



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Water Resources Division

INSTRUCTIONS for Fiscal Year 2025 Nonpoint Source Program Planning Application Cover Sheet

The Cover Sheet is the first page of the entire application package. Other portions of the application are developed by the applicant and attached. **Do Not** attach a cover or transmittal memo to the application package. The “Tab” key may be used to move between the form fields.

Project Name: Preferred names include the name of the watershed and type of project. For example, “*Big River Planning*”. The title should not include the word “Project”.

Project Location: The primary county in which the project is located. Use only one (1) county name.

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

HUC is the U. S. Geological Survey hydrologic unit code for the watershed in which the project is located. HUC numbers are available on the How’s My Waterway website: [Mywaterway.EPA.gov](https://mywaterway.epa.gov). Use the HUC for the smallest size area that includes your entire project and downstream impacted area.

Centroid Lat/Long: Zoom and pan the map at [getLatLong.net](https://getlatlong.net) until your project area fills the map area. Press and hold the shift key then click in the center of your project area. The digital degrees are displayed below the map.

Organization Information: The name, address, and federal ID number of your organization plus the name, title, telephone number, and e-mail of someone that the Nonpoint Source (NPS) Program staff can contact for additional administrative or technical information about the proposal.

UEI #: is the Unique Entity Identifier; a 12-digit alphanumeric identification number assigned to entities registered on [Sam.gov](https://sam.gov).

SIGMA VSS Vendor Code and Address ID: Numbers assigned on registration in the State of Michigan [SIGMA Vendor Self Service](https://sigma.vss.michigan.gov) (VSS) system. Required for all applicants.

Proposal for new plan or update? Check the appropriate box. A listing and maps of approved plans are available online at:
<https://Experience.ArcGIS.com/Experience/89f937cd0a454a379935904229fae862/>.

Grant Amount Requested is the amount of funding you are seeking - budget sheet cell D86.

Local Match is the amount of local funding committed to the project - budget sheet cell E86.

Project Total is the sum of the grant and match amounts - budget sheet cell F86.

Match %: Enter the match percentage from budget sheet cell E87.

Senate District Number: include the district numbers of **all** state Senators in the project area. District numbers can be located at [Senate.Michigan.gov](https://www.senate.michigan.gov). Click on “Find Your Senator” and you can search by county or district.

Representative District Number: include the district numbers of **all** state Representatives in your project area. District numbers can be located at [House.MI.gov](https://www.house.mi.gov). Click on “Find Your Representative” and you can search by address or maps.

Person with Grant Acceptance Authority and Their Title: the person who will be accepting responsibility for the terms and conditions of the contract. This may be the contact person, or it may be someone else in the organization (or perhaps a board member).

Signature. **The application must be signed and dated** by the “Person with *Grant Acceptance Authority*”. Electronic signatures are acceptable.

People with disabilities may request this material in an alternate format by emailing EGLE-Accessibility@Michigan.gov or calling 800-662-9278.

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