



Michigan Department of Environmental Quality
<http://www.michigan.gov/deq>

Great Lakes Beach Monitoring Grant

Grant Application Package Fiscal Year 2005

Jennifer M. Granholm, Governor
Steven E. Chester, Director

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Information for the Great Lakes Beach Monitoring Grant Application Package

Funding Source and Authority

This Grant Application Package (GAP) is for the Great Lakes Beach Monitoring Grant (GLBMG) offered under the Beaches Environmental Assessment and Coastal Health Act (BEACH Act). Information contained in this GAP is based on existing Department of Environmental Quality (DEQ) guidance, as well as administrative rules for the BEACH Act (Section 406(b)). These funds are intended to initiate or improve beach monitoring programs for public beaches located along the Great Lakes, but not to serve as an ongoing funding source.

General Information for the GAP

- ❑ The dollar amount requested should be based upon what is needed to carry out the tasks identified in the project proposal. This grant does not require local match of funds.
- ❑ Disbursement of grant funds is done on a **cost-reimbursement basis**.
- ❑ Beach monitoring sampling must be completed during the 2005 calendar year. Applicants that receive funding are required to enter their beach location data, beach closing data, and beach monitoring data for *Escherichia coli* (*E. coli*) into the DEQ's *E. coli* database via the Michigan Beach Monitoring Web site at <http://www.deq.state.mi.us/beach/>.
- ❑ Monitoring activities conducted prior to the DEQ's approval of a Quality Assurance Project Plan (QAPP) are not eligible for reimbursement under the contract.
- ❑ Applicants may include the cost of equipment (under \$1,000), supplies, sample analysis, and staff needed to implement the bathing beach monitoring activities. Equipment costing over \$1,000 and purchased with grant funds is considered property of the DEQ.
- ❑ Applicants may be contacted for clarification and for the purpose of negotiating changes in proposed project activities, timetable, and grant amounts. The DEQ can award grants for amounts other than those requested and/or request changes to, or clarification of the proposed work plan.
- ❑ Information provided in grant applications will **not** be kept confidential.
- ❑ Successful applicants will be required to enter into a project contract with the DEQ. This is a legally binding contractual agreement with the state of Michigan that consists of standard "boilerplate" language (some of which has been simplified and included in Appendix B; see Grants: Terms & Conditions of Grant Awards), a work plan, timetable, and budget information. Copies of the boilerplate can be obtained from the **Contact Person**. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

Submittal Deadline

Applications must be received no later than **Friday, January 21, 2005**.

Late applications will not be considered for funding. See GAP Delivery Instructions (Page 3) for further information.

Contact Person

Dr. Shannon Briggs at 517-335-1214, or E-mail at briggssl@michigan.gov.

Description of GLBMGs

GLBMGs are designed to fund proposals that determine and report levels of *E. coli* in the swimming areas of public beaches located along the Great Lakes. Monitoring projects should be specifically designed to assess compliance with Rule 323.1062 of the Part 4, Water Quality Standards, of Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Act 451). In selecting projects for grant awards, the DEQ will consider all of the following:

- ❑ Location and frequency of beach use.
- ❑ History of beach monitoring and bacterial contamination.
- ❑ Ability to communicate results to the public in an efficient manner.
- ❑ Ability to respond and take appropriate action in the event of beach contamination.
- ❑ Proximity of beach to a known bacterial contamination source.
- ❑ Innovativeness and feasibility of proposed project.
- ❑ Ability to reduce time delay between sampling and results.

Eligibility

Local units of government and nonprofit entities are eligible to receive this grant funding. Nonprofit entities are those exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Eligible entities generally include county, city, township, and village agencies, watershed and environmental action councils, universities, regional planning agencies, and incorporated nonprofit organizations.

