



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



January 2008

Dear Grant Applicant:

The Michigan Coastal Management Program (MCMP) of the Michigan Department of Environmental Quality is pleased to announce the availability of Coastal Zone Management (CZM) grant funds in January 2009 for coastal projects that further the objectives of the program. Since 1978, the MCMP has provided financial assistance to eligible applicants to protect, manage and restore coastal communities and habitats; restore historic structures; revitalize urban waterfronts; and increase recreational opportunities along Michigan's Great Lakes coast.

If you are interested in participating in this grant program, please submit one copy of the completed application, **postmarked no later than May 1, 2008**. To assist you in completing the grant application, we have also posted a sample completed grant application to the website.

All requested information must be submitted by the deadline date. Grant applications that are incomplete may not be evaluated for funding consideration. Project proposal reviews, which may include a site visit, will be conducted by staff during late May and June. Please be advised that you may be encouraged to revise the scope of work or budget for your project to better meet the objectives and resources of the MCMP.

Requests for funding are limited to a maximum of \$50,000 of grant funds. In general, applicants must provide a 1:1 match, which may be in the form of in-kind services, donations, or cash. The Coastal Management Program does have limited flexibility regarding the 1:1 match ratio for non-construction projects that result in changes to local master plans or zoning ordinances, regional greenways, or include conservation planning. Grantees are encouraged to provide 1:1 match if all possible.

I encourage you to take advantage of the funding opportunities available through the MCMP, and to take an active role in managing, protecting, and restoring our state's valuable coastal resources.

If you have any questions or encounter problems downloading this application, please contact us at 517-335-3168.

Sincerely,

Catherine Cunningham Ballard, Chief  
Coastal Management Program  
Environmental Science and Services Division  
[cunningc@michigan.gov](mailto:cunningc@michigan.gov)

Enclosure

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
ENVIRONMENTAL SCIENCE AND SERVICES DIVISION  
**COASTAL MANAGEMENT PROGRAM**

**GRANT INFORMATION**

Funds are being made available to encourage projects that reflect Michigan's Coastal Management Program objectives which include:

- \* Create and enhance coastal public access
- \* Protect, manage and/or restore coastal resources, habitats, and watersheds
- \* Control of development in erosion or flood hazard areas
- \* Research and educational outreach on Great Lakes and coastal issues
- \* Preserve and restore historic and cultural coastal structures
- \* Redevelop urban waterfronts, brownfields, and ports
- \* Protect coastal water quality and reduce nonpoint source pollution in coastal watersheds
- \* Reduce the adverse impacts of coastal growth and development

**Who** is eligible to apply?

- \* Coastal units of government including cities, counties, villages, and townships
- \* Area-wide agencies including regional planning agencies and conservation districts
- \* State agencies
- \* Universities and school districts
- \* Tribal governments
- \* Nonprofit organizations (non-construction projects only)

**Important:** Nonprofit organizations wishing to apply for construction funding must apply through an eligible entity. This eligible entity must provide assurance of public ownership.

**What** kinds of coastal projects are eligible for funding?

A. Studies, Designs and Land Use Plans

- \* Site design, planning, and engineering for recreational sites and waterfront redevelopment
- \* Restoration and resource management plans
- \* Maritime history and restoration planning
- \* Waterfront redevelopment studies
- \* Coastal educational materials
- \* Natural features inventories
- \* Research on Great Lakes and coastal issues
- \* Studies for economic development planning, including ports and harbors
- \* Community and land use master planning and zoning (coastal related)
- \* Facility relocation studies
- \* Watershed management plans
- \* Geographic Information System (development and mapping)
- \* Feasibility studies

All land use planning and GIS proposals must have a direct connection to coastal planning and/or resource protection. The grant application should describe how the proposal would improve coastal management. Land use and GIS proposals that foster partnerships between communities and other governmental units and agencies will be given a higher priority. New legislation authorizes local units of government to form joint planning commissions. Coastal projects that involve the formation of joint planning and/or zoning commissions will be given higher priority. Projects that demonstrate talent, innovation, diversity, and environmental protection will also be given greater consideration.

