



FISCAL YEAR 2016 COASTAL ZONE MANAGEMENT PROGRAM

REQUEST FOR PROPOSALS PACKAGE

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I. Introduction

Bordered by four Great Lakes, Michigan is graced with the world's longest freshwater coastline. The Michigan Coastal Zone Management (CZM) Program, which is housed in the Office of the Great Lakes, promotes wise management of the cultural and natural resources of Michigan's Great Lakes coastal areas by fostering environmental stewardship through the development and application of tools, science-based policies, and effective regulation.

The CZM Program provides grant funds to our coastal communities and partners to assist in the development of vibrant and resilient coastal communities through the protection and restoration of our sensitive coastal resources and biologically diverse ecosystems. These grant funds are made available by the National Oceanic and Atmospheric Administration (NOAA), pursuant to the CZM Act of 1972. The CZM Program anticipates approximately \$800,000 in grant funds will be available in the funding cycle covered by this application (October 1, 2015 – December 31, 2016).

This Request for Proposals (RFP) seeks projects that further the CZM Program objectives of protecting and restoring healthy coastal ecosystems, including fish and wildlife habitat; creating and enhancing public access to the Great Lakes and coastal resources; preserving historic maritime structures; revitalizing urban waterfronts; minimizing the loss of life and property in areas vulnerable to coastal hazards including erosion, floods, and dangerous currents; and increasing recreational opportunities along Michigan's Great Lakes coast. The RFP Application Package can be found at <http://www.mi.gov/coastalmanagement>.

The CZM Program strongly encourages interested applicants to contact program staff early in the proposal development process for assistance and guidance. Complete applications will be evaluated for funding based on the following considerations:

- ❖ Extent to which the project furthers CZM Program objectives.
- ❖ Overall quality and clarity of the application.
- ❖ Organizational capability of the applicant to complete project as proposed.
- ❖ Project readiness and feasibility for completion within specified grant period.
- ❖ Past grant management performance.
- ❖ Cost-effectiveness.
- ❖ Degree of public benefit to be derived from the project.
- ❖ Measurability of project results.
- ❖ Level of local support.
- ❖ Leveraging private and other public resources.
- ❖ The necessity of CZM Program funding for the project.

The CZM Program staff will coordinate the review of the applications with other state agency staff, and recommend projects to the Michigan Department of Environmental Quality (MDEQ) Director for funding. Projects approved by the MDEQ Director will be submitted to the NOAA for final approval.

A. Who is Eligible

- ❖ Coastal units of government including cities, counties, villages, and townships.
- ❖ Regional planning agencies and conservation districts.
- ❖ State agencies.
- ❖ Universities and school districts.
- ❖ Tribal governments.
- ❖ Nonprofit organizations (*Note: Nonprofit organizations proposing construction projects on public lands must apply through an eligible public entity to ensure public ownership.*)

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An applicant for which any of the following conditions existed in the 12 months prior to the application deadline for this RFP is not eligible for funding:

- ❖ MDEQ grant contract terminated.
- ❖ Unresolved MDEQ enforcement actions.
- ❖ History of inability to manage grants or meet MDEQ contractual terms and conditions.

B. Grant Amounts

No less than \$10,000 and no greater than \$100,000.

C. Match Requirement

A one-to-one non-federal match is required for all projects. Match may be in the form of cash, in-kind services, or donations. Match funding sources must be secured at time of CZM application submittal. Applicants are required to provide documentation of secured funding.

D. Project Award Period

The standard project award start date will be October 1, 2015, and end date December 31, 2016.

E. Project Location

Construction projects must be entirely within Michigan's coastal boundary, which generally extends a minimum of 1,000 feet inland from the ordinary high water mark. The boundary ranges further inland in some locations to encompass important coastal features such as lakes, bays, wetlands, dunes, urban areas, public recreational parks, and natural areas. Other types of projects that propose activities such as planning, outreach, and/or training that extend outside the coastal boundary will be evaluated on a case-by-case basis. Federally-owned lands are excluded from the coastal zone. For further information see Coastal Zone Boundary Maps at www.mi.gov/coastalmanagement, for guidance and questions.

