

MICHIGAN COASTAL ZONE MANAGEMENT PROGRAM

**GRANTS ADMINISTRATION
MANUAL
2015**



Michigan Department of Environmental Quality
Office of the Great Lakes

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I. Definitions

Grantee – Recipient organization of a grant; includes grantee contact and signatory.

Grantee contact – Grantee's point of contact responsible for administering the grant on behalf of their agency; identified by the recipient organization.

Grant contract – A legally binding document between the Department of Environmental Quality (DEQ) and grantee consisting of state and federal standard terms and conditions and specific programmatic grant requirements.

Signatory – Grantee's authorized representative who signs the grant contract.

State contact – CZM Program project manager responsible for administering the grant on behalf of the DEQ.

Subcontract – Any entity that subcontracts with a grantee.

II. Introduction

Michigan's CZM Program, which is housed in the Office of the Great Lakes, promotes wise management of the cultural and natural resources of Michigan's Great Lakes coast by fostering environmental stewardship through the development and application of tools, science-based policies, and effective regulation. The CZM Program provides grant funds to coastal communities and partners to further the CZM Program objectives of protecting and restoring healthy coastal ecosystems including fish and wildlife habitat; creating and enhancing public access to the Great Lakes and coastal resources; preserving historic maritime structures; revitalizing urban waterfronts; minimizing the loss of life and property in areas vulnerable to coastal hazards including erosion, floods, and dangerous currents; and increasing recreational opportunities along Michigan's Great Lakes coast.

CZM grant funds are made available through the National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce, pursuant to the CZM Act of 1972. As a recipient of a CZM grant, the grantee is responsible to comply with the state and federal standard terms and conditions of the grant contract.

The purpose of the manual is to provide guidance on successful completion of your CZM grant. Recognizing the uniqueness of each grant, you may have specific questions that are not answered in this manual. If so, contact your state contact listed on the signature page of your grant contract. The CZM Program is eager and committed to assist you in the successful completion of your grant.

III. Grant Provisions

The grant contract serves as a legally binding document between the grantee and the DEQ and includes tasks and outcomes to be implemented. The grant contract consists of the signature page, state boilerplate and Appendix A. The signature page lists general information including project title, project number, amount of grant and match, start/end date, contact information and authorized signatures for the grantee and the DEQ. The second section of the grant contract is the state boilerplate, which includes state and federal standard terms and conditions. The third section of the grant contract is Appendix A, which

includes the project description containing the scope, purpose and goals; a work plan identifying project tasks and timeline; program-specific requirements, and a detailed project budget.

Tip: We encourage you to establish one point of contact—either the grantee contact or the signatory—for all grant submittals such as quarterly reports, reimbursement requests, change requests, final quarter report and project deliverables. The grantee contact acts as the primary single point of contact for the grant unless otherwise requested by the grantee. The grantee is responsible to coordinate with partners, subcontractors and volunteers in obtaining the required information to implement the project tasks.

IV. State Boilerplate

A. Changes

As specified in Section III., Changes, in the state boilerplate, any change to the grant contract, other than budget line item revisions less than 10 percent of the budget line item, shall be requested by the grantee in writing and approved in writing by the DEQ. A change must include a request and justification explaining why the change is necessary and/or beneficial to the grant and contain sufficient detail to completely update the relevant section of the original grant contract.

The following changes to the grant contract require the submission of a change request and justification from the grantee and CZM Program approval:

1. Change(s) in project tasks and schedule. In addition to a justification, provide an explanation of whether the requested change would alter the final product or outcome of the grant as identified in the grant contract. Changes that result in a substantial modification to the final project product or outcome require the approval of NOAA.
2. A budget change is required for any of the following: a change to a budget line item amount (e.g., the sum of the grant plus match amounts for the budget line item) that exceeds 10 percent of that line item amount in the approved budget; a designation of new personnel in the salary budget line item whose work would be charged to the grant or used as match; a modification to the subcontractor or consultant in the contractual services budget line item whose services would be charged to the grant or used as match.
3. A request for a no-cost grant extension in quarterly (e.g., three-month period) increments must be submitted no less than 45 days prior to the original grant end date.
4. Designation by the signatory of a new grantee contact.
5. Designation by the supervisor or supervisory body of the original signatory of a new signatory.

Tip: A budget line item change less than 10 percent of the budget line item amount does not require a change request.

Tip: Refer to Appendix B for an example of a change request.

