



Coastal Management Assistance Grant Program

October 2015

Proposal Guidance



**Ohio Department of Natural Resources
Office of Coastal Management**

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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 in order to preserve, protect, develop, restore and enhance its valuable and sometimes vulnerable resources. The OCMP is a cooperative action of the state and its political subdivisions to manage coastal resources, control activities that affect them, and foster their sustainable use for the benefit of all citizens 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. The ODNR implements the OCMP through its Office of Coastal Management (OCM).

ODNR recognizes the valuable initiatives and actions of local governments, educational institutions, nonprofit organizations, state agencies and others aimed at achieving the goals of wise and sustainable coastal resource management. The Department also recognizes that such entities require additional resources and partnership mechanisms to facilitate continued efforts in this regard. Therefore, ODNR 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. An additional \$210,000 may also be available for land acquisition and/or conservation easement project(s). This funding is being made available to ODNR through a grant from the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA). On May 16, 1997, ODNR obtained federal approval of the OCMP which makes it eligible for this grant. NOAA will be providing grant oversight and final approval of project selections.

Sustainability has been defined as "Meeting the needs of the present without compromising the ability of future generations to meet their own needs." It is the goal of the OCMP to promote the sustainability of our coast and coastal communities by encouraging natural resource-based planning that will improve the economy, protect and restore ecological systems, and enhance our quality of life.

Grant application packets will be made available in October with the applications due in early December. Award announcements will be made in May for funding to begin in July. This is a competitive, matching grant program.

The following information provides answers to questions you might 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 view additional information about the Ohio Coastal Management Program or to download a copy of the grant application and this guidance document.

Grants are available in the seven categories listed below and the FY 2017 **priority categories are in bold**. Details are provided on the following pages.

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

Preference will be given to projects that will be **completed by June 30, 2017**.

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 that are legally constituted as 501(c)(3) organizations and have been nominated to undertake the proposed project by one of the other eligible entities listed above
- Note: Nonprofit organizations are only eligible for non-construction/non-acquisition projects. The term “nonprofit organization” includes land trusts, development corporations/quasi-governmental units and other non-public not-for-profit entities.

What Types of Projects Are Eligible?

The Ohio Revised Code (O.R.C. §1506.02(C)) specifies that Coastal Management Assistance grants may be used for the purposes listed below. Annually established priorities and preferences will guide the competitive selection process.

- A. Feasibility studies and engineering reports for projects that are consistent with the policies in the OCMF document;
- B. Protection and preservation of wetlands, beaches, fish and wildlife habitats, minerals, natural areas, prime agricultural land, endangered plant and animal species, or other significant natural coastal resources;
- C. Management of shoreline development to prevent loss of life and property in coastal flood hazard areas and coastal erosion areas, to set priorities for water-dependent energy, commercial, industrial, agricultural, and recreational uses, or to identify environmentally acceptable sites for dredge spoil disposal;
- D. Increasing public access to Lake Erie and other public places in the coastal area;
- E. Protection and preservation of historical, cultural, or aesthetic coastal resources;
- F. Improving the predictability and efficiency of governmental decision making related to coastal area management;

- G. Adopting, administering, and enforcing zoning ordinances or resolutions relating to coastal flood hazard areas or coastal erosion areas;
- H. Redevelopment of deteriorating and underutilized waterfronts and ports;
- I. Other purposes approved by the director.

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 along Lake Erie
- Beach re-nourishment
- Maintenance
- General 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 required as a condition of a permit or other regulatory action such as wetland or other habitat restoration.

Within What Geographic Area Are Projects Eligible?

Projects must be located entirely within the Ohio Coastal Management Area boundary as defined in the Ohio Coastal Management Program document and Final Environmental Impact Statement (*maps available under the 'Publications & Maps' dropdown at coastal.ohiodnr.gov*) unless the applicant can demonstrate that the project will have direct substantial benefits within the Ohio Coastal Management Area boundary. All construction and acquisition projects must be within the Ohio Coastal Management Area boundary without exception.

