

Michigan Department of Environmental Quality

Harmful Algal Bloom Technology Development Grants Request for Proposals Fiscal Year 2016



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Harmful Algal Bloom (HAB) Technology Development Request for Proposals

Funding Source and Authority

Approximately \$250,000 is available for HAB technology development projects using state general funds for fiscal year 2016 grants. The HAB technology development grants are meant to fund projects that promote the use of innovative technology to improve the ability to identify, monitor, and assess the occurrence of HABs and/or associated cyanotoxins in Michigan's surface waters. Surface waters can include rivers, streams, inland lakes, wetlands, and the Great Lakes.

Submittal Deadline, Delivery Instructions, and Contact Information

Applications must be received via e-mail (as an attachment), postmarked U.S. or Express mail, or hand-delivered no later than **5:00 p.m. on June 17, 2016**. Late applications will not be considered for funding. If hand-delivering or mailing an application, include three copies of the application. An e-mail confirmation will be sent to the designated grant contact within two business days after submission has been received. An absence of this confirmation may indicate the application was not received. Please contact Mr. Gary Kohlhepp (contact information below) with any questions.

Submit applications to:

Mr. Gary Kohlhepp
DEQ, Water Resources Division
Constitution Hall, 3rd Floor South
P.O. Box 30458
525 West Allegan Street
Lansing, Michigan 48909-7958
kohlheppg@michigan.gov
517-284-5540

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 criteria:

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) 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. Education projects.

List of Information Required

The application must include all of the following:

1. Grant Application Cover Sheet
2. Project Description (maximum four pages)
3. Work Plan (maximum three pages) with the mandatory elements
4. Project Summary (maximum 150 words)
5. Timetable (maximum one page)
6. Budget Form (required template provided)
7. Audit letter demonstrating a successful financial audit within the last two years
8. Qualification description, resume, or curriculum vitae for key project personnel
9. Letters of commitment from each project partner

All required forms for this grant proposal are available on the DEQ Web page at: <http://www.michigan.gov/waterquality>. All other information provided by the applicant, including binders, extraneous reports, and general letters of support will not be considered, reviewed, or returned.

General Information

- A total of \$250,000 in grant funds is available. Individual grant proposals can be up to that amount. 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 10 percent match of the total project cost in public or private funds. Match may not include funds awarded as grants by the state.
- Applicants that receive funding will be required to submit data to the DEQ electronically, as well as hard copy, in a format acceptable to the DEQ.
- Project contracts cannot exceed two years.
- Projects must have a start date prior to September 15, 2016.
- Applicants may include the cost of equipment and supplies, sample analysis, and staff needed to implement the technology development activities.
- 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 scope of the original project.
- Information provided in grant applications will **not** be kept confidential.
- Successful applicants will be required to submit, and obtain DEQ approval of, a Quality Assurance Project Plan (QAPP), if the work plan includes data collection, analysis, or use. The QAPP must outline the Quality Assurance/Quality Control (QA/QC) procedures to be used by the applicant. Monitoring conducted prior to final DEQ approval of a QAPP will not be reimbursed.
- 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, timeline, and budget information. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

Selection Criteria

In selecting projects for a technology development grant, the DEQ will consider all of the following:

1. The goals and objectives of the project.
2. The applicant's ability to successfully achieve the objectives of the project with the plans outlined in the proposal.
3. The applicant's commitment to develop and follow QA/QC procedures if the project includes data collection, analysis, or use).
4. The availability and practicality of the technology or methodology for use by the DEQ (and other federal, state, and local agencies) after the grant period.
5. The amount of matching funds provided by the applicant (minimum 10% of the total project cost required).
6. Coordination/relevance to other ongoing HAB-related projects.

Particular emphasis will be given to proposals that address one or more of the following objectives, although this does not guarantee their selection. Other specific topics will be considered. Applicants may contact Gary Kohlhepp (contact information above) to discuss the suitability of potential ideas.