B. Grantee Deliverables and Reporting Requirements

The grantee is responsible for reporting on project progress and expenditures on a quarterly basis as specified in Section IV., Grantee Deliverables and Reporting Requirements, in the state boilerplate. The state contact sends out e-mails to remind the grantee of the

respective quarterly report due date and where to locate forms from the program Web site at www.michigan.gov/coastalmanagement. The completed quarterly financial report form must be accompanied by supporting documentation of grant and match expenses. Quarterly reports may be e-mailed to the state contact or mailed in hardcopy form.

Due to the State's year-end closing procedures, there is an accelerated due date for the July 1- September 30 reporting period which requires the grantee to submit the financial report or an estimate of incurred expenses within the first two weeks of October. If providing an estimate, the grantee must follow up with submittal of an actual financial report by the end of October with corresponding supporting documentation. The progress report is due at the end of October.

Tip: We encourage you to submit the progress and financial quarterly reports along with supporting documentation as a single quarterly report packet.

1. Quarterly Reports

a. Administrative completion of the Progress Report includes:

- i. Project number, project title, start date and end date of quarter, name of the organization receiving the grant, and the federal identification number of the grantee.
- ii. Enough detail for each project task, found in Section II, Project Tasks and Schedule, of Appendix A, to describe what was accomplished during the quarter, and if no progress has been started, then state "No progress to date."
- iii. For each project task, identify target date of completion and estimated percentage of time spent on project task during the quarter and to date.
- iv. Educational and Training Events including number of participants and a brief description of the event.

Tip: We encourage you to provide additional information on the status of project tasks such as meeting minutes, interim products, copy of presentation, etc.

b. Administrative completion of the Financial Report includes:

- i. Project number, project title, start date and end date of quarter, name of the organization receiving the grant, and the federal identification number of the grantee.
- ii. Under "Grant Amount Spent During this Quarter," list the amount of grant funds expended for each line item during the quarter.
- iii. Under "Match Amount Spent During this Quarter," list the amount of non-federal match funds expended for each line item during the quarter.

2. Final Quarter Report

The grantee, as specified in Section IV., Final Quarter Report Requirements, in Appendix A, is required to submit the final quarter report no later than 30 days past the end date of the grant contract. All final products and deliverables must be submitted to

the state contact as hard copy or digitally on two CD/DVDs at the end date of the grant contract. E-mail submissions will not be accepted. The Final Quarter Report includes:

- a. A cover letter from the grantee requesting final reimbursement and the payment amount.
- b. One copy of a final narrative capturing and showcasing the essence of the project. Please refer to Appendix C for a sample outline which includes several questions to assist the Grantee in telling the story.

Tip: Grantees may use the Final Narrative form which is currently under development.

- c. One progress report showing completion of all project tasks.
- d. One financial report showing all grant and match expenditures.
- e. One copy of invoices, receipts, or other documentation for the grant, and match expenditures incurred during the final quarter.

C. Grantee Responsibilities

Grantee responsibilities are specified in Section V., Grantee Responsibilities, in the state boilerplate. Grantee is responsible for the timely application of all local, state, and federal permits as needed to implement construction projects. Award of this grant is not a guarantee of permit approval by the DEQ. The grantee is responsible for the professional quality, technical accuracy, and the timely completion of project deliverables and is required to, without additional compensation, correct or revise any errors, omissions, or other deficiencies. CZM Program approval of draft and final project deliverables does not relieve the grantee of responsibility for the technical adequacy of the work.

D. Subcontracts

Some grants require additional services that necessitate the need to subcontract. In this instance, the grantee, as specified in Section VIII., Subcontracts, in the state boilerplate, is responsible for the subcontractor's activities and deliverables performed under the grant contract. The CZM Program considers the grantee to be the sole point of contact with regard to sub-contractual matters, including the subcontractor's quality of work. Please note that all subcontractors are subject to the same provisions of the grant contract as the grantee and must be qualified to perform the duties required.

For each subcontractor, the grantee is required to complete and submit a [Contractor's Qualifications Form](#). Project tasks cannot start by this subcontractor until the CZM Program verifies the subcontractor is not on the excluded parties list. Debarment and suspension provisions are specified in Section XIV., Debarment and Suspension, in the state boilerplate.