Grant Category Descriptions and Grant Priorities

The following seven grant categories (listed in no particular order) have been developed based on the description provided in the Ohio Revised Code Section 1506.02(C) and on Ohio Coastal Management Program priorities. The grant priorities are reviewed and selected on an annual basis.

This year only... additional funds have been earmarked for land acquisition and/or conservation easement project(s) to help protect and/or improve coastal lands that are considered important for their ecological, conservation, recreational, historical or aesthetic value.

Reminder! Preference will be given to projects that will be completed by June 30, 2017.

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, climate adaptation and economic and environmental resilience, and nutrient management principles.
2. Projects must increase opportunities for citizens to participate 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 plan.

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, 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 the designated Coastal Management Area (CMA).
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 and for direct use with no membership fee or reservation required. If a project is part of a revenue-producing enterprise, a minimum fee may be charged for use provided it is devoted to maintenance, and no advance reservation is required. (An example of this situation would be a fee paid for the use of a boat ramp).
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 projects of any kind.
7. Projects that are not eligible include dredging, construction of breakwaters or erosion-control structures, and improvements to buildings for rental and lodging.
8. Public access funds may be used to purchase materials and pay labor and management costs for construction.
9. **Preference** will be given to projects that target enhancements for the purpose of providing new access for the handicapped.
10. **Preference** will be given to projects that are part of an adopted waterfront or community plan and that incorporate "green infrastructure" that reduces stormwater runoff, and that includes environmentally friendly materials (recycled content, etc.).
11. **Preference** will be given to projects with finalized design plans and all necessary authorizations secured.

Water Quality - *Priority Category*

The focus of the water quality grants will be on addressing impacts arising from nonpoint pollution derived from multiple and diffuse sources. Nonpoint source pollution is a leading contributor to water quality problems in Lake Erie and its watershed.

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

1. The project must strengthen the capacity of local governments to undertake effective coastal management to control nonpoint source pollution (examples: watershed plans, lakefront plans).
2. **Preference** will be given to projects that improve the coordination of activities undertaken by federal, state and local governments to control nonpoint source pollution.
3. **Preference** will be given to projects that emphasize partnerships and joint ventures in funding, development and implementation.
4. **Preference** will be given to projects that promote the beneficial use &/or processing of dredged materials.

Coastal Land Acquisition

Ohio's coast is relatively altered by human activity in comparison with other coastal states. This highlights the importance of protecting the remaining natural amenities of the Lake Erie coast.

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 within the designated Coastal Management Area (*maps available under the 'Publications & Maps' dropdown at coastal.ohiodnr.gov*).
2. Acquisition projects must include a public access component.
3. Projects must be open to the public on an equal basis and for direct use 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 fee-simple acquisitions. However, easements and other less-than-fee-simple acquisitions will be considered.
7. **Preference** will be given to projects that increase or enhance direct public access to Lake Erie.

Coastal Planning - *Priority Category*

Competing land use interests and the protection of coastal resources affect the quality of life for all Lake Erie residents, businesses and visitors. Local and state leaders are increasingly aware of the importance of protecting coastal resources through comprehensive community planning, wise use of water resources, and nutrient management. The CMAG program encourages local governments to protect coastal resources and address natural flow regime restoration as part of the completion and implementation of comprehensive plans. The program also encourages coastal communities to follow the Smart Growth Coastal and Waterfront Elements listed in Appendix A.

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

1. Projects must protect natural resources such as wetlands, wildlife habitat, flood plains, groundwater, woodlands, farmlands and forests. Planning and implementing ordinances 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. Actions proposed for the implementation of plans must be consistent with Coastal Management Assistance Grant requirements.
4. Projects must emphasize the importance of public participation in the planning process.
5. **Preference** will be given to projects that promote coastal resource protection and economic development through planning activities that address: nutrient management from urban, suburban, and residential sources; water conservation; or sustainable water use.
6. **Preference** will be given to projects that incorporate planning for climate adaptation and economic and environmental resilience.
7. **Preference** will be given to projects that focus on waterfront community planning.

