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**The final version of this document will be released via the MiCorps website
upon approval of FY2006 budget**

Michigan Clean Water Corps

<http://www.micorps.net>

Volunteer Stream Monitoring Grant Application Package Fiscal Year 2006

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Information for the Volunteer Monitoring Grant Application Package

Funding Source and Authority

This Grant Application Package (GAP) is for Volunteer Stream Monitoring Grants offered under the Michigan Clean Water Corps (MiCorps). Approximately \$60,000 will be available for grants in Fiscal Year 2006. These funds are intended to initiate or improve local volunteer monitoring programs, but not to serve as an ongoing funding source. Information contained in this GAP is based on Michigan Department of Environmental Quality (DEQ) Water Bureau guidance and administrative rules for the Clean Michigan Initiative Clean Water Fund Grants.

General Information

- There is no maximum dollar amount per grant. 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 cannot exceed two years.
- Successful applicants **MUST** complete an approved Quality Assurance Project Plan (QAPP) prior to beginning any stream monitoring. The QAPP should be submitted at least 2 months in advance of the first sample collection date to allow time for review and revision.
- Applicants may be contacted for clarification and for the purpose of negotiating changes in 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, which is administering the MiCorps program on behalf of DEQ.

Submittal Deadline

Applications must be received no later than **December ??, 2005** [final deadline date will be set to at least one month following official GAP release date].

Late applications will not be considered for funding. Instructions for submission are online at <http://www.micorps.net/gap06>.

Contact Person

Ric Lawson, Great Lakes Commission: Phone: (734) 971-9135; Email: rlawson@glc.org.

Description of Volunteer Monitoring Grants

The Michigan Clean Water Corps Volunteer Stream Monitoring Grant is meant to fund benthic invertebrate and stream habitat monitoring activities in wadable streams and rivers. MiCorps will provide training to the grantees, and the resultant data will be used by the DEQ as a screening tool to identify sites requiring a more detailed assessment. While organizations may collect water samples for chemical analysis, the resulting data will not be covered by MiCorps support or included in the MiCorps database, unless a specific need for such study is justified, in which case an additional QAPP for the chemical study will be one of the first activities in the project.

Grant applications will be reviewed and funding awarded based on the following criteria:

- Clarity and reasonableness of project description, goals and objectives (20%)
- Watershed coverage/sampling design (10%)
- Quality/past performance of the organization (10%)
- Anticipated volunteer quantity and quality of recruitment and methods to retain volunteers (10%)
- Location/watershed priority and links to other programs and projects (10%)
- Expectation of project continuation beyond the grant period (5%)
- Quality of evaluation plan (5%)
- Cost reasonable for project scope, including 25% minimum matching funds (10%)
- Likely to generate useful data for DEQ (20%)
- Use of MiCorps (or equivalent) procedures and requirements (training, QA) (Must meet requirement to be eligible for funding)
 - attend an 8-hour training session;
 - develop a QAPP that meets MiCorps standards;
 - arrange and complete a “side-by-side” session with MiCorps staff;

Eligibility

Local units of government and nonprofit 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 nonprofit organizations.

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

- Must have undergone a successful financial audit or other acceptable review within the 24-month period immediately preceding the application.
- Must submit a QAPP no later than 60 days after grant is awarded, and 60 days prior to the date of initial sampling.
- Must be committed to continuing the monitoring project after the grant expires.

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- 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 a complete application by the deadline of **December ??, 2005** [final deadline date will be set to at least one month following official GAP release date].

Ineligible Entities and Activities

- Ineligible entities: Individuals and for-profit organizations are not eligible to receive funding under this grant program. Federal and state agencies are also not eligible.
- Volunteer activities such as river cleanups, lake monitoring, restoration efforts, and strictly education or school activities will not be funded.
- School or classroom-based programs using students as the primary volunteer source are not eligible for grant funding.

List of Information Required for the Volunteer Stream Monitoring Grant Application.

The following items must be submitted online at: <http://www.micorps.net/gap06>.

1. Completed web Application Form.
2. Maximum four-page Project Description.
3. Maximum three-page Work Plan with the mandatory tasks (see page 10).
4. One- or two-page Timetable.
5. Grant Application Budget Sheet.
6. Resume or curriculum vitae for project manager or scientific consultant or advisor.

The following documents also may be submitted online as part of your proposal. If it is not possible to submit the following documents electronically, then you must FAX or mail them, by December 1, 2005, as directed below.