E. Audit and Access to Records

As specified in Section XV., Audit and Access to Records, in the state boilerplate, the grantee is required to maintain all pertinent records and evidence pertaining to the grant contract, including grant and any required matching funds, in accordance with generally accepted accounting principles. The DEQ or any of its authorized representatives must

have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The grantee will provide proper facilities for such access and inspection, and all records must be maintained for a minimum of five years after the final reimbursement.

F. Compensation Provisions

Compensation provisions are specified in Section XVIII., Compensation, in the state boilerplate. The CZM Program will reimburse the grantee a total amount not to exceed the grant amount on the signature page and only for expenses incurred and paid. The grantee is committed to the match amount listed on the signature page. The grantee is responsible for all other costs necessary to complete the grant. The grant contract is effective from the "Start Date" until the "End Date" listed on the signature page unless stated otherwise through a grant extension. All grant expenses must be incurred within this specified grant period; and expenditures outside of this grant period are not eligible for reimbursement or eligible as match. The state contact may request additional information necessary to substantiate reimbursement requests. An amount equal to 25 percent of the grant amount is required to be withheld until the grant is completed in accordance to the terms and conditions of the grant contract.

G. Quality Assurance/Quality Control

In the event that a grant creates new environmental data, a project-specific Quality Assurance Project Plan (QAPP) may be required by the CZM Program as specified in the Section XXIII., Quality Assurance/Quality Control, in the state boilerplate. Environmental data is any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Expenses incurred from any environmental data collection conducted prior to final DEQ approval of the QAPP will not be reimbursed or eligible as match.

V. Appendix A

A. Project Tasks and Schedule

Section II., Project Tasks and Schedule, in Appendix A, identifies the project tasks or actions, reports, plans, studies or training and educational events, outreach materials, or other deliverables developed as a result of the grant, and their schedule. This section also indicates when a draft grant deliverable(s) will be provided to the state contact for review. Generally, the grantee must allow sufficient time for the state contact to review and comment on a draft grant deliverable(s) prior to finalization. The time required for review is proportional to the length and complexity of a draft grant deliverable. In the event no activity occurs on the project tasks 90 days from the date of grant contract execution, the DEQ may take actions as specified in Section XXI., Termination, in the state boilerplate.

B. Grant Acknowledgement

Section IV., Grant Acknowledgement, in Appendix A, requires all project deliverables to acknowledge financial assistance of the CZM Program, DEQ, Office of the Great Lakes (OGL), and the NOAA.

For a community master plan, a site plan, construction drawing, feasibility study, restoration plan, survey, interpretive sign, Web site, map, and meeting announcements, the grant

acknowledgement will include the DEQ, OGL, and the NOAA logos to be provided by the state contact and the following (or other mutually agreed upon) language: “Financial assistance for this project was provided, in part, by the Michigan Coastal Zone Management Program, Office of the Great Lakes, Department of Environmental Quality, under the National Coastal Zone Management Program, through a grant from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce.”

For reports and videos that are a final project deliverable, a view disclaimer is required in addition to the DEQ, OGL, and the NOAA logos and financial assistance language listed in the above paragraph. The view disclaimer will include the following language: “The statements, findings, conclusions, and recommendation in this (report/video) are those of the (insert grantee name) and do not necessarily reflect the views of the Department of Environmental Quality and the National Oceanic and Atmospheric Administration.”

For press releases, newsletters, newspaper articles, graphic displays meant for public presentations and in other public forums, the DEQ, OGL, and the NOAA logos and language are not required; however, the funding source will be listed as the “Michigan Coastal Zone Management Program, Office of the Great Lakes, the Department of Environmental Quality, and the National Oceanic and Atmospheric Administration.”

Tip: We encourage you to have the state contact review the grant acknowledgement to ensure accuracy prior to finalization.

Tip: Refer to Appendix A for the logos and language.

C. Geospatial Data

Projects that include creation of new geospatial data are required to comply with NOAA's Data Sharing Policy to make sure that geospatial data produced with federal funds are easily available and discoverable for public benefit and to provide notice of intent to collect geospatial data to facilitate collaboration and avoid duplication of effort. Grantees are also required to meet the requirements of OMB Circular A-16, Coordination of Geographic Information and Related Spatial Data Activities at:

http://www.whitehouse.gov/omb/circulars/a016/a016_rev.html.

