



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
MICHIGAN AREAS OF CONCERN PROGRAM GRANT OPPORTUNITY FOR PUBLIC ADVISORY COUNCIL SUPPORT
The state is authorized to provide grant assistance pursuant to funding provided by the Great Lakes Restoration Initiative

**MICHIGAN AREAS OF CONCERN PROGRAM
GRANT OPPORTUNITY
FOR PUBLIC ADVISORY COUNCIL SUPPORT
DECEMBER 10, 2019**

INTRODUCTION

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) is providing grant funding to support public advisory councils (PAC) in Michigan's 12 remaining Great Lakes Areas of Concern (AOC). This funding is intended to support activities of the PACs in their role of advising EGLE on implementation of the AOC Program. This grant program is funded by the Great Lakes Restoration Initiative (GLRI); funding is provided through EGLE by the United States Environmental Protection Agency (U.S. EPA), Great Lakes National Program Office (GLNPO).



BACKGROUND

The Great Lakes Water Quality Agreement between the United States and Canada established the Great Lakes AOC Program. A total of 43 Great Lakes AOCs have been formally recognized where one or more of 14 beneficial uses have been identified as impaired. Remedial Action Plans (RAP) were prepared and are being implemented for each AOC. The RAPs take a comprehensive, ecosystem approach to restoring and protecting beneficial uses in the AOCs. Public involvement is a key component of the process. Community-based PACs have been established for each AOC to facilitate public participation in the RAP process, identify key issues, help develop cleanup goals, and assist in guiding the development and implementation of restoration activities.

In 2009, the President proposed and Congress approved funding for the GLRI, an unprecedented, multi-year program to restore the Great Lakes. The GLRI strategically targets urgent problems facing the Great Lakes – including restoring degraded AOCs – by providing funding for a number of critical programs and activities. The U.S. EPA has developed a series of five-year action plans to direct the work under the GLRI. The current GLRI Action Plan is available online at: <https://www.glri.us/>.

Currently, 12 AOCs are located completely or partially within Michigan's jurisdiction (see map above). Michigan's AOC Program is administered by EGLE in cooperation with local communities and other state and federal agencies. For each AOC, the U.S. EPA has requested that EGLE prepare and submit Management Action Lists. These Management Action Lists describe the actions required in each AOC to restore beneficial

uses which allows the removal of beneficial use impairments (BUI) and eventually the delisting of AOCs. These Management Action Lists are prepared by EGLE in consultation with the local PACs and submitted to U.S. EPA for approval.

FUNDING

Sources and Availability

Funding for this program is through a GLRI Management Assistance Cooperative Agreement between the U.S. EPA and EGLE. Up to \$750,000 may be available over a period of approximately 27 months. There is initially up to \$250,000 available. An additional \$500,000 is expected to be available contingent on continued funding being provided by U.S. EPA to EGLE through the GLRI Management Assistance Cooperative Agreement.

Minimum and Maximum Funding Amounts

The minimum request is \$5,000 in grant funds. While there is no specific maximum limit on the grants, awards are expected to not exceed a total of approximately \$75,000 over the life of the grant and \$35,000 per year during the grant period. Any funding awarded above an initial award amount of \$25,000 will be conditioned on continued funding from the U.S. EPA to EGLE.

Schedule

There is no specific due date for grant proposals. Proposals may be submitted whenever they are completed, and grants will be issued individually rather than on a batch basis. If proposals are delayed, they may be subject to limits on funding as the available funds are committed. The grant period is negotiable, however it cannot extend beyond March 31, 2022. Only work conducted between the start and end dates of the grant is eligible for reimbursement.

Match

There are no match requirements under this funding program.

Reporting and Payments

Grantees will receive payments on a reimbursement basis through the State Integrated Governmental Management Application (SIGMA). Grantees will be required to submit regular (typically quarterly) progress and financial status reports including supporting documentation for any expenses. Financial Status Reports are to be prepared on a form provided by EGLE. Final reports will be due on the last day of the grant; this ensures that resources spent preparing the final report are eligible to be reimbursed under the grant. An amount equal to ten percent or more of the grant award will be withheld by the State until the final report is completed and all deliverables are received.

