



**MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
OFFICE OF THE GREAT LAKES  
COASTAL ZONE MANAGEMENT PROGRAM  
COASTAL WATER TRAILS SPECIAL GRANT FUNDING OPPORTUNITY**

*The State is authorized to provide grant assistance pursuant to the Coastal Zone Management Act of 1972, as amended.*

## Coastal Zone Management Program Coastal Water Trails Special Grant Funding Opportunity

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## **I. Introduction**

Bordered by four Great Lakes, Michigan is graced with the world's longest freshwater coastline. The Michigan Coastal Zone Management (CZM) Program, housed in the Office of the Great Lakes, promotes wise management of the cultural and natural resources of Michigan's Great Lakes coastal areas by fostering environmental stewardship through the development and application of tools, science-based policies and effective regulation.

The CZM Program provides grant funds to assist in the development of vibrant and resilient coastal communities through the protection and restoration of our sensitive coastal resources and biologically diverse ecosystems, and development of coastal recreation and tourism opportunities. These grant funds are made available by the National Oceanic and Atmospheric Administration (NOAA), pursuant to the Coastal Zone Management Act (CZMA) of 1972. The CZM Program anticipates \$350,000 in grant funds will be available in the funding cycle covered by this Grant Funding Opportunity (GFO).

This GFO seeks projects for planning, mapping, marketing and on-the-ground implementation of coastal water trails along Michigan's more than 3,000 miles of Great Lakes coastline. The projects are intended to provide public access, enhance sustainable recreation opportunities and bolster the economies of coastal communities. Water trails provide opportunities for enhanced outdoor recreation and economic development. The CZM Program's goal is to continue the investment of creating a sustainable system of water trails that are geographically dispersed, locally supported and offer a diverse array of experiences.

The GFO criteria can be found at [www.michigan.gov/coastalmanagement](http://www.michigan.gov/coastalmanagement).

The CZM Program strongly encourages interested applicants to contact program staff early in the proposal development process for assistance and guidance. Complete applications will be evaluated for funding based on the following considerations:

- Extent to which the project furthers CZM Program Focus Area Objectives.
- Overall quality and clarity of the application.
- Organizational capability of the applicant to complete the project as proposed.
- Project readiness and feasibility for completion within the specified grant period.
- Cost-effectiveness.
- Degree of public benefit to be derived from the project.
- Measurability of project results.
- Level of local support.

Questions regarding proposals or the application process may be directed to:

Weston Hillier, Public Access Coordinator  
Michigan Coastal Zone Management Program  
Office of the Great Lakes  
Phone: (517) 284-5038  
Email: HillierW@michigan.gov

## **II. CZM Program Focus Area Objectives – Coastal Water Trail Public Access**

### **A. Types of Projects**

The Great Lakes are a primary focus for outdoor recreation and tourism in Michigan. Through this GFO, the CZM Program is committed to providing public access to the Great Lakes and connecting waterways for recreational use through the following types of coastal water trail projects:

- Installation of universally accessible kayak and other non-motorized watercraft launches.
- Development and installation of coastal water trail access sites and value-added user amenities.
- Comprehensive plans for local, regional or statewide water trails, including research, surveys and mapping to support the planning process.
- Assessments of existing coastal water trails to analyze and identify gaps in currently existing public access and other needs, with accompanying improvement recommendations.
- Development or further enhancement of websites and/or other media that promote coastal water trail recreation opportunities.

### **B. Project Preferences**

Preference will be given to projects with elements that:

- Involve the public in the planning process.
- Involve broad community support with local governments adjoining the water trail in addition to partners from the education, heritage, conservation, tourism, business and health sectors committed to sustained development, operation and maintenance of the water trail.
- Connect and expand existing coastal water trails with inland water trails and Trail Towns.
- Increase and improve barrier-free, universal public access.
- Interpret cultural, natural and historic resources, such as shipwrecks, lighthouses, fisheries, other Great Lakes maritime features, migration flyways, wetlands and other uniquely regional resources.
- Promote stewardship of coastal resources.
- Conduct educational and outreach activities to improve public understanding and stewardship of coastal water trail access to the Great Lakes and connecting waterways and its importance to local communities and economy.
- Address safety and emergency planning and response.
- Conduct training events to provide coastal decision-makers with knowledge and tools to comprehensively plan for and manage water trail public access, with an emphasis on coastal communities.
- Develop metrics for tracking the economic and/or social impacts of the project and/or water trails in general, and incorporate data collection into the project work plan.
- Utilize the Michigan Water Trails Manual and resources referenced therein.

*Note: Low-cost construction projects shall be located entirely within the approved Michigan CZM Program coastal boundary. Mapping, marketing and planning projects shall lead to improved coastal management within the CZM Program coastal boundary. Please refer to the coastal zone boundary maps available through [www.mi.gov/coastalmanagement](http://www.mi.gov/coastalmanagement).*

## **III. Funding Availability**

### **A. Who is Eligible**

- Coastal units of government including cities, counties, villages and townships.