The general requirements of the NOAA Data Sharing Policy is for geospatial data and geographic information system (GIS) information collected and/or created to be made visible, accessible, and independently understandable to users; data be available free of charge or at a minimal cost; and information made available in a timely manner, typically no later than two years after the data is collected/created, except when limited by law, regulation, policy, or by security requirements. This policy applies only to newly created data and not existing information that will be modified or used in grants. This policy does not apply to geospatial data that is created/maintained internally for planning purposes and is not shared outside of your organization.

In addition to publishing the geospatial data and metadata online, all geospatial information produced for the purposes of this grant and translated into a GIS layer must be provided, along with associated metadata, to the CZM Program on a CD, DVD or portable hard drive in ESRI's ArcGIS format (e.g., shapefile including appropriate projection file or geodatabase) as part of the project deliverables.

Grantees should note that the CZM Program will use information submitted in the NOAA data sharing plan to produce a data sharing plan record in the National States Geographic Information Council's online GIS Inventory, available at: <http://gisinventory.net>.

D. Special Provisions for Construction Projects

Some grants involve the use of machinery, the building of man-made structures, and/or installation of signage, which the CZM Program defines as construction. Construction also includes restoration, protection and preservation practices related to public access, coastal habitat, coastal hazards and coastal water quality. As specified in Section IV., Special Provisions, in Appendix A, grants that involve construction are subject to the following provisions:

1. Property Use

Properties and/or elements must be located on public land or secured through a long-term lease in perpetuity or at a minimum of 20 years. Grantees must commit to maintaining the property and/or elements for a minimum of 20 years from the end date of the grant contract. If the property and/or elements constructed under the grant are leased or sold out of public ownership or are used for purposes other than public use, the grantee must reimburse the CZM Program for the share of the federal funds received for the grant.

2. Local, State, and Federal Permits

The grantee is responsible for securing all local, state, and federal permits needed for the completion of the grant and will be required to submit copies to the state contact prior to construction. This requirement may include any one or more of the permits listed below as well as permits for land easements, utility lines and services, and rights-of-way for construction, operations, or maintenance.

a. A United States Army Corps of Engineers, Section 404/Section 10 permit may be required for grants that involve construction or fill activities within the waters of the Great Lakes and other navigable waters, as well as alterations to wetland areas. Additionally, grants that create an obstruction to the capacity of navigable waters require a permit under Section 10 of the Rivers and Harbors Act of 1899.

b. A DEQ, Water Resources Division permit may be required for grants that involve construction within the waters of the Great Lakes, and other navigable waters may require a permit under the following Parts of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended:

i. Part 91, Soil Erosion and Sedimentation Control, provides for the control of soil erosion and protects adjacent properties and the waters of the state from sedimentation. <http://www.michigan.gov/soilerosion>

ii. Part 353, Critical Dune Area, ensures the protection of certain sand dune areas from damage and destruction as a result of developmental, recreational and forest management activities. <http://www.michigan.gov/criticaldunes>

- iii. Part 307 and 315, Dam Safety, ensures the safety of Michigan's approximately 1,050 state regulated dams. <http://www.michigan.gov/damsafety>
- iv. Part 325, Great Lakes Submerged Lands, ensures the management of public trust bottomlands of the Great Lakes through regulation of construction activities along 3,288 miles of Great Lakes shoreline and over 38,000 square miles of Great Lakes bottomlands. www.michigan.gov/deqgreatlakes
- v. Part 301, Inland Lakes and Streams, ensures the protection of the natural resources and the public trust waters of the inland lakes and streams of the state. <http://www.michigan.gov/jointpermit> and <http://www.michigan.gov/deqinlandlakes>
- vi. Part 323, Shorelands Protection and Management, ensures the protection and management for three primary areas: High Risk Erosion Areas, the Flood Risk Areas and Environmental Areas. <http://www.michigan.gov/shorelands>
- vii. Part 303, Wetlands Protection, ensures the protection and management of state wetland resources. <http://www.michigan.gov/wetlands>

3. Project Sign

As specified in Section IV., Special Provisions, in Appendix A, a sign provided by the state contact will be installed during construction and permanently installed at the project site of all construction projects indicating that the grant is being funded under the CZM Program, DEQ and NOAA. The sign can be placed at a temporary location during construction and moved to a permanent location once construction is complete. Grant acknowledgement language and logos may be included as part of other site signage.