ELIGIBILITY

Eligible Applicants

Eligible applicants are units of government (state agencies, counties, cities, townships, and villages), regional planning agencies, conservation districts, public and private colleges and universities, and incorporated nonprofit organizations who are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. In addition, all applicants must:

- Provide evidence of endorsement by the PAC specific for that AOC. PAC contact information is listed in Appendix A. PAC endorsement shall take the form of a written letter or email of support to be submitted with the proposal.
- Supply one of the following:

- Proof of a successful financial audit for a period ending within the 24 months immediately preceding the date of proposal submittal 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. The audit date is based on the audit period and not the date of the audit or the audit letter.
- A copy of Internal Revenue Service (IRS) form 990 and a written request to be exempted from the audit requirement. This option is provided for organizations that are sufficiently small that the cost of an audit would be prohibitively expensive. Exemptions must be approved by EGLE prior to a grant being issued.
- Be in good standing with EGLE programs. Within the 24 months immediately preceding the proposal submittal:
 - There should be no EGLE or Department of Environmental Quality (DEQ) grant terminated for cause.
 - There should be no demonstrated inability to sign a contract in a timely fashion, manage a grant, or meet the obligations in a project contract with EGLE or DEQ.
 - The grantee must not appear on the Federal Debarment and Suspension List. The list can be searched through the federal System for Award and Management.
- Be a registered vendor in SIGMA or be willing to become one.
- Successful applicants and all contractors will be required to certify they are not an Iran-based business and contractors must also certify they are not an Iran-linked business as defined in MCL 129.312 (www.legislature.mi.gov/).

Ineligible Applicants

Federal agencies, individuals and groups without nonprofit status under Section 501(c)(3) of the Internal Revenue Code, Inter-County Drainage Boards, and entities without proof of a successful audit within the 24 months preceding the application due date or an approved exemption to the audit requirement are ineligible. However, these entities can serve as project partners or receive grant funds as subcontractors to eligible grantees if they are not on the Federal Debarment and Suspension List.

Eligible Activities

In general, activities eligible for funding are those that support PAC efforts (operational or project-specific) in their role as advisors to EGLE in implementing the AOC Program. Such activities may include, but are not limited to:

- Convene partners/committees, hold meetings/workshops, and perform other associated logistical tasks for PAC operations, such as:
 - Prepare and distribute meeting agendas, minutes and summaries;
 - Post meeting and event notifications through print or electronic media;
 - Maintain PAC member distribution lists;
 - Establish and maintain local AOC Web sites;
 - Arrange meeting logistics;
 - Develop and revise PAC bylaws;
 - Recruit suitable membership consistent with PAC bylaws;
 - Review, revise, or produce updated educational materials for PAC members;
 - Retain records of PAC operations including meeting minutes, grant agreements, reports and receipts;
 - Prepare grant proposals to pursue funding opportunities in support of implementing activities identified on approved Management Action Lists;
 - Preparing a final grant report and regular progress and financial reports for this grant.
- Assist EGLE in assessing BUIs (including technical support such as geographic information system

- mapping and analysis, survey work, research, or other expert consultation);
- Implement actions or projects supporting removal of BUIs;
- Conduct AOC-related public outreach and education;
- Facilitate AOC delisting once all BUIs have been removed.

Note that any international travel under this grant (e.g., cross-border travel to binational PAC meetings) is only reimbursable if prior approval is obtained from the U.S. EPA and EGLE.

Ineligible Activities

Activities that are not eligible for funding include but are not limited to:

- Travel costs associated with Statewide Public Advisory Council (SPAC) meetings (these costs are reimbursed directly to SPAC members);
- Travel costs associated with the annual AOC conferences (there is typically another funding mechanism available for this);
- Support for public events not related to the AOC Program;
- Activities which don't have a direct relationship to the AOC Program.

REVIEW CRITERIA

The following criteria will be used to review and assess grant proposals:

- Past performance on EGLE and DEQ grants;
- Ability to implement the project, including the ability to meet statutory, regulatory or other requirements;
- Financial stability;
- Demonstration of support from the relevant PAC;
- Degree to which proposal supports the relevant RAP;
- Qualifications of staff assigned to carry out work under the proposal (both applicant staff and, if relevant, subrecipient staff);
- Reasonableness, necessity, and eligibility (of costs) of the proposed budget for the level of work proposed and for the expected benefits to be achieved.

EGLE reserves the right to reject all or part of any work plan and to negotiate specific work products and project budgets with applicants.

RISK ASSESSMENT

Federal law requires that EGLE perform a risk assessment on each grant/grantee. This assessment reviews the financial, organizational, and project risks associated with each grant. If a grantee or proposal is deemed to be a high risk, additional restrictions may be placed on the grant including, but not limited to:

- Requirements for more frequent reporting;
- Requirements for additional documentation for reimbursement;
- Limitations on the length of the grant period;
- Increased withholding (greater than 10 percent) of grant amount pending completion of work.

