



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

**Water Resources Division
Clean Michigan Initiative-Clean Water Fund**

**Water Quality Monitoring
Grant Application Package
Fiscal Year 2012**

TABLE OF CONTENTS

WATER QUALITY MONITORING GRANT APPLICATION PACKAGE

<i>Funding Source and Authority</i>	1
<i>Submittal Deadline, Delivery Instructions, and Contact Information</i>	1
<i>Eligibility</i>	1
<i>Ineligibility</i>	1
<i>Inland Beach Monitoring Grants</i>	2
DIRECTIONS FOR PREPARING THE GAP	4
<i>List of Information Required</i>	4
1. <i>Directions for Preparing the Grant Application Cover Sheet</i>	4
2. <i>Directions for Preparing Project Description</i>	5
3. <i>Directions for Preparing the Work Plan</i>	6
4. <i>Directions for Preparing the Timetable</i>	7
5. <i>Directions for Preparing the Budget Form</i>	7
6. <i>Directions for the Audit Letter</i>	9
7. <i>Directions for the Letters of Commitment</i>	10
8. <i>Beach Summary Information Sheet</i>	10
APPENDIX A	11
Water Quality Monitoring Grant Application Cover Sheet	12
Beach Summary Information Sheet	13

Water Quality Monitoring Grant Application Package (GAP)

Funding Source and Authority

Water quality monitoring grants are offered under the Clean Michigan Initiative-Clean Water Fund (CMI-CWF). Information contained in this GAP is based on existing Water Resources Division guidance as well as administrative rules [Rule 8 (R 324.8808) of Part 88, Water Pollution and Environmental Protection Act, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA)] promulgated for the CMI-CWF grants. Approximately \$200,000 is available for two-year inland beach grants, and \$250,000 for water quality monitoring projects (non-beach).

Submittal Deadline, Delivery Instructions, and Contact Information

Applications must be received no later than **5:00 p.m. on May 11, 2012**, via U.S. or Express mail, E-mail (as an attachment), or hand-delivery. Late applications will not be considered for funding. If hand-delivering or mailing an application, include four copies of the application.

E-mail, hand-deliver, or mail applications to:

Inland Beach Monitoring:

Ms. Shannon Briggs
DEQ, Water Resources Division
Constitution Hall, 2nd Floor South
P.O. Box 30458
525 West Allegan Street
Lansing, Michigan 48909-7958
Briggss4@michigan.gov
517-335-1214

Water Quality Monitoring:

Mr. Mike Alexander
DEQ, Water Resources Division
Constitution Hall, 2nd Floor South
P.O. Box 30458
525 West Allegan Street
Lansing, Michigan 48909-7958
alexanderm2@michigan.gov
517-335-4189

Eligibility

Local units of government and nonprofit entities are eligible to receive grant funding. Nonprofit entities are those exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Eligible entities generally include county, city, township, and village agencies, watershed and environmental action councils, universities, regional planning agencies, and other incorporated not-for-profit organizations.

Eligible groups must meet all of the following:

1. Must have undergone a successful financial audit within the 24-month period immediately preceding the application.
2. Must not have had a grant revoked or terminated, or demonstrated an inability to manage a grant or meet the obligations in a project contract with the Department of Environmental Quality (DEQ), or its predecessor agencies, within the 24-month period immediately preceding the application.

Ineligibility

1. Individuals, private lake associations [that are not tax exempt under Section 501(c)(3) of the Internal Revenue Code], for-profit organizations, and federal and state agencies.

2. Restoration efforts and education only projects.
3. Volunteer monitoring activities.
4. Monitoring activities for privately owned beaches with no public access.

General Information

- There is no maximum dollar amount for these grants. The dollar amount requested should be based upon what is needed to carry out the tasks identified in the project proposal.
- Disbursement of grant funds is done on a cost-reimbursement basis.
- This grant requires a minimum 25 percent (%) match of non-state funds.
- Beach monitoring sampling must be completed by October 31 of each calendar year.
- Inland Beach Monitoring applicants that receive funding will be required to enter their *E. coli* data into the DEQ's database via the Michigan Beach Monitoring Web site.
- Applicants that receive funding will be required to submit data to the DEQ electronically, as well as hard copy, in a mutually agreeable format.
- Project contracts cannot exceed two years.
- Applicants may include the cost of equipment (under \$1,000) and supplies, sample analysis, and staff needed to implement the water quality monitoring activities.
- Applicants may be contacted for clarification and for the purpose of negotiating changes in proposed project activities, timetable, and grant amounts. The DEQ can award grants for amounts other than those requested and/or request changes to, or clarification of, the proposed work plan. Any such changes must be within the originally proposed scope of work.
- Information provided in grant applications will **not** be kept confidential.
- **Successful applicants will be required to submit to the DEQ and obtain DEQ approval of a Quality Assurance Project Plan (QAPP) prior to any sample collection and analysis.** The QAPP must outline the Quality Assurance/Quality Control (QA/QC) procedures to be used by the applicant.
- Successful applicants will be required to enter into a project contract with the DEQ. A project contract consists of standard "boilerplate" language, the applicant's project description, work plan, time line, and budget information. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

