



Michigan Department of Environmental Quality
<http://www.michigan.gov/deqnps>

Environmental Science and Services Division

Request For Proposals

October 15, 2008

Clean Michigan Initiative Clean Water Fund Grants

To be used in applying for grants implementing programs to identify, and require the correction of, Illicit Connections to separate storm sewer systems.

Jennifer M. Granholm, Governor
Steven E. Chester, Director

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Introduction

The Clean Michigan Initiative (CMI) provides \$675 million for a variety of environmental, parks, and redevelopment programs. The CMI includes nine components that are being administered by the Department of Environmental Quality (DEQ), Department of Natural Resources (DNR), and the Department of Community Health (DCH). With this Request For Proposals (RFP), the DEQ, Environmental Science and Services Division (ESSD), is requesting applications under the CMI Clean Water Fund. The Clean Water Fund consists of \$90 million, about \$45 million of which was to be awarded as grants for water pollution control activities.

This RFP is for a total of up to \$470,000 for projects to identify and require the correction of **Illicit Connections** to municipal separate storm sewer systems (MS4s).

Funding Source and Availability

Information contained in this RFP is based on Part 88, Water Pollution Prevention and Monitoring, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and administrative rules for the Clean Water Fund, promulgated July 6, 2000. Grant awards are contingent upon the sale of Clean Michigan Initiative general obligation bonds to support these projects and the enactment of sufficient funding in the FY 2009 Federal and State budgets to support this grant program and any other necessary approvals. Grant funds for selected projects should be available by April 2009.

Eligible Applicants

Funds are available to MS4 owners or operators (including sub-state units of government: counties, cities, townships, and villages; and public and private colleges and universities). Applicants must demonstrate in the applications that they have the legal authority to require correction of identified illicit connections. In addition, all applicants must:

- Supply proof of a successful financial audit within the 24-month period immediately preceding the application as demonstrated by an [Independent Auditors Report](#) signed by a Certified Public Accountant (CPA) from a Comprehensive Annual Report. The audit must be of the applicant organization – **No fiduciary arrangements will be accepted.**
- Not have had a DEQ grant revoked or terminated within the 24-month period immediately preceding the application.
- Not have demonstrated an inability to manage a grant or meet the obligations in a project contract with the DEQ within the 24-month period immediately preceding the application.
- Not appear on the [Federal Debarment and Suspension List](#).

Ineligible Applicants

Federal and state agencies, individuals and for-profit organizations are not eligible to receive this funding directly. Entities that do not own or operate an MS4, or cannot require the correction of illicit connections to an MS4, are also not eligible.

Eligible Activities

Eligible activities include only the implementation of programs to identify and require the correction of **Illicit Connections** to separate storm sewer systems.

Ineligible Activities

The CMI enabling legislation contains a number of restrictions on the use of these funds, including that Clean Water Funds may not be used for addressing combined sewer overflow corrections. In addition, the following activities also will not be considered for funding:

- Development of an illicit connection elimination plan.
- Engineering for the removal of the illicit connections.
- The actual removal of the illicit connections.
- Identifying or correcting illicit connections in areas with combined sewers.
- Maintenance practices (including, but not limited to catch basin repairs or cleaning).
- Construction, operation, or maintenance of facilities to treat septage from septic tanks.
- Construction or maintenance of traditional storm sewer collection systems.
- Removing inflow or infiltration to sewer systems.
- Projects that implement activities required under a court order or enforcement action.
- Developing or embellishing tracking systems, citizen complaint systems, compliance tracking systems, or geographic information systems.
- Addressing illegal dumping and responding to citizen complaints about such.
- Training except that required for field personnel working on the grant project.

Priorities

- Projects that are consistent with remedial action plans and other regional water quality or watershed management plans approved by the DEQ.
- Projects that have a high benefit to cost ratio.

Evaluation Criteria

The consistency of the project with the **priority recommendations, pollutant, and sources** in watershed management plans approved by the DEQ.