To be eligible, local units of government and nonprofit entities must meet all of the following:

- ❑ Must demonstrate an ability to carry out the proposed project.
- ❑ Must have undergone a successful financial audit within the 24-month period immediately preceding the application.
- ❑ Must submit a QAPP with application.
- ❑ Must not have had a grant revoked or terminated, or demonstrated an inability to manage a grant or meet the obligations in a project contract with the DEQ within the 24-month period immediately preceding the application.
- ❑ Must submit an application by the deadline of **Friday, January 21, 2005**.

Ineligible Entities and Activities

- ❑ Ineligible entities: All inland lake monitoring activities are not eligible for this grant. Federal and state agencies are also not eligible.
- ❑ Monitoring activities for privately owned beaches for private use are ineligible. Private lake associations (that are not tax exempt under 501(c)(3)), individuals, and for-profit organizations are not eligible to receive funding.
- ❑ Monitoring activities conducted prior to the DEQ's approval of a project QAPP are not eligible for reimbursement under the contract.

List of Information Required for the GAP

Your application must include all of the following:

1. One-page Application Cover Sheet.
2. Maximum four-page Project Description.
3. Maximum three-page Work Plan with the mandatory elements. (See Page 6)
4. One- or two-page Timetable.
5. Grant Application Budget Worksheet.
6. QAPP for water collection and testing.
7. One-page audit letter from a Certified Public Accountant stating that the agency has undergone an audit that meets generally accepted auditing standards.
8. Letters of commitment.
9. Proof of 501(c)(3) exemption if applicable.

All other information provided by the applicant--including binders, extraneous reports, and general letters of support--will not be considered, reviewed, or returned. We highly recommend that you contact Dr. Shannon Briggs before submitting your proposals if you have any questions.

GAP Delivery Instructions

Applications must be received by **Friday, January 21, 2005**, in one of the following manners:

E-mail Applications To: briggssl@michigan.gov

FAX Applications To: **517-241-2915**
Attention: Dr. Shannon Briggs, Phone 517-335-1214

Mail Applications To: Dr. Shannon Briggs
Michigan Department of Environmental Quality
Water Bureau
Constitution Hall
P.O. Box 30273
Lansing, Michigan 48909-7773

Overnight Delivery or Hand Deliver To:

Ms. Denise Page
Michigan Department of Environmental Quality
Water Bureau
Constitution Hall
525 West Allegan, Second Floor, South Tower
Lansing, Michigan 48933

Instructions for Filling out the GAP

Prepare One-Page Cover Sheet

The Cover Sheet (Appendix A) is the first page of the entire package and must be filled out by all applicants.

- The *Project Name* is the name of the proposed project submitted for funding.
- *Project Location* is the primary county or counties in which the project will be conducted.
- *Watershed Impacted by Project* is the watershed in which the project will be conducted or the watershed that may be affected by the project.
- The *Organization Name* is the group, agency, or local unit of government applying for funding. Please include the organization's telephone and fax number.
- The *Contact Person* is the person in the organization that can be contacted by DEQ staff for any additional information. Please include the name and title of the contact person, their E-mail address (if available), and their phone number.
- Under *Organization Address*, be sure to include the street name and number, P.O. Box, city, and zip code.
- *Preferred Start Date*. The contract start date will be **April 1, 2005**. While project start dates are contingent upon funding availability, there may be some flexibility in start dates. This start date will also accommodate attendance at the proposed Michigan Environmental Health Association's Recreational Swimming Waters Conference.
- *Contract End Date* will be **November 30, 2005**. This date will accommodate participation at the proposed Great Lakes Beach Conference that is being planned for 2005.
- *Grant Amount Requested* is the amount of funding you are seeking. *There is no local match for this grant.*
- The *Person with Grant Acceptance Authority and their Title*. This is the person who has the authority and will be accepting responsibility for the terms and conditions of the contract. This may be the contact person or somebody else in the organization (perhaps a board member). The contact person also needs to sign the Cover Sheet, as indicated, and include their title. An original signature is **not** required for submission of a proposal; however, the final contract agreement requires an original signature.

