



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
Water Resources Division

Instructions for Nonpoint Source Program Grants

Project Description

- **In no more than five pages**, provide the following information in the order listed, using the headings given. **While there is a five-page maximum for this section, you are not required to use the full five-page allowance.**
- Use 12-point Arial font on 8 1/2" x 11" paper with 1/2" margins.
- Consider each bulleted statement as it applies to your project.
- At the top of the page, include the project name and tracking code number followed by "Project Description."
- Number each page beginning at page 2 and attach the project description to Page 1, the Application Cover Sheet.
- **Be sure to include a complete entry for each element A through G.**
- Due to space limitations, it is recommended that applicants focus their efforts on developing elements B, D, E, and G.

A. Statement of water quality concerns/issues.

- Briefly describe the current water quality conditions (including impaired water bodies and their Assessment Unit Identification Number (AUID) from the [2022 Water Quality and Pollution Control in Michigan Sections 303\(d\), 305\(b\), and 314 Integrated Report](#), and the needs/problems (pollutants, sources, and causes) to be addressed with the proposed project.
- List the specific recommendation(s) (not watershed goals) being implemented.
- Either here, or in a separate attachment, include a summary of efforts to implement the watershed management plan to date and how this proposal fits into the overall implementation process. If a separate attachment is used it does not count against the page limit.
- Briefly describe the measures you or your partners have taken to identify potential land use conflicts within the proposed project area.

B. Project goals and objectives.

- Describe the *project* goals (what you hope to achieve) and measurable objectives (Project Outcomes from the Notice of Intent).
- State the targeted load reduction from the watershed management plan or TMDL and the projected pollutant load reduction of the project.
- Describe generally how you intend to accomplish the goals and objectives (details will be in the work plan).
- Describe the anticipated water quality benefits in relation to the cost of the project.
- Describe any water quality activities that will continue after the project is completed

C. Organization Information.

- Describe the relevant qualifications of project staff that will ensure the success of the project. There should be a brief description for each staff person listed on the budget form. This should include only staff of the applicant organization. No contractors, no staff of other organizations.
- List any previous Department of Environment, Great Lakes, and Energy (EGLE) grants, including project name and tracking code number, which the organization has received or partnered on.

CI. Partners and Related Funding.

- Describe the project partners, their qualifications, roles, and commitments.
- Describe any other sources of funding not listed on page 1 of the proposal or on the budget and include other grants you have received that relate to this proposal.

CII. Evaluation

All projects require an evaluation component designed to measure the success of the project in achieving the stated goals. It is important to consider the scale of change that will result from your project during the project period (site specific, stream reach, sub-basin or larger). While measurable environmental or social change is the preferred standard, other means of assessment such as modeling may also be acceptable depending on the project type and goals.

As part of your application:

- Describe how an evaluation of the project will be done, including how success will be defined and measured.
- Describe how evaluation results will be used and disseminated.
- Describe the active involvement of partners in evaluating the project.

CIII. Monitoring 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. A QAPP is not needed for the proposal phase and a QAPP development task is eligible for grant reimbursement or for use as match. Monitoring activities are not eligible for grant funds or for use as match until a QAPP has been approved by EGLE. Please contact the appropriate [Nonpoint Source \(NPS\) Program Staff](#) for additional information and guidance.
- Applicants proposing to perform social monitoring should complete and include the following information as part of this section. Applicants are encouraged to contact Robert Sweet (517-512-9765; SweetR@Michigan.gov) prior to submitting an application with social monitoring.
 - Purpose of the monitoring (i.e., the question to be answered)
 - Target Audience Description
 - Survey type (mail, phone, etc.)
 - Population size
 - Sample size
 - Expected return rate for mail

- Applicants proposing to perform environmental measurements (water quality, macroinvertebrate populations, stream morphology, inventories, etc.) should complete and include the following information as part of this section. The parameters to be measured must be directly related to the purpose of the monitoring/questions to be answered. Applicants are encouraged to contact Caroline Keson at 517-512-0892 or KesonC1@Michigan.gov prior to submitting an application including environmental monitoring.
 - Purpose of the monitoring (i.e., the question to be answered)
 - Parameters to be measured
 - Number of locations to be sampled
 - Sampling frequency

G. Project Summary

In **150 words or less and in paragraph format**, provide a summary of your project. This will be used as a basis for EGLE summary documents during the review process, and if the project is funded, edited for the EGLE Internet Web site.

