



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

**Water Division  
Clean Water Fund  
Clean Michigan Initiative**

**Inland Lakes Beach Monitoring  
Local Water Quality Monitoring  
Emerging Issue Monitoring**

**Grant Application Package  
March 2004**

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



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# Water Quality Monitoring Grant Application Package Information

## ***Funding Source and Authority***

This Grant Application Package (GAP) is for Clean Water Fund (CWF) Water Quality Monitoring Grants offered under the Clean Michigan Initiative (CMI). This GAP includes information about grants for inland lakes beach monitoring, local water quality monitoring, and emerging issue monitoring. Information contained in this GAP is based on existing Water Division (WD) guidance as well as administrative rules promulgated for the CMI CWF Grants, being Part 8808 of PA 451. Approximately \$100,000 is available for inland lake beach monitoring, \$200,000 for local water quality monitoring, and \$200,000 for emerging issue monitoring projects.

## ***General Information for Grant Application Package***

- ❑ There is no maximum dollar amount for these grants. The dollar amount requested should be based upon what is needed to carry out the tasks identified in the project proposal.
- ❑ Disbursement of grant funds is done on a cost-reimbursement basis.
- ❑ This grant requires a minimum 25% match of non-state funds (can include in-kind services). Grant funds from the Great Lakes Beach Monitoring contracts from the BEACH Act **may not be used** as local match.
- ❑ Beach monitoring sampling must be completed by November 30, 2003. Applicants that receive funding are required to enter their 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/>.
- ❑ Project contracts cannot exceed two years.
- ❑ Applicants may include the cost of equipment (under \$1,000) and supplies, sample analysis, and staff needed to implement the water quality monitoring activities.
- ❑ Applicants may be contacted for clarification and for the purpose of negotiating changes in proposed project activities, timetable and grant amounts. The Department of Environmental Quality (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 submit an approved Quality Assurance Project Plan (QAPP) to the DEQ prior to any sample collection and analysis. The QAPP must outline the quality assurance/quality control procedures to be used by the applicant.
- ❑ Successful applicants will be required to submit data to DEQ electronically as well as hard copy, in a mutually agreeable format.
- ❑ 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 which consists of standard "boilerplate" language (some of which has been simplified and included in Appendix B; see WD Grants: Terms & Conditions of Grant Awards), the applicant's work plan, timetable and budget. 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 **April 1, 2004**.

Late applications will not be considered for funding. See Grant Application Delivery Instructions for further information.

### **Contact Person**

Inland lakes beach monitoring: Shannon Briggs; telephone (517) 335-1214; email [briggss@michigan.gov](mailto:briggss@michigan.gov)

Local water quality monitoring and emerging issue monitoring: Gary Kohlhepp; telephone (517) 335-1289; email [kohlhepg@michigan.gov](mailto:kohlhepg@michigan.gov)

### **Description of Inland Lakes Beach Monitoring Grant**

The CMI CWF Inland Lakes Beach Monitoring Grants are meant to fund proposals that determine levels of *E. coli* in public swimming areas at beaches located on inland lakes and rivers. Monitoring projects should be specifically designed to assess compliance with Rule R.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 within 36 hours (consistent with the Public Health Code).
- 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.

### **Description of Local Water Quality Monitoring Grants**

The CMI CWF Local Water Quality Monitoring Grants are meant to fund water quality monitoring activities, either in priority geographic areas or on local issues of concern. The priority geographic areas include:

1. Grand Traverse Bay watershed
2. Saginaw Bay watershed
3. Clinton River
4. Lower Grand River (Maple River to Lake Michigan)
5. Kalamazoo River
6. Manistee River
7. Manistique River
8. Pine River (Mackinac County)
9. Rifle River
10. Tahquamenon River
11. Two Hearted River

The geographic areas listed above are one factor among many. Proposals from geographic areas other than those listed above will be considered.

In selecting projects for grant award, the WD will consider all of the following:

- The goals and objectives of the monitoring project;

- ❑ The applicant's ability to successfully carry out the project;
- ❑ The applicant's commitment to develop and follow quality assurance/quality control procedures for sample collection and analysis;
- ❑ The applicant's ability and willingness to use the data and take action to improve water quality; and
- ❑ The amount of matching funds provided by the applicant (25% minimum required, but additional match is a plus).

