



# *2015 Michigan Invasive Species* **Grant Program Handbook**



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## **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 Michigan 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.

The Michigan Department of Natural Resources (DNR) 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.

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing MI 48909-7925.

This publication is available in alternative formats upon request.

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## SCHEDULE FOR MICHIGAN INVASIVE SPECIES GRANT PROGRAM

Request for Pre-Proposals.....	June 16, 2015
Electronic Submission of Pre-Proposals Due.....	July 31, 2015
Request for Full Proposals.....	September 1, 2015
Electronic Submission of Full Proposals Due.....	October 30, 2015
Award Announcement.....	end of January 2015
Project Period Begins .....	Upon execution of grant
Project Schedule.....	Follows work plan in "Appendix A" of Project Agreement
Interim Progress Reports Due.....	April 30 and October 30 of Project Period
Project Period Ends .....	October 27, 2017
Final Project Report Due.....	December 29, 2017

# INTRODUCTION

The Michigan Invasive Species Grant Program (MISGP) began October 2014 and will operate each year that the state legislature appropriates funding. In 2014, over \$4 million in grant funds were awarded across the state. A minimum of \$3.6 million will be available for the 2015 grant cycle.

The purpose of the MISGP is to provide funding and technical assistance to prevent, detect, eradicate, and control terrestrial and aquatic invasive species. Administration of MISGP is through the Michigan Department of Natural Resources (DNR) working collaboratively with the departments of Environmental Quality (DEQ) and Agriculture and Rural Development (DARD).

## PROGRAM ELIGIBILITY AND REQUIREMENTS

### ELIGIBLE GRANT APPLICANTS

Local, federal, or tribal units of government, nonprofit organizations, and universities may apply for a Michigan Invasive Species Grant for work to be conducted in Michigan. Projects that are collaborative in nature will receive higher scoring than projects representing individual agencies or organizations. State agencies may serve as collaborators on project submissions but may not be a direct recipient of grant funds. Applicants receiving prior funding may apply for new projects or activities.

### GRANT LIMITS, MATCH REQUIREMENT, AND TIMEFRAME

The minimum grant amount is \$25,000 and the maximum grant amount is \$400,000.

The applicant must commit to provide at least 10 percent of the total project cost in the form of local match. Eligible local match includes: cash; donations of materials, equipment or supplies; and staff or volunteer labor.

Applicants with more than 10% match will receive additional points in the scoring process.

Project duration may be from 1 to 2 years, with significant progress expected during the first year of the grant.

### PROGRAM GOALS

This program is designed to address strategic issues of prevention, detection, eradication, and control for both terrestrial and aquatic invasive species in Michigan. The main objectives of the MISGP are to:

- ❖ Prevent new introductions of invasive species through outreach and education.
- ❖ Monitor for new invasive species and expansion of current invasive species.
- ❖ Respond to and conduct eradication efforts for new findings and range expansions.
- ❖ Manage and control key colonized species in a strategic manner.

### PROGRAM AREAS OF FOCUS

Six focus areas are outlined below for the 2015 grant program. These areas were determined to be the priorities for statewide strategic investment in invasive species prevention, detection, eradication and control. Focus Area 1 is intended to provide regional capacity to manage invasive species through collaborative approaches while focus areas 2-6 are statewide in nature on a specific topic. It is expected that projects will only be applicable to one focus area, but applicants may submit separate projects under more than one focus area if there is interest. Projects that demonstrate the greatest strategic advantage and technical merit will receive the highest scores. The intent of the program is to fund the proposals that will provide the strongest outcomes for invasive species in the state. As such, a focus area may not be funded if there is a lack of interested applicants or strength in proposals.

#### **Focus Area 1. Regional cooperative prevention, detection, eradication, and control (anticipated number of projects funded: 6)**

The project goal for this focus area is to support regional management and control efforts through Cooperative Invasive Species Management Areas (CISMAs) (Appendix A) or similarly coordinated organizations. Priority will be given to proposals that address CISMA development in areas not currently covered by a CISMA and are strategic in scope (e.g. targeting outlying populations, containing large source infestations, working across

jurisdictional boundaries, determining extent of infestations, participating in statewide programs like Clean Boat Clean Waters and Michigan Clean Water Corps Exotic Plant Watch, etc.). Additionally, projects should include a monitoring or detection element, preferably using common or established techniques, to identify new locations of invasive species. Ideal projects will demonstrate how success will be achieved including follow-up treatments and monitoring beyond the grant period and incorporate outreach and education about prevention, detection and control of invasive species.

While all invasive species are considered through this focus area, in certain areas of the state, specific species are prioritized for detection, eradication, and control. Species of specific interest include the following:

- **Southern Lower Peninsula:** develop CISMAs or other collaborative invasive species groups in areas where needed for priority species: invasive phragmites, black and pale swallow-wort, Japanese and giant knotweed, European frogbit, flowering rush, Chinese yam
- **Northern Lower Peninsula:** invasive phragmites, black and pale swallow-wort, Japanese and giant knotweed, baby's breath, flowering rush, European frogbit
- **Eastern Upper Peninsula:** invasive phragmites, European frogbit, Japanese and giant knotweed, garlic mustard
- **Western Upper Peninsula:** invasive phragmites, Japanese and giant knotweed, garlic mustard

### **Focus Area 2. Integrated and novel approaches for managing aquatic and terrestrial species emphasizing biocontrol (anticipated number of projects funded: 2)**

The goal of this focus area is to implement and evaluate strategic approaches towards eradicating or controlling invasive species through integrated management approaches or new biocontrol approaches. Projects must demonstrate the ability to evaluate results and provide for future management and guidance towards strategic effective and efficient management of invasive organisms throughout Michigan. Ideal projects will include multiple locations that span both ecological attributes and risk of invasive species transfer.

### **Focus Area 3. Implementing high priority projects for terrestrial invasive species (anticipated number of projects funded: 3)**

The goal for projects in this area is to work to reduce or eradicate terrestrial invasive species from private or public lands in entire geographic areas (townships, counties, multi-county regions of the state) in conjunction with activities of state and federal landowners. Projects must demonstrate the ability to identify, positively confirm, establish, and monitor efficacy of activities. Priority will be given to (1) outliers (only known infestation in a geographic area), (2) limited infestations in a geographic area that support state or federal control operations on adjacent properties, (3) infestations that threaten high value timber or recreation or areas of ecologic significance that can be eliminated from a geographic area (as described above) by successful treatment of adjacent private, state, and federal property.

