

# Coastal Management Assistance Grant Program

Grant Cycle 17 - September 2012

## 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 a minimum of \$150,000 available to local communities, educational institutions, nonprofit organizations and others for completion of projects that will protect Lake Erie coastal resources and/or support their sustainable use. This funding is being made available to ODNR through a grant from the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA). 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 its 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 September with the applications due in 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 [www.ohiodnr.com/coastal](http://www.ohiodnr.com/coastal) 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 four categories listed below. Details are provided on the following pages.

1. Water Quality
2. Coastal Planning
3. Coastal Resource Management Education and Outreach
4. Research and Data Collection

## **Eligibility**

### **Who is Eligible?**

- Units of local government, including municipalities, townships, counties and villages
- Area-wide agencies, including county and regional planning agencies
- State agencies whose activities affect or are affected by activities in the coastal area
- Colleges, universities and other institutions of higher learning
- School districts
- Park districts, conservancy districts and port authorities
- Nonprofit organizations 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 ‘Designated Coastal Management Area maps’ link at the bottom of the page at [www.ohiodnr.com/coastal](http://www.ohiodnr.com/coastal)*) 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 grant categories have been identified 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.

For Grant Cycle 17, emphasis is being placed on addressing Lake Erie water quality in each of the four grant categories.

#### **Water Quality**

The focus of the water quality grants will be on addressing pollution 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.

#### **Priority will be given to:**

- **In the Western Lake Erie Basin\*- projects that develop a Watershed Action Plan for endorsement by the ODNR Division of Soil and Water Resources and the Ohio Environmental Protection Agency.**

- **In the Lake Erie Watershed- projects that implement the Coastal Nonpoint Management Measures component of a Watershed Action Plan endorsed by the ODNR Division of Soil and Water Resources and the Ohio Environmental Protection Agency.** Proposed implementation measures must be consistent with CMAG requirements.

\***Western Lake Erie Basin** is being defined for the purposes of this grant program as the Ohio portions of the Lake Erie watershed west of and including the Sandusky River watershed, including the Lake Erie islands. (See Appendix E)

#### **Coastal Planning**

Land use conflicts 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 Watershed Balanced Growth plans. The program also encourages communities to adopt the 10 Guiding Principles for Sustainable Ohio Watersheds 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 proposals 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.

#### **Priority will be given to projects that develop or implement a Watershed Balanced Growth Plan.**

Applications for the development of a Watershed Balanced Growth Plan must be developed in consultation with and include a letter of support from the Ohio Lake Erie Commission office at 419-621-2040 or [sandra.kosek-sills@lakeerie.ohio.gov](mailto:sandra.kosek-sills@lakeerie.ohio.gov).

### 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, nutrient management, and watershed 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.

**Priority will be given to education and outreach projects in the Western Lake Erie Basin.** (See Appendix E)

### 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, 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 introducing nutrient management practices into agricultural producers' and retailers' way of doing business.
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. 17<sup>th</sup> Avenue, Columbus, Ohio 43211-2474. You must include a copy of your transmittal letter to the OHPO and the Section 106 Review Project Summary Form with your grant application.

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

Intergovernmental review and OHPO consultation comments should be 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 a minimum of \$150,000. ODNR's goal is to adequately support worthy projects and to distribute funds as widely as possible. Previously awarded grants have ranged from \$5,645 to

\$110,000 and averaged around \$47,000.

### **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 sum of the Personnel and Fringe Benefits in the OCMP\$ category and the sum of the Personnel and Fringe Benefits in the Local\$ category. A copy of the applicant's current, approved negotiated indirect cost agreement with the Federal government must be included with the application. A budget example is provided in Appendix C. The degree to which indirect costs over 20% are not absorbed by the applicant is considered in the project scoring.

### **Are a DUNS Number and a Central Contractor 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 Central Contractor Registration (CCR) 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.dunandbradstreet.com](http://www.dunandbradstreet.com). The registration procedures for the CCR can be found at [www.ccr.gov](http://www.ccr.gov).

### 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 7, 2012.

Applications and the required attachments are only required to be submitted electronically via email to [vetty.alley@dnr.state.oh.us](mailto:vetty.alley@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

A locator map for the purpose of hand delivering applications is available by contacting OCM or by selecting the "Contact Us" link in the top left blue navigation bar at [www.ohiodnr.com/coastal](http://www.ohiodnr.com/coastal).

The application and guidance documents may be downloaded and printed from the ODNR Coastal Management Program website at [www.ohiodnr.com/coastal/](http://www.ohiodnr.com/coastal/). 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. Thus, the project sponsor is required to make the initial outlays for the project and then request reimbursement from OCM. 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 OCM policies as described in the OCM document (available by contacting the OCM or by selecting the "OCMP Document" link in the top left blue navigation bar at [www.ohiodnr.com/coastal](http://www.ohiodnr.com/coastal)).
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. The degree to which indirect costs are absorbed by the applicant
15. 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 final recommendations based on ratings and the Team evaluation to the OCM Chief, ODNR administration, and the National Oceanic and Atmospheric Administration for review and approval.
- 4- ODNR will announce approved projects.
- 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?