Habitat Restoration and Demonstration of Innovative Practices

Habitat protection and restoration are needed for nearshore, coastal wetland, and upland areas 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 CMAG program seeks to protect and restore 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.

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

1. Restoration and demonstration projects must be done on publicly owned land or land where public access can be assured. Only governmental entities may apply for habitat restoration or demonstration project funding.
2. All restoration and demonstration projects must have a direct relationship to Lake Erie and be located within the designated coastal management 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 (e.g. a “high quality” restoration).
4. A maintenance plan must be developed, and the restoration or demonstration project must be maintained for at least five years.
5. The project may not be the result of a permit condition or other regulatory action where wetland mitigation is required, including projects at mitigation banks, or in fulfillment of NPDES Phase II Stormwater regulations.
6. **Preference** will be given to projects that have a direct impact on Lake Erie water quality and/or enhancement of wildlife or fisheries.
7. **Preference** will be given to projects that incorporate a quantitative or qualitative evaluation of project impacts.
8. **Preference** will be given to restoration or demonstration projects that improve or enhance nearshore habitat in Lake Erie.
9. **Preference** will be given to projects that demonstrate the beneficial use of dredged material.

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. Additionally, the CMAG program encourages data collection on coastal resources such as water quantity and quality, wetlands, nearshore habitat, 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 an outreach or distribution plan.
2. Projects must identify the end-user and the intended applicability of the data/research for the end-user.
3. Projects must explain how the research/data collection will fill a void in current research/data available and that the proposed project does not duplicate other research/data.
4. Projects must explain how the research/data will be used to foster sustainable coastal community development and support Ohio Coastal Management Program goals.
5. **Preference** will be given to projects that address a documented need identified by a local, state, or federal resource management or land use decision-making agency.
6. **Preference** will be given to projects that incorporate social science research and further understanding of the human dimension of coastal management.
7. **Preference** will be given to projects that relate to the enhancement, development, refinement or implementation of the coastal management policies of the Ohio Coastal Management Program.

Application Requirements

Are Any Other Reviews Necessary?

YES.

1) **Intergovernmental Review.** You must send a transmittal letter and a complete copy of your grant proposal 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. Mark J. Epstein, Department Head, Resource Protection and Review, 800 E. 17th 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 sent to:

ODNR - Office of Coastal Management
Coastal Management Assistance Grant Program
105 West Shoreline Drive
Sandusky, OH 44870

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?

No. However, total grant cycle funding is \$300,000 - \$500,000. ODNR's goal is to adequately support worthy projects and to distribute funds as widely as possible.

An *additional* \$210,000 has also been earmarked for land acquisition and/or conservation easement project(s).

What Level of Matching Funds Is Required?

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 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 application. A budget example is provided in Appendix C.

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

Yes, if the grant application is for \$25,000 or more. In order to be compliant with the Federal Funding Accountability and Transparency Act of 2006 implementation, applicants requesting \$25,000 or more in grant funds must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number and maintain a current registration in the System for Award Management (SAM) database.

A nine-digit DUNS number may be obtained from Dun and Bradstreet by telephone at 1-866-705-5711 or the Internet at www.dnb.com. The registration procedures for SAM can be found at <https://www.sam.gov/portal/public/SAM/>.

What Is the Deadline for Application?

Grant applications with all the attachments must be received by the close of business (5:00 p.m.) December 4, 2015.

Applications and the required attachments are only required to be submitted electronically via email to yetty.lombardo@dnr.state.oh.us. See Appendix D for a checklist of required information.

Hard copy application submissions are not required but will be accepted if email submission is not feasible as long as an electronic copy of the application is also provided on a compact disk (CD). Hard copy applications and a CD with the electronic application may be delivered to:

ODNR - Office of Coastal Management
Coastal Management Assistance Grant Program
105 West Shoreline Drive
Sandusky, Ohio 44870

Driving directions for the purpose of hand delivering applications are available by contacting OCM or by selecting the “About/Contacts” dropdown on the left side of the web page at coastal.ohiodnr.gov.

