



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION – NONPOINT SOURCE PROGRAM

**NOTICE OF INTENT**  
Authorized by 1994 PA 451

**Instructions for completing this form begin on page three (3).**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code+4) \_\_\_\_\_ - \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Organization Phone: \_\_\_\_\_

Organization Federal ID #: \_\_\_\_\_ Organization UEI #: \_\_\_\_\_

Organization can provide proof of a successful audit.  Yes  No

Organization has a federally Negotiated Indirect Cost Rate Agreement.  Yes\*  No

\*If "Yes" submit a copy of your NICRA with this Notice of Intent.

Organization is a:  Nonprofit -or-  Unit of Government

Project Name: \_\_\_\_\_

Project Location (Primary County): \_\_\_\_\_

Water body Name: \_\_\_\_\_ HUC: \_\_\_\_\_

Watershed Management Plan Name: \_\_\_\_\_

Plan is:  CMI Approved  319 Approved  Tribal NPS Plan

Specific Recommendation(s) being implemented:

303(d) Listed Watersheds:

12 Digit HUC: \_\_\_\_\_ Designated Use: \_\_\_\_\_ TMDL Date: \_\_\_\_\_

12 Digit HUC: \_\_\_\_\_ Designated Use: \_\_\_\_\_ TMDL Date: \_\_\_\_\_

Project Summary (Maximum 200 words):

Project Outcomes (Maximum 100 words):

Project Includes:

Physical Best Management Practice (BMP) Installation:

Sites are known  Site Selection will be a grant task  Sites depends on who volunteers

BMP Type:  Agricultural  Low Impact Development  Streambank Stabilization  
 Road/Stream Crossings  Stream Restoration  Wetland Creation/Restoration  
 Other (describe in summary above)

Managerial BMPs:

Sites are known  Site Selection will be a grant task  Sites depends on who volunteers

BMP Type:  Vegetative  Ordinance/Zoning  Programmatic  
 Other (describe in summary above)

Technical Support for BMP installation via other funding source

Land Protection:  Conservation Easement  Ordinance/Zoning  Other (describe in summary above)

Information and Education Efforts

Environmental Monitoring

Social Monitoring

Technical Watershed Plan Update

Planning/Capacity Building in EJ Communities

Partners: \_\_\_\_\_

Consultants: \_\_\_\_\_

Estimated Grant Funds: \$ \_\_\_\_\_ Estimated Local Match: \$ \_\_\_\_\_

# INSTRUCTIONS

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 Nonpoint Source (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 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 [UEI number](#) for your organization in the spaces provided

*Check boxes:*

- Does your organization have proof of a successful audit for a period ending after August 24, 2021, or will you have proof by November 15, 2023? If so, check yes. Proof of audit is not needed to submit an NOI but required as part of a full proposal. 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 including Tribal entities – 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 using the four step directions on the [USGS FAQ page](#). 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 or Tribal NPS plan referencing your project. Check the box(es) indicating EGLE approvals of the plan. *Note:* Watershed plans must have been approved by August 24, 2023, 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 [Michigan’s 2022 Integrated Report](#) or Tribal 303d list.

**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 emailed to: [EGLE-NPSGrants@Michigan.gov](mailto:EGLE-NPSGrants@Michigan.gov) before 5:00 p.m., September 20, 2023. Confirmation should be received from EGLE within two hours during regular business hours. If a response is not received within two hours contact Robert Sweet, NPS Unit, Surface Water Assessment Section (SWAS), Water Resources Division (WRD), at 517-512-9765; Rob Selesky, NPS Unit, SWAS, WRD, at 517-331-7690; or the [NPS staff person](#) for your area.

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If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

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This form and its contents are subject to the Freedom of Information Act and may be released to the public.