### **Focus Area 4. Prevention of new invaders (such as Asian longhorn beetle, hydrilla, bighead or silver carp) through statewide outreach and education (implementing key messages; developing interpretive programming; targeting key pathways and messages; K-12 education modules) (anticipated number of projects funded: 3)**

The intended outcome of this focus area is to equip a broad range of targeted audiences (e.g. arborists, gardeners, boaters, landscapers, consulting and municipal foresters, manufacturing, educators, etc.) and the general public with knowledge and skills to prevent the introduction and spread of invasive species through multiple pathways and to detect and report invasive species early before impacts are widespread. Project applicants must demonstrate in-depth knowledge of messaging regarding priority invasive species issues in Michigan. Proposals should provide details on development of communication messages, target audiences, modes of communication, and evaluation of message effectiveness.

## **Focus Area 5. Invasive phragmites management and site restoration in coastal wetland areas (anticipated number of projects funded: 1-2)**

Projects should focus on the development and use of integrative approaches to restoring coastal wetlands through strategic management of invasive phragmites, prioritization of management sites, long-term monitoring and restoration activities, and novel approaches to management and restoration of coastal wetlands. Projects are encouraged to establish a partnership between regional invasive species groups and other experienced planning or management groups for focused strategic planning purposes. Projects submitted in this category should address **one** of the following:

- Development of a regional or statewide long-term strategic plan for management of invasive phragmites-infested coastal wetlands with a goal of ecosystem restoration, prioritizing specific sites where treatment or management has been implemented in the past, sites adjacent to sites where ongoing management is being successfully conducted on public or private land, and sites which provide unique public benefits (recreational, cultural, economic, etc.). Applicants are encouraged to implement Michigan's "Phragmites Treatment/Management Prioritization Tool," or a similar prioritization method. Projects should also include long-term monitoring, management, and site-specific restoration actions and goals in this plan. Proposed invasive phragmites management techniques should follow the [Guide to the Control and Management of Invasive Phragmites](#), or should provide supporting information for novel approaches to phragmites management and coastal wetland restoration.
- Management of invasive phragmites-infested coastal wetlands through implementation of an existing regional or statewide strategic plan for invasive phragmites management with a long-term goal of ecosystem restoration. Proposals should include information on the existing strategic plan for invasive phragmites management, as well as the method used for prioritization of specific sites ("Phragmites Treatment/Management Prioritization Tool," or a similar prioritization method). On the ground management should follow the [Guide to the Control and Management of Invasive Phragmites](#), or should provide supporting information for novel approaches to invasive phragmites management and coastal wetland restoration. All proposed management should also include long-term monitoring, management, and site-specific restoration actions and goals (including monitoring and restoration goals that may extend beyond this grant period). Applicants are specifically encouraged to focus on the continuation of phragmites management at sites where management has been successfully implemented in the past, sites adjacent to sites where ongoing management is being successfully conducted (public or private), and sites which provide unique public benefits (recreational, cultural, economic, etc.).

## **Focus Area 6. Other projects of demonstrated urgent need (anticipated number of projects funded: 1-2)**

Projects that are not a matter of the topic focus areas but pertain to implementing aspects of other plans such as Michigan's Aquatic Invasive Species State Management Plan (Appendix B) will be considered through this granting program but priority scoring will be given to projects that meet the needs of Focus Areas 1-5. Projects submitted in this category should clearly demonstrate an exceptional need as prioritized through planning efforts. Examples of plans are listed in Appendix B.

### **ELIGIBLE COSTS**

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

- ❖ Salaries/wages (including fringe benefits) for paid labor
- ❖ Mileage for compensated workers when using personal vehicle for project travel (see current State Travel Rates: [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html))
- ❖ Lodging for compensated workers (volunteers not eligible)
- ❖ Meals for compensated workers in travel status (see current State Travel Rates: [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html))
- ❖ Donated services/volunteer labor (credited at minimum wage)

- ❖ Onsite group meals for volunteer laborers (see current State Travel Rates: [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html))
- ❖ Supplies and Materials (purchased or donated)
- ❖ Contractual services (competitive bid requirements at \$10,000 or more)
- ❖ Engineering and design (no more than 15% of project cost)
- ❖ Equipment (purchased, donated, or rented). Purchased equipment may not exceed \$2,499 per expenditure. If equipment is purchased in pieces and assembled, the total of the pieces used in assembly may not exceed \$2,499.
- ❖ Fuel costs for equipment used during project construction (if MDOT Schedule "C" Rates are not used or cost is not included in rental agreement). Fuel receipts are required.
- ❖ Program recognition signs
- ❖ Permit application fees for permits required for the project.
- ❖ Indirect (administrative/overhead) costs. Indirect costs for the applicant and partners may not exceed more than 10% of the total project cost.

### **INELIGIBLE COSTS**

For all projects, the following items are ineligible for reimbursement with grant funds or as part of the local match contribution:

- ❖ Costs incurred outside of the project period specified in the project agreement or amendment
- ❖ Routine maintenance and operation
- ❖ Salaries/wages not directly related to the project
- ❖ Meals, lodging, salary, conference fees and speaker fees for compensated workers attending conferences
- ❖ Lodging or mileage for volunteer laborers
- ❖ Equipment costing greater than \$2,499 per unit
- ❖ Indirect/overhead greater than 10% of total project cost

# APPLICATION PROCESS

## PRE-PROPOSAL PROCESS:

Applicants must submit a pre-proposal to be eligible for the full proposal process. The pre-proposal must be completed according to the pre-proposal form provided by the department. The pre-proposal form can be found on the Michigan DNR website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants), select the Michigan Invasive Species Program, and Applicant Information.

Pre-proposals are limited to 3 pages in length and must be submitted electronically to: [MISGPapplication@michigan.gov](mailto:MISGPapplication@michigan.gov) by 3:00 p.m. EST, July 31, 2015. Late applications will not be considered for funding.

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

## FULL PROPOSAL PROCESS:

Applicants invited to submit full proposals will be notified by the department. The applicant will be required to submit the MISGP 2015 Application form, an application Narrative and Work Plan, Project Location map(s), correspondence regarding regulatory permitting issues (if applicable), and Support Letters from land owners, lake associations, partners, and other agencies in the community.

Full proposals are limited to 10 pages in length and must be submitted electronically to: [MISGPapplication@michigan.gov](mailto:MISGPapplication@michigan.gov) by 3:00 p.m. EST, October 30, 2015. Late applications will not be considered for funding.

## APPLICATION FORMS

Forms may be downloaded from the Michigan DNR website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants), select the Michigan Invasive Species Grant Program and Application Information.

