



2015

WILDLIFE HABITAT GRANT PROGRAM HANDBOOK

**Michigan Department of Natural Resources
Wildlife Division / Grants Management Section**

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 resources for current and future generations."

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To find out more information on the Natural Resources Commission see
http://www.michigan.gov/dnr/0,4570,7-153-65134_65145---,00.html

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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 WILDLIFE HABITAT GRANT PROGRAM

Request for Proposals Begin..... July 1, 2014

Grant Application Due (must be postmarked by this day)..... August 12, 2014

DNR Review & Selection Process Completed-Awards Announced by Director.....October 1, 2014

Project Period Begins.....Upon execution of Grant Agreement Project Schedule.....Follows work plan in “Appendix A” of Project Agreement

Project Period Ends.....September 30, 2015

Final Project Report Due.....by November 14, 2015

INTRODUCTION

The Wildlife Habitat Grant Program (WHGP) began in October 2013 and will be funded with a portion of hunting and fishing licenses that are sold each year. The WHGP's purpose is to provide funding to local, state, federal and tribal units of government, profit or non-profit groups, and individuals to assist the Wildlife Division with developing or improving wildlife habitat for game species. The WHGP is administered by the Michigan Department of Natural Resources (DNR) through a cooperative effort between Wildlife Division and Grants Management.

GRANT PROGRAM ELIGIBILITY AND REQUIREMENTS

Eligible Grant Applicants

Any local, state, federal or tribal units of government, profit or non-profit groups, or individuals in Michigan who will commit to maintain the area to be improved for the useful life of the project may apply for a Wildlife Habitat Grant. Useful life is defined on a case by case basis as the period of time during which an improvement is capable of fulfilling its intended purpose with adequate, routine maintenance. Possible useful life examples for projects would be: 1-3 years for wildlife food plots and 10 years for perennial herbaceous plantings.

Grant Limits and Match Requirements

The minimum grant amount is \$15,000, and the maximum grant amount you can apply for is the amount of funds appropriated in a given fiscal year.

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

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

Scores for projects with matching funds in excess of 10% will be increased based upon the amount of match provided.

Program Goals

The primary goal of this program is to enhance and improve the quality and quantity of game species habitat in support of specific goals from the Wildlife Division's strategic plan, The GPS.

Specifically:

- ❖ GPS Goal 2 – Manage habitat for sustainable wildlife populations in a changing environment

The key priorities to be addressed by this program include:

More Bang for Your Buck (See Appendix "A" for more information)

- ❖ Expanding big game hunting adventures
- ❖ Bringing back quality pheasant hunting to Michigan
- ❖ Making Michigan regionally known for our great diversity of high-quality waterfowl hunting
- ❖ Creating outstanding grouse, woodcock, and turkey hunting in Michigan
- ❖ Expanding the challenge of small game hunting for squirrel, rabbit and hare
- ❖ Expanding recreational shooting opportunities on public and private lands
- ❖ Preserving and promoting Michigan's hunting and trapping heritage

Region and Program Priorities (See Appendix “B” to determine which Region your project is located in)

❖ **Southeast Region**

- **Develop or maintain wildlife openings and/or development of food plots on State Wildlife Areas and State Forest lands**
 - Develop food plots that target featured game species for the region
 - Develop and maintain wildlife openings for wildlife, especially within the forested cover types
- **Grasslands/savannas**
 - Develop and maintain, or contribute to large (250 acre) grassland complexes
 - Develop brush piles for rabbit habitat, especially near meadows and grasslands
- **Early successional forest (aspen)**
 - Create edge through live-logging or other cutting techniques that provide wildlife cover especially in areas that currently have limited cover
 - On non-commercial timber stands, utilize cutting to obtain early successional forests (especially aspen types) and encourage retaining fruit bearing shrubs and hard mast trees
- **Wetlands**
 - Develop and update water control structures and dikes at managed waterfowl and wetland areas