For your summary, include the following:

- The name and size of the water body.
- Primary land use in the watershed or project area.
- If the project is in a Phase 2 storm water area.
- Include NPS related Integrated Report listings.
- Pollutants and sources being addressed.
- The goal(s) and objectives of the project.
- The project impacts areas with environmental justice concerns.
- Anything that makes your project unique.
- The targeted load reduction from the WMP and projected pollutant load reduction from the proposed work.

**Attach the Project Description behind the Cover Sheet (Page 1)
and continue with the Work Plan.**

Work Plan:

In a **maximum of four-pages**. Use 12-point Ariel font on 8 1/2" x 11" paper with 1/2" margins.

- The work plan should begin with a heading consisting of the bolded title of the project and the tracking code number.
- The work plan should be presented by task (with sub-tasks, as necessary), including a brief narrative description.
- For each task, include an estimated percentage of time (applicant staff only – no partner or contractual time). The total estimated percentage of time must equal 100 percent.
- For each task, identify which staff person or other agency will be responsible for carrying out the task.
- For each task include an estimated budget breakdown by major budget category (Staffing/Fringe, Contractual, Supplies, etc.). Totals must balance with the budget.
- For each task, identify the resulting product(s).
- Each contractual service listed on the first page of the Grant Application Budget Information sheet must have its own task(s), responsible agency, and product(s).

All work plans must include the following mandatory task:

Required Task – Grant Administration and Close Out – x%

- A. Develop and submit quarterly status reports following EGLE guidance. Reports will be submitted within 30 days of the end of each quarter.
- B. Provide draft and final products and deliverables as specified in the [Nonpoint Source Grant Administrative Summary](#).
- C. Develop and submit a final project report following EGLE guidance and summarizing the project's goals, accomplishments and lessons learned. Submit the final report no later than 30 days after the end of the grant.
- D. Submit a project fact sheet utilizing the EGLE template with the final report.
- E. Submit an electronic copy of all before and after photos and other project-related photos with the final report.

Products: Quarterly reports, copies of all products and deliverables in the quantities and format specified, final project report, and project fact sheet.

**Projects installing Best Management Practices (BMPs)
will be required to include the following sub-tasks.**

Required sub-tasks for all grant/match funded BMP installation:

- A. Submit engineering plans for [EGLE review and approval](#) at least nine (9) weeks prior to construction. Construction *will not* begin without EGLE approval.

Note: EGLE reserves the right for a nine (9) week review time. If substantive changes and/or a new plan submittal is required, additional review time is required (the nine-week clock restarts). The absolute minimum timeframe between site plan submittal and implementation is nine (9) weeks.

- B. Submit a completed BMP Form each reporting period in which a site is completed (e.g., all BMPs are implemented on that site), the BMP form must include the pollutant load calculations for that site.
- C. All federal, state, and local permits needed to complete the work will be obtained prior to construction beginning and a list of the required permits will be submitted with the draft engineering plans.

Projects collecting or generating water quality or social data will be required to include the following sub-tasks.

Required sub-tasks for monitoring/modeling/data collection ([water quality](#) and [social monitoring](#)):

- A. Develop and submit a QAPP to EGLE for review and approval at least nine (9) weeks prior to monitoring. Monitoring will not begin without EGLE approval.
- B. All data will be submitted in a prescribed electronic format. Water quality, biota, and habitat data will be recorded and submitted using the EGLE template.

Attach the Work Plan after the Project Description

Timetable:

In a **maximum of 2 pages**, using standard 8.5" x 11" paper only. Include in a table format (example below) a timetable of activities, showing when each task will be started and completed. This must cover all quarters of the project and correspond to the state's quarter system (i.e., October - December; January - March; April - June; July - September). Include time for EGLE staff to review and comment on all draft products and deliverables and specifically:

- Include a nine (9) week period for EGLE review of QAPPs.
- Include a minimum of nine (9) week period for EGLE review of engineering plans for BMPs.
- Include a minimum of 90 days for EGLE review of Watershed Management Plans.

