



*Michigan Department of Natural Resources*

---

[www.michigan.gov/dnr](http://www.michigan.gov/dnr)

# **2016 AQUATIC HABITAT GRANT PROGRAM HANDBOOK**

Fisheries Division/Grant Management

IC1972 (Rev. 06/17/2016)

### **MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT**

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural and cultural resources for current and future generations."

### **NATURAL RESOURCES COMMISSION STATEMENT**

The Natural Resources Commission, as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

To find out more information on the Natural Resources Commission see

[http://www.michigan.gov/dnr/0,4570,7-153-65134\\_65145---,00.html](http://www.michigan.gov/dnr/0,4570,7-153-65134_65145---,00.html)

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact the Forest Resources Division, Michigan Department of Natural Resources, P.O. Box 30452, Lansing, MI 48909-7952.

This publication is available in alternative formats upon request.

# TABLE OF CONTENTS

SCHEDULE FOR AQUATIC HABITAT GRANT PROGRAM.....	1
INTRODUCTION .....	2
PROGRAM ELIGIBILITY AND REQUIREMENTS .....	2
ELIGIBLE GRANT APPLICANTS .....	2
GRANT LIMITS AND LOCAL COMMITMENT REQUIREMENTS.....	2
PROGRAM GOALS, OBJECTIVES AND PRIORITIES.....	2
PROGRAM GOALS.....	2
KEY OBJECTIVES AND PRIORITIES .....	3
ELIGIBLE PROJECTS .....	3
ELIGIBLE COSTS.....	4
INELIGIBLE PROJECTS.....	5
INELIGIBLE COSTS .....	5
APPLYING FOR AN AQUATIC HABITAT GRANT .....	5
PRE-PROPOSAL PROCESS.....	6
COMPLETE APPLICATION PROCESS .....	6
APPLICATION DUE DATE .....	6
APPLICATION FORMS .....	6
INSTRUCTIONS FOR COMPLETING APPLICATION (PR1973) .....	6
GRANT SCORING CRITERIA .....	10
DNR APPLICATION REVIEW PROCESS.....	10
INELIGIBLE APPLICATIONS .....	15
SPECIAL NOTES .....	15
PROJECT PREPARATION FOR FUNDED APPLICATIONS.....	16
PROJECT AGREEMENTS.....	16
PROJECT CHANGES AND EXTENSIONS.....	16
CONTRACTING AND PROCUREMENT REQUIREMENTS .....	16
PERMITS, BUILDING CODES AND AMERICANS WITH DISABILITIES ACT .....	17
PROJECT REPORTING REQUIREMENTS .....	17
AQUATIC HABITAT GRANT PROGRAM RECOGNITION.....	17
PAYMENT OF GRANT FUNDS .....	17
PAYMENT REQUEST FORM.....	17
DOCUMENTATION REQUIREMENTS FOR PROJECT WORK BEING DONE ON LANDS NOT OWNED BY GRANTEE .....	18
ADVANCE PAYMENT.....	18
EXPENDITURE DOCUMENTATION REQUIREMENTS.....	18
REPORTING FORCE ACCOUNT LABOR AND EQUIPMENT (EMPLOYEES OF AND EQUIPMENT OWNED BY GRANTEE).....	18
DOCUMENTING DONATIONS .....	20
REPORTING MILEAGE EXPENSE REIMBURSEMENT FOR COMPENSATED WORKERS.....	20
PROJECT COMPLETION AND FINAL REPORT .....	21
APPENDIX A: .....	22
APPENDIX B: .....	24
APPENDIX C: .....	25
APPENDIX D: .....	26
APPENDIX E: .....	27
APPENDIX F: .....	28

## **SCHEDULE FOR AQUATIC HABITAT GRANT PROGRAM**

Request for Pre-Proposals Begins.....July 25, 2016

Pre-Proposals Due .....August 26, 2016

Invitation to Submit Grant Application Packet Begins .....September 30, 2016

Grant Application Packet Due.....November 11, 2016

DNR Review & Selection Process Completed-Awards Announced by Director .....April 14, 2017

Project Period Begins ..... Upon execution of Grant Agreement

Project Schedule ..... Follows work plan in “Appendix A” of Project Agreement

Project Period End..... October 10, 2018

Final Project Report Due .....December 10, 2018

## INTRODUCTION

The Aquatic Habitat Grant Program (AHGP) began in October 2013 and will operate each year that funding is available. A total of \$1,250,000 will be available for this grant cycle from the Game and Fish Protection Fund. The AHGP's purpose is to improve fish and other aquatic organism populations by protecting intact and rehabilitating degraded aquatic habitat by funding targeted habitat projects by federal, tribal, local and state units of government, and non-profit groups that focus on the controlling processes not the symptoms of the problem. To facilitate the success of these efforts, the program will provide technical assistance to grantees. The AHGP is administered by the Michigan Department of Natural Resources (DNR) through a cooperative effort between Fisheries Division and Grants Management Section.

## PROGRAM ELIGIBILITY AND REQUIREMENTS

### Eligible Grant Applicants

Any local, state, federal and tribal unit of government or non-profit group in Michigan may apply for an Aquatic Habitat Grant.

### Grant Limits and Local Commitment Requirements

The minimum grant amount is \$25,000.00 and the maximum grant amount you can apply for is the amount of funds available in a given fiscal year. Multiple year projects are eligible for funding. Projects on the same watershed addressing the same habitat and process issues and needs can be bundled into a single grant proposal package to reach the minimum grant amount. It is expected that applicants will be able to demonstrate financial means to provide for long-term maintenance on any proposed protection or rehabilitation measures.

The applicant must commit to provide at least 10 percent of the total project cost. The 10% may be in any of the following forms:

- Applicant's own cash.
- Applicant's own force account labor, equipment, or materials.
- Donations of cash, materials, equipment or services by others – requires letter(s) of commitment from donors at time of application.

Scores for projects where applicant commits in excess of 10% will be increased based upon the amount committed.

## PROGRAM GOALS, OBJECTIVES AND PRIORITIES

### Program Goals

This program is designed to address the following Department's and Fisheries Division's combined **goals**:

- Protect intact and rehabilitate degraded aquatic resources;
- Ensure sustainable fish and aquatic organism communities that enable long-term recreational use and enjoyment and facilitate natural resource based economies; and
- Develop strong relationships and partnerships with respect to aquatic habitat protection and recovery.

The **objectives** of the Aquatic Habitat Grant Program are to:

- Protect intact and fully functioning inland lakes, Great Lakes, rivers and streams habitat with self-sustaining aquatic communities from future impairment;
- Rehabilitate inland lakes, Great Lakes, rivers and streams habitat whose key physical process that control aquatic habitat and fish production are impaired, where key process include: hydrology; connectivity; material recruitment and movement; geomorphology; and water quality.

**Processes** are defined in this grant program as follows:

- **Hydrology** is the flow of water into, through and out of a watershed, lake, stream or river. Every watershed, lake, stream or river has an expected pattern for water flow through it. Any project that affects how water naturally moves through, into or out of a watershed, lake, stream or river is an eligible project for this grant. For example, a project that improves the operation of a dam and restores

expected seasonal flows to downstream reaches or changes a lake water control structure from one that can be easily manipulated to a fixed crest structure would be an eligible project.

- **Connectivity** is how individual watersheds, lakes, streams, or rivers are attached to other waters. Any project that increases naturally occurring attachments and connections between watersheds and lakes, streams or rivers would be an eligible project. Projects that attempt to influence natural fragmentation, i.e. waterfalls, will not be eligible.
- **Material recruitment and movement** is the movement into and transport of sediment and woody debris (i.e. trees and limbs) into a water body. Each water body has an expected delivery of sediment and woody debris that is then stored for period of time in the waterway and surrounding riparian zone and is transported downstream at an expected rate. Any project that affects these processes and moves them into the expected range for an individual water body or watershed is eligible. For example, a project that adds whole trees to lakes, streams or rivers that do not have sufficient large woody debris would be an eligible project if it maintains other stream processes (i.e. sediment transport). A project that proposed to convert an artificial to natural lake shoreline that includes plans to incorporate trees to recruit to the lake in the future would be an eligible project. The installation of fish cribs to lakes without providing for the future natural recruitment of trees and other woody debris in a project proposal would not score well. Other eligible examples would be a project to reduce excessive sediment run-off from an urbanized area which would help move the sedimentation rate back into the expected range for the system.
- **Geomorphology** is the bottom shape of a water body. Each water body has an expected bottom shape that depends on the slope, hydrology, surface geology, and material recruitment and movement. Streams and rivers have an expected bottom shape along with a ratio of pools to riffles. Lakes have an expected bottom shape that will change naturally with time with the natural and normal deposition of sediment. Projects that move lakes, streams or rivers back to their expected shape are eligible. For example, a project that restores processes to a channelized stream would be an eligible project as would a project that reduces sediment that is delivered to a water body at an accelerated rate.
- **Water quality** includes water temperature, dissolved oxygen and other chemical parameters needed to maintain aquatic life. Any project that restores a watershed's, lake's, stream's or river's water quality parameters back into the expected range would be an eligible project. For example, a project that protects riparian vegetation that prevents the unnatural warming of a waterway would be an eligible project. Other examples of eligible projects would be one that proposes the planting of native vegetation and trees on disturbed lake, stream or river shorelines to capture excess nutrients before they are discharged into the water or a project that prevents direct inputs of non-point urban or agricultural run-off that would reduce the dissolved oxygen of a lake, stream or river.