Prepare Project Description

In no more than four pages, please provide the following information in the order listed, using the topic headings. Consider each bulleted statement as it applies to your project. Use 11- or 12-type font on 8½ x 11 sheet paper. Number the pages and attach to Page 1 (the Grant Application Cover Sheet (Appendix A)).

Statement of Bathing Beach Water Quality Concerns/Issues

- This should include the current bathing beach water quality conditions and the needs/problems to be addressed by the proposed project.
- Indicate how citizens and/or local governments will use the data to protect public health.

Project Goals and Objectives

- Describe project goals (what you hope to achieve) and objectives (measurable, if possible) of your beach monitoring program.
- Describe how goals and objectives will be accomplished. Please include the following:
 1. Explain how results of beach testing will be shared with local officials, the DEQ, beach owners, beach operators, and the public.
 2. Describe or explain your policy for responding to results of beach testing that exceed water quality standards. Explain the process or decision criteria that are used to close or reopen a beach or if you issue an advisory.
 3. Please list the names of beaches in your area that will be included in the project.
 4. Indicate the beach type for each beach (either publicly owned with public access or privately owned with public access).
 5. For each beach, identify the beach owner/operator, and/or if the beach is part of a state, county, city, or township park.
 6. Identify nearest city and the name of the water body where each beach is located. Please note this grant will require electronic reporting of beach locations using center and endpoint coordinates for each beach in decimal degrees to at least 4 decimal places. Please include this task in the work plan or explain that this task has already been completed.
 7. Beach dimensions (meters). Please note this grant will require electronic reporting of beach length in meters. Please include this task in the work plan or explain that this task has already been completed.
 8. Duration of swimming season and estimate or number of visitors per swimming season.
 9. Number of proposed sampling sites per beach (at least three).
 10. Proposed frequency of sampling (how many times per week/month). Note that the monitoring protocol must comply with Act 451. Subrule 62(1) states, "All waters of the state protected for total body contact recreation shall not contain more than 130 *E. coli* per 100 milliliters (ml), as a 30-day geometric mean. Compliance shall be based on the geometric mean of all individual samples taken during five or more sampling events representatively spread over a 30-day period. Each sampling event shall consist of three or more samples taken at representative locations within a defined sampling area. At no time shall the waters of the state protected for total body contact recreation contain more than a maximum of 300 *E. coli* per 100 ml. Compliance shall be based on the geometric mean of three or more samples taken during the same sampling event at representative locations within a defined sampling area."
 11. Indicate past monitoring practices and results. This grant encourages electronic reporting of past beach closures or advisories and historical beach monitoring *E. coli* data if available. This task could be included in the work plan.
 12. Describe surrounding environment (wetland, commercial, residential, agricultural, proximity to combined sewer outfalls, holding ponds, storm drains, etc.).

Organization Information

- In one paragraph, state the organization's mission, goals, relevant programs, activities, and accomplishments.
- Describe the relevant qualifications of project staff/volunteers that will ensure the success of the project.

Partners

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

Project Sustainability

- Describe any water quality activities that will continue after the project is completed.
- Indicate the length of time your organization is committed to maintaining the bathing beach monitoring activities beyond the grant period.

Evaluation

- Describe how an evaluation of the project will be done, including how improvements will be defined and measured.
- Describe how beach location data (coordinates and length), monitoring data (*E. coli* results), and notification data (beach closures or advisories) will be electronically reported to the Michigan Beach Monitoring Web site (<http://www.deq.state.mi.us/beach/>). *E. coli* results must be reported according to requirements listed in the Public Health Code (Act 507).

Work Plan

Maximum three pages. Use 11- or 12-type font on 8½ x 11 sheet paper.

