

# Public Advisory Council Support Grants for Michigan's Areas of Concern

## **REQUEST FOR PROPOSALS**

*February 2012*

Distributed by the Michigan Department of Environmental Quality  
in cooperation with the Great Lakes Commission  
with funding from the Great Lakes Restoration Initiative

### SUMMARY

The Michigan Department of Environmental Quality (DEQ), in cooperation with the Great Lakes Commission (GLC), is providing grant funding to support public advisory councils (PACs) in Michigan's 14 Great Lakes Areas of Concern (AOCs). This funding is intended to support activities of the PACs with a specific focus on assessing and removing beneficial use impairments (BUIs) and delisting AOCs. Up to \$350,000 is available under this request for proposals. Eligible applicants must be nonprofit organizations, units of government, or colleges and universities. The proposal must be endorsed by the PAC it will support. Grants will be awarded on a competitive basis and funding is not guaranteed for each PAC. There is no formal limitation on the size of grants; however they are generally expected to range from \$2,000 to \$30,000 to benefit as many PACs as possible. **The deadline for submitting proposals is Thursday, March 1, 2012.** Projects will be conducted within a maximum of 18 months between April 2012 and September 2013. This grant program is funded by the Great Lakes Restoration Initiative; funding is provided through the DEQ by the U.S. Environmental Protection Agency (EPA) Great Lakes National Program Office (GLNPO). The grants will be administered by the GLC on behalf of the DEQ. This is a provisional request for proposals, contingent on availability of funding through the sources noted.



### BACKGROUND

The Great Lakes Water Quality Agreement between the United States and Canada established the Great Lakes AOC program. A total of 43 Great Lakes AOCs have been designated where degraded sediments or water quality has impaired one or more of 14 beneficial uses. Remedial Action Plans (RAP) have been prepared and are being implemented for each AOC. The RAPs take a comprehensive, ecosystem approach to restoring and protecting beneficial uses in the AOCs. Public involvement is a key component of the RAP process. Community-based PACs have been established for each AOC to facilitate public participation in the RAP process, identify key issues, develop cleanup goals, and guide the development and implementation of restoration activities.

In 2009, President Obama proposed – and Congress approved funding for – the Great Lakes Restoration Initiative (GLRI), an unprecedented, multi-year program to restore the Great Lakes. The GLRI strategically targets urgent problems facing the Great Lakes – including restoring degraded AOCs – by providing funding for a number of critical programs and activities. This includes supporting the work of state and local agencies that are implementing AOC restoration work. The GLRI is guided by a five-year Action Plan that establishes outcome-oriented performance goals and criteria for measuring progress. The specific objectives for restoring BUIs and AOCs under the GLRI are outlined in Table 1 below. The full GLRI Action Plan is available online at: [http://glri.us/pdfs/glri\\_actionplan.pdf](http://glri.us/pdfs/glri_actionplan.pdf).

<b>Table I. Measures of Progress: Cumulative targets for restoring BUIs and AOCs under the GLRI (excerpt from GLRI Action Plan, pg. 19, dated 2/21/10).</b>						
<b>Measure</b>	<b>Baseline</b>	<b>2010 Target</b>	<b>2011 Target</b>	<b>2012 Target</b>	<b>2013 Target</b>	<b>2014 Target</b>
AOCs where all management actions necessary for delisting have been implemented	1	1	1	3	4	5
AOC BUIs removed	11	20	26	31	41	46
BUI delisting project starts	30	60	80	110	140	170

Fourteen AOCs are located within Michigan’s jurisdiction (see map on previous page). Michigan’s AOC program is administered by the DEQ in cooperation with local communities and other state and federal agencies. In 2006, the DEQ completed the *Guidance for Delisting Michigan’s Great Lakes Areas of Concern (Guidance)* that established restoration criteria for 12 of the 14 BUIs considered under the AOC program. PACs from individual AOCs have either adopted the statewide criteria or have developed local AOC-specific criteria that have been approved by DEQ. The *Guidance* also outlines a process to formally remove individual BUIs once the criteria have been met, and delist AOCs once all BUIs have been removed. Implementing the *Guidance* to assess and remove BUIs is a major focus of Michigan’s AOC program. DEQ’s *Guidance* is available online at: [http://www.michigan.gov/documents/deq/wb-aoc-delistguide\\_247421\\_7.pdf](http://www.michigan.gov/documents/deq/wb-aoc-delistguide_247421_7.pdf).