## Key Objectives and Priorities

The key objectives and priorities addressed by this program are:

- Protect intact and rehabilitate degraded aquatic resources of the State of Michigan.
- Increase desirable fish populations, both in biomass and in self-sustainability.
- Protect all processes essential to maintaining intact systems with self-sustaining aquatic communities including the processes of: connectivity, geomorphology, hydrology, material recruitment and movement, and water quality.
- Remediate and remove impairments to the above-identified watershed processes and move degraded waters toward intact status that have self-sustaining aquatic communities.
- Increase direct public involvement in watershed issues.
- Increase high quality and self-sustaining aquatic resources.

## Eligible Projects

- Projects that protect currently intact waters with fully functioning system processes and self-sustaining aquatic communities. Priority will be given to Aquatic Species of Greatest Conservation Need as identified in Appendix "A", habitats identified in the 2010 National Fish Habitat Assessment

([www.fishhabitat.org](http://www.fishhabitat.org) and <http://ecosystems.usgs.gov/fishhabitat/>) as being at a low risk of degradation with a special emphasis to those in urban areas, and critical aquatic habitat as identified in Fisheries Division documents (e.g. management plans, status of the fishery reports, river assessments). The local DNR Fisheries Biologist should be consulted to obtain this information. Please consult Appendix “B” in the handbook to determine who is the appropriate contact for the proposed project area.

- Projects that address aquatic habitat issues on public waters. Public waters are those: a) with legal public access through public lands or public access sites; b) with a permanent inflow or outflow to other waters; or c) that have been stocked with fish from DNR (or its predecessors) hatcheries. Priority will be given to projects on public waters with legal public access.
- Projects that improve degraded watershed processes. Priority will be given to waters with lower numbers of degraded processes with a special emphasis to those near urban areas.
- Projects that test and evaluate new and innovative methods to improve degraded watershed processes. Priority will be given to those that can serve as demonstration projects to determine applicability of new methods to other Michigan waters.
- Evaluation of existing and new aquatic habitat improvement projects that will lead to improved decisions for future aquatic habitat projects.
- Projects that inventory or assess watershed functions that clearly identify how they will lead to protection or remediation projects.

### Eligible Costs

Only those costs directly associated with completing the project and incurred during the project period are eligible for reimbursement, with the exception of engineering, design and design administration costs. Categories of eligible costs include:

- Salaries/wages (including fringe benefits) for on the ground paid labor costs and/or project administration.
- Donated services/volunteer labor (credited at minimum wage).
- Mileage for compensated workers when using personal vehicle for project travel valued at the current State of Michigan premium rate (currently \$.54/mile).
- Meals for compensated workers when working outside their normal work area (**maximum \$8.50 for breakfast and/or lunch and \$19.00 for dinner when documented with a receipt**)
- Onsite group meals for volunteer laborers.
- Materials specific to the funded project (purchased or donated).
- Contractual services (must be competitively bid if \$10,000 or greater).
- Indirect costs charged by contractual vendors (no greater than 10% of total contract cost)
- Reasonable grantee overhead/indirect costs (e.g.: office supplies and materials, rent, utilities) (no greater than 10% of total grant amount) (**note: salaries/wages are not eligible as overhead/indirect costs**)
- Engineering, design and/or project administration (no greater than 30% of total project cost).
- Purchase of small hand tools and safety equipment not to exceed \$500 per item (e.g.: shovels, manual spreaders, gloves, hard hats, chaps, etc.)  
(**Please note:** if qualifying small hand tools and safety equipment are purchased using this grant funding, there is an expectation that these items will be used in any future grants of similar nature and purchase of similar items in future grants must be justified and approved by DNR prior to being eligible.)
- Equipment (donated or rented) (e.g.: chain saws, atvs, vehicles, heavy equipment, etc.).
- Fuel costs for equipment used during project construction (if MDOT Schedule “C” Rates are not used or cost is not included in equipment rental agreement).

- Project signs.
- Permit application fees for permits required for the project.
  - Contact regulatory agencies well in advance of applying for a grant to determine “permit-ability” of the proposed project and to avoid delays if the project is funded.
- Engineering, design and design administration costs incurred up to 1 year prior to the project period specified in the project agreement or amendment.
  - **Note: These costs are at your own risk and will not be reimbursed if a grant is not awarded.**

### **Ineligible Projects**

Projects with scope of work outside the grant focus area are not eligible for Aquatic Habitat Grant support. Within the focus area, the following types of projects are also not eligible:

- Activities that do not protect intact or rehabilitate degraded waters.
- Development of public access or other recreation sites.
- Routine maintenance activities.
- Projects on private waters that include: isolated water bodies without direct public access; waters without permanent inflows or outflows to other water bodies; and waters that have never been stocked with fish from DNR (or its predecessors) hatcheries (i.e. ponds on private property).
- Projects that are currently in litigation and/or mitigation.
- Land acquisition and/or easements (please note that funding for acquisition/easement projects is currently under review).

### **Ineligible Costs**

For all projects, the following items are examples of costs that are ineligible:

- Costs incurred outside of the project period specified in the project agreement or amendment.
- Salaries/wages not directly related to the project.
- Lodging for compensated workers.
- Lodging or mileage for volunteer laborers.
- Maintenance and operation.
- Conference fees and speaker fees.
- Purchase of equipment (i.e.: chain saws, atvs, vehicles, heavy equipment).
- Tuition.

## **APPLYING FOR AN AQUATIC HABITAT GRANT**

Grant applicants should work with the Fisheries Division Management Unit staff for the project area to ensure the formulation of a high quality project and proper completion of the grant pre-proposal process and subsequent complete application process if applicable. Refer to the map and contact information, in Appendix “B” at the back of this handbook to locate the appropriate management unit.



## PRE-PROPOSAL PROCESS

The initial step in the application process will be for applicants to complete and submit a three page pre-proposal form for review by Fisheries Division staff for the project area. Pre-proposals must be postmarked no later than August 26, 2016. Late submissions will not be considered.

Forms may be obtained from any of the Fisheries Division Management Unit offices or downloaded from the Michigan DNR website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants) or at [www.michigan.gov/dnrfishing](http://www.michigan.gov/dnrfishing).

Applicants will be notified of the outcome of their pre-proposal and if successful, will be invited to submit a complete application packet for their project. Please note that an invitation to submit a complete application packet does not guarantee that your project will be funded.

## COMPLETE APPLICATION PROCESS

### Application Due Date

Provide **two (2)** hard copy versions and **one (1)** electronic version of each grant application packet to the DNR, Grants Management Section, Aquatic Habitat Grant Program. Electronic version may be in the form of a USB drive or CD. Applications must be postmarked no later than November 11, 2016. Late applications will not be considered for funding.

### Application Forms

Grant applications must be submitted on a current DNR form for the AHGP. Forms may be obtained from any of the Fisheries Division Management Unit offices or downloaded from the Michigan DNR website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants). If invited to submit more than one project for funding consideration, complete a separate application form and include all required information for each project. Also, tell us what project is your "priority project".

## INSTRUCTIONS FOR COMPLETING APPLICATION (PR1973)

Assembling the information needed to submit a complete application package takes time—it is important to start the process as early as possible.

### REQUIRED CONTENT FOR ALL APPLICATION PACKETS:

- Aquatic Habitat Grant Program Application (PR1973)** – two (2) copies fully completed and signed;
- Application Narrative** – two copies;
- Project location map** – two copies;
- Documentation of local committed fund sources (commitment letters)** – two copies (ie: monetary commitment letters, donation commitment letters, grant award letters, etc.)
- Photographs of the site** – two copies (digital images submitted on CDs or USB drives are preferred over paper photos);
- Electronic Version of Grant Application** – one copy (submitted on CD or USB drive);
- Correspondence regarding regulatory permitting issues**, if applicable – two copies;
- Deed or most recent property tax statement showing landowner name and legal description if work to be done is located on applicant's own property** – two copies;

**Note:** If work to be done is located on property not owned by applicant, please see "Payment of Grant Funds" section of this handbook for proof of landowner authorization requirements.

### Part I: General Information

#### 1. Applicant Information:

- The Authorized Representative is a person who represents the applicant, is able to answer questions regarding the application, and will oversee project administration if a grant is awarded.

