

Resource Enhancement and Protection (REAP) Conservation Education Program (CEP)

Monday, March 27, 2023 · 9:30 am – 12:00 pm

Zoom joining info

Video call link:

<https://us02web.zoom.us/j/82206695404?pwd=L0VYQU1zbHkzQVRXWHI0ckNBTKVzZz09>

Meeting ID: 822 0669 5404

Passcode: 7pr6J*

Dial by your location: +1 312 626 6799 US

Meeting ID: 822 0669 5404

Passcode: 570471



All are welcome to attend the public meeting. Public participation begins at approximately 10:00 am. If you are unable to attend the business meeting, comments regarding agenda items may be submitted for public record to Michelle Wilson at Michelle.Wilson@dnr.iowa.gov or 502 East 9th St, Des Moines IA 50319 up to 24 hours prior to the business meeting.

Agenda Topics

1. Welcome - Michelle Wilson
2. Meeting Minutes - December 15, 2022
3. Public Comment Period.
4. REAP CEP Coordinator Updates -Michelle Wilson
 - Status of Active Grants
 - Friends of Fairport Fish Hatchery Request for Extension
 - 2023 REAP CEP Dates
 - May 15, 2023 Application Deadline
 - June 12, 2023 - Board Meeting & Grant Review and Selection
 - September 25, 2023 Board Meeting
 - November 1, 2023 Application Deadline
 - December 11, 2023 - Board Meeting & Grant Review and Selection
5. REAP CEP Board Member Updates
6. General Discussion
 - REAP Conservation Education Program Draft Policies & Procedures
7. Adjourn

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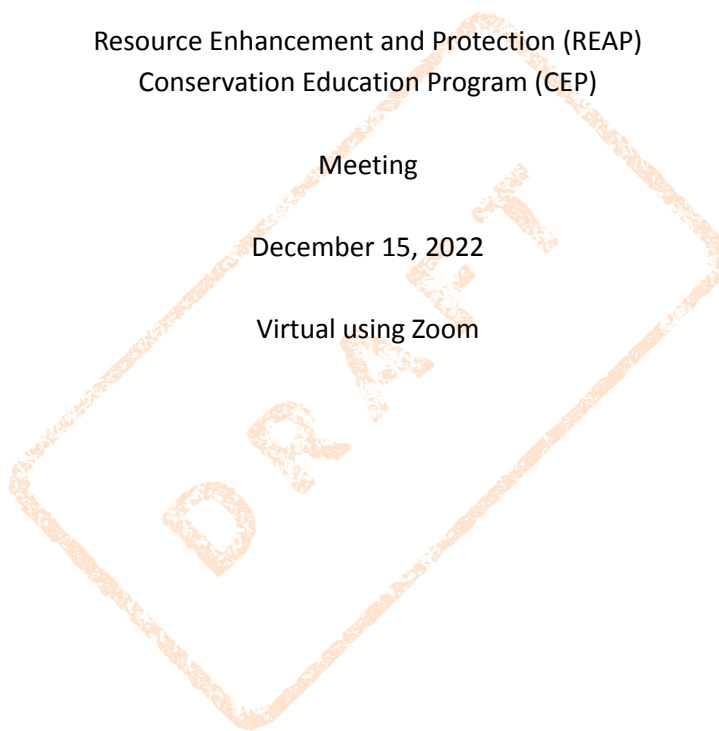
Board Approved: _tbd_

Minutes of the
Resource Enhancement and Protection (REAP)
Conservation Education Program (CEP)

Meeting

December 15, 2022

Virtual using Zoom



Call to Order

The meeting of the Resource Enhancement and Protection (REAP) Conservation Education Program (CEP) was called to order by Board Administrator Michelle Wilson at 9:31 pm. on December 15, 2022 via video conference using Zoom.

Board Members Present

Victoria De Vos, Iowa Association of Naturalist (IAN)
Patrice Petersen-Keys, Iowa Association of County Conservation System (IACCS)
Rachel Alliss, Department of Natural Resources (DNR)
Christopher Like, Department of Education (DOE)
Peg Steffen, Iowa Conservation Education Coalition (ICEC)

Commissioners Absent

Welcome

Michelle Wilson, REAP CEP Coordinator, welcomed the Board members present.

Quorum and Voting

DNR General Counsel, Tamara McIntosh

The Conservation Education Program Board is created by Iowa Code section 455A.21, and the Board has promulgated some rules in 571 Iowa Administrative Code chapter 12 (Part I). Per statute, the CEP Board is composed of five members. The statute and the rules are silent on the number required to have a quorum and the number required to take action; thus, it is reasonable to rely on the baseline standard for each in Robert's Rules of Order. Accordingly, we're assuming a quorum is a majority of the Board, or at least 3 members. It is also reasonable to assume that a majority of the quorum must vote YES in order for the Board to take action. As such, the Board's defacto rules of business are as follows:

At least 3 members must be present at all meetings in order for the Board to conduct any business.