FEDERAL UNIFORM GUIDANCE

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Title 2 of the Code of Federal Regulations, Parts 200 and 1500) will apply to all new awards including:

- Indirect costs are calculated as follows:
 - Entities with a current federally approved negotiated indirect cost rate must use their negotiated rate and are required to submit a valid negotiated indirect cost rate agreement (NICRA).
 - A *de minimis* indirect cost rate of 10 percent of the Modified Total Direct Costs must be used by entities without a current NICRA.
- Any subawards or contracts must be consistent with General Procurement Standards (2 CFR 200.318).

MONITORING, EVALUATION, AND QUALITY ASSURANCE PROJECT PLANS (QAPP)

Projects that collect physical, chemical, biological, or social information for evaluation or project guidance will be required to submit a QAPP for approval by EGLE. QAPPs must be approved prior to the onset of data collection, therefore QAPP preparation and review should be included in the proposal schedule.

APPLICATION PACKAGE

The proposal should be developed in partnership with the local PAC and the EGLE AOC Coordinator. Proposals should be no longer than five pages in length (not including budget and attachments) and must contain the following information:

Cover Page

The cover page should list the project title, location (city, township, village), county, and the relevant AOC being addressed. It must clearly state the grant amount requested and total project cost. Information about the applicant must include:

- Applicant's agency or organization name.
- Applicant's mailing address.
- Authorized representative's e-mail address.
- Authorized representative's telephone number.
- Applicant's Federal ID Number.
- Applicant's DUNS Number.
- SIGMA Vendor Number.
- SIGMA Address Code.
- Name, title, and contact information of the project contact, if different from that of the applicant's authorized representative.

Project Summary

Provide a short summary of the project proposal.

Applicant Background

Brief description of the applicant (e.g., type of organization, nonprofit status, mission, relationship to the PAC).

Work Plan

Describe the major tasks that will be undertaken to complete the project and the approximate amount of time team members will devote to each task. Explain how the project will support AOC work, advance the RAP, and/or how it relates to the goals outlined in the GLRI Action Plan.

Project Outcomes and Deliverables

Describe the outcomes from the proposed project and list specific products and materials that will be

produced. Materials produced must be made available to EGLE electronically, in a user-friendly format. If the proposal is comprised of more than one project or project component, provide the percentage of the overall budget for each project or component.

Local Support and Related Activities

Briefly describe any collaboration or support from public or private entities in implementing the proposed project, including any funding and/or in-kind support that may be provided, and how the proposed project relates to other local activities being implemented to achieve an overall larger beneficial impact. If in-kind support is proposed, describe how it will be tracked and reported. All proposals must be endorsed by the PAC specific for that AOC (refer to Attachments below).

Statement of Qualifications

Summarize the applicant’s organizational professional qualifications and experience as they relate to the general selection criteria listed in the next section. Include a brief history of previous PAC support grants, if applicable.

Project Team

List names and professional qualifications of the individuals who will conduct the work, including contractors, their specific responsibilities, and the approximate amount of time they will devote to the project.

Project Tasks and Schedule

Display timelines for major tasks; target milestones for critical, intermediate, and final products and key project outcomes/deliverables in this general format:

Tasks	April- June YEAR	July- Sept. YEAR	Oct.- Dec. YEAR	Jan.- Feb. YEAR	Outcome/Deliverables

PROJECT BUDGET

Itemize the following project costs as described:

- Salaries: For each member of the project team, specify title, number of hours, hourly rate, and fringe benefits.
 - If the fringe rate exceeds 35 percent, provide a detailed breakdown of the fringe elements.
- Contracts: There are limits to costs for consultants or other contract work. Note: There is a cap on the rate that can be charged for individual consultants. Per U.S. EPA funding requirements: *the salary rate (excluding overhead) paid to individual consultants shall be limited to the maximum daily rate for Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. As of January 1, 2019, the limit is \$638.24 per day and \$79.78 per hour. This rate does not include transportation and subsistence costs for travel performed.* Consultant expenses exceeding these caps will not be allowed.
- Other direct costs: These include other eligible costs, such as project supplies, equipment, phone, postage, etc. Itemize and provide calculations for costs when applicable.
- Travel: Provide a justification for travel funds requested, including approximate meeting dates and locations, number of travelers, mileage, etc. Mileage expenses are limited to the approved federal rate identified by the IRS.

ATTACHMENTS

A written letter or email of support for the proposal from the PAC is required and should be submitted as an attachment (see Appendix A for PAC contact information). A proposal that is submitted without a letter of endorsement from the appropriate PAC will **not** be considered for funding. Letters of support from other local partners are also encouraged. Other supporting documentation may also be provided, but is not required.