- Whether the project addresses the primary pollutant in a watershed on the nonattainment list. ([Appendix C](#) of the 2008 Integrated Report).
- The anticipated water quality benefits of the project in relation to the costs.
- The ability of the applicant and the partners to carry out the project, as demonstrated by previous DEQ grants or submitted information.
- A commitment on the part of the applicant to conduct an evaluation of the effectiveness of the project, including a commitment to provide monitoring data or other information that documents improvement in water quality or the reduction of pollutant loads.
- Commitments for financial and technical assistance from the partners in the project, as demonstrated by letters of commitment.
- Financial and other resource contributions, including in-kind services, by project partners in excess of the required 25 percent (25%) minimum match. *Note: The percent match listed in the proposal will be used in the project contract if the proposal is selected for funding.*
- Whether the project benefits sources of drinking water, including source drinking water areas.
- The expectation for long-term water quality improvement as demonstrated by:
 - The commitment by the applicant and partners to institutionalize and enforce practices, using tools such as ordinances, to ensure water quality improves or is protected after the project ends.
 - Whether the application includes a long-term commitment to continue to identify and require correction of illicit connections.

Prior to awarding a grant, the DEQ will consider the extent to which the awarding of the grant contributes to the achievement of a balanced distribution of projects throughout the state.

Deadline

Applications must be hand-delivered by 4:00 p.m., **November 17, 2008**, or carrier dated (i.e., U.S Postal Service, United Parcel Service (UPS), or Federal Express), no later than **November 17, 2008**.

Please note:

1. Dates from mail metering machines will not be accepted as a qualifying date. Metered mail must be delivered, or separately U.S. Postal Service post-marked by the deadline. (Metered mail is not usually post-marked – you must specifically request this service).
2. The tracking code and electronic tracking systems will be relied on to determine carrier dates for proposals sent via UPS and Federal Express.
3. Packages weighing one pound or more cannot be mailed from drop boxes under United States Postal regulations. Such packages should be mailed through the postal counter. Packages weighing one pound or more left in a drop box will be returned to the sender.
4. Faxes and e-mail submissions will not be accepted. Late proposals will not be considered for funding.

Submittal Addresses:

Postal Address:

Attention: Robert Sweet
Department of Environmental Quality
Environmental Science and Services Division
P.O. Box 30457
Lansing, Michigan 48909-7957

Physical Address:

Attention: Robert Sweet
Department of Environmental Quality
Environmental Science and Services Division
Constitution Hall, 1 North Tower
525 West Allegan Street
Lansing, Michigan 48933

Content

Each project should be applied for separately. A complete proposal package consists of **three (3)** clear hard copies and one (1) electronic copy of all required components. Please read this RFP carefully. Extraneous information will not be accepted or included in the grant proposal review process. Staple or clip the pages of the proposal. **Do Not bind the proposal or use a cover sheet other than the Environmental Science and Services Division (ESSD) Application Cover Sheet.**

Instructions for the grant proposal should be downloaded and followed. **Use the checklist on page 16 of the instructions to make sure you have a complete application.** Proposal evaluation will be based on the information received by the due date. Late materials, including letters of commitment, will not be accepted or reviewed.

All required forms for this grant proposal are available from the DEQ Nonpoint Source Program home page (www.michigan.gov/deqnps under "Grant Applicant Information," fiscal year 2009 (FY2009) Illicit Connections RFP). Forms should be downloaded and completed and then submitted with the other components of the grant proposal. Do not use forms from previous RFPs or from other programs.

Electronic Applications

Applicants are **required** to submit one copy of **all** aspects of their proposal on a compact disk. The project description, work plan, time line, budget, and all necessary statements and forms must be submitted using Microsoft Office compatible formats. The Cover Sheet, Standard Statements, and maps should be submitted as PDF or similar files.