F. Ineligible Uses for Grant Funds

- ❖ Creating or restoring restroom facilities.
- ❖ Creating or restoring general recreational and athletic facilities such as playground equipment, ball fields, and courts.
- ❖ Construction projects that propose to install or repair/maintain hard shoreline armoring such as rip-rap, sheet pile, and/or gabions.
- ❖ Dredging projects.
- ❖ Roadway design and/or road construction projects.
- ❖ Sewer line construction and/or drain improvement projects.
- ❖ Recreation plans.
- ❖ Dam improvements.
- ❖ State and federal permit application fees.
- ❖ Projects required to fulfill a state or federal permit condition or other regulatory action.
- ❖ Development of site plans, designs, or construction drawings for improving land or structures not under control of the applicant.

G. Application Deadline

Applications must be submitted with one hard copy and one electronic copy on CD, DVD, or USB Flash Drive (non-returnable), and postmarked no later than December 30, 2014, to qualify for consideration.

H. Application Submittal

One hard copy of the grant application and all of the attachments that are required to complete the application, as well as one electronic copy in Microsoft Word format on a CD, DVD, or USB flash drive (non-returnable), must be mailed to the CZM Program (see page 7), postmarked no later than December 30, 2014. When appropriate, appendices to the application containing maps, graphics, plans, and/or photographs should be submitted in Microsoft Word or Adobe PDF format. Please ensure all forms are downloaded and saved to your computer, completed, and then submitted with the other components of the grant proposal.

Please note that faxed submissions will not be accepted and late or incomplete applications will not be considered for funding.

II. CZM Program Focus Areas

The CZM Program has five focus areas: Public Access, Coastal Habitat, Coastal Hazards, Coastal Water Quality, and Coastal Community Development.

A. Public Access

The Great Lakes are a primary focus for recreation and tourism in Michigan. The CZM Program protects, restores, creates, and enhances public access to the Great Lakes using approaches that support coastal communities and foster appreciation of our natural resources. The CZM Program is committed to providing public access to the Great Lakes for recreational use through the following types of projects:

- ❖ Planning, design, and engineering for low-cost construction projects for a specific site location.
- ❖ Implement shovel-ready, low-cost construction projects such as non-motorized coastal trails, boardwalks, barrier-free canoe or kayak launches and fishing piers, pervious parking lots and walkways, viewing decks, installation of interpretive signage/displays, and other amenities to improve public access to Great Lakes and coastal resources.
- ❖ Preserve and restore cultural and historic maritime resources such as lighthouses, shipwrecks, and other Great Lakes maritime heritage features.
- ❖ Educational and outreach activities to improve public knowledge of public access to the Great Lakes and connecting waters and its importance to communities and the economy.
- ❖ Training events to provide coastal decision makers with knowledge and tools to comprehensively plan for and manage public access.

Preference will be given to projects with elements that:

- ❖ Increase and improve universal public access for all visitors to our Great Lakes coastline.
- ❖ Implement shovel-ready, low-cost construction projects for coastal access identified in CZM Program funded planning projects.
- ❖ Implement shovel-ready, low-cost construction projects to revitalize declining ports, harbors, and waterfronts.

B. Coastal Habitat

The CZM Program is committed to protecting, managing, and restoring sensitive coastal habitats, including wetlands and sand dunes. Coastal wetlands serve as spawning and nesting habitat for a variety of animals, help maintain water quality, provide erosion control, and offer recreational and tourism opportunities. Michigan is home to the world's largest expanse of freshwater sand dunes, and protection of these resources and the habitat they provide remains a significant focus of the program. The CZM Program supports the following types of projects:

- ❖ On-the-ground protection and restoration projects for Great Lakes beaches, sand dunes, coastal wetlands, streams, and nearshore habitat. Restoration projects may include invasive species control and removal, prescribed burns, and native vegetation plantings that are proposed as part of a site management plan.

