



STATE OF MICHIGAN

DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENT

LANSING

JENNIFER M. GRANHOLM
GOVERNOR

REBECCA A. HUMPHRIES
DIRECTOR

Water Bureau
Clean Michigan Initiative-Clean Water Fund

Water Quality Monitoring
Grant Application Package
Fiscal Year 2010

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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 Bureau (WB) 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 \$250,000 is available for water quality monitoring projects.

Submittal Deadline, Delivery Instructions, and Contact Information

Applications must be received no later than **April 15, 2010**, 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:

Ms. Kay Edly
DNRE, Water Bureau
Constitution Hall, 2nd Floor South
P.O. Box 30273
525 West Allegan Street
Lansing, Michigan 48909-7773
edlyk@michigan.gov
517-373-4633

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 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 Natural Resources and Environment (DNRE), 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 activities.

3. Volunteer monitoring activities.

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.
- Applicants that receive funding will be required to submit data to the DNRE 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 DNRE 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 DNRE and obtain DNRE 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 DNRE. This is a legally binding contractual agreement with the state of Michigan, which consists of a work plan, timetable, budget, and standard “boilerplate” language (some of which has been simplified and included in Appendix B; see Water Quality Grants: Terms and Conditions of Grant Awards). These terms and conditions are not negotiable and failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

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 2010 are listed in Table 1; however, other geographic areas will be considered.

Table 1

Upper Peninsula Watersheds	Lower Peninsula Watersheds
• Carp River Watershed (Marquette County)	• Au Gres/Tawas River Watershed
• Misery River Watershed (Ontonagon County)	• Cass River Watershed
• Portage Lake River Watershed	• Detroit River Watershed
• Sturgeon River Watershed (Houghton County)	• Upper Grand River Watershed
• Salmon Trout River Watershed	• Muskegon River Watershed
• Tobacco River Watershed (Keweenaw County)	• Paw Paw River Watershed
	• Red Cedar River Watershed
	• Lower St. Joseph River Watershed

In selecting projects for a grant award, the WB 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 (NPS) 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 (TMDLs); document restoration of water bodies included on Michigan's Section 303(d) list; address emerging chemicals such as polybrominated diphenyl ethers and perfluorinated compounds; 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. GAP 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 (included in Appendix A).
6. Audit Letter demonstrating a successful audit within the last two years.
7. Letters of Commitment.

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 GAP 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 DNRE 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 DNRE, and other relevant stakeholders.

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

- Water body name and location (county, longitude, and latitude).
- Number of proposed sampling sites per water body and location of sampling sites, if known (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 DNRE.

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. All work plans must include the following mandatory tasks:

- Development and submission of quarterly status reports following WB guidance.
- Development and submission of a final report (at the end of the project) following WB guidance.
- Submission of a release of claims statement (a standard form letter) at the end of the project.
- A list and description of all products and deliverables. This includes all data collected, in both hard copy and electronic format.
- Submission of a QAPP.

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, included in Appendix A, 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. 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.

Note: Successful applicants will be required to provide supporting documentation and proof of payment for any expenses reported at the state's discretion.

A) Staffing Costs

- In Columns 4 and/or 5, enter the total staffing costs.
- Each staff person whose costs are included in the total Staffing Cost must be included in the work plan. Please include number of estimated 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 total estimated amount needed for fringe benefits.
- The DNRE 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 total 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 total equipment amounts in Columns 4 and/or 5.
- Itemize equipment forming the work plan and explain any cost that may appear out of the ordinary.
- Subtotal supplies, materials, and equipment costs.

Project Supplies and Materials

- Enter total 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 total 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

On 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.

6. *Directions for the Audit Letter*

Please provide a one-page letter demonstrating a successful audit that has occurred within the previous two years.

7. *Directions for the Letters of Commitment*

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

Appendix A



STATE OF MICHIGAN
 DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENT
 LANSING

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 GOVERNOR

REBECCA A. HUMPHRIES
 DIRECTOR

Water Bureau

Water Quality Monitoring Grant Application Cover Sheet

(Authorized by 1994 PA 451)

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 Natural Resources and Environment
 Water Bureau
 Project Budget
 (Authorized by 1994 PA 451)

