



## Instructions for Nonpoint Source Program Planning Grants

### Project Description:

**In no more than five (5) pages**, provide the following information in the order listed, and using the given headings. **While there is a five (5) page maximum for this section, you are not required to use the full five (5) page allowance.** Use 12-point Arial font on 8 ½ x 11-inch paper with ½ inch margins. Consider each bullet statement as it applies to your project. At the top of the page, include the project name 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 F.** Due to space limitations, it is recommended that applicants focus their efforts on developing elements B, D, E, and F.

### 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 How’s My Waterway website: [MyWaterway.EPA.gov](http://MyWaterway.EPA.gov). Also include pollutants important at the local level as well as the rationale for their inclusion.
- Discuss the needs/problems (pollutants, sources, and causes) to be addressed with the proposed project.
- If this is a proposal to update an existing plan, either here, or in a separate attachment, include a summary of efforts to implement the watershed management plan to date. 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.
- 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.
- Describe any wetland considerations necessary as outlined in [Appendix B](#).
- Describe any Hydrologic or geomorphic considerations necessary as outlined in [Appendix C](#).
- Describe any Nonpoint Source (NPS) Coastal Zone considerations necessary as outlined in [Appendix D](#).

### **C. Organization Information.**

- Describe the relevant qualifications of project staff pertinent to the project. There should be a brief description for each staff person listed on the budget form.
- 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.

### **D. Partners and Related Funding.** Describe:

- The project partners, their qualifications, roles, and commitments.
- 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.

### **E. Evaluation and Monitoring**

All projects require an evaluation component designed to measure the success of the project in achieving the stated goals. For this request for proposal the standard goal and evaluation will be the production and approval of a nine-element watershed management plan.

Applicants proposing to perform social monitoring within their project should complete and include the following questions as part of this section. Applicants are encouraged to read [Appendix E](#) and contact Robert Sweet, NPS Unit, Great Lakes Watersheds Assessment, Restoration, and Management Section (GLWARMS), Water Resources Division (WRD) at 517-512-9765 or [SweetR@Michigan.gov](mailto:SweetR@Michigan.gov) prior to submitting an application which includes 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 surveys:

Applicants proposing to perform environmental measurements (inventories, water quality, macroinvertebrate populations, stream morphology, etc.) should complete and include the following questions 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, NPS Unit, GLWARMS, WRD, at 517-512-0892 or [KesonC1@Michigan.gov](mailto:KesonC1@Michigan.gov), prior to submitting an application that includes 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:

All projects that include monitoring activities (including social surveys) for evaluation or project guidance will be required to submit a Quality Assurance Project Plan (QAPP) for approval by EGLE. 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 [NPS Program Staff](#) for additional information and guidance.

As part of your application:

- Describe how an evaluation of the project will be done, including how success will be defined and measured (development and approval of a watershed management plan).
- Include the above tables (if applicable).

## F. 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 the summary documents during the review process, and if the project is funded, edited for the EGLE website.

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 stormwater area.
- Pollutants and sources being addressed (include Integrated Report listings for NPS pollutants and local concerns).
- The goal(s) and objectives of the project.
- Anything that makes your project unique.

**Attach the Project Description behind Page 1, the Cover Sheet and continue with the Work Plan**

### Work plan:

In a **maximum of four (4) pages**. Use 12-point Arial font on 8 ½ x 11-inch paper with ½ inch margins.

- The work plan should begin with a heading consisting of the bolded title of the project followed by “Work Plan”.
- 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 (grantee time only – not contractual time). The total estimated percentage of time must equal 100 percent.
- For each task, identify the staff person(s) or agency 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 be balanced with the budget.
- For each task, identify the resulting product(s).
- Each contractual service listed on the Budget sheet must have its own task(s), responsible agency, and product(s).

**Note: All work plans must include the following mandatory task:**

**Required Task – Grant Administration and Close Out – x percent (x%)**

- Develop and submit quarterly status reports following EGLE guidance. Reports will be submitted within 30 days of the end of each quarter.
- Provide draft and final products and deliverables as specified in the [Nonpoint Source Grant Administrative Summary](#).
- Develop and submit a final report following EGLE guidance and submit the final report within 30 days of the end of the grant.
- Submit a project fact sheet utilizing the EGLE template. The project fact sheet will be submitted with the final report.
- Submit an electronic copy of all project-related photos with the final report.

**Products:**

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

**Note: Projects collecting or generating environmental 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](#)):**

- 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.
- All data will be submitted in an electronic format. Water quality data will be recorded and submitted using the EGLE template.

**Attach the Work Plan behind the Project Description and continue with the Timetable**

**Timetable:**

In a **maximum of two (2) pages**, using standard 8 ½ x 11-inch paper only. Include in a table format a timetable of activities, showing when each task from the work plan 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 90 days for EGLE review of Watershed Management Plans.

**Number the page(s) of the timetable and attach to the work plan.**

**Attachments:**

**The following attachments are to be submitted by all applicants.**

**Map(s). Limit all maps to a single 8 ½ x 11-inch page.**

A watershed map delineating the boundaries of the project area. The map should show all affected water bodies (including impaired water bodies from Michigan’s current Integrated Report).

**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 31, 2023. The letter must also include the dates and scope of the successful financial audit. This information is necessary to ensure 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 (1) or two (2) page letter that includes the title “*Independent Auditors Report*”.

**The following attachments are to be submitted if appropriate.**

**Statement on Watershed Plan Implementation.** Are required for all proposals updating existing watershed management plans.

**Letters of Commitment.** Required for all proposals that include local match from partners. These are letters from partners in the project 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.

**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 (1) electronic copy of the entire proposal.**

### Your NPS Program application should consist of all of the following:

- One (1) page Application Cover Sheet, EQP9235.
- Maximum five (5) page Project Description which includes the monitoring information requested in the Evaluation and Monitoring section on Page 2 (if applicable).
- Maximum four (4) page Work Plan with all mandatory elements.
- One (1) or two (2) page Timetable.
- NPS Program Grant Application Budget Sheet, EQP9291 demonstrating at least 10 percent (10%) project match.

### Attachments: **Required as described on the previous page.**

- 8 ½ x 11-inch map or maps.
- GIS shapefile of the watershed.
- Letter from a 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).
- Letters of commitment (if required).

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](#) well in advance of proposal submission if you have any questions.

Full applications must be emailed to [EGLE-NPSgrants@Michigan.gov](mailto:EGLE-NPSgrants@Michigan.gov) and received **by 11:59 p.m., Wednesday, October 8, 2025**. EGLE will reply to all applications submitted to the listed address. If you do not receive a reply within four (4) business hours, or if your proposal is too large to email please contact Robert Sweet at [SweetR@Michigan.gov](mailto:SweetR@Michigan.gov) or 517-512-9765 for assistance. Late proposals will not be accepted or reviewed.

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

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