- The Federal Employer Identification Number is required and allows the DNR to make grant payments to the Grantee. Please provide the employer ID number for the applicant organization. Individuals applying for a grant must provide their social security number.
- Provide documentation of site control with a deed or most recent property tax statement if work to be done is located on applicants own property.

**Please note:** If your project is funded, you must be registered in the State of Michigan's vendor system to receive funds. All grant funds will be paid by Electronic Funds Transfer (EFT). Once registered, it is up to you to maintain the information on the site, including the accurate Federal ID number, vendor name, bank account information, address, etc. To either register for the first time or update your account, please visit [www.michigan.gov/budget](http://www.michigan.gov/budget) and access the Contract and Payment Express site.

2. Property Owner(s) Information:

- Provide name(s) of current property owner(s) along with address, telephone and e-mail (if available) for property where project work is proposed.

3. Project title:

- Provide a short title for the project to be done (ie: Maple River Restoration).

4. Brief Description of Proposal:

- Provide a short overview of the project, expected benefits, and what will be accomplished upon completion.

5. Project Narrative:

- Provide a detailed summary of how the project meets each of the application scoring criteria and the score you are expecting to receive for each of those criteria's. **This narrative is critical to the evaluation and scoring of your application.**

6. Project Location:

- Provide map(s) and other graphic information in clear, legible, detailed and appropriately labeled **8.5 inch by 11 inch** size. You may also submit larger versions of any or all of them. Applicants are requested to provide geo-referencing (latitude – longitude data) for all proposed work locations whenever possible. DNR staff use these materials to help find and evaluate your site and application.

7. Estimated Project Cost:

- Total project cost is the total estimated amount it will take to complete the project. This amount should equal the total of grant amount requested plus local committed funds.

8. Source of local committed funds:

- General Funds is the amount of cash the applicant commits to provide out of their own pocket toward the project.
- Cash Donations from others is the amount of cash that someone, other than the applicant, commits to provide out of their own pocket toward the project. A commitment letter must be provided for this amount with the application packet.
- Value of Donated Material and Labor from others is the total estimated value of donated materials and/or labor that someone, other than the applicant, commits to provide out of their own pocket toward the project. A commitment letter must be provided for this amount with the application packet. (note: labor must be valued at minimum wage).
- Other is the expenses incurred by the applicant for force account labor (paid employees of the applicant doing work on the project), force account materials and/or equipment or other grants awarded for the same scope of work by another entity. A commitment/award letter must be provided with the application packet for other grants awarded.

## Part II: Estimated Project Costs and Site Plan

### 1. Scope Items:

- List the total cost of each Project Scope Item; these are the basic elements of the project. Be sure that scope items are listed the same way (have the same name) and that budget figures are consistent throughout the grant application.
- Planning and Engineering is not to exceed 30% of the total project costs as stated in the Subtotal column.
- Total Estimated Project Cost should be the same amount as the Total Project Cost in Part 1, #7.

### 2. Itemized Budget:

- The Itemized Budget provides the detailed costs for the project. Itemize the costs of each scope item and separate the costs into major budget categories (personnel costs, material and equipment, contractual items, and “other”). Refer to the Example Budget shown below.
- For equipment owned by applicant, an estimate of the cost for its operation can be obtained from the Michigan Department of Transportation (MDOT) Equipment Rental Rates, Schedule C, Report 375 booklet for the year in which the equipment was used. Booklets can be obtained from the MDOT Maintenance Division by calling 517-322-3303 (TTY/TDD: 711 Michigan Relay Center) or writing to them at 6333 Old Lansing Road, Lansing, MI 48917, [http://www.michigan.gov/mdot/0,1607,7-151-9625\\_25885\\_40414---,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_25885_40414---,00.html).
- Volunteer labor should not be valued greater than minimum wage unless a professional is performing work in their field of expertise (for example, a heavy equipment operator operating heavy equipment). Donated materials should be valued at their current market value and supported by receipts or other verification. If a grant is awarded, the methods of valuing donations are subject to DNR review and approval prior to the donations being approved.

An example of a budget is shown on the next page.

PLEASE ROUND ALL NUMBERS TO THE NEAREST \$1

**Example Budget**

BUDGET CATEGORY	Total Project Cost
<b>A. PERSONNEL COSTS</b>	
<b>SALARIES/WAGES</b>	
<i>(# of workers x rate per hour x total hours)</i>	
10 x 10 x 200	\$20,000
<b>PERSONNEL COSTS SUBTOTAL</b>	\$20,000
<b>B. MATERIAL &amp; EQUIPMENT</b> (List each piece of equipment, rate/hour, material and cost/quantity)	
<i>Equipment Rate/Hour</i>	
Backhoe (200 hrs) \$100	\$20,000
Truck (100 hrs) \$65	\$6,500
<i>Qty Material Cost</i>	
500 Stone (cu yd) \$10/cu yd	\$5,000
<b>MATERIAL &amp; EQUIPMENT SUBTOTAL</b>	\$31,500
<b>C. CONTRACTUAL ITEMS</b> (List by bid item)	
Plant vegetation	\$2,222
<b>CONTRACTUAL SUBTOTAL</b>	\$2,222
<b>D. OTHER</b>	
MDEQ permit application fees	\$472
<b>OTHER SUBTOTAL</b>	\$472
<b>TOTAL ESTIMATED PROJECT COST</b>	\$54,194

**Part III: Work Plan**

- Indicate the estimated amount of work that will be accomplished in each quarter of the grant period. This information will also serve as the basis for the grant payment schedule if the project is approved for funding. Projects should be completed within the schedule timeframe. If the project is likely to require additional time to complete, provide an explanation in this section of the application.

**Part IV: Need and Benefit**

- This section is important for the DNR's evaluation and scoring of the project. Be sure to relate the proposed project to the overall objectives and priorities of the AHGP along with any available ecological and economic valuation of the benefits to Michigan's aquatic resources. Briefly explain any coordinated efforts within the project area or watershed, and how the public will benefit by completion of the project.

**Part V: Certification:**

- A person authorized to represent the agency or organization applying for a grant must sign here. Be sure to clearly print or type the person's full name and title.

## GRANT SCORING CRITERIA

### DNR Application Review Process

The DNR reviews all grant applications and scores them using the following scoring criteria which reflect the goals and objectives of the program.

SCORING SUMMARY	MAXIMUM SCORE
1. LOCATION	55
2. WATERSHED CONDITION AND EFFECTS	130
3. AQUATIC COMMUNITY CONDITION	30
4. INVESTMENT RETURN	50
5. PROJECT METHODS AND PRACTICES	80
6. PROJECT MANAGEMENT	90
7. PUBLIC INVOLVEMENT	20
8. PROJECT BENEFITS	35
<b>TOTAL MAXIMUM SCORE</b>	<b>490</b>

1. LOCATION - (55 MAXIMUM SCORE)	MAXIMUM SCORE
<p>A. Water Classification - Is the project located on a State Designated Natural River (<a href="http://www.michigan.gov/documents/dnr/Natural-Rivers-map_222954_7.pdf">http://www.michigan.gov/documents/dnr/Natural-Rivers-map_222954_7.pdf</a>), Federal Wild and Scenic River (<a href="http://www.rivers.gov/michigan.php">http://www.rivers.gov/michigan.php</a>), listed as an Aquatic Priority Species of Greatest Conservation Need (consult listing in Appendix "A" of Aquatic Habitat Grant Handbook), listed as a critical or important aquatic habitat identified in Fisheries Division Plan or Assessment (<a href="http://www.michigan.gov/dnr/0,4570,7-153-10364_52259_19056-46270--,00.html">http://www.michigan.gov/dnr/0,4570,7-153-10364_52259_19056-46270--,00.html</a>), an area of low degradation risk as determined in the 2010 National Fish Habitat Assessment (<a href="http://www.fishhabitat.org">www.fishhabitat.org</a> and <a href="http://ecosystems.usgs.gov/fishhabitat/">http://ecosystems.usgs.gov/fishhabitat/</a>) or a critical habitat management area within another state or federal land management plan (please include reference to the document in the proposal text)?</p> <ul style="list-style-type: none"> <li>• 10 = Yes</li> <li>• 5 = Likely to be listed as a feature</li> <li>• 0 = No</li> </ul>	10
<p>B. Public Access – Is the project located on public water with legal public access or on public water that is permanently connected to other public waters without direct public access or has been stocked with fish from DNR (or its predecessors) hatcheries?</p> <ul style="list-style-type: none"> <li>• 20 = Project is on a public water with direct public access</li> <li>• 10 = Project is on a public water without direct public access</li> <li>• 5 = Project is on a water not permanently connected to other waters but has been stocked with fish from DNR (or its predecessors) hatcheries</li> <li>• 0 = Project is not located on a public water with direct public access or on a public water without direct public access or has never been stocked with fish from DNR (or its predecessors) hatcheries</li> </ul>	20
<p>C. Project Influence - Will the project have a positive effect on one or more notable ecological features (e.g., a key or significant fishery, endangered species habitat, priority species of greatest conservation need, protected conservation land, or key migratory fish habitat)?</p> <ul style="list-style-type: none"> <li>• 20 = Project will positively affect 5 or more notable ecological features</li> </ul>	20