B. Construction

- \* Habitat restoration and coastal resource protection
- \* Barrier-free retrofitting
- \* Low-cost construction projects, for example: boardwalks, scenic overlook, educational and/or interpretive displays, and trails
- \* Lighthouse restoration and preservation

All construction projects must be open to the general public, located on public land or secured through long-term lease (20 years minimum), and barrier-free accessible.

**What** kinds of coastal projects are NOT eligible for funding?

- \* Restroom facilities
- \* General recreational facilities (e.g., playground equipment, ball fields, tennis courts, basketball courts)
- \* Maintenance of existing structures
- \* Hard shore protection (rip-rap, sheet pile, gabions, etc.)
- \* Brick and mortar construction
- \* Dredging
- \* Design or construction of roadways
- \* Water and sewer line construction
- \* GIS-purchase of hardware
- \* GIS-maintenance activities (maintaining data)
- \* GIS-parcel mapping outside of coastal areas
- \* Demolition
- \* Eradication of invasive species
- \* Recreation plans
- \* Dam improvements
- \* Drain improvements

**Where** projects must be located to be eligible for funding?

All construction projects must be within Michigan's coastal boundary that generally lies 1,000 feet inland from the ordinary high water mark of the Great Lakes. Included within the boundary are coastal cities, state parks, coastal lakes, coastal floodplains, Great Lakes connecting waters, coastal river mouths, bays, and designated sand dune areas. Coastal boundary maps are available at [www.michigan.gov/deqcoastal](http://www.michigan.gov/deqcoastal) click on Coastal Management or you may call staff of the CMP at 517-335-3168.

All project areas for studies, design, land use master plans, local ordinances, GIS, and nonpoint source pollution must directly relate to protection or management of coastal resources or water quality.

**When** will funds be available?

Upon receipt of the grant application in May, site visits are conducted in May and June for all applications received. The grant selection process takes place in July and August. The grant funds are available beginning January 1 of each year and ends March 31 of the following year. Approved projects must be started and completed within this time period.

Recommended projects will require clearance from the State Historic Preservation Office and Department of Natural Resources, Wildlife Division. In addition, recommended projects in the grant amount of \$25,000 (not including match) or more will require clearance from the State Administrative Board. Final approval is required by the U.S. Department of Commerce, National Oceanic Atmospheric Administration.

**How** to apply?

**MAIL COMPLETED APPLICATION WITH NEXCESSARY ATTACHMENTS TO:**

Attn: Catherine C. Ballard  
MICHIGAN COASTAL MANAGEMENT PROGRAM  
ENVIRONMENTAL SCIENCE AND SERVICES DIVISION  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
PO BOX 30457  
LANSING MI 48909-7957

**STREET ADDRESS (FOR OVERNIGHT DELIVERY, ONLY)**

NORTH TOWER, 1<sup>ST</sup> FLOOR  
525 WEST ALLEGAN STREET  
LANSING, MI 48933

**\*\*\*ALL GRANT APPLICATIONS MUST BE POSTMARKED NO LATER THAN MAY 1, 2008\*\*\***



**DEPARTMENT OF ENVIRONMENTAL QUALITY  
COASTAL MANAGEMENT PROGRAM GRANT APPLICATION  
COMPLETION INSTRUCTIONS AND APPLICATION CHECKLIST**

**FOR ALL PROJECTS**

- 1. **Completed Grant Application form** (see page five of the application);
- 2. **Detailed Project Description:**
  - Describe purpose of the project. Why is this project needed?
  - Describe essential elements of the project
  - Explain how the project is consistent with applicable local or regional land use plans, community master plans, development plans, recreation plans, zoning, etc
  - List approvals that will be necessary to implement the project (permits, etc.)
  - If construction, describe relationship to existing facilities
- 3. **Detailed Budget:**
  - Itemize project components, and provide a cost estimate for each component, round to the nearest hundred dollars. Distinguish between grant funds and local funds to be spent on each component (see EXAMPLE grant application for budget format)
  - Indicate how the grant will be matched (cash, in-kind services)
  - If applicable, include source AND amount of additional or leveraged funding other than local funds