1. One-page letter from a certified accountant or other independent financial officer indicating a successful audit or financial review within the previous 2 years.
2. Letter of commitment from partner organizations and advisors stating their role in the project. If another organization will contribute (technically and/or financially) to the project, then a letter from the contributing organization must be included that verifies they have been consulted and will participate.

FAX audit letter and letter of commitment to:

Ric Lawson
Great Lakes Commission
FAX: 734-971-9150

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Mail audit letter and letter of commitment to: Ric Lawson
Great Lakes Commission
2805 South Industrial Highway
Ann Arbor, MI 48104-6791

Grant Application Package Delivery Instructions

All grant applications must be submitted online. Instructions for submitting your proposal online are available at: <http://www.micorps.net/gap06>. Audit letters and letters of commitment may be submitted by fax or mail if they cannot be submitted electronically.

All other information provided by the applicant--including binders, extraneous reports, and general letters of support--will not be considered, reviewed or returned. We highly recommend that you contact Ric Lawson (rlawson@glc.org, 734-971-9135), with the Great Lakes Commission before submitting your proposal if you have any questions.

Instructions for Volunteer Monitoring Grant Application Package

Directions for Preparing the 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: <http://www.micorps.net/gap06>.

- The *Project Name* is the name of the proposed project submitted for funding.
- *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.
- Fill in the *Organization Address*; be sure to include the street name and number on the first line.
- Please include the organization's *Fax and Telephone* numbers.
- The *Contact Person* is the person in the organization that can be contacted by MiCorps 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.
- *Project Duration*. Indicate the approximate amount of time needed to implement the project, in months. Note that the maximum duration of projects for this GAP is two 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*. This is the person who will be accepting 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.

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Directions for Preparing Project Description

Please answer the following questions, using the Proposal Template downloadable at: <http://www.micorps.net/gap06>. Please limit your response to 8 pages.

Project Description, Goals and Objectives

1. Please explain your reasons for initiating this project and describe the stream quality issues you wish to address.
2. Please describe your project goals (what you hope to achieve) and objectives (measurable, if possible).

Site Description:

1. If possible, please include the following information for each river/stream to be monitored:
 - Waterbody name
 - Location (county, longitude and latitude)
 - Number of proposed sampling sites per waterbody
 - Indicate past monitoring efforts and results, if any
 - Describe surrounding environment (wetland, commercial, residential, agricultural, proximity to combined sewer outfalls, holding ponds, storm drains, etc.)
2. Please describe why it is important to monitor these specific rivers/streams.
3. Please attach or fax/mail a map of the area to be studied that indicates how much of the watershed will be monitored. This map does not need to be produced by your organization; you can provide an altered map from another source.

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.

Training and Volunteer information

1. All MiCorps grantees are required to attend an 8 hour training session in Spring, 2006. Do you agree to send a project team member to attend this training event?

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2. Please describe how you plan to recruit and train volunteers. Be as specific as possible. If you already have an existing pool of volunteers, briefly describe their previous training and experience.

Procedures and Data Use

1. Please describe the work to be performed. Include a description of the parameters that will be measured, the procedures that will be used and the type of data that will be collected. Indicate how this work will support your project's goals.
2. It is recommended that you follow MiCorps collection procedures, and quality assurance (QA) practices or use collection procedures and QA practices that are equivalent. Please describe the collection procedures and general QA practices that you plan to use.
3. Please describe what type of data you hope to generate with your project.
4. Please state decision(s) to be made, actions to be taken, or outcomes expected from the information to be obtained.
5. Please describe how citizens and/or local governments will use the data to promote improved water quality in the river or stream of interest.

Partners

1. Please describe any other partners and advisors in the project, their roles, and commitments.
2. Please 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.

Sustainability

1. Please describe any watershed 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. 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?

Evaluation

1. Please describe how your project will be evaluated, including how you plan to measure progress toward achieving your project goals and objectives. 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.
2. All grantees must develop and submit quarterly status reports and a final report, following MiCorps guidance. Do you agree to do so?

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Work Plan

Maximum three-pages. A Work plan Template is provided in the Proposal Template and can be downloaded at: <http://www.micorps.net/gap06>.

