

INSTRUCTIONS for Fiscal Year 2009 Nonpoint Source Program **Application Notice of Intent Forms**

The Notice of Intent (NOI) process is new to the Nonpoint Source (NPS) Grant process this year. It will allow us to identify ineligible applicants and applications prior to the effort of completing a full proposal saving the time and effort of both those applicants and the NPS Program staff. It will also identify who is interested in doing what and where. This not only allows us to better plan for the proposal review process, it also allows the NPS staff to offer advice and guidance on projects prior to submittal of the proposal.

Specific instructions for the forms follow. There are separate forms for Implementation and Planning projects. Here are the rules for the NOI Process:

1. A NOI form must be electronically submitted for each project as an eligibility requirement for fiscal year 2009 NPS funding.
2. Full proposals will only be accepted from notified applicants.
3. The Organization and Watershed must be the same in the NOI and the full proposal.
4. While the level of detail in the NOI is low, and we anticipate changes in details, the general scope of the NOI and the full proposal should be the same. In particular, we realize that partners, contractors, and estimated funds may not yet be firmly determined by the NOI submittal date.

Organization Information: The name, address, telephone and FAX number of your organization plus the name, title, and e-mail of someone that the NPS Program staff can contact for additional administrative or technical information about the proposal.

Check boxes:

- Does your organization have proof of a successful audit within the last two years, or will you have proof by (*date full proposals are due*)? If so, check yes. Organizations that cannot supply such proof are not eligible.
- If your organization is a 501(c)(3), college, or university - check nonprofit. If your organization is a sub-State unit of government – check Unit of Government.

Project Name: Preferred names include the name of the watershed and type of project. For example, *Big River Riparian Protection Project* or *Big Lake Planning Project*.

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

Water Body Name is the name of the water body or water bodies the project will impact.

The **HUC Code** is the USGS hydrologic code for the watershed in which the project is located. Eight, 10 and 12 digit HUC numbers are available for Michigan watersheds in [appendices A1 and A2 of the Integrated Report](#).

Watershed Management Plan Name (For Implementation NOI only): Provide the name of the DEQ-approved watershed management plan referencing your project. Check the box(es) indicating DEQ approvals of the plan. ****Note:** Watershed plans which are currently under DEQ review and were submitted by the June 25, 2008 deadline can be listed here. These plans must be approved under the Clean Michigan Initiative rules by October 22, 2008 , for the project to remain eligible.

Eligible Watersheds: Information in this section will be used to confirm that projects are located in watersheds that are either: 1) Listed in Appendix C of the Integrated Report and impaired at least in part, by nonpoint sources of pollution addressed in [Michigan's Nonpoint Source Program Plan](#) – OR- 2) A NPS priority watershed listed in section 2.18 of Michigan's 2008 Integrated Report. Questions concerning which watersheds are impaired, at least in part, by nonpoint sources of pollution covered by Michigan's Nonpoint Source Program Plan should be addressed to the [Water Bureau Nonpoint Source staff](#).

Watersheds eligible under Option 1 above:

12 Digit HUCs (For Implementation Projects only): From [Appendix C](#) of the Integrated Report, list up to two 12 Digit HUCs that cover proposed project areas. (Additional HUCs may be mentioned in the project summary section).

Designated Use: Use the dropdown box to select the appropriate designated use, if any, from [Appendix C](#) of the Integrated Report. Impairment must be at least partially due to nonpoint sources addressed in the NPS Program Plan.

Total Maximum Daily Load (TMDL) Date: From [Appendix C](#) of the Integrated Report, enter the date, if any, of the TMDL Schedule or TMDL Completion columns.

-OR-

Watersheds eligible under Option 2 above:

NPS Priority Watershed from section 2.18 of the Integrated Report on the list of water bodies beginning on page 22 of the [Integrated Report](#) – if your water body is listed, check the box.

Project Summary: A brief description of the watershed with a focus on what is proposed to be done. The watershed description might include land use or unique features (social, political, or environmental) pertinent to the project. The focus of this section should be a summary of the major proposed tasks and linkages to the listing(s) in the Integrated Report and, for implementation projects, must include reference to the specific watershed plan recommendations being implemented. Note that this section must not exceed 200 words for Implementation Projects or 150 words for Planning Projects.

Project Outcomes (For Implementation NOI only): An estimate of the anticipated administrative and/or environmental outcomes of the project – x units of y Best Management Practice (BMP) installed yielding z pounds reduction of parameter A -or- w

copies of pamphlet handed out at x meetings leading to z homeowners adopting practice A leading to a B pound reduction in parameter C – or- X acres permanently protected. While we would appreciate this level of detail, we understand it is not always possible. This section should represent your best estimate of what your project could reasonably achieve. Note that this section must not exceed 100 words.

Project Includes: Use the check boxes and dropdown boxes to indicate the elements of the proposal.

Partners: List the known or anticipated project partners.

Consultants: List the known or anticipated consultants or contractors. If the consultants or contractors will be selected via bid process or are completely unknown at this time, list as TBD (To Be Determined).

Estimated Grant Funds and Estimated Local Match: Your best guess at how much you will be requesting in grant funding and how much local match you will be able to secure.

Completed forms should be e-mailed to: deq-npsgrants@michigan.gov. An automated response/confirmation should be received from this address within 2 hours. If a response is not received within 2 hours contact the ESSD staff person for your area listed in Appendix E.