



Coastal Management Assistance Grant Program

Preproposal and Full Application Guidance

Required for Submission:

- **One complete electronic copy by e-mail.** The electronic copy may be e-mailed to coastal.grants@dnr.ohio.gov
- Paper copies will not be accepted



OHIO DEPARTMENT OF
**NATURAL
RESOURCES**



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Introduction

The purpose of the Ohio Coastal Management Program (OCMP) is to integrate management of Ohio's Lake Erie Coastal Area to preserve, protect, develop, restore and enhance its valuable resources. The OCMP is a cooperative action of the state and its political subdivisions to manage coastal resources, manage activities that affect them, and foster their sustainable use for the benefit of all residents of the State of Ohio. The OCMP is a networked program that relies on the authorities and programs of many state agencies. 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 and is making \$300,000 - \$500,000 available to local communities, educational institutions, nonprofit organizations and others for completion of projects that will 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). NOAA provides grant oversight and final approval of project selections. 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.

Award announcements are expected as soon as notifications of project approval are received from NOAA, anticipated to be made by late June and in effect on July 1. This is a competitive, matching grant program.

The following information provides answers to questions you may have about how the grant process works and how your agency or organization can seek funding under this program. A separate application with the forms you will need to apply for funding under the Coastal Management Assistance Grants (CMAG) Program is also available. You may visit our website at coastal.ohiodnr.gov to find additional information about the OCMP and interactive maps that display the designated Coastal Area boundary.

Grants are available in the seven categories listed below. 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, townships, counties and villages
- Area-wide agencies, including county and regional planning agencies
- State agencies whose activities affect or are affected by activities in the coastal area
- Colleges, universities and other institutions of higher learning
- School districts
- Park districts, conservancy districts and port authorities
- Nonprofit organizations legally constituted as non-profit corporations *are ineligible for construction/acquisition project funds.*

What Types of Projects Are Eligible?

- A. A variety of project types may be funded through the CMAG program, including:
- a. feasibility studies and engineering reports,
 - b. protection and preservation of significant coastal resources,
 - c. increasing public access to Lake Erie, and
 - d. redevelopment of underutilized waterfronts.

A complete list of project types that may be funded can be found in Ohio Revised Code §1506.02(C). Annually established priorities and preferences will guide the competitive selection process.

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 erosion control structures, other than some nature-based shorelines
- Dredging or beach nourishment
- Maintenance
- Construction of, or improvements to, buildings used primarily for rent, lodging, or other commercial uses
- Active recreational facilities such as playgrounds, ball fields, splash pads, 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
- Other projects deemed ineligible by ODNR or NOAA

Within What Geographic Area Are Projects Eligible?

Construction and acquisition projects must be within the designated Ohio Coastal Area boundary. Other projects may be located with Ohio's portion of the Lake Erie watershed, provided the applicant demonstrates a direct, positive effect on natural or cultural resources of Lake Erie.

Grant Category Descriptions and Project Preferences

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/.

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. Planning and coordination efforts will preserve open space, community character, local amenities, and cultural, historical and archaeological sites.
2. Applicants must demonstrate how the project will be coordinated with any local watershed initiatives 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

The CMAG program is committed to providing additional opportunities for Lake Erie public access. The program may fund low-cost construction projects such as nature preserves, recreational trails, piers, viewing decks, fishing piers, water trail/paddle access sites, historic building restoration, and other public access facilities to improve public access to Lake Erie and its tributaries within 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 the designated Coastal Area.
2. Construction must be done 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. In general, user fees should not be charged to access the project. If user fees are anticipated, the fee must be described and justified in the full application project checklist. All user fees, income or other revenues derived from a project shall revert to the maintenance or management of the federally funded project.
4. Construction projects must be designed to provide access for the handicapped and comply with the Architectural Barriers Act of 1968 (P.L. 90-480) and with 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 activities.
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 integrate habitat and water quality enhancements.
9. **Preference** will be given to projects that are part of an adopted waterfront or community plan.
10. **Preference** will be given to projects with finalized design plans and all necessary authorizations secured.
11. **Preference** will be given to projects that incorporate environmental resilience into the project design.

Water Quality

The focus of the water quality grants will be on addressing nearshore and coastal water quality in Lake Erie. Nearshore is that area along the perimeter of a lake between the land and the deeper offshore waters of the lake.

