



Illinois Coastal Grants Program 2014 Grant Guidelines

Application Deadline: May 30, 2014

Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion, or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, IL 62702-1271; [217/785-0067](tel:2177850067), TTY [217/782-9175](tel:2177829175) .





Illinois Coastal Grants Program 2014 Grant Manual

Table of Contents

Introduction.....	1
I. About our Program.....	1
II. Eligible Project Locations	1
Illinois Coastal Zone Map (Figure 1).....	2
III. Environmental Priorities	3
Regional Stakeholder Priorities (Table 1).....	4
IV. Grant Categories	5
Environmental Education and Outreach.....	6
Sustainable Coastal Planning	8
Information for all Applicants	10
V. Basic Information	10
VI. Grant Consultations	10
VII. Applicant Eligibility Criteria	10
VIII. Funding and Match Guidance.....	11
IX. Important Dates	13
X. Application Evaluation Process.....	14
XI. Additional Program Information.....	14
XI. Contact Information	16

Introduction

The Illinois Coastal Management Program (ICMP) is pleased to announce that applications are being accepted for the Illinois Coastal Grants Program. This grant cycle focuses on the following project categories:

A) Coastal Environmental Education and Outreach

B) Sustainable Coastal Planning

I. About our program

- The goals of the Illinois Coastal Grants Program include: to preserve, protect, and where possible, to restore or enhance, the resources of the Illinois coastal area for this and future generations.
- ICMP is a program within Illinois Department of Natural Resources (IDNR). It was founded in January 2012 with the goal of protecting, preserving, and restoring the natural and cultural resources along the Illinois Lake Michigan shoreline.
- This is a federally-funded grant program. Funding comes from the National Atmospheric and Oceanic Administration (NOAA) through NOAA's Office of Ocean and Coastal Resource Management.
- This Grant Manual only applies to **Illinois Coastal Grants Request for Proposals with an application deadline of May 30, 2014**. Future grant cycles may have different award criteria.

II. Eligible Project Locations

This grant program is only open to projects in Lake and Cook Counties in Illinois.

Sustainable Coastal Planning projects, permanent educational displays/signs, and on-the-ground work conducted as part of an education project must be entirely within the Illinois Coastal Zone boundary (shown in blue in **Figure 1**). All other Education and Outreach projects must entirely within Lake and Cook Counties in Illinois. All projects, but particularly Education and Outreach projects outside of the Illinois Coastal Zone, must demonstrate a clear connection to the Lake Michigan shoreline, coastal environments and/or coastal environmental priorities.

We have provided several resources to determine whether your planning, permanent signage project, or on-the-ground work conducted as part of an education project is within the Illinois Coastal Zone.

Resources:

- Google Map: <https://sites.google.com/site/icmpmaps/coastal-zone-map>
- PDF Maps: <http://www.dnr.illinois.gov/cmp/Pages/boundaries.aspx> (scroll to bottom of page for links)
- Google Earth layer: <http://www.dnr.illinois.gov/cmp/Documents/GoogleEarthLayerCoastalZone.kmz>
- ArcGIS layer: <http://www.dnr.illinois.gov/cmp/Documents/CoastalZoneBoundary.zip>

Figure 1: Illinois Coastal Zone Map



III. Environmental Priorities

This grant program funds projects which address environmental priorities within the Illinois Coastal Zone. Please identify which of the following Coastal Priorities your project addresses in your project application form. These are listed in no particular order.