- ❖ Feasibility studies and planning for habitat protection, restoration, and resource management.
- ❖ Inventories of natural features that are incorporated into a local or statewide plan.
- ❖ Conduct educational and outreach activities to improve public understanding of the intrinsic value of coastal habitats to the Great Lake ecosystem.
- ❖ Conduct training events to provide coastal decision makers with knowledge and tools to comprehensively plan for and manage coastal habitats.

Preference will be given to projects with elements that:

- ❖ Conduct Great Lakes marine debris collection/cleanup activities.
- ❖ Focus on regional plans and activities for protecting and managing coastal habitats.
- ❖ Implement invasive species early detection and rapid response programs.
- ❖ Assist coastal communities to develop vulnerability assessments for improving the resiliency of coastal wetlands to climate change impacts.

C. Coastal Hazards

The CZM Program supports efforts that increase resilience to coastal erosion and flood hazards and minimize the loss of life caused by dangerous nearshore currents. This is accomplished by supporting creative local efforts that increase scientific knowledge and public awareness of coastal erosion and flooding, as well as activities that actively direct coastal development away from areas prone to Great Lakes flooding and erosion. Projects may be regional, community-based, or site-specific in scale and may consist of planning, research, or implementation activities.

The CZM Program supports the following types of projects:

- ❖ Local planning or zoning efforts that guide development away from coastal flood and erosion prone areas.
- ❖ Site-specific projects that reduce or eliminate risks associated with coastal hazards on publically-owned lands.
- ❖ Vulnerability assessments that apply results toward improved resiliency of a coastal community or public asset such as a coastal park. Assessments may include geologic/geomorphic investigation, analysis of local wave climate and coastal processes, sediment budget analysis, historic recession or erosion analysis, and other necessary data collection and analysis to provide for appropriate shore management actions.
- ❖ Research projects that increase knowledge about the status and trends of Great Lakes coastal hazards.
- ❖ Conduct educational and outreach activities to improve public understanding of coastal hazards.
- ❖ Conduct training events to provide coastal decision makers with knowledge and tools to comprehensively plan for coastal resiliency, and to implement resources and protect against coastal hazards.

Preference will be given to projects with elements that:

- ❖ Develop regional GIS coastal hazard-related data sets providing information on:
 - Coastal nearshore processes (e.g. sediment transport, littoral cell definition, and/or sediment budget).
 - Coastal geology (e.g. detailed nearshore or bluff/bank classification).
 - The built coastal environment (e.g. building footprints, shore-protection structure inventories).
 - Local policies and management of coastal hazards (e.g. local coastal construction restrictions or setback requirements).
- ❖ Foster site-specific managed retreat efforts on publically-owned lands aimed to move threatened infrastructure away from eroding coasts. Managed retreat projects may include research (detailed geological site investigations) and/or site planning and design.

- ❖ Plan, design, or implement soft-shore approaches to shoreline stabilization. Projects must be located on publically-owned lands. Hard shore protection (armoring) projects are not eligible for CZM funds.
- ❖ Develop local shoreline management plans or coastal zoning ordinances providing coastal construction setbacks that complement the state's high-risk erosion area program or provide setbacks in areas where high-risk erosion regulations do not apply.
- ❖ Implement beach safety efforts at publically-owned beaches to reduce risks to swimmers from dangerous nearshore currents (including rip currents) and waves. Examples include, research efforts, development and dissemination of education/outreach materials, flag warning system installation, and improved rip current detection and warning systems).

D. Coastal Water Quality

The CZM Program is committed to the protection of high quality waters. There are important water quality benefits and potential cost savings from protecting high quality waters and preventing impairments in waters that currently meet water quality standards. Protection, restoration, and enhancement of critical coastal resources such as wetlands and beaches are essential for the protection of high quality waters. The CZM Program supports the following types of projects:

- ❖ Development of ordinances, policies, and/or plans addressing management of coastal nonpoint source pollution.
- ❖ On-the-ground implementation activities to protect and improve beach health at publicly-owned Great Lakes beaches. Examples include the installation of soft-engineering storm water infiltration and diversion systems, reduction or elimination of impervious surfaces, and installation of landscape design features that discourage waterfowl from congregating on the beach.
- ❖ Conduct educational and outreach activities to improve public understanding of the importance of protecting high quality waters of the Great Lakes and connecting waters and its importance to communities and the economy.
- ❖ Conduct training events to provide coastal decision makers with knowledge and tools to comprehensively plan for protecting high quality waters.