Inland Beach Monitoring Grants

These grants are meant to fund proposals that determine levels of *E. coli* in public swimming areas at beaches located on inland lakes and rivers. Monitoring projects should be designed to comply with Rule 62 (R 323.1062) of the Part 4 rules, Water Quality Standards, of Part 31, Water Resources Protection, of the NREPA. In selecting projects for grant awards, the DEQ will consider all of the following:

1. Location and frequency of beach use.
2. History of beach monitoring and bacterial contamination.
3. Ability to communicate results to the public within 36 hours (consistent with the Public Health Code).
4. Ability to respond and take appropriate action in the event of beach contamination.
5. Proximity of beach to a known bacterial contamination source.
6. Innovativeness and feasibility of proposed project.
7. Ability to reduce time delay between sampling and results.

Water Quality Monitoring Grants

These grants are meant to fund water quality monitoring activities to address local issues of concern and to identify new chemicals/issues that may be impacting the quality of Michigan's surface waters. Monitoring activities are limited to surface waters (i.e., rivers, streams, public access lakes, wetlands, the Great Lakes, etc.) and may include ambient chemical, biological, or physical monitoring activities, as well as the development of tools to help with the assessment of such data. The priority geographic areas for 2012 are listed in Table 1; however, other geographic areas will be considered.

Table 1

Upper Peninsula Watersheds	Lower Peninsula Watersheds
• Bad-Montreal River Watersheds	• Pigeon River Watershed
• Black-Presque Isle River Watersheds	• Flint River Watershed
• Ontonagon River Watershed	• Lake St. Clair Shores (Lake St. Clair Tributaries)
• Lake Superior Tributaries	• Raisin River Watershed
	• Betsie-Platte River Watersheds
	• Boardman-Charlevoix River Watersheds
	• Flat River Watershed
	• Thornapple River Watershed

In selecting projects for a grant award, the Water Resources Division will consider all of the following:

1. The goals and objectives of the monitoring project.
2. The applicant's ability to successfully carry out the project.
3. The applicant's commitment to develop and follow QA/QC procedures for sample collection and analysis.
4. The applicant's ability and willingness to use the data and take action to improve water quality.
5. The amount of matching funds provided by the applicant (25% minimum required, but additional match is a plus).
6. The number of sites and parameters.
7. Links to other programs and projects.
8. The nature of the chemical/issue, its geographical distribution/occurrence (statewide problem versus local problem), and its potential to negatively impact water quality and/or human health.
9. The applicant's knowledge of the issue based on available information.

Particular emphasis will be given to proposals that identify nonpoint source problems and/or evaluate the effectiveness of best management practices in protecting water quality; evaluate the status of beneficial uses or document progress toward their restoration in Great Lakes Areas of Concern; support the development or implementation of Total Maximum Daily Loads; document restoration of water bodies included on Michigan's Section 303(d) list; address emerging chemicals; and monitor the occurrence and distribution of invasive species.

Directions for Preparing the GAP

List of Information Required

The application must include all of the following:

1. Grant Application Cover Sheet (included in Appendix A).
2. Project Description (maximum four pages).
3. Work Plan (maximum three pages) with the mandatory elements (see Directions for Preparing the Work Plan - Page 6).
4. Timetable (maximum two pages).
5. [GAP Budget Form](#).
6. Audit Letter demonstrating a successful audit within the last two years.
7. Letters of Commitment.
8. Beach Summary Information Sheet (included in Appendix A [Inland Lake Beach Monitoring Proposals Only]).

All other information provided by the applicant, including binders, extraneous reports, and general letters of support will not be considered, reviewed, or returned.

1. Directions for Preparing the Grant Application Cover Sheet

The cover sheet (included in Appendix A) is the first page of the entire package and is to be filled out by all applicants.

