidavit - *forms provided*, showing that the property on which the proposed project will be located is publicly owned, leased, or under easement in perpetuity or for the expected life of the project (at least 20 years)
- Graphics (e.g., figures, photographs), models, as applicable
- Copies of permits/permit applications/correspondence with permitting agencies (Federal, State and Local)
- If project includes Stormwater Best Management Practices (BMPs), provide map that shows location and approximate dimensions of the BMPs

**Acquisition applications** must also include the following supplemental forms:

- Acquisition Cost Analysis - *form provided*
- 306A Questionnaire - *form provided*

- Tract Map - Must show property lines of the proposed acquisition, parcel identification, existing structures, and existing easements. If the map is not scaled and acreage is not shown, all dimensions must be indicated for the parcel. North must also be shown. The map does not need to be professionally drawn but it must be complete and accurate.
- Federal Consistency Certification- *form provided*
- Recent Attorney Title Opinion - *form provided*, or title insurance commitment/certificate showing that the property to be acquired is owned by the contracted seller and is free of encumbrances that could affect the intended uses of the property
- Approval from landowner to purchase or place easement on land in the form of a Purchase Agreement, Option to Buy or other applicable agreement in writing
- Evidence of agreement with willing seller (e.g., letter from seller)
- An independent appraisal from State Approved Appraiser of the fair market value for the property to be purchased that was developed using Uniform Standards of Professional Appraisal Practice (USPAP) Standards 1 & 2

**Research and Data Collection applications** must also include the following supplemental forms:

- Provide a letter(s) of support and commitment from partnering entity(ies)
- Clear plan for the distribution and transfer of information concerning project techniques and results
- Copy of collector's permit or any other applicable form of permission

- 3. Letter(s) of local support** from collaborators, partners, or direct project beneficiaries are optional but encouraged. Letters may be scanned and submitted electronically with the application or emailed separately.

## Appendix D

### Data Sharing Plan- GUIDANCE AND SAMPLE

**“Environmental data” is defined as:**

- Observations and measurements of physical, chemical, biological, geological, and geophysical properties of the oceans, atmosphere, space, sun, and solid earth
- Correlative data such as socioeconomic data, related documentation, and metadata
- Digital audio or video recordings of environmental phenomena (such as animal sounds or undersea video)
- Numerical model outputs, particularly if supporting a peer-reviewed publication
- Data collected in a lab or other controlled environment, such as measurements of animals and chemical processes (from NOAA Administrative Order (NAO) 212-15: Management of Environmental Data and Information)

### Data Sharing Plan- SAMPLE

**1. Types of environmental data and information to be created during the course of the project:**

*Geospatial coordinates and characteristics related to public access sites and data collected during technical site visits.*

**2. The type of collection method (e.g. flight lines):**

*Collection methods will include GPS data acquired using hand-held GPS equipment.*

**3. Tentative date by which data will be shared:**

*The data will be shared within six months of project completion (allow for processing and uploading to website/map viewer systems); by \_\_\_\_\_, 20\_\_.*

**4. Standards to be used for data/metadata format and content:**

*Data format/content and metadata will be Federal Geographic Data Committee (FGDC) compliant.*

**5. Policies addressing data stewardship and preservation:**

*We will comply with existing State of Ohio data and records retention and archival policies and established United States Geological Survey (USGS) and FGDC metadata standards.*

**6. Procedures for providing access to data and prior experience in publishing such data:**

*We will describe the data on our website and have a formal data request mechanism to provide the data upon request.*

Mike DeWine, Governor  
Mary Mertz, Director

A publication of the Ohio Department of Natural Resources pursuant to National Oceanic and Atmospheric Administration

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