Preference will be given to projects with elements that:

- ❖ Implement activities that are part of an adopted waterfront or coastal community plan that incorporate green infrastructure practices that reduce storm water runoff and that utilize environmentally friendly materials.
- ❖ Support education about stormwater management, petroleum pollution prevention and developing a Stormwater Pollution Prevention Plan (SWPPP) and a Spill Prevention, Control, and Countermeasure (SPCC) Program that address the following issues: boat bottom wash waste water, fish waste, implementation of green infrastructure best practices, and best practices to reduce petroleum spills.
- ❖ Support projects at targeted marina and boatyard facilities in Michigan to demonstrate the implementation and documentation of best practices, as well as the application of innovative technologies and tools to reduce the environmental impact of boating and marina activities.

E. Coastal Community Development

The CZM Program promotes wise management of Great Lakes water and coastal resources through the development of vibrant and resilient coastal communities. Managed well, our coast supports resilient communities with healthy natural ecosystems that provide the economic, social, and ecological foundations for a high quality of life. Community land use plans and zoning ordinances supported with CZM funding must be developed in accordance with the requirements of applicable state planning and zoning enabling statutes. The CZM Program supports the following types of projects:

- ❖ Development of ordinances, policies, and plans focused on managing growth and development of lands adjacent to the coast, while protecting coastal natural resources, maritime heritage resources, and water-dependent livelihoods and recreation.

- ❖ Planning and feasibility studies for waterfront redevelopment and ports management.
- ❖ Development and promotion of regional coastal tourism and recreation opportunities.
- ❖ Collaborative regional or multi-jurisdictional planning or policy development.
- ❖ Conduct educational and outreach activities to improve public understanding of the importance of wise management of coastal cultural and natural resources.
- ❖ Conduct training events to provide coastal decision makers with knowledge and tools to comprehensively plan for the wise management of coastal cultural and natural resources.

Preference will be given to projects that:

- ❖ Develop plans or ordinances that support mixed land uses, compact development patterns, form-based codes, walkable neighborhoods, and preservation of open space.
- ❖ Include charrettes, simulations and scenario development, use of social media, and other techniques and tools for encouraging diverse, creative, and informed citizen participation in planning.

III. Additional Information for Applicants

- ❖ Confidentiality – Proposal information will not be kept confidential. Grant proposals are considered public information under the Michigan Freedom of Information Act, PA 442 of 1976, as amended.
- ❖ Acceptance of Grant Contract – Successful applicants will be required to enter into a grant contract with the MDEQ which includes standard terms and conditions which are not subject to modifications. Failure of a successful applicant to accept these obligations will result in cancellation of the grant award.

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IV. Application

A. Application Cover Page

Project Type: (check <u>only one</u>) <input type="checkbox"/> Public Access <input type="checkbox"/> Coastal Habitat <input type="checkbox"/> Coastal Hazards <input type="checkbox"/> Coastal Water Quality <input type="checkbox"/> Coastal Community Development	
Does this project involve construction activities? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Title:	
Project location: (city, township, village) shown on-site vicinity map:	
County:	
Great Lake or Connecting Waterway:	
Applicant:	
Congressional District #	State Senate District #
State House District #	
Amount of Grant Requested: \$	
Amount of Match: \$	
Total Project Cost: \$	
Applicant Organization: Federal ID #	
Street Address: DUNS #	
City: State: Zip Code:	Telephone # () - Ext.
E-mail Address: Fax # () -	
Project/Application Contact:	Telephone # () - Ext.
Title:	E-mail Address:
Address:	

CERTIFICATION:

I certify that all statements in this application are true, complete and accurate to the best of my knowledge.