- Project Name is the name of the proposed project submitted for funding.
- Project Location is the primary county in which the project will be conducted. This is to help us distinguish similarly named projects. Fill in one county only.
- Watershed Impacted by Project is the watershed in which the project will be conducted or the watershed that may be affected by the project.
- Organization Name is the group, agency, or local unit of government applying for funding. Please include the organization's fax and telephone numbers.
- Contact Person is the person within the organization that can be contacted by DEQ staff for any needed additional information. Please print name and include title. The contact person also needs to sign the cover sheet as indicated, or submit the proposal via E-mail.
- Contact Person's E-Mail address - if available.
- Organization Address - be sure to include the street name and number (or the P.O. Box) on the first line and the city and zip code on the second line.
- Duration of Project - Indicate the approximate amount of time needed, in years and months, to implement the project (e.g., 1 year, 2 months). Note that the maximum duration for projects is two years.
- Preferred Start Date - Indicate the month and year you would like to start your project. Projects start dates are normally on or after the date on which a contract is signed.

- Grant Amount Requested is the amount of funding being sought. Local Match is the amount of local funding committed to the project. The local match can include in-kind services. The Project Total should equal the Grant Amount Requested + the Local Match.
- Person with Grant Acceptance Authority - This is the person who has the authority to accept responsibility for the terms and conditions of the contract. This may be the contact person, somebody else in the organization, or perhaps a board member. Please print name and include title (a signature is not required for submission of a proposal; however, the final contract agreement requires an original signature).

2. Directions for Preparing Project Description

In no more than four pages, please provide the following information in the order listed, using the topic headings. Consider each bulleted statement as it applies to your project. Use 11- or 12-point font on 8 ½" x 11" paper. Number the pages and attach to Page 1 (the Grant Application Cover Sheet).

A) Statement of Water Quality Concern(s)/Issues

- Indicate the water quality concern and what is known about it.
- Indicate how the data will be used for environmental and/or public health protection.

B) Project Goals and Objectives

- Describe project goals (what you hope to achieve), objectives (measurable, if possible), and how they will be accomplished.
- Explain how the sampling results will be reported to local officials, the DEQ, and other relevant stakeholders (for beach grants, reporting should be within 36 hours of testing, consistent with Public Health Code requirements).

C) Background Information and Study Design (if available):

Inland Beach Monitoring Proposals:

- Beach name.
- Water body name.
- Location (county, latitude, and longitude).
- Beach dimension (in meters).
- Name of nearest city.
- Describe surrounding environment (wetland, commercial, residential, agricultural, proximity to combined sewer outfalls, holding ponds, storm drains, etc.).
- Indicate the beach type (publicly owned/public access or privately owned/public access).
- Identify the beach owner/operator, and whether the beach is part of a state, county, city, or township park.
- Duration of swimming season and number of visitors (or estimate) per swimming season.
- Water sampling start and end dates.
- Number of proposed sampling sites per beach (at least three).
- Proposed frequency of sampling (number of sampling events per week/month). Note that the monitoring protocol must comply with R 323.1062, which states, "All waters of the state protected for total body contact recreation shall not contain more than 130 *E. coli* per 100 milliliters (ml), as a 30-day geometric mean. Compliance shall be

based on the geometric mean of all individual samples taken during five or more sampling events representatively spread over a 30-day period. Each sampling event shall consist of three or more samples taken at representative locations within a defined sampling area. At no time shall the waters of the state protected for total body contact recreation contain more than a maximum of 300 *E. coli* per 100 ml. Compliance shall be based on the geometric mean of three or more samples taken during the same sampling event at representative locations within a defined sampling area."

- Indicate past monitoring practices and results. This grant encourages electronic reporting of past beach closures or advisories and historical beach monitoring *E. coli* data if available. This task could be included in the work plan.
- Describe or explain your policy for responding to results of beach testing that exceed Michigan's water quality standards. Explain the process or decision criteria that are used to close and reopen a beach, or to issue an advisory.

Water Quality Monitoring Proposals:

- Water body name and location (county, longitude, and latitude).
- Number of proposed sampling sites per water body and location of sampling sites (attach map if necessary).
- Parameters to be monitored and monitoring frequency.
- Indicate past monitoring efforts and results, if any.
- Describe surrounding environment (wetland, commercial, residential, agricultural, proximity to combined sewer outfalls, holding ponds, storm drains, etc.).

D) Organization Information

- In one paragraph, 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.

E) Partners

- Describe any other partners in the project, their roles, and commitments.
- Describe any other sources of funding not listed on Page 1 of the proposal or on the budget, and include other grants you have received that relate to this proposal.