- **Restoring Habitat, Ecosystems, and Natural Areas:** These efforts bring planning and scientifically-based understanding and service learning in coastal habitats, ecosystems, and natural areas to local citizens. The habitats in the Illinois Lake Michigan Coastal Zone support a wide range of native natural communities and contain important resident and migratory native species.
- **Preventing and Mitigating Nonpoint Source Pollution:** These efforts protect our water bodies from nonpoint source pollutants such as sediment, nutrients, and road salt that threaten water quality.
- **Developing our Coast Sustainably:** These efforts help ensure that development meets the needs of the present without compromising the ability of future generations to meet their own needs.
- **Reducing Risks from Persistent Bio-Accumulative Toxins:** These efforts help protect the health of humans and ecosystems by reducing risks caused by persistent bio-accumulative toxins (PBTs). PBTs are toxic chemicals which persist in the environment and bioaccumulate in food chains. This topic includes fish consumption advisories and some of the beneficial use impairments in effect at Waukegan Harbor Area of Concern.
- **Encouraging Public Access and Nature-Based Recreation:** These efforts help increase the connection of people to the environment through opportunities to experience nature and the outdoors. Public access and outdoor recreation in the Lake Michigan basin are important components of the region's economy and quality of life.
- **Preventing and Managing Invasive Species:** These efforts promote scientifically-based understanding and service learning to help prevent the introduction of, and mitigate the impacts of plants and animals that have not co-evolved with existent species.
- **Addressing Climate Change:** These efforts ensure that citizens and ecosystems are prepared for, to the extent possible, the risks to coastal areas from climate change, such as changes in storms, flooding and runoff from changing weather patterns related to warming global temperatures, and impacts on Midwest water resources.
- **Coastal Economic Development:** These efforts will focus on the role of the Lake Michigan Coast on the Illinois economy, with a focus on transportation, recreation, tourism, and energy.
- **Valuing our Priority Waterways:** These efforts will focus on the following waterways in the Illinois Coastal Zone: Wilmette Harbor; the North Shore Channel; the North Branch of the Chicago River downstream of the North Branch Dam; the South Branch to its confluence with the Illinois Sanitary Ship Canal; Lake Calumet; the Calumet River; the Little Calumet River to its junction with the Cal-Sag Channel; Grand Calumet River to its junction with the Cal-Sag Channel. These waterways provide valuable habitat, recreational opportunities, and play a major role in the regional economy.

Regional Stakeholder Priorities

The Illinois Coastal Management Program recently completed an implementation plan which identifies stakeholder priorities for the next three to five years. Addressing these priorities will be one consideration in the ranking of proposals. The Illinois Coastal Zone Map (**Figure 1**, see page 2) shows the approximate division of the coast into three sections with dividing lines at Wilmette Harbor and the Calumet River. Waukegan Harbor Area of Concern, in Waukegan, IL has additional stakeholder-identified priorities. Priorities for each region of the Illinois Coast and the entire Coastal Zone are presented below (**Table 1**). Applicants should make it clear in the project narrative whether the project addresses a stakeholder priority for its region and which priority is addressed.

Table 1. Stakeholder-Identified Priorities for each section of the Illinois Coastal Zone. See: <http://www.dnr.illinois.gov/cmp/Pages/ILMIP.aspx> for more details.

Lake County and North Shore
Top Priorities
Improve the connectivity among core areas of natural lands
Increase recreational access to waterways and beaches
Link water and land-based trails and facilities
Secondary Priorities
Coordinate management of natural lands, using targeted restoration to improve ecological conditions
Restore and improve riparian areas, lakes and streams as habitat for birds and wildlife, including expanding protection and restoration of near shore aquatic habitat
Ensure habitat needs for safe passage of aerial migrants
Promote and improve diverse recreational opportunities
Chicago and Evanston's Lakefront and Waterways
Top Priorities
Improve habitat value of urbanized areas including neighborhoods
Restore and improve riparian areas, lakes and streams as habitat for birds and wildlife, including expanding protection and restoration of near shore aquatic habitat
Use green infrastructure and other strategies to manage storm water, reduce runoff volumes and reduce frequency of untreated sewage release
Secondary Priorities
Improve and coordinate regional collaboration on invasive species management to control terrestrial and aquatic invasive species and improve ecological conditions
Help make beach and water conditions safe for recreational use
Ensure that waterways are no dispersal vectors for aquatic invasive species – including supporting development of environmentally responsible shipping

Table 1 (continued). Stakeholder-Identified Priorities for each section of the Illinois Coastal Zone.