Particular emphasis will be given to proposals that identify non-point source problems and/or evaluate the effectiveness of non-point source best management practices in protecting water quality, as well as projects to evaluate the status of beneficial uses or document progress toward their restoration in Great Lakes Areas of Concern.

### **Description of Emerging Issue Monitoring Grants**

The CMI CWF Water Quality Monitoring Grants for Emerging Issues are meant to fund water quality monitoring activities to identify new chemicals/issues that may be impacting water quality in Michigan surface waters, but not to serve as an ongoing funding source. In selecting projects for grant award, the WD will consider all of the following:

- ❑ The goals and objectives of the monitoring project;
- ❑ The nature of the chemical/issue, its geographical distribution/occurrence (statewide problem vs. local problem), and its potential to negatively impact water quality and/or human health;
- ❑ The applicant's knowledge of the emerging issue based on available information, and the applicant's ability to successfully carry out the project;
- ❑ The applicant's commitment to develop and follow quality assurance/quality control procedures for sample collection and analysis; and
- ❑ The amount of matching funds provided by the applicant (25% minimum required, but additional match is a plus).

Particular emphasis will be given to proposals that address polybrominated diphenyl ethers (PBDEs – flame retardants); perfluorooctane sulfonate (PFOS – a fabric protector); polychlorinated naphthalenes; *Cryptosporidium* (a protozoan parasite); threatened/endangered species; and invasive species.

### **Eligibility**

Local units of government and non-profit entities are eligible to receive grant funding. Non-profit 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 not-for-profit organizations.

To be eligible, groups must meet all of the following:

- ❑ Must have undergone a successful financial audit within the 24-month period immediately preceding the 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 **April 1, 2004**.

***Ineligible Entities and Activities***

- ❑ Ineligible entities: Individuals and for-profit organizations are not eligible to receive this funding directly. Federal and state agencies are also not eligible. All Great Lake beach monitoring activities are not eligible for this grant.
- ❑ Activities such as restoration efforts and education activities will not be funded.
- ❑ 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.

***List of Information Required for the Water Quality Monitoring GAP***

The application must include all of the following:

1. One-page WD Application Cover Sheet.
2. Maximum four-page Project Description .
3. Maximum three-page Work Plan with the mandatory elements (see page 8).
4. One- or two-page Timetable.
5. WD Grant Application Budget Sheet.

Attachments:

1. One-page audit letter, demonstrating a successful audit within the last 2 years
2. Letters of commitment

*All other information provided by the applicant--including binders, extraneous reports, and general letters of support--will not be considered, reviewed or returned.*

***Grant Application Package Delivery Instructions***

Four copies of the applications must be either hand-delivered by 4 p.m., or sent by US postmark dated no later than **April 1, 2004**.

Hand-Deliver to:                   Yuronda Glasscoe  
 Michigan Department of Environmental Quality  
 Water Division  
 Constitution Hall, 2<sup>nd</sup> floor South  
 525 W. Allegan  
 Lansing, Michigan 48909

Mail applications to:               Michigan Department of Environmental Quality  
 Water Division  
 Attn: Gary Kohlhepp  
 PO Box 30273  
 525 W. Allegan  
 Lansing, Michigan 48909-7773

# Water Quality Monitoring Grant Application Package Instructions

## ***Directions for Preparing Cover Sheet***

The Cover Sheet is the first page of the entire package and is to be filled out by all applicants. See Appendix for blank copy of Cover Sheet.