F) Project Sustainability

- Describe any water quality activities that will continue after the project is completed.
- Indicate the length of time your organization is committed to maintaining the monitoring activities funded by this grant.

G) Evaluation

- Describe how the project will be evaluated.
- Describe how the data will be used, disseminated, and reported to the DEQ.

3. Directions for Preparing the Work Plan

Maximum three-pages. Use 11- or 12-point font on 8 ½" x 11" paper. The plan should be presented by task (with subtasks, as necessary), with an estimated percentage of time given to each task. The estimated percentage of time for all tasks should total 100%. For each of the

tasks, identify who will be responsible for carrying out the task and include a list and description of all products and deliverables. All work plans must include the following mandatory tasks:

- Development and submission of quarterly status reports following Water Resources Division guidance.
- Development and submission of a final report (at the end of the project) following Water Resources Division guidance.
- Submission of a release of claims statement (a standard form letter) at the end of the project.
- Provision of all products and deliverables. This includes all data collected, in both hard copy and electronic format.
- Submission of a QAPP. Note that the QAPP must be submitted and approved before any monitoring may be conducted.
- For beach monitoring proposals only, electronic submission of beach location data (center and endpoint coordinates in decimal degrees [to at least 4 places], beach length [meters], beach notification data [beach closure/advisory and reopening dates], and beach monitoring data [*E. coli* test results]).

4. Directions for Preparing the Timetable

Include a timetable of activities showing when each task will be completed. This should be presented in a table format and cover all months or quarters of the project. If by quarter, specify which months are included in each quarter (e.g., Quarter 1: October, November, December). The timetable should correspond with the tasks.

5. Directions for Preparing the Budget Form

Fill out the GAP Budget Form, using the directions below. Round off all amounts to the nearest dollar. Note that this form is available electronically at the following Web site:
http://www.michigan.gov/deq/0,1607,7-135-3313_3686_3728-87366--,00.html.

Column 5, Match Amount. Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project. **This grant requires a minimum 25% match of non-state funds** (match beyond the 25% is encouraged). Labor, in-kind services, and materials may be used as match. Grant funds from the Great Lakes Beaches Environmental Assessment and Coastal Health Act **may not be used** for the local match. In Column 5 of the Project Budget form, include local match amounts for each budget category (staffing costs, fringe benefits, etc.).

- Whatever you commit to as match will become part of your contractual obligation if your project is selected for funding. Be sure to make your match commitment realistic.
- Other state and federal funds, awarded as grants from the state, may not be used as matching funds.
- Match activities will be held to the same standards as grant-funded activities.
- Match may not be earned until the starting date in a contract, and cannot be earned after the end date.

Note: Successful applicants will be required to provide supporting documentation and proof of payment for any expenses reported, as requested by the state.

A) Staffing Costs

- In Columns 4 and/or 5, enter the staffing costs.

- Each staff person whose costs are included in the Staffing Cost must be included in the Work Plan. Please include number of hours and hourly rates where possible.
- Costs for staff in agencies other than the grant recipient should be budgeted under Contractual.

B) Fringe Benefits

This can include insurance, FICA, federal, state, and local taxes; vacation and sick time; and workers compensation.

- Most agencies have set fringe benefits rates. Use your agency's fringe benefits rate up to 40% maximum.
- In Columns 4 and/or 5, enter the amounts needed for fringe benefits.
- The DEQ reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.
- Fringe benefit rate must be shown for each staff member in the work plan.
- Subtotal staffing and fringe benefits costs.

C) Indirect Costs

Indirect costs are considered to be the cost of doing business. Typical indirect costs may include, but are not limited to office space, telephones, office equipment rental and usage, seasonal insurance, and general office supplies.

- Most agencies have a set indirect rate. Use your agency's indirect rate (up to 20% of the project total for staffing and fringe benefits; e.g., indirect costs = \$1,000 based on a rate of 20% and a project total for staffing and fringe benefits of \$5,000). **List what is included in your agency's indirect rate.** If you do not have a set indirect rate, a rate must be calculated based on the annual total of your agency's cost for identified indirect expenses divided by your agency's annual total expenses.
- Any expenses used in calculating an agency's indirect rate **CANNOT** also be charged as a direct expense.
- In Column 3, indicate the rate at which indirect costs are being calculated (maximum 20%).
- In Column 4, enter the indirect costs charged to the grant. Indirect costs are based on your agency's indirect rate and the salary and fringe benefits that are charged to the grant. If salary is \$750, fringe benefits are \$300, and the indirect rate is 20%, then the allowable indirect costs charged to the grant are $\$750 + \$300 = \$1,050 \times 20\% = \210 .
- In Column 5, enter the indirect costs that will be shown for local match based on the salary and fringe benefits totals that are shown for local match. If salary is \$250, fringe benefits are \$100, and the indirect rate is 20%, then the allowable indirect costs charged to the grant are $\$250 + \$100 = \$350 \times 20\% = \70 .
- In Column 6, enter the project total for indirect costs. This amount should be the sum of Column 4 and Column 5, (e.g., $\$210 + \70). It should be the same amount as the indirect rate multiplied by the project total for staffing and fringe benefits (e.g., $20\% \times \$1,400 = \280).