In May 2013, the OCM will announce the awards for this seventeenth grant cycle.

Cycle #17 projects may begin after an agreement is signed, but no earlier than July 1, 2013. Project deliverables must be complete and any time or funds being used on the project spent by June 30, 2014. 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) two (2) paper copies; 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 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. Alley, Local Liaison  
ODNR - Office of Coastal Management  
105 West Shoreline Drive  
Sandusky, Ohio 44870  
Phone: 419-626-7980 or 7986  
Fax: 419-626-7983  
[yetty.alley@dnr.state.oh.us](mailto:yetty.alley@dnr.state.oh.us)

#### Resources available online:

- Ohio Coastal Management Program Grants 1998-2007 (booklet)
- Additional Funding Source Listing (web links)  
[www.ohiodnr.com/coastal](http://www.ohiodnr.com/coastal) (select Grants)
- Ohio Coastal Management Program (document)  
[www.ohiodnr.com/coastal](http://www.ohiodnr.com/coastal) (select OCMP Document from blue menu bar on top-left of page)
- Watershed Action Plan Guidance to Ohio Coastal Nonpoint Pollution Control Program Plan (document)  
[www.ohiodnr.com/soilandwater](http://www.ohiodnr.com/soilandwater) (Select Water from the Programs tab dropdown, then select the Coastal NonPoint Pollution Control link. The Watershed Action Plan Guidance link is near the bottom of the page.)
- Lake Erie Protection & Restoration Plan 2008 (LEPR)  
[www.lakeerie.ohio.gov](http://www.lakeerie.ohio.gov) (select Protection & Restoration Plan from the top menu)
- Ohio Balanced Growth Strategy- 2011  
[www.balancedgrowth.ohio.gov](http://www.balancedgrowth.ohio.gov)
- ODNR - Ohio Community Assistance Programs  
[www.ohiodnr.com](http://www.ohiodnr.com) (on the left side of the page under ODNR Programs select Grant Opportunities from the dropdown menu)

*Ohio Coastal Management Program Mission*

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

## Appendix A

### 10 Guiding Principles for Sustainable Ohio Watersheds

*Attaining a living equilibrium between a strong, diversified economy and a healthy ecosystem*

#### Activities in Ohio's watersheds should:

1. Maximize reinvestment in existing core urban areas, transportation, and infrastructure networks to enhance the economic viability of existing communities.
2. Minimize the conversion of green space and the loss of critical habitat areas, farmland, forest and open spaces.
3. Limit any net increase in the loading of pollutants or transfer of pollution loading from one medium to another.
4. To the extent feasible, protect and restore the natural hydrology of the watershed and flow characteristics of its streams, tributaries and wetlands.
5. Restore the physical habitat and chemical water quality of the watershed to protect and restore diverse and thriving plant and animal communities and preserve our rare and endangered species.
6. Encourage the inclusion of all economic and environmental factors into cost/benefit accounting in land use and development decisions.
7. Avoid development decisions which shift economic benefits or environmental burdens from one location to another.
8. Establish and maintain a safe, efficient and accessible transportation system that integrates highway, rail, air, transit, water and pedestrian networks to foster economic growth and personal travel.
9. Encourage that all new development and redevelopment initiatives address the need to protect and preserve access to historic, cultural and scenic resources.
10. Promote public access to and enjoyment of our natural resources for all Ohioans.

From the *Lake Erie Protection & Restoration Plan 2008*

### 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. As of February 1, 2007, 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/resource/histpres/services/106LandingPage.html>. This is a change from previous years and grant applicants should use the Project Summary Form and provide any supplemental information instead of submitting a copy of their grant application to the Ohio Historic Preservation Office. 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.