- 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%. Identify who will be responsible for carrying out each task.
- All work plans must include the following mandatory tasks:
 1. Development and submission of a Quality Assurance Project Plan (QAPP) within 60 days of activating the grant and at least 60 days prior to the scheduled date of the initial sampling event.
 2. Attendance at a one-day MiCorps training session in Spring 2006.
 3. Scheduling of a joint sampling evaluation event with MiCorps staff (“Side by Side”).
 4. Development and submission of quarterly status and financial reports.
 5. Development and submission of a final report, following MiCorps guidance, at the end of the project.
 6. Submission of a release of claims statement (a standard form letter) at the end of the project.
 7. Provision of products and deliverables. This should include all data collected, in both hard copy and electronic format.
 8. Submission of data to the MiCorps Data Exchange Network (see at least semi-annually).

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 and the year included in each quarter (i.e., quarter 1: Oct 2006, Nov 2006, Dec 2006). A Timetable Template is provided in the Proposal Template and can be downloaded at: <http://www.micorps.net/gap06>.

Budget Information

Fill out the two-page Grant Application Budget Information form, using the directions below. This form can be downloaded at: <http://www.micorps.net/gap06>. A sample of a completed Budget Information Form is provided in Appendix A.

Note: Column 3, 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.** Any original source (i.e. federal, state, local or private) of local match funds is acceptable. In column three of the budget sheet, include local match amounts for each budget category (staffing costs, fringe benefits, etc.).

Please note the following:

- 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.
- Match activities will be held to the same standards as grant-funded activities.
- Match cannot be earned until the starting date in a contract.

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- Local Match beyond the 25% is encouraged.
- Volunteer time can be included as match at \$10 per volunteer person hour. However, this type of match will be given lesser weight in the proposal evaluation when compared to other types of match support.
- Round off to the nearest dollar.

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. Second, 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 \$150,000, the local match would need to be \$37,500, and the remaining cost of the project (\$112,500) would be the amount requested in grant funds.

$$\text{Total Cost} \times .25 = \text{Local Match}$$

$$\text{Total Cost} - \text{Local match} = \text{Grant Funds Requested}$$

Example: \$150,000 X .25 = \$37,500 Local Match
 \$150,000 - \$37,500 = \$112,500 Grant Funds Requested

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

1. Staffing Costs.

- In column 1, list each staff person (project manager, senior analyst, clerical, 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.
- Add subtotals.

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.
- The MiCorps reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.
- Add subtotals.

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 MiCorps reserves the right to approve all subcontractors and to require grant recipients to replace subcontractors found to be unacceptable.

- In column 1 list all contractual services. Put estimated amounts in columns 2 and 3.

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- All contractual services included here should also be included in the work plan.
- Subtotal contractual costs.

4. Project Equipment, Supplies and Materials

4a. 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 cannot be purchased using grant funds but can be purchased using match funds.
- Itemize equipment on the budget form and explain any cost that may appear out of the ordinary.

4b. Project Supplies and Materials.

- For supplies and materials specify the type of supplies and materials charged against the grant in column 1. Itemize printing, postage, and other supplies and materials. Explain any cost that may appear out of the ordinary.
- Place corresponding costs of supplies and materials in columns 2 and 3.
- Subtotal equipment, supplies and materials.

5. Travel Costs.

- Show mileage separate from lodging and meals in column 1.
- Mileage costs should be shown in columns 2 and 3 as number of miles times mileage rate. (\$.328 per mile is the highest allowable rate).
- Under “Other” on the budget form, include travel other than mileage directly related to carrying out the project. Conferences and other training fees, except those related to direct MiCorps training, are typically not directly related to carrying out a project and will not be funded.
- Subtotal travel costs.

6. 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, what the rate is based on, and the resulting indirect costs.
- Add indirect costs in columns 2 and 3.
- Subtotal indirect costs.

7. Totals. Add the subtotals for each budget category. *Note that the Totals at the bottom of the budget sheet should be the same as those on page one of your proposal.*

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.