<ul style="list-style-type: none"> <li>• 15 = Project will positively affect 2- 4 notable ecological features</li> <li>• 10 = Project will positively affect 1 notable ecological feature</li> <li>• 0 = Project will positively affect 0 notable ecological features</li> </ul>	
<p>D. Is project located outside the Au Sable, Manistee, or Muskegon Watersheds? (Please note additional funding is available for projects specifically within these watersheds through the Fisheries Division Habitat Improvement Account).</p> <ul style="list-style-type: none"> <li>• 5 = Yes</li> <li>• 0 = No</li> </ul>	5
<b>Maximum Possible Score (A + B + C + D)</b>	<b>55</b>
<b>2. WATERSHED CONDITION AND EFFECTS ( 130 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>A. Scale of Effect (<b>may only be scored under one of the following three categories based on project type</b>)</p> <p>1. If the project is on a tributary river/stream in a major Great Lakes tributary (i.e. Muskegon River, USGS Hydrologic Unit Code (HUC) 8 watershed), what percentage of the sub-watershed (i.e. Hersey River, USGS HUC 12 watershed) will be improved by this project?</p> <ul style="list-style-type: none"> <li>• 20 = 75 – 100%</li> <li>• 15 = 50 - 74%</li> <li>• 10 = 25 - 49%</li> <li>• 5 = 1 - 24%</li> </ul>	20
<p>2. If the project is on a mainstream river, what percentage of a major Great Lakes tributary-sized watershed (i.e. Muskegon River, the HUC 8 watershed) will be improved by this project?</p> <ul style="list-style-type: none"> <li>• 20 = 75 - 100%</li> <li>• 15 = 50 - 74%</li> <li>• 10 = 25 - 49%</li> <li>• 5 = 1 - 24%</li> <li>• 0 = 0%</li> </ul>	20
<p>3. If the project is on a lake, what percentage of the overall lake would be improved by this project?</p> <ul style="list-style-type: none"> <li>• 20 = 75 - 100%</li> <li>• 15 = 50 - 74%</li> <li>• 10 = 25 - 49%</li> <li>• 5 = 1 - 24%</li> <li>• 0 = 0%</li> </ul>	20
<p>B. Intact or Impaired Water - Does the project address protecting intact waters or remediating impaired waters throughout the water body as a whole?</p> <ul style="list-style-type: none"> <li>• 60 = Project protects intact and fully functioning water in an urban area</li> <li>• 40 = Project protects intact and fully functioning water</li> <li>• 20 = Project remediates processes in an impaired system</li> <li>• 0 = Project neither protects or addresses system functions</li> </ul>	60
<p>C. Number of system process affected - How many system processes (e.g.: connectivity, hydrology, geomorphology, water quality, material recruitment and movement) are affected</p>	50

by the project?	
<ul style="list-style-type: none"> <li>• 50 = 5 or more</li> <li>• 40 = 3 - 4</li> <li>• 20 = 1 - 2</li> <li>• 0 = 0</li> </ul>	
<b>Maximum Possible Score (A + B + C)</b>	130
<b>3. AQUATIC COMMUNITY CONDITION (30 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>A. Current Aquatic Community Condition - What is the current condition of the aquatic community based on DNR Fisheries and other environmental survey information which may include but not limited to lake management plans, status of fishery reports, river assessments, or Michigan Department of Environmental Quality (DEQ) Procedure 51 (P51) scores? (The local DNR Fisheries Biologist and/or DEQ contact should be consulted to obtain this information). Please refer to Appendix "B" in the handbook for the appropriate DNR Fisheries Biologist. DEQ contact is Gary Kohlhepp (517-284-5540).</p> <ul style="list-style-type: none"> <li>• 15 = Excellent rating</li> <li>• 10 = Acceptable</li> <li>• 0 = Poor or unknown</li> </ul>	15
<p>B. Expected Aquatic Community Condition - What is the expected condition of the aquatic community with the implementation of the project based on the expected results of the project and supported by DNR Fisheries and other environmental survey information which may include but not limited to lake management plans, status of fishery reports, river assessments, or Michigan Department of Environmental Quality (DEQ) Procedure 51 (P51) scores? (The local DNR Fisheries Biologist and/or DEQ contact as listed above should be consulted to obtain this information).</p> <ul style="list-style-type: none"> <li>• 15 = Excellent rating</li> <li>• 10 = Acceptable</li> <li>• 0 = Poor or unknown</li> </ul>	15
<b>Maximum Possible Score (A + B)</b>	<b>30</b>
<b>4. INVESTMENT RETURN (50 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>A. DNR Fishery Habitat Prescription or Resource Management Plan Consistency - Is there a DNR Fishery Habitat Prescription specific to the proposed project or other resource agency plan completed for this lake and or river system and is the project consistent with the prescription/investment strategy? The local DNR Fisheries Biologist should be consulted to obtain this information. Please refer to Appendix "B" in the handbook for the appropriate DNR contact.</p> <ul style="list-style-type: none"> <li>• 50 = Approved DNR Fishery Habitat Prescription completed that is specific to proposed project</li> <li>• 30 = DNR Fishery Habitat Prescription specific to the proposed project has not been developed but project is consistent with overall DNR goals and objectives</li> <li>• 15 = Other resource agency plan completed for system and project consistent with that plan</li> <li>• 0 = Project inconsistent with DNR Fishery Habitat Prescription and/or no Prescription/Plan completed for target water</li> </ul>	50
<b>Maximum Possible Score (A)</b>	<b>50</b>

<b>5. PROJECT METHODS AND PRACTICES (80 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>A. Project Methods (<b>project will only be scored under one of the following two categories</b>)</p> <p>1. Does the project use most current science &amp; technology with an evaluation component, or demonstrate new remediation techniques with an evaluation component?</p> <ul style="list-style-type: none"> <li>• 50 = Uses most current science &amp; technology with an evaluation component</li> <li>• 40 = Uses new remediation techniques with an evaluation component</li> <li>• 20 = Uses most current science &amp; technology without an evaluation component</li> <li>• 10 = Uses new remediation techniques without an evaluation component</li> <li>• 0 = Techniques are unclear</li> </ul>	50
<p>2. Will the proposed system process inventory or evaluation information clearly guide project planning immediately or in the future?</p> <ul style="list-style-type: none"> <li>• 50 = Proposed system process inventory or evaluation information will clearly guide immediate project planning</li> <li>• 30 = Proposed system process inventory or evaluation information will clearly guide future project planning</li> <li>• 0 = Proposed system process inventory or evaluation information has no indication on how or when information will be used to guide project planning or is unclear</li> </ul>	50
<p>B. Best Management Practices - Does the project incorporate best management practices that address the spread of invasive species, innovations to identify methods that adapt to climate change, and incorporate watershed level processes?</p> <ul style="list-style-type: none"> <li>• 30 = Project addresses all components listed above</li> <li>• 20 = Project addresses 2 components listed above</li> <li>• 10 = Project addresses 1 component listed above</li> <li>• 0 = Project does not address any of the components listed above or is unclear</li> </ul>	30
<b>Maximum Possible Score (A + B)</b>	<b>80</b>
<b>6. PROJECT MANAGEMENT (90 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>A. Local Committed Funds - What are the available secured local committed funds?</p> <ul style="list-style-type: none"> <li>• 30 = Applicant has &gt; 70% eligible local committed funds</li> <li>• 25 = Applicant has 51-70% eligible local committed funds</li> <li>• 20 = Applicant has 31-50% eligible local committed funds</li> <li>• 15 = Applicant has 21-30% eligible local committed funds</li> <li>• 10 = Applicant has 11-20% eligible local committed funds</li> <li>• 0 = Applicant has 10% eligible local committed funds</li> </ul>	30



