



INSTRUCTIONS FOR FISCAL YEAR 2021 NONPOINT SOURCE PROGRAM NOTICE OF INTENT FORM

The Notice of Intent (NOI) process allows us to identify ineligible applicants and applications prior to the effort of completing a full proposal saving the time and effort of both applicants and NPS Program staff. It also identifies who is interested in doing what and where. This not only allows us to better plan for the proposal review process, it also allows the NPS staff to offer advice and guidance on projects prior to submittal of full proposals.

Here are the rules for the NOI Process:

1. NOI forms must be electronically submitted in **Microsoft Word**® or searchable PDF format for each project as an eligibility requirement for NPS funding.
2. Full proposals will only be accepted for proposals that have been deemed likely eligible by EGLE and a full proposal has been requested from the applicants.
3. The Organization and Watershed must be the same in the NOI and the full proposal.
4. While the level of detail in the NOI is low, and we anticipate changes in detail, the general scope of the NOI and the full proposal must be the same. In particular, we realize that partners, contractors, and estimated funds may not yet be firmly determined by the NOI submittal date.

Line by line instructions:

Organization Information: The name, address and telephone number of your organization. Please include the [Zip + 4](#) for the address. Include the name, title, and e-mail of someone that the NPS Program staff can contact for additional administrative or technical information about the proposal. List the Federal ID and DUNS numbers for your organization in the spaces provided

Check boxes:

- Does your organization have proof of a successful audit for a period ending after August 14, 2018, or will you have proof by November 6, 2020? If so, check yes. Organizations that cannot supply such proof are not eligible.
- Does your organization have a federally Negotiated Indirect Cost Rate Agreement (NICRA)? If so, check yes and submit a copy of your NICRA with your NOI.
- If your organization is a 501(c)(3), college, or university - check nonprofit. If your organization is a unit of government – check Unit of Government.

Project Name: Preferred names include the name of the watershed and type of project. For example, “*Big River Riparian Protection*”. *The title should not begin with “The” or end with “Project”.*

Project Location is the primary county in which the project is located. This is to help us distinguish similarly named projects. Use only one county name.

Water Body Name is the name of the water body or water bodies the project will impact.

The **HUC** is the U.S. Geological Survey hydrologic unit code for the watershed in which the project is located. Eight, 10 and 12-digit HUC numbers are available for Michigan watersheds in [appendices A1 and A2 of the Integrated Report](#). Use the HUC for the smallest size area that includes your entire project and downstream impacted area.

Watershed Management Plan Name: Provide the name of the Department of Environment, Great Lakes, and Energy (EGLE)-approved watershed management plan referencing your project. Check the box(es) indicating EGLE approvals of the plan. ****Note:** Watershed plans must have been approved by July 15, 2020, for the project to be eligible.

Specific Recommendation(s) being implemented; Provide the page and recommendation number for each recommendation that will be implemented from the watershed management plan. This should be a specific recommendation and not a broad goal or objective.

Listed Watersheds:

For watersheds with water bodies that are not attaining designated uses due to NPS causes fill in the requested information from Appendices B1 and B2 of [Michigan's 2018 Integrated Report](#).

Project Summary: A brief description of what is proposed to be done. This section should be a summary of the major proposed tasks and linkages to any listing(s) in the Integrated Report. The summary must include reference to the specific watershed plan recommendations being implemented. Note that this section must not exceed 200 words.

Project Outcomes: The anticipated environmental or administrative outcomes of the project such as an estimate of the length or area of a water body restored; a description of the anticipated measurable improvements in water quality (e.g., a decrease in *E. coli* levels or an increase in macroinvertebrate scores; the length or area of a water body permanently protected; the number of practices implemented and the anticipated results; or a summary of actions to be taken and their anticipated results) or social indicators. Note that this section must not exceed 100 words.

Project Includes: Use the check boxes and dropdown boxes to indicate the elements of the proposal.

Partners: List the known or anticipated project partners.

Consultants: List the known or anticipated consultants or contractors. If the consultants or contractors will be selected via bid process or are unknown at this time, list as TBD (To Be Determined).

Estimated Grant Funds and Estimated Local Match: Your best guess at how much you will be requesting in grant funding and how much local match you will be able to secure. These numbers are for NPS Program planning – you will not be held to these amounts

Completed forms along with a copy of your organization's NICRA (where required) should be e-mailed to: EGLE-npsgrants@Michigan.gov before 5 p.m. August 14, 2020. Confirmation should be received from EGLE within 2 hours during regular business hours. If a response is not received within 2 hours contact Mr. Robert Sweet (517-512-9765), or the [NPS staff person](#) for your area.