D) Contractual Services

Contractual costs are services provided by staff or agencies other than the grant recipient. Any services not provided by the grant recipient should be listed here. If any part of the work in the grant is to be subcontracted, your grant application must include a description of all subcontracted work. The state reserves the right to approve all subcontractors for this

project and reserves the right to require the grant recipient to replace subcontractors found to be unacceptable.

- Enter contractual services amounts in Columns 4 and/or 5.
- All contractual services included here should also be included in the work plan.

E) Project Equipment, Supplies, and Materials

Project Equipment

- Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year.
- The purchase of equipment less than or equal to \$1,000 is allowed using grant funds. Equipment greater than \$1,000 may be purchased and counted as match.
- Enter equipment amounts in Columns 4 and/or 5.
- Itemize equipment and explain any cost that may appear out of the ordinary.
- Subtotal supplies, materials, and equipment costs.

Project Supplies and Materials

- Enter costs in Columns 4 and/or 5. Explain any cost that may appear out of the ordinary. The work plan must list these items and describe activities that will require use of these items.

F) Travel Costs

- Enter the travel costs (mileage, lodging, meals, etc.) in Column 4 and/or 5. Rates may not exceed the current authorized state rates, which may be found at http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html.
- Itemize costs in the work plan and explain any costs that may appear out of the ordinary.
- List the mileage and rate.

G) Grand Total of Grant and Match Budget

Add the Project Subtotals and the Indirect Costs for grant funds and local match to get the budget total for the entire project. *Note that the totals for grant funds, local match, and the entire project on the Project Budget Form must be the same as those listed on Page 1 of your proposal (application cover sheet).*

H) Sources of Match

Indicate the source(s) of local match and the corresponding dollar value provided by the applicant or other local sources.

6. Directions for the Audit Letter

Supply proof of a successful financial audit for a period ending within the 24 months immediately preceding the application as demonstrated by an *Independent Auditor's Report* signed by a Certified Public Accountant from a Comprehensive Annual Report.

7. *Directions for the Letters of Commitment*

Each project partner listed in the work plan or budget should provide a one-page letter insuring their commitment to the project.

8. *Beach Summary Information Sheet*

Required for Inland Beach Monitoring Grants Only (see Appendix A).

Appendix A



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

Water Resources Division

Water Quality Monitoring Grant Application Cover Sheet

(Authorized by 1994 PA 451)

Type of Grant: Beach Monitoring _____ Water Quality Monitoring _____

Project Name: _____

Project Location (Primary County): _____

Watershed(s) Impacted by Project: _____

Organization Name: _____

Organization Phone #: _____ - _____ - _____ Organization FAX #: _____ - _____ - _____

Contact Person: _____, _____
(Name) (Title)

Contact Person's E-Mail (if Available): _____

Organization Address: _____
(Street Name and Number)

(City, Zip Code)

Duration of Project: Years: _____ Months: _____

Preferred Start Date: _____/_____/_____ (Month/Year)

Grant Amt. Requested: \$ _____ + Local Match: \$ _____ = Project Total: \$ _____

Person with Grant Acceptance Authority: _____, _____
(Name) (Title)

Contact Person's Signature: _____

Michigan Department of Environmental Quality
 Water Resources Division
 Beach Summary Information Sheet
 For Inland Lake Beach Monitoring Grant Proposals

	For 2012	For 2013
Number of City Beaches:		
Number of Township Beaches:		
Number of County Beaches:		
Number of State Park Beaches:		
Number of National Park Beaches:		
TOTAL BEACHES		
Frequency of Monitoring: <i>(example)</i> 5 samples per week for 3 months		
Monitoring Start Date: <i>(example)</i> May 1		
Monitoring End Date: <i>(example)</i> September 30		
Total Number of Weeks for Monitoring: <i>(example)</i> = 22 weeks		