Application Requirements

- ESSD Grant Application. See the checklist on page 16 of the instructions.
- Demonstration of legal authority to require correction of identified illicit connections.
- Minimum 25 percent (25%) match.

Project Clarification/Revisions

The DEQ can award grants for amounts other than those requested and/or request changes to or clarification of the proposed work plan. Applicants may be contacted to clarify, or negotiate changes in, proposed activities, timetable, and grant amounts.

Acceptance of Proposal Content

Successful applicants will be required to enter into a project contract with the DEQ. A project contract consists of standard “boilerplate” language ([Appendix B](#)), the applicant’s work plan, timetable, and budget information, and a compensation clause. Failure of an applicant to meet the terms and conditions in a contract may result in cancellation of the grant award.

Confidentiality

Application information will not be kept confidential. Grant applications are considered public information under the Michigan Freedom of Information Act, 1976 PA 442, as amended.

Contact

Robert Sweet, at 517-335-6967, or sweetr@michigan.gov.

INSTRUCTIONS

Application Cover Sheet and Standard Statements for FY2009 Illicit Connection Elimination Grants

The Cover Sheet is the first page—Page 1—of the entire application package. Other portions of the application are developed by the applicant and attached.

- Save this file to your computer.
- Fill in the information.
- Print the completed form.
- Have the “Person with Grant Acceptance Authority”
 - Initial the Standard Statements.
 - Sign and Date.
- Scan the completed signed form for the electronic copy of the proposal.

Definitions and Information:

Project Name. Use the project name from your Notice of Intent.

Project Location is the primary county the project is in. This is to help us distinguish similarly named projects. Use only one county name.

Waterbody Name is the name of the waterbody or waterbodies the project will impact.

HUC Code. Use the HUC Code from your Notice of Intent.

The *Contact Person* is the person in that organization that can be contacted for additional information.

Grant Amount Requested is the amount of funding you are seeking.

Local Match is the amount of local funding committed to the project.

The *Project Total* should equal the Grant Amount Requested + the Local Match.

Senate District Number. Include the district numbers of all state Senators in the project area. For help, go to <http://www.senate.michigan.gov>. Then click on “Find Your Senator,” searching by county or district.

Representative District Number. Include the district numbers of all state Representatives in your project area. For help, go to <http://www.house.mi.gov/>. Then click on “Find a Representative,” searching by city or zip code.

The *Person with Grant Acceptance Authority and Their Title.* This is the person who will be accepting responsibility for the terms and conditions of the contract. This may be the contact person, or it may be somebody else in the organization (or perhaps a board member).

Standard Statements: The Standard Statements must be initialed by the “Person with *Grant Acceptance Authority.*”

Signature. **The application must be signed and dated** by the “Person with *Grant Acceptance Authority.*”

INSTRUCTIONS

Project Description for FY2009 Illicit Connection Elimination Grants

In no more than five pages, provide the following information in the order listed, and using the headings given. **While there is a five-page maximum for this section, you are not required to use the full five-page allowance.** Use 11 or 12-point font on 8 ½" x 11" paper with 1" margins. Consider each bulleted statement as it applies to your project. At the top of the page, include the project name followed by "Project Description." Number the pages and attach to Page 1, the Application Cover Sheet and the Standard Statements. **Be sure to include a complete entry for each element A through F.** Due to space limitations, it is recommended that applicants focus their efforts on developing elements B, C, and D.

A. Statement of water quality concerns/issues.

- Briefly describe the watershed/project setting.
- Indicate the percentage of land use in the watershed (i.e., X percent urban, Y percent agriculture, Z percent forested, etc.)
- List or discuss any 303(d) listed water bodies. ([Appendix C](#) of the 2008 Integrated Report).
- Describe the current water quality conditions and the needs/problems to be addressed with the proposed project.