If the proposed project is a site planning, design, or engineering project, include a statement as to the source of funds to construct the project once the plans and specifications are completed.
- 4. **Schedule for Completion:**
  - Provide a schedule for completion of the project components based on a grant year starting January 1 and ending March 31 of the following year (See EXAMPLE grant application package for schedule format).
- 5. **Resolution of Support** (ONLY if grant applicant is a local unit of government).
- 6. **Project Location Map** (form provided in application package).

**FOR CONSTRUCTION PROJECTS ONLY**

- 7. **Completed Checklist** (form provided in application package).
- 8. **8½” x 11” drawing of the project site** (site plan, relationship to property lines, and other facilities on the site). Distinguish between existing and proposed components of the site.
- 9. **A master plan for the site, if one exists**, and sketches or drawings necessary to fully explain the project.
- 10. All construction projects must be either located on public land or land secured through a long-term lease (20 years minimum). The project must be open to the general public and barrier-free accessible. To document public ownership, please submit **either** a completed **a** or **b** document.
  - a. ATTORNEY TITLE OPINION** (Form provided in grant application package)  
This form must be completed and signed by an attorney. Please be sure the issue of easements or encumbrances is addressed.

OR



**b. PUBLIC OWNERSHIP AFFIDAVIT**

This document may be completed by a local official who has the authority and knowledge to attest that the property where the project is located is publicly owned. **Do not fill out the form in the grant application package. The form in the grant application package is provided to illustrate the required format. SUBMIT ON A SEPARATE PIECE OF PAPER:**

- Explain your authority to certify that the property on which the proposed project is located is publicly-owned
- Provide a legal description of the property on which the proposed project is located
- State that the property is publicly owned and whether there are encumbrances, easements, liens, etc. on the property and whether they would interfere with it being used for the proposed project



DEPARTMENT OF ENVIRONMENTAL QUALITY  
 ENVIRONMENTAL SCIENCE AND SERVICES DIVISION

## COASTAL MANAGEMENT PROGRAM GRANT APPLICATION

*Authorized by the Federal Coastal Zone Management Act, PL 92-583 of 1972, as amended.*

Application must be completed for project to be considered for funding.

|   |           |                          |                         |
|---|-----------|--------------------------|-------------------------|
| Project Type: (Check One) <input type="checkbox"/> Master Plan/Zoning Ordinance <input type="checkbox"/> GIS  |           |                          |                         |
| <input type="checkbox"/> Design or Study <input type="checkbox"/> Construction <input type="checkbox"/> Both Design & Construction <input type="checkbox"/> Other |           |                          |                         |
| Project Title:  |           |                          |                         |
| Project Location:   |           |                          | County:                 |
| Great Lake or Connecting Waterway:  |           |                          |                         |
| Congressional District #:   |           | State Senate District #: | State House District #: |
| Amount of Grant Applied for: \$ _____ (Round to nearest \$500)  |           |                          |                         |
| Amount of Match: \$ _____   |           |                          |                         |
| Estimated Total Project Cost: \$ _____  |           |                          |                         |
| Applicant Name:   |           |                          | Federal ID #:           |
| Street Address:   |           |                          | City:                   |
| State:  | Zip Code: | Fax #:                   | Telephone # ( )         |
| E-mail Address (if applicable):   |           |                          |                         |
| Authorized Representative Name:   |           |                          | Title:                  |
| Project Contact:<br>(if different from above)   |           |                          | Telephone#:             |
| Project Location: (Land Description)  |           |                          |                         |
| Town _____ Range _____ Section _____ N/A _____  |           |                          |                         |
| <b>CERTIFICATION:</b>   |           |                          |                         |
| I certify that all statements in this application, including all requested supplemental information, are true, complete and accurate to the best of my knowledge. |           |                          |                         |
| Authorized Representative Signature _____ Date _____  |           |                          |                         |