South Chicago and the Calumet
Top Priorities
Improve hydrologic regimes to more natural conditions
Protect and increase interconnected open space, especially along priority waterways
Support rehabilitation and redevelopment of brownfield and old industrial sites
Secondary Priorities
Improve and coordinate regional collaboration on invasive species management to control terrestrial and aquatic invasive species and improve ecological conditions
Ensure habitat needs for safe passage of aerial migrants
Support recreational use of waterways and increase number of public access points
Make water conditions safe for recreational use
Waukegan Harbor Area of Concern (AOC)
Top Priorities
Maintain and improve terrestrial habitat for native plants and animals.
Improve beach health and reduce beach closures.
Reduce impacts of contaminants to humans and wildlife.
Throughout the Illinois Coastal Zone
Top Priorities
Restore and improve riparian areas, lakes and streams as habitat for birds and wildlife, including expanding protection and restoration of near shore aquatic habitat.
Use green infrastructure and other strategies to manage storm water and reduce runoff.
Improve and coordinate regional collaboration on invasive species management to control terrestrial and aquatic invasive species and improve ecological conditions.
Secondary Priorities
Ensure habitat needs for safe passage of aerial migrants.
Prevent bio-accumulative toxins from entering waterways, especially recreational areas.

IV. Grant Categories

Projects must fit within one (and only one) of the following grant categories.

- (A) Environmental Education and Outreach
- (B) Sustainable Coastal Planning

Nearly all Sustainable Coastal Planning projects will include an outreach component to get stakeholders involved, so if you are thinking, “My project is both,” it probably falls under the Sustainable Coastal Planning category. Use the application materials specific to the grant category for your project.

A) Environmental Education and Outreach

Definition

Environmental Education and Outreach are defined under this grant as educational and training activities outreach, and information dissemination aimed at developing an environmentally literate citizenry with the 1) skills, 2) knowledge, and 3) inclination to make well-informed choices concerning the environment, and that 4) exercises these rights and responsibilities as members of the community. Scientifically-sound information about environmental processes and systems, critical thinking skills, decision-making skills, and personal and civic responsibility are underpinnings of effective environmental education.

Project Eligibility

In order to be eligible, all education and outreach projects must:

- Satisfy the definition of environmental education and outreach above;
- Address at least one of the coastal environmental priorities listed in Section III; and,
- Fit into one or more education/outreach project types listed below.

The educational and environmental priorities listed below are not in order of importance or preference. Proposals may address more than one priority in each category. However, it is important that a proposal is clear as to what the focus of the project will be and how that focus will contribute to a replicable project that will model quality outputs and outcomes.

This category DOES NOT include basic or applied scientific research.

Field Trips

We have expanded eligible education and outreach project locations this round to include all of Lake and Cook Counties in Illinois. Since this is a *coastal* grant program, we strongly encourage applicants whose proposals include field trips to select sites to visit which are within the Illinois Coastal Zone. Field trips to sites outside of the Illinois Coastal Zone are allowable, but cannot include on-the-ground work. See the section on page 11 about On-the-Ground Work for more information.

Educational Project Types

The following types of educational projects are the priority of this grant program. Applicants are strongly encouraged to integrate Science, Technology, Engineering, and Math (STEM), outdoor education, and/or service and experiential learning into all projects. Audiences may range from the very young through the elderly.

- **Community Projects:** Addressing environmental stewardship in the context of the Illinois Lake Michigan Coast in a local formal or informal educational context, and using outdoor, place-based, experiential, service learning and/or community-focused stewardship activities as the primary teaching tool(s). Applicants with projects in formal educational settings are encouraged to incorporate appropriate Illinois Learning Standards.
- **Teacher Professional Development:** Training educators or community leaders on how to teach about environmental issues, solutions and stewardship. Educators may work with students of any age group in formal or non-formal settings. This priority includes environmental education certification programs designed for teachers, naturalists, and other educators.