In addition to the *Guidance*, DEQ released in 2009 a *Strategy for Delisting Michigan’s Areas of Concern (Delisting Strategy)*. The *Delisting Strategy* identifies actions needed to restore BUIs and delist AOCs, establishes program priorities, and helps determine resource allocations in Michigan’s AOC program. The status of Michigan’s AOCs, including the status of BUIs, remedial actions, monitoring, and reporting needs, is documented in the *Delisting Strategy’s AOC Action Tracking Table* (Appendix A of *Delisting Strategy*). The *Delisting Strategy* should be used by potential applicants to help identify priority projects that can be advanced by the PACs or other stakeholders with the grant funding offered under this RFP. DEQ’s *Delisting Strategy* is available online at: [http://www.michigan.gov/documents/deq/wb-AOC-delisting-strategy\\_306163\\_7.pdf](http://www.michigan.gov/documents/deq/wb-AOC-delisting-strategy_306163_7.pdf).

PACs perform a number of critical functions that contribute to achieving the delisting goals outlined in the GLRI Action Plan and the DEQ *Guidance* and *Delisting Strategy* documents. As a way to further refine and focus these efforts, with support by the DEQ, AOC-specific annual work plans are under development. **This grant funding is intended to support implementation of annual AOC work plans<sup>1</sup> and related activities that will advance the aforementioned delisting goals.** For more details, please refer to the *Eligible Projects* and *Proposal Guidelines* sections of this RFP. **Applicants are strongly encouraged to develop project proposals based on the anticipated work plan for the affected AOC and to discuss proposed projects with the appropriate DEQ AOC coordinator.**

#### GRANT SPECIFICATIONS

**Funding Available:** Up to \$350,000 is available under this request for proposals for this RFP. Continued funding for PAC support grants is anticipated – but not guaranteed – under the GLRI through 2014.

**Grant Amount:** Grants will be awarded on a competitive basis. **Funding is not guaranteed for each PAC. There is no formal limit on the amount of grants awarded;** however, grants are expected to range from \$2,000 to \$30,000 in order to benefit as many PACs as possible.

**Project Period:** Projects may begin as soon as April 1, 2012 and are expected to be completed within a maximum of 18 months, i.e., before or by September 30, 2013. The final project period will be contingent upon the review and selection of qualified projects and finalization of contractual agreements with the grantees.

<sup>1</sup> The GLC and DEQ recognize that annual AOC work plans may not be finalized by the deadline for submitting proposals.

**Eligible Recipients:** Nonprofit organizations, units of government, and colleges and universities working with PACs in one of Michigan's 14 AOCs are eligible to receive grants. PACs that are not incorporated as a nonprofit need to work with an eligible recipient that can serve as fiscal agent for the grant.

**PAC Endorsement:** All proposals must be endorsed by the PAC specific for that AOC. PAC contact information is listed in Attachment B. PAC endorsement shall take the form of a written letter or email of support to be submitted with the proposal.

**Eligible Activities:**

In general, activities eligible for funding under this RFP are those that support PAC efforts (operational **or** project-specific) to implement the annual AOC work plan; advance projects included in the DEQ's *Delisting Strategy*; prepare documentation in support of BUI or AOC delisting; or develop proposals to formally remove BUIs or delist an AOC. Such activities include, but are not limited to:

- Convene partners/committees, hold meetings/workshops, and other associated logistics for PAC operations, such as
  - Distribute meeting agendas;
  - Maintain PAC member list serves;
  - Arrange meeting logistics;
  - Prepare and distribute meeting summaries;
  - Recruit appropriate membership;
  - Review, revise, or produce updated educational materials for PAC members; and
  - Retain records of PAC operations
- Assess or remove BUIs (including technical support such as GIS mapping and analysis, survey work, research, or other expert consultation)
- Implement BUI restoration criteria
- Prepare documentation of BUI restoration
- Conduct public outreach and education
- Facilitate AOC delisting once all BUIs have been restored

Activities related to restoration criteria, BUI removal and/or AOC delisting must be conducted in accordance with the DEQ *Guidance* or other state-approved delisting criteria. Successful applicants proposing environmental sampling or monitoring will be required to submit an approvable Quality Assurance Project Plan (QAPP) to the DEQ prior to any sample collection, monitoring and analysis. Priority will be given to proposals that support activities identified in an annual AOC work plan or can be directly linked to projects identified in DEQ's *Delisting Strategy*.