If submitting more than one project for funding consideration, complete a separate application form and include all required information for each project. Please, provide a "priority" ranking for multiple applications from the same organization.

## APPLICATION ASSISTANCE

Applicants may seek assistance from state department staff in preparing their application. Applicants should be able to prepare an application without the cost of professional consulting services.

Department Contact Information:

- Projects and Focus Areas: Joanne Foreman, DNR, Invasive Species Communications Manager, 517-284-5814, [foremanj@michigan.gov](mailto:foremanj@michigan.gov)
- Expenses, Timelines, Forms, General Grant Requirements: Kammy Frayre, DNR, MISGP Project Manager, 517-284-5970, [frayrek1@michigan.gov](mailto:frayrek1@michigan.gov)

## INSTRUCTIONS FOR COMPLETING A FULL APPLICATION

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

### CONTENT REQUIRED FOR ALL FULL APPLICATION PACKETS:

- Michigan Invasive Species Grant Application Workbook**
  - **Signature Page**
- Application Narrative and Work Plan (10 page limit)**
- Project Location Map(s)**
- Documentation of Local Match Sources**
- Correspondence regarding regulatory permitting issues (if applicable)**
- Support letters from land owners, lake associations, partners, community (optional but included in scoring)**

**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.

### MICHIGAN INVASIVE SPECIES GRANT APPLICATION WORKBOOK

The MISGP application workbook consists of four tabs. Two tabs are to collect general project data and two tabs are for budget information pertaining to your project. Complete the workbook in its entirety and return as an .xls file with the following naming convention: applicant organization MISGP 2015 application.xls. The second tab of the workbook requires a signature. Print and sign this page, then scan and upload as part of your application packet. Each section of the workbook is explained in more detail below.

### FOCUS AREA:

1. Please select one Focus Area category for the application. Focus area descriptions are provided in the Program Eligibility and Requirements section of this handbook.

### GENERAL INFORMATION:

2. Applicant Information
  - Select the type of organization that is applying for the grant.
  - 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. Please provide the employer ID number for the applicant organization.
  - **Please note:** The grantee must be registered in the State's vendor system to receive funds. All grant funds will be paid by Electronic Funds Transfer (EFT). Once registered, it is up to the vendor 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 an account, please visit [www.michigan.gov/budget](http://www.michigan.gov/budget) and access the Contract and Payment Express site (bottom of the web page).
3. Provide a short descriptive Project Title for the project (10 words or less).

4. Provide a Brief Project Summary that gives an overview of the project and what will be accomplished (50 words or less). This summary may be used to describe the project for both internal and external sources.
5. Project Narrative and Work Plan (10 page limit)
  - **This section is critical for the DNR's evaluation and scoring of the project.** Be sure to relate the proposed project to the program goals of the MISGP focus areas and relevant planning and management documents such as those listed in Appendix B. Quantify statements whenever possible and refer to the scoring criteria in this handbook to ensure you receive maximum points. Include the following categories in the narrative:
    - Project Need provide background on the rationale for the project including area and species selected and any treatment history for the projects
    - Project Goals and Objectives include detailed methods for achieving the objectives
    - Project Benefit provide the specific anticipated outcomes and outputs (e.g number of acres treated, number of surveys conducted for detection, increased awareness by X stakeholders, etc.)
    - Participating Partners and Collaborators with defined roles and description of experience (1 page resumes or curriculum vitae can be attached)
    - Work Plans should reflect a tentative schedule for the completion of the project. The project should be separated into three-month quarters and describe the work to that will be accomplished in each quarter of the anticipated project period. This information will be used to evaluate grant progress and to evaluate payment requests if the project is approved for funding. Projects should be completed within the published grant timeframe. If the project is likely to require additional time to complete, provide an explanation in this section of the application.
6. Project Location(s):
  - Provide information requested on the application form (address, municipality, county, latitude and longitude) and attach map(s) and other graphic information in clear, legible, detailed and appropriately labeled and formatted to **8.5 inch by 11 inch** size. This information is used to help locate and evaluate project sites, if necessary. If there is more than one location attach a separate project location sheet containing all of the information required on the application form (address, municipality, county, latitude and longitude), a detailed map for each location, and a relational map showing each project site.
7. Estimated Project Cost:
  - Total project cost is the total estimated amount it will take to complete the project including grant dollars, applicant cash and donations, and cash and donations from others. This amount should equal the total of the grant amount requested plus the local match.
8. Source of local match:
  - General Funds - the amount of cash the applicant commits to the project.
  - Cash Donations (from others) - the amount of cash that someone, other than the applicant, commits to the project. A commitment letter signed by the donor must be provided for this amount with the application packet.
  - Value of Donated Material & Labor (from others) - the estimated value of donated materials and labor that someone, other than the applicant, commits to the project. Detailed commitment letters for these amounts, signed by the donor(s), must be provided with the application packet (labor must be valued at minimum wage).
  - Other - the expenses incurred by the applicant for labor, materials and 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.

**CERTIFICATION:**

9. A person authorized to represent the agency or organization applying for a grant must check the box and sign here. Be sure to clearly print or type the person's full name and title. Application submitted without the box checked or missing a signature will be considered incomplete and ineligible for funding.

**PROJECT BUDGET:**

## Scope Items:

- Project Scope Items are the basic elements of the project. Funds may be moved between scope items without an amendment to the project agreement provided the scope items have already been identified as necessary to the project in the project budget.
  - A. Personnel Costs
  - B. Supplies, Material, & Equipment
  - C. Contractual
  - D. Travel
  - E. Other
- Planning and engineering is not to exceed 15% of the project subtotal.
- Indirect costs are not to exceed 10% of the project subtotal.

## Itemized Budget:

- The Itemized Budget provides the detailed costs for the project. For each scope item, itemize the costs associated with that scope item and the unit costs or rates if known. While the itemized budget is only an estimate, budgets will be evaluated for reasonableness based on known costs of similar projects.
- Project partners (partners that meet the applicant eligibility criteria) should not be listed under the Contractual scope item. Project partners must combine their budgets with the applicant's budget under the appropriate scope items.
- 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 found online or obtained from the MDOT Maintenance Division by calling 517-322-3303 (TTY/TDD: 711 Michigan Relay Center).
- 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 current market value and supported by quotes or other verification. If a grant is awarded, the methods of valuing donations are subject to DNR review and approval.
- A summary of indirect charges is required. An additional sheet may be attached to the project application if necessary.
- A budget narrative is optional for budget expenditures that may require additional explanation.