<p>B. Project Team - What is the Applicant and project team's collective experience and capacity to lead the proposed project?</p> <ul style="list-style-type: none"> <li>• 30 = Applicant and team fully capable of project with clear demonstrated experience in area</li> <li>• 20 = Applicant and team likely capable of the project although they may have limited experience</li> <li>• 10 = Applicant and team's ability is unclear or may have limited ability without assistance to complete project</li> <li>• 0 = Applicant and team is unlikely to have the ability to complete project</li> </ul>	30
<p>C. Requested Funding - Is the project funding sufficient to complete the proposed work?</p> <ul style="list-style-type: none"> <li>• 30 = Project funding is completely sufficient to complete proposed work</li> <li>• 20 = Project funding is likely sufficient to complete proposed work</li> <li>• 10 = Unclear if project funding is sufficient to complete proposed work</li> <li>• 0 = Project funding inadequate to complete proposed work</li> </ul>	30
<b>Maximum Possible Score (A + B + C)</b>	<b>90</b>
<b>7. PUBLIC INVOLVEMENT (20 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>A. Cooperators - What is the number of cooperative parties/entities, other than applicant, that are providing funding, materials and/or services for this project?</p> <ul style="list-style-type: none"> <li>• 20 = 10 or more</li> <li>• 10 = 5 - 9</li> <li>• 5 = 1 - 4</li> <li>• 0 = 0</li> </ul>	20
<b>Maximum Possible Score (A)</b>	<b>20</b>
<b>8. PROJECT BENEFITS (35 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>A. Regional or Community - Does the project provide additional regional or specific community benefits (e.g., regional or community economic revitalization, new fisheries)?</p> <ul style="list-style-type: none"> <li>• 10 = Project provides additional community benefit</li> <li>• 0 = Project provides unknown or no additional community benefit</li> </ul>	10
<p>B. Extreme Weather Events - Will the project provide protection or reduce potential damages from extreme weather events?</p> <ul style="list-style-type: none"> <li>• 15 = Yes</li> <li>• 0 = No</li> </ul>	15
<p>C. Demonstration Project – Will the project serve as a demonstration project for new techniques or methods of habitat protection or rehabilitation or provide pivotal new habitat management information that will be applicable to other Michigan waters.</p> <ul style="list-style-type: none"> <li>• 10 = Yes</li> <li>• 0 = No</li> </ul>	10
<b>Maximum Possible Score (A + B + C)</b>	<b>35</b>

## Ineligible Applications

Ineligible applications are those which: are submitted after the due date or those that provide insufficient committed funds. Applications not submitted on the proper form, or that are incomplete may also be considered ineligible for funding assistance.

Applications are ranked based on the final scores. Projects are recommended for funding, based on a combination of scoring criteria, project type, ownership type, geographic location, and other Department priorities, dependent upon funds available for the program. A list of the projects recommended for funding is approved by the Fisheries Division Management Team and presented to the DNR Director for approval. Following approval, all applicants are sent notification of the outcome.

## SPECIAL NOTES

Grant projects must comply with all applicable natural resource and environmental protection laws, state and local building codes, and state and federal barrier-free requirements, including the Americans with Disabilities Act (ADA) of 1990.

Grantees are responsible for obtaining all necessary local, state and federal permits for the completion of projects approved for funding through the AHGP. Contact regulatory agencies well in advance of applying for a grant to determine "permit-ability" of the proposed project and to avoid delays if the project is funded. Apply for permits prior to any anticipated construction activities. This can be done upon DNR grant award notification for the project or as otherwise directed by the DNR. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commissioner
- Local Zoning Administrator
- Building Inspector

State agencies may include:

- State Historic Preservation Office (MSHDA) ([www.michigan.gov/mshda](http://www.michigan.gov/mshda))
- Michigan Department of Environmental Quality ([www.michigan.gov/deg](http://www.michigan.gov/deg))
- Michigan Department of Natural Resources ([www.michigan.gov/dnr](http://www.michigan.gov/dnr))
- Michigan Department of Community Health ([www.michigan.gov/mdch](http://www.michigan.gov/mdch))
- Michigan Department of Transportation ([www.michigan.gov/mdot](http://www.michigan.gov/mdot))
- Michigan Department of Agriculture and Rural Development ([www.michigan.gov/mda](http://www.michigan.gov/mda))

Tribal governments may include any federally recognized tribe.

Federal agencies may include:

- U.S. Department of the Army, Corp of Engineers ([www.lre.usace.army.mil](http://www.lre.usace.army.mil))
- U.S. Environmental Protection Agency ([www.epa.gov](http://www.epa.gov))
- U.S. Department of Interior, Fish and Wildlife Service ([www.fws.gov](http://www.fws.gov))
- U.S. Department of Agriculture, Forest Service ([www.fs.fed.us](http://www.fs.fed.us))
- U.S. Geological Survey ([www.usgs.gov](http://www.usgs.gov))

## PROJECT PREPARATION FOR FUNDED APPLICATIONS

Once the DNR has completed the selection process, all applicants will be notified in writing of the outcome. Grantees whose projects are selected for funding will need to be in regular contact with the Michigan DNR Fisheries Division AHGP Coordinator to ensure each step explained below is carried out in a coordinated manner.

### PROJECT AGREEMENTS

After the selection process, the next step is to enter into a project agreement for the grant funding. The project agreement is prepared by the DNR and includes the following key provisions:

- Grantee authorized representative for the project.
- DNR Fisheries Division - AHGP Coordinator for the project.
- Project period; beginning and ending dates for completion of the project.
- Requirement that the project be completed as specified in the grant application.
- Indication of the grant amount and local committed funds contributing to the project.
- Obligations of the grantee to complete and maintain the project.

Project agreements must be signed by the grantee and returned to the DNR within thirty (30) days of the date of issue or the grant may be cancelled by the DNR. During this 30-day time period, the grantee is required to review the work plan and project budget to be sure they are current and correct. **If changes need to be made to the work plan and/or budget based on the amount of funding received, contact the Fisheries Division AHGP Coordinator prior to signing the project agreement.**

### PROJECT CHANGES AND EXTENSIONS

Any changes to the project, including changes to the work plan or budget, such as adding or deleting scope items or extending the project completion time period, require prior review and approval by the DNR. Grantees should make requests in writing to the Fisheries Division AHGP Coordinator. Significant changes, including all project completion extensions, will require a written amendment to the project agreement.

### CONTRACTING AND PROCUREMENT REQUIREMENTS

Purchases of materials and contract awards of \$2,500 up to \$9,999.99, a minimum of three quotes must be solicited. Purchases of materials or contract awards of \$10,000 or greater, must be advertised and competitively bid. The lowest qualifying quote or bid source must be awarded the purchase or work item(s).

The process of obtaining quotes or bids starts with development of quote or bid documents (i.e., plans, specifications, etc.), which **must be approved by the DNR prior to solicitation**. When you receive DNR approval, you can then solicit quotes and/or advertise for bids. After the bid process has been started, in most situations the bid items cannot be altered, nor can negotiations take place; however, there are times when bids are received that are much higher than anticipated. The following options can be pursued in this situation, but you must be sure to keep the Aquatic Habitat Grant Coordinator informed of your actions.

These options include:

1. Alter the plans and/or specifications and either re-advertise for bids or issue a post-bid addendum to all bidders.
2. Divide the contract into smaller contracts and re-advertise for bids. Remember that no more contracts than the number of scope items are generally allowed.
3. If you have sufficient time left in your project period, wait until market conditions are more favorable and re-advertise the bid.
4. If the bids are based on unit pricing, determine the low bidder following alteration of the plans and/or specifications. Using this method to manipulate the bid with the goal of awarding the contract to a specific bidder is unacceptable and will not be approved.

When the quote or bid process is complete, you must submit the *Notification of Contractor/Vendor Selection and Bid Tabulation Approval* form (PR1911-1) found in Appendix C to the DNR identifying your contractor or vendor selection. Additionally, you must submit all acquired quotes and bids. **DNR approval of quote or bid award selection is necessary before awarding the quote or bid.**

If you have reason to reject the lowest bid, you must submit your written justification with the *Notification of Contractor/Vendor Selection and Bid Tabulation Approval* form and receive written concurrence from the DNR prior to awarding a contract.

At times, you may receive a very low number of bids or fewer than three quotes. In this situation, you should re-bid the contract or solicit more quotes. If you believe there are circumstances that will prevent you from receiving better results, submit with the *Notification of Contractor/Vendor Selection and Bid Tabulation Approval* form written justification for awarding the contract, including a description of the efforts you took to advertise for bids or solicit quotes. You must receive concurrence from the DNR prior to awarding a contract.

## **PERMITS, BUILDING CODES AND AMERICANS WITH DISABILITIES ACT**

The grantee is solely responsible for obtaining all necessary local, state and federal permits for the completion of the project, including any natural resource and environmental protection permits. Refer to the “Special Notes” in the previous section of this handbook for a list of possible agencies to contact. This list is not meant to be comprehensive and other agencies may need to be contacted depending on the nature of the project. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

If applicable, a copy of the certificate of compliance with building codes will be required as part of the final project report submitted to the DNR. Also if applicable, projects will be inspected by the DNR for compliance with the Americans with Disabilities Act (ADA) as well as applicable natural resource and environmental protection laws prior to the issuance of final grant payment. Compliance issues noted at the final inspection must be remedied by the grantee before the project is approved by the Fisheries Division AHGP Coordinator for final payment. Any additional costs incurred by the grantee in order to meet permit requirements, or to bring the project into compliance after a grant is approved, will be the responsibility of the grantee.

## **PROJECT REPORTING REQUIREMENTS**

Grantees will be required to provide project status updates **every 3 months** after the date the project agreement is executed. These project status updates will be due by the 15<sup>th</sup> of the month. The project status update is expected to consist of a written (email or hardcopy) update including progress and expenditures to date (summary of expenditures is sufficient). These will need to be emailed/mailed to the Dam Management Grant Program Manager at [parkerk4@michigan.gov](mailto:parkerk4@michigan.gov) or P.O. Box 30425, Lansing, MI 48909-7925.