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- Regional planning agencies.
- Universities and school districts.
- Tribal governments.
- Nonprofit organizations.

*Note: Water trail proposals submitted pursuant to the CZM Program's annual GFO, announced October 16, 2017, may be considered for funding under this Coastal Water Trails Special GFO, without having to resubmit the original proposal. Water trail proposals submitted pursuant to the CZM Program's annual GFO that have been determined by CZM Program staff to qualify for this Coastal Water Trails Special GFO will be appropriately notified.*

**B. Who is Ineligible**

An applicant for whom any of the following conditions existed in the 24 months prior to the application deadline for this GFO is not eligible for funding:

- Department of Natural Resources (DNR) grant contract terminated.
- History of inability to manage or meet DNR contractual terms and conditions.

*Note: Nonprofit organizations are not eligible to propose nor be part of low-cost construction projects.*

**C. Grant Amounts**

No less than \$10,000 and no greater than \$100,000.

**D. Match Requirement**

A one-to-one, non-federal match is required for all projects. Applicants are to provide documentation of committed match funds. Match may be in the form of cash, in-kind services, or donations.

**E. Project Award Period**

The anticipated project start date is July 1, 2018, with an end date no later than June 30, 2019. Projects will be evaluated on project readiness and feasibility for completion within this time frame.

**F. Ineligible Uses for Grant Funds**

- Land acquisition projects.
- Plans and designs for general recreational and athletic facilities, such as playground equipment, ball fields and courts.
- Plans and designs for restroom facilities.
- Dredging projects, including removal of contaminated sediments.
- Roadways, parking lots or other transportation related projects.
- Purchase of general purpose equipment, such as computers, cameras and/or printers.
- Large-scale beach renourishment projects.
- Shoreline hardened erosion control structures, such as groins, seawalls, etc.
- Private entity benefit.
- Permit fees.

**G. Application Deadline**

Complete applications must be postmarked or hand-delivered no later than March 5, 2018.

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#### **H. Application Submittal**

Provide an electronic copy of the application (MS Word, PDF, or other text file) and associated materials as described below on a CD or USB flash drive (non-returnable) with a hard copy of the complete package submitted, including a cover letter signed by an authorized representative of the applicant on the applicant's letterhead.

*Note: Faxed or e-mailed submissions will not be accepted. Late or incomplete applications will not be considered for funding.*

#### **IV. Information for Applicants**

Applications are considered public information under the Michigan Freedom of Information Act, PA 442 of 1976, as amended.

Successful applicants will be required to enter into a grant agreement with the DNR which includes standard terms and conditions, which are not subject to modifications. Failure of a successful applicant to accept these obligations will result in withdrawal of grant offer.

#### **V. Application Package**

Applications can be no more than 12 pages in length with text no smaller than 11-point font size. Maps, photographs, illustrations, and letters of resolution and support are not subject to overall application page limit.

A cover letter signed by an authorized representative of the applicant and on the applicant's letterhead must accompany the application. Applications are to be submitted to the following:

Ronda Wuycheck, Program Manager  
Michigan Coastal Zone Management Program  
Office of the Great Lakes  
Department of Natural Resources  
P.O. Box 30473  
Lansing, Michigan 48909-7973

#### **A. Application Cover Page**

The cover page should list the project title, location (e.g., city, township, village), county and the relevant Great Lake or connecting waterway. It must clearly state the grant amount requested, match amount provided, and total project cost. Information about the applicant must include:

- Applicant agency or organization name.
- Applicant mailing address.
- Authorized representative's e-mail address.
- Authorized representative's telephone number.
- Authorized representative's fax number.
- Applicant Federal ID number.
- Applicant DUNS number.

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- Name, title and contact information of an organization contact person, if different from that of the applicant's authorized representative.
- Congressional District, State Senate District and State House District numbers of the project location.

**B. Proposed Project Summary**

Provide a summary (150 words or less) of the proposed project to explain the scope, coastal resources that are the focus of the effort, coastal significance and primary outcomes of the project.

**C. Detailed Proposed Project Description**

Provide the following information in the detailed proposed project description:

- Project scope, why the project is needed and how it addresses Michigan's CZM Program priorities.
- List of key project tasks and the outcome(s) of each task.
- List of work products.
- Project schedule showing the progress and completion of key project tasks by quarter. The schedule must show that all tasks will be completed within the project period.
- Source of secured match.
- Project coordinates in decimal degree format or degrees, minutes, seconds format. If there is no specific project point location (e.g., regional or statewide study), please provide coordinates for the location of your organization and label as such.