- ❑ The *Type of Grant* is the grant category for which you are applying. You must indicate whether you are applying for a beach monitoring, local monitoring, or emerging issue grant. Only check one.
- ❑ The *Project Name* is the name of the proposed project submitted for funding.
- ❑ *Project Location* is the primary county in which the project will be conducted. This is to help us distinguish similarly named projects. Fill in only one county.
- ❑ *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 fax and telephone number.
- ❑ The *Contact Person* is the person in that organization that can be contacted by DEQ staff for any needed additional information. On the line provided, include the name and title of the contact person.
- ❑ Fill in the *Contact Person's E-Mail* address, if available.
- ❑ Under *Organization Address*, be sure to include the street name and number (or the P.O. Box) on the first line and the city and zip code on the second line.
- ❑ *Project Duration*. Indicate the approximate amount of time needed to implement the project, in years and months. Note that the maximum duration of projects for this GAP is 2 years.
- ❑ *Preferred Start Date*. Indicate the month and year you would like to start your project. While project start dates are contingent upon funding availability, there is usually some flexibility in start dates.
- ❑ *Grant Amount Requested* is the amount of funding being sought. *Local Match* is the amount of local funding committed to the project. The local match can include in-kind services. The *Project Total* should equal the Grant Amount Requested + the Local Match.
- ❑ The *Person with Grant Acceptance Authority and Their Title*. The person with grant acceptance authority is the person who has the authority to accept responsibility for the terms and conditions of the contract. This may be the contact person, or it may be somebody else in the organization (or perhaps a board member). The contact person also needs to sign the Cover Sheet, as indicated. Include title by name. An original signature is not required for submission of a proposal, however the final contract agreement requires an original signature.

## ***Prepare Beach Information Summary Sheet***

For inland lake beach monitoring proposals only, the Beach Information Summary Sheet is the second page of the entire package and must be filled out by all applicants. See Appendix A for blank copy of Summary Sheet.

- ❑ Fill in the Number of Beaches; breaking the total number down into the specific number of city beaches, county beaches, township beaches, and state park beaches.
- ❑ Frequency of Sampling. This refers to (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."
- ❑ Sampling Season. This refers to the dates throughout which water sample collecting will occur. The **total** number of sampling weeks should also be stated. (Example: May 3-August 6; 14 weeks.)

***Directions for Preparing 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-point font on 8 ½” x 11” paper. Number the pages and attach to Page 1, the Grant Application Cover Sheet.

**Statement of Water Quality Concern(s)**

- ❑ Indicate the water quality concern and what is known about it.
- ❑ Indicate how the data will be used for environmental and/or public health protection.

**Project Goals and Objectives.**

- ❑ Describe project goals (what you hope to achieve) and objectives (measurable, if possible).
- ❑ Describe how goals and objectives will be accomplished.
  1. Explain how the results will be reported to local officials, the DEQ, and other relevant stakeholders (for beach grants, reporting should be within 36 hours of testing, consistent with Public Health Code requirements).
  2. For beach monitoring proposals only, describe or explain your policy for responding to results of beach testing that exceed standards. Explain the process or decision criteria that are used to close or open a beach or if you issue an advisory.

*For inland lakes beach monitoring grant proposals:*

- ❑ Please list beaches with public access in your area and include the following information for each beach (if available):
  1. Beach name.
  2. Indicate the beach type for each beach (either publicly owned with public access or privately owned with public access).
  3. For each beach, identify the beach owner/operator, and/or if the beach is part of a state, county, city, or township park.
  4. Number of proposed sampling sites per beach (at least three).
  5. Water sampling beginning and ending dates.
  6. Duration of swimming season and estimate or number of visitors per swimming season.
  7. 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 (latitude, longitude) 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.
8. 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.
  9. 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."
  10. 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.
  11. Describe surrounding environment (wetland, commercial, residential, agricultural, proximity to combined sewer outfalls, holding ponds, storm drains, etc.).

*For local water quality monitoring and emerging issue monitoring grant proposals:*

- If possible, please include the following information:
  1. Waterbody name
  2. Location (county, longitude and latitude)
  3. Number of proposed sampling sites per waterbody
  4. Indicate past monitoring efforts and results, if any
  5. 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 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, 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 monitoring activities funded by this grant.

**Evaluation.**

- Describe how the project will be evaluated.
- Describe how the data will be used, disseminated, and reported to the DEQ. Beach monitoring data must be reported via the Michigan Beach Monitoring web site (<http://www.deq.state.mi.us/beach/>),

within 36 hours according to requirements listed in Act 507 (Amendment to the beach monitoring section of the Public Health Code).