- **Outreach Projects:** Projects aimed at reaching local citizens to communicate environmental facts and stewardship opportunities that are relevant in their daily lives. Methods can include workshops, mailings, and public awareness campaigns, among others. Cannot be used for political advocacy.
- **Permanent Educational Displays:** Design, fabrication and installation of permanent exhibits, signs or displays within existing facilities that are open to the public with no fee for access. Designed to educate the public on Lake Michigan Coastal issues, stewardship, and related environmental issues and solutions. Outdoor signs or displays cannot involve more than minimal ground disturbance. ****Permanent educational displays must be entirely within the Illinois Coastal Zone; projects outside of the Coastal Zone Boundary will **NOT** be funded. Please use the mapping resources we provide or contact ICMP staff with questions on project eligibility.*

Project Evaluation Criteria for Education Projects:

- **Quality of proposal:** Projects will be evaluated whether the project goals and objectives are clear, the project approach is understandable and appropriate, and the extent to which the project leverages resources.
- **Creativity, Innovation, and Uniqueness:** Projects will be evaluated on whether they use creative or innovative techniques or media.
- **Need:** The following criteria will be evaluated: Does the project fill an identified un-filled niche? Is the project clear? How well does the project address one or more of the educational priorities, or, for classroom projects, Illinois Learning Standard(s) or STEM? Projects will also be evaluated on how well they fit into stakeholder-identified Illinois Coastal priorities (See **Table 1**)
- **Sound Methods and Science:** Projects will be evaluated based upon whether the approach is technically/scientifically sound.
- **Anticipated Outputs and Outcomes:** Projects will be evaluated based upon the anticipated positive impact on coastal resources, the number of people served, and the quality of the plan to achieve this goal.
- **Feasibility and Timeline:** Proposals will be evaluated based upon the extent to which the proposal clearly articulates through its budget, timeline, and narrative the feasibility of completing the project on time and on budget. The clarity of the plan to achieve outcomes will also be evaluated.
- **Cost Effectiveness and Degree of Impact:** The reasonableness of the project cost in context of anticipated outcomes will be evaluated.
- **Financial Integrity:** This is a reimbursement grant. Under this criterion, proposals will be evaluated based upon the extent to which the applicant can demonstrate ability to complete a reimbursement-grant funded project and provide required match.
- **Organizational Capacity and Qualifications of Applicant:** Under this criterion, proposals will be evaluated based upon and the extent to which the applicant can demonstrate ability to complete a project on this scale, successfully meet grant requirements, and on whether the personnel are qualified.
- **Partnerships and Local Support:** Proposals will be evaluated based upon the demonstrated level of local support for the project and demonstrated through partnerships and letters of support. Partnerships will receive more weight than letters of support.
- **Environmental Justice:** Projects which address the concerns and needs of segments of the population which have been disproportionately affected by adverse environmental impacts will receive extra consideration. This includes projects that address geographic areas with highly

concentrated environment hazards and projects which extend work into communities historically neglected due to race and class.

Bonus Point Criteria

- **First project by applicant:** Applicants which have not received an Illinois Coastal Grant in the past will receive bonus points.

B) Sustainable Coastal Planning

Definition:

Sustainable Coastal Planning projects are designed to protect and enhance the ecological, social, and economic health of the Illinois Coastal Zone in order to preserve coastal resources for current and future uses. The planning process identifies community goals, evaluates specific concerns, develops actions and site designs to address goals and concerns, and determines the resources needed to implement the plan.

Examples of coastal planning include:

- Watershed plans
- Recreation plans, including site plans for public access development on public land
- Green infrastructure plans and specifications
- Natural resource conservation plans, including restoration and/or management of natural areas and/or fish and wildlife populations
- Sustainable development plans for communities or areas
- Pollution prevention and control plans

This category DOES NOT include basic or applied scientific research, planning for for-profit enterprises, or planning projects outside of the Illinois Coastal Zone. Even though planning projects set the stage for on-the-ground implementation in the future, grants in this category CANNOT fund and CANNOT use as match any work which includes ground disturbance.

Project Eligibility:

In order to be eligible, all sustainable coastal planning projects must:

- Satisfy the definition of sustainable coastal planning above;
- Address at least one of the environmental priorities listed above in Section III;
- Be located completely within the Illinois Coastal Zone (*Please use the mapping resources we provide or contact ICMP staff with questions on project eligibility*). For regional projects with some overlap of the Coastal Zone, 1) only the portion within the Coastal Zone is eligible for grant funding, and 2) match must be directly related to the work within the Coastal Zone.
- Comply with relevant state and federal environmental and historic preservation statutes.