Tasks	Oct-Dec 202x	Jan-Mar 202x	Apr-Jun 202x	Jul-Sep 202x	Oct-Dec 202x	Jan-Mar 202x	Apr-Jun 202x	Jul-Sep 202x	Oct-Dec 202x	Jan-Mar 202x	Apr-Jun 202x	Oct-Dec 202x
Example	X	X	X	X	X	X						
Example 2					X	X	X			X	X	X

Additional quarters can be added to the table as needed to document the grant period. Timetable can be oriented in landscape to make room for text.

Attach the Timetable after the Work Plan.

Attachments

The following attachments are to be submitted by all applicants.

Budget Form. All applicants must include project specific financial information on the appropriate NPS Program Budget form.

Audit. All applicants must include with their application, an *Independent Auditors Report* from a *Comprehensive Annual Report* documenting that the organization has undergone a successful financial audit for a period ending after August 24, 2021. The letter must include the dates and scope of the successful financial audit. This information is necessary to assure that the applicant has a financial accounting system in place that operates in accordance with accepted accounting principles.

Note: An *Independent Auditors Report* is a one or two-page letter that includes the title “*Independent Auditors Report*” and typically found in the first several pages of a full audit.

The following attachments are to be submitted if appropriate.

Map(s). Limit all maps to a single 8¹/₂” x 11” page.

For Proposals Implementing Best Management Practices:

*A watershed map delineating the project area(s) in relation to the critical area(s) and identifying the specific location of each site proposed for BMPs.

Letters of Commitment. Required for all proposals that include local match from partners. These are letters from project partners committing a specific amount of time, money, activities, or other specified resources for the project and reflected on the budget. General letters of support (those not showing time, money, or specific resource commitment) are not requested.

Statement on Hydrology/Morphology. Required for all projects that propose major stream treatments or stream bank stabilization. The statement must include detailed information on the hydrologic condition of the stream including if and how the hydrology has changed over time and the corresponding changes to the morphological stream conditions. (See [Appendix E](#))

Statement on Environmental Justice Communities. Required for all projects utilizing environmental justice related exemptions or priorities (see Appendix A). In no more than two pages, describe the communities that will be impacted by the project. The description should include narratives and/or screen shots from environmental justice mapping programs or other data sources.

BMP Form. Required for all applications that propose implementing BMPs with NPS funding.

Site Plan(s). Required for all applications that propose implementing physical BMPs with NPS funding. A depiction of each project area showing all existing water bodies (including designated flood plains and wetlands) and structures as well as the proposed treatment.

Site Photo(s). Required for all applications that propose implementing physical BMPs with NPS funding. A depiction of each project area showing all existing conditions.

All other information--including binders, extraneous reports, etc., will not be considered, reviewed, or returned.

Checklist for a Complete Application

Number the pages of your proposal.

Submit one electronic copy of the entire proposal by email to NPSGrants@Michigan.gov.

Your NPS Program application should consist of the following:

- One Page Application Cover Sheet, EQP5835.
- Maximum five-page Project Description which includes the monitoring elements requested in element E (if applicable).
- Maximum four-page Work Plan with all mandatory elements.
- One or two-page Timetable
- NPS Program Grant Application Budget Sheet, (EQP5836a, with an explanation of the source of operation and maintenance (O&M) for any BMPs.

Attachments: Required as described on the previous page

- Letter from certified public accountant (CPA) showing a successful audit (*an Independent Auditors Report from a Comprehensive Annual Report*).
- Statement on Implementation (if required, can also be included in Project Description)
- 8.5"x11" map or maps.
- Site plan(s) for projects including structural BMPs.
- Site photo(s) for projects implementing BMPs with NPS funding.
- Proposed Best Management Practices Form, EQP9296 (if required)
- Information for infiltration BMPs (if required) – see pages 5&6 of the RFP.
- Statement on Hydrology/Morphology (if required)
- Letters of commitment (if required)
- Statement on Environmental Justice

All other information--including binders, extraneous reports, and general letters of support--will not be considered, reviewed, or returned. We highly recommend that you contact the [NPS Program Staff](#) before submitting your proposals if you have any questions.

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

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

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