**PERSONNEL DETAILS:**

- Provide the name, title, organization, estimated hours, hourly rate and fringe rate of personnel working directly on the project. For positions not yet hired, leave the name blank or indicate "to be determined."

# APPLICATION REVIEW PROCESS

## GRANT SCORING CRITERIA

The DNR reviews all grant applications and determines their eligibility. For eligible project proposals, DNR in collaboration with DEQ and DARD will score applications using the following scoring criteria which reflect the goals and objectives of the program.

<b>SCORING SUMMARY</b>	<b>MAXIMUM SCORE</b>
<b>1. PROJECT PURPOSE AND SCOPE</b>	<b>100</b>
<b>2. PROJECT MANAGEMENT AND LIKELIHOOD OF SUCCESS</b>	<b>100</b>
<b>3. THEME AREA FOCUS (ONLY 1 OF THE 6 CATEGORIES WILL BE USED TO SCORE THE PROJECT)</b>	<b>100</b>
<b>TOTAL MAXIMUM SCORE</b>	<b>300</b>

<b>1. PROJECT PURPOSE AND SCOPE - (100 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>Does the proposed project directly address specific invasive species prevention, detection, eradication, or control objectives outlined in local, regional, state, tribal, or federal agency plan(s)?</p> <ul style="list-style-type: none"> <li>• 15 = Proposed project outcomes are strongly linked to two or more plans.</li> <li>• 8 = Proposed project outcomes are linked to a single plan.</li> <li>• 0 = Proposed project is not linked to any plan.</li> </ul>	<b>15</b>
<p>Will the project result in large-scale ecological benefits with regional and/or statewide implications?</p> <ul style="list-style-type: none"> <li>• 25 = Proposed project outcomes will clearly result in statewide benefits.</li> <li>• 13 = Proposed project has regional implications only.</li> <li>• 0 = Proposed project is local in application or only addresses a single lake.</li> </ul>	<b>25</b>
<p>Does the project focus on priority invasive species for prevention, detection, eradication, control or management?</p> <ul style="list-style-type: none"> <li>• 15 = Proposed project focuses on multiple invasive species for more than one category of prevention, detection, eradication, control, or management.</li> <li>• 8 = Proposed project focuses on 4 or fewer invasive species for only one or more categories of prevention, detection, eradication, control or management.</li> <li>• 0 = Proposed project focuses on 2 or fewer invasive species for only one category of prevention, detection, eradication, control or management.</li> </ul>	<b>15</b>
<p>Does the proposed project include or complement other management efforts including watershed management, native vegetation protection and restoration, forest resiliency, and other actions that help control invasive species or resist future colonization?</p> <ul style="list-style-type: none"> <li>• 20 = Proposed project leverages outcomes and objectives with other management efforts throughout the entire scope of the project.</li> <li>• 10 = Proposed project leverages outcomes and objectives with limited other management efforts through a narrow scope of the project.</li> <li>• 0 = Proposed project does not leverage outcomes and objectives with any other management efforts.</li> </ul>	<b>20</b>

<p>Is there a demonstrated level of community support and commitment, including past efforts to prevent or control invasive species and opportunity to provide specific ecological and community benefits?</p> <ul style="list-style-type: none"> <li>• 15 = Level of community support is clearly documented through past efforts and current letters of support.</li> <li>• 8 = Level of community support is somewhat documented through past efforts OR current letters of support.</li> <li>• 0 = Level of community support is not documented through past efforts nor does the application contain any letters of support.</li> </ul>	<b>15</b>
<p>Is there a diverse collaborative workgroup identified to lead and implement the project?</p> <ul style="list-style-type: none"> <li>• 10 = A diverse collaborative workgroup representing the local and regional interests is identified to lead the project.</li> <li>• 5 = The workgroup is limited to a few partners narrowly focused in scope.</li> <li>• 0 = Only a single entity is conducting the work or is identified as the project workgroup.</li> </ul>	<b>10</b>
<b>TOTAL SECTION MAXIMUM SCORE</b>	<b>100</b>
<b>2. PROJECT MANAGEMENT AND LIKELIHOOD OF SUCCESS – (100 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>Are the proposed project goals and objectives clearly stated, with appropriate and effective methods, to address the issue with a high likelihood of success?</p> <ul style="list-style-type: none"> <li>• 20 = The proposed project has clearly stated project goals and the objectives and methods are appropriate to achieve the objectives.</li> <li>• 10 = The proposed project has identified goals and objectives but the methods are not completely described.</li> <li>• 0 = The proposed project lacks clear goals and objectives and the methods are not described.</li> </ul>	<b>20</b>
<p>Are the methods proven effective or unique and innovative? Will the results advance the state of knowledge or approaches to prevention, detection, eradication, and control regarding invasive species management?</p> <ul style="list-style-type: none"> <li>• 15 = Methods are well established and referenced as the most contemporary approaches to addressing the issues OR the methods are innovative and outcomes may advance the knowledge of invasive species prevention, detection, eradication and control.</li> <li>• 10 = Methods are well described and are generally accepted as proven.</li> <li>• 0 = Methods are not well described and are questionable in efficacy.</li> </ul>	<b>15</b>
<p>Does the project level of match exceed the minimum 10% required?</p> <ul style="list-style-type: none"> <li>• 15 = Applicant has &gt; 50% matching funds</li> <li>• 13 = Applicant has 40 – 49% matching funds</li> <li>• 11 = Applicant has 30 – 39% matching funds</li> <li>• 9 = Applicant has 20 – 29% matching funds</li> <li>• 7 = Applicant has 11 – 19% matching funds</li> </ul>	<b>15</b>
<p>Do the materials submitted demonstrate that the applicant has extensive experience with data management and reporting?</p> <ul style="list-style-type: none"> <li>• 10 = The materials support a history of exemplary data management and reporting.</li> <li>• 5 = The materials support some experience with data management and reporting.</li> <li>• 0 = The materials do not support experience with data management and reporting.</li> </ul>	<b>10</b>
<p>Does the project provide the opportunity for outreach and education with a mechanism to</p>	<b>10</b>