Authorized Representative Signature: _____ Date: _____

Authorized Representative Name (printed):	
Title:	Address:
E-Mail Address:	Telephone # () - Ext.

<p><u>Standard Postal Service</u> MICHIGAN COASTAL ZONE MANAGEMENT PROGRAM OFFICE OF THE GREAT LAKES DEPARTMENT OF ENVIRONMENTAL QUALITY PO BOX 30473 LANSING MICHIGAN 48909-7973</p>	<p><u>Delivery Service or Overnight Mail</u> MICHIGAN COASTAL ZONE MANAGEMENT PROGRAM DEPARTMENT OF ENVIRONMENTAL QUALITY SOUTH TOWER 6TH FLOOR 525 WEST ALLEGAN STREET LANSING MICHIGAN 48933</p>
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B. Proposed Project Summary: (200 word maximum)

Describe the coastal significance of the project.

C. Detailed Proposed Project Description: (a. through m.)

a. Describe the project scope, why it is needed, and how the public will benefit from the project. Construction projects must include project timing, footprint, types of construction materials, and construction/operation practices.

b. Describe how the proposed project meets CZM Program objective(s) and the applicable focus area preferred element(s).

c. Explain how the proposed project is consistent with applicable local or regional land use planning such as community master plans, development plans, recreation plans, and zoning.

d. Describe local support for the proposed project, including partnerships. Letters of Commitments are strongly encouraged if project involves collaboration among educational institutions, consultants, community groups, corporations, and/or service providers for financial and/or technical assistance.

e. Construction Projects only: Provide a brief description of the potential direct, indirect, and cumulative impact from the construction or operation of the project, and the magnitude of those impacts. Include impacts from any increased public access the project will have on coastal resources, coastal uses, federally listed threatened or endangered species, historical properties, or essential fish habitat.

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f. Describe the proposed project outcomes (observable and measurable results expected from the project), deliverables including tangible products (comprehensive plan, GIS map document with data layers), and documents (photographs of installed project, list of workshop participants).

g. Describe how the public will be involved in the proposed project, e.g. public meetings, education/training events, dedication ceremonies, interpretive signs.

h. Describe the source of secured match funding for the proposed project.

i. Project Coordinates: If the project involves work or activities at a specific location, provide the latitude and longitude coordinates of the approximate center for project. If the project does not involve a specific location, or involves multiple locations, provide the coordinates for the primary applicant's location.

These coordinates can be obtained from:

- Commercially available hand-held GPS units
- U.S. Geological Survey Quadrangle (topographic) maps which can be accessed at your county Resource Conservation District or County Engineer's office, or the MDEQ wetlands map viewer at www.mcgi.state.mi.us/wetlands/

Decimal Degree		° N		° W		
Degree, Minutes, Seconds	°	'	" N	°	'	" W
Coordinates provided above are for (check one):	Project Location	<input type="checkbox"/>	Applicant Location	<input type="checkbox"/>		

j. Describe the extent to which the proposed project leverages other technical or financial resources. Explain whether the project could proceed in the absence of CZM Program funding.

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k. List and describe key project tasks for which you are requesting funds. These tasks will be used as milestones to monitor project progress.

1.

2.

3.

4.

5.

6.

7.

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9.

10.

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I. Schedule for Completion.						
Tasks (insert same project tasks listed under k.)	Oct-Dec 2015	Jan-Mar 2016	Apr-Jun 2016	Jul-Sept 2016	Oct-Dec 2016	Outcome and Deliverables
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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D. Organizational Capability

Describe the qualifications of individuals anticipated to work on proposed project and the past experience of the applicant with managing grant projects.

E. Resolution of Support

Applicants from local units of government must include a resolution of support from their governing body. An example can be found at www.mi.gov/documents/deq/deq-oglczmp-ResolutionofSupport_407111_7.doc.

F. Detailed Proposed Project Budget

Download and itemize project components using the *Detailed Proposed Budget* available at www.mi.gov/documents/deq/deq-mcmap-CZM-Grant-budget-form_407422_7.xls.