### **Work Plan**

**Maximum three-pages.** Use 11 or 12-point font on 8 ½” x11” paper.

- The plan should be presented by task (with sub-tasks, as necessary), with an estimated percentage of time given to each task. The estimated percentage of time for all tasks should total 100%. For each of the tasks, identify who will be responsible for carrying out the task.
- All work plans must include the following mandatory tasks:
  1. Development and submission of status reports following WD guidance, and at a frequency included in the contract (usually quarterly).
  2. Development and submission of a final report following WD 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. Providing products and deliverables. This should include all data collected, in both hard copy and electronic format.
  5. For beach monitoring proposals only, electronic submission of beach location data (center and endpoint coordinates in decimal degrees (to at least 4 places), beach length (meters), beach notification data (beach closure/advisory and re-opening dates), and beach monitoring data (*E.coli* test results).

### **Timetable**

Include a timetable of activities, showing when each task will be completed. This should be presented in a table format and cover all months or quarters of the project. If by quarter, include in the timetable the months included in each quarter (i.e. quarter 1: Oct, Nov, Dec).

### **Budget Information**

Fill out the two-page Grant Application Budget form included in Appendix A of this information packet, using the directions below. Note that this form is available electronically at the following web site: [http://www.michigan.gov/deq/0,1607,7-135-3313\\_3686\\_3730---,00.html](http://www.michigan.gov/deq/0,1607,7-135-3313_3686_3730---,00.html).

#### **Note:**

- Column 5, Local Match. Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project. A 25% local match is required of all applications. Labor, in-kind services, and materials can count as match. Grant funds from the Great Lakes Beach Monitoring contracts from the BEACH Act **may not be used** as local match. In column five of the budget sheet, include local match amounts for each budget category (staffing costs, fringe benefits, etc.).
- Whatever you commit to as match will become part of your contractual obligation if your project is selected for funding. Be sure to make your match commitment realistic.
- Other state and federal funds awarded as grants from the state cannot be used as matching funds.
- Match activities will be held to the same standards as grant-funded activities.
- Match cannot be earned until the starting date in a contract.
- Local Match beyond the 25% is encouraged.
- Round off to the nearest dollar.

#### **Column 1, Budget Categories, and Column 2, Grant Funds.**

1. Staffing Costs.

- In column 1, list the name and title of each staff person (project manager, senior analyst, clerical, etc.). In Column 2, enter the estimated number of hours they will work on the project (number of hours must match those listed in the workplan). In Column 3, enter their hourly rate. In Columns 4 and/or 5, enter the total costs for each staff person (number of hours times hourly rate).
  - Each staff person listed under Staffing Cost should also be included in the work plan.
  - Costs for staff in agencies other than the grant recipient should be budgeted under Contractual.
  - Subtotal staffing costs.
2. Fringe Benefits. This can include insurance, FICA, federal, state and local taxes, vacation and sick time, and workers compensation.
- Most agencies have set fringe benefit rates. Use your agency's fringe benefit rate, up to 40% maximum.
  - In Column 1, list each staff person and their title. In column 3, enter their fringe benefit rate. In Columns 4 and/or 5, enter the total estimated amount needed for fringe benefits.
  - The DEQ reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.
  - Subtotal fringe benefits costs.
3. 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. If any part of the work in the grant is to be subcontracted, your grant application must include a description of all work to be subcontracted. The State reserves the right to approve all subcontractors for this project and reserves the right to require the Grant recipient to replace subcontractors found to be unacceptable.
- In Column 1 list all contractual services and the name of the contractor(s). Enter estimated amounts in columns 2 and 3.
  - Enter total amounts in Columns 4 and/or 5.
  - All contractual services included here should also be included in the work plan.
  - Subtotal contractual services costs.
4. Project Equipment, Supplies and Materials
- 4a. Project Supplies and Materials.
- Specify the type of supplies and materials (printing, postage, etc.) in Column 1. Enter the estimated quantities and costs in Columns 2 and 3. Enter total costs in Columns 4 and/or 5 (quantity x cost). Explain any cost that may appear out of the ordinary. The work plan should describe activities that will require these items.
- 4b. 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 may be purchased and counted as match.
  - Itemize equipment on the budget form and explain any cost that may appear out of the ordinary.
  - Subtotal supplies, materials, and equipment costs.