**PROPOSAL INSTRUCTIONS**

Proposals should be no longer than five pages in length (excluding the budget and attachments) and shall **provide all of the following information, in this order and under these section headings:**

- 1) **Project Title and Abstract:** Provide a descriptive title for the proposed project (including the AOC being addressed) and a one-paragraph abstract summarizing the proposal.
- 2) **Applicant Information:** Name, address, phone, and fax number of applicant, including the primary contact (name, phone number, and email address).
- 3) **Applicant Background:** Brief description of the applicant (e.g., type of organization, nonprofit status).

- 4) Statement of Qualifications: Summarize the applicant's professional qualifications and experience as they relate to the general selection criteria listed in the next section. Include a history of previous PAC support grants, if applicable, along with a brief description of whether, and how, the applicant was able to successfully complete and manage those grants.
- 5) Work Plan: Describe the major workplan tasks that will be undertaken to complete the project and the approximate amount of time team members will devote to each task. If data are to be collected, an approvable QAPP is required within 30 days of the grant award and before any sampling takes place.
- 6) Project Outcomes and Deliverables: Describe the outcomes from the proposed project and list specific products and materials that will be produced. Materials produced must be made available to the DEQ electronically, in a user-friendly format. Explain how the project will support the AOC work plan; advance the DEQ's *Guidance* and/or *Delisting Strategy*; and/or how it relates to the goals outlined in the GLRI Action Plan.
- 7) Local Support and Related Activities: Briefly describe any collaboration or support from public or private entities in implementing the proposed project, including any in-kind support that may be provided, and how the proposed project relates to other local projects or activities being implemented to achieve an overall larger beneficial impact. All proposals must be endorsed by the PAC specific for that AOC (refer to Attachments below).
- 8) Project Team: Names and professional qualifications of the individuals who will conduct the work, including contractors; their specific responsibilities; and the approximate amount of time they will devote to the project. **Competitively bidding-out contractual services associated with the proposed work plan tasks is strongly encouraged.**
- 9) Project Schedule: Indicate the work plan tasks in a timeline format, with the project period beginning no sooner than April 1, 2012 and continuing no later than September 30, 2013.
- 10) Budget: Use the budget template included as Attachment A to itemize the following project costs: salaries, fringe benefits, travel, supplies, consultant work, other direct costs, and indirect costs. Indirect costs are limited to 20% of salaries and benefits. No formal limit on the rate of fringe benefits is established; however, the GLC and DEQ reserve the right to request documentation of fringe benefit rate calculations. Note: matching funds are not required for this grant opportunity, but local contributions will be viewed favorably.
- 11) Attachments: Any relevant supporting documentation may be provided as an attachment, but is not required. **A written letter or email of support from the PAC is required** and should be submitted as an attachment (see Attachment B for PAC contact information).

## EVALUATION CRITERIA

Proposals will be evaluated and selected by DEQ with input from the GLC. Proposed projects should implement the annual AOC work plan; advance projects included in the DEQ's *Delisting Strategy*; prepare documentation in support of BUI or AOC delisting; or develop proposals to formally remove BUIs or delist an AOC. As noted under the *Eligible Projects* section, priority will be given to proposals that support activities identified in an annual AOC work plan or can be directly linked to projects identified in DEQ's *Delisting Strategy*. In addition, consideration will be given as to distribution of available funding in order to benefit as many PACs/AOCs as possible. Applicant's proposing projects that include environmental sampling or monitoring should demonstrate their ability to develop and follow QA/QC procedures for sample collection and analysis. Other general selection criteria include:

- Applicant's involvement in the Great Lakes AOC program, including understanding of DEQ's *Guidance* and contributions to specific RAP activities, and project coordination with DEQ AOC staff;

- Applicant’s ability and willingness to work collaboratively with the PAC and other local stakeholders, including specific indication of support from the PAC and local groups;
- Applicant’s capacity to successfully manage the grant and achieve the goals of the proposed project;
- Applicant’s technical qualifications related to water quality, contaminant sources and loadings, fish and wildlife populations, ecological monitoring, and related issues;
- Applicant’s experience in the areas of watershed management, remedial action planning, and stakeholder involvement; and
- Level of effort relative to the amount of funding requested.