The application and guidance documents may be downloaded and printed from the ODNR Coastal Management Program website at coastal.ohiodnr.gov. These documents are provided in a Portable Document File format (.pdf) and/or in a Word format (.doc).

Project Selection and Implementation

How Will Funds Be Made Available?

The OCM 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. Also, 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 by contacting the OCM or by selecting the “About/Contacts” dropdown at coastal.ohiodnr.gov).
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 evaluation of projects:

1. The degree of impact on Lake Erie coastal resources
2. The degree of public benefit to be derived from the project
3. The ability of applicant to maintain the proposed project
4. The degree to which results of the project are transferable, have impacts throughout the coastal region 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. The degree to which the local community has been involved in the development of the project or will be involved in its implementation
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
14. Leverages other financial resources

How Will the Application Process Proceed?

- 1- The applicant submits its proposal to the Office of Coastal Management (OCM). OCM staff will review the proposal to determine completeness and eligibility based on the qualifying criteria described above. If the application is incomplete or the project ineligible, the OCM will notify the applicant.
- 2- OCM 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 from the following groups that are integrated in the OCMP: the Lake Erie Commission, the Policies and Programs Committee, the Integrated Management Team, and the Coastal Resources Advisory Council.
- 3- The Team will meet to discuss and evaluate the projects and will submit recommendations based on ratings and the Team evaluation to the OCM Chief and ODNR administration. Upon ODNR approval, projects will then be submitted to the National Oceanic and Atmospheric Administration for final funding approval.
- 4- ODNR will announce projects approved for funding.
- 5- The OCM and the grantee will sign an agreement. The grantee will receive a signed copy of the agreement and a Procedural Guide to assist in the administration and completion of the project.

If Our Project Is Selected, When Can We Begin Work and When Must It Be Completed?

The OCM intends to announce the awards for this Fiscal Year 2017 grant cycle in May 2016.

FY 2017 projects may begin after an agreement is signed, but no earlier than July 1, 2016. Project deliverables must be complete and any time or funds used on the project spent by June 30, 2017. Any proposed project period longer than twelve months must be approved by OCM prior to the submission of the application.

Application Tips

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: A) one (1) paper copy; B) one CD with a complete set of any final reports or documents as Portable Document Format (.pdf) files and as Word (.doc) or Rich Text Format (.rtf) files. Applicants should plan and budget accordingly.
- 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 the Ohio Department of Natural Resources.
- 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.
- Budget enough funds to cover the cost of a permanent grant acknowledgement sign for any site acquired.

Construction Projects

- Incorporate time into project timelines for ODNR review and approval of project plans and specifications (45 days minimum).
- 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 proposal. However, favorable staff comments on preliminary discussions of potential projects are not to be construed as guarantees of positive final decisions. Please contact the following:

Yetty M. Lombardo, Local Liaison
ODNR - Office of Coastal Management
105 West Shoreline Drive
Sandusky, Ohio 44870
Phone: 419-626-7980 (main) or 7986 (direct)
Fax: 419-626-7983
yetty.lombardo@dnr.state.oh.us

Resources available online:

- Recipients/ Past Grants
coastal.ohiodnr.gov (click on Grants & Funding and select from the dropdown list)
- Ohio Coastal Management Program (document)
coastal.ohiodnr.gov (select Ohio Coastal Management Program from the QUICK LINKS at the bottom of the page)
- Lake Erie Protection & Restoration Plan
lakeerie.ohio.gov (select Protection & Restoration Plan from the top menu)
- Ohio Balanced Growth Strategy- 2011
www.balancedgrowth.ohio.gov (select Balance Growth Strategy from the Popular Links on the right-hand side of the page)
- Grants from the Ohio Department of Natural Resources
ohiodnr.gov (at the bottom of the page under QUICK LINKS select Grant Opportunities)