5. Travel Costs.

- Mileage. Enter number of miles in Column 2. In Column 3, enter the mileage rate (**\$.305** per mile is the highest allowable rate). In Columns 4 and/or 5, enter the total needed for mileage (number of miles x mileage rate).
- Lodging. In Column 1, enter the type of lodging (i.e., hotel, bed and breakfast, etc.) In Column 2, enter number of days/nights. In Column 3, enter the estimated lodging rate. In Columns 4 and/or 5, enter the total dollar amount (number of days x rate).
- Meals. Enter the estimated number of meals in Column 2. Enter the total dollar amount in Columns 4 and/or 5.
- Other. Give a brief description in Column 1 of other travel costs that directly relates to carrying out the project. Conferences and other training fees are typically not considered being related to a project and will not be funded. Enter total dollar amount in Columns 4 and/or 5.
- Subtotal travel costs.

6. Project Subtotal. Add the staffing and fringe benefits, contractual services, supplies, materials, and equipment, and travel subtotals together for the final *project subtotal*.

7. 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.

- Most agencies have a set indirect rate. Use your agency's indirect rate (up to 20 percent of the project total for staffing and fringe benefits; e.g., indirect costs = \$1,000 based on a rate of 20% and a project total for staffing and fringe of \$5,000). At the end of the budget form, list what is included in your agency's indirect rate. 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.
- In Column 1, enter a description of the indirect cost and what the rate is based on.
- In Column 3, indicate the rate at which indirect cost are being calculated (maximum 20%).
- In Column 4, enter the indirect cost charged to the grant. Indirect cost is based on your agency's indirect rate and the salary and fringe that are charged to the grant. If salary is \$750, fringe is \$300, and the indirect rate is 20%, then the allowable indirect cost charged to the grant is  $\$750 + \$300 = \$1,050 \times 20\% = \$210$ .
- In Column 5, enter the indirect cost that will be shown for local match based on the on salary and fringe totals that are shown for local match. If salary is \$250, fringe is \$100, and the indirect rate is 20%, then the allowable indirect cost charged to the grant is  $\$250 + \$100 = \$350 \times 20\% = \$70$ .
- In Column 6, enter the project total for indirect cost. This amount should be the sum of Column 4 and Column 5, (e.g.,  $\$210 + \$70$ ). It should be the same amount as the indirect rate multiplied by the project total for staffing and fringe (e.g.,  $20\% \times \$1,400 = \$280$ ).

8. Grand Total of Grant and Match Budget. Add the Project Subtotals and the Indirect Costs for grant funds and local match to get the budget total for the entire project. *Note that the totals for grant funds, local match, and the entire project on the Budget Sheet must be the same as those listed on Page 1 of your proposal (cover sheet).*

**Sources of Match.** On the second page of the budget sheet, indicate the source(s) of local match and the corresponding dollar value provided by the applicant or other local sources.

## **Appendix A**



Michigan Department of Environmental Quality  
Water Division

Water Quality Monitoring Grant Application Cover Sheet

(Authorized by 1994 P.A. 451).

Type of Grant: Beach Monitoring \_\_\_\_\_ Local Monitoring \_\_\_\_\_ Emerging Issue \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location (Primary County): \_\_\_\_\_

Watershed(s) Impacted by Project \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization FAX #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Organization Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Contact Person: \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

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

Organization Address: (street name and #) \_\_\_\_\_

(City, zip code) \_\_\_\_\_

Duration of Project: Years: \_\_\_\_\_ Months: \_\_\_\_\_ Preferred start date: \_\_\_\_\_/\_\_\_\_\_  
Month/year

Grant Amt. Requested: \$ \_\_\_\_\_ + Local Match: \$ \_\_\_\_\_ = Project Total: \$ \_\_\_\_\_

Person w/ Grant Acceptance Authority: \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

Contact Signature: \_\_\_\_\_

Michigan Department of Environmental Quality  
Water Division

Beach Summary Information Sheet  
For Inland Lake Beach Monitoring Grant Proposals

**Number of city beaches:** \_\_\_\_\_

**Number of township beaches:** \_\_\_\_\_

**Number of county beaches:** \_\_\_\_\_

**Number of State Park Beaches:** \_\_\_\_\_

**Number of National Park Beaches:** \_\_\_\_\_

**TOTAL Number of All Beaches:** \_\_\_\_\_

**Frequency of Monitoring:** \_\_\_\_\_

**Total number of weeks for monitoring:** \_\_\_\_\_

**Monitoring Start Date:** \_\_\_\_\_

**Monitoring End Date:** \_\_\_\_\_

Michigan Department of Environmental Quality  
Water Division

Project Budget  
(Authorized by 1994 P.A. 451)