Additional information is required for low-cost construction projects (e.g., earth moving activities including, but not limited to, construction of public access, installation of signage, habitat restoration and/or plantings). Applicants must provide the following:

- Exact location of construction project (e.g., county and, where available, coordinates or street address).
- Current site conditions (e.g., natural habitat, already disturbed, brownfield, degraded, etc.).
- Timing of construction activities.
- Proposed construction materials.
- Construction operation practices (e.g., what type of equipment will be used, how construction impacts will be avoided and/or minimized, etc.)
- How the site will be accessed during and after construction.
- Whether there will be any tree clearing for the project and, if so, the extent of clearing.
- Indication and brief explanation of best management practices to be implemented to avoid the introduction and/or spread of invasive species, soil erosion and off-site sedimentation, and non-point source pollution.
- List and describe direct, indirect and cumulative impacts of the following:
  - ▶ Coastal uses.
  - ▶ Marine mammals (provide list of mammals present and activities, noise, etc. that would result in the "take" of marine mammals. "Take" under the Marine Mammal Protection Act (MMPA) means the act or attempt to harass, hunt, capture, kill or collect).
  - ▶ Essential Fish Habitat (list essential fish habitat present and describe the project's impact to reduce the quantity or quality as designated by NOAA's National Marine Fisheries Service NMFS).
  - ▶ List historic properties, including archaeological resources and historic structures of traditional, religious and cultural importance to federally-recognized American Indian Tribal

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- Governments and any potential adverse impacts or otherwise detrimental effects to these resources and structures, or to the long-term conservation of fish, wildlife and other natural resources.
- ▶ If the project is located in a Special Flood Hazard Area, as depicted on a National Flood Insurance Rate Map, identify the specific flood zone(s) (e.g., V1-30 zone, A1-30 zone), and indicate whether the community is participating in the National Flood Insurance Program.
  - Documentation of property ownership type associated with the low-cost construction location:
    - ▶ Public Ownership Affidavit. If the property on which construction will occur is not subject to easements or other encumbrances held by a party other than the applicant, prepare and submit a hard copy or a PDF version of a Public Ownership Affidavit. Example can be found at [www.mi.gov/documents/deq/deq-ogl-czmp-PublicOwnershipAffidavit\\_407110\\_7.doc](http://www.mi.gov/documents/deq/deq-ogl-czmp-PublicOwnershipAffidavit_407110_7.doc).
    - ▶ Attorney Title Opinion. If property on which construction will occur is subject to easements or other encumbrances held by a party other than the applicant, prepare and submit a hard copy or a PDF version of an Attorney Title Opinion. Example can be found at [www.mi.gov/documents/deq/deq-ogl-czmp-AttorneyTitleOpinion\\_407108\\_7.doc](http://www.mi.gov/documents/deq/deq-ogl-czmp-AttorneyTitleOpinion_407108_7.doc).
  - Project site map/plan and photographs. Submit an 8 ½" x 11" depiction of the project site map/plan, including project dimensions (e.g., length, width, footprint square footage, other descriptive information) along with photographs of the proposed construction location. If the proposed project includes low-cost construction (or other physical alteration) activities on the project site, it must show the footprint of the project, the relationship of the project to other facilities, and significant natural features, such as slope, access points, wetlands, dunes, floodplains, etc. Distinguish between existing and proposed site conditions of the site. A master plan for the site, if one exists, and sketches necessary to fully explain the project should be included.
  - Documentation of endangered or threatened species. Conduct a review and provide a list of threatened or endangered species or critical habitat located in, or that may potentially be located in, the project footprint. Documentation must verify that either none exist in the project area or, if species or habitats are present or would potentially be impacted, that the project will not likely have an adverse impact on endangered or threatened species or habitat (i.e., a letter or e-mail from the relevant service(s) stating no adverse impacts with an explanation).

Additional information is required for project proposals utilizing unmanned-vehicles (e.g., drones).

Applicants must provide the following:

- Specific geographical location of deployment/area of operations map(s) with brief narrative.
- Timing for the deployment of the unmanned-vehicles (e.g., month, day or date range, time of day).
- Evaluation of deployment coincidence with animal migration.
- Federal Aviation Administration license of the operator and unmanned-vehicle registration.
- Deployment/area of operations site access.
- Indication and brief explanation of best management practices to be implemented to avoid the introduction and/or spread of invasive species.

#### **D. Project Tasks and Schedule**

Display time lines for major tasks, target milestones for critical intermediate and final products, and key project outcomes/deliverables.

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Tasks	July- Sept. 2018	Oct.- Dec. 2018	Jan.- March 2019	April- June 2019	Work Products / Performance Metrics
1.					
2.					
3.					
4.					
5.					

**E. Organizational Capability**

Describe the qualifications of the individual(s) anticipated to work on the project and the past experience of the applicant in managing grant projects.