V. Supporting Information

A. All Projects

i. Geospatial Data Sharing Requirements

In accordance with the NOAA Data Sharing Policy, all NOAA-funded projects require the following:

- ❖ Geospatial data and Geographic Information System (GIS) information collected and/or created under a NOAA grant will be made accessible and independently understandable to users.
- ❖ Information provided must be visible, accessible, and understandable to users.
- ❖ Data be free of charge or available at a minimal cost.
- ❖ Information be made available in a timely manner (typically no later than two (2) years after the data is collected/created) except when limited by law, regulation, policy, or by security requirements.

This policy applies to newly created data and not existing information that will be modified or used in projects. This policy does not apply to geospatial data that is created/maintained internally for planning purposes and is not shared outside of your organization. Applicants are required to submit the form entitled "NOAA Data Sharing Plan" found at

http://www.michigan.gov/documents/deq/FINAL_NOAA_Data_Sharing_Plan_Document_-_MTW-GB_434732_7.doc?20130930092422.

In the event the proposed project is awarded grant funding, the grantee creating the GIS information must satisfy the following requirements. Additional information will be provided on these conditions during grant contract award development.

- ❖ Develop Federal Geographic Data Committee Compliant Metadata.
- ❖ Expose/export metadata to geo.data.gov, the federal government's one-stop geospatial portal.
- ❖ Publish your grant funded data layers online for free public access.

ii. Quality Assurance Project Plan

In the event that a grant creates new environmental data, a project-specific Quality Assurance Project Plan (QAPP) may be required by the CZM Program. Environmental data is any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. For projects requiring a QAPP, the QAPP must be submitted in early phases of the grant project and must be approved by the CZM Program prior to commencement of the environmental data collection. Expenses incurred from any environmental data collection conducted prior to final CZM Program approval of the QAPP will not be reimbursed or eligible as match.

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B. Additional Information Required for Construction Projects

i. NOAA Categorical Exclusion Checklist

To be eligible for NOAA funding, all construction applicants must complete and submit a hard copy or a PDF version of the NOAA Categorical Exclusion Checklist which is available at <http://coastalmanagement.noaa.gov/backmatter/media/checklist306a.pdf>.

ii. Property Ownership Type

a. Public Ownership Affidavit

If the property on which construction will occur is not subject to easements or other encumbrances held by a party other than the applicant, prepare and submit a hard copy or a PDF version of a Public Ownership Affidavit. Example can be found at www.mi.gov/documents/deq/deq-ogl-czmp-PublicOwnershipAffidavit_407110_7.doc.

b. Attorney Title Opinion

If property on which construction will occur is subject to easements or other encumbrances held by a party other than the applicant, prepare and submit a hard copy or a PDF version of an Attorney Title Opinion. Example can be found at www.mi.gov/documents/deq/deq-ogl-czmp-AttorneyTitleOpinion_407108_7.doc.

iii. Project Site Map/Plan

Submit an 8 ½" x 11" drawing of the project site map/plan. The drawing should include the proposed low-cost construction project (or other physical alteration) on the project site showing the relationship of the project to other facilities and significant natural features such as slope, access points, wetlands, dunes, floodplains, etc. Distinguish between existing and proposed components of the site. A master plan for the site, if one exists, and sketches necessary to fully explain the project should be included.

iv. Documentation of Endangered or Threatened Species

Submit documentation that there are no threatened or endangered species or critical habitats in the project area, or if species or habitats are present or would potentially be impacted, i.e., a letter or e-mail from the relevant service(s) that the project will not likely have an adverse impact on endangered or threatened species or habitat.

v. State Historic Preservation Office/Tribal Lands

Submit documentation from the Michigan State Historic Preservation Office or Tribal Historic Preservation Office stating that the project will not affect historic or archaeological properties or resources of federally-recognized American Indian Tribal Governments. Information about Michigan's Historic Resources Survey Program is available at http://www.michigan.gov/mshda/0,4641,7-141-54317_19320_61998---,00.html.