DEQ, through the GLC, reserves the right to reject all or part of any work plan, and to negotiate specific work products and project budgets with applicants.

SCHEDULE

February 1, 2012:	Request for Proposals released
March 1, 2012:	Deadline for submitting proposals
March 15, 2012:	Earliest announcement of funding decisions
April 1, 2012:	Earliest initiation of PAC grant activities
September 30, 2013	Latest conclusion of grant activities
October 30, 2013:	Latest submission of final reports and grant deliverables

REPORTING REQUIREMENTS AND FUNDING DISBURSEMENT

Quarterly (i.e., every three months) progress reports are required during the grant period and will be due 30 days after the end of the quarter. For projects lasting a full 18 months, financial reports will be due every six months. These reports shall be submitted to the GLC using the forms provided by the GLC. Payment to the grantee will be made in four installments:

- 30 percent upon receipt of the signed contract letter from the grantee
- 30 percent upon receipt and approval of the 6-month financial report and progress report
- 30 percent upon receipt and approval of the 12-month financial report and progress report
- 10 percent at the end of the project upon receipt and approval of final progress and financial reports

The first grant payment will be provided within 30 business days following receipt and approval of the contract letter; all other payments will be provided within 30 business days of receipt and approval of the progress and financial reports noted above. The schedule for financial reports and funding disbursements is subject to change based on the proposed project period (i.e., if the project is less than 18 months) and will be negotiated between the GLC and the grantee. Final progress and financial reports will be due within 30 days of the project end date and must demonstrate completion of all work plan tasks. Further, payment of final grant funds will be conditional on receipt of copies of all written materials produced under the grant. These products will need approval from DEQ. The GLC will reserve the right to withhold the final payment (10 percent of the grant amount) pending completion of all work plan tasks.

APPLICATION DEADLINE AND POINT OF CONTACT

**Proposals must be received by the GLC by 5:00 p.m. EST on Thursday, March 1, 2012.**

Points of contact for this request for proposals are Matt Doss, Policy Director, Great Lakes Commission, 734-971-9135, [mdoss@glc.org](mailto:mdoss@glc.org); and Erika Jensen, Senior Program Specialist, Great Lakes Commission, 734-971-9135, [ejensen@glc.org](mailto:ejensen@glc.org).

Electronic submittals are encouraged and may be submitted by email to [ejensen@glc.org](mailto:ejensen@glc.org). Proposals may also be submitted by mail to:

Erika Jensen, Senior Program Specialist  
Great Lakes Commission  
Eisenhower Corporate Park  
2805 South Industrial Highway, Suite 100  
Ann Arbor, MI 48104-6791

ADDITIONAL INFORMATION

Background information on Michigan's Great Lakes AOCs is available online via the SPAC's web site at: <http://www.glc.org/spac/>. Contacts for Michigan's 14 AOC PACs are listed in Attachment B.

# ATTACHMENT A

## Public Advisory Council Support Grants for Michigan's Areas of Concern

February 2012

### BUDGET TEMPLATE

<b>Applicant:</b>	
<b>Project Title:</b>	
BUDGET CATEGORIES	AMOUNT
<b>1. PERSONNEL SALARIES:</b>	
<i>Name, title, number of hours and hourly rate</i>	
<b>Subtotal:</b>	
<b>2. FRINGE BENEFITS: (Indicate rate)</b>	
<b>Subtotal:</b>	
<b>3. INDIRECT COSTS: (Indicate rate calculation; maximum rate is 20% of salaries and benefits)</b>	
<b>Subtotal:</b>	
<b>4. CONTRACTUAL SERVICES:</b>	
<b>Subtotal:</b>	
<b>5. PROJECT SUPPLIES &amp; EQUIPMENT: (Itemize)</b>	
<b>Subtotal:</b>	
<b>6. TRAVEL:</b>	
<i>Breakdown of costs</i>	
<b>Subtotal:</b>	
<b>TOTAL REQUESTED FUNDS:</b>	
<b>7. MATCH: (Not required)</b>	
<i>Source of match and description, e.g., cash, in-kind (include rate calculation if using staff time)</i>	
<b>Subtotal:</b>	
<b>TOTAL PROJECT COST:</b>	