B. Project goals and objectives.

- Describe the project goals (what you hope to achieve) and measurable objectives (such as numbers of investigations likely to occur).
- Describe how you intend to accomplish the goals and objectives. If monitoring is proposed as a screening tool, include the parameters that will be sampled.
- Explain how the project is consistent with a remedial action plan or approved watershed management plan.
- Describe how the project will result in improved water quality and the projected load reductions.
- Describe the anticipated water quality benefits in relation to the cost of the project.

C. Organization Information.

- Briefly state the organization's mission, goals, relevant programs, activities, and accomplishments.
- Describe the relevant qualifications of project staff that will ensure the success of the project.
- Briefly state the organization's authority to require the correction of any illicit connections found during the project. Reference specific codes, ordinances, or laws. This information can also be submitted as a one-page attachment to the proposal.

D. Partners and Related Funding. Describe:

- The project partners, their roles, and commitments.
- Describe the past and ongoing illicit connections efforts by the organization and its partners. Include the results of any DEQ grants, as well as the project name and tracking code. This information should correspond with the map required in the Attachments on page 15.
- Describe how the current proposed project compliments the past and ongoing efforts.

E. Evaluation

Some type of evaluation is required for all projects to measure the success of the project in achieving the stated goals. The evaluation component of your project should be designed to detect changes that result from the project.

- Describe how an evaluation of the project will be done, including how success will be defined and measured.

F. Project Summary

In **150 words or less**, provide a summary of your project. This will be used as a basis for the DEQ summary documents during the review process, and if the project is funded, edited for the DEQ Internet Web site. For your summary, include the following:

- The name of the water body being protected or improved.
- Size of the watershed or project area.
- Land use in the watershed or project area.
- If the project area includes Integrated Report listings (Impaired Waters) or Phase 2 storm water areas.
- Pollutants threatening or impairing the water body and the sources.
- The goal(s) and objectives of the project. Include an estimated numbers (such as number of outfalls to be sampled, number of investigations that may occur).
- A projected pollutant load reduction.
- Anything that makes your project unique.

Attach this information behind Page 1, Cover Sheet and Standard Statements, and continue on the next page.

INSTRUCTIONS

Work Plan and Timetable of Illicit Connection Elimination Grants

Work Plan Maximum Four-Pages. Use 11 or 12 point font on 8.5" x 11" paper with 1" margins.

- The work plan should begin with a heading consisting of the bolded title of the project followed by "Work Plan."
- Page numbers should continue from the Project Description.
- The work plan should be presented by task (with sub-tasks, as necessary), including a brief narrative description.
- For each task, include an estimated percentage of time (grantee time only – not contractual time). The total estimated percentage of time must equal 100 percent.
- For each task, identify which staff person or agency will be responsible for carrying out the task.
- For each task include an estimated budget breakdown by major budget category (Staffing/Fringe, Contractual, Supplies, etc.). Totals must balance with the budget.
- For each task, identify the resulting product(s).

Note: All work plans must include the following mandatory tasks:

Task #X – Grant Administration and Closeout – x%

- A. Develop and submit quarterly status reports following Environmental Science and Services Division (ESSD) guidance. Reports will be submitted within 30 days of the end of each quarter.
- B. Provide draft and final products and deliverables in both hard copy and electronic format as specified in the [Nonpoint Source Grant Administrative Summary](#) and related documents online at www.michigan.gov/deqnps under Grant Recipient Information.
- C. Develop and submit a draft final report following ESSD guidance, at least 45 days prior to the end of the project. Incorporate DEQ comments and submit a final report within 30 days of the end of the grant.
- D. Submit a release of claims statement on letterhead with the final report.
- E. Submit, in both hard copy and electronic format, a draft and final project fact sheet utilizing the ESSD template. The draft project fact sheet is due 30 days prior to the end of the project. The final project fact sheet will be submitted with the final report.

Applicants proposing to conduct monitoring need to clarify the purpose of the monitoring, the parameters to be sampled, frequency of sampling and how the samples will be used to identify and/or verify the correction of illicit connections. All applications that include monitoring must also include a task to develop and submit to the DEQ for approval of a Quality Assurance Project Plan (QAPP).

