

## **Michigan Sea Grant 2017 Request for Proposals: Great Lakes Clean Marina Network**

Michigan Sea Grant, as co-coordinator of the Great Lakes Clean Marina Network, is soliciting proposals for projects supporting Great Lakes Clean Marina Programs in 2017. Michigan Sea Grant anticipates awarding two grants with \$5,000 as the maximum annual funding allowance per grant. The projects will run for up to one year, to be completed by April 30, 2018.



This request for proposals is open to all eight Great Lakes states of the Great Lakes Clean Marina Network (IL, IN, MI, MN, NY, OH, PA, WI). The network's mission is to ensure that quality of life, economic prosperity, and environmental quality are achieved in the Great Lakes region by increasing participation in Clean Marina efforts.

This request for proposals focuses on two categories: 1) projects to expand the territory for Clean Marina certification within the Great Lakes Basin, or 2) projects that evaluate and/or support Clean Marina Program sustainability.

This opportunity is supported by the Great Lakes Restoration Initiative (GLRI) via the National Oceanic and Atmospheric Administration (NOAA). The GLRI is a federally funded program intended to accelerate Great Lakes restoration efforts including Great Lakes Areas of Concern clean-up, invasive species prevention and control, nutrient runoff reduction to mitigate harmful/nuisance algal blooms, and habitat restoration for native species. The GLRI is supporting Michigan Sea Grant to: 1) promote environmentally sound marina and boating practices through the implementation of best management practices, and 2) support sustainability of the Great Lakes Clean Marina Network and regional Clean Marina Programs.

### **General Information for All Proposals**

#### **Eligibility**

Clean Marina program coordinators, Sea Grant offices, industry groups, state agencies, and other entities responsible for the administration of a Clean Marina Program are eligible and encouraged to apply.

#### **Important Dates:**

- Proposals are due by 5 p.m. (EST) April 17, 2017.
- Questions about this RFP are due by 5 p.m. (EST) April 5, 2017.
  - Responses will be posted by April 7.
- Announcement of final funding decisions occurs by April 26, 2017.
- Project start date is May 1, 2017.
- Project end date is April 30, 2018.

#### **Non-Federal Funding Match**

All proposals require a 50 percent non-federal match. The match could be provided by a state agency or non-federal partner, such as in-kind or financial support from a marina trade industry or hours provided by a certification specialist.

## Scope of Work

Proposals which facilitate expansion of the Great Lakes Clean Marina Network or sustainability of a Clean Marina Program are eligible. Under the scope of this RFP, proposed activities could include, but are not limited to:

- Expansion of the Great Lakes Clean Marina Network within the Great Lakes Basin (e.g., pilot project in a new territory).
- Program sustainability planning or process (e.g., establishing new partnerships, cross-state collaborations, standardization of requirements to reduce administrative burden, implementation of actions suggested through prior program evaluation, evaluation of existing practices to identify areas of improvement, etc.).

## Application Submission Information

**Proposals are due to Michigan Sea Grant by 5 p.m. (EST) Monday, April 17, 2017.** Proposals not received by the deadline will not be considered. Project leaders must submit their proposals through the Michigan Sea Grant Funding Information webpage, where proposals can be uploaded as a PDF.

See: [www.miseagrant.umich.edu/great-lakes-clean-marina/funding-opportunities](http://www.miseagrant.umich.edu/great-lakes-clean-marina/funding-opportunities).

## Proposal Requirements:

- 1) Cover Page that includes:**
  - a. Project Title
  - b. Project Leader
  - c. Title and position(s)
  - d. Institution
  - e. Postal mailing address
  - f. E-mail address
  - g. Telephone number
  - h. Co-coordinator(s) - optional
  - i. Current number of certified and pledged marinas, if applicable
- 2) Two page project scope of work:** Use standard formatting – 8.5 x 11 inch paper, 1-inch margins, and at least 11-point Times New Roman font. Proposals should include a clear description of how funds will be used to contribute to long-term sustainability of the CMP or to expand the program to a new area.
- 3) Estimated Budget and Budget Justification:** Use the Michigan Sea Grant Excel form provided (90-4 Form). Total amount requested should not exceed \$5,000 including all direct and indirect costs. All proposals require an additional 50 percent non-federal match (i.e., at least \$1 non-federal for every \$2 federal requested). For example, if \$5,000 is requested, the budget would also need to reflect \$2,500 in matching funds. Please attach Indirect Costs Rate Agreement if you include the indirect costs within your budget.
- 4) Resume/CV:** Include one resume or curriculum vitae (1 page limit) for the project leader. It is optional to add a second resume/CV for one support staff.
- 5) Letters of support (Optional):** One or two letters of support may be uploaded during the submission process.

## Evaluation and Award Process

Proposals will be evaluated by a small panel of industry representatives familiar with the Clean Marina Program. Proposals will be evaluated based on:

- Contribution to a Clean Marina program mission or the Great Lakes Clean Marina Network mission;
- Goals and feasibility of the project (e.g., capacity to expand territory or ensure sustainability of existing programs);
- Identified capacity to implement and complete project (e.g., qualifications, appropriate timeline);
- Budget and budget justification;
- Expected outcomes and potential for long-term impact.

Applicants will be notified by Wednesday, April 26, 2017, if they will receive funding.

## Reporting

Informal progress updates by email or phone will be requested on a quarterly basis (e.g., a short paragraph or discussion on progress toward outcomes). One final report will be required which describes how stated goals were accomplished; a template will be provided. Additionally, a brief case study (e.g., 2-5 pages) will be required to share lessons learned from the activities conducted in order to share information with the Great Lakes Clean Marina Network.

## Requirements to Receive Federal Funding

This project is supported by federal funds. If selected for funding, for your organization to receive funds, you must have a Dun & Bradstreet Universal Numbering System (DUNS) number and System for Award Management (SAM) number. The DUNS number is a unique nine-digit identification number for each physical location of your business and the SAM is a registration number for doing business with the federal government. There is no cost to attain these numbers. Awardees will need to obtain a DUNS and SAM number if the organization is not currently registered.

For more information, see: [www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number](http://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number) and [www.sam.gov](http://www.sam.gov).

## Questions

Questions related to this request for proposals (RFP), whether technical or content-related, should be submitted to Michigan Sea Grant ([MSG-RFPinfo@umich.edu](mailto:MSG-RFPinfo@umich.edu)) by 5 p.m. (EST) April 5, 2017. Answers will be posted on the Great Lakes Clean Marina Funding Opportunities webpage ([www.miseagrant.umich.edu/great-lakes-clean-marina/funding-opportunities](http://www.miseagrant.umich.edu/great-lakes-clean-marina/funding-opportunities)) by April 7, 2017.