Applicant Name: Put Your Agency Name HERE Project Name: Enter the project name HERE Project Dates: Enter the start and end date HERE					
Column 1	Column 2	Column 3	Column 4 GRANT AMOUNT	Column 5 MATCH AMOUNT	Column 6 TOTAL
STAFFING					
NAME	HOURS	RATE			
enter name and title	0	\$ -	\$ -	\$ -	\$ -
enter name and title	0	\$ -	\$ -	\$ -	\$ -
enter name and title	0	\$ -	\$ -	\$ -	\$ -
enter name and title	0	\$ -	\$ -	\$ -	\$ -
enter name and title	0	\$ -	\$ -	\$ -	\$ -
STAFFING Subtotal			\$ -	\$ -	\$ -
FRINGE BENEFITS (not to exceed 40%)					
NAME	Salary	RATE			
enter name and title	\$ -	0%	\$ -	\$ -	\$ -
enter name and title	\$ -	0%	\$ -	\$ -	\$ -
enter name and title	\$ -	0%	\$ -	\$ -	\$ -
enter name and title	\$ -	0%	\$ -	\$ -	\$ -
enter name and title	\$ -	0%	\$ -	\$ -	\$ -
enter name and title	\$ -	0%	\$ -	\$ -	\$ -
FRINGE BENEFITS Subtotal			\$ -	\$ -	\$ -
STAFFING & FRINGE BENEFITS Subtotal			\$ -	\$ -	\$ -
INDIRECT RATE (not to exceed 20% Staffing and Fringe Benefits)					
INDIRECT COSTS					
List items included in indirect costs here!		0%	\$ -	\$ -	\$ -
CONTRACTUAL SERVICES					
NAME	HOURS	RATE			
		\$	\$ -	\$ -	\$ -
		\$	\$ -	\$ -	\$ -
		\$	\$ -	\$ -	\$ -
CONTRACTUAL SERVICES Subtotal			\$ -	\$ -	\$ -
SUPPLIES, MATERIALS, & EQUIPMENT					
SUPPLIES & MATERIALS (itemize)					
	QUANTITY	COST			
		\$	\$ -	\$ -	\$ -
		\$	\$ -	\$ -	\$ -
		\$	\$ -	\$ -	\$ -
		\$	\$ -	\$ -	\$ -
SUPPLIES & MATERIALS Subtotal			\$ -	\$ -	\$ -
EQUIPMENT					
	QUANTITY	COST			
		\$	\$ -	\$ -	\$ -
		\$	\$ -	\$ -	\$ -
		\$	\$ -	\$ -	\$ -
		\$	\$ -	\$ -	\$ -
EQUIPMENT Subtotal			\$ -	\$ -	\$ -
SUPPLIES, MATERIALS, & EQUIPMENT Subtotal			\$ -	\$ -	\$ -
TRAVEL					
MILEAGE	MILES	RATE			
		\$	\$ -	\$ -	\$ -
LODGING	NIGHTS	RATE			
	0	\$ -	\$ -	\$ -	\$ -
MEALS		\$	\$ -	\$ -	\$ -
	0	\$ -	\$ -	\$ -	\$ -
OTHER (itemize)		\$	\$ -	\$ -	\$ -
	0	\$ -	\$ -	\$ -	\$ -
TRAVEL Subtotal			\$ -	\$ -	\$ -
GRAND TOTALS			\$ -	\$ -	\$ -

Local Match must be at least 25% of project total which is \$ -

SOURCES OF MATCH:	DOLLAR VALUE COMMITTED:
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
TOTAL MATCH	\$ -

Appendix B

Water Quality Grants: Terms and Conditions that may be Required in Grant Awards.
Note that the following list does not include all potential requirements.

Responsibilities of Grant Recipients

- Grant recipients will be required to carry out all obligations contained in the project contract with the DNRE. A project contract consists of standard “boilerplate” language (some of which has been simplified and included here), the applicant’s work plan, timetable and budget information, and a compensation clause.
- Grant recipients will be responsible for meeting the match amount committed to in the project contract.
- Additional requirements, relevant to an individual project, may be specified in the project contract.

Subcontracts

- The grant recipient will be required to secure professionally qualified personnel and/or subcontractors necessary to perform the duties of the project contract. The state reserves the right to approve all subcontractors for the project and to require the grant recipient to replace subcontractors found to be unacceptable.
- The grant recipient will be required to assume responsibility for all contractual activities included in their work plan whether or not they perform them. Further, the state will consider the grant recipient the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the project contract. The grant recipient is totally responsible for adherence by the subcontractor to all provisions of the project contract.

Reporting

- All grant recipients must submit status reports to the DNRE following each quarter of the grant period. A quarterly status report consists of 1) a narrative status report, detailing the status of each task, and 2) a financial status report documenting expenditures for that quarter. Copies of quarterly status reports shall be submitted to and approved by the DNRE before reimbursement payments will be made. Submit copies as follows:
 1. Original quarterly progress and financial status report, and one copy, to the WB Project Administrator in Lansing, with three copies of any products developed.
 2. The WB reserves the right to request annual progress reports of any grant recipient.
 3. Final project reports will be submitted to and approved by the WB Project Administrator before the final grant payment will be made.
 4. Final reports should summarize the monitoring results and make recommendations for future monitoring, if appropriate. Final reports should also include all monitoring data, if it has not already been submitted to WB.

Repeated failure to submit timely reports may result in cancellation of grant.

Audit Requirements

- All grant recipients must follow audit requirements provided by the WB.

Incurring Costs

- The state of Michigan is not liable for any cost incurred by the grant recipient or any subcontractor prior to the signing of a project contract. Liability of the state is limited solely to the terms and conditions of this request and any resulting grant. The state fiscal year is October 1 through September 30. Grants awarded in any given fiscal year are contingent upon enactment of both federal and state legislative appropriations.

Officials Not to Benefit

- No member of or delegate to Congress or the Legislature shall be admitted to any share or part of the project contract or to any benefit that may arise therefrom.

Unfair Labor Practices

- Pursuant to 1980 Public Act 278, as amended, MCL 423.231, et seq, the state shall not award a contract or subcontract to an employer whose name appears in the current register or employers failing to correct an unfair labor practice compiled pursuant to Section 2 of the Act. The United States National Labor Relations Board compiles this information.
- A Contractor of the state, in relation to the Contract, shall not enter into a Contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to Section 4 of 1980 Public Act 278, MCL 423.324, the state may void any Contract if, subsequent to award of the Contract, the name of the Contractor as an employer, or the name of the subcontractor, manufacturer, or supplier of the Contractor appears in the register.