



**Volunteer Stream Monitoring Program
Road/Stream Crossing Inventory
Grant Application Package
Fiscal Year 2017**

Administered by the
Great Lakes Commission and the
Huron River Watershed Council for the
Michigan Department of Environmental Quality



Online at
<https://micorps.net>

Application Deadline: February 21, 2017, at 5:00 p.m.

MiCorps
Monitoring Michigan's Water Quality

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**INFORMATION FOR THE
2017 VOLUNTEER STREAM MONITORING PROGRAM
ROAD/STREAM CROSSING INVENTORY GRANT APPLICATION PACKAGE**

Funding Source and Authority

This Grant Application Package (GAP) is for the Volunteer Stream Monitoring Program (VSMP) Road/Stream Crossing Inventory grants offered under the Michigan Clean Water Corps (MiCorps) Program. It is expected that approximately \$50,000 will be available for VSMP grants in fiscal year 2017, across the spectrum of available VSMP funding opportunities. Multiple grants are expected with a maximum grant award of \$8,500 under this specific GAP. Information contained in this GAP is based on Michigan Department of Environmental Quality (DEQ) guidance and administrative rules for the Clean Michigan Initiative-Clean Water Fund grants. Grants will be awarded in 2017 contingent upon funding approval, which is expected within the next two months.

Description of Road/Stream Crossing Inventory Grants

- Poorly designed and maintained road/stream crossings directly degrade the quality of Michigan rivers and creeks. Steep slopes and high foot traffic can cause excessive erosion, and stream culverts can increase water speeds, increase erosion, and block fish movement. There exists a distinct need to understand where these problem areas are so that maintenance funds can be properly allocated.
- MiCorps Road/Stream Crossing Inventory grants are intended to fund the establishment of volunteer-based programs in which volunteers visit and assess the condition of road/stream crossings throughout target watersheds.
- Grantees will be expected to visit each selected road/stream crossing at least one time during the grant period. Sites deemed to be problematic can be revisited under different weather conditions to get a more complete understanding of the problems.
- Parameters assessed include the type and condition of the culvert and road, water speed through the culvert, and condition of the stream embankment.
- Grantees must use the “Great Lakes Road Stream Crossing Inventory Instructions” as the standard operating procedures in collecting data. This document was developed, reviewed, and tested by multiple partners, including the U.S. Forest Service, U.S. Fish and Wildlife Service, and the Michigan Department of Natural Resources. The document and accompanying data sheet are available at: <https://micorps.net/register/roadstream17.html>.
- MiCorps staff and State of Michigan agency partners will provide training and support to the grantees.
- Grantees will enter resulting data into a publicly available database to be used by various agencies as a screening tool.

Submittal Deadline and Instructions

Complete applications – including all required supporting documentation – must be received by **5 p.m. on February 21, 2017**. Late or incomplete applications will not be considered for funding.

All grant applicants must complete the Web Application Form and upload an application (as a single PDF or MS Word file) to the VSMP Road/Stream Crossing Inventory application system at: <https://micorps.net/register/roadstream17.html>. You may also submit your supporting documents via the Web Application Form, provided the application and supporting documents can be combined and

uploaded as a single PDF or MS Word file that contains your entire proposal package. This combined file cannot be larger than 4 MB in size. Additional instructions for creating a single combined file are provided below.

Once the Web Application Form and uploaded file have been submitted, a confirmation email will be sent to the email address that was listed for the project's Contact Person in the completed Form. This will be your only notification that the Web Application Form and uploaded file have been submitted successfully. **However, your application is not considered to be complete until all of your required supporting documents have also been submitted (if not included in your uploaded file).**

All applications and supporting documents must be received by the Contact Person listed below **no later than 5 p.m. on February 21, 2017**. Late applications or applications submitted with incomplete supporting documentation as described within this GAP will not be considered for funding.

If you are unable to access and submit the Web Application Form and uploaded file online, you must notify the Contact Person listed below to determine an acceptable alternative method for submitting your application materials prior to the application deadline.

Creating a Single Combined File of all Application Materials

The preferred method for creating a single file out of multiple documents is to combine the files into a single PDF file using Adobe Acrobat Pro or Adobe Writer; however, this capacity does not exist with Adobe Reader. Tutorials and additional instructions are available at:

- <http://tv.adobe.com/watch/learn-acrobat-9/combining-documents-into-a-single-pdf/>, or
- <http://www.images.adobe.com/www.adobe.com/content/dam/Adobe/en/feature-details/acrobatpro/pdfs/combine-multiple-documents-into-one-pdf-file.pdf>.

