St. Louis County Aquatic Invasive Species Prevention Aid
Instructions for Application Narrative

The entire application must be completed. Refer to individual questions below for suggested content. Your proposal does not need to include all items, and may include additional content not listed below. Brief explanations are preferred, but please provide enough detail for reviewers to determine if your work is likely to achieve intended goals, outputs, and outcomes.

1. **Please describe the problem, issue or concerns you intend to address.**

   a. Introduce and explain the problem, issue or concern.
   b. Background – what has been done to date about this problem? Does this work build upon previous work? If so, how?

2. **What is being proposed to address the problem, issue or concern?**

   a. Introduce the proposed work. What is the overall goal of this work?
   b. Does your project use a new approach or focus on a new issue?
   c. Describe with specificity what you intend to do, and how you intend to do it.

3. **How does this work support the St. Louis County Aquatic Invasive Species Prevention Plan?**

   a. How does this work support the funding priorities and actions in the *St. Louis County Aquatic Invasive Species Prevention Plan*? [http://www.stlouiscountymn.gov/ais] Create clear linkages between the proposed work and actions in the *St. Louis County Aquatic Invasive Species Prevention Plan.*
   b. Clearly state how the work will prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, in accordance with MN Statute 477A.19 (page 3).

4. **What are the proposed outputs and outcomes and how will they be measured?**

   a. State the observable and measureable outputs and outcomes you are expecting from the project during the grant period. A bulleted list works well. Common examples may include the following:
      i. Number of…
         1. people trained or educated
         2. new data sets created
         3. acres treated or restored
         4. watercraft inspected or decontaminated
         5. staffing hours (paid and/or volunteer)
         6. educational materials produced or distributed
      ii. Models, tools, or procedures that contribute to the science of preventing the spread of AIS that can be used by citizens, managers, and decision-makers.
      iii. Change in level of awareness
      iv. Measured behavior change
      v. Is the budget realistic based on the benefits gained?

5. **What is the timeframe for the project?**

   a. How soon after funds are awarded will the project commence?
   b. What is the expected duration of work? (The term of the contract is 12 months.)

6. **Describe partnerships with other agencies for the proposed project. Provide detail on matching funds involving the level of commitment.**

   a. Applicants will be evaluated on the extent to which they demonstrate that they will work in partnership to effectively and efficiently implement the proposed project and whether their project is coordinated with and/or complements other projects or activities.
      i. Who are the project partners?
      ii. What will each project partner do?
      iii. How will funding be allocated to the partners?
      iv. Are partnering agencies/organization contributing funds to this project?

7. **Describe the organization capacity to conduct AIS work and accept state grant funds.**

   a. If the applicant does not have any relevant or available past performance or reporting information, this should be indicated in this section.
   b. Describe your organization's capabilities in administering a grant of this size and scope. You may wish to touch on project management experience, your approach to fiscal management and overall experience. List any grants you may be managing (or have managed in the last five years) including name of project, lead and partnering entities, amount of award, duration of project, and status of project. The list need not be all-inclusive; just demonstrate your grant-management capability.
   c. Include your history of meeting the reporting requirements under those agreements, including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not); and whether you submitted acceptable final technical reports and deliverables under the agreements.

8. **Maintenance costs (i.e. repair, part and/or tool replacement, electricity and/or water bill, or storage) of equipment are not eligible costs. Describe how the applicant's organization will provide financial assurance that equipment operations and maintenance funds are available if needed.**

   a. Maintenance costs are unpredictable and increase over time as mechanical equipment ages. AIS prevention aid funds are not intended to cover these type of costs. Management, and maintenance costs are the responsibility of the owner.
   b. Demonstrate your ability to cover ongoing maintenance and long term management costs of infrastructure and equipment.
   c. Describe your organization's capabilities in covering the costs associated with the ownership, management, and maintenance of equipment. You may wish to mention available budget apart from AIS funds.
   d. You may wish to include estimated maintenance costs that the applicant's organization will cover.

9. **Organization Structure**

   Please list and describe each person's role on the project. This section is to be representative of the primary project team.

10. **Attachments**

    List of required attachments for all applications:

    a. A resolution by the governing body authorizing the applicants to apply for and receive funds.
    b. One copy of most recent financial statements (non-government agencies).
    c. Other relevant information (letters of support, project area maps, etc.) that the applicant believes will contribute to the overall strength of the proposal.

11. **Budget Worksheet**

    a. Please itemize, to the extent practical, line item activities for use of funds. List the AIS Grant requested amount, applicant (your organization) funds, and any other funds to be used for this project.
    b. Consider the following for your budget:
       i. Applications will be evaluated on the reasonableness of the proposed budget for the level of work proposed and expected results. Applicants will be evaluated on their approach, procedures, and controls for ensuring funds will be spent in a timely manner.
    c. Expenses and match or other funding must be incurred during the grant period.

State Legislation – 2014

477A.19 AQUATIC INVASIVE SPECIES PREVENTION AID, SUBDIVISION 3

Subd. 3. Use of proceeds. A county that receives a distribution under this section must use the proceeds solely to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county. The county must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds. The guidelines set by the county board may include, but are not limited to, providing for site-level management, countywide awareness, and other procedures that the county finds necessary to achieve compliance. The county may appropriate the proceeds directly, or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section. Each county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received.