**MAIL COMPLETED APPLICATION WITH NECESSARY ATTACHMENTS TO:**

COASTAL MANAGEMENT PROGRAM  
 ENVIRONMENTAL SCIENCE AND SERVICES DIVISION  
 DEPARTMENT OF ENVIRONMENTAL QUALITY  
 PO BOX 30457  
 LANSING MI 48909-7957

**STREET ADDRESS (FOR OVERNIGHT DELIVERY, ONLY)**  
 NORTH TOWER, 1<sup>ST</sup> FLOOR  
 525 WEST ALLEGAN  
 LANSING, MI 48933



DEPARTMENT OF ENVIRONMENTAL QUALITY  
 ENVIRONMENTAL SCIENCE AND SERVICES DIVISION

**CHECKLIST – complete ONLY if a construction project**  
*Authorized by the Federal Coastal Zone Management Act, PL 92-583 of 1972, as amended*

**1. Public Benefit:**

- a. This project is on public land or on publicly controlled easement and is for public benefit. The project does not improve private property and is not for private of commercial gain.  Yes  No

If the answer to 1a is NO, the project is not eligible for construction funding.

- b. The facility will be open to the general public.  Yes  No  N/A

- c. If the answer to 1b is NO, the project is not eligible for construction funding, unless access to the facility will be limited for one or more of the following reasons:

N/A  Public Safety  Resource Protection

School Outings  Scientific Research  Other

- d. A deed, lease, or easement will be needed to conduct the activity.  Yes  No

- e. If the answer to 1d is YES, what is the life of the document (provide duration, i.e., years, or specify if in perpetuity).

\_\_\_\_\_

- f. The document in 1d contains a reversionary clause.  Yes  No

If YES, attach the reversionary clause to this checklist.

- g. A subcontract with a nonprofit organization is needed to complete part or this entire project.

Yes  No

If YES, the name of the nonprofit is \_\_\_\_\_

**2. National Flood Insurance Program:**

- a. The project is located in a designated floodway or “v” zone on a National Flood Insurance Program Floodway Map.  Yes  No (If the answer is No, go to item 3. National Environmental Policy Act)

- b. A coastal community proposing a construction project that includes the construction in special flood hazard areas shown on an FIA map is participating in the Flood Insurance Program.  Yes  No

If the answer for 2b is NO, the project is not eligible for construction funding.

**3. National Environmental Policy Act:**

- a. The proposed project may significantly affect the human environment.  Yes  No

- b. The proposed project involves unresolved conflicts concerning alternative uses of available resources.  Yes  No

- c. This action would have significant adverse effects on public health and safety.  Yes  No

- d. This action will have highly controversial environmental effects.  Yes  No

**National Environmental Policy Act - continued**

- e. This action will have highly uncertain environmental effects or involve unique or unknown environmental impacts. \_\_\_\_\_Yes \_\_\_\_\_No
- f. The project will have significant adverse impacts on other natural resources, e.g., beaches and dunes, wetlands, estuarine areas, wildlife habitat, wild or scenic rivers, reefs, or other coastal resources. \_\_\_\_\_Yes \_\_\_\_\_No
- g. The project will have insignificant effects when performed separately, but will have significant cumulative effects. \_\_\_\_\_Yes \_\_\_\_\_No

If the answer to any one subpart of 3 is YES, then an Environmental Assessment (EA) may be required. If YES, attach a description of the resource(s) affected and the nature and scope of the effects.

**4. Handicapped Accessibility:**

- a. The proposed project is handicapped accessible. \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_N/A

If the answer to 4 is NO, attach to this checklist an explanation as to why the project is not handicapped accessible.