If 3 members are present (threshold quorum), 2 members must vote YES.

If 4 members are present, then 3 members must vote YES.

If 5 members are present, then 4 members must vote YES.

Approval of Minutes

*Motion was made by Chris to approve the September 29, 2022 meeting minutes. Seconded by Victoria DeVoss.
Motion carried unanimously. Approved as Presented*

REAP CEP Coordinator Updates

Status of Active Grants - Michelle Wilson provided an update on grant status as presented in the comprehensive grants update document.

Discussion commenced on the Gilbert High School, Grant #20-19. The school has purchased the equipment needed to conduct the experiments but has not used it with students. The request is that the school has students using the equipment this spring fully executing the grant proposal and provide a final report to the CEP Board by July 1. If Gilbert High School does not perform this work, the school will pay back the funds to the REAP CEP Account.

Motion was made by Victoria De Vos to allow Gilbert High School to fulfill requirements of the grant no later than July 21, 2023 with no more extensions or exceptions. If not fulfilled they will be returning all funding. Seconded by Christopher Like. A roll call vote was conducted. Motion carried unanimously.

2023 REAP CEP Board Meetings

- o March 27th , 2023 9:30 am
- o Monday May 15, 2023 Application Deadline
 - Monday 5 June, 2023 Deadline for Board members to review grant applications
 - Monday June 12th, 2023 from 9:30 am - 4 pm Business meeting and grant selection
- o September 25, 2023 9:30 AM
- o Wednesday November 1, 2023 Application Deadline
 - Monday December 4, 2023 Deadline for Board members to review grant applications
 - Monday December 11, 2023 from 9:30 am - 4:00 pm Business meeting and grant selection

REAP CEP Board Member Updates

Victoria De Vos, Iowa Association of Naturalist (IAN) - No report.

Peg Steffen, Iowa Conservation Education Coalition (ICEC) – Ramping up for the winter workshop which will take place in February. Seventeen presentations will be delivered over the course of the day with great keynote speakers. The workshop will be at Drake University.

Christopher Like, Department of Education (DOE) – Informal educators have been contacting him on how to get more engaged with schools. He will be bringing back the State Science Leadership Committee to gather ideas and information in order to move forward. Hosting a meeting at a date yet to be determined in March.

Patrice Petersen-Keys, Iowa Association of County Conservation System (IACCS) – Winterfest will be January 24-26th in Coralville. This conference includes an opportunity for college students to do interviews and breakouts. An opportunity to market to future county conservation employees.

Rachel Alliss, Department of Natural Resources (DNR) – Big push on revamping the R3 Plan while bringing in DEI components and how the DNR can engage with their partners.

General Discussion

- REAP Conservation Education Program Draft Policies and Procedures
- Reviewed adding an element of public comment to the agenda.

Motion by Victoria De Vos to approve awards with 3 out of 5 board members saying yes to funding. Seconded by Christopher Like. Motion carried unanimously. Approved

Christopher Like will be serving as chairperson for the afternoon grant review.

Motion by Christopher Like to break for lunch at 12:15 pm. Seconded by Victoria De Vos. Motion Carried unanimously. Approved.

Review and Selection of Grants

Funding Available REAP CEP FY 23 Funds \$395,000

Mini Grant – No projects submitted in this category.

Standard Grant – Proposed order of discussion based on the average score of the REAP CEP Board independent scoring.

Recipient	Grant Title	REAP Request	Funded	IACCS	ICEC	IAN	DED	DNR
Iowa Young Birders	At-Home Summer Birding Program	\$9,400	\$9,400	Yes	NA	Yes	Yes	Yes
Polk County Conservation Board	Jester Park Sensory Trail	\$37,501	\$37,501	Abstain	Yes	Yes	Yes	Yes
Drake University	Creating an Interpretative Experience at Sprout Food Forest & Learning Garden	\$31,461	\$31,461	Yes	NA	Yes	Yes	Yes
Backyard Abundance	Growing Resiliency with Nature	\$5,988	\$5,988	Yes	NA	Yes	Yes	Yes
Iowa PBS	Iowa Science Phenomena Blitz	\$34,365	\$34,365	Yes	NA	Yes	Yes	Yes
Izaak Walton League of America	Save Our Streams: Expanding Volunteer Monitoring in Iowa	\$27,875	\$27,875	Yes	Yes	Yes	Yes	Yes
University of Northern Iowa - Iowa STEM Council	Iowa STEM Environmental & Conservation Teacher Externships	\$39,600	\$39,600	Yes	Yes	Yes	Yes	Yes
University of Iowa School of the Wild	Statewide School of the Wild Phase III	\$52,800	\$52,800	Yes	Yes	Yes	Yes	Yes
Iowa State University Extension & Outreach 4-H	County Collaborative Pollinator Education and Action	\$46,650	\$46,650	Yes	Yes	Yes	Yes	Yes
Adams County	Environmental	\$10,502	\$10,502	Yes	Yes	Yes	Yes	Yes