Project Evaluation Criteria for Sustainable Coastal Planning Projects:

- **Quality of proposal:** Projects will be evaluated whether the project goals and objectives are clear, the project approach is understandable and appropriate, and the extent to which the project leverages resources, and whether the project approaches the issue in a creative or innovative way.
- **Need:** Projects will be evaluated on whether the need for the plan is clear. How well does the project address the identified need? Applicant demonstrates sufficient knowledge of existing plans to make the case that this work isn't duplicative. For plan updates, the case is made that the plan needs to be updated. Projects will also be evaluated on how well they fit into the stakeholder-identified Illinois Coastal priorities (See **Table 1**)
- **Sound Methods and Science:** Projects will be evaluated based upon whether the approach is technically/scientifically sound. Project complements and builds upon existing work in a clear and logical way.
- **Anticipated Outputs and Outcomes:** Projects will be evaluated based upon the anticipated positive impact on coastal resources, the likelihood of implementation including demonstrated buy-in from the entity which will implement the plan, and for plan updates, the degree of added benefit from updating the plan.
- **Feasibility and Timeline:** Proposals will be evaluated based upon the extent to which the proposal clearly articulates through its budget, timeline, stakeholder buy-in, and narrative the feasibility of completing the project on time and on budget.
- **Cost Effectiveness and Degree of Impact:** The reasonableness of the project cost in context of anticipated outcomes will be evaluated.
- **Financial Integrity:** This is a reimbursement grant. Under this criterion, proposals will be evaluated based upon the extent to which the applicant can demonstrate ability to complete a reimbursement-grant funded project and provide required match.
- **Organizational Capacity and Qualifications of Applicant:** Under this criterion, proposals will be evaluated based upon and the extent to which the applicant can demonstrate ability to complete a project on this scale, successfully meet grant requirements, and on whether the personnel are qualified.
- **Partnerships and Local Support:** Proposals will be evaluated based upon the demonstrated level of local support and stakeholder buy-in for the project and demonstrated through partnerships and letters of support.
- **Environmental Justice:** Projects which address the concerns and needs of segments of the population which have been disproportionately affected by adverse environmental impacts will receive extra consideration. This includes projects that address geographic areas with highly concentrated environment hazards and projects which extend work into communities historically neglected due to race and class.

Bonus Point Criteria

- **First project by applicant:** Applicants which have not received an Illinois Coastal Grant in the past will receive bonus points.

Information for All Applicants

V. Basic Information

- Submit an electronic copy and paper copy of your application.
- Resubmission of unfunded proposals from previous rounds is allowed, but applicants are required to use updated forms and follow current application instructions.
- **Application due date:** Friday, May 30, 2014. Please submit electronic application before 5pm on this date. Paper application must be post marked by May 30, 2014.
- **Grant Period:** Approximately October 1st, 2014 through March 31st, 2016
- Extensions will not be available.
- This is a reimbursement grant program. **The grantee must spend its money first and then ICMP will reimburse the grantee for eligible costs. Reimbursements will be made quarterly.**
- Grants will be awarded on a competitive basis
- Total funding available is approximately \$800,000
- Grants for this cycle range from \$20,000 to \$150,000
- Projects with smaller budgets may be considered on a case-by-case basis- but only if the applicant contacts ICMP to discuss the project idea **no later than May 15, 2014**
- Project must have clear objectives which will be achieved on time and on budget. Projects cannot be not dependent upon potential future funding from ICMP to meet objectives.
- Projects must be for public benefit.