<b>Allen.....</b>	Lima-Allen County Regional Planning Commission, 419-228-1836
<b>Ashtabula.....</b>	Eastgate Regional Council of Governments, 330-779-3800
<b>Crawford.....</b>	Crawford Regional Planning Commission, 419-562-8731
<b>Cuyahoga.....</b>	Northeast Ohio Areawide Coordinating Agency (NOACA), 216-241-2414
<b>Erie.....</b>	Erie County Regional Planning, 419-627-7792
<b>Geauga.....</b>	Northeast Ohio Areawide Coordinating Agency (NOACA), 216-241-2414
<b>Hancock.....</b>	Hancock Regional Planning Commission, 419-424-7094
<b>Huron.....</b>	Huron County Development Council, 419-663-4232
<b>Lake.....</b>	Northeast Ohio Areawide Coordinating Agency (NOACA), 216-241-2414
<b>Lorain.....</b>	Northeast Ohio Areawide Coordinating Agency (NOACA), 216-241-2414
<b>Lucas.....</b>	Toledo Metropolitan Area Council of Governments (TMACOG) A-95 Review, 419-241-9155 x107
<b>Medina.....</b>	Northeast Ohio Areawide Coordinating Agency (NOACA), 216-241-2414
<b>Ottawa.....</b>	Toledo Metropolitan Area Council of Governments (TMACOG) A-95 Review, 419-241-9155 x107
<b>Summit.....</b>	Summit County Planning Commission, 330-643-2005
<b>Trumbull.....</b>	Eastgate Regional Council of Governments, 330-779-3800
<b>Wood.....</b>	Toledo Metropolitan Area Council of Governments (TMACOG) A-95 Review, 419-241-9155 x107

#### Transmittal letter to the Intergovernmental Review Agency

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

- 1) Contact the agency(ies) listed for county(ies) that would be directly impacted by your proposed project and confirm that they serve as the intergovernmental review agent for your project area. Obtain the name of the person coordinating 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 419-626-7983-0 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.

# Ohio CMAG Program - Grant Cycle 17 Proposal Guidance

## 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	Other	Total	Description / Comments
Planning Director	\$ -	\$ 2,000	\$ -	\$ 2,000	50 hrs @ \$40/hr proj oversight
Planner	\$ 2,500	\$ 6,000	\$ -	\$ 8,500	250 hrs @ \$34/hr proj coord & consultant oversight
<b>Total Personnel</b>	\$ 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	Other	Total	Description / Comments
Planning Director	\$ -	\$ 627	\$ -	\$ 627	31.35% of hourly rate- medical, dental, retirement
Planner	\$ 800	\$ 1,873	\$ -	\$ 2,673	31.35% of hourly rate- medical, dental, retirement
<b>Total Fringe Benefits</b>	\$ 800	\$ 2,500	\$ -	\$ 3,300	

**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	Other	Total	Description / Comments
Ten-member Citizen Committee	N/A	\$ 500	\$ -	\$ 500	5hrs/member @ \$10/hr, assist with meetings and surveys
<b>Total Volunteer Time</b>	\$ -	\$ 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	Other	Total	Description / Comments
Planning Director	\$ 100	\$ -	\$ -	\$ 100	public mtgs, visit coastal community
Planner	\$ -	\$ 300	\$ -	\$ 300	public mtgs, community mtgs, visit coastal community
<b>Total Travel</b>	\$ 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	Other	Total	Description / Comments
Item 1	\$ -	\$ -	\$ -	\$ -	
<b>Total Equipment</b>	\$ -	\$ -	\$ -	\$ -	

**SUPPLIES:** List supply purchases that will be charged to the grant or used as match.

	Federal	Non-Federal	Other	Total	Description / Comments
Meeting Notices	\$ 200	\$ 200	\$ -	\$ 400	
	\$ -	\$ -	\$ -	\$ -	
<b>Total Supply</b>	\$ 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	Other	Total	Description / Comments
Planning Consultant	\$ 29,306	\$ 21,139		\$ 50,445	To develop comprehensive coastal plan
<b>Total Contractual</b>	\$ 29,306	\$ 21,139	\$ -	\$ 50,445	

**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	Other	Total	Description / Comments
Printing and Distribution	\$ 500	\$ 500	\$ -	\$ 1,000	Printing and mailing of final plan
<b>Total Other</b>	\$ 500	\$ 500	\$ -	\$ 1,000	

<b>Total Direct Charges</b>	\$ 33,406	\$ 33,139	\$ -	\$ 66,545	
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**INDIRECT CHARGES:** Use your federal negotiated rate or a lesser rate, if you choose, and apply to Personnel & Fringe.

	Federal	Non-Federal	Other	Total	Description / Comments
Percentage of Indirect	\$ 594	\$ 1,890	\$ -	\$ 2,484	Fed-18% Non-fed-18%
<b>Total Indirect Charges</b>	\$ 594	\$ 1,890	\$ -	\$ 2,484	

<b>Grand Totals</b>	\$ 34,000	\$ 35,029	\$ -	\$ 69,029	
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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](http://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 Receipts:** Receipts are required for all meal reimbursement requests.

**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 45 cents per mile as of April 4, 2012. 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 and for parking expenses.

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/MiscPages/TravelRule/>.

## 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. Then complete them and save them on your computer for attachment to your application email submittal. Some supplemental forms may need to be scanned and are indicated by an (\*).