If you are unable to create a single combined PDF file containing your entire proposal package, you may also submit your materials as scanned images inserted into a MS Word document, provided the file does not exceed the 4 MB size limit. Please note that this method may reduce the resolution (and readability) of the materials. Therefore, you may wish to instead upload and submit one document of your proposal package via the online Web Application Form, and then e-mail, fax, mail, or hand deliver the remaining supporting documents to the Contact Person listed below. **It is the applicant's responsibility to make sure that all applications and supporting documents have been received by the appropriate Contact Person listed below prior to the application deadline.**

Contacts

For Project-Specific Questions:

Dr. Paul Steen
Huron River Watershed Council
1100 North Main Street
Ann Arbor, Michigan 48104
Phone: 734-769-5123 ext. 601
Fax: 734-998-0163
Email: psteen@hrwc.org

For Application Questions and Submittals:

Ms. Laura Kaminski
Great Lakes Commission
2805 S. Industrial Hwy., Suite 100
Ann Arbor, Michigan 48104
Phone: 734-971-9135, ext. 124
Fax: 734-971-9150
Email: laurak@glc.org

General Information

- There is a maximum dollar amount of \$8,500 per grant award. However, the dollar amount requested should be based upon what is needed to carry out the tasks identified in the project proposal.
- Grant funds are dispersed on a cost-reimbursement basis.
- Grants require a minimum 25% local match of funds (can include in-kind services).
- Project contracts are for 13 months. Contracts will begin on May 1, 2017, and will end on May 31, 2018. The final report and close-out materials are due by June 30, 2018.
- The grant funds are intended to initiate or improve local volunteer monitoring programs, but not to serve as an ongoing funding source.
- Applicants may be contacted for clarification of proposed project activities, timetable, and grant amounts.
- Information provided in the grant application will not be kept confidential.
- Successful applicants will be required to enter into a project contract with the Great Lakes Commission (GLC), which is administering the MiCorps Program on behalf of the DEQ. The Huron River Watershed Council (HRWC) has been contracted by the GLC to assist in the administration of these grants. Dr. Paul Steen, HRWC, will serve as the Project Officer for the grants awarded under this program, with oversight and fiduciary responsibility provided by the GLC.
- If you have questions about your project, you are welcome to contact Dr. Steen at the HRWC prior to submitting your application.

Grant Application Criteria

The grants will be reviewed and awarded based on the following criteria:

- Clarity and reasonableness of project description, goals, and objectives.
- Plan for data use and proposed benefits to the community.
- Watershed coverage/sampling design.
- Quality/past performance of the organization.
- Anticipated number of volunteers and quality of recruitment and methods to retain volunteers.
- Location/watershed priority, number of proposed road/stream crossings to be surveyed, and links to other programs and projects.
- Useful partnerships, verified by letters of commitment. Partnerships with the responsible road commissions will be of particular value.
- Plans to continue the project beyond the grant period.
- Costs reasonable for project scope, including 25% minimum matching funds, and appropriate allocation of the grant funds.
- Likely to generate useful data for the DEQ, road commissions, and other government agency partners.

Eligibility

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

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

- Must supply proof of a successful financial audit **of the applicant organization** conducted in accordance with generally accepted auditing standards for a period ending within the 24 months immediately preceding the GAP due date (February 21, 2017), as demonstrated by an Independent Auditor's Report signed by a Certified Public Accountant from a Comprehensive Annual Report. Note: The audit date is based on the audit period and not the date of the audit or the audit letter. To be eligible under this GAP the end date of the audited period must be after February 21, 2015. A sample audit letter can be found at: http://www.michigan.gov/documents/deq/wrd-nps-rfp-audit-letter-example_359089_7.pdf.
- 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 within the 24-month period immediately preceding the application.
- Must submit an online application and all supporting materials by **5 p.m. on February 21, 2017**.

Entities that do not meet the requirements above must partner with an eligible local unit of government or a nonprofit organization that will serve as the primary applicant and fiduciary agent for the grant.

Ineligible Entities and Activities

- Individuals, for-profit organizations, and federal and state agencies are not eligible to receive funding.
- Any activity other than those directly related to the road/stream crossing inventory project will not be funded.
- Volunteer recruitment will not be funded. The applicant should already have an established volunteer base for their organization.
- School or classroom-based programs using students as the primary volunteer source are not eligible for grant funding.