VI. Grant Consultations

We are available in advance of the application deadline to discuss your project idea and application. In the previous grant round, funded proposals were twice as likely to come from applicants who took advantage of this opportunity. We can help you determine whether your project is eligible and a good fit for this grant program. We can also point you in the direction of partners and resources that may strengthen your application. Contact Lisa Cotner (lisa.cotner@illinois.gov or (312)-814-6414) no later than **May 15, 2014** if you'd like to schedule a 45 minute phone call or meeting. An online sign-up calendar is available at: <http://bit.ly/1mUIQ50>

VII. Applicant Eligibility Criteria

Eligible Applicants (submissions by ineligible organizations will not be considered)

- Units of local government
- State agencies
- Colleges, universities and other institutions of higher learning
- Park districts
- Conservancy districts
- Forest preserve districts
- School districts
- Port authorities
- Basin commissions
- Non-profit 501(c)(3) organizations whose mission includes environmental education and outreach
- Waukegan Harbor Citizen's Advisory Group

- ***Restrictions to eligibility:*** Funds are not available to private individuals, for-profit organizations, or entities on the Departmental Debarment list.
- ***Please Note:*** Prior applications (whether funded or not) to the Illinois Coastal Grants Program have no bearing on eligibility for this funding round, however current grant recipients who are applying for a grant in the same category (in this case, education and outreach) are asked in the application narrative to explain how this project- if related- expands upon funded work.

VIII. Funding and Match Guidance

General Information

- As stated above, this is a reimbursement grant program. **The grantee must spend its money first and then ICMP will reimburse the grantee for eligible costs. Reimbursements will be made quarterly.** These grants are designed as project-support grants, not operating-support grants; therefore it is strongly recommended that total project cost NOT exceed 20% of an organization's operating budget.
- Minimum grant request: \$20,000. Smaller projects may be considered on a case-by-case basis- but only if the applicant contacts ICMP to discuss the project idea by **May 15, 2014.**
- To be eligible for reimbursement, costs must be identified and approved through the application process and incurred after grant approval.
- This project may be part of a larger project whose other elements are beyond the scope of this grant program. If that is the case, the other elements of the project should **not** be included on the Detailed Proposed Budget Form. Those costs may be identified as additional leveraged funds, but not required match.

Food and Beverages

- Please minimize food and beverage expenses in the project budget. Reusable water bottles and jugs of water are allowed. Nutritional snacks for students during after-school programs are allowed.
- We encourage grantees to look for other sources of funding for food and beverages. For example, Illinois State Board of Education guidelines allow schools to be reimbursed for meals served to students who qualify for free meals during school-supervised field trips. (http://www.isbe.state.il.us/nutrition/sbn_handbook/regulations.pdf)
- OMB circulars (http://www.whitehouse.gov/omb/circulars_default) typically limit food and beverage expenditures for events for adult participants to light lunches for meetings where participants work through lunch or during all-day (typically greater than 6 hours) events at locations where participants cannot leave for lunch.

On-the-ground work

- Planning grants are for planning purposes only, not for implementation. In particular, planning grants cannot directly fund activities that would include any ground disturbance. Match funding cannot be used to fund ground disturbance.
- Education and Outreach grants may train students to perform habitat restoration and do other on-the-ground work. Work sites must be within the Illinois Coastal Zone. The goal of the project must be environmental education and training. Neither the grant nor match can be used for projects whose central goal is restoration rather than education or training. Similarly grant and match funds cannot be used to fund any permanent structures. It is not sufficient for the

applicant to state that the goal of the project is education or training; it should be apparent from the complexity of the skill(s) and the relative proportion of time that participants spend getting trained in new skills versus applying their new skills. Let us know if you have questions on the eligibility of your project.

- Permanent Educational Display projects must be within existing facilities that are open to the public with no fee for access. Outdoor signs or displays cannot involve more than minimal ground disturbance.

CPA Review of Reimbursement Submissions

- We strongly encourage applicants to add a line item to your budget to pay your Certified Public Accountant to review your quarterly reimbursement submissions and provide a signed letter attesting to their accuracy. Although we are not requiring such a review of reimbursement documents by a CPA for this round of grants, requests for reimbursement which are accompanied by a signed letter from a Certified Public Accountant will be processed first before other submissions. We will allow this review to be used as match or included as a reimbursable expense.

