



COASTAL ZONE MANAGEMENT PROGRAM

SPECIAL REQUEST FOR WATER TRAILS PLANNING

PROPOSALS PACKAGE

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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, which is 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 our coastal communities and partners 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 approximately \$300,000 in pass-through grant funds will be available in the funding cycle covered by this special Request for Proposals (RFP).

This RFP seeks projects that plan, enhance, and promote coastal water trails, also known as blueway trails, which are trails for canoes, kayaks, and other muscle-powered, non-motorized watercraft. The RFP Application Package can be found at: <http://www.mi.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. (p. 4)
- ✓ 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.
- ✓ Extent to which the project leverages private and other public resources.

CZM Program staff will coordinate the review of the applications with other state agency staff, and recommend projects to the Michigan Department of Environmental Quality (DEQ) Director for funding. Projects approved by the DEQ Director will be submitted to the NOAA for final review and approval.

A. Who is Eligible:

- ❖ Coastal units of government including cities, counties, villages, and townships.
- ❖ Regional planning agencies and conservation districts.
- ❖ State agencies.
- ❖ Universities and school districts.
- ❖ Tribal governments.
- ❖ Nonprofit organizations.

An applicant for which any of the following conditions existed in the 12 months prior to the application deadline for this RFP is not eligible for funding:

- ✓ DEQ grant contract terminated.
- ✓ Unresolved DEQ enforcement actions.
- ✓ History of inability to manage or meet DEQ contractual terms and conditions.

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B. Grant Amounts:

No less than \$10,000 and up to \$300,000.

C. Match Requirement:

A one-to-one non-federal match is required for all projects. Match may be in the form of cash, in-kind services, or donations. Match funding sources, such as Michigan Department of Natural Resources, Michigan Department of Transportation, or other must be secured at time of CZM application submittal. Applicants are required to provide documentation of secured funding.

D. Project Award Period:

The anticipated project start date is July 1, 2013, and end date is no later than June 30, 2014. Projects will be evaluated on project readiness and feasibility for completion within this 12-month project time frame.

E. Project Location:

Project focus must be within Michigan's coastal zone boundary, which includes the waters and islands of Michigan's Great Lakes and connecting channels. On the mainland, the boundary generally extends a minimum of 1,000 feet inland from the ordinary high water mark. The boundary ranges further inland in some locations to encompass important coastal features such as lakes, bays, wetlands, dunes, urban areas, public recreational parks and natural areas. Projects that include activities such as planning, outreach and/or training that extend outside the coastal boundary will be evaluated on a case-by-case basis. Federally owned lands are excluded from the coastal zone. For further information see Coastal Zone Boundary Maps or Michigan Coastal Management Program Staff Map, both at www.mi.gov/coastalmanagement.

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.
- ❖ Construction projects.
- ❖ Dredging projects.
- ❖ Roadway design projects.
- ❖ Recreation plans.
- ❖ Purchase of general purpose equipment such as computers, cameras and/or printers.

G. Application Deadline:

Complete Applications must be submitted **no later than March 29, 2013.**

H. Application Submittal:

Applications must be submitted by Postal Mail (must be postmarked no later than March 29, 2013). Provide an electronic copy of the application (MS Word or text file) and associated materials as described below on a CD or USB flash drive (non-returnable) with a hardcopy cover letter signed by an authorized representative of the applicant on the applicant's letterhead.

Please note that faxed submissions will not be accepted and late or incomplete applications will not be considered for funding.

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

The Great Lakes are a primary focus for recreation and tourism in Michigan. The CZM Program protects, restores, creates and enhances public access to the Great Lakes using approaches that support coastal communities and foster appreciation of our natural resources. Through this special RFP, the CZM Program is committed to providing public access to the Great Lakes and connecting channels for recreational use through the following types of water trail planning projects:

- Comprehensive plans for local, regional, or statewide coastal water trails, including research, surveys, and mapping to support the planning process.
- Assessments of existing water trails to identify and analyze gaps in access and other needs, and recommend improvements.
- Development or enhancement of websites or other media that promote coastal water trail recreation opportunities.

Preference will be given to projects with elements that:

- Involve the public in the planning process.
- Connect and expand existing coastal water trails.
- Increase and improve universal public access.
- Interpret cultural and historic maritime resources such as lighthouses, shipwrecks and other Great Lakes maritime heritage features.
- 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 waters and its importance to communities and the economy.
- Conduct training events to provide coastal decision-makers with knowledge and tools to comprehensively plan for and manage water trail public access in coastal communities.

III. Additional Information for Applicants

- ✓ **Confidentiality** – Proposal information will not be kept confidential. Grant proposals are considered public information under the Michigan Freedom of Information Act, PA 442 of 1976, as amended.
- ✓ **Acceptance of Grant Agreement** – Successful applicants will be required to enter into a grant agreement with the DEQ which includes standard terms and conditions which are not subject to modifications. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

IV. Application

Applications can be no more than 10 single-sided pages in length with text no smaller than 10-point font size. Maps and illustrations may be included but will be subject to the overall application length limit. A cover letter signed by an authorized representative of the applicant and on the applicant's letterhead must accompany the application. Applications should be mailed to:

Michigan Coastal Zone Management Program
Office of the Great Lakes
Department of Environmental Quality
P.O. Box 30473
Lansing, Michigan 48909-7973

The following information is required:

A. Application Cover Page:

The cover page should list the project title, location (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, if greater than the sum of the grant and match amounts. 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.
- Applicant Federal ID#.
- Applicant DUNS #.
- Name, title, and contact information of a contact person, if different from that of the applicant's authorized representative.

B. Proposed Project Summary:

Provide a brief overview (200 words maximum) of the proposed project mentioning the name of the applicant and partners, if relevant, the waterways that are the focus of the planning effort, and overall project deliverables.

C. Detailed Proposed Project Description:

The following information is required in the detailed proposed project description:

- Project scope, why the project is needed, and how it addresses the CZM objectives and project preferences on p. 4 of this RFP.
- How the project addresses the selection criteria on p. 2 of this RFP.
- List of key project tasks and the outcome(s) or deliverable(s) of each task.
- Project schedule showing the progress and completion of key project tasks by quarter. The quarters are July-September, 2013, October-December, 2013, January-March, 2014, and April-June 2014. The schedule must show that all tasks will be completed within this timeframe.
- Source of match.

The following information, if relevant, is strongly 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

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included in the application submittal as hardcopies or Portable Document Format (PDF) files and will not count toward the 10-page application limit.

- Description of how the proposed project leverages other technical or financial resources.
- Project coordinates in decimal degree format or expressed in degrees, minutes, seconds.

D. 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.

E. Detailed Proposed Project Budget:

Download and itemize project components using the *Detailed Proposed Budget* available at:

www.mi.gov/documents/deq/deq-mcmp-CZM-Grant-budget-form_407422_7.xls. The completed budget spreadsheet file should be included in the CD or USB flash drive with the application and will not count toward the 10-page application limit.

V. Resolution of Support

Applications from local units of government must include a resolution of support from the governing body. The resolution of support may be included in the submittal as a hardcopy or PDF file and will not count toward the 10-page application limit. An example can be found at:

www.mi.gov/documents/deq/deq-ogf-czmp-ResolutionofSupport_407111_7.doc