Task #X - QAPP and Water Quality Monitoring – X%

- A. Develop and submit a QAPP to the DEQ for review and approval at least nine (9) weeks prior to monitoring. Monitoring will not begin without DEQ approval.
- B. All data will be submitted in both hard copy and electronic formats.

All work plans must also address:

- How illicit connections will be identified.
- Notifying landowners about the project.
- For county-wide, county-led projects, notifying communities in the project area.
- Notifying landowners when an illicit connection is found.
- Follow-up to ensure the correction is made.

Please note that a majority of the project effort should focus on conducting investigations to identify and require the correction of illicit connections to MS4s. Grant funding will **not** support:

- Developing or embellishing tracking systems, citizen complaint systems, compliance tracking systems, or geographic information systems.
- Addressing illegal dumping and responding to citizen complaints about such.

Timetable Maximum two (2) pages, standard 8.5” x 11” paper only.

- The timetable should begin with a heading consisting of the bolded title of the project followed by “Time Table.”
- Page numbers should continue from the Work Plan.
- The timetable should be presented by task (with sub-tasks, as necessary), showing when each task will begin and end.
- This should be presented in a table format and cover all quarters or months of the project. If by quarter, they must correspond to the state’s quarter system (i.e., October, November, December; January, February, March; April, May, June; July, August, September).

Note that the timetable should include time for the DEQ staff to review and comment on all draft products and deliverables and include nine (9) weeks for DEQ review of QAPPs.

Instructions for Illicit Connection Elimination Grants

Budget

The ESSD is requiring all applicants to use the Grant Application Budget Information Form posted with this RFP. Use of the electronic form will ensure that calculations are correct and that match and indirect amounts are appropriate. The shaded portions of the budget sheet should be blue when viewed on your computer.

- The form will round off to the nearest dollar.
- The Grant Amount, Match Amount, and Project Total from the budget page must be the same as the cover sheet of your application.
- Under each Budget Category (column 1), enter who or what will be charged against the grant or counted as local match (see Local Match, below). Include enough detail that the DEQ staff can determine what is being paid for.
- Enter a quantity and unit cost in columns 2 and 3, respectively.
- The form will calculate the total and attribute all the funds to the match column. Enter the amount you wish to be grant funded in column 4. The form automatically adjusts the match amount.
- Provide the same level of detail for all budget categories, whether it is to be charged against the grant or counted as match. Each line requires a description, a quantity, and a rate or unit cost.

Before you work on your budget

- Funding cannot be used to purchase computers or vehicles, nor can these items count as match.
- Conferences, workshops, other types of training as well as related food and lodging are not eligible under CMI funding, except for training necessary for personnel working on the project.
- Only actual costs can be claimed as match or for grant funding. Cost allocation is not allowed.

Local Match Amount

Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project. Local match is required on all applications. Labor, in-kind services, and materials can count as match.

- For a description of eligible match activities, contact Robert Sweet, at 517-335-6967, or sweetr@michigan.gov.
- The rate of match you include in your application will become part of your contractual obligation if your project is selected for full funding. Be sure your match commitment is realistic.
- Match activities will be held to the same standards as grant-funded activities.
- Match cannot be earned until the starting date in a contract is signed by **both** parties.
- Local match beyond the minimum required in the Grant Description is encouraged. Note that auditing requirements require grantees to document match earned by providing letters from matching agencies, verifying the work completed, and the value of that work. Again, make sure your match commitment is realistic.

NOTE: The minimum required local match is 25 percent. Minimum match required is estimated by multiplying the grant request by 0.333.

Grant Request X 0.333 ≈ Local Match Amount

For example, if you are requesting \$150,000 for a project, the minimum local match is determined by multiplying the grant request by 0.333.

Example: \$150,000 X 0.333 ≈ \$50,000 Local Match Amount

The budget form will calculate the actual match amount.