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 or contribute to the attainment of improved water quality.
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

The CMAG program encourages education and outreach efforts on coastal issues that foster sustainable development in coastal communities. Eligible education projects include workshops, webinars, 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: water quality, natural stream flow restoration, invasive species, climate adaptation, and economic and environmental resilience, and 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 eligible in order to increase or enhance public access to Lake Erie, protect and preserve historical, cultural, or aesthetic coastal resources for public benefit, and to 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. Projects must have a direct relationship to Lake Erie and be located within the designated Coastal Area.
2. Projects must increase public access to Lake Erie or its tributaries.
3. Projects must be open to the public on an equal basis and for direct use with no fees required.
4. Only government entities may apply for coastal land acquisition funding.
5. **Preference** will be given to projects that protect coastal wetlands.
6. **Preference** will be given to projects that increase or enhance direct public access to Lake Erie.

Habitat Restoration and Demonstration of Innovative Practices

The CMAG program encourages the restoration of sensitive natural resources, including nearshore habitats and coastal wetlands. The CMAG program also encourages the implementation of demonstration projects that highlight innovative techniques and technology to address coastal hazard issues such as sand by-passing and non-structural bluff stabilization, and best management practices for stormwater runoff control.

Projects solely for planning of restoration or demonstration projects should be submitted under the Coastal Planning category.

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

1. Projects must be located on publicly owned land or land where public access can be assured (i.e. through

permanent 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 within the designated Coastal Area.
3. A restoration project must make a strong effort toward restoring or managing diversity in wetland and upland plant communities or in nearshore habitat.
4. Restoration and demonstration projects must incorporate a quantitative or qualitative evaluation of project impacts.
5. A maintenance plan must be developed, and the restoration or demonstration project must be maintained for at least five years.
6. **Preference** will be given to projects that have a direct impact on Lake Erie water quality.
7. **Preference** will be given to projects that improve or enhance nearshore fish and wildlife habitat in Lake Erie.
8. **Preference** will be given to projects that demonstrate the beneficial use of dredged material.
9. **Preference** will be given to projects that evaluate and incorporate environmental resilience into the project design.

Research and Data Collection

The CMAG program encourages social science research on topics including social impacts of resource use, non-market valuation of environmental resources, and coastal economics. Additionally, the CMAG program encourages data collection on coastal resources such as water quantity and quality, wetlands, nearshore habitat, environmental resilience and riparian corridors. Data collection grants will be directly applicable to and foster sustainable coastal community development.

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

1. Research and data collection projects must include a long-term distribution plan.
2. Projects must identify the end-user and the intended applicability of the data/research.
3. Projects must fill a void in current research/data and not duplicate other research/data.
4. Projects must foster sustainable coastal community development and support Ohio Coastal Management Program goals.
5. **Preference** will be given to projects that address a need identified by a local, state, or federal resource management or land use decision-making agency.
6. **Preference** will be given to projects that relate to the enhancement, development, refinement or implementation of the management policies of the OCMP.

Application Requirements

Is the Unique Entity Identifier Number (UEI#) and an ACTIVE SAM Registration Required to Apply for a Grant?

Yes. Funds cannot be awarded until the applicant has complied with all applicable UEI and SAM requirements. Grant applicants must:

- (1) Be registered in the federal System for Award Management (SAM), which may be accessed online at <https://www.sam.gov/SAM/> before submitting an application;
- (2) Provide an active registration certificate from SAM.gov showing their 12-digit UEI# and expiration date of their registration (UEI# has replaced the DUNS# and DUNS#s are no longer accepted); and
- (3) Continue to maintain an active SAM registration with current information at all times during the project period for the active federally funded award. **Note: Applicants must submit a copy of the organization's active SAM.gov registration for the Pre-proposal to be considered complete.**

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 A. 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 A. Send your completed form, supporting documents, and a transmittal letter to: Ohio Historic Preservation Office, electronically to section106@ohiohistory.org. You must include a copy of your transmittal letter/email to the OHPO and the Section 106 Review Project Summary Form with your grant application.

Contact these entities as soon as possible to ensure they have adequate review time!

To ensure your 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.

Is There a Ceiling Amount on Funding Requests?

No, although it is recommended that funding requests range from \$25,000 to \$150,000. Total grant cycle funding is approximately \$300,000 - \$500,000

What Level of Matching Funds Is Required?

A minimum 1:1 federal to 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 funding may be used as the 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 cannot 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. Refer to 2 C.F.R. 200.404 (reasonable costs) and 405 (allocable costs).

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 application. If the applicant does not have a negotiated indirect cost rate from a federal agency, the applicant may elect to charge a de minimis rate of 10% of modified total direct costs. A budget example is provided in Appendix B.

When Do Projects Have to Be Completed?

Grantees should complete their projects within **12 - 18 months** of the July 1 start date. Projects must be able to stand alone and not be dependent upon the completion of other work.

Project Selection and Implementation

How Will Funds Be Made Available?