Ohio Coastal Management Program Mission

Attain and sustain a healthy coast and lake by balancing use and conservation

Appendix A

Smart Growth Coastal and Waterfront Elements

SMART GROWTH PRINCIPLES	SMART GROWTH COASTAL AND WATERFRONT ELEMENTS
<i>1. Mix land uses</i>	<i>1. Mix land uses, including water-dependent uses</i>
<i>2. Take advantage of compact building design</i>	<i>2. Take advantage of compact community design that enhances, preserves, and provides access to waterfront resources</i>
<i>3. Create a range of housing opportunities and choices</i>	<i>3. Provide a range of housing opportunities and choices to meet the needs of both seasonal and permanent residents</i>
<i>4. Create walkable communities</i>	<i>4. Create walkable communities with physical and visual access to and along the waterfront for public use</i>
<i>5. Foster distinctive, attractive communities with a strong sense of place</i>	<i>5. Foster distinctive, attractive communities with a strong sense of place that capitalizes on the waterfront’s heritage</i>
<i>6. Preserve open space, farmland, natural beauty, and critical environmental areas</i>	<i>6. Preserve open space, farmland, natural beauty, and the critical environmental areas that characterize and support coastal and waterfront communities</i>
<i>7. Strengthen and direct development toward existing communities</i>	<i>7. Strengthen and direct development toward existing communities and encourage waterfront revitalization</i>
<i>8. Provide a variety of transportation options</i>	<i>8. Provide a variety of land- and water-based transportation options</i>
<i>9. Make development decisions predictable, fair, and cost effective</i>	<i>9. Make development decisions predictable, fair, and cost effective through consistent policies and coordinated permitting processes</i>
<i>10. Encourage community and stakeholder collaboration in development decisions</i>	<i>10. Encourage community and stakeholder collaboration in development decisions, ensuring that public interests in and rights of access to the waterfront and coastal waters are upheld</i>

“Smart growth is defined by 10 principles. These principles provide a framework for making growth and development decisions that yield better economic, environmental, community, and public health results. Developed in 1996 by the Smart Growth Network, a coalition of national and regional organizations that believe where and how we grow matters, the principles are based on the characteristics and experiences of thriving, diverse, and successful communities. These principles help guide growth and development in communities that have a clear vision for their future and understand the values they want to sustain.

The coastal and waterfront elements...augment the existing smart growth principles to reflect the specific challenges and opportunities characterizing the waterfront, be it on a coast, a river, or a lake.”

From *Smart Growth for Coastal and Waterfront Communities*, September 2009 <http://coastalsmartgrowth.noaa.gov>

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.

In order 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 <http://www.ohiohistory.org/ohio-historic-preservation-office/federal-and-state-reviews>. Contact the Office of Coastal Management if you are unsure of the information that is required for your project.

Transmittal letter to the Ohio Historic Preservation Office

The following guidelines are to be used in preparing your transmittal letter.

- 1) Address the letter to: Ohio Historic Preservation Office, Attn. Mark J. Epstein, 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 effects of the project.

4) Include a request in your letter for OHPO to send a copy of their response to: ODNR Office of Coastal Management, Coastal Management Assistance Grant Program, 105 West Shoreline Drive, Sandusky, Ohio 44870.

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.

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.....	Summit County Planning Commission, 330-643-2005
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 their 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 419-626-7980 x7986 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 send a copy of their review response to: ODNR Office of Coastal Management, Coastal Management Assistance Grant Program, 105 West Shoreline Drive, Sandusky, Ohio 44870.
- 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

Project Budget- SAMPLE

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	\$ 21,140	\$ 50,465	Selected by competitive bid to develop comprehensive coastal plan
	\$ -	\$ -	\$ -	
Total Contractual	\$ 29,325	\$ 21,140	\$ 50,465	

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	\$ 33,148	\$ 66,557	
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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	\$ 591	\$ 1,891	\$ 2,482	Indirect Rate = 18% of Personnel and Fringe
Total Indirect Charges	\$ 591	\$ 1,891	\$ 2,482	

Grand Totals	\$ 34,000	\$ 35,039	\$ 69,039	
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State of Ohio Travel Rules

The travel cost per diems (maximum daily reimbursement) and mileage rates listed under the State of Ohio travel rules must be followed if travel costs are included in a grant application for reimbursement or as match.