Completing the budget sheet. (Download the electronic version first).

1. Staffing Costs. These costs may be grant funds or local match.
 - In the first column, list each staff person by title (project manager, senior analyst, clerical, etc.) and name, the estimated number of hours each person will work on the project, and their hourly rate. The total and match amount are calculated automatically and cannot be changed directly. Adjust the total by changing the hours or rate; adjust the match amount by changing the grant amount.
 - Each staff person listed under staffing cost should also be included in the work plan.
 - Staffing costs for volunteers, unpaid Board members, and staff in agencies other than the grant recipient should be budgeted under Contractual Services.

2. Fringe Benefits. This can include insurance, FICA, federal, state and local taxes, vacation and sick time, and workers compensation.
 - The form automatically enters the staff information from the previous section.
 - Most agencies have set fringe benefit rates. Use your agency's fringe benefit rate, up to 40 percent maximum. Enter the rate for each person in the third column of this section.
 - The form will automatically apportion fringe benefits in the same grant/match ratio used for staffing costs.
 - The ESSD reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.

3. Contractual Services. Contractual services are services provided by staff or agencies other than the grant recipient. Any services not provided by the grant recipient should be listed here, including engineering and printing services. Your work plan must include a description of all work to be subcontracted. The state reserves the right to approve all subcontractors and reserves the right to require the Grant recipient to replace subcontractors found to be unacceptable.
 - In the first column, list all contractual services. Include a quantity (this can be by hours or contract unit) and rate for each. The total and match amount are calculated automatically and cannot be changed directly. Adjust the total by changing the hours/units or rate; adjust the match amount by changing the grant amount.
 - All contractual services included here must also be included in the work plan.
 - Each contractor should be included on a [Contractors Qualification Form](#)

A separate "Consultants Budget Form" is required for each for-profit contractor included in the contractual section. The Consultants Budget Form and instructions are identical except the form also includes a line item for "overhead." We define overhead to include

corporate and administrative support, marketing, and advertising. Overhead is a percentage of the entire grant.

4. Project Supplies, Materials, and Equipment

4a. Supplies and Materials.

- Supplies and materials are general office items or equipment less than \$1,000 per unit, not included in the indirect.
- For supplies and materials, specify the type of supplies and materials. Itemize copying, postage, and other supplies and materials. Explain any cost that may appear out of the ordinary.
- The total and match amount are calculated automatically and cannot be changed directly. Adjust the total by changing the quantity or rate; adjust the match amount by changing the grant amount.
- Food and beverages are not eligible for grant reimbursement.

4b. Equipment. Funding cannot be used to purchase computers or vehicles, nor can these items count as match.

- Equipment is defined as an article of non-expendable, tangible personal property having a useful life of more than one year and a unit cost greater than \$1,000. Equipment with a unit cost of less than \$1,000 should be listed under supplies and materials.
- Equipment cannot be purchased using grant funds, but can be purchased using match funds.
- Itemize equipment on the budget form and explain any cost that may appear out of the ordinary.

5. Travel Costs. This category applies only to organization staff – **not** contractors, partners or volunteers.

- Enter the number of miles and the mileage rate (\$0.585 per mile is the highest allowable rate).
- The total and match amount are calculated automatically and cannot be changed directly. Adjust the total by changing the miles or rate; adjust the match amount by changing the grant amount.

6. Indirect Costs

Indirect costs are intended to cover those reasonable costs associated with carrying out the projects for which the grant is being issued, but which are not included as direct charges. Typical indirect costs include, but are not limited to, office space, telephones, office equipment rental and usage, and general office supplies. The DEQ limits the indirect cost rate to no more than 20 percent of staffing and fringe. The inclusion of indirect costs in your grant application is not required.

The reasonableness of an indirect rate often is dependent on what is included in the direct charge portion of the grant. No cost can be included as both a direct charge and as part of what is covered in your indirect rate.