<p>quantify the number of people reached?</p> <ul style="list-style-type: none"> <li>• 10 = The applicant has described a process for outreach and education throughout the duration of the project with the ability to enumerate the number of contacts.</li> <li>• 5 = The applicant has described a process for outreach and education throughout the duration of the project but has not identified contact enumeration.</li> <li>• 0 = The applicant has not describe a process for outreach or education or has only vaguely addressed the issue.</li> </ul>		
<p>Is the proposed timeline consistent with the anticipated time needed to apply and receive all necessary federal, state, and/or local permits and landowner approvals?</p> <ul style="list-style-type: none"> <li>• 5 = Yes, the timeline appears achievable.</li> <li>• 0 = No, the timeline does not appear achievable.</li> </ul>	5	
<p>Does the project team have the collective experience, education and capacity to lead the proposed project to a successful outcome?</p> <ul style="list-style-type: none"> <li>• 10 = The team has documented their experience, education, and capacity to lead the project successfully.</li> <li>• 5 = The team has some experience in leading projects regarding invasive species management.</li> <li>• 0 = The project team has no experience in leading projects regarding invasive species management.</li> </ul>	10	
<p>Is the project likely to continue beyond the life of proposed project period?</p> <ul style="list-style-type: none"> <li>• 15 = The project is likely to continue.</li> <li>• 8 = The project is moderately likely to continue.</li> <li>• 0 = The project is unlikely to continue.</li> </ul>	15	
<b>TOTAL SECTION MAXIMUM SCORE</b>		<b>100</b>
<b>3. SPECIFIC FOCUS AREA (FA) PROJECT ATTRIBUTES (ONLY 1 SPECIFIC AREA SCORED PER PROJECT- 100 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>	
<b><u>FA1. Regional cooperative prevention, detection, eradication and control</u></b>		
<p>Is there a strong demonstration of a formal collaborative partnership or working arrangement focusing on invasive species management that will persist beyond the granting period?</p> <ul style="list-style-type: none"> <li>• 15 = Collaborative partnerships are well established with formal working agreements regarding invasive species management.</li> <li>• 8 = Collaborative partnerships are well established with formal working agreements outside the area of invasive species management.</li> <li>• 0 = No collaborative agreements exist for the project partners.</li> </ul>	15	
<p>Will the project outcome increase capacity for a formal invasive species collaborative partnership in areas where none exist? (Appendix A)</p> <ul style="list-style-type: none"> <li>• 15 = Yes, the project will result in new collaborative efforts that recognize standing invasive species collaborative partnerships.</li> <li>• 0 = No, the project will not result in additional invasive species partnerships.</li> </ul>	15	
<p>Does the proposed project include a plan for monitoring the control activities' long-term success?</p> <ul style="list-style-type: none"> <li>• 10 = Monitoring beyond the project end date is clearly articulated.</li> <li>• 5 = Limited monitoring is planned beyond the project end date.</li> <li>• 0 = No monitoring is planned beyond the project end date.</li> </ul>	10	
<p>Does the proposed project include a structured and quantifiable effort for detection of new species and range expansions?</p>	20	

<ul style="list-style-type: none"> <li>• 20 = The project describes a method for invasive species detection and range expansion within project areas and throughout a specified region.</li> <li>• 10 = The project proposal describes a method for invasive species detection and range expansion only within project areas.</li> <li>• 0 = No plan for detection is included in the project proposal.</li> </ul>	
<p>Does the project include a strategic process for identifying priority actions?</p> <ul style="list-style-type: none"> <li>• 20 = A strategic process is clearly articulated to guide priority actions.</li> <li>• 10 = No strategy is described, but priority actions are clearly articulated.</li> <li>• 0 = There is no strategy or priority actions mentioned.</li> </ul>	20
<p>Does the project address both terrestrial and aquatic invasive species?</p> <ul style="list-style-type: none"> <li>• 20 = The project addresses multiple terrestrial and aquatic invasive species.</li> <li>• 10 = The project addresses primarily terrestrial OR aquatic invasive species.</li> <li>• 0 = The project addresses a single terrestrial OR aquatic invasive species.</li> </ul>	20
<b>TOTAL FOCUS AREA MAXIMUM SCORE</b>	
<b>100</b>	
<b>FA2. <u>Integrated and novel approaches towards managing aquatic and terrestrial species, emphasizing biocontrol</u></b>	
<p>Does the proposed project use integrated approaches to address invasive species or focus on biocontrol?</p> <ul style="list-style-type: none"> <li>• 25 = the project proposal uses an integrated approach with several methods to strategically control or limit invasive species at multiple locations or implements the use of novel biocontrol methods.</li> <li>• 13 = the project proposal uses more than one method to control or limit invasive species but the approach to integration is unclear or the project proposal uses an established biocontrol method.</li> <li>• 0 = the project proposal uses a single approach to control or limit invasive species in a single location.</li> </ul>	25
<p>Have applicants used a risk based approach to developing an evaluative design and demonstrate knowledge of the existing state of science on invasive species management?</p> <ul style="list-style-type: none"> <li>• 25 = Applicants have articulated a risk based approach to the study design and demonstrate contemporary knowledge of invasive species treatment.</li> <li>• 0 = No risk based approach is used and approaches proposed are dated without innovation.</li> </ul>	25
<p>Does the proposed project bring together a variety of stakeholders (e.g. invasive species management industry, lake associations, etc.) to address evaluation and management objectives?</p> <ul style="list-style-type: none"> <li>• 25 = Applicants propose to bring together a diverse group of stakeholders for project implementation.</li> <li>• 0 = Proposal provides no large collaborative effort with a diversity of stakeholders.</li> </ul>	25
<p>Does the proposed project advance invasive species management beyond routine maintenance level control and moves forward effective and efficient control that enhances sustainable, stable, native communities or improves knowledge of basic biology of invasive species that leads to enhanced management?</p> <ul style="list-style-type: none"> <li>• 25 = Proposed project has promise to advance the level of knowledge and ability to treat invasive species throughout Michigan.</li> <li>• 0 = Proposal provides no innovation for future management of invasive species.</li> </ul>	25
<b>TOTAL FOCUS AREA MAXIMUM SCORE</b>	
<b>100</b>	