4. Final Quarter Report

The final quarter report for construction projects includes all items previously identified in this manual in Section IV., State Boilerplate (B) (2). In addition, as specified in Section IV., Final Quarter Report Requirements, in Appendix A, include one hard copy and one digital copy on a CD/DVD of a minimum of ten color photographs depicting the project site before construction began and after construction was completed. Include one photograph of the CZM Program project sign installed at the project site or other signage with CZM Program grant acknowledgement.

E. Compensation

1. Reimbursement Request

As specified in Section IV., Compensation, in Appendix A, reimbursement requests are submitted quarterly on a costs-incurred only basis. Estimates of costs will not be accepted except for the quarter ending September 30 for the State's year-end closing procedures. The following is required when requesting reimbursement: a cover letter specifying the dollar amount; corresponding progress and financial reports for that quarter; and supporting documentation for grant and match expenses (e.g., invoices, receipts, or other supporting documentation) for that quarter.

Tip: We expect you to request reimbursement if grant expenses were incurred within the corresponding quarter.

Tip: When sending electronically, we encourage you to consolidate supporting documentation into one portable document format (pdf.) file.

2. Supporting Documentation

Supporting documentation must include: documentation for expenses within the corresponding quarterly period; documentation organized in the same order as the expense categories listed in the detailed project budget (e.g., salary, fringe, indirect, travel, equipment, supplies/materials, contractual services, and other); and documentation in the same format/content for grant and match expenses.

a. Salary

Salary includes the wages of the grantee only; it does not include wages of partnering organizations or outside volunteers. Supporting documentation includes a ledger showing actual staff time and corresponding personnel expenses on the grant being claimed for grant and match; name(s) of the individuals whose time/salary is counted toward the grant; hours or percent effort (educational institutions only) of each individual devoted to the grant during the quarter; rate of pay applied to each individual, and total amount earned by individual in the quarter. Grantees may use the personnel tracking spreadsheet at

http://www.michigan.gov/documents/deq/Personnel_Tracking_Spreadsheet_4505817.xls.

b. Fringe

Fringe benefits include allowances and services provided by the grantee to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions, and unemployment benefit plans. Fringe benefits are usually calculated as a percentage of personnel costs. Supporting documentation includes the fringe benefit expenses incurred per individual as both a rate (e.g., percent or cost per hour) and total for the quarter. Grantees may use the Personnel tracking spreadsheet at

http://www.michigan.gov/documents/deq/Personnel_Tracking_Spreadsheet_4505817.xls.

c. Indirect

Indirect costs are the grantee's cost of continuing operation, and it generally includes the cost of building occupancy, equipment usage, procurement, personnel, administration, accounting, and other overhead activity that cannot be directly charged to the grant. Indirect costs are reimbursed up to a maximum of 20 percent of salary and fringe only. Supporting documentation is not required for indirect.

d. Travel

Travel costs include transportation, lodging, subsistence, and related items incurred by the grantee. Costs may be charged on an actual cost basis or per diem basis, but cannot combine both actual-basis and the per diem approach within a single trip. Charges must be consistent with your organization's written travel policy for non-federally supported activities and, if no policy exists, the rates and amounts established for mileage, per diem, lodging, and subsistence published by the General Services Administration at <http://www.gsa.gov/portal/category/21283> will be applied. Supporting documentation includes; for mileage, a ledger or travel log(s) showing the

name of traveler, start/end point, number of miles, rate applied, total cost; and receipts for the lodging, meals, and other (e.g., parking fees). Grantees may use the Travel expense tracking spreadsheet at http://www.michigan.gov/documents/deq/Travel_Expense_Tracking_Spreadsheet_450582_7.xls.

e. Equipment

Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Reimbursement will only be provided for equipment incorporated and pre-approved within the grant contract. Supporting documentation includes an invoice or receipt for equipment including vendor, equipment name, quantity, and cost. Grantees are obligated to track, monitor, physically inventory, and clearly tag federally purchased equipment. Grantees may use the Equipment, Supplies/Materials, and Other expense tracking spreadsheet at

http://www.michigan.gov/documents/deq/Equipment_Supplies_Other_Expense_Tracking_Spreadsheet_450580_7.xls.

f. Supplies/Materials

Supplies and materials include all tangible items of personal property, other than equipment, that are necessary to complete the project. Supporting documentation includes an itemized list containing item name, quantity, cost per unit, total cost or lump sum cost for every supply purchased and invoice/receipt for all supplies/materials. Grantees may use the Equipment, Supplies/Materials and Other expense tracking spreadsheet at

http://www.michigan.gov/documents/deq/Equipment_Supplies_Other_Expense_Tracking_Spreadsheet_450580_7.xls.

g. Contractual Services

Contractual services includes all services provided by entities other than the grantee, and may be comprised of contractual or non-contractual agreements for services with a consultant, contractor, associate, or volunteer (e.g., in-kind match). Supporting documentation for all, except volunteer in-kind services, includes information (e.g., invoice) including individual's name and/or vendor/company affiliation, project task, and total expenses incurred for service.