**INSTRUCTIONS FOR THE
2017 VOLUNTEER STREAM MONITORING PROGRAM
ROAD/STREAM CROSSING INVENTORY GAP**

List of Information Required for the Application

The following items are required for all grant applications. All pages must have a header stating the name of the organization.

1. Completed Web Application Form.
2. Project Description (maximum eight pages).
3. Work Plan / Timeline listing the mandatory tasks and other tasks deemed important by the applicant (maximum three pages).
4. Grant Application Budget Information Form.
5. Letter(s) of commitment from partner organizations and advisors stating their role in the project.
6. Resume or curriculum(a) vitae for project manager and/or scientific consultant and/or advisor, whoever will provide the necessary ecological knowledge for the program.
7. One-page letter from a Certified Public Accountant demonstrating proof of a successful financial audit within the previous two years (see Page 5).

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

Web Application Form

The Web Application Form is to be filled out by all applicants. The form is on the grant application Web page at: <https://micorps.net/register/roadstream17.html>.

- *Project Name:* The name of the proposed project being submitted for funding.
- *Project Location:* Primary county or counties in which the project will be conducted.
- *Watershed Impacted by Project:* The watershed(s) in which the project will be conducted or the watershed(s) that may be affected by the project.
- *Organization Name:* Group, agency, or local unit of government applying for funding.
- *Organization Address, Fax, and Telephone numbers.*
- *Contact Person:* The person in the organization who can be contacted by MiCorps staff for any needed additional information.
- *Contact Person's Contact Information:* Include mailing address, fax, telephone number(s), and e-mail address. A confirmation e-mail will be sent to this address once the Web Application Form and uploaded file have been submitted successfully.
- *Grant Amount Requested:* The amount of funding being sought.
- *Local Match:* The amount of local funding committed to the project. The local match can include in-kind services and must be at least 25% of the total project cost.
- *Project Total:* Should equal the Grant Amount Requested + the Local Match.

- *Person with Grant Acceptance Authority and Their Title.* This is the person who will accept responsibility for the terms and conditions of the contract. This may be the contact person, or it may be someone else in the organization, or a board member.

Project Description

Answer the following questions, limiting your response to eight pages.

A. Project Description and Goals

Describe the purpose for this project, the stream quality issues you wish to address, and what you hope to achieve. Why is it important to monitor these specific rivers, streams, and roads? How will a road/stream crossing inventory help you meet your overall management goals?

B. Watershed(s) Description

In which river system(s) or watershed(s) do you plan on conducting this inventory? If possible, include the following details:

1. Location (counties and townships).
2. Anticipated number of road/stream crossings to be assessed.
3. Past monitoring efforts conducted in this area, if any.
4. Summary of the watersheds' land use and land cover.
5. A map of the project area.

C. Organization Information

1. State the organization's mission, goals, relevant programs, activities, and accomplishments.
2. Describe the relevant qualifications of project staff/volunteers and consultants/advisors that will carry out and ensure the success of the project. Please attach or fax/mail a resume or curriculum vitae for the project manager or other scientific consultant/advisor, highlighting science background and experience, and any past experience managing a monitoring program, if any.
3. Since MiCorps cannot provide sufficient funds to cover all of the needs of a successful volunteer monitoring project, please explain how your organization will manage to complete all the tasks demanded by your project.

D. Training and Volunteer Information

1. Please describe in detail how you plan to recruit and train volunteers (be specific). If you already have an existing pool of volunteers, briefly describe their previous training and experience.
2. Role of school programs: The MiCorps Program uses adults as the primary volunteer and does not fund projects based completely on school programs. However, you are welcome to partner with a school and work with school-aged children, provided adult volunteers remain the project's main focus. If you plan to work with a school, please elaborate on how this relationship will be structured.
3. Please describe the method you will use to keep track of your volunteers' training and activities.

E. Procedures and Data Use

1. Please state your commitment to use the provided standard operating procedures and to enter the collected data into the online database.
2. How will the resulting data be used to further watershed management goals or activities? Please state decision(s) to be made, actions to be taken, or outcomes expected from the information to be obtained.

F. Partners

1. Please describe any other partners and advisors in the project, their roles, and commitments and be sure to attach letters of commitment from them.
2. Please describe all sources of local match funding, including other grants you will claim as local match. Grants that were funded by other programs under the Clean Michigan Initiative or the federal Clean Water Act are ineligible to be claimed as match for this program.