- The work plan should provide a written explanation of each task, identify who will be responsible for carrying out the task, an estimated number of hours given to each task, and the percentage of time for those tasks per staff. The estimated time for all tasks should total 100 percent per staff. Please see Appendix A for an example of hours and percent hours per staff in the Timetable example.
- All work plans must include the following mandatory tasks:
 1. Development and submission of status reports following DEQ guidance and at a frequency included in the contract (per quarter).
 2. Development and submission of a final report following DEQ guidance at the end of the project.
 3. Submission of a release of claims statement (a standard form letter) at the end of the project.
 4. Provision of products and deliverables. This should include all data collected, in both hard copy and electronic format.
 5. Electronic submission of beach location data (center and endpoint coordinates in decimal degrees to at least four decimal places), beach length (in meters), beach notification data (beach closure/advisory and reopening dates), and beach monitoring data (*E. coli* test results).

Timetable

- The work plan should be summarized in a Timetable format (usually one page) listing each task, expected completion date, estimated hours per person per task, percent of hours per person, and name and title of staff identified to do task. See example Timetable in Appendix A. The number of hours and staff listed in the Work Plan/Timetable must match the hours and staff listed in the budget. The hours listed for each staff must total 100% of their hours for the project. (Please see the Timetable example in Appendix A for the percent of hours per staff).

Budget Information

Fill out the one-page Budget Worksheet (included in Appendix A) using the directions below. Note that this form is available electronically on the DEQ's Web site at:

http://www.michigan.gov/deq/0,1607,7-135-3313_3686_3730---,00.html.

Note:

- There is no local match for this grant.
- Round all amounts on the budget sheet to the nearest dollar.

Budget Worksheet Heading

1. Enter the agency name.
2. Enter the project title.
3. The contract start date and end dates are already entered. These dates are preferred but they are flexible.

Column 1 (Budget Categories), Column 2a and 2b (Details), and Column 3 (Grant Funds Requested)

Staffing Costs.

- In Column 1, list the name of each staff person and their title. In Column 2a, enter the estimated number of hours they will work on the project. In Column 2b, enter their hourly rate of pay. The budget worksheet will calculate the salary amount (number of hours x hourly rate) in Column 3, Grant Funds Requested.
- Each staff person listed under Staffing Cost should also be included in the work plan and timetable. The total hours listed per staff must be the same on the work plan, timetable, and budget worksheet. (Costs for staff in agencies other than the grant recipient's agency should be budgeted under Contractual Services).
- The budget worksheet will calculate Staffing Costs Subtotal.

Fringe Benefits. This can include insurance, FICA, federal, state, and local taxes, vacation and sick time, and worker's compensation.

- Most agencies have set fringe benefit rates. Use your agency's rate (up to 40 percent maximum).
- The names and titles of staff from Staffing Costs will automatically fill in the lines for Column 1 under Fringe Benefits. Enter the fringe benefit rate for each staff in Column 2a. Column 2b will show the salary for each staff as calculated from staffing costs. Column 3, will calculate the total for fringe benefits for each staff.
- The DEQ reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.
- The budget worksheet will calculate the Fringe Benefits Subtotal.

Indirect Costs. Indirect costs are considered to be the cost of doing business. Typical indirect costs may include, but are not limited to; office space, telephones, office equipment rental and usage, seasonal insurance, and general office supplies.

- Enter your agency's indirect rate in Column 2b. Most agencies have a set indirect rate. Use your agency's indirect rate (up to 20 percent of salary and fringe benefit costs). If you do not have a set indirect rate, a rate must be calculated based on the annual total of your agency's cost for identified indirect expenses divided by your agency's annual total expenses.
- List what is included in your agency's indirect rate in Column 1. Note that you can not list costs for items under indirect and another category. List the item once, either itemized in another category or in indirect costs.
- Column 3 will calculate the Indirect Costs Subtotal.

Contractual Services. Contractual costs are services provided by staff or agencies other than the grant recipient. Any services not provided by the grant recipient should be listed here. Your grant application must include a description of all work to be subcontracted. The DEQ reserves the right to approve all subcontractors and to require the grant recipient to replace subcontractors if found to be unacceptable.