Applicants are required to provide proof of a successful audit for a period ending within the 24 months immediately preceding the proposal due date or a copy of the most recent IRS Form 990 submittal along with a request for an audit exemption explaining the reason for the exemption.

SUBMITTAL INSTRUCTIONS

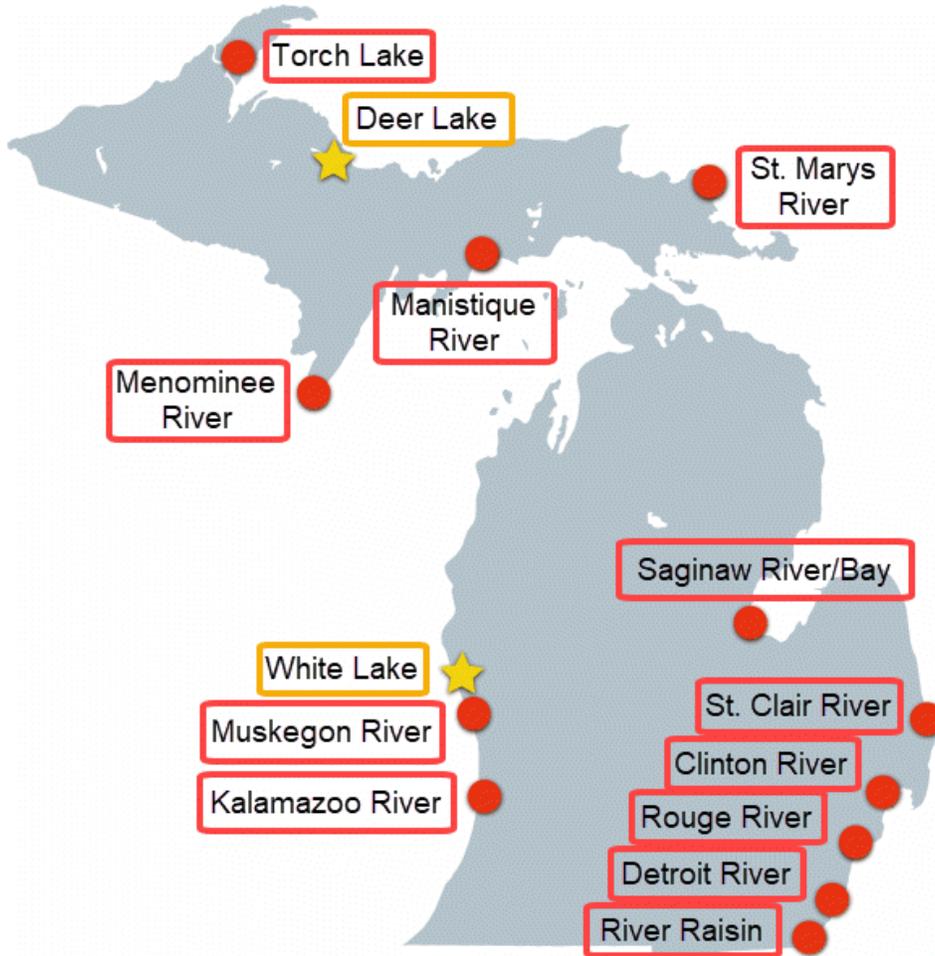
Provide an electronic copy of the grant proposal and associated materials via email to Ms. Kimberly Passick, Great Lakes Management Unit (GLMU), Surface Water Assessment Section (SWAS), Water Resource Division (WRD), at PassickK@Michigan.gov with a copy to the appropriate AOC Coordinator as shown in Appendix A.

ADDITIONAL INFORMATION

Points of contact for this request for proposals are the assigned EGLE AOC Coordinator and Rick Hobrla, Supervisor, GLMU, SWAS, WRD, EGLE, 517-284-5043, HobrlaR@Michigan.gov.

Contacts for Michigan's 12 AOCs are listed in Appendix A.

APPENDIX A



- Jennifer Tewkesbury: 517-897-3257 or TewkesburyJ@michigan.gov
 - [Rouge River](#)
 - [Clinton River](#)
- John Riley: 517-284-5045 or RileyJ2@michigan.gov
 - [Kalamazoo River](#)
 - [Manistique River](#)
 - [Saginaw River/Bay](#)
 - [St. Marys River](#)
- Melanie Foose: 517-897-3244 or FooseM@michigan.gov
 - [St. Clair River](#)
 - [River Raisin](#)
 - [Detroit River](#)
- Stephanie Swart: 517-284-5046 or SwartS@michigan.gov
 - [Menominee River](#)
 - [Muskegon Lake](#)
 - [Torch Lake](#)