**F. Detailed Project Budget**

Download and use one of the following budget forms based on your organization’s approach towards project indirect costs:

- Use this budget form if the project does not require any reimbursement of indirect costs.  
[OGL Project Budget Worksheet – Federal and Non Federal Funds](http://www.michigan.gov/documents/deq/deq-ogl-BudgetProposal-FedandNonFedFunds_536539_7.xlsx)  
(www.michigan.gov/documents/deq/deq-ogl-BudgetProposal-FedandNonFedFunds\_536539\_7.xlsx).
- Use this budget form if the project requires reimbursement of indirect costs, but the applicant does not have a Negotiated Indirect Cost Rate Agreement (NICRA). This budget form will calculate the indirect costs utilizing a 10% de minimis rate.  
[OGL Project Budget Worksheet - 10 Percent De minimis](http://www.michigan.gov/documents/deq/deq-ogl-Budget_Proposal-10percent-de-minimis_536541_7.xlsx)  
(www.michigan.gov/documents/deq/deq-ogl-Budget\_Proposal-10percent-de-minimis\_536541\_7.xlsx).
- Use this budget form if the applicant has a NICRA and is asking for reimbursement of indirect costs.  
[OGL Project Budget Worksheet – \(NICRA\) Federally Negotiated Indirect Cost Rate](http://www.michigan.gov/documents/deq/deq-ogl-Budget-Proposal-NICRAFederally-Negotiated-Rate_536547_7.xlsx)  
(www.michigan.gov/documents/deq/deq-ogl-Budget-Proposal-NICRAFederally-Negotiated-Rate\_536547\_7.xlsx).

The completed budget spreadsheet file should be included in the CD or USB flash drive with the application and will not count toward the application page limit.

Applicants must provide proof of a successful audit for a period ending within the 24 months immediately preceding the proposal due date and, as appropriate, the organizational NICRA.

**VI. Resolution of Support**

Applications from local units of government must include a resolution of support or equivalent authorization from the legislative body. The resolution of support may be included in the submittal as a hard copy or PDF file and will not count toward the 12-page application limit. An example can be found at [www.mi.gov/documents/deq/deq-ogl-czmp-ResolutionofSupport\\_407111\\_7.doc](http://www.mi.gov/documents/deq/deq-ogl-czmp-ResolutionofSupport_407111_7.doc)

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## **VII. Supporting Information**

### **A. Information Required for Projects Creating Geospatial and Environmental Data**

Environmental Data are defined as recorded and derived observations and measurements of the physical, chemical, biological, geological and geophysical properties and conditions of the oceans, atmosphere, space environment, sun and solid earth, as well as correlative data such as socio-economic data, related documentation and metadata.

Applicants with projects that include such data must submit a completed NOAA Data Sharing Plan ([http://www.michigan.gov/documents/deq/FINAL\\_NOAA\\_Data\\_Sharing\\_Plan\\_Document\\_-\\_MTW-GB\\_434732\\_7.doc?20130930092422](http://www.michigan.gov/documents/deq/FINAL_NOAA_Data_Sharing_Plan_Document_-_MTW-GB_434732_7.doc?20130930092422)) for each data set to be developed through the project.

The OGL may, at its discretion, make publicly visible the NOAA Data Sharing Plan from funded proposals, or use information from the NOAA Data Sharing Plan to produce a formal metadata record and include that metadata in an online inventory to indicate the pending availability of new data.

Projects creating new geospatial or environmental data, if funded, must comply with NOAA data sharing and quality control requirements summarized below.

### **B. Data Sharing and Quality Control Requirements**

- Geospatial data and environmental data collected and/or created under the project are posted online.
- Data are provided free of charge or are available at a minimal cost (not to exceed the cost of distribution to the user).
- Data are made available in a timely manner (typically no later than two (2) years after creation) except when limited by law, regulation, policy or security requirements.
- Data are understandable to users and available in a form that permits further analysis or reuse.
- Data are in a machine-readable format, and sufficiently documented using open metadata standards to enable users to independently read and understand the data.
- Data undergo quality control provisions, and a description of the QC process and results are referenced in the metadata.

The following information, if relevant, is encouraged to increase the competitiveness of the application:

- Explanation of how the proposed project is consistent with existing plans and ordinances.
- Indication of local support for the project, and identification of agencies or organizations partnering on the project. Letters of support from the public and letters of commitment from project partners may be included in the application submittal as hard copies or Portable Document Format (PDF) files and will not count toward the application page limit.
- A letter from each entity contributing match, with amount specified, must be received and will not count toward the application page limit.
- Description of how the proposed project leverages other technical or financial resources.

*The Michigan Department of Natural Resources will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation. Questions or concerns should be directed to the Quality of Life – Office of Human Resources, P.O. Box 30473, Lansing, MI 48909-7973.*