1. Explore and develop the use of remote sensing data or imagery to assess the presence, prevalence, distribution, and trends of cyanobacteria blooms, and correlate phycocyanin with algal toxin levels.
2. Improve understanding of the drivers/triggers behind cyanotoxin production, release, and persistence in the environment.
3. Develop improved cyanotoxin sampling methods for surface waters, potentially including streams/rivers, inland lakes, Great Lakes, and beaches.
4. Improve rapid screening methods for cyanotoxins.

DIRECTIONS FOR PREPARING THE GRANT PROPOSAL

Grant Application Cover Sheet Instructions

The cover sheet is the first page of the entire package and is to be filled out by all applicants.

- **Project Name:** Name of the proposed project submitted for funding.
- **Project Location:** Select the primary location(s) in which the project will be conducted.
- **Organization Name:** The group, agency, or local unit of government applying for funding.
- **Organization Federal ID#:** Please provide the Federal Identification Number for the organization.
- **Contact Person:** The person within the organization that can be contacted by DEQ staff for any needed additional information. Please fill in all applicable fields including title.
- **Contact Phone #:** Please provide the best number to reach the listed contact person.
- **Contact e-mail:** Please provide an address that is checked regularly.
- **Organization Address:** Please be sure to include the street name and number (or the P.O. Box) on the first line and fill in all of the applicable fields (City, State, and Zip Code).
- **Duration of Project:** Indicate the approximate amount of time needed, in months, to implement the project (e.g., 22 months). Note that the maximum duration for projects is 24 months.
- **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. Note: projects **must** start on or before September 15 of the fiscal year for the funding
- **Grant Amount Requested:** Provide the dollar amount of funding being sought.
- **Local Match:** Provide the amount of local match committed to the project. The local match can include labor, in-kind services, and materials.
- **Person with Grant Acceptance Authority:** This is the person in the organization who has the authority to accept responsibility for the terms and conditions of the contract. Please print name (a signature is not required for submission of a proposal; however, the final contract agreement requires a signature).
- **Title of Person with Grant Acceptance Authority:** Please include this information.

Project Description Instructions

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) Issue Statement:
 - Indicate the concern and what is known about it.
 - Indicate how the project results will be used to improve HAB detection, monitoring, and assessment.
- B) Project Goals and Objectives:
 - Describe project goals (what you hope to achieve) and measureable objectives.
 - Describe how the goals and objectives will be accomplished.
 - Describe how these goals and objectives will complement any ongoing water quality projects within the project area.
 - Explain how the results will be reported to the DEQ and other relevant stakeholders.
- C) Background information and study design (applies primarily if actual sample collection is a component of the project):
 - Water body(ies) name and location (county).
 - Number of proposed sampling sites per water body and location of sampling sites (attach map).
 - Parameters to be monitored and monitoring frequency.
 - Indicate past HAB monitoring efforts and results, if any.
- 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 related to this project 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 resources activities related to this project that will continue after the project is completed.
- G) Evaluation:
 - Describe how the project will be evaluated.
 - Describe how the data will be used, disseminated, and reported to the DEQ and other appropriate stakeholders.

Work Plan Instructions

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 and invoices following Water Resources Division guidance.
- Submission of a QAPP. Note that the QAPP must be submitted and approved before any monitoring may be conducted. Monitoring conducted prior to final DEQ approval of a QAPP will not be reimbursed.
- Development and submission of a final report (at the end of the project) following Water Resources Division guidance. The final report must be submitted in a PDF format.
- Submittal of all products and deliverables. This includes all data collected, in both hard copy (3 copies) and electronic format.

Project Summary Instructions

In **150 words or less**, provide a summary of the 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 Web page. For the summary, include the following:

- Statement of concern.
- Goals and objectives of the project.
- Parameters being monitored, if applicable.
- Products and deliverables.

Timetable Instructions

Include a timetable of activities showing when each task will be completed (See Figure 1 for example). 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, and December). The timetable should correspond with the tasks in the Work Plan section.