Match Criteria

- Most applicants are required to provide a 1:1 match, with the exception of local governmental applicants from Economically Challenged Communities, which qualify for a 1:3 match requirement (which means the grant funds 75% of the total project cost)
- Match may be cash or in-kind.
- The source of match must be identified and approved through the application process. **If the match is coming from a partner, include a letter of commitment in your application packet.**
- Match expenditure cannot pre-date grant start date
- Must be necessary and reasonable for proper and efficient accomplishment of project or program objectives. For example, in order to use volunteer stewardship hours as match, it must be clear in the application how this work is necessary to meet the project objectives.
- Federal funds cannot be used as match.
- Cannot be included as contributions for any other federally-assisted project or program.
- All expenditures, including match, must be verifiable through the applicant's records. Grantees will be required to track match and provide documentation. Depending upon the source of match, this may include signed and dated volunteer timesheets, donation forms, receipts, and other tracking consistent with Generally Accepted Accounting Principles (GAAP). We require grantees to submit documentation along with quarterly reimbursement requests. Further information will be available to successful applicants
- Must conform to all applicable federal, state, and local regulations. For further details on federal grant requirements for match, please consult the OMB Circulars which relate to your organization. Links can be found at: http://www.whitehouse.gov/omb/grants_attach#which/

Economically Challenged Communities

- Economically Challenged Communities for this round of grants are defined as communities partially or completely within the Illinois Coastal Zone having a 2012 per capita equalized assessed valuation (EAV) below \$15,000 and more than 15% of the population below the national poverty level according to the US. Census Bureau. **For this round of grants, local**

governmental entities in the following municipalities qualify: North Chicago, Riverdale, Calumet Park, Calumet City, Waukegan, Zion, Blue Island, Dolton, and Burnham.

- The criteria for Economically Challenged Communities are specific to this round of Illinois Coastal Grants. It may be modified in subsequent grant rounds for this program to better assist such communities within the Coastal Zone in accessing this funding program.

Match Valuation

- **Volunteer Labor:** Rates for volunteer services shall be consistent with those paid for similar work in the applicant's organization. Estimate the number of volunteer hours required for each task and multiply by this rate per hour. Grantees must submit and retain individual time records signed by all volunteers.
- **Volunteer Labor 16 and Under:** Current Minimum Wage
- **Skilled Labor:** Fair Market value of labor per hour with proper documentation
- **Donated Equipment:** FEMA Equipment rates- see website <http://www.fema.gov/government/grant/pa/eqrates.shtm>
- **Donated Materials:** Fair market value of materials with proper documentation from provider
- **Indirect:** General organizational operating costs (commonly referred to as "Overhead"), such as rent, utilities and other "indirect costs" may be used as match if the applicant has a negotiated indirect cost agreement in place with the federal government. These costs are ineligible for reimbursement under this grant. Indirect is allowable as match up to the grantee organization's approved Federal Negotiated Indirect Rate, to be charged as a fixed percentage on all direct costs incurred under this grant (not just personnel and fringe). Documentation of an approved Federal Negotiated Indirect Rate is required. IDOT indirect rates do not meet this requirement. If a current indirect federally negotiated rate is not available, the grantee **CANNOT** claim indirect as match. **Please Note:** This is a change from the Summer 2013 Illinois Coastal Grants RFP.

IX. Important Dates

Grant Workshop: Monday, April 21, 2014, 4-5pm

2nd Floor, Room 2-025

James R. Thompson Center

100 W. Randolph Street

Chicago, IL 60601

To attend the Grant Workshop, please RSVP to DNR.CMP@illinois.gov.

Deadline to set up Grant Consultation Thursday, May 15, 2014

Application Deadline Friday, May 30, 2014 by 5 pm

Project Start Date Approximately October 1, 2014. May be subject to change.

Project Completion Deadline – Approximately March 31, 2016

Please Note: Extensions **will NOT** be available.