- In Column 1 list all contractual services and name of subcontractors (laboratories) and the number of beaches that will be monitored.
- Enter estimated number of samples in Column 2a.
- Enter the estimated cost per sample in Column 2b.
- Column 3 will calculate the line item contractual costs (number of samples x cost/sample).
- All contractual services included here should also be included in the work plan.
- The budget worksheet will calculate the Contractual Services Subtotal.

Project Equipment, Supplies, and Materials

Project Supplies and Materials.

- Specify the type of supplies and materials (printing, postage, etc.) in Column 1. Enter the estimated quantities in Column 2a. Enter the cost per item in Column 2b. Column 3 will calculate the line item Project costs (quantity x cost). Provide a justification in the work plan for any cost that may appear out of the ordinary. The work plan should describe activities that will require these items.

Project Equipment.

- Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year.
- The purchase of equipment less than or equal to \$1,000 is allowed using grant funds. Equipment greater than \$1,000 and purchased using grant funds is considered property of the DEQ.
- Specify the equipment (GPS unit, sampling pole, cooler, etc.) in Column 1. Enter the estimated quantities in Column 2a. Enter the cost per item in Column 2b. Column 3 will calculate the line item Project costs (quantity x cost). Provide a justification in the work plan for any cost that may appear out of the ordinary. The work plan should describe activities that will require these items.
- The budget worksheet will calculate the Project Supplies and Equipment Subtotal.

Travel Costs.

- Mileage. Enter number of miles in Column 2a. The highest allowable rate for this grant is \$.31 per mile and is already listed in Column 2b of the budget worksheet.
- Column 3 will calculate mileage costs (number of miles x mileage rate).
- Lodging. In Column 1, enter the type of lodging (i.e., hotel, bed and breakfast, etc.). Enter number of days/nights in Column 2a. Enter the estimated lodging rate in Column 2b.
- Column 3 will calculate the lodging costs (number of days x rate).
- Meals. Provide meal type in Column 1 (per diem or per meal). Enter the number of meals or per diem in Column 2a. Enter cost in Column 2b.
- Column 3 will calculate meal costs (per meal or per diem x rate).
- Other. Give a brief description in Column 1 of travel (other than mileage) that directly relates to carrying out the project. Conferences and other training fees may be considered as they relate to a project. Enter number of registrations in Column 2a and cost per registration in Column 2b.
- Column 3 will calculate costs (quantity x rate).
- The budget worksheet will calculate the Travel Costs Subtotal.

Project Total. The budget worksheet will calculate the staffing costs, fringe benefits, contractual services, supplies, materials, and equipment, and travel subtotals together for the Grand Total.

Appendix A



Michigan Department of Environmental Quality

Bathing Beach Monitoring Grant Application Cover Sheet

(Authorized by 1994 PA 451)

Project Name: _____

Project Location (Primary County): _____

Watershed Impacted by Project: _____

Name of Grantee: _____

Federal Identification Number of Grantee: _____

Organization Phone: _____ - _____ - _____

Organization FAX #: _____ - _____ - _____

Contact Person: _____, _____
(name) (title)

Contact Person's E-Mail (if available): _____

Contact Person's Phone: _____ - _____ - _____

Organization Address: _____
(Street Address)

(P.O. Box)

(City, Zip Code)

Preferred Start Date: April 1, 2005

End Date: November 30, 2005

Grant Amount Requested: \$ _____

Person w/Grant Acceptance Authority: _____, _____
(print name) (title)