The OCMP 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.
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 to receive the funds.
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, and the degree to which the local community has been involved in the development of the project.
8. Degree to which public/private or other public partnerships are included.
9. The degree to which the proposed activity reflects an innovative or creative approach to resolving a coastal resource management problem.

10. Reasonableness of timelines.
11. Cost effectiveness.
12. The level of match provided.
13. Leveraging other funding or existing resources.

How Will the Application Process Proceed?

1. The application form, one attachment (typically a site map), and the applicant's certification that they have an active SAM.gov registration need to be submitted electronically by the deadline to coastal.grants@dnr.ohio.gov
2. The OCMP will review all pre-proposals and send out encouragement/discouragement emails to each applicant.
3. Applicants that receive a favorable recommendation from OCMP are encouraged to prepare a Full Application. Full Application forms will be made available on the Office of Coastal Management website. 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 review.

All applications and related materials must be submitted via email to coastal.grants@dnr.ohio.gov. The application and applicable attachments should be sent **in one email but as separate documents**. No paper applications will be accepted. See Appendix C for a checklist of required information.

If the application and/or separate attachments are over 25mb, they should be submitted via FileDrop. FileDrop is the only ODNR-approved large file transfer service. FileDrop is available at <https://filedrop.cloudfs.ohio.gov/>. If you have any questions or concerns or want to access the FileDrop, please email coastal.grants@dnr.ohio.gov. The full application and guidance document may be downloaded and printed from the ODNR Coastal Management Assistance Grants webpage at coastal.ohiodnr.gov. These documents are provided in a Portable Document File (.pdf) format. The application budget form is an Excel spreadsheet.

4. Late applications will not be accepted. Applicants will be sent an email confirming receipt of their applications.
5. OCMP staff will review all full applications to determine eligibility based on the qualifying criteria described above. If the application is incomplete or otherwise ineligible, OCMP will notify the applicant.
6. OCMP Grant Review Team members will conduct an initial rating of all complete and eligible applications, using the general criteria described above. OCMP staff may seek additional review and input, as needed, on the scientific, engineering, and other technical merits and details of proposed projects. Rating is based on the following:
 - a. Impact on Coastal Resources: 50 percent
 - b. Methods, Budget, and Timetable: 50 percent
7. The Grant Review Team will meet to discuss and evaluate the applications and will submit recommendations based on ratings and the Team evaluation to the 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.
8. Once NOAA notifies ODNR that the projects are approved, ODNR will notify applicants whether their application has been approved for funding.
9. ODNR 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 (estimated to be approximately July 1).

10. OCMP 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 Guidelines and Requirements

For a complete listing of required documentation, see Appendix D.

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.
- Required deliverables will include the submission of any final reports or documents developed as a result of this project. These deliverables must be submitted by email to coastal.grants@dnr.ohio.gov or via FileDrop pursuant to instruction above.
- 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. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.
- 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.
- Budget enough funds to cover the cost of a permanent grant acknowledgement sign for any site acquired.

Construction and Habitat Restoration Projects

- Incorporate a minimum of 45 days into project timelines for ODNR review and approval of project plans and specifications if plans have not already been completed.
- Budget funds to cover the cost of 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 the OCMP staff with any questions you may have.

Email: coastal.grants@dnr.ohio.gov

Phone: (419) 626-7980

Online Resources

- ODNR Office of Coastal Management: <https://coastal.ohiodnr.gov>
- Other ODNR Grant Opportunities: <https://ohiodnr.gov/buy-and-apply/apply-for-grants/grants>

- Federal Uniform Grant Guidance 2 CFR Part 200: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

Full Applications Only

Appendix A

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 effects of federally assisted undertakings on historic properties. The Section 106 review process is administered by the Advisory Council on Historic Preservation (ACHP), in partnership with the State Historic Preservation Office (SHPO) established in each state. The Ohio Historic Preservation Office is part of the Ohio History Connection.

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/preserving-ohio/federal-state-reviews/about-section-106/>. Please contact the OCMF if you are unsure whether this is the required for your project.

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

- 1) Follow the submittal procedures outlined at <https://www.ohiohistory.org/preserving-ohio/federal-state-reviews/about-section-106/>.
- 2) In your submittal, 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) Copy and correspondence to *and* from the Ohio Historic Preservation Office to coastal.grants@dnr.ohio.gov.
- 4) Include a copy of your transmittal letter and the Section 106 Review Project Summary Form with your CMAG application.

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.