## **AQUATIC HABITAT GRANT PROGRAM RECOGNITION**

Grantees are expected to include recognition of assistance received from the AHGP in any promotional or informational materials produced about the project. Examples of these materials include descriptions of the project in newsletters, informational flyers or press releases regarding the project. In addition, signs giving credit to the AHGP are expected, wherever appropriate. Reasonable costs for signs are reimbursable through the grant if itemized in the approved project budget.

The following language is suggested for signs and written materials:

*This project has been funded in part with funds from the  
Michigan Department of Natural Resources  
Aquatic Habitat Grant Program*

The grantee should include a copy of written materials or photographs of signs that include program recognition language in the final project report.

## **PAYMENT OF GRANT FUNDS**

### **Payment Request Form**

A project agreement must be executed before a grantee can receive any grant funds. The grantee is required to complete an Aquatic Habitat Grant Program Reimbursement Request (PR1975) and submit it to the Fisheries Division Management Unit Supervisor (see Appendix “B”) for review and approval. Be sure to show all costs for the project. Provide documentation of all expenditures with the payment request form, as explained below.

## Documentation Requirements for Project Work Being Done on Lands not Owned by Grantee

The Grantee must provide the following proof of landownership and authorization from landowner before any grant funds will be released:

### Privately Owned Land:

- A deed or most recent property tax statement showing landowner name and legal description.
- A copy of landowner(s) consent letter stating that they own the property and authorize the work being done (see example in Appendix "D").

### Publicly Owned Land:

- A copy of consent letter, signed by an authorized representative of the Governmental unit stating that the land is owned by them and that they authorize the work being done (see example in Appendix "E").

## Advance Payment

The grantee may initially request in writing up to 50% of the approved grant amount after a project agreement has been executed and landowner authorization is received. Proof that the initial advance amount received has been "earned", at the grant reimbursement percentage stated in the grant agreement, will be required before the grantee may request an additional 40% advance payment. (**Note:** "earned" will be defined as the grant reimbursement percentage rate. This rate is based on the grant amount divided by total project costs as stated in the project agreement.) The final 10% of reimbursable expenditures will be held by DNR until the project is complete and the final documentation audit is done.

## Expenditure Documentation Requirements

The grantee is required to keep records of all expenditures including invoices and receipts as well as documentation of force account, donated contributions, and mileage expenses. This requirement applies to all project elements.

The following documentation must be included with each request for reimbursement, as applicable:

### Payment to Vendors, Suppliers, Contractors:

1. List of all cash, check or credit card payments indicating all of the following:
  - Description of the item purchased and from whom
  - The amount of the payment
2. Copy of the invoice/receipt from vendor, supplier or contractor
3. If invoice/receipt is paid by check:
  - Copy of front and back of cancelled check(s) **or** a copy of the front of check at time of issue and a copy of the bank statement showing that check number clearing the account.
4. If invoice/receipt is paid by credit card:
  - Copy of "paid" invoice/receipt from vendor, supplier, or contractor
  - Copy of credit card receipt
5. Provide a copy of receipts for purchases or payment for services made in cash. **Payments made in cash shall not exceed \$100.**

### Payment of Meals for Compensated Workers when working outside their normal work area and/or Fuel Costs for equipment used during project construction:

1. Copy of the invoice/receipt from vendor or supplier

## Reporting Force Account Labor and Equipment (employees of and equipment owned by grantee)

### Salaries and Wages:

If the grantee is using their own employees for project administration and/or to implement all or part of the project funded (force account labor), the following information must be submitted with the request for reimbursement:

1. A list which includes the following (see Exhibit B):
  - a. The name(s) of the employee(s)
  - b. The employees classification/title
  - c. The dates worked on the project
  - d. The hourly pay rate
  - e. Number of hours worked on the project
  - f. Total amount paid
2. Copies of time sheets for the pay periods indicated (system generated payroll reports are acceptable).

If you include fringe benefits, provide the rate used to determine the fringe benefit for each employee (for example, social security rate equals 7.65 percent of gross salary). Fringe benefits include only what is paid by the grantee on behalf of the employee (see Exhibit B).

### Exhibit B. Report of Force Account Payroll

#### Salary: Payroll ending 08-05-13:

Name	Classification	Date Worked	Hours Worked on Project/Hourly Rate	Salary Costs Charged to Project
<i>Blair, John</i>	<i>Laborer</i>	<i>8-1-13</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Blair, John</i>	<i>Laborer</i>	<i>8-4-13</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Bratonia, Steve</i>	<i>Laborer</i>	<i>8-3-13</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>8-2-13</i>	<i>5 hrs. @ \$ 9.46 =</i>	<i>\$ 47.30</i>
<b>Total Salaries</b>				<b>\$276.26</b>

#### Fringe Benefits:

Benefits	Rate Used to Determine Benefit	Total Amount Charged to Project
<i>Social Security</i>	<i>7.65% of gross pay</i>	<i>\$XXXX</i>
<i>Retirement</i>	<i>XXXX</i>	<i>\$XXXX</i>
<i>Health Insurance</i>	<i>XXXX</i>	<i>\$XXXX</i>
<b>Total Fringe Benefits</b>		<b>\$XXXX</b>

#### Equipment:

If the grantee uses equipment they own, the following information must be submitted (see Exhibit C):

1. Date(s) of use.
2. Grantee equipment number, if applicable.
3. Type of equipment.
4. The hourly rate charged for the equipment. Reimbursement for equipment usage will not exceed the rates published in the MDOT Equipment Rental Rates booklet.
5. The number of hours in operation for the project work
6. The total cost charged to the project for the use of the equipment
7. The Michigan Department of Transportation equipment number. The MDOT equipment number can be obtained from the MDOT *Equipment Rental Rates, Schedule C, Report 375* booklet for the year in which the equipment was used. (This booklet can be obtained from the Michigan Department of Transportation, Maintenance Division, 6333 Old Lansing Road, Lansing, MI 48917; 517-322-3303 or online at [http://www.michigan.gov/mdot/0,1607,7-151-9625\\_25885\\_40414---,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_25885_40414---,00.html)).

## Exhibit C. Report of Equipment Usage

Date	Grantee's Equipment Number	Equipment Type	Hourly Rate	Hours	Total Charged to Project	MDOT #
June 3, 2004	3	1994 Dodge Pickup	\$7.49	2	\$ 14.98	12.300 96.006
June 3, 2004	18	1989 Hough Front End Loader	\$41.90	4	\$167.60	47.405 96.006
June 3-5, 2004	20	International Backhoe	\$36.96	5	\$184.80	70.103 85.303 70.500
June 3-5, 2004	31	1990 Hough Front End Loader	\$41.90	8	\$335.20	47.405 96.006
June 3-5, 2004	36	1991 Ford Dump Truck	\$17.88	4	\$71.52	12.304
<b>Total Equipment</b>					<b>\$774.10</b>	

## Documenting Donations

Specific procedures for placing the value on donations from private organizations and individuals are set forth below:

1. Valuation of Volunteer Services: Volunteer services may be furnished by professional and technical personnel, consultants and other skilled and unskilled labor. Each hour of volunteered service may be counted as an eligible expense against the project if the service is an integral and necessary part of the project. **Records of volunteer services submitted with a reimbursement request must include time sheets containing the signatures of the person whose time is contributed and of the supervisor verifying that the record is accurate (see Appendix F).**  
 Volunteer time must be valued at minimum wage unless the person is professionally skilled in the work being performed on the project (i.e., a heavy equipment operator operating a dozer). When a professional is volunteering professional services, the wage rate this individual is normally paid for performing this service may be charged to the project when an invoice from the volunteer listing dates worked on the project, hours worked, hourly rate of pay being charged and total amount charged to the project with the word "donation" written on the invoice is provided.
2. Valuation of Materials: Prices assessed to donated materials should be reasonable and an invoice from the donor should be provided. DNR reserves the right to request that comparable prices from other vendors be provided.
3. Valuation of Donated Equipment: The hourly rate for donated equipment used on a project shall not exceed its fair-rental value. Hourly rates in the annual edition of *Rental Compilation, Rental Rate Guide*, or similar publications that provide the national or regional average rates for construction equipment may be used. Such publications are usually available from contractor associations. **Records of equipment donations included with a reimbursement request must include schedules showing the hours and dates of operation and the signature of the operator of the equipment, similar to Exhibit C.**

## Reporting Mileage Expense Reimbursement for Compensated Workers

If an employee of the grantee is using their personal vehicle for project travel, the following information must be submitted with the request for reimbursement:

1. A list which includes the following (**see Exhibit D**):
  - a. The name of the employee
  - b. The date of travel
  - c. Purpose of travel
  - d. The "from" location