G. Sustainability

1. Please describe any watershed monitoring activities that will continue after the project is completed.
2. Indicate the length of time your organization is committed to maintaining the volunteer monitoring activities funded by this grant.
3. Please describe your plan for funding the monitoring program following the end of this grant.
4. Describe how this project will fit in with other initiatives in the watershed. How will the resulting data be used to further watershed management goals or activities?

H. Evaluation

Please describe how your project will be evaluated, including how you plan to measure progress toward achieving your project goals. For example, what are the questions that your evaluation will answer? What methods will you use for evaluation? Who will conduct the evaluation? Include an indication of the evaluation timetable in your response.

Work Plan / Timeline

Maximum three pages.

The plan should be presented by task (with sub-tasks, as necessary), with an estimated percentage of time given to each task, and the approximate dates given for each task. The estimated percentage of time for all tasks should total 100%. Identify who will be responsible for carrying out each task.

All work plans must include the following mandatory tasks:

- Attend a full-day training session led by MiCorps staff and partners (usually held in June).
- Give a 25-minute presentation at the 2017 MiCorps conference on the process and results of the project. The conference is tentatively scheduled for November 8-9, 2017, at the Kettunen Center in Tustin, Michigan.
- Assess as many road/stream crossings as grant funds can support. The grantee must commit to using the provided standard operating procedure. Each volunteer team in the field must have at least one person who attended the training.

- Enter all road/stream crossing data into the online database.
- Submit quarterly status reports and financial status reports to Dr. Paul Steen (HRWC Project Officer) within 30 days of the closing of each quarter of the grant period. Reports are due one month after the quarter ends. Quarters are: May-June 2017 (2 months), July-September 2017, October-December 2017, and January-March 2018.
- Upon grant closing, submit a final report, release of claims letter, fact sheet, final financial status report, and electronic versions of all deliverable products by June 30, 2018.

Budget Information

Fill out the two-page Grant Application Budget Information Form, using the directions below. A sample of a completed Budget Information Form is provided in Appendix A. A blank Grant Application Budget Information Form is provided at <https://micorps.net/register/roadstream17.html>.

Please note the following:

- There is equipment needed for this procedure that the organization will need to buy if they do not have it already available. See the standard operating procedures for this list.
- Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project.
- A minimum 25% match is required of all applications.
- Labor, in-kind services, and materials can count as match.
- Volunteer labor can be included as match; however, this type of match will be given lesser weight in the proposal evaluation when compared to other types of match support. As per DEQ Grant Contract Administration policy 10-001 (www.michigan.gov/documents/deq/deq_dept-policy-10-001_414724_7.pdf?20140602151149), there are three different rates for volunteer labor:
 - Unskilled laborers: The acceptable rate for these workers is the prevailing minimum wage for the State of Michigan (currently \$8.90/hour).
 - Professionals not working in a professional capacity: The acceptable rate for these professionals is based on the national value for volunteer time (currently \$23.56/hour).
 - Professionals, including skilled labor, working in their normal professional capacity: The acceptable rate for these professionals would be equivalent to their normal hourly rate of pay.
- Any original source (i.e., federal, state, local, or private) of match funds is acceptable. However, grants that were funded by other programs under the Clean Michigan Initiative or the federal Clean Water Act are ineligible to be claimed as match for this program. Other MiCorps grants are examples of grants that have come from the Clean Michigan Initiative.
- Whatever you commit to as match will become part of your contractual obligation if your project is selected for funding. Be sure the match commitment is realistic.
- Match activities will be held to the same standards as grant-funded activities.
- Match cannot be earned until the starting date of the contract (May 1, 2017).
- Match beyond the 25% will strengthen your application.

How to Calculate Minimum Match Required

Note: A minimum of 25% local match is required of all applicants. Minimum match required is calculated by first determining the total cost of implementing a project. Next, calculate the minimum local match required by multiplying the total cost of implementing the project by 25%. The total project cost minus the local match equals the requested grant amount. For example, if the total cost of a project is \$15,000, the local match would need to be \$3,750, and the remaining cost of the project (\$11,250) would be the amount requested in grant funds.