**5. User Fees:**

- a. The public will be charged a user fee for the proposed project. \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_N/A

If the answer to 5 is YES, please attach a description of the user fee that includes how much, differential fees (if any), the need for the fees, and proposed use of the revenue.

**6. Environmental Justice:**

- a. The project will not have disproportionately high and adverse human health or environmental effects on minority or low-income populations. \_\_\_\_\_Yes \_\_\_\_\_No

**7. State, Local, and Tribal Laws:**

- a. The project is consistent with state, local and tribal laws to protect the environment. \_\_\_\_Yes \_\_\_\_No

If the answer to either 6 or 7 is NO the project will not be approved.

If you have any questions or require assistance in completing this checklist, please feel free to contact the Coastal Management Program staff at 517-335-3168.

# Michigan Coastal Management Program





DEPARTMENT OF ENVIRONMENTAL QUALITY  
 ENVIRONMENTAL SCIENCE AND SERVICES DIVISION

**ATTORNEY TITLE OPINION**

*Authorized by the Federal Coastal Zone Management Act, PL 92-583 of 1972, as amended.*

Date: \_\_\_\_\_

RE: \_\_\_\_\_

I hereby certify that I am a member in good standing of the bar of Michigan, and have been requested to determine record of ownership for the parcel(s) of property on which the above-reference project will be constructed.

\_\_\_\_\_  
 (name or brief description of land)

After thoroughly examining the public land records or other appropriate records in accordance with the laws of Michigan, I certify that the record title to the parcel is held by:

\_\_\_\_\_  
 (public entity)

in (check one):

- Fee simple absolute
- Other (specify) \_\_\_\_\_

I have determined that there are: (check one)

- no** easements or encumbrances on the property.
- easements or encumbrances on the property, but they **would not** interfere with it being used for the project which is the subject of this Coastal Management Program grant application. They are:  
 \_\_\_\_\_  
 \_\_\_\_\_

- easements or other encumbrances on the property that **may** interfere with it being used for the project that is the subject of this Michigan Coastal Management Program grant application. They are:  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_

Name (Printed or Typed) \_\_\_\_\_

Address \_\_\_\_\_

|      |       |          |
|------|-------|----------|
| City | State | Zip Code |
|------|-------|----------|

|            |                          |
|------------|--------------------------|
| Bar Number | Telephone Number (     ) |
|------------|--------------------------|



DEPARTMENT OF ENVIRONMENTAL QUALITY  
ENVIRONMENTAL SCIENCE AND SERVICES DIVISION

**COMPLETION INSTRUCTIONS ONLY**  
**PUBLIC OWNERSHIP AFFIDAVIT**

*Authorized by the Federal Coastal Zone Management Act, PL 92-583 of 1972, as amended.*

**ON A SEPARATE SHEET OF PAPER**, prepare an affidavit and explain your authority to certify that the property on which the proposed project is located is publicly owned. The person signing this affidavit should be an official with knowledge and authority to certify ownership. Use the title "Public Ownership Affidavit", and the language provided below.

**PUBLIC OWNERSHIP AFFIDAVIT**

I solemnly affirm upon personal knowledge that the following statements are true:

I (*name of official*), being duly sworn, state that:

1. (*Official must explain what authority he/she has to certify that the property on which the proposed project is located is publicly owned. Provide official title, if appropriate.*)
2. (*Provide the name or brief description of the property on which the proposed project is located.*)
3. (*If appropriate, state that the property is publicly owned and there are no encumbrances, easements, liens, etc., on the property that may interfere with it being used for the proposed Michigan Coastal Management Program project as stated in the attached Michigan Coastal Management Program grant application.*)

**If there are encumbrances, easements or liens on the property that may interfere with the project, do not use this form. Instead, have an attorney complete the enclosed "Attorney Title Opinion". Submit it with your grant application.**

Signature \_\_\_\_\_  
(signature of authorized official)

Name \_\_\_\_\_  
(printed or typed name of authorized official)

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
(expiration date)

\_\_\_\_\_  
(Notary Public signature)