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.

MEAL PER DIEM: Effective October 1, 2009, the Office of Budget Management (OBM) travel rule establishes daily maximums for meal and incidental expense reimbursement in accordance with the per diem rates established by the U.S. General Services Administration (www.gsa.gov). The rates are based on the lodging location. Reimbursement for meals and incidental expenses is authorized only when overnight lodging is required and the traveler is either:

Greater than 45 miles from both the traveler’s residence and headquarters or;

Greater than 30 miles from both the traveler’s residence and headquarters for conference purposes.

The per diem is designed to offset the additional cost of travel, not to entirely pay for the traveler's meal. The amount of reimbursement shall be adjusted on departure and return days based on the time of departure and return. Travelers are expected to pro-rate per diem on travel days based upon their travel schedule. Please refer to the OBM travel rule for the prorated meal and incidental expense reimbursement schedule according to your lodging location. The OBM travel rule may be obtained at the web link listed below or by contacting the Office of Coastal Management at 419-626-7980 x7986.

Meal Gratuities: Effective October 1, 2009, travelers may no longer request reimbursement for gratuities. Gratuities are included in the per diem rates established by OBM.

MILEAGE: An explanation must be provided for all mileage claimed for reimbursement or as match that includes the number of miles traveled per trip, the purpose of each trip, the traveler, and the date.

The reimbursement rate is reviewed quarterly by the director of the Ohio Office of Budget and Management who may authorize a rate up to the Internal Revenue Service’s business standard mileage rate.

Reimbursement rate is 52 cents per mile as of September 29, 2015. The mileage reimbursement rate effective at the time of travel will be the maximum rate eligible for reimbursement or to be counted as match.

MISCELLANEOUS: The State will reimburse for actual fare costs such as tolls, subway, boat and taxi. Receipts are required for all transportation expenses exceeding \$10.

Refer to Rule 126-1-02 of the Ohio Administrative Code for complete travel rules.

A complete summary of the State of Ohio Travel Rules can be found at <http://obm.ohio.gov/TravelRule/default.aspx>.

Appendix D

APPLICATION CHECKLIST

The 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 attach to your application email submittal. Some supplemental forms need to be scanned and are indicated by an (*).

ALL grant applications must include the following basic supplemental forms:

- Budget Detail page - form provided. If claiming indirect costs, submit copy of federal indirect cost rate agreement.
- 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
- Nomination letter and documentation of 501(c)(3) status* (**nonprofit organizations only**)
A nonprofit applicant must obtain and submit a letter from one of the other eligible entities listed in the grant guidance that nominates the applicant to undertake the proposed project.

Construction, Restoration, and Acquisition applications must also include the following supplemental forms:

- Categorical Exclusion Checklist - form provided
- Project Site Map/ Plan* - Submit an 8 ½" x 11" drawing of the project site map/ plan. The drawing should include the proposed construction project (or other physical alteration or acquisition) on the project site showing the relationship of the project to other facilities and significant natural features such as slope, access points, wetlands, dunes, floodplains, etc. The drawing should also show how structures will be handicapped accessible and indicate the proposed location of the required grant acknowledgement sign which must be at least 11" x 17". Distinguish between existing and proposed components of the site. A master plan for the site, if one exists, and sketches necessary to fully explain the project should be included.
- Certificate of Consistency - form provided
- Attorney Title Opinion* - form provided

Acquisition applications must also include the following supplemental forms:

- Acquisition Cost Analysis - 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 doesn't need to be professionally drawn but it must be complete and accurate.

3. Letter(s) of local support are optional but encouraged.

Letters may be scanned and submitted electronically with the application or mailed to: Coastal Management Assistance Grant Program, ODNR – Office of Coastal Management, 105 West Shoreline Drive, Sandusky, Ohio 44870.



John R. Kasich, Governor
James Zehringer, Director

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