Total Cost x 0.25 = Local Match

Total Cost - Local match = Grant Funds Requested

Example: \$15,000 x 0.25 = \$3,750 Local Match
 \$15,000 - \$3,750 = \$11,250 Grant Funds Requested

1. Staffing Costs

- In column 1, list each staff person (project manager, tech, intern, etc.), the estimated number of hours each person will work on the project and their hourly rate. Place the costs for each staff person (number of hours times hourly rate) in columns 2 and 3.
- Each staff person listed under staffing cost should also be included in the work plan.
- Staffing costs for staff in agencies other than the grant recipient should be budgeted under Contractual.

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 fringe rate. Put the dollar amount corresponding with each staff person in columns 2 and 3.
- MiCorps reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.

3. Indirect Costs

Indirect costs have been referred to as the cost of doing business. Typical indirect costs are associated with, but not limited to, office space, telephones, office equipment rental and usage, and general office supplies.

- Most agencies have a set indirect rate. Use your agency's indirect rate, up to 20% of salary and fringe benefits.
- In column 1, indicate the rate at which indirect costs are being calculated and the resulting indirect costs.
- Enter indirect costs in columns 2 and 3.
- MiCorps reserves the right to request applicants to supply information indicating how their indirect benefits were calculated.

4. 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. MiCorps reserves the right to approve all subcontractors and to require grant recipients to replace subcontractors found to be unacceptable. Volunteer labor is typically listed as local match under contractual services.

- In column 1, list all contractual services. List amounts in columns 2 and 3.
- All contractual services included here should also be described in the work plan.

5. Project Equipment, Supplies, and Materials

- Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year (e.g., tape measure, GPS unit, waders).
- Supplies and materials are consumable goods (e.g., printing costs, postage)
- The purchase of any single piece of equipment greater than \$1,000 (e.g., a laptop) is not allowed using grant funds. This equipment can be purchased using match funds.
- In column 1, itemize equipment and supplies and explain any cost that may appear out of the ordinary. If a long list of equipment is needed, it is acceptable to include this on an attachment. List amounts in columns 2 and 3.
- Costs related to food and drinks are not acceptable.

6. Travel Costs

- Show mileage separate from conference lodging and registration in column 1. Mileage costs should be shown in columns 2 and 3 as number of miles times mileage rate. For current mileage rate, individuals should refer to the Federal Mileage Reimbursement Rate Web page at: <http://www.gsa.gov/portal/content/100715>. Regardless of the rate that is in effect at the time of budget preparation and approval, grant recipients will not be allowed to use a mileage rate higher than the current Federal Mileage Reimbursement Rate in effect at the time of travel. For projects that span two calendar years, this may mean that the mileage rate may change mid-way through the project.
- Also, include travel costs other than mileage directly related to carrying out the project. Conferences and other training fees, except those related directly to the official MiCorps training and conference, will not be accepted. Food travel costs cannot be covered by the grant.
- Given the nature of this work, travel costs may be high. It is acceptable to reimburse volunteers for their mileage at the project manager's discretion. Volunteer mileage can also be counted as local match but must be carefully tracked in order to be eligible.
- Subtotal travel costs.

7. Totals

Note that the Totals at the bottom of the budget sheet should be the same as listed in the Web Application Form.

8. Sources of Match

At the bottom of 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.

Acceptance of Contract Content

Successful applicants will be required to enter into a project contract with the GLC. A project contract consists of standard “boilerplate” language (Appendix B), the applicant’s project description, work plan, time line, and budget information. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

Appendices and Additional Resources

- Appendix A: Example Grant Application Budget Information Form
(available at: <https://micorps.net/wp-content/uploads/VSMP-RoadStreamCrossing-AppendixA-FY17.pdf>)
- Appendix B: Terms and Conditions for Grant Contract
(available at: <https://micorps.net/wp-content/uploads/VSMP-RoadStreamCrossing-AppendixB-FY17.pdf>)
- Great Lakes Road Stream Crossing Inventory Instructions
(available at: <https://micorps.net/wp-content/uploads/VSMP-RoadStreamCrossing-Instructions.pdf>)
- Great Lakes Road Stream Crossing Data Sheet
(available at: <https://micorps.net/wp-content/uploads/VSMP-RoadStreamCrossing-Datasheet.pdf>)
- Blank Grant Application Budget Information Form
(available at: <https://micorps.net/wp-content/uploads/VSMP-Budget-FY17.doc>)
- Sample Grant Application
(available at: <https://micorps.net/wp-content/uploads/VSMP-RoadStreamCrossing-SampleApp-FY17.pdf>)
- Grant Reporting Guidelines and Templates
(available at: <https://micorps.net/stream-monitoring/stream-documents>)