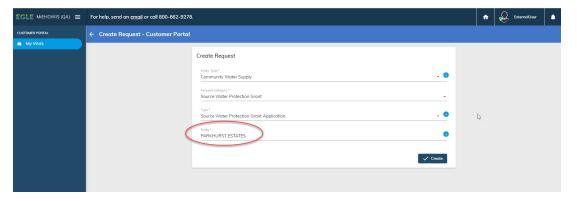# Source Water Protection Grant Application
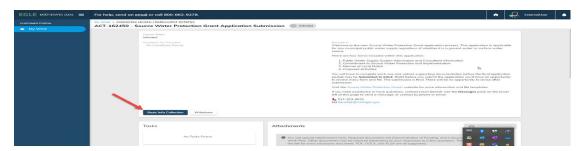
To submit a Source Water Protection Grant Application, you must first set up a MILogin for Third Party account, then request access to MiEHDWIS. This grant application will need to be certified by the water supply designated certifier on your grant application team. (This person is usually the operator in charge or someone who the water supply administrator has designated).

Application Instructions

1. From the MiEHDWIS My Work – Customer Portal home page, click **Submit New Request**.

2. Create the request by filling in the **Entity Type**, **Request Category**, **Type**, and **Entity**.

   Note: Make sure to select the correct Entity. Start typing in the name of the Entity and a drop down will appear. Select the correct Entity from that drop down list.
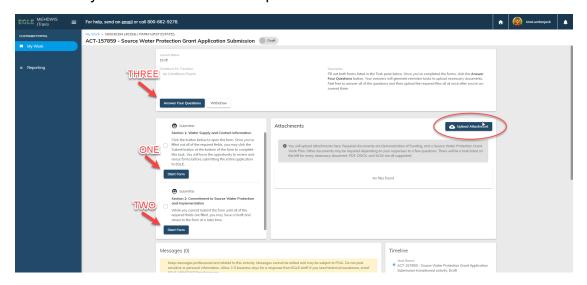
3. Click **Create**.

4. Click **Basic Info Collection**.

EGLE Environmental Assistance Center
Phone: 800-662-9278

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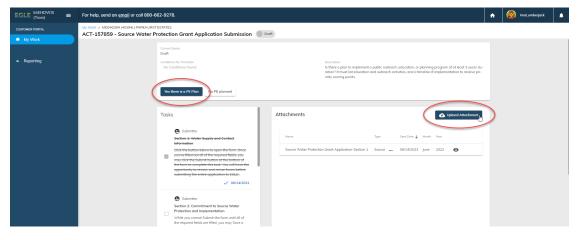Michigan.gov/EGLE
EQP2276 (Rev. 06/2022)

MiEHDWIS 7.0
External

5. Fill out both forms listed in the Task pane. Once you have completed the forms, click the **Answer Four Questions** button. Your answers will generate reminder tasks to upload the necessary documents. Please answer all questions and then upload required files all at once after you have answered the questions.
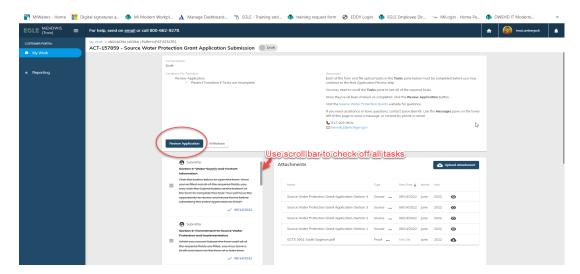

Note: The four questions appear on the blue button. Answer all four questions and then upload supporting documents.
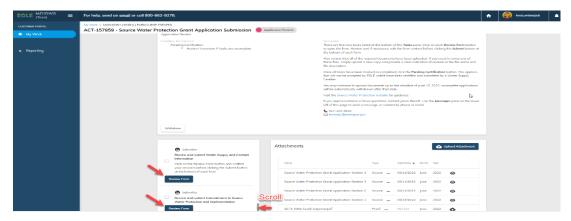

6. Each of the form and file upload tasks in the Tasks pane must be completed before you can continue to the final Application Review step. **You may need to scroll through the Tasks pane to see all of the required tasks**. Once they have all been marked as completed, click the **Review Application** button.
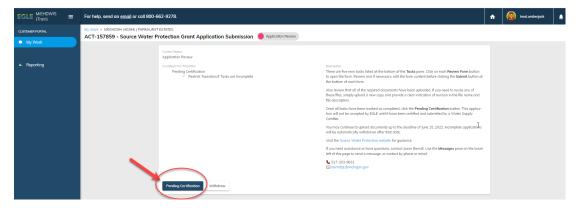
7. Five new tasks will be listed in the Tasks pane. Scroll down and click on each **Review Form** button to open each form. Review and, if necessary, edit the form content before clicking the **Submit** button at the bottom of each form.

   Note: Once submitted, you cannot make edits.

8. Once all tasks have been marked as completed, click the **Pending Certification** button.

   Note: This application will not be accepted by EGLE until it has been certified and submitted by the Water Supply Certifier.

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Important Notes

✓ You may continue to upload documents up to the deadline of July 15, 2022. Incomplete applications will be automatically withdrawn after that date.

✓ Visit the Source Water webpage for guidance.

✓ If you need assistance or have questions, contact Jason Berndt. Use the **Messages** pane on your Source Water Protection Grant Application in MiEHDWIS or contact by phone or email:

517-203-9631

BerndtJ1@Michigan.gov

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.