Appendix A

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EXAMPLE GRANT APPLICATION BUDGET INFORMATION

Applicant's Name _____

Project Name _____

Column 1 BUDGET CATEGORIES	Column 2 GRANT FUNDS	Column 3 LOCAL MATCH	Column 4 CATEGORY TOTAL
STAFFING COST: (# hours X rate of pay)			
Project Manager (68.5 x \$32.31)	\$2,213.00	\$0.00	\$2,213.00
Supervising Sanitarian (68.5 x \$19.85)	\$1,360.00	\$0.00	\$1,360.00
Clerical (17 x \$11.40)	\$194.00	\$0.00	\$194.00
Technician (295 x \$8.00)	\$2,360.00	\$0.00	\$2,360.00
Staff (17 x \$19.41)	\$0.00	\$330.00	\$330.00
Staffing Cost Subtotal:	\$6,127.00	\$330.00	\$6,457.00
FRINGE BENEFITS:			
Project Manager (25.9%)	\$573.00	\$0.00	\$573.00
Supervising Sanitarian (25.9%)	\$352.00	\$0.00	\$352.00
Clerical (25.3%)	\$49.00	\$0.00	\$49.00
Technician (9.7%)	\$229.00	\$0.00	\$229.00
Staff (28.5%)	\$0.00	\$94.00	\$94.00
Fringe Benefits Subtotal:	\$1,203.00	\$94.00	\$1,297.00
CONTRACTUAL SERVICES:			
Private lab analysis (550 samples x \$12)	\$6,600.00	\$0.00	\$6,600.00
In-house lab analysis (550 samples x \$12)	\$0.00	\$6,600.00	\$6,600.00
Contractual Services Subtotal:	\$6,600.00	\$6,600.00	\$13,200.00

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Column 1 BUDGET CATEGORIES	Column 2 GRANT FUNDS	Column 3 LOCAL MATCH	Column 4 CATEGORY TOTAL
PROJECT SUPPLIES AND EQUIPMENT			
Project Supplies and Materials (itemize):			
Waders	\$290.00	\$0.00	\$290.00
Cooler	\$50.00	\$0.00	\$50.00
Ice	\$100.00	\$0.00	\$100.00
Signs and posts	\$50.00	\$0.00	\$50.00
Pole for taking samples	\$100.00	\$0.00	\$100.00
Postage	\$50.00	\$0.00	\$50.00
Advertising	\$400.00	\$0.00	\$400.00
Printing	\$216.00	\$0.00	\$216.00
Project Equipment (itemize): (over \$1,000+ remains property of the State of Michigan)			
Project Supplies and Equipment Subtotal:	\$1,256.00	\$0.00	\$1,256.00
TRAVEL:			
Mileage X mileage rate: (4,371 x .31/mile)	\$1,355.00	\$0.00	\$1,355.00
Lodging:			
Meals:			
Other:			
Travel Subtotal:	\$1,355.00	\$0.00	\$1,355.00
PROJECT SUBTOTAL	(70.2%) \$16,541	(29.8%) \$7,024	(100%) \$23,565
(not to exceed 20%) INDIRECT COSTS (Rate _____%)	\$1,089.00	\$462.00	\$1,551.00
GRAND TOTAL (add project subtotals + indirect costs)	\$17,630.00	\$7,486.00	\$25,116.00

Grand Total Grant Funds Requested + Grand Total Local Match = Project Total

SOURCES OF MATCH:

Grant recipient _____

DOLLAR VALUE COMMITTED:

\$7,486 _____

SOURCE OF O& M

Appendix B

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Michigan Clean Water Corps 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 the Great Lakes Commission. 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.
- ❑ MiCorps reserves the right to review and approve all products developed and paid for by grants or used for local match. All such products become the property of the State of Michigan.
- ❑ Grant recipients will be responsible for meeting the match amount committed to in the project contract.
- ❑ Grant recipients must submit a Quality Assurance Project Plan within 60 days of grant award and at least 60 days prior to the initial monitoring event. Guidance for developing a QAPP can be found on the MiCorps website.
- ❑ 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, MiCorps 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 grantees must submit status reports to the MiCorps staff within 30 days of the closing of 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 MiCorps before reimbursement payments will be made. Guidance on submitting quarterly reports will be provided on the MiCorps website. MiCorps reserves the right to request annual progress reports from any grant recipient. Failure to submit quarterly reports to MiCorps in a timely fashion may result in contract cancellation.
- ❑ Final project reports will be submitted to and approved by the MiCorps Project Administrator before the final grant payment will be made. Final reports should detail what was attempted in the project, what worked, what did not work, and any lessons learned. Final reports should also include all monitoring data collected, if it has not already been submitted to MiCorps. Monitoring data must be submitted to MiCorps in hard copy form as well as electronically. Guidance on data structure and submittal and submission of final reports will be provided on the MiCorps website.

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Audit Requirements

All grant recipients must follow audit requirements provided by MiCorps.

Incurring Costs

MiCorps is not liable for any cost incurred by the grant recipient or any subcontractor prior to the signing of a project contract. Liability of MiCorps 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.