❖ **Southwest Region**

- **Develop or maintain wildlife openings and/or development of food plots on State Wildlife Areas and State Forest lands**
 - Develop or maintain wildlife openings and/or development of food plots on State Game Areas (SGAs)
- **Grasslands/savannas**
 - Projects that contribute to large (250 acre) grassland complexes are most desired and may have to include working with private landowners nearby SGAs
 - Brush piles for rabbit habitat within grassland complexes. Priority SGAs include Allegan (Farm Unit), Augusta Creek, Gratiot-Saginaw, Maple River, Rose Lake and Three Rivers
 - Smaller complexes can be considered on SGAs in the southern half of the region as well.
- **Early successional forest (aspen)**
 - Mechanical treatment of forest stands to obtain early successional forests (especially aspen types) and retain fruit bearing shrubs and hard mast trees
 - Live-logging or other cutting techniques that provide wildlife cover especially in areas that currently have limited cover
 - SGAs in the northern half of the region all have areas where this type of management is desired
 - Allegan and Barry SGAs in the south may have some opportunities for early successional management
- **Wetlands**
 - Develop, maintain and update water control structures and dikes at managed waterfowl and wetland areas, establish flooded agricultural crops, restoration of moist soils complexes, restoration of natural water levels in drained or tilled areas
 - Although wetland management projects will be considered for all SGAs in the region priority will be given to projects at Allegan, Dansville, Gratiot-Saginaw Langston, Maple River, Martiny Lake, and Muskegon SGAs

❖ Northern Lower Peninsula Region

- **Develop or maintain wildlife openings and/or development of food plots on State Wildlife Areas and State Forest lands**
 - Emphasis will be placed on more long term sustainable herbaceous cover and forage plantings which restore openings that are degraded due to brush and undesirable herbaceous encroachment
 - Applicants should contact local biologists and Field Operations Managers to coordinate effort
- **Grasslands/savannas**
 - Projects that contribute to large (250 acre) grassland complexes, primarily in elk range, but also located in the Baldwin and Traverse City units, are most desired and may have to include working with adjacent private landowners
 - Brush piles for rabbit habitat within grassland complexes
 - Priority locations to be determined by local biologists
- **Early successional forest (aspen)**
 - Mechanical treatment of forest stands to obtain early successional forests (especially aspen types) and retain fruit bearing shrubs and hard mast trees
 - This will typically require non-commercial treatments which do not sell under the normal timber sale process
- **Wetlands**
 - Develop, maintain and update water control structures and dikes at managed wetland areas, restoration of moist soils complexes, restoration of natural water levels in drained or tiled areas
 - Although wetland management projects will be considered for all areas in the region priority will be given to projects identified on the Regional priority list
 - Applicants should consult with the local DNR wildlife biologist to discuss these opportunities
- **Deer wintering complexes**
 - Protect/enhance conifer cover and food supplies as identified by local biologists
- **Mast producing trees**
 - Maintain and expand mast-producing species such as oak and beech, focusing on areas where disease is a threat
 - Establishment of soft mast (cranberries, crab apples, etc.) to promote winter food sources for wild turkey in high snow fall zone
 - Pruning of existing fruit trees on state owned lands which will improve fruit production
- **Woodcock management**
 - Maintain the lowland brush component through regeneration activities by mowing brush in areas within the identified woodcock management zone

❖ Upper Peninsula Region

- **Deer wintering complexes**
 - Protect/enhance conifer cover and food supplies
- **Early successional forest (aspen)**
 - Maintain the aspen resource in a variety of age classes
- **Mast producing trees**
 - Maintain and expand mast-producing species such as oak and beech, focusing on areas where disease is a threat

- **Forest openings**
 - Maintain forest openings of various sizes, ranging from small clearings to large complexes or savanna in appropriate locations

Note: This list is not all inclusive and requires that applicants consult with DNR staff.

Eligible Costs

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

- ❖ Salaries/wages (including fringe benefits) for paid labor costs and/or project administration
- ❖ Donated services/volunteer labor (credited at minimum wage)
- ❖ Onsite group meals for volunteer laborers
- ❖ Materials (purchased or donated)
- ❖ Contractual services (must be competitively bid if \$10,000 or more)
- ❖ Indirect contract costs (no more than 10% of total contract cost)
- ❖ Engineering and design (no more than 15% of total project cost)
- ❖ Equipment (donated or rented)
- ❖ Project signs
- ❖ Permit application fees for permits required for the project
 - Contact regulatory agencies well in advance of applying for a grant to determine “permit-ability” of the proposed project and to avoid delays if the project is funded
- ❖ Engineering, design and design administration costs incurred up to 6 months prior to the project period specified in the project agreement or amendment
 - **Note: These costs are at your own risk and will not be reimbursed if a grant is not awarded**

Ineligible Projects

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

- ❖ Land acquisition or acquisition of rights in land
- ❖ Projects located outside the state of Michigan
- ❖ Projects where the primary habitat improvement or development is for agricultural purposes
- ❖ Projects where the primary activity is invasive species removal or prevention
- ❖ Projects where the primary improvement or development is the construction of buildings, viewing structures, seating structures, or any other type of structure that does not create or enhance wildlife habitat

Ineligible Costs

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

- ❖ Costs incurred outside of the project period specified in the project agreement or amendment.
- ❖ Salaries/wages not directly related to the project
- ❖ Meals, lodging, or mileage for compensated workers
- ❖ Lodging or mileage for volunteer laborers
- ❖ Conference fees and speaker fees
- ❖ Purchase of equipment and/or tools (i.e. shovels, chain saws, planting equipment, etc.)
- ❖ Overhead costs (i.e. rent, utilities, paper, pens, etc.)