<b>FA3. <u>Implementing high priority projects for terrestrial invasive species</u></b>	
<p>Does the proposal identify the problem definitively and provide documentation that confirms identification for the proposed project area?</p> <ul style="list-style-type: none"> <li>• 20 = The proposal has uses widely accepted protocols for identification and provides confirmation for the proposed project area.</li> <li>• 0 = The proposal fails to use protocols or provide confirmation for the project area.</li> </ul>	20
<p>Does the applicant demonstrate in-depth knowledge of the terrestrial invasive species identified in the project?</p> <ul style="list-style-type: none"> <li>• 20 = The applicant has extensive history and experience.</li> <li>• 10 = The applicant has limited history and experience.</li> <li>• 0 = The applicant has no experience and history.</li> </ul>	20
<p>Does the proposed project monitor the efficacy of proposed activities?</p> <ul style="list-style-type: none"> <li>• 20 = The project includes an excellent plan for monitoring efficacy.</li> <li>• 10 = The project includes limited monitoring for efficacy.</li> <li>• 0 = The project does not monitor for efficacy.</li> </ul>	20
<p>Does the proposal demonstrate the applicant's ability to work with the public and state and federal landowners on terrestrial invasive species issues?</p> <ul style="list-style-type: none"> <li>• 20 = The applicant demonstrates extensive experience.</li> <li>• 10 = The applicant demonstrates limited experience.</li> <li>• 0 = The applicant demonstrates no experience.</li> </ul>	20
<p>Will the proposal lead to eradication of selected species from a geographic range (i.e. township, county, etc.)?</p> <ul style="list-style-type: none"> <li>• 20 = The project upon completion will lead to eradication within a geographic range.</li> <li>• 0 = It is unlikely the project will lead to eradication of selected species in a geographic range.</li> </ul>	20
<b>TOTAL FOCUS AREA MAXIMUM SCORE</b>	
<b>100</b>	
<b>FA4. <u>Prevention of new invaders through statewide outreach and education</u></b>	
<p>Does the proposal demonstrate knowledge of and describe invasive species prevention messages, pathways for invasive species introduction, and include consideration of general species identification methods and reporting?</p> <ul style="list-style-type: none"> <li>• 25 = The applicant has outlined specific approaches to describing the potential threat, messaging, and reporting.</li> <li>• 13 = The applicant has outlined only limited approaches to describing the potential threat, messaging, and reporting.</li> <li>• 0 = The applicant failed to outline specific approaches to describing the potential threat, messaging, and reporting.</li> </ul>	25
<p>Does the proposed project make use of multiple approaches to distributing messaging and information with measures of effectiveness?</p> <ul style="list-style-type: none"> <li>• 25 = Proposal clearly documents a multi-media approach to messaging, combined with measures of effectiveness.</li> <li>• 13 = Proposal used limited multi-media approaches with limited measures of effectiveness.</li> <li>• 0 = Proposal fails to document the use of a multi-media approach with no measure of effectiveness.</li> </ul>	25
<p>Does the applicant utilize strategic approaches to identifying target audiences and conveying specialized information?</p>	25

<ul style="list-style-type: none"> <li>• 25 = The proposed project has a solid strategy for identifying target audiences and tailoring educational message.</li> <li>• 0 = The proposed project provides no strategy for identifying target audiences and tailoring educational message.</li> </ul>	
<p>Does the proposal demonstrate the applicant's ability to work with the public on invasive species issues?</p> <ul style="list-style-type: none"> <li>• 25 = The applicant demonstrates extensive experience in working with the public on invasive species issues.</li> <li>• 13 = The applicant demonstrates limited experience in working with the public on invasive species issues.</li> <li>• 0 = The applicant demonstrates limited experience in working with the public on invasive species issues.</li> </ul>	25
<b>TOTAL FOCUS AREA MAXIMUM SCORE</b>	
<b>100</b>	
<b>FA5. <u>Invasive phragmites management and site restoration in coastal wetland areas</u></b>	
<p>Does the applicant reference established or other strategic prioritization methods?</p> <ul style="list-style-type: none"> <li>• 20 = The applicant has identified and incorporated methods using established or other strategic approaches.</li> <li>• 10 = The applicant vaguely referenced established or other strategic approaches.</li> <li>• 0 = The applicant has not referenced established or other strategic methods.</li> </ul>	20
<p>Does the proposed project provide a vision for or commitment to long term monitoring, management and restoration through specific action and goals?</p> <ul style="list-style-type: none"> <li>• 20 = The applicant has a clear vision or commitment to long term project sustainability through specific actions and goals.</li> <li>• 10 = The applicant has stated a commitment to long term project sustainability, but does not clearly identify specific actions and goals.</li> <li>• 0 = The applicant has not adequately addressed long term project sustainability.</li> </ul>	20
<p>Does the project follow the <u>Guide to the Control and Management of Invasive Phragmites</u>, or provide supporting information for incorporation or development of novel and/or integrative approaches to invasive phragmites management and control?</p> <ul style="list-style-type: none"> <li>• 20 = The proposed project follows the <u>Guide to the Control and Management of Invasive Phragmites</u>, or provides supporting information for incorporation or development of novel and/or integrative approaches to management and control.</li> <li>• 0 = The proposed project does not follow the <u>Guide to the Control and Management of Invasive Phragmites</u>, or provide supporting information for incorporation or development of novel and/or integrative approaches to management and control.</li> </ul>	20
<p>Does the project incorporate collaborative partnerships?</p> <ul style="list-style-type: none"> <li>• 20 = The project has strong collaborative partnerships.</li> <li>• 0 = The project has no collaborative partnerships.</li> </ul>	20
<p>Does the project build upon previously managed sites, adjacent control efforts in the area, target sites which provide unique public benefits and incorporate an evaluation of success?</p> <ul style="list-style-type: none"> <li>• 20 = The proposed project builds upon previously managed sites, adjacent control efforts, sites which provide unique public benefits and evaluates success.</li> <li>• 10 = The proposed project either builds upon previously managed sites, adjacent control efforts, or sites which provide unique public benefits, or evaluates success.</li> <li>• 0 = The proposed project does not build upon previously managed sites, adjacent control efforts, sites which provide unique public benefits and does not evaluate success.</li> </ul>	20

<b>TOTAL FOCUS AREA MAXIMUM SCORE</b>	<b>100</b>
<b>FA6. <u>Other projects of demonstrated urgent need</u></b>	
<p>Is the project closely tied to a specific recommendation or outcome in a regional or state management plan?</p> <ul style="list-style-type: none"> <li>• 25 = The proposed project clearly articulates a project specific to a regional or state management plan.</li> <li>• 0 = The proposal fails to link to a regional or state management plan.</li> </ul>	25
<p>Will the project produce exceptional results that will significantly advance invasive species management statewide?</p> <ul style="list-style-type: none"> <li>• 25 = The proposed project has the capacity to significantly advance invasive species management statewide.</li> <li>• 0 = The proposal does not provide exceptional benefits to statewide management.</li> </ul>	25
<p>Does the project address an urgent need that is not addressed through the focus areas?</p> <ul style="list-style-type: none"> <li>• 25 = The proposal addresses an urgent need and this urgency is clearly articulated.</li> <li>• 0 = No urgency exists for the proposed project.</li> </ul>	25
<p>Does the project impact a significant geographic area?</p> <ul style="list-style-type: none"> <li>• 25 = The project will result in statewide or basin-wide implications for invasive species management.</li> <li>• 13 = The project will result in regional implications for invasive species management.</li> <li>• 0 = The project has limited geographic reach.</li> </ul>	25
<b>TOTAL FOCUS AREA MAXIMUM SCORE</b>	<b>100</b>

#### **INELIGIBLE APPLICATIONS**

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

#### **APPLICATION REVIEW PROCESS**

Applications will be scored by a select group of DNR, DEQ, and DARD technical staff. Applications will be ranked based on their final scores and projects will be recommended for funding based on a combination of scoring criteria, project type, project metrics, geographic location, and available funding. The list of the projects recommended for funding will be reviewed by the Invasive Species Steering Committee (DNR, DEQ, DARD Division Chiefs and other lead staff) and presented to the DNR, DEQ, and DARD Directors for approval. Following approval, all applicants will receive 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 MISGP. Contact appropriate regulatory agencies well in advance of applying for a grant to determine the need for permits, potential permit requirements, costs, and timelines of the proposed project and to avoid delays if the project is funded. Apply for permits prior to any anticipated construction, management, or control activities. This can be done upon DNR grant award notification for the project or as otherwise directed by the DNR or DEQ. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

Local regulatory 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/deq](http://www.michigan.gov/deq))
- ❖ 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))

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 RECOMMENDATION AND PREPARATION

Once the grant selection process is complete, 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 their assigned technical contact.

## 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 MISGP Program Manager and MISGP technical staff liaison 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 match 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 sixty (60) days of the date of issue or the grant may be cancelled by the DNR. During this 60-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 MISGP Program Manager 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 DNR MISGP Program Manager. Significant changes, including all project completion extensions, will require a written amendment to the project agreement.

## PROGRESS REPORTING

Each October 30 and April 30 of the project period, a progress report of activities and accomplishments must be submitted to the DNR. The DNR will provide a project narrative template and workbook that must be used for reporting purposes.

The progress reporting template and workbook can be found at: [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants), select the Michigan Invasive Species Grant Program, Grantee Information: MISGP Progress Report Template and MISGP Reporting Workbook.

## CONTRACTING AND PROCUREMENT REQUIREMENTS

For purchases and contracts between \$2,500 and \$10,000, written specs must be developed, a minimum of three written quotes must be solicited, and award must be made to the source submitting the lowest qualified quote.

Purchase of materials and contracting for labor with an estimated cost of \$9,999 or more is required to be advertised and competitively bid. The contract must be awarded to the lowest qualified bidder.

DNR review of your plans, specifications and bid documents must occur before the contract is advertised or solicitation for quotes begins. Once bids have been opened they cannot be altered, nor can negotiations take place; however, there are times when bids are received that are much higher than anticipated. There are a number of options that you can pursue in this situation. 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.

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.

The DNR must concur with your choice of contractor/vendor when the contract/purchase exceeds \$2,499. The award must go to the lowest bidder. Use the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) found in Appendix C. Submit a copy of the completed PR1911-1 along with the bid tab.

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 (PR1911-1) 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 (PR1911-1) 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**

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.

Proof of compliance with applicable natural resource and environmental protection laws will be required as part of the final project report submitted to the DNR. Compliance issues noted must be remedied by the grantee before issuance of final grant 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.

## **MICHIGAN INVASIVE SPECIES GRANT PROGRAM RECOGNITION**

Grantees are expected to include recognition of assistance received from the MISGP 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 MISGP 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 was funded in part with funds from the  
Michigan Invasive Species Grant Program through the  
Departments of Natural Resources, Environmental Quality,  
and Agriculture and Rural Development*

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 a MISGP Program Reimbursement Request (PR5757-1) and submit it to DNR's MISGP Program Manager. Be sure to show all costs for the project to be covered by grant funds as well as the value of local match provided during the same time period. 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

Prior to conducting any work, the following information must be obtained by the applicant and retained in their records. Upon any future audit, the documentation should be available for inspection. The Grantee must obtain the following:

### Privately Owned Land:

- A deed or most recent property tax statement showing landowner name and legal description or a signed affidavit signifying ownership.
- A copy of landowner(s) consent letter stating that they own the property and authorize the work being done.

### 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.

## ADVANCE PAYMENT

The grantee may request a one-time advance up to 25% of the approved grant amount after a project agreement has been executed for the approved project. The advance request must be submitted to the MISGP Program Manager using the MISGP Program Reimbursement request form (PR5757-1).

## EXPENDITURE DOCUMENTATION REQUIREMENTS

The grantee is required to keep records of all expenditures including invoices and receipts as well as documentation of labor and donated contributions. This requirement applies to all project elements. The final 10% of reimbursable expenditures will be held by DNR until the final audit of these materials is completed.

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

Payment to Vendors, Suppliers, Contractors:

1. List of all cash or check payments, indicating all of the following:
  - Description of the item purchased and from whom;
  - The amount of the payment; and
2. Copy of the invoice from vendor or supplier.
3. Copy of front and back of cancelled check(s) or a copy of the front of check and copy of the bank statement showing the check cleared the bank.
4. Provide a copy of the receipt for purchases or payment for services made in cash. Payments made in cash shall not exceed \$100.
5. Credit card information:
  - Copy of the paid invoice
  - Copy of the credit card receipt

**REPORTING LABOR AND EQUIPMENT**

Salaries and Wages:

If the grantee is using their own employees to implement all or part of the project funded, 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 dates worked
  - c. The hourly pay rate
  - d. Number of hours worked
  - e. Total amount paid
  - f. The employees' classification/title and annual salary
2. Copies of time sheets for the pay periods indicated.
3. 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 local unit on behalf of the employee (see Exhibit B).

**Exhibit B. Report of Personnel Payroll**

**Salary: Payroll ending 08-05-90:**

Name	Classification	Annual Salary	Hours Worked on Project/ Hourly Rate	Salary Costs Charged To Project
<i>Blair, John</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Bratonia, Steve</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>\$19,600/yr</i>	<i>5 hrs. @ \$ 9.46 =</i>	<i>\$ 47.30</i>
<b>TOTAL SALARIES</b>				<b>\$199.94</b>

**Fringe Benefits:**

Benefit	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. Equipment number, if applicable
3. Type of equipment
4. 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 found online make sure you are referencing the correct year.)
5. The rate charged for the equipment. Reimbursement for equipment usage will not exceed the rates published in the MDOT Equipment Rental Rates booklet
6. The number of hours used
7. The total cost for the equipment

### 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 match 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.  
  
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 plumber doing work on pipes, a mason doing work on a brick building). 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.
2. Valuation of Materials: Prices assessed to donated materials should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of material donations included with a reimbursement request must indicate the fair market value by listing comparable prices and vendors.
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 use and the signature of the operator of the equipment, similar to Exhibit C.

## PROJECT COMPLETION, AND FINAL REPORT

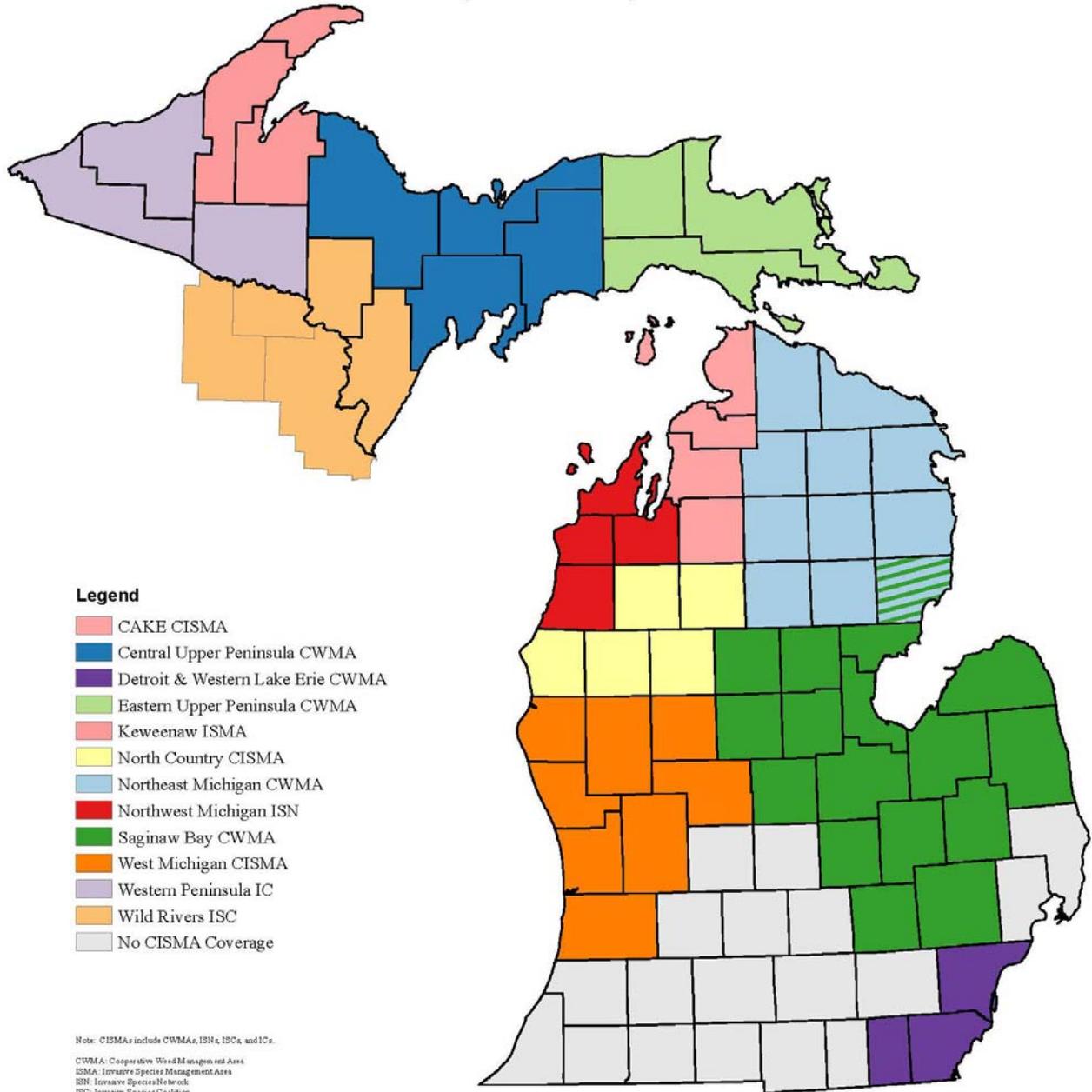
Upon completion of the project, and before final payment will be released, the grantee must submit a final report that includes all of the following:

1. Reimbursement Request (PR5757-1) for remainder of project expenses. When combined with previous payment requests, includes documentation of the total project cost (grant and match) as listed under “Expenditure Documentation Requirements.”
2. Final Narrative report template and workbook. The Final Narrative report template can be found at: [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants), select the Michigan Invasive Species Grant Program, Grantee Information: MISGP Final Report Template and MISGP Reporting Workbook.
3. Copies of written materials and/or photograph of program recognition signs, including program recognition language, not already submitted.

The grantee is required to submit the final report to the DNR MISGP Program Manager 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 MISGP Technical Contact and Program Manager the request for final payment will be processed.

# APPENDIX A:

## Michigan Cooperative Invasive Species Management Areas (CISMAs)



## **APPENDIX B: EXAMPLES OF KEY STRATEGIC AND PLANNING DOCUMENTS FOR CONSIDERATION IN INVASIVE SPECIES MANAGEMENT AND CONTROL**

This list is meant to be informative and not an exclusive list. Other plans may also be used, but staff reviewers must have access to the plans that are referenced in the proposal.

[Michigan Aquatic Invasive Species State Management Plan](#)

[Great Lakes Restoration Initiative Action Plan](#)

[Lakewide Action and Management Plans](#) (LAMPs) for Lakes Erie, Huron, Michigan and Superior

[National Invasive Species Council Invasive Species Management Plan](#)

[Michigan Asian Carp Management Plan](#)

[Michigan's Wildlife Action Plan](#)

## APPENDIX C:

# NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL



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 NO:	PROJECT NAME:
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**COMPLETE SECTIONS A. AND B. BELOW, AS APPLICABLE TO YOUR PROJECT**

**SECTION A**

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 *Development Project Procedures booklet* (IC1912).  
**Attached is a copy of the bid or quote tabulation.**

Contractor/Vendor	Contract Amount	Project Scope Item	Proposed Award Date
1.	\$		
2.	\$		
3.	\$		
4.	\$		

**SECTION B**

**Please check all that apply:**

- 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.
- 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.

**CERTIFICATION**

*I hereby certify that the contractor(s)/vendor(s) listed in A. above was chosen for selection according to the procedures outlined in the Development Project Procedures booklet 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.*

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

**FOR DNR USE ONLY**

*The Michigan Department of Natural Resources concurs with your recommendation to award the contract to the bidder(s) as specified in A. above*

DNR Grant Coordinator	Date
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