<b>Applicant Name:</b>					
<b>Project Name:</b>					
<b>Tracking Code:</b>					
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
			<b>GRANT AMOUNT</b>	<b>LOCAL MATCH AMOUNT</b>	<b>TOTAL</b>
<b>STAFFING</b>					
NAME, TITLE	<b>HOURS</b>	<b>RATE</b>			
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
<b>STAFFING Subtotal</b>		\$	\$	\$	\$
<b>FRINGE BENEFITS (not to exceed 40%)</b>					
NAME, TITLE	<b>RATE</b>				
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
<b>FRINGE BENEFITS Subtotal</b>		\$	\$	\$	\$
<b>STAFFING &amp; FRINGE BENEFITS Subtotal</b>		\$	\$	\$	\$
<b>CONTRACTUAL SERVICES</b>					
LABORATORY NAME	<b>SAMPLES</b>	<b>RATE</b>			
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
<b>CONTRACTUAL SERVICES Subtotal</b>		\$	\$	\$	\$
<b>SUPPLIES, MATERIALS, &amp; EQUIPMENT</b>					
SUPPLIES & MATERIALS (itemize)	<b>QUANTITY</b>	<b>COST</b>			
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
<b>SUPPLIES &amp; MATERIALS Subtotal</b>		\$	\$	\$	\$
EQUIPMENT	<b>QUANTITY</b>	<b>COST</b>			
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
<b>EQUIPMENT Subtotal</b>		\$	\$	\$	\$
<b>SUPPLIES, MATERIALS, &amp; EQUIPMENT Subtotal</b>		\$	\$	\$	\$
<b>TRAVEL</b>					
<b>MILEAGE (not to exceed \$.305/mile)</b>	<b>MILES</b>	<b>RATE</b>			
		\$ 0.305	\$	\$	\$
	<b>NIGHTS</b>	<b>RATE</b>			
LODGING		\$	\$	\$	\$
		\$	\$	\$	\$
MEALS		\$	\$	\$	\$
		\$	\$	\$	\$
OTHER (itemize)		\$	\$	\$	\$
		\$	\$	\$	\$
<b>TRAVEL Subtotal</b>		\$	\$	\$	\$
<b>PROJECT Subtotal</b>		\$	\$	\$	\$

Michigan Department of Environmental Quality  
Water Division

Project Budget  
(Authorized by 1994 P.A. 451)

INDIRECT RATE (not to exceed 20% of Project Total of Staffing and Fringe Benefits)					
INDIRECT COSTS	RATE				
list items included in Indirect Costs:		%	\$	\$	\$
		%	\$	\$	\$
		%	\$	\$	\$
<b>TOTAL GRANT AND MATCH BUDGET</b>					\$
<b>SOURCES OF MATCH:</b>					<b>DOLLAR VALUE COMMITTED:</b>
					\$
					\$
					\$
					\$
					\$
					\$
					\$

## **Appendix B**

## **Water Quality 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 DEQ. A project contract consists of standard “boilerplate” language (some of which has been simplified and included here), the applicant’s work plan, timetable and budget information, and a compensation clause.
- ❑ Grant recipients will be responsible for meeting the match amount committed to in the project contract.
- ❑ Grant recipients will be required to provide documentation and proof of payment for all contractual services, equipment, and supplies and materials over \$100 which are charged to the grant or used as match.
- ❑ 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 State 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 perform them. Further, the State 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 1) a narrative status report, detailing the status of each task, and 2) a financial status report documenting expenditures for that quarter. Copies of quarterly status reports shall be submitted to and approved by the DEQ before reimbursement payments will be made. Submit copies as follows:

1. Original quarterly progress and financial status report, and one copy, to the WD Project Administrator in Lansing, with three copies of any products developed.
2. The WD reserves the right to request annual progress reports of any grant recipient.
3. Final project reports will be submitted to and approved by the WD Project Administrator before the final grant payment will be made.
4. Final reports should summarize the monitoring results and make recommendations for future monitoring, if appropriate. Final reports should also include all monitoring data, if it has not already been submitted to WD.

### **Audit Requirements**

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

### **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 is October 1 through September 30. Grants awarded in any given fiscal year 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.