

## Frequently Asked Questions about CIGs

*Below is a list of frequently asked questions about the Coastal Incentive Grant and contract terms.*

Q. The subcontractor includes ‘match’ in their budget in the manner that they are requesting X amount of money to cover Y amount of personnel time and they will match this request in personnel time. Do I need a letter from this subcontractor per the supplemental information request in the application instructions?

**A. Yes – this looks very good to the review committee to see the subcontractor’s support and commitment**

Q. Can I use these grant funds to pay for lunch for the participants?

**A. Yes. “Meetings and conferences. Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers’ fees, and other items incidental to such meetings or conferences”. (OMB Circular A-87 Revised)**

Q. How are expenses managed? Since CIG contracts officially start on Oct. 1, how does the program manage student expenses which begin at the start of the semester in August?

**A. Regarding students, and all other expenses, all expenses can only be made towards the award during the dates of the contract in order to be eligible for payment and match.**

Q. In the grant, we have that we will meet the local match with in kind personnel costs. In addition to including the staffs’ time, may I also include their fringe benefits?

**A. Absolutely**

Q. May I include volunteer time as part of the local match?

**A. Yes, but you may want to specify their rate associated with their role (ie. Professional volunteer services may have a higher rate/hour than community volunteer, but not always)**

Q. The applicant does not have an indirect cost agreement with a federal agency, would DNR allow us to claim a 10% de minimis rate as part of our match?

**A. Yes, but if this wasn’t in the original budget narrative, please put in writing via email requesting to reallocated match and we can add to file. Specify how much in de minimis and that it will replace x match category**

Q. What documents do I need to submit at closeout (ex. Receipts, invoices, time sheets)?

**A. DNR does not need receipts, but the applicant needs to keep those on file in case of an audit**

Q. Can a subcontractor (private firm) provide match?

**A. It is just rare that a private firm would waive fees or time to provide match- but it is possible. Sometimes when there is a stakeholder process and they are counting the stakeholders time as match it gets lumped into sub contractual – and we typically see the stakeholder match or volunteer time match in other.**

Q. If I am working with a DNR staff member on my project, can I get a Letter of Support from them?

**A. For DNR staff, a Letter of Acknowledgement is available to demonstrate that you have been in contact with a DNR staff member regarding your project.**

Q. How do I know if my project falls under 306A?

**A. “Low cost construction projects consistent with the purpose of CZAM 306A, include but are not limited to paths. Walkways, fences, fishing piers, beach walkovers, boardwalks, boat ramps, ADA improvements to public access facilities, viewing platforms, coastal habitat restoration, invasive species removal, living shorelines, and the rehabilitation of historical buildings and structures. New signage that is to be erected in a new location should be submitted as 306A work and property owner permission is required. Any site assessments that include earth-moving components fall under 306A.”**

Q. Can indirect and direct costs call be billed to the CIG from an employee whose time is used for other federal programs/grants or match time?

**A. There cannot overlap in usage of match nor can there be federal dollars matched to CZM. In other words, if the employee is paid from other federal sources 100% their time cannot be used as match. If they are partially paid with non-federal dollars, those dollars can be used as match to CZM but cannot be used as match multiple times.**

Q. Can I reallocate money from one budget category to another?

**A. Changes between budget categories greater than 10% of the total budget (grant plus match) must have prior written approval of DNR.**

**Changes between budget categories that are less than 10% of the total budget may be made without prior written approval, but written notice (email) must be provided to DNR at the time the change is made.**

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