



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION

**INSTRUCTIONS AND CHECKLIST FOR WATERSHED COUNCIL SUPPORT GRANTS**

**Project Description:**

**In no more than two pages**, provide the following information in the order listed, and using the headings given. Use 12-point Arial font on 8 1/2" x 11" paper with 1/2" margins. Consider each bulleted statement below as it applies to your project. Number each page in the bottom center 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 E.** Due to space limitations, it is recommended that applicants focus their efforts on developing elements A, and E.

**A. 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).

**B. Organization Information**

- Describe the relevant qualifications of project staff pertinent to the project. There should be a brief description for each staff person that will charge time to the grant.
- 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.

**C. Partners and Related Funding**

Describe:

- The project partners, their qualifications, roles, and commitments.
- Any other sources of funding related to your project; include other grants you have received that relate to this proposal.

**D. Monitoring**

All projects that include monitoring activities 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 until a QAPP has been approved by EGLE. A QAPP is not required at the time of application and QAPPs can be developed as a project task. Please contact the appropriate [NPS Program Staff](#) for additional information and guidance.

Include the information in the tables below (if applicable) for environmental and/or social monitoring efforts. If no monitoring is proposed simply include "NA" for this section.

*Environmental Monitoring:* Applicants proposing to perform environmental measurements (water quality, macroinvertebrate populations, stream morphology, etc.) or physical inventories 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, Nonpoint Source Unit, Surface Water Assessment Section, WRD, at 517-512-0892 or [KesonC1@Michigan.gov](mailto: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:	

*Social Monitoring:* Applicants proposing to perform social monitoring (surveys) should complete and include the following questions as part of this section. Applicants are encouraged to contact Bob Sweet, Nonpoint Source Unit, Surface Water Assessment Section, Water Resources Division (WRD), at 517 512-9765 or [SweetR@Michigan.gov](mailto: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 surveys:	

**E. 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.

Describe how evaluation of the project will be done, including how success will be defined and measured.

**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 summary documents during the review process, and if the project is funded, edited for press releases and announcements.

For your summary, include the following:

- The general location of the proposed project.
- The goal(s) and objectives of the project.
- Anything that makes your project unique.

## Work plan:

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

- The work plan should be presented by task (with sub-tasks, as necessary), including a brief narrative description of activities.
- 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 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 balance with the budget.
- For each task, identify the resulting product(s). Use the [Nonpoint Source Grant Administrative Summary](#) document as guidance for types of anticipated products.
- Each contractual service listed on the budget sheet must appear in the work plan.

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

### Task 1. Required Task – Grant Administration and Close Out

- 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](#) document.
- c. Develop and submit a Project Fact Sheet following EGLE guidance and submit the Project Fact Sheet within 30 days of the end of the grant.
- d. Submit an electronic copy of all project-related photos with the Project Fact Sheet.

**Products:** Quarterly reports, copies of all draft and final products and deliverables in the quantities and format specified, and a Project Fact Sheet.

**Note: Projects implementing Best Management Practices or including monitoring efforts will be required to include the following sub-tasks.**

### Required sub-tasks for all Best Management Practice installations:

- 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.
- 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.
- 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.

**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 1 page**, using standard 8.5” x 11” paper only; include in a table format 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, sites, and site plans.
- Include a minimum of nine (9) week period for EGLE review of engineered plans for BMPs.
- Include a page number for the timetable and attach to the work plan.

*Example Timetable:*

Task	Apr - Jun 2024	Jul - Sep 2024	Oct - Dec 2024	Jan - Mar 2025	Apr - Jun 2025	Jul - Sep 2025
<b>Task 1. Grant Administration</b>						
1a. Quarterly Reports	X	X	X	X	X	X
1b. Drafts & Final Products			X		X	X
1c. Fact Sheet						X
1d. Photo Files			X			X
<b>Task 2. Environmental Monitoring</b>						
2a. Submit QAPP (9 weeks prior to monitoring)		X				
<b>Task 3.</b>						
3a. continue with tasks as needed						
<b>Task 4.</b>						

For accessible tables, please follow these tips:

- Use a 12 point sans serif font such as Arial or Calibri
- Avoid the use of merged cells. Borders can be removed to create a merged line look.
- Color fill can be used to identify task periods; however an X or other symbol should also be used.

**Map(s):**

A map delineating the boundaries of the project area with known site locations (if any) indicated. Limit all maps to a single 8½” x 11” page.

## Attachments:

The following attachments can be submitted to support your proposal if appropriate.

Site Photos – Photos demonstrating current conditions at proposed sites.

**Statement on Environmental Justice Communities** - 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.

## Checklist for a Complete Application

Number the pages of your proposal. **Submit one electronic copy of the entire proposal.**

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

One-page Application [Cover Sheet, EQP5832c](#). Must be submitted as a Searchable PDF file.

- Maximum two-page Project Description which includes the monitoring information requested in element D (if applicable).
- Maximum two-page Work Plan with all mandatory elements.
- One-page Timetable.
- Grant Application [Budget Sheet, EQP9290](#).
- 8.5" x 11" map or maps.

Attachments: **Allowed as described on the previous page.**

- Photographs demonstrating current conditions at proposed sites.
- Statement on Environmental Justice impacts

*All other information 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.*

Applications must be submitted to the [EGLE-NPSgrants@Michigan.gov](mailto:EGLE-NPSgrants@Michigan.gov) mailbox as specified in the Request For Proposals. Faxes and mailed submissions will not be accepted. Late proposals will not be considered for funding.

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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