Example Timetable for Work Plan: **County Beach Monitoring Project**

| Objective | Completion Dates | % of Work Plan | Hours Listed per person | Subtotals 100% hours worked in bold | Person Responsible |
|--|-------------------------|-----------------------|--------------------------------|--|---------------------------|
| <u>Laboratory Coordination</u> | April to August | 33% | 16.5 | 16.5 (33%) | Joe M., Sanitarian |
| | | 33% | 16.5 | 16.5 (33%) | Shelly K., Technician |
| | | 0% | 0 | 0 (0%) | Vacant, Technician |
| <u>Public Outreach</u> | April to September | 32% | 16 | 32.5 (65%) | Joe M., Sanitarian |
| | | 32% | 16 | 32.5 (65%) | Shelly K., Technician |
| | | 0% | 0 | 0 (0%) | Vacant, technician |
| <u>Sampling Data Input</u> | May to August | 5% | 2.5 | 35 (70%) | Joe M., Sanitarian |
| | | 5% | 2.5 | 35 (70%) | Shelly K., Technician |
| | | 100% | 113 | 113 (100%) | Vacant, Technician |
| <u>Dissemination Reports to DEQ Final Report</u> | May to November | 30% | 15 | 50 (100%) | Joe M., Sanitarian |
| | | 30% | 15 | 50 (100%) | Shelly K., Technician |
| | | 0% | 0 | 113 (100%) | Vacant, Technician |

Grant Application Budget Worksheet

The following page has a Microsoft Excel budget worksheet that will calculate totals for you or you may simply copy the worksheet and calculate the totals on your own.

When you double click inside the table, the Excel worksheet opens. Please follow the instructions and the worksheet will calculate totals for you. When you single click off the worksheet (either in the gray area of the screen or in the margins of the document), the page returns to Word and retains the information entered in the worksheet.

PROPOSED BUDGET FOR GREAT LAKES BEACH MONITORING GRANT APPLICATION

Water Division

(Authorized by 1994 P.A. 451)

Your agency name goes here

Your project title goes here

April 1, 2005 to November 30, 2005



| Column 1 | | Column 2a | Column 2b | Column 3 |
|--|-----------|-------------|---------------|-----------------------|
| BUDGET CATEGORIES | | DETAILS | | Grant Funds Requested |
| Staffing Costs | | | | |
| Name | Title | hours | wage | |
| | | 0.0 | \$0.00 | 0.00 |
| | | 0.0 | \$0.00 | 0.00 |
| | | 0.0 | \$0.00 | 0.00 |
| | | 0.0 | \$0.00 | 0.00 |
| | | 0.0 | \$0.00 | 0.00 |
| | | 0.0 | \$0.00 | 0.00 |
| Staffing Cost Subtotal | | | | 0.00 |
| FRINGE BENEFITS: Not More Than 40% | | | | |
| Name | Title | fringe rate | salary | |
| 0 | 0 | 0.00% | \$0.00 | 0.00 |
| 0 | 0 | 0.00% | \$0.00 | 0.00 |
| 0 | 0 | 0.00% | \$0.00 | 0.00 |
| 0 | 0 | 0.00% | \$0.00 | 0.00 |
| 0 | 0 | 0.00% | \$0.00 | 0.00 |
| 0 | 0 | 0.00% | \$0.00 | 0.00 |
| Fringe Benefit Subtotal | | | | 0.00 |
| Salary & Fringe Subtotal | | | | 0.00 |
| Indirect Rate and Costs (maximum limit is 20% of salary & fringe) | | | 20.00% | 0.00 |
| list items included in indirect costs | | | | |
| CONTRACTUAL SERVICES: | | | | |
| Name of Lab | # beaches | # samples | cost/sample | |
| | | 0 | \$0.00 | 0.00 |
| | | 0 | \$0.00 | 0.00 |
| | | 0 | \$0.00 | 0.00 |
| | | 0 | \$0.00 | 0.00 |
| Contractual Subtotal | | | | 0.00 |
| PROJECT SUPPLIES & EQUIPMENT | | | | |
| Project Equipment (itemize): | | quantity | rate | |
| | | 0 | \$0.00 | 0.00 |
| | | 0 | \$0.00 | 0.00 |
| | | 0 | \$0.00 | 0.00 |
| | | 0 | \$0.00 | 0.00 |
| Project Supplies & Materials (itemize): | | quantity | rate | |
| | | 0 | \$0.00 | 0.00 |
| | | 0 | \$0.00 | 0.00 |
| | | 0 | \$0.00 | 0.00 |
| | | 0 | \$0.00 | 0.00 |
| | | 0 | \$0.00 | 0.00 |
| Project Supplies & Equipment Subtotal | | | | 0.00 |
| TRAVEL: | | quantity | rate | |
| Mileage | | 0 | \$0.31 | 0.00 |
| Lodging: | | 0 | \$0.00 | 0.00 |
| Meals: | | 0 | \$0.00 | 0.00 |
| Other: | | 0 | \$0.00 | 0.00 |
| Travel Subtotal | | | | 0.00 |
| GRAND TOTAL | | | | 0.00 |