Conservation Board	Education Expansion Project							
Iowa Agriculture Literacy Foundation	Connecting Ag & Environment Through Regenerative Ag & Sustainability: Teacher PD	\$30,019	-0-	No	No	No	Yes	No
River Action	2023 Explore the River Summer Education Series	\$6,250	\$6,250	Yes	No	Yes	Yes	No
Indian Creek Nature Center	Immersive Environmental Education for School-Age Children	\$30,000	-0-	No	Yes	No	Yes	No
O'Brien County Conservation Board	Outdoor Education; a unique experience	\$9,599	\$9,599	Yes	No	No	Yes	Yes
Briar Cliff University	Sharing Our Common Ground: The Loess Hills and Promoting a Sustainable Iowa	\$22,845	-0-	No	No	Yes	No	No
Total REAP Grant Requests		\$394,855	\$311,991					

Adjourn

Motion by Victoria De Voss to adjourn the meeting at 4:27 p.m. Seconded by Patrice Petersen-Keys. Motion Carried unanimously. Approved.



Conservation Education Board

Authority: Iowa Administrative Code

CHAPTER 12 CONSERVATION EDUCATION

DIVISION I

RESOURCE ENHANCEMENT AND PROTECTION CONSERVATION EDUCATION PROGRAM (REAP)

571—12.1(455A) Purpose. The purpose of these rules is to define procedures for the administration of funds within the conservation education program board account for production and revision of conservation education materials, and to specify stipends to Iowa educators who participate in innovative conservation education programs approved by the board. The conservation education program shall serve Iowa citizens by providing effective curricula, program materials and educator stipends to increase environmental awareness and understanding of stewardship, and shall enhance natural resources. Expenditure of funds from the conservation education program board account shall be in accordance with this policy.

571—12.2(455A) Conservation education program policy. The conservation education program board shall constitute a long-term integrated effort to support conservation education for Iowa educators and students. To support this policy, the board may establish guidelines from time to time to direct applicants to priority areas for funding and shall give preference to grants that meet these guidelines. The board may provide funding for activities that expand the impact of the project and provide accessibility for widespread adoption of programs for implementation by others. The board may provide funding for tracking of project implementation and evaluation.

571—12.3(455A) Conservation education program board. A conservation education program board is created in the department. The board shall have five members appointed as follows:

1. One member appointed by the director of the department of education.
2. One member appointed by the director of the department of natural resources.
3. One member appointed by the president of the Iowa association of county conservation boards.
4. One member appointed by the Iowa association of naturalists.
5. One member appointed by the Iowa conservation education council.

571—12.4(455A) Definitions.

“Board” means the resource enhancement and protection (REAP) conservation education program board.

“Conservation education programs” means programs developed for formal (K-12 students), non formal (preschool, adult and continuing education) and higher education (postsecondary and adult) programs, within the subject areas of natural resource conservation and environmental protection. *“Department”* means the department of natural resources.

“Director” means the director of the department of natural resources.

“Educator” means any person who teaches environmental/conservation education. This may apply to certified teachers, governmental or private naturalists or education specialists, or others so determined by the board.

“Environmental/conservation education materials” means materials that are developed or produced that provide knowledge, skills, processes and strategies that enhance Iowa citizens’ understanding of natural resources conservation and environmental issues.

“Stipends for Iowa educators who participate in innovative conservation education programs” may include tuition cost, acceptable food and lodging costs, substitute teacher costs, mileage expenses or separate allowances when applicable for educators to attend board-approved environmental/conservation education workshops, in-service programs and conferences, and other costs as approved by the board.

571—12.5(455A) Eligibility for funds. In years in which funds are made available, grant applications may be submitted by institutions of higher learning; government agencies, including local school districts; nonpublic schools; area education agencies; organizations; and individuals with an Iowa residence. Preference shall be given to Iowa participants.

571—12.6(455A) Grant applications, general procedures.

12.6(1) Applications for all grant programs shall be made on forms provided by the department. The original and five copies shall be submitted by the deadlines specified in subsequent rules of this chapter or as otherwise published by the department.

12.6(2) Applications shall be made in sufficient detail as to clearly describe the scope of the project including the following:

- a. Applicant identification (applicant’s name and address).
- b. Project summary and demonstration of need.
- c. Program goals, objectives, time lines, and transferability, and who is responsible.
- d. Documentation of assurances and letters of community support, including cooperating agencies.
- e. Project budget (administrative/indirect costs not to exceed 10 percent of total award).
- f. Project management.
- g. A plan for evaluation.