Supporting documentation for volunteer in-kind services includes date, individual(s) name, agency, volunteer's role, hours worked, rate, basis for volunteer's rate of pay, and total value amount. Allowable costs (e.g., rate of pay) for volunteer in-kind services must be charged at current minimum wage for unskilled laborers, at Michigan's most recent evaluated rate for volunteer time found at www.independentsector.org for professionals not working in a professional capacity, or at their normal rate of pay for professionals providing their normal service. Refer to the General Services Administration at <http://www.gsa.gov/portal/category/21283> for allowable mileage costs. Fringe benefits or indirect charges may not be claimed by in-kind volunteers. Grantees may use the volunteer tracking spreadsheet at http://www.michigan.gov/documents/deq/Volunteer_Tracking_Spreadsheet_450583_7.xls.

h. Other

Other category includes costs of preparing, typesetting, and printing a publication under the grant; costs of advertising invitations to bid in local and regional newspapers; expenses incurred for hosting workshops, meetings, conferences or training sessions including facility rental, food, and refreshments for participants; and equipment rental fees. Supporting documentation includes an invoice/receipt with a description of expense item, quantity, the price per unit, total price, or lump sum cost. Grantees may use the Equipment, Supplies/Materials, and Other expense tracking spreadsheet at

http://www.michigan.gov/documents/deq/Equipment_Supplies_Other_Expense_Tracking_Spreadsheet_450580_7.xls.

APPENDICES

APPENDIX A

MICHIGAN COASTAL ZONE MANAGEMENT GRANT ACKNOWLEDGEMENT



Financial Assistance for this project was provided, in part, by the Michigan Coastal Zone Management Program, Office of the Great Lakes, Department of Environmental Quality, under the National Coastal Zone Management Program, through a grant from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce.

APPENDIX B

SAMPLE CHANGE REQUEST

Dear State Contact:

Please consider this request for the following changes to the GA or MOU for (project #), Lakeside Township Park Accessible Kayak Launch:

- Extend the Project End Date by one quarter to June 30, 2014. The flooding that followed the heavy rains in April damaged the bridge on the access road to the project site. Due to the difficulty of securing funds to repair the bridge, the bridge remained closed until repairs were finally completed in August. Some post-flood clean-up work was also necessary at the project site. These circumstances delayed work on the kayak launch by almost four months, and extending the Project End Date to next June will allow the Township to make up for this delay.
- Change the Grantee Contact from myself to Sandra Shore, the new Parks and Recreation Manager, Lakeside Township. Ms. Shore will be the local official responsible for project oversight, and she is in an effective position to communicate with the Michigan Coastal Zone Management Program about project progress and challenges.
- Add Ms. Shore to the Personnel Section of the Grant Agreement Budget. Her hourly rate will be \$20 per hour and she will spend an estimated 50 hours providing project supervision for a total cost of \$1,000. The Township would like to charge all of this amount to the grant. This \$1,000 addition will increase the Personnel line amount by approximately 20%. To accommodate this change while keeping within the budgeted grant amount, we would like to shift \$1,000 of Supplies and Materials originally charged to the grant to the Match column.

Please notice that the budget changes requested above will not decrease our match amount below the grant amount. Thank you for considering this request.

Sincerely,

Dawn Waters, Supervisor
Lakeside Township

APPENDIX C

FINAL NARRATIVE OUTLINE

Project #:
Project Title:
Grantee:

Grant Amount:
Match Amount:
Total Project:

Describe how the project promotes wise management of the cultural and natural resources of Michigan's Great Lakes coast:

Describe how the project further advanced a CZM Program focus area(s):

Describe the benefits of the project:

Describe successful challenges; lessons learned:

Describe the next steps as a result of the project:

1-2 photographs of project (If a planning/research project, ideas for photos include: project location, public input meeting, planning meeting, publication, maps or other pertinent graphics):

If available, include your organization's logo: