Mille Lacs SWCD

County Agricultural Inspectors (CAI) Grant FY27

Mille Lacs SWCD

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Application Form

Contact Information

Organization name (county or local government name)*
Mille Lacs SWCD

Name of Contact Person*
Susan Shaw

Organization mailing address*
635 2nd Street SE

City*
Milaca

State (MN)
ZIP*
56353

County*
Mille Lacs

Office phone number*
3209832160

Cell phone number
Email*
susan.shaw@millelacs.mn.gov

Eligibility

Please confirm your eligibility by checking the box [choose one].*
I am a CAI or CDE.

Proposal Summary

Review the Request for Proposals (RFP) before submitting your application. Details on the requirements may be found in the RFP.

Project Summary*

(Limit 6,000 characters)
Provide a project summary suitable for public release. A project summary provides a brief, two or three sentence description of your project and includes:

- The name of the municipality and CAI that will lead and execute the project.
- The project's purpose, methods and/or expected outcomes.
- A description of the activities to be completed during the grant term.

The FY27 County Ag Inspector Grant will help Mille Lacs County enforce noxious weed laws and carry out effective weed control. With this support, the Ag Inspector will train local weed managers on how to identify and manage noxious weeds, engage the community about weed risks, attend ongoing training from the Minnesota Department of Agriculture, and report local control efforts back to the state.

Current and previous grants*

Have you been awarded a grant from the State of Minnesota in the past 5 years?

Yes

Previous grant details*

If you answered yes to the previous question, please provide the details of the current and prior grant including the award amount, the duties, and the outcomes of your grant. If you answered no, please type "NA."

Previously awarded the FY26 MDA CAI Grant in the amount of $10,300 to execute the duties of the CAI. The objectives of this grant are all on track to be fully competed. A request for partial reimbursement for the completed duties of public weed notification, training, management and control of weeds are all on track for successful completion by the end of the growing season.

Work Plan

Describe how you will use the grant funds, including how and when you will carry out each item or activity. Describe the specific activities, objectives, deadlines for accomplishing each activity, and responsible parties.

You must have a minimum of 3 objectives and a maximum of 10 objectives.

Please review the work plan example and complete the fillable table below.

Work plan example:

Objective	Activity	Timeline	Responsible Person
Inspect roadsides	Drive county roads	May-Sept 2027	CAI
Map noxious weeds	Map new infestations in GIS	April-Sept 2027	CAI
Host LWI training	Set date and invite municipalities	April 2027	CAI

Respond to weed complaints	Document complaints and address concerns	Growing season	CAI
Submit grant closeout	Submit documentation and final report	September 2027	CAI

Work Plan

You must complete the fillable table below.

Objective	Activity	Timeline	Responsible person
Host local weed inspector training & CAI shortcourse	set a date and invite cross jurisdiction weed managers, and attend ongoing state training	March-July 2027	Assistant CAI's 1 & 2
Weed notices and monthly updates	Publish weed notices and email managers about weed growth and control tips.	May-September 2027	Lead CAI & CAI 1
Inspect roadsides	Drive county and township roads	growing season	Assistant CAI's 1 & 2
Map noxious weeds	Map new infestations in local GIS and EDDmapS	growing season	Assistant CAI's 1 & 2
Respond to weed complaints	Document complaints and address concerns	growing season	Assistant CAI's 1 & 2
Enforcement	Coordinate with attorney and local weed inspectors on enforcement	growing season	Lead CAI
Tracking & Reporting	Survey weed manager activities, submit state reports and close out grant	September 2027	Lead CAI & CAI 1
Management planning	develop targeting and management plans to support coordinated efforts between managers	October 2026-2027	Lead CAI & CAI 3

Budget

Budget narrative (Limit: 6,000 characters)*

The budget narrative is a detailed description of each of the costs in the grant project per line item.

- A cost estimate is required for all categories: Personnel; Equipment, Tools, Supplies, Herbicides; Education and Outreach Materials; Contracted Services; In-State Travel; Other.
- Please include the wage rate in the Budget Narrative.
- Explain how you developed the budget estimates. Please indicate if specific vendors or contractors have been identified. You do not need actual bids at the time of application.
- **A justification for herbicide purchases is required.**
- For any expenses in the Other category, please justify the expenses in the Budget Narrative.

Personnel costs make up the entire grant request, however the actual investment and cost of performing the duties outlined in the work plan exceed the amount requested in the grant application. Billable rates for SWCD/CAI staff are calculated using a 12-month look-back to actual fiscal and administrative expenses eligible using a Board of Soil & Water Resources formula.
The full request is for $10,000, the majority of which is for personnel cost. The personnel cost is split between four SWCD/CAIs who divide responsibilities based on key expertise and totals $9,500 in the budget. Broken out as follows:
Lead CAI approximately 16 hrs @$97/hr = $1,520
Assistant CAI 1 - 50 hrs @ $72/hr = $3,600
Assistant CAI 2 - 50 hrs @ $72/hr = $3,600
Assistant CAI 3 - 10 hrs @ $73/hr = $780
An additional $500 is set aside for registration, lodging and expenses directly associated with one CAI attending the annual short course training.
Time invested by the county highway personnel and local weed managers to achieve goals will not be tracked unless requested but could be considered an in-kind match.
Potential costs to address violations are budgeted at a minimum, reflecting historically low need for formal enforcement due to strong preemptive management and outreach. Responding to complaints and concerns is key to reducing or preventing the need for formal enforcement or individual notices. CAIs will work closely with local weed managers to develop targeted weed management plans. Effective weed management relies heavily on repeated, timed, targeted mowing so CAIs will work closely with weed managers to provide training and updates on target weed development throughout the growing season in order to coordinate county and township management efforts.

Budget table example

The budget table is an overview of how grant funds will be spent by category and budget year. This is an example of the categories and amount requested for each category. The fillable table is below.

Category	Grant Request
Personnel – number of hours @ wage rate	6,000

Category	Grant Request
Equipment, tools, supplies, herbicides (maximum $5,000 for equipment purchases, **justification for herbicide purchases is required in the Budget Narrative**)	0
Education and outreach materials	0
Contracted services	0
In-state travel (mileage rate, per diem)	500
Other (specify what the expense is for)	
Total	6,500

Budget table

You must complete the fillable table below. Each category must be filled in; if you do not have expenses for a category, please put $0.

For any expenses in the Other category, please justify the expense in the Budget Narrative. **Justification for herbicide purchases is required in the Budget Narrative.**

Category	Grant Request
Personnel - number of hours @ wage rate	$9,500.00
Equipment, tools, supplies, herbicides (justification required for herbicide purchase)	$0.00
Education and outreach materials	$0.00
Contracted services	$0.00
In-state travel (mileage rate, per diem)	$0.00
Other (specify what the expense is for)	$500.00
Total	$10,000.00

Certification

This certification must be signed by the county's Authorized Representative and is part of the response to the RFP. Prior to issuing a grant award contract the applicant's Authorized Representative must provide an authorized signature to this certification through DocuSign which will be included as an exhibit in the grant award contract.

I certify that: (Please type your name in the box)*

- The county board of commissioners is aware of this grant program and supports this application and is committed to providing the necessary resources to ensure that the CAI/CDE completes their required duties under the Minnesota Noxious Weed Law.
- To the best of my knowledge and belief, the data in this application is true and correct and supporting documentation for the claims and assertions made within this application is available to the Minnesota Department of Agriculture for its review.
- I understand that submitting false or misleading information in connection with this application may may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.
- I further understand that receiving public funds as a consequence of false representations constitutes an act of fraud.
- I understand that Minnesota Department of Agriculture and may conduct audits, check references, and conduct site inspections and monitoring after grants are awarded and prior to dollars being disbursed.
- I understand that the data provided in this application is subject to the Minnesota Government Data Practices Act and have read and understand the Data Privacy Notice contained herein. I verify all information supplied in this application is correct to the best of my knowledge.
- I understand that State of Minnesota requires that its agencies not award a grant to a vendor or grantee that has been suspended or debarred from doing business with the State of Minnesota or with the federal government. I warrant that neither the county applicant or its principals (including the designated CAI or CDE employee(s)) are suspended or debarred from doing business with the State of Minnesota or with the federal government. Office of Grants Management (OGM) Policy 08-04: *Grant Contract Agreements and Grant Award Notifications.*
- I understand that State of Minnesota requires that its agencies not award a grant to a vendor or grantee that has been convicted of a criminal offense relating to a State grant agreement. I warrant that neither the county applicant or its principals (including the designated CAI or CDE employee(s), board members with authority to access, manage or use grant funds been convicted of a criminal offense relating to a State grant agreement. Minn. Stat. 16B.991 Subd. 1
- I understand prior to issuing a grant award contract, I must provide an authorized signature to this certification through DocuSign which will be incorporated by reference as an exhibit to the contract.

Susan Shaw

File Attachment Summary

Applicant File Uploads

No files were uploaded

Susan Shaw

From: Justen, Emilie (She/Her/Hers) (MDA) <emilie.justen@state.mn.us>
Sent: Monday, October 5, 2026 11:17 AM
To: Justen, Emilie (She/Her/Hers) (MDA)
Subject: FY27 CAI Grant Applicants

Good morning,

If you are receiving this email, you successfully completed the FY27 CAI Grant Application. I wanted to give a brief timeline of the next steps while we get ready to write grant contracts:

1. The MDA commissioner of agriculture approves the list of grantees. We are waiting for his approval before we move forward with writing grant contracts. We expect this to take about a week.
2. Beginning the week of October 12th, we'll be emailing the grant award letters. Please read them carefully – we'll be requesting SWIFT information from your organizations and you'll need to provide SWIFT info to us before we can move forward with contracts.
3. Late October-November, we'll be processing grant contracts. We use Docusign to obtain signatures. If you need county board approval, please give your boards a heads up, we try to get contracts processed as quickly as possible.
4. Late November-early December, we plan to hold a webinar for grantees to go over the timeline and new grant reconciliation processes.

As always, thanks for your patience as we work through the contract writing phase, and please don't hesitate to reach out with any questions!

Emilie Justen
She/Her/Hers
Noxious Weed Law, Grant, and Training Coordinator
Minnesota Department of Agriculture
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(651) 201-6360 Office

DEPARTMENT OF AGRICULTURE