Any application which is not complete at the time of the specified submittal deadline shall not be considered for funding. The proposals shall be submitted to the department.

12.6(3) Applications shall be postmarked on or before May 15 for the first application period and on or before November 1 for the second application period. Upon receipt, the proposals will be reviewed to determine whether all required materials have been included and whether the proposal falls within the department’s guidelines. Failure to meet these criteria will result in disqualification of the proposal.

12.6(4) Joint applications are permitted. One entity must serve as the primary applicant. Joint projects sponsored by entities, e.g., an organization or institution, area education agency, competing for funds from different resource enhancement and protection (REAP) accounts are allowable. Applications must clearly spell out the respective shares of project costs to be derived from various REAP accounts if the project is approved for funding. Any cooperative agreement between joint applicants must be provided as a part of the application.

12.6(5) Similar development projects. An application for a conservation education program grant may serve more than one target population (e.g., scouting and K-6 classrooms).

571—12.7(455A) Conflict of interest. If a project is submitted to the board by an agency, institution, conservation board, or private conservation interest, one of whose members or employees are on the board or the review and selection committee, that member or employee shall not participate in discussion on or ranking of that particular project.

571—12.8(455A) Criteria. Preference will be given, in formal and informal education programs, to materials capable of being infused in multiple curricular areas. Also, preference will be given to projects that encourage conservation stewardship. Proposals shall include, but not be limited to, the following types of information that can be found in the REAP/conservation education program (CEP) applications and procedures manual.

12.8(1) *Statement of need.* This part of the proposal identifies the target audience and describes how this audience will be served. The statement of need contains evidence or research that a need for such a project exists, explains how stated need relates to REAP/CEP priorities and guidelines, and shows interdisciplinary components.

12.8(2) *Goals, objectives, activities.* This part of the proposal describes how the project will address the environmental education goals identified by the writer, how workable or appropriate the project is to the audience, and activity time lines. This part also describes how the project incorporates collaboration and networking, the potential of the project to be implemented elsewhere, and how the project demonstrates innovative and creative ideas and strategies.

12.8(3) *Funding and budget considerations.* This part of the proposal describes a realistic and cost-effective budget, shows ratio of total budget to number of people directly served, and shows that the project budget meets expense eligibility stated in subrule 12.9(6).

12.8(4) *Evaluation.* This part of the proposal describes evaluation tools that the applicant will use to show how well the project's goals and objectives have been met and how well the audience meets objectives. This part identifies strategies, milestones, and tools that will be used to monitor the project and describes how monitoring will be used to strengthen the project and how information will be disseminated.

571—12.9(455A) Grantee responsibilities.

12.9(1) *Timely completion of projects.* Projects are expected to be completed in a 12-month time period; however, up to 18 months may be allowed by the board for grants difficult to accomplish in 12 months. The board may consider extending the time period of a grant upon request.

12.9(2) *Record keeping and retention.* Grant recipients shall keep adequate records relating to the administration of a project, particularly all incurred expenses. These records shall be available for audit by representatives of the department and the state auditor's office. All records shall be retained in accordance with state laws.

12.9(3) *Midterm and final reports.* Grantees shall provide midterm and final reports that include information detailing progress toward goals and objectives, expenditures and services on forms provided for those reports. The reports shall clearly identify the status of fundraising relevant to the approved project and problems that may cause a delay in completing the project within the approved project period. Failure to submit reports by the due date shall result in suspension of financial payments to the grantee until the time that the report is received. Grants are considered active until the board notifies the grantee that the grant has been terminated or completed by the terms of the grant. At the completion of the project and prior to the final payment, a final written report shall be submitted by the grantee to the board. The final 10 percent payment shall be withheld pending this report, which shall include a 75- to 100-word summary of project results. This summary will be posted on the state environmental education Web site. No new awards shall be made for continuation programs when there are delinquent reports from prior grants.

12.9(4) *Contract revisions.* The grantee shall immediately inform the board of any revisions in the project budget in excess of 10 percent of a line item. The board and the grantee may negotiate a revision to the contract to allow for expansion or modification of services, but shall not increase the total amount of the grant. The board retains the authority to approve or deny contract revisions.

12.9(5) *Nonapplication of copyright.* Program materials developed from resource enhancement and protection funds for conservation education materials shall bear the REAP logo. However, materials developed under this grant shall not be copyrighted by the grantee unless the board gives permission.

12.9(6) Restrictions. Funds allocated under this chapter shall not be used for out-of-state travel or equipment, such as typewriters, computers, and hardware, or for construction, renovation, or remodeling costs unless specifically approved by the board.