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

Project Budget- SAMPLE

| Project Title: Port City Comprehensive Coastal Plan | | | | |
|--|-----------|-------------|-----------|--|
| PERSONNEL: 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. | | | | |
| | Federal | Non-Federal | Total | Description / Comments |
| 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 |
| | \$ - | \$ - | \$ - | |
| Total Personnel | \$ 2,500 | \$ 8,000 | \$ 10,500 | |
| FRINGE BENEFITS: Describe how fringe benefits are computed and the types of benefits included in the calculation. | | | | |
| | Federal | Non-Federal | Total | Description / Comments |
| 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 |
| | \$ - | \$ - | \$ - | |
| Total Fringe Benefits | \$ 784 | \$ 2,508 | \$ 3,292 | |
| VOLUNTEER TIME: List all volunteers who will work on the project, the hours and hourly rate to be counted as match and tasks. | | | | |
| | Federal | Non-Federal | Total | Description / Comments |
| Ten-member Citizen Committee | N/A | \$ 500 | \$ 500 | 5 hrs/member @ \$10/hour, assist with meetings and surveys |
| | N/A | \$ - | \$ - | |
| Total Volunteer Time | \$ - | \$ 500 | \$ 500 | |
| TRAVEL : List trips that will be charged to the grant or used as match. List destination, traveler, the cost, & purpose of the trip. | | | | |
| | Federal | Non-Federal | Total | Description / Comments |
| Jill Smith, Planning Director | \$ 100 | \$ - | \$ 100 | public meetings, visit coastal community |
| Bill Jones, Planner | \$ - | \$ 300 | \$ 300 | public meetings, community meetings, visit coastal community |
| | \$ - | \$ - | \$ - | |
| Total Travel | \$ 100 | \$ 300 | \$ 400 | |
| EQUIPMENT : 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.) | | | | |
| | Federal | Non-Federal | Total | Description / Comments |
| | \$ - | \$ - | \$ - | |
| Total Equipment | \$ - | \$ - | \$ - | |
| SUPPLIES : List supply purchases that will be charged to the grant or used as match. | | | | |
| | Federal | Non-Federal | Total | Description / Comments |
| Meeting Notices | \$ 200 | \$ 200 | \$ 400 | Meeting notices published in local newspapers |
| | \$ - | \$ - | \$ - | |
| Total Supply | \$ 200 | \$ 200 | \$ 400 | |
| CONTRACTUAL : 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. | | | | |
| | Federal | Non-Federal | Total | Description / Comments |
| Planning Consultant | \$ 29,325 | \$ 21,540 | \$ 50,865 | Selected by competitive bid to develop comprehensive coastal plan |
| | \$ - | \$ - | \$ - | |
| Total Contractual | \$ 29,325 | \$ 21,540 | \$ 50,865 | |
| OTHER: 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. | | | | |
| | Federal | Non-Federal | Total | Description / Comments |
| Plan printing and distribution | \$ 500 | \$ 500 | \$ 1,000 | |
| | \$ - | \$ - | \$ - | |
| Total Other | \$ 500 | \$ 500 | \$ 1,000 | |
| | | | | |
| Total Direct Charges | \$ 33,409 | \$ 33,548 | \$ 66,957 | |
| INDIRECT CHARGES: Use your organization's federal negotiated rate and apply to the federally approved indirect cost rate agreement categories. | | | | |
| | Federal | Non-Federal | Total | Description / Comments |
| Indirect amount | \$ 6,014 | \$ 5,949 | \$ 11,963 | Indirect Rate = 18% of Modified Total Direct Costs (MTDC) |
| Total Indirect Charges | \$ 6,014 | \$ 5,949 | \$ 11,963 | |
| | | | | |
| Grand Totals | \$ 39,423 | \$ 39,497 | \$ 78,920 | |