Most agencies have a set indirect rate. Use your agency's indirect rate, up to 20 percent, which is the DEQ's maximum allowable amount.

The electronic budget form will calculate and automatically split the indirect costs in accordance with DEQ guidance.

7. Total Grant and Match Budget

Note that the Totals at the bottom of the budget sheet should be the same as those on Page 1 of your proposal.

Indirect Costs

At the bottom of the second page of the budget sheet, following the Sources of Match, list the components of your organization's indirect costs.

Sources of Match and Dollar Value Committed

At the bottom of the second page of the budget sheet, indicate the source(s) of local match and the corresponding dollar value, provided by the applicant or other local sources.

INSTRUCTIONS

Attachments of Illicit Connection Elimination Grants

The following attachments are to be submitted by all applicants.

Map(s). Limit all maps to a single 8½” x 11” page.

Submit a **detailed map** showing the proposed work area. This map should accurately delineate the area that will be investigated. The map should also show what areas were sampled and investigated previously, either as part of meeting a storm water permit or part of a DEQ grant. This map should correspond to the information provided in the Project Description.

Audit. All applicants must include with their application, an *Independent Auditors Report* from a *Comprehensive Annual Report* documenting that the organization has undergone a successful financial audit within the last 24 months. The letter must also include the dates and scope of the successful financial audit. This information is necessary to assure that the applicant has a financial accounting system in place that operates in accordance with accepted accounting principles. **Note:** An *Independent Auditors Report* is a one or two-page letter that includes the title “*Independent Auditors Report.*” **Do not send the complete audit.**

The following attachments are to be submitted if appropriate.

Letters of Commitment. Required for all proposals that include local match from partners. These are letters from partners in the project committing a specific amount of time, money, activities, or other specified resources for the project and reflected on the budget. General letters of support (those not showing time, money, or specific resource commitment) are not required.

Consultants Budget Form. This is required for all proposals with for-profit entries in the contractual portion of the budget. The form instructions are similar to those for the proposal budget form.

Contractors Qualification Form. This is required for all proposals with entries in the contractual portion of the budget. The form should include the name and qualifications of all known contractors listed on the budget.

All other information--including binders, extraneous reports, etc.--will not be considered, reviewed, or returned.

Checklist for a Complete Application

Number the pages of your proposal. **Submit three (3) copies of all portions of your application and one (1) electronic copy of the entire proposal.**

Your ESSD *application* should consist of all of the following:

- One-page ESSD Application Cover Sheet and Standard Statements, EQP 5835.
- Maximum five-page Project Description.
- Maximum four-page Work Plan with the mandatory tasks.
- One or two-page Timetable.
- ESSD Grant Application Budget Sheet, EQP 5834, with an explanation of indirect, either on the form or as an attachment.
- 8.5" x 11" map or maps.
- Letter from a CPA showing a successful audit (*an Independent Auditors Report from a Comprehensive Annual Report*).

Attachments: **Required as described on the previous page.**

- Letters of commitment (if appropriate)
- Consultants Budget Form (if appropriate)
- Contractors Qualification Form for any known contractors

All other information--including binders, extraneous reports, and general letters of support--will not be considered, reviewed, or returned. We highly recommend that you contact Bob Sweet at 517-335-6967 before submitting your proposals if you have any questions.

Applications must be delivered to the ESSD in Lansing by 4:00 p.m., **November 17, 2008**, or carrier dated on or before **November 17, 2008**. Faxes and e-mail submissions will not be accepted. Late proposals will not be considered for funding.

For U.S. Mail:

Mr. Robert Sweet
Department of Environmental Quality
Environmental Science and Services Division
P.O. Box 30457
Lansing, Michigan 48909-7957

For Hand Delivery, UPS,
or FedEx Delivery:

Mr. Robert Sweet
Department of Environmental Quality
Environmental Science and Service Division
Constitution Hall, 1st floor, North Tower
525 West Allegan Street
Lansing, Michigan 48933