571—12.10(455A) Board review and approval. The board or its designee shall review and rank projects for funding, and funds shall be awarded on a competitive basis. If delegated, the reviewing, scoring and ranking of projects will be presented to the board as recommendations. The board may approve or deny funding for any project or part thereof.

12.10(1) In each year that funds are made available by the Iowa legislature, payments shall be as follows:

a. For Grant Periods in excess of 90 days, up to 50 percent shall be paid at the beginning of the grant period, up to 40 percent at the midpoint of the grant period, and the balance upon successful completion as determined by the board.

b. For grant periods of fewer than 90 days, 75 percent shall be paid at the beginning of the grant period and the balance at successful completion as determined by the board.

12.10(2) The board shall notify successful applicants and shall provide a contract for signature. This contract shall be signed by an official with authority to bind the applicant and shall be returned to the department prior to the award of any funds under this program.

571—12.11(455A) Waivers of retroactivity. Normally, grant program developments completed prior to application scoring will not be approved. However, an applicant may make written request for a waiver of retroactivity to allow project elements to be considered for grant assistance. Waivers will be issued in writing by the board. Receipt of a waiver does not ensure funding, but only ensures that the project will be considered for funding along with all other applications.

571—12.12(455A) Penalties. Whenever any property, real or personal, acquired or developed with resource enhancement and protection funds passes from the control of the grantee or is used for purposes other than the approved project purpose, it will be considered an unlawful use of the funds. If a grantee desires to use the approved funds for a purpose other than the approved project purpose, the grantee shall seek an amendment to the project purpose by following the provisions of subrule 12.9(4). The board shall notify the grantee of any apparent violation.

571—12.13(455A) Remedy. Funds used unlawfully, without authorization, or for other than the approved project purpose shall be returned to the department within the period specified by the board or director. The remedies provided in this rule are in addition to others provided by law.

571—12.14(455A) Termination for convenience. The contract may be terminated in whole or in part when both parties agree that the continuation of the project would not produce beneficial results commensurate with the future expenditure of funds. The parties shall agree upon the termination conditions, including the effective date, and, in the case of partial terminations, the portion to be terminated. The grantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible.

571—12.15(455A) Termination for cause. The contract may be terminated in whole or in part at any time before the date of completion whenever it is determined by the board that the grantee has failed to comply substantially with the conditions of the contract. The grantee shall be notified in writing by the department of the reasons for the termination and the effective date. The department shall administer the conservation education grants contingent upon their availability. If there is a lack of funds necessary to fulfill the fiscal responsibility of the conservation education grants, the contracts shall be terminated or renegotiated. The board may terminate or renegotiate a contract upon 30 days' notice

when there is a reduction of funds by executive order. The grantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible.

12.15(1) Failure to initiate or complete project. Failure to initiate or complete the project in a timely manner shall be cause for termination of the project by the board. The grantee shall return unused grant funds at the time of termination.

12.15(2) Ineligibility. Whenever the board determines that a grantee is in violation of these rules, that grantee shall be ineligible for further assistance until the matter has been resolved to the satisfaction of the board.

571—12.16(455A) Responsibility of grantee at termination. Within 45 days of the termination, the grantee shall supply the department with a financial statement detailing all costs up to the effective date of the termination. If the grantee expends money for other than specified budget items approved by the board, the grantee shall return moneys for unapproved expenditures.

571—12.17(455A) Appeals. Appeals to the decisions on grant awards shall be filed with the director of the department. The letter of appeal shall be filed within ten working days of receipt of notice of decision and shall be based on a contention that the process was arbitrary; conducted outside of statutory authority; violated state or federal law, policy, or rule; did not provide adequate public notice or was altered without adequate public notice; or involved conflict of interest by staff or board members. The director of the department shall notify the board of the appeal. The board may submit evidence in support of its decision within ten days of notice from the director. The director shall issue a decision within a reasonable time following receipt of the appeal.

571—12.18 and 12.19 Reserved.

The rules in this division are intended to implement Iowa Code sections 455A.19 and 455A.21.

Board Member Policies

Board Chair

Effective June 5, 2009, the Board rotates the chairperson each meeting in alphabetical order of last name. If a member is next in order to chair the upcoming meeting and is absent the order will continue to the next person.

Conflict of Interest

Grant proposals submitted where there is potential for conflict of interest are not scored or voted by those members. Conflict of interest exists if you and/or the agency or organization you represent are direct beneficiaries of the grant award, financially and/or professionally, or the board member is directly related to the applicant through family connections. In accordance with [561.12.7\(455A\)](#). Normal business is to abstain from the grant submitted in which there is a direct conflict, while reviewing all other grant applications.

A CEP board member, can choose to abstain or commence normal scoring and voting processes in any grant round if that member perceives they have a conflict of interest that is significant, or another board member can make a motion for a board member to abstain due to a perceived conflict of interest during the business meeting of the board.