## **Budget Template Instructions**

- For each budget category, please add or remove rows as necessary.
- Italicized text indicates the type of information that should be provided for that row.
- The indirect cost rate is limited to 20 percent of salaries and benefits. *Indirect costs refer to those costs that are not directly related to the output of a product or service or cannot be identified specifically with a single cost objective. Indirect expenses represent the costs of running a business. Examples include things like facilities rent, utilities, and equipment maintenance.*
- Each budget category should have a subtotal; total all subtotals to calculate Total Project Cost.
- An MS Word, Excel, or other electronic version of this template can be obtained from the GLC.

### **Please contact the GLC staff with any questions regarding this template:**

- Matt Doss, 734-971-9135, [mdoss@glc.org](mailto:mdoss@glc.org)
- Erika Jensen, 734-971-9135, [ejensen@glc.org](mailto:ejensen@glc.org)

## ATTACHMENT B

### Public Advisory Contacts for Michigan's Great Lakes Areas of Concern

February 2012

#### Clinton River

Tom Quail  
Community Outreach Coordinator  
Clinton River Watershed Council  
1115 W. Avon Road  
Rochester Hills, MI 48309  
248-601-0606  
tom@crwc.org

#### Deer Lake

Pete Nault  
Deer Lake Public Advisory Council  
49 Chilman Lane  
Ishpeming, MI 49849  
906-486-8990  
naultpa@att.net

#### Detroit River

Charlie Bristol, Chair  
Detroit River Public Advisory Council  
C/O Friends of the Detroit River  
2674 W. Jefferson Ave., Suite LL1  
Trenton, MI 48138  
Cell: 313-282-6339  
charlie.bristol@gmail.com

#### Kalamazoo River

Steve Hamilton, President  
Kalamazoo River Watershed Council  
408 E. Michigan Ave.  
Kalamazoo, MI 49007  
(269) 671 2231  
hamilton@kbs.msu.edu

#### Manistique River

Corey Barr, Chair  
Manistique River Public Advisory Council  
Water/Wastewater Superintendent  
City of Manistique  
300 N. Maple Street  
Manistique, MI 49854  
Phone: 906-450-3682  
water@mstq-water.com

#### Menominee River

Mark S. Erickson, Michigan Cochair  
Menominee River Citizens Advisory Committee  
1705-18th Ave.  
Menominee, MI 48585  
906-863-1954  
MErickson@lloydflanders.com

#### Muskegon Lake

Kathy Evans  
West Michigan Shoreline Regional Development  
Commission  
316 Morris Ave., Suite 340  
Muskegon, MI 49443-0387  
231-722-7878, Ext. 17  
kevans@wmsrdc.org

#### River Raisin

Dan Stefanski, Chair  
River Raisin Public Advisory Council  
734-216 6855  
danski@ameritech.net

#### Rouge River

Mr. Dan Ballnik, Chair  
Rouge RAP Advisory Committee  
23035 Hollander  
Dearborn, MI 48128  
313-359-2967  
dballni1@wowway.com

#### Saginaw River/Bay

Warren Smith, Vice Chair  
Partnership for the Saginaw Bay Watershed  
1817 Center Ave.  
Bay City, MI 48708  
wfsmith@sbcglobal.net

#### St. Clair River

Paulette Duhaime  
St. Clair River Binational Public Advisory Council  
9386 N. River Rd.  
Algonac, MI 48001  
810-794-3390  
ldp2011@att.net

St. Marys River

Greg Zimmerman, Chair  
St. Marys River Binational Public Advisory Council  
Biology Department  
Lake Superior State University  
Sault Ste. Marie, MI 49783  
906-635-2470  
Fax: 906-635-2111  
gzimmerman@gw.lssu.edu

Torch Lake

G. Dave Jukuri, Chair  
Torch Lake Public Action Council  
1100 Century Way  
Houghton, Michigan 49930  
906-482-0001, ext 115  
Gerald.Jukuri@century21northcountry.com

White Lake

Jeff Auch, Chair  
White Lake Public Advisory Council  
Muskegon Conservation District  
940 N. Van Eyck St.  
Muskegon, MI 49442  
(231) 773-0008  
(231) 773-1210 (fax)  
jeff.auch@macd.org