- e. The "to" location
- f. The beginning odometer reading
- g. The ending odometer reading
- h. The total number of miles driven
- i. The per mile rate
- j. The total amount to be charged to the grant

**Exhibit D: Mileage Expense Report**

<b>Name</b>	<b>Date</b>	<b>Purpose</b>	<b>Form</b>	<b>To</b>	<b>Beginning Odometer</b>	<b>Ending Odometer</b>	<b>Total Miles</b>	<b>Rate</b>	<b>Total</b>
<i>Joe Black</i>	<i>5-17-15</i>	<i>WH15-612</i>	<i>Lansing</i>	<i>Gaylord</i>	<i>35,100</i>	<i>35,300</i>	<i>200</i>	<i>\$.575</i>	<i>\$115.00</i>
<i>Joe Black</i>	<i>5-17-15</i>	<i>WH15-612</i>	<i>Gaylord</i>	<i>Lansing</i>	<i>35,300</i>	<i>35,500</i>	<i>200</i>	<i>\$.575</i>	<i>\$115.00</i>
<i>Ted Miller</i>	<i>7-18-15</i>	<i>WH15-785</i>	<i>Mason</i>	<i>Ewart</i>	<i>115,700</i>	<i>115,800</i>	<i>100</i>	<i>\$.575</i>	<i>\$57.50</i>
<i>Ted Miller</i>	<i>7-19-15</i>	<i>WH15-785</i>	<i>Ewart</i>	<i>Ewart</i>	<i>115,800</i>	<i>115,815</i>	<i>15</i>	<i>\$.575</i>	<i>\$8.63</i>
<i>Ted Miller</i>	<i>7-20-15</i>	<i>WH15-785</i>	<i>Ewart</i>	<i>Mason</i>	<i>115,815</i>	<i>115,915</i>	<i>100</i>	<i>\$.575</i>	<i>\$57.50</i>
<b>Total Mileage \$353.63</b>									

**PROJECT COMPLETION AND FINAL REPORT**

Upon completion of the project and before final payment will be released, the grantee must submit a final report that includes all of the following:

1. Aquatic Habitat Grant Program Reimbursement Request (PR1975) for remainder of total project expenses.
2. Narrative report that includes the following information:
  - Concise summary of the steps taken to complete the project;
  - Concise summary of the final project scope;
  - Statement signed by the grantee that the project has been completed according to the work plan and budget approved by the DNR;
  - Copy of certificates of compliance with local building codes, if applicable;
  - Concise summary of any post-completion activities to be carried out by the grantee (Note: Grantees are responsible for any on-going efforts needed to maintain the project after it is completed. The final report must describe how the project will be maintained).
3. Final Completion Scorecard (available on the DNR AHGP website).
4. Copies of written materials and/or photograph of program recognition sign that includes program recognition language (if applicable).
5. One page Grant Fact Sheet (template/instructions available on the DNR AHGP website).

The grantee is required to submit the final report to the Fisheries Division AHGP Coordinator within sixty (60) days following project completion or no later than 60 days following the end of the grant period. The DNR may conduct a final inspection to ensure that the project was completed according to the approved work plan and budget. Any discrepancies in the project or compliance issues noted at the inspection must be remedied by the grantee before the final payment is made. The cost of any remedial action required of the grantee may be the sole financial responsibility of the grantee. Once the final report has been reviewed and approved by the Fisheries Division AHGP Coordinator, the request for final payment will be forwarded to Grants Management for processing.



## APPENDIX A:

### AQUATIC PRIORITY SPECIES OF GREATEST CONSERVATION NEED

#### Fish

- Bigmouth shiner (*Notropis dorsalis*)
- Black redhorse (*Moxostoma duquesnei*)
- Brindled madtom (*Noturus miurus*)
- Channel darter (*Percina copelandi*)
- Cisco (*Coregonus artedii*)
- Creek chubsucker (*Erimyzon claviformis*)
- Ives lake cisco (*Coregonus hubbsi*)
- Kiyi (*Coregonus kiyi*)
- Lake sturgeon (*Acipenser fulvescens*)
- Mooneye (*Hiodon tergisus*)
- Northern madtom (*Noturus stigmosus*)
- Orangethroat darter (*Etheostoma spectabile*)
- Pugnose minnow (*Opsopoeodus emiliae*)
- Pugnose shiner (*Notropis anogenus*)
- Redside dace (*Clinostomus elongates*)
- River darter (*Percina shumardi*)
- River redhorse (*Moxostoma carinatum*)
- Sauger (*Sander Canadensis*)
- Shortjaw cisco (*Coregonus zenithicus*)
- Silver chub (*Macrhybopsis storeriana*)
- Silver shiner (*Notropis photogenis*)
- Siskiwit lake cisco (*Coregonus bartlettii*)
- Southern redbelly dace (*Phoxinus erythrogaster*)
- Spoonhead sculpin (*Cottus ricei*)
- Starhead topminnow (*Fundulus dispar*)

#### Dragonflies & Damselflies

- Elusive snaketail (*Stylurus notatus*)
- Extra-striped snaketail (*Ophiogomphus anomalus*)
- Grey petaltail (*Tachopteryx thoreyi*)
- Hine's emerald (*Somatochlora hineana*)
- Incurvate emerald (*Somatochlora incurvata*)
- Laura's snaketail (*Stylurus laurae*)
- Pygmy snaketail (*Ophiogomphus howei*)
- Riverine snaketail (*Stylurus amnicola*)
- Russet-tipped clubtail (*Stylurus plagiatus*)

#### Flies & Mayflies

- A net-winged midge (*Blepharicera tenuipes*)
- A mayfly (*Epeorus suffusus*)
- A mayfly (*Habrophlebiodes Americana*)
- Walker's tusked sprawler (*Anthopotamus verticis*)

#### Stoneflies

- A stonefly (*Isogenoides doratus*)
- Arctic sprintfly (*Arcynopteryx compacta*)

#### Fishflies

- A fishfly (*Neohermes concolor*)

#### Amphibians

- Blanchard's cricket frog (*Acris crepitans blanchardi*)
- Boreal chorus frog (*Pseudacris triseriata maculate*)
- Marbled salamander (*Ambystoma opacum*)
- Mink frog (*Rana septentrionalis*)
- Mudpuppy (*Necturus maculosus maculosus*)
- Northern dusky salamander (*Desmognathus fuscus fuscus*)
- Pickerel frog (*Rana palustris*)
- Smallmouth salamander (*Ambystoma texanum*)
- Southern two-lined salamander (*Eurycea cirrigera*)
- Western lesser siren (*Siren intermedia nettingi*)

#### Reptiles

- Blanding's turtle (*Emydoidea blandingii*)
- Blue racer (*Coluber constrictor foxii*)
- Butler's garter snake (*Thamnophis butleri*)
- Copperbelly water snake (*Nerodia erythrogaster neglecta*)
- Eastern fox snake (*Pantherophis gloydi*)
- Eastern massasauga (*Sistrurus catenatus catenatus*)
- Kirtland's snake (*Clonophis kirtlandii*)
- Northern ribbon snake (*Thamnophis sauritus septentrionalis*)
- Queen snake (*Regina septemvittata*)
- Smooth green snake (*Liochlorophis vernalis*)
- Spotted turtle (*Clemmys guttata*)
- Wood turtle (*Glyptemys insculpta*)

#### Beetles

- Douglas stenelmis riffle beetle (*Stenelmis douglasensis*)
- Hungerford's crawling water beetle (*Brychius hungerfordi*)

#### Mussels

- A Fingernail clam (*Pisidium simplex*)
- Black sandshell (*Ligumia recta*)
- Clubshell (*Pleurobema clava*)
- Creek Heelsplitter (*Lasmigona compressa*)
- Deertoe (*Truncilla truncate*)
- Eastern Elliptio (*Elliptio complanata*)
- Eastern pondmussel (*Ligumia nasuta*)
- Elktoe (*Alasmidonta marginata*)
- Ellipse (*Venustaconcha ellipsiformis*)
- European pea clam (*Sphaerium corneum*)
- Fawnsfoot (*Truncilla donaciformis*)
- Flutedshell (*Lasmigona costata*)
- Giant northern pea clam (*Pisidium idahoense*)
- Greater European pea clam (*Pisidium amnicum*)
- Hickorynut (*Obovaria olivaria*)