Each member may work with the organizations they represent to have a backup identified if needed due to Conflict of Interest.

Board Voting

As per DNR General Counsel, Tamara McIntosh on March 22, 2016, The Conservation Education Program Board is created by Iowa Code section 455A.21, and the Board has promulgated some rules in 571 Iowa Administrative Code chapter 12 (Part I); see attachments. Per statute, the CEP Board is composed of five members. The statute and the rules are silent on the number required to have a quorum and the number required to take action; thus, it is reasonable to rely on the baseline standard for each in Robert's Rules of Order. Accordingly, we're assuming a quorum is a majority of the Board, or at least 3 members. It is also reasonable to assume that a *majority of the quorum* must vote Yes in order for the Board to take action. As such, the Board's *de facto* rules of business are as follows:

- At least 3 members must be present at all meetings in order for the Board to conduct any business.
- If 3 members are present (threshold quorum), 2 members must vote YES.
- If 4 members are present, then 3 members must vote YES.
- If 5 members are present, then 4 members must vote YES.

The Board is also bound by Iowa's Open Meetings laws contained in Iowa Code chapter 21 (attached) based upon being a governmental body (a board) created in statute. Thus, whenever the Board intends to deliberate and take action it must provide notice to the public and then conduct its business in "open session" as defined by law unless it is legally entitled to deliberate in "closed session".

****NOTE FOR DISCUSSION:** According to Robert's Rules of Order, "The word "majority" in this context means, simply, *more than half*. The use of any other definition, such as 50 percent plus one, is apt to cause problems. Suppose in voting on a motion 17 votes are cast, 9 in favor and 8 opposed. Fifty percent of the votes cast is 8½ so that 50 percent plus one would be 9½. Under such an erroneous definition of a majority, one might say that the motion was not adopted because it did not receive 50 percent plus one of the votes cast, although it was, quite clearly, passed by a majority vote. [RONR (12th ed.) 44:1; see also p. 66 of *RONR In Brief.*]"

Board Travel Reimbursement

Receipts of the meals need to be provided with the Travel Payment form. State agency Board members will need to follow their agency policy for meal reimbursement.

Grant Application Policies

Application Format and Process

Effective June 9, 2021, through a motion made by A Jay Winter, grant application deadlines were moved from 5:00PM to 11:59 PM on the day that they are due. Grants are due on May 15th and November 1st, or the closest working day to that date if it falls on a weekend.

Official Submission of Application for both mini and standard grants are at:

<https://iowadnr.slideroom.com/#/Login>. Paper forms submitted via email or in hard copy will not be accepted.

Applications will contain information in the following categories to be deemed complete as per guidance from [571-12.8\(455A\)](#).

REAP CEP Grant Collaboration Document

CEP 1 - Project Summary

1. Organization Name

If you are representing yourself, that's alright too

2. Project Title

3. Project Summary

Maximum of 500 characters summarizing the REAP Grant request

4. Estimated Project Timeline Start

5. Estimated Project Timeline Completion

6. Budget Summary

Mini Grant up to \$3500 – Standard Grant over \$3501. Insert numbers below WITHOUT commas NOR dollar sign (\$) rounded up to the whole dollar.

REAP Grant Request	Cash & In-Kind Support	Total Project Cost

CEP 2 - Project Description & Evaluation

Scoring Criteria: 35 of 100 points Describe what your project is going to do.

7. Describe what your project is going to do, how you are going to do it, and how your project will meet your needs assessment

(maximum 1,800 characters)

8. Who is your direct audience, how many do you intend to directly reach and indirectly impact, and explain why these are realistic and cost-effective for the proposed project. If you intend to reach underrepresented groups who might not typically participate in your project, describe the strategies you plan to increase participation.

(maximum 1,800 characters)

9. What do you want your audience to know or do at the end of the project? What does success look like? If you are working with K-12 students in the public/private schools, clearly

articulate which Iowa Core Standards the project will address. (For more information, go to <https://iowacore.gov/iowa-core>)

(maximum 2,000 characters)

10. What evidence will you collect to evaluate the success of your project? How will you evaluate your project?

(maximum 1,500 characters)

CEP 3 - Needs Assessment

Scoring Criteria: 10 of 100 points Describe how this project will conserve and protect natural resources.

11. What need(s) does this project seek to fill? What observations, data, and/or expert testimony document this need(s)?

(maximum 1,800 characters)

12. In what ways is this project important to environmental education in Iowa?

(maximum 1,800 characters)

CEP 4 - Milestone Objectives/Action Steps

Summarize key milestones/actions to accomplish during the project. These will be utilized for the grant agreements and reporting.

13. Complete the table requiring at least 3 rows and optional rows 4-10.

Estimated dates could be a specific date like 8-15-21 or estimated dates like August 2021 or Fall 2021. Throughout or On-Going may be appropriate based on the Milestone/Action.