% of Task time	Task #	Task Name	2014			2015				2016				
			Oct - Dec	Jan-Mar	April-June	July-Sept	Oct-Dec	Jan-Mar	April-June	July-Sept				
7%	1	Write QAPP	■	■	■									
80%	2	Data collection												
	a	Site ID	■	■	■									
	b	Training		■	■	■								
	c	Gear purchasing		■	■	■				■	■	■		
	d	Data collection				■	■	■	■	■	■	■		
	e	Data entry				■	■	■	■	■	■	■		
	f	Data analysis				■	■	■	■	■	■	■		
8%	3	Reporting												
	a	Quarterly	■	■	■	■	■	■	■	■	■	■	■	■
	b	Final												
5%	4	Administration	■	■	■	■	■	■	■	■	■	■	■	■

Figure 1. Example timetable.

Audit Letter Instructions

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. The audit must be of the applicant organization. Note: The audit is based on the audit period and not the date of the audit or the audit letter. To be eligible under this Request for Proposal the end date of the audited period must be after April 15, 2014.

Qualification Description(s) Instructions

Include a qualification description, resume, or curriculum vitae for key project personnel within the organization.

Letters of Commitment Instructions

Project partners listed in the work plan or budget should provide a one-page letter ensuring their commitment to the project.

Grant Budget Form Instructions

Applicants should use the budget form provided on the DEQ Web site at <http://www.michigan.gov/waterquality>. Use of the electronic form will ensure that calculations are correct and that match and indirect amounts are appropriate. The budget form has numerous tabs located along the bottom of the worksheet. The two tabs located at the far left ("Budget" and "Contract Staff Detail") need to be completed for proposal review. The additional tabs will be used if the project is funded. The yellow cells are available for data entry. Please leave the "Tracking Code Number" cell located on the budget sheet blank. Round off all amounts to the nearest dollar.

Budget Tab

A) Local Match Amount (Column E)

Financial commitments made by the grant recipient and other local agencies to help implement the project must be listed. **This grant requires a minimum 10% match of non-state funds**, but match beyond the 10% is encouraged. Labor, in-kind services, and materials may be used as match. In Column E 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, including funds from the Great Lakes Beaches Environmental Assessment and Coastal Health Act.
- 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 may be required to provide proof of payment for any expenses reported, as requested by the state.

- B) Staffing Costs (Row 12)
- Costs for staff in agencies other than the grant recipient should be budgeted under Contractual.
 - Staffing details need to be provided in the Contract Staff Detail tab.
- C) Fringe Benefits (Row 13)
- 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.
 - The DEQ reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.
- D) Contractual Services (Rows 17-36)
- 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.
- All contractual services included here should also be described in the project description and included in the work plan.
- E) Supplies, Materials, and Equipment
- Supplies and Materials (Rows 40-49)
- 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.
- Equipment (Rows 52-53)
- Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year.
 - Itemize equipment and explain any cost that may appear out of the ordinary.
- F) Travel Costs (Rows 57-62)
- All travel must be approved by the DEQ project manager prior to the incursion of any travel costs.
 - Enter the travel costs (mileage, lodging, meals, other) as appropriate.
 - 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. Mileage is reimbursed at the IRS rate.
 - Itemize costs in the work plan and explain any costs that may appear out of the ordinary.
- G) Indirect Costs (Rows 66-74)
- 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. **List what is included in your agency's indirect rate** using Rows 72-74.
 - Any expenses used in calculating an agency's indirect rate **cannot** also be charged as a direct expense.
 - In Cell C66, indicate the rate at which indirect costs are being calculated (maximum 20%).
 - The DEQ reserves the right to request applicants to supply information indicating how their indirect costs were calculated.

H) Total Grant and Match Budget

Based on the information provided on the Budget form these numbers will be calculated.

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).

Contract Staff Detail Tab

A) Fill in a row for each staff person included in the Work Plan.

- Enter the “Current” hourly rate and the “Projected highest” hourly rate to account for any raises that may occur during the project.
- Fringe benefit rate must be shown for each staff member in the work plan.