



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

(Date)

(Address)

Re: Waterways Infrastructure Improvements Grant Checklist

Dear :

The following is a checklist of elements that is required as part of the grant process. **Failure to follow these steps may delay or jeopardize your grant funding:**

- The initial step is to send a copy of the proposed Professional Services Agreement between the community and the design consultant for the final engineering work for review and approval per requirements outlined in the Department of Natural Resources (DNR) standard Professional Services Agreement. A signed Professional Services Agreement is needed before bidding and award of a project.
- Send project contracts (including proposed construction contract), bidding documents, specifications and final engineering drawing plans for review and approval before the project is bid out. Allow a minimum of two months for the DNR to review. *Note*, change orders also need to be approved by the Parks and Recreation Division prior to the work element in question being initiated.
- Send copies of applicable permits required before project bidding; such as, the Department of Environmental Quality - Water Resource Division, Army Corps of Engineers, and building permits.
- Send a copy of the bid summary, and recommendation of bidder, for DNR review and approval before awarding contract.
- The DNR or Department of Technology, Management and Budget (DTMB) must be present at pre-construction and punch-list meetings for smaller projects, or present at pre-construction, punch-list meetings, and progress meetings for larger projects. Please give notification at least two weeks in advance of all meetings.
- A sign, per DNR requirements, identifying grant funding assistance by the DNR and the Michigan State Waterways Commission, is required on site in a prominent location. Once installed, please send a photo of the installed sign.
- Send documentation showing approval of the construction work by the engineer/consultant per DNR/DTMB approved plans and project manual.
- Grant recipients (not consultants) shall send payment requests (include in writing the amount that is being requested) as per terms of the agreement, including copies of canceled checks (front and back), signed construction contract, digital project pictures (on CD), "as built" construction drawings on a CD in an appropriate format, and invoices.

Sincerely,

Paul R. Petersen
Waterways Grant Program Manager
Parks and Recreation Division
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517-284-6122

Steve DeBrabander
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