X. Application Evaluation Process

Evaluation Steps

Completed and signed applications which are received by the application deadline will be evaluated on whether they meet eligibility criteria and cost-share match minimums. Applications meeting these criteria will be evaluated by ICMP and IDNR staff following the procedures outlined below:

- ICMP staff will score projects based upon ranking criteria in Section III, and will prepare a prioritized list of projects.
- The prioritized grants will be reviewed and commented on by the Technical Advisory Committee (TAC), as defined in the program Document, for technical merit, feasibility, and quality. The TAC consists of representatives from IDNR, Illinois Environmental Protection Agency, Illinois Natural History Survey, Illinois State Water Survey, Illinois Sustainable Technology Center and Illinois-Indiana Sea Grant.
- NOAA staff will review and approve the prioritized grants recommended for funding.
- The Illinois Governor's Office will review prioritized list of projects and provide approval
- The IDNR Director will review prioritized list of projects and has final approval authority for all grant awards.
- Applicants will be notified of the decision at the earliest possible date. Because notification is dependent upon various approvals, timing may vary.

Conflict of Interest Policy:

A conflict of interest is defined as a situation in which the individual, one or more of their family members, or a for-profit or not-for-profit entity in which they have a substantive involvement or possible financial interest is likely to benefit if a proposal under consideration by ICMP is awarded funding. All reviewers will be required to sign a disclosure of conflict of interest statement in which they will disclose any possible financial conflicts of interest. In compliance with state law, reviewers will be required to recuse themselves from all evaluation, review and comment of proposals in which they have a conflict of interest

XI. Additional Program Information

Resubmitting Applications from Previous Illinois Coastal Grants RFP

- Application materials have been updated and questions may have changed. All proposals must be on the updated forms. Applicants who previously submitted a proposal which was not funded are strongly urged to contact ICMP at least 2 weeks before the application deadline to schedule to a time to discuss your project before resubmitting on the updated forms.

Multiple Applications

- Multiple applications may be submitted from the same organization, but each application must be for a stand-alone project and shall not be dependent upon funding of other application(s).

Partnerships

- Applicants may work with partners to develop, design and implement proposed projects. Partnerships are encouraged and can strengthen recruitment plans by increasing potential numbers and diversity of audiences, and can increase the variety of and accessibility to expertise needed to create a model project.

- Partners can assist in meeting the matching funds requirement. If an organization, other than the grantee, supplies any of the matching funds, include a letter of support from the partner promising the funds.
- The grantee is legally responsible for the scope of work, maintaining records, and submitting progress reports and reimbursement requests.
- Reimbursement checks will only be payable to the grantee. If money is budgeted for work that will be completed by partners, please list it under contracts in the budget form.

Subcontracts

- Subcontracting is permissible, however subcontracts must be disclosed to IDNR and subcontractors are held to the same standards as grantees. IDNR retains the right to approve the subcontracts involving funds from this grant program. Further budget details for subcontracts may be required for approved proposals before grant agreements can be issued.

GIS Data

- The NOAA Environmental Data Sharing Policy requires all grant recipients to make environmental data and information collected through this grant program visible, accessible, and independently understandable to general users at no cost no later than two years after the data are collected or created. FGDC-compliant metadata are also required.
- If your project includes collection of aerial imagery, lidar, bathymetry data, or other geospatial data which may trigger this requirement, please contact us prior to applying.

Reporting Requirements

- Successful applicants will be required to maintain financial records for all expenditures and must submit grant performance reports and reimbursements requests quarterly. See <http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx> for examples from the previous cycle. Required tracking for outreach, education or training events includes Date, number of participants, and topic of each education or training event
- Final reports for successful projects should include a narrative report on all work completed as part of the project, photos and project highlights, and final products created through the project (i.e. reports, planning documents, implementation recommendations and schedules, design and construction information, copies of permits, post-project maintenance plan, curricula, pamphlets, maps, etc.).

Additional Information for Applicants

- Confidentiality—Proposal information cannot be kept confidential. Grant proposals are considered public information under the Illinois Freedom of Information Act, 5 ILCS 140/2.5.
- Acceptance of Grant Contract—Successful applicants will be required to enter into a grant contract with the IDNR which includes standard terms and conditions which are not subject to modification. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.



Contact Information

For more information on the Illinois Coastal Grants Program, contact:

Illinois Department of Natural Resources
Coastal Management Program
160 N. LaSalle St., Suite S-703
Chicago, IL 60601

Telephone: 312-814-6414

Email: DNR.CMP@illinois.gov

Website: <http://www.dnr.illinois.gov/cmp/Pages/grants.aspx>