Milestone/Action	Begin Date	End Date

CEP 5 - Budget Explanation

Scoring: 25 of 100 points. Detail all eligible expenses for each category (Personnel, Travel, Supplies, Technology, & Other) and the method/calculation (show your work) to determine the estimate. Project expenses are to enhance the work of the organization and are not intended to replace the current business needs/operations. Justification for expenses is necessary for the Board to best understand the project. For additional clarification contact REAPCEP@dnr.iowa.gov.

14. Item Eligibility Acknowledgement

I understand the following items are not allowed for REAP CEP grant funding (but may be covered by match funds, partners, or in-kind support): Office and personal equipment, Construction, Renovation and Remodeling, Out of state travel (unless approved by the Board), Development of outdoor classrooms (e.g., prairie seed, fencing, tools), Land, Administrative/Indirect costs in excess of 10 percent – provide the organization's administrative/indirect costs policy and calculation.

The following types of items are eligible for grant funds: Salaries and fringe benefits including contractors (calculation rates must be included), Travel (suggested rates averaging the Federal and State of Iowa Reimbursements are \$0.4625 per mile and \$86 hotel), Supplies that are necessary for the grant project, Technology essential for the grant project, Other necessary expenses such as stipends to attend training sessions, fees for use of facilities, etc.

15. Budget Category – Personnel

REAP Request	Cash & In-Kind Value	Total Cost

16. REAP CEP Request - Personnel

List the staff/partners/contractors who are or will be responsible for completing the project, their qualifications, estimated number of hours for the project, and justified or explain hourly/daily rate. (maximum 1,200 characters)

17. Cash, In-Kind, or Other Contributors - Personnel

State the value and list the staff/partners/contractors who are or will be responsible for completing the project, their qualifications, and estimated number of hours for the project being contributed. (maximum 800 characters)

18. Budget Category – Travel

REAP Request	Cash & In-Kind Value	Total Cost

19. REAP CEP Request - Travel

List the mileage, lodging, food, etc. justifying the request. (maximum 1,200 characters)

20. Cash, In-Kind, or Other Contributors - Travel

State the value and list the mileage, lodging, food, etc. being contributed. (maximum 800 characters)

21. Budget Category – Supplies

REAP Request	Cash & In-Kind Value	Total Cost

22. REAP CEP Request - Supplies

List the essential supplies for the grant project justifying the request. (maximum 1,200 characters)

23. Cash, In-Kind, or Other Contributors - Supplies

State the value and list the supplies being contributed. (maximum 800 characters)

24. Budget Category – Technology

REAP Request	Cash & In-Kind Value	Total Cost

25. REAP CEP Request - Technology

List the essential technology needs for the grant project justifying the request. (maximum 1,200 characters)

26. Cash, In-Kind, or Other Contributors - Technology

State the value and list the technology being contributed. (maximum 800 characters)

27. Budget Category – Other

REAP Request	Cash & In-Kind Value	Total Cost

28. REAP CEP Request - Other

List the eligible expenses beyond the above categories justifying the request. (maximum 1,200 characters)

29. Cash, In-Kind, or Other Contributors - Other

State the value and list the other items being contributed. (maximum 800 characters)

30. Partner Support Letter

Partner Commitment Support Letters: Include letters from partners indicating firm, specific commitments to participation. Letters must include who wrote the letter, the date it was written, and should describe the levels of commitment, such as staff time devoted to active participation on project committees, direct financial commitments and/or commitments to attend workshops. Electronic letters of commitment will be accepted, with or without signatures.

CEP 6 - Transferability & Sustainability

Scoring: 15 of 100 points

31. How can this project be sustained in the future, transferred to another entity, or continued on through participant knowledge/activities?

(maximum 1,800 characters)

32. List REAP CEP Grants received in the past 5 years and explain what you learned from these grants that will/have impact/ed your current application. If you are requesting funding for a project that received past CEP support, explain how your evaluation of that project demonstrates the need for continuation.

(maximum 1,800 characters)

33. If you are aware of the environmental education community is/has conducted/ing a similar type of project, explain what you have learned from it that may be applied to your project.

(maximum 1,800 characters)

34. What types of communication will you use to inform the public of CEP funding support?

(maximum 1,800 characters)

CEP 7 - Innovation & Overall Impact

Scoring 15 points out of 100 - Reviewers will award points on the project's overall promise of success and description of creative ideas & strategies.

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

35. I have reviewed the Iowa Code Section 8.11 defining "Minority Persons"

"Minority Persons", as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability", as defined in Iowa Code Section 15.102, subsection 5, paragraph "b", subparagraph (1):

b. As used in this subsection: (1) "Disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual. "Disability" does not include any of the following: (a) Homosexuality or bisexuality. (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders. (c) Compulsive gambling, kleptomania, or pyromania. (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency", as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

36. Please choose the statement that pertains to this grant application.

Complete all the information requested for the chosen statement.