Appendix B

DEQ Grants: Terms and Conditions of Grant Awards

Responsibilities of Grant Recipients

- Grant recipients will be required to carry out all obligations contained in the project contract with the DEQ. A project contract consists of standard “boilerplate” language (some of which has been simplified and included here), the applicant’s work plan, timetable, budget information, and a compensation clause.
- The DEQ also reserves the right to review and approve all products developed and paid for by grants or used for local match. All such products become the property of the state of Michigan.
- Grant recipients will be responsible for meeting the match amount committed to in the project contract.
- Grant recipients must submit a QAPP within 60 days of grant award.
- Additional requirements relevant to an individual project may be specified in the project contract.

Subcontracts

- The grant recipient will be required to secure professionally qualified personnel and/or subcontractors necessary to perform the duties of the project contract. The DEQ reserves the right to approve all subcontractors for the project and to require the grant recipient to replace subcontractors found to be unacceptable.
- The grant recipient will be required to assume responsibility for all contractual activities included in their work plan whether or not they are performed. Further, the DEQ will consider the grant recipient the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the project contract. The grant recipient is totally responsible for adherence by the subcontractor to all provisions of the project contract.

Reporting

- All grant recipients must submit status reports to the DEQ following each quarter of the grant period. A quarterly status report consists of the following:
 1. A narrative status report detailing the status of each task.
 2. A financial status report documenting expenditures for that quarter including receipts.
- The following copies shall be submitted quarterly and approved by the DEQ before reimbursement payments will be made:
 - **One original plus one copy** of the quarterly status report, with **four copies** of any products developed (i.e., catalogues, brochures, etc.).
 - Submit copies to:*
 - Dr. Shannon Briggs
 - Department of Environmental Quality
 - Water Bureau
 - Constitution Hall
 - P.O. Box 30273
 - Lansing, Michigan 48909-7773
- The DEQ reserves the right to request annual progress reports of any grant recipient.
- Final progress reports will be submitted to and approved by the DEQ before the final grant payment will be made.

- Final progress reports should detail what was attempted in the project, what goals were achieved or failed, and any lessons learned. Final reports should also include all monitoring data collected, if it has not already been submitted to the DEQ.

Audit Requirements

All grant recipients must follow audit requirements provided by the DEQ.

Incurring Costs

The state of Michigan is not liable for any cost incurred by the grant recipient or any subcontractor prior to the signing of a project contract. Liability of the state is limited solely to the terms and conditions of this request and any resulting grant. The state Fiscal Year (FY) is October 1 through September 30. Grants awarded in any given FY are contingent upon enactment of both federal and state legislative appropriations.

Officials Not to Benefit

No member of or delegate to Congress or the Legislature shall be admitted to any share or part of the project contract or to any benefit that may arise therefrom.

Unfair Labor Practices

Pursuant to 1980 Public Act 278, as amended, MCL 423.231, et seq, the state shall not award a contract or subcontract to an employer whose name appears in the current register or employers failing to correct an unfair labor practice compiled pursuant to Section 2 of the Act. The United States National Labor Relations Board compiles this information.

A contractor of the state, in relation to the contract, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to Section 4 of 1980 Public Act 278, MCL 423.324, the state may void any contract if, subsequent to award of the contract, the name of the contractor as an employer, or the name of the subcontractor, manufacturer, or supplier of the contractor appears in the register.