## Mussels (cont.)

- Kidney shell (*Ptychobranthus fasciolaris*)
- Lake floater (*Pyganodon lacustris*)
- Lilliput (*Toxolasma parvus*)
- Northern riffleshell (*Epioblasma torulosa rangiana*)
- Ornamented peaclam (*Pisidium cruciatum*)
- Paper pondshell (*Utterbackia imbecillis*)
- Pink heelsplitter (*Potamilus alatus*)
- Pink papershell (*Potamilus ohioensis*)
- Purple lilliput (*Toxolasma lividus*)
- Purple wartyback (*Cyclonaias tuberculata*)
- Rainbow (*Villosa iris*)
- Rayed bean (*Villosa fabalis*)
- River fingernail clam (*Sphaerium fabale*)
- Round hickorynut (*Obovaria subrotunda*)
- Round lake floater (*Pyganodon subgibbosa*)
- Round peaclam (*Pisidium equilaterale*)
- Round pigtoe (*Pleurobema sintoxia*)
- Salamander mussel (*Simpsonaias ambigua*)
- Slippershell (*Alasmidonta viridis*)
- Snuffbox (*Epioblasma triquetra*)
- Threehorn wartyback (*Obliquaria reflexa*)
- Wavyrayed lampmussel (*Lampsilis fasciola*)

## Snails

- Acorn ramshorn (*Planorbella multivolvis*)
- Aquatic snail (*Planorbella smithi*)
- Broadshoulder physa (*Physella parkeri*)
- Bugle fossaria (*Fossaria cyclostome*)
- Boreal fossaria (*Fossaria galbana*)
- Campeloma spire snail (*Cincinnatia cincinnatiensis*)
- Canadian duskyshell (*Lyogyrus walker*)
- Coldwater pondsnail (*Stagnicola woodruffi*)
- Deepwater pondsnail (*Stagnicola contracta*)
- Flanged valvata (*Valvata winnebagoensis*)
- Globe siltsnail (*Birgella subglobosus*)
- Gravel pyrg (*Pyrgulopsis letsoni*)
- Great Lakes physa (*Physella magnalacustris*)
- Lake Superior ramshorn (*Helisoma anceps royalense*)
- Petoskey pondsnail (*Stagnicola petoskeyensis*)
- Purplecap valvata (*Valvata perdepressa*)
- Pleistocene catinella (*Catinella exile*)
- Spindle lymnaea (*Acella haldemani*)
- Watercress snail (*Fontigens nickliniana*)

**APPENDIX B:  
FISHERIES DIVISION MANAGEMENT UNITS**



<p>CORY KOVACS, ACTING SUPERVISOR EASTERN AND WESTERN LAKE SUPERIOR MANAGEMENT UNITS 5100 STATE HIGHWAY M-123 NEWBERRY, MI 49868</p> <p align="right">TELEPHONE No.: 906-293-5131 EXT. 4070</p>	<p>DARREN KRAMER, SUPERVISOR NORTHERN LAKE MICHIGAN MANAGEMENT UNIT 6833 HIGHWAY 2 GLADSTONE, MI 49837</p> <p align="right">TELEPHONE No.: 906-786-2351 EXT. 789821</p>
<p>DAVE BORGESON, SUPERVISOR NORTHERN LAKE HURON MANAGEMENT UNIT 1732 M-32 WEST GAYLORD, MI 49735</p> <p align="right">TELEPHONE No.: 989-732-3541 EXT. 507</p>	<p>SCOTT HEINTZELMAN, SUPERVISOR CENTRAL LAKE MICHIGAN MANAGEMENT UNIT 8015 MACKINAW TRAIL CADILLAC, MI 49601</p> <p align="right">TELEPHONE No.: 231-775-9727 EXT. 6070</p>
<p>JAMES BAKER, SUPERVISOR SOUTHERN LAKE HURON MANAGEMENT UNIT 3580 STATE PARK DRIVE BAY CITY, MI 48706</p> <p align="right">TELEPHONE No.: 989-684-9141 EXT. 8070</p>	<p>BRIAN GUNDERMAN, SUPERVISOR SOUTHERN LAKE MICHIGAN MANAGEMENT UNIT 621 N 10TH ST BOX 355 PLAINWELL, MI 49080</p> <p align="right">TELEPHONE No.: 269-685-6851 EXT. 117</p>
<p>CHRIS FREIBURGER, DMGP COORDINATOR P.O. BOX 30446 LANSING, MI 48909</p> <p align="right">TELEPHONE No.: 517-284-5824</p>	<p>SARA THOMAS, SUPERVISOR LAKE ERIE MANAGEMENT UNIT 7806 GALE RD. WATERFORD, MI 48327</p> <p align="right">TELEPHONE No.: 248-666-8463</p>

## APPENDIX C:

Michigan Department of Natural Resources – Grants Management



### NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL

*This information is required by Authority of Act 299, P.A. 1980 as amended, for reimbursement of project costs.*

GRANTEE	PROJECT NUMBER	PROJECT NAME
---------	----------------	--------------

**COMPLETE SECTIONS A AND B BELOW, AS APPLICABLE TO YOUR PROJECT.**

<b>SECTION A</b>
<p>I propose to award contracts to the following contractors, after DNR concurrence with this proposed selection and in accordance with the procedures specified in the <i>Michigan Invasive Species Grant Program Handbook (IC5757)</i>.</p> <p><b>Attached is a copy of the bid or quote tabulation.</b></p>

CONTRACTOR/VENDOR	CONTRACT AMOUNT	PROJECT SCOPE ITEM	PROPOSED AWARD DATE
1.	\$		
2.	\$		
3.	\$		
4.	\$		

<b>SECTION B</b>
<p><b>Check all that apply:</b></p> <p><input type="checkbox"/> Fewer than three bids or quotes were received; attached to this Notification is written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.</p> <p><input type="checkbox"/> I propose to award the bid to the second lowest bidder, upon concurrence by the DNR; attached to this Notification is written justification for rejecting the lowest bid.</p>

<b>CERTIFICATION</b>
<p><i>I hereby certify that the contractor(s)/vendor(s) listed in A. above was chosen for selection according to the procedures outlined in the Michigan Invasive Species Grant Program Handbook and the Project Agreement. In accordance with those procedures, I have reviewed the qualifications of the recommended bidder, have accurately calculated the total bid price, and assert that the bidding was conducted as put forth in the specifications and bid documents approved earlier. Further documentation of the contractor selection process will be provided upon request.</i></p>

Grantee's Signature (REQUIRED)	Date
--------------------------------	------

**Return this completed notification along with all required attachments to:**

**Grants Management  
Michigan Department of Natural Resources  
PO Box 30425  
Lansing MI 48909-7925**

***Upon concurrence by DNR,  
a copy of this approved notification  
will be returned to the Grantee***

<b>FOR DNR USE ONLY</b>	
<p><i>The Michigan Department of Natural Resources concurs with your recommendation to award the contract to the bidder(s) as specified in A. above.</i></p>	
DNR Grant Coordinator Signature	Date

PR1911-1 (Rev. 04/13/2016)

**APPENDIX D:**  
**EXAMPLE OF PRIVATE LANDOWNER AUTHORIZATION LETTER**

March 18, 2014

Conservation Resource Alliance  
5678 Your Rd.  
My Town, MI

RE: Permission for Aquatic Habitat Grant work

Dear Mr. Green,

I Fred Bear, as landowner of the property located at 12345 My Way Dr., Your Town, MI, authorize Conservation Resource Alliance to perform Aquatic Habitat improvement work on my property as outlined in their Aquatic Habitat Grant Agreement with the Michigan Department of Natural Resources. A copy of the deed/most recent tax statement showing the parcel number, legal description and ownership is attached.

Thank you.

Fred Bear, Landowner

**APPENDIX E:**  
**EXAMPLE OF PUBLIC LANDOWNER AUTHORIZATION LETTER**

March 18, 2014

Huron Pines  
5678 Your Rd.  
My Town, MI

RE: Permission for Aquatic Habitat Grant work

Dear Mr. Green,

I Joe Black, as an authorized representative for Gratiot County, confirm that the project property is owned by the County and as such, authorize Huron Pines to perform Aquatic Habitat improvement work on the property as outlined in their Aquatic Habitat Grant Agreement with the Department of Natural Resources.

Thank you.

Joe Black, Gratiot County Supervisor

## APPENDIX F:

Michigan Department of Natural Resources – Grants Management

### VOLUNTEER LABOR SIGN-IN AND TIME RECORD

*This information is required by authority of Part 5 of Act 451, P.A. of 1994, as amended, to receive payment.*



**GRANTEE:** Volunteer hours must be documented. Grantee should provide this sign-in sheet at the project work site for volunteers to certify their time. Please use additional sheets as necessary. Grantee’s Representative shall sign and submit this sign-in sheet with reimbursement request.

**PLEASE PRINT.**

Project Name (as listed on Project Agreement)	Project Number (per Project Agreement)
Grantee	Name and Title of Grantee Representative

**VOLUNTEER(S):** Print all information and *initial each entry* to certify the information listed is correct.

NAME	ACTIVITY DESCRIPTION	DATE	HOURS	INITIALS OF VOLUNTEER

**GRANTEE REPRESENTATIVE CERTIFICATION**

*I certify that the above information including all attachments is complete and accurate to the best of my knowledge.*

---

Grantee Representative Signature & Date

**SUBMIT THIS COMPLETED RECORD WITH REIMBURSEMENT REQUEST.**