The proposed grant project programs or policies could have a disproportionate or unique POSITIVE impact on minority persons.

- Describe the positive impact expected from this project*
- Identify which group is impacted: Women, Person with Disability, Blacks, Latinos, Asians, Pacific Islanders, American Indians, Alaskan Native Americans, Other

The proposed grant project programs or policies could have a disproportionate or unique NEGATIVE impact on minority persons.

- Describe the negative impact expected from this project
- Present the rationale for the existence of the proposed program or policy.
- Provide evidence of consultation of representatives of the minority groups impacted.
- Identify which group is impacted: Women, Person with Disability, Blacks, Latinos, Asians, Pacific Islanders, American Indians, Alaskan Native Americans, Other

The proposed grant project programs or policies are NOT EXPECTED to have a disproportionate or unique impact on minority persons.

- Present the rationale for determining no impact.

Portfolio

Have additional supporting materials you wish to provide with your application, add them here.

Provide 1-5 items. Images (up to 5MB each), Video (up to 250MB each) and PDFs (up to 10MB each)

Application Criteria and Scoring

CEP Board members evaluate each application based on the following criteria as per direction in [571-12.10 \(455A\)](#):

- Needs Assessment - 10 pts
- Project Description and Evaluation - 35 pts
- Budget Explanation - 25 pts
- Program Transferability Sustainability - 15 pts
- Innovation and Overall Impact - 15 pts

Applicant Solicitation

Prior to grant award, applicants shall direct all questions, concerns solely to the REAP CEP Grant and Board Administrator. Any attempt to provide information directly to a board member after the close of applications to, provide late applications materials, or supplement an incomplete application, could result in the application being disqualified under [571.12.6\(2\)](#).

Grant Award

Awards will be made according to Board approval and fund availability, and are generally announced in June and December. A [legal contract](#) will be executed between DNR and the grantee. Once the contract is fully executed, reports will need to be submitted. Reimbursement reports for money spent must be maintained. Money will be dispersed and records will be kept in accordance with DNR policy. These records are to be available for audit by the state.

Upon award and full execution of the contractual agreement, the grantee may request up to 50% of total grant award as an advance. Approval for this advance will be by the DNR Budget and Finance Grant Administrator. Awardee is responsible for providing documentation for all advanced funds per the Project Billing Form, [Attachment A](#) of the contract.

Required Public Communications

In carrying out the work of a grant, the grantee will need to include documentation of public communications. The purpose of this activity is to inform Iowans, and some particular targeted audiences, about the outcomes/benefits of the grants. Once a grant is awarded, the CEP Board will provide guidance to grantees in the communications process by suggesting particular activities. The CEP Board may participate in a public communications activity with the grantee. Public communications activities are not expected to require significant, if any, costs, but are expected to further the values of conservation education. Among other information, the public communications activities will include an explanation of REAP being a/the source of funding for the grant. Special audiences can include, but are not limited to, local, regional and/or statewide news media, elected officials and community leaders. It is expected that the primary public communications activities will occur before the third and final payment is made to the grantee

Reporting Requirements

Grants receiving award will be sent a contract from the DNR Budget and Finance Grant Administrator. Included in the grant agreement are the reporting requirements as per [571.12.9\(3\)](#):

[Midterm Report](#): Upon approval of a midterm report by the REAP CEP Grant Administrator, an awardee can request a midterm 40% payment in a digital or physical letter. A digital or scanned “wet ink” signature is required to be on the letter to process the request.

[Final Report Template](#): Upon approval of the final report by the REAP CEP Grant Administrator, an awardee is expected to provide the final [billing request](#) within 90 days. If this is not possible, the awardee must contact the Department immediately with justification and a request for time extension.

Grant Extensions

Effective November 25, 2013, by a motion made by Dawn Snyder, the CEP Board has authorized the REAP CEP Administrator or Designee to represent the Board and approve, deny, or defer to the Board timeline amendment requests that are six months or shorter in length. In cases where the grantee requests additional timeline amendment(s), the amendment request(s) will be taken to the CEP Board at the next available Board Meeting.

Document Retention and Destruction

State of Iowa Records Retention Number CON-08-01-02.S1, includes grant records for grants applied for by the DNR and grants administered by the DNR. Applications and application packets; awards and amendments; grant evaluations; payment history; financial reports and other federal assistance reports required; compliance documents; program and performance reports; grant deliverables; close-out letter; and related correspondence and documentation. The records for awarded grants will be held until the end of fiscal

year, 3 years after the grant closed. Non-awards or unfunded grants will be held until the end of the calendar year after the rejection or withdrawal. These records are to be available for audit by the state.