Budget

- The Federal share cannot total more than 50% of the total project cost.
- Cost figures should be in whole numbers.
- **Personnel and Fringe**
 - Staff members' salary and fringe may be charged to this project, if and only if it is not part of their regular job duties.
 - Applicants must provide information in the description/comment column detailing hours spent on this specific project, rate of pay per hour/month/year and what tasks they will perform on this project.
- **Volunteer time:**
 - May be used as an "in kind" match IF it is charged at the rate paid for the type of work being done. For example, the time an attorney spends doing data entry work for a project is charged at the rate paid to a data entry operator. If an attorney volunteers to do legal work for the project, the attorney's volunteer time is charged at the rate paid to an attorney.
 - The time spent by attendees at a public meeting where the purpose is to provide updates and information may not be counted as volunteer time. IF volunteers arrange or run a meeting or if volunteers participate in discussion and decision-making at that meeting, their time may be counted.
 - To determine if fringe or indirect costs may be claimed on volunteer in-kind match, refer to 2 CFR 200.306, 200.414 and 200.434. To determine eligible fringe or indirect costs refer to 2 CFR 200.306 and 200.434. Please review the following link for volunteer time hourly rate guideline.
<https://independentsector.org/resource/value-of-volunteer-time/>
- **Travel**
 - Costs associated with "hospitality" activities such as lunches and related refreshments or refreshments supplies for meetings, workshops, conferences, etc., are not eligible for grant costs and cannot be used as match.
 - Receipts are required for all travel expenses exceeding \$10, except mileage or meals. Mileage costs are calculated at a per mile rate and not by gas receipts. Costs of alcoholic beverages will not be reimbursed or be eligible as match.
 - Mileage documentation will consist of the following: list the name of the traveler, date traveled, purpose of travel, and number of miles traveled per trip.
 - Applicants may use their travel rules if they meet the federal requirements found in 2 CFR 200.475. Also refer to gsa.gov for rates.
 - Budget should reflect total project costs with designation of what will be charged to federal and non-federal funds. If the CMAG project is part of a larger project, only project costs that will be charged to the federal and non-federal funds for the CMAG project should be entered into the budget.
- **Equipment**
 - Equipment is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Cost for purchase of computer hardware or other items that will not be amortized over the period of the grant are not allowable.
- **Supplies**
 - Disposable or incidental items needed specifically for this project, such as general office supplies, boat gas, lab supplies, etc.,
- **Contractual**
 - Provide separate budgets for each service, names of contractor/vendor, describe services, and indicate necessity for completing this project.

- **Other**
 - Specific items purchased for this project, e.g., leaflets, brochures, speakers' fees, training expenses, etc.
- **Indirect Charges**
 - The budget may include indirect costs if the applicant has an established Federally Negotiated Approved Indirect Cost Rate (2 CFR 200.414) and must provide documentation showing same. Indirect costs claimed must be based on that approved rate and may only be applied to the categories described in that agreement. Applicants who do not have an a federally approved rate, may claim the de minimums rate of 10% (2 CFR 200.403). Your OCMP Project Manager can review details and answer questions you may have.
 - To calculate indirect charges for the project using Modified Total Direct Costs (MTDC), those costs include:
 - Salaries and wages;
 - Applicable fringe benefits;
 - Materials and supplies;
 - Services;
 - Travel;
 - Up to \$25,000 of each subaward/subcontract (regardless of the period of performance of the subaward/subcontract under the award); and
 - Exclusions:
 - Tuition remission;
 - Scholarships and fellowships;
 - Participant support costs; and
 - Portion of each subaward/subcontract in excess of \$25,000.

Note:

Budget costs should reflect ONLY the details that the federal and non-federal funds will be covering for this specific project or portion of a larger project.

For example, a project City of ABC wants to construct (\$400,000) and design (\$100,000) a project for a total of \$500,000 and is receiving funds from three sources; \$350,000 from their general fund, \$100,000 from state funds and \$50,000 from CMAG federal funds. To pay for the \$100,000 design, City ABC plans to request \$50,000 from federal CMAG funds and use \$50,000 from the \$350,000 general funds and use those general funds as non-federal match for the CMAG project. On the application, the overall project and funding sources should be mentioned in the project description, **BUT the only expenses that should be detailed on this budget should be the \$50,000 federal and \$50,000 non-federal match requirement for this grant award** for a total of \$100,000. Budget should reflect breakdown under contract, federal funds \$50,000 and non-federal funds \$50,000.

CMAG Application Checklist

The full grant application submittal has two main components: 1) basic electronic application, and 2) Required supplemental forms based on your project type.

1. **Basic Electronic Application**

Required for all applications.

- Completed Project Application

2. **Supplemental Forms**

The required supplemental forms needed for the application submittal depend on the nature of the grant project. Complete the applicable forms and submit them with the application electronically.

All grant applications must include the following basic supplemental forms:

- If you did not submit your SAM.gov active registration certificate with your pre-proposal do so now.

- 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

- Resolution of Authorization

- Copy of transmittal letter and response, if received, from the Intergovernmental Review Agency

- Copy of transmittal letter and response if received to Ohio Historic Preservation Office (OHPO) for site specific projects.

- Documentation of Non-profit 501c3 status

- 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 Appendix D; only needed if your project meets any or all of the criteria listed on page 17 of this document. Otherwise, this form is not needed.

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 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 (BBMPs), 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 or title insurance commitment/certificate showing that the property to be acquired is owned by the contracted seller 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(s)
 - 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 have not had experience sharing data in the past. We will describe the data on our website and have a formal data request mechanism to provide the data upon request.