

Michigan Department of Environmental Quality



Clean Michigan Initiative-Clean Water Fund

Beach Monitoring Grants Request for Proposals Fiscal Years 2019 and 2020

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Water Quality Monitoring Request for Proposals

Funding Source and Authority

Approximately \$200,000 is available for inland beach monitoring under the Clean Michigan Initiative-Clean Water Fund (CMI-CWF) for fiscal years 2019 and 2020. Information contained in this Request for Proposals is based on Water Resources Division guidance as well as administrative rules (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) promulgated for the CMI-CWF grants.

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 March 12, 2019**. Late applications will not be considered for funding. If hand-delivering or mailing an application, include one copy 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 Dr. Shannon Briggs (contact information below) with any questions.

Submit applications to:

Inland Beach Monitoring

Dr. Shannon Briggs
DEQ, Water Resources Division
Constitution Hall, 3rd Floor South
P.O. Box 30458
525 West Allegan Street
Lansing, Michigan 48909-7958
briggss4@michigan.gov
517-284-5526

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:

Must have undergone a successful financial audit within the 24-month period immediately preceding the application.

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 projects.
3. Volunteer monitoring activities.

List of Information Required

The application must include all the following items:

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 or curriculum vitae for key project personnel
9. Letters of commitment from each project partner
10. Statement that the proposed project is in compliance with state laws and rules or will result in compliance with state laws and rules.
11. Statement that all monitoring activities will be in accordance of a Quality Assurance Project Plan that is approved by the DEQ.

All required forms for this grant proposal are available on the DEQ Web page at: 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

1. 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.
2. Disbursement of grant funds is done on a cost-reimbursement basis.
3. This grant requires a minimum 25 percent (%) match of public or private funds. Match may not include state and federal funds awarded as grants by the state.
4. Applicants that receive funding will be required to submit data to the DEQ electronically (BeachGuard), as well as hard copy, in a mutually agreeable format.
5. Project contracts cannot exceed two years.
6. Projects must have a start date prior to September 30, 2019.
7. Applicants may include the cost of equipment (under \$1,000) and supplies, sample analysis, and staff needed to implement the water quality monitoring activities.
8. 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 scope of the original project.
9. Information provided in grant applications will **not** be kept confidential.
10. **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.

11. 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.

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.

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.

1. **Grant Type:** Beach Monitoring.
2. **Project Name:** Name of the proposed project submitted for funding.
3. **County:** Select the primary county in which the project will be conducted. This is to help us distinguish similarly named projects. Only one county can be selected.
4. **Watershed Impacted by Project:** Select the watershed in which the project will be conducted.
5. **Watershed 8-digit Hydrologic Unit Code:** Select the appropriate code for the project location. Use <http://cfpub.epa.gov/surf/locate/index.cfm> to locate the correct code.
6. **Longitude and Latitude:** Please provide coordinates that will allow DEQ staff to accurately and easily find the project area.
7. **Organization Name:** The group, agency, or local unit of government applying for funding.
8. **Organization Federal ID#:** Please provide the Federal Identification Number for the organization.
9. **Organization Phone#:** Please provide the best number to reach the listed contact person.
10. **Organization Fax#:** Please provide if available.
11. **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.
12. **Contact e-mail:** Please provide an address that is checked regularly as e-mail is a main method for communication.
13. **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).
14. P.O. Box)

15. **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.
16. **Preferred Start Date:** Indicate the month and year you would like to start your project.
17. Projects start dates are normally on or after the date on which a contract is signed. Note: projects **must** start on or before September 30 of the fiscal year for the funding (e.g., September 29, 2017, is acceptable for the fiscal year 2017 funding cycle, but October 2, 2017, is not).
18. **Grant Amount Requested:** Provide the dollar amount of funding being sought. Please round to the nearest dollar.
19. **Local Match:** Provide the amount of local funding committed to the project. The local match can include in-kind services. Please round to the nearest dollar.
20. **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 (a signature is not required for submission of a proposal; however, the final contract agreement requires an original signature).
21. **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).

1. **Statement of Water Resource Concern(s)/Issues:**
 - a. Indicate the concern and what is known about it.
 - b. Indicate how the data will be used for environmental and/or public health protection.
2. **Project Goals and Objectives:**
 - a. Describe project goals (what you hope to achieve) and measureable objectives.
 - b. Describe how the goals and objectives will be accomplished.
 - c. Describe how these goals and objectives will compliment any ongoing water quality projects within the project area.
 - d. Explain how the sampling results will be reported to local officials, the DEQ, and other relevant stakeholders.
3. **Background information and study design:**
 - a. Water body name and location (county, longitude, and latitude).
 - b. Number of proposed sampling sites per water body and location of sampling sites (attach map).
 - c. Parameters to be monitored and monitoring frequency.
 - d. Indicate past monitoring efforts and results, if any.
 - e. Describe surrounding environment (wetland, commercial, residential, agricultural, proximity to combined sewer outfalls, holding ponds, storm drains, etc.).
4. **Organization Information:**
 - a. In one paragraph, state the organization's mission, goals, relevant programs, activities, and accomplishments.
 - b. Describe the relevant qualifications of project staff that will ensure the success of the project.
5. **Partners:**
 - a. Describe any other partners in the project, their roles, and commitments.
 - b. 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.

6. Project Sustainability:
 - a. Describe any water resources activities related to this project that will continue after the project is completed.
 - b. Indicate the length of time your organization is committed to maintaining the monitoring activities funded by this grant.
7. Evaluation:
 - a. Describe how the project will be evaluated.
 - b. Describe how the data will be used, disseminated, and reported to the DEQ.

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:

1. Development and submission of quarterly status reports and invoices following Water Resources Division guidance.
2. 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.
3. Provision of all products and deliverables. This includes all data collected, in both hard copy and electronic format. Data submitted electronically must be submitted to: Beach Guard at <https://www.egle.state.mi.us/beach/>.
4. Submission of a QAPP. Note that the QAPP must be submitted and approved before any monitoring may be conducted.

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. For the summary, include the following:

1. Statement of concern.
2. Goals and objectives of the project.
3. Parameters being monitored.

Timetable Instructions

Include a timetable of activities showing when each task will be completed (See Figure 2 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 time	Task #	Task Name	2014			2015				2016						
			Oct - Dec	Jan-Mar	April-June	July-Sept	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 RFP the end date of the audited period must be after August 29, 2017.

Qualification Description(s) Instructions

Include a qualification description 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

The CMI water quality monitoring grants require all applicants to use the budget form provided on the DEQ Web site at 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 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 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 may be required to provide supporting documentation and proof of payment for any expenses reported, as requested by the state.

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.

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.

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.

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.
- 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.
- Itemize equipment and explain any cost that may appear out of the ordinary.

B) Travel Costs (Rows 57-62)

- Enter the travel costs (mileage, lodging, meals, other) as appropriate.
- Rates may not exceed the current authorized state rates, which may be found at https://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html
- Itemize costs in the work plan and explain any costs that may appear out of the ordinary.

C) 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; 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** using Rows 72-74. 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 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.

D) 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.