**All** grant applications must submit the following basic supplemental forms:

- Budget Detail page - form provided
- Site Vicinity Map\* - Please submit a highway, street, county or other map that will clearly locate the project in relation to nearby streets, highways, towns and other important landmarks. Be sure to 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** grant projects must submit the following supplemental forms in addition to the required basic 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** grant projects must submit the following supplemental forms in addition to the required basic supplemental forms:

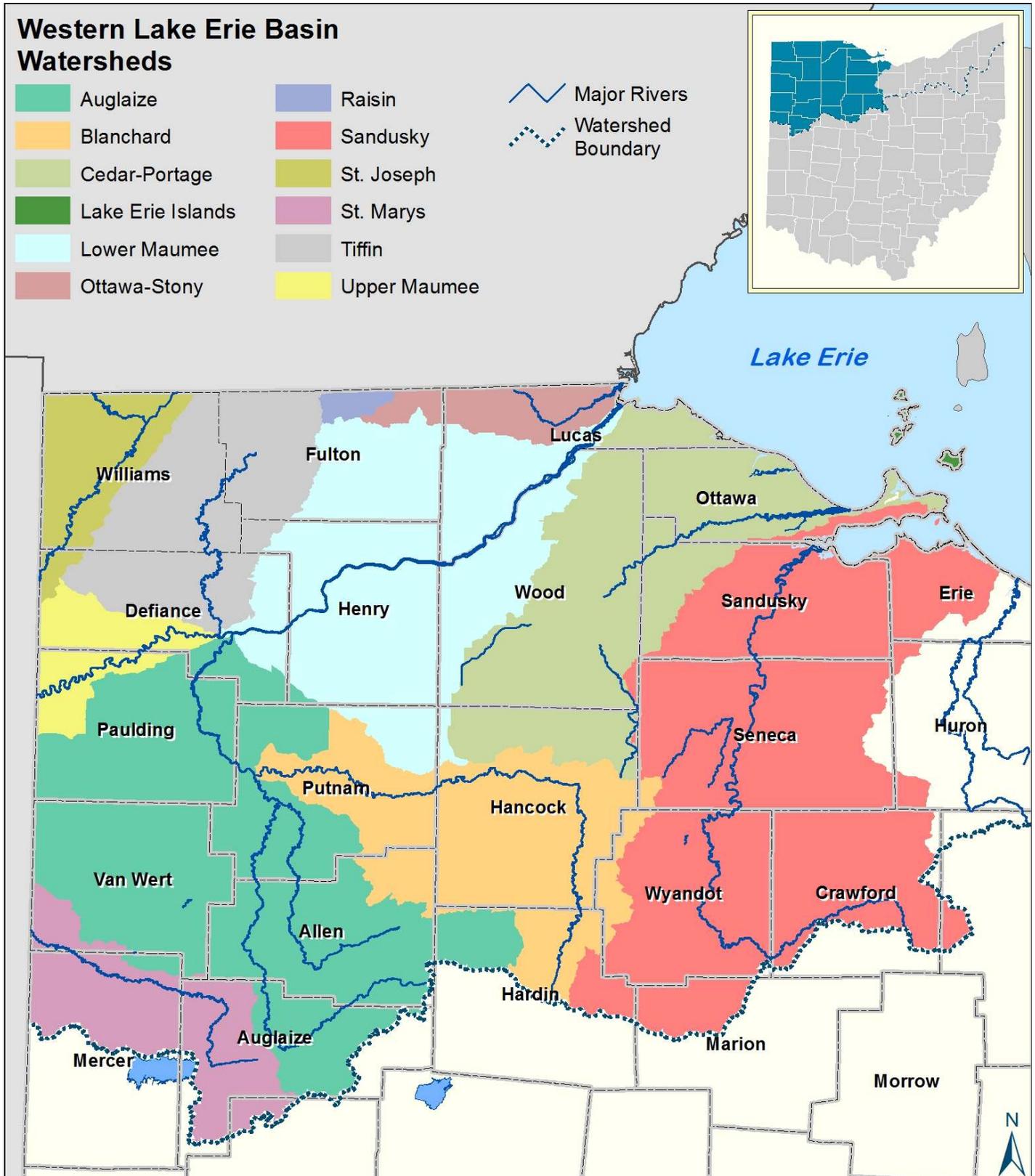
- Acquisition Cost Analysis - form provided
- Tract Map\* - Must show property lines of the proposed acquisition, parcel identification, existing structures and existing easements. If the map is not scaled and acreage is not shown, all dimensions must be indicated for the parcel. North must also be shown. 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 they may be mailed to: Coastal Management Assistance Grant Program, ODNR – Office of Coastal Management, West Shoreline Drive, Sandusky, Ohio 44870.

## Appendix E

Western Lake Erie Basin is being defined for the purposes of this grant program as the Ohio portions of the Lake Erie watershed west of and including the Sandusky River watershed, including the Lake Erie islands.





John R. Kasich, Governor  
James Zehringer, Director

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