APPLICATION PROCESS

While preparing your WHGP application, we recommend that you work with the local region wildlife personnel where your project is located to ensure the project is inline with region priorities. (See “Appendix B” for contact information)

Application Due Date

Provide **two (2)** hard copy versions and one electronic version of each grant application packet to the DNR, Grants Management Section, Wildlife Habitat Grant Program. Electronic version may be in the form of a USB drive or CD. Applications must be postmarked no later than August 12, 2014. Late applications will not be considered for funding.

Application Forms

Grant applications must be submitted on a current DNR form for the WHGP. Forms may be downloaded from the Michigan DNR website at www.michigan.gov/dnr-grants. If submitting more than one project for funding consideration, complete a separate application form and include all required information for each project. Also, tell us what project is your “priority project”.

REQUIRED CONTENT FOR ALL APPLICATION PACKETS:

- Wildlife Habitat Grant Program Application (PR1946)** – two copies fully completed and signed
- Application narrative** – two copies
- Project location map** – two copies
- Documentation of local match sources (commitment letters)** – two copies (i.e., monetary commitment letters, donation commitment letters, grant award letters, etc.)
- Photographs of the site** – two copies (digital images submitted on CDs or USB drives are preferred over paper photos)
- Electronic Version of Grant Application Packet** – one copy (submitted on CD or USB drives)
- Correspondence regarding regulatory permitting issues**, if applicable – two copies
- Deed or most recent property tax statement showing landowner name and legal description if work to be done is located on applicant’s own property** – two copies

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

INSTRUCTIONS FOR COMPLETING APPLICATION (PR1946)

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

Part I: General Information

1. Applicant Information:

- ❖ The Authorized Representative is a person who represents the applicant, is able to answer questions regarding the application, and will oversee project administration if a grant is awarded.
- ❖ The Federal Employer Identification Number is required and allows the DNR to make grant payments to the Grantee. Please provide the employer ID number for the applicant organization. Individuals applying for a grant must provide their social security number.
- ❖ Provide documentation of site control with a deed or most recent property tax statement.

Please note: You 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 you to maintain the information on the site, including the accurate Federal ID number, vendor name, bank account information, address, etc. To either register for the first time or update your account, please visit www.michigan.gov/budget and access the Contract and Payment Express site (on the lower left side of the screen).

2. Property Owner(s) Information:

- ❖ Provide name of current property owner(s) along with address, telephone and e-mail.

3. Project title:

- ❖ Provide a short title for the project to be done (i.e. Habitat Restoration in Pinckney SGA)

4. Brief Description of Proposal:

- ❖ Provide a short overview of the project and what will be accomplished upon completion

5. Project Narrative:

- ❖ Provide a detailed summary of how the project meets each of the application scoring criteria's. **This narrative is critical to the evaluation and scoring of your application.**

6. Project Location:

- ❖ Provide map(s) and other graphic information in clear, legible, detailed and appropriately labeled **8.5 inch by 11 inch** size. You may also submit larger versions of any or all of them. DNR staff use these materials to help find and evaluate your site and application.

7. Estimated Project Cost:

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

8. Source of local match:

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

Part II: Estimated Project Costs

1. Scope Items:

- ❖ List the total cost of each Project Scope Item; these are the basic elements of the project. Be sure that scope items are listed the same way (have the same name) and that budget figures are consistent throughout the grant application.
- ❖ Planning and Engineering is not to exceed 15% of the total project costs as stated in the Subtotal column.
- ❖ Total Estimated Project Cost should be the same amount as the Total Project Cost in Part 1, #7.

2. Itemized Budget:

- ❖ The Itemized Budget provides the detailed costs for the project. Itemize the costs of each scope item and separate the costs into major budget categories (personnel costs, material and equipment, contractual items, and “other”). Refer to the Example Budget shown below.
- ❖ For equipment owned by applicant, an estimate of the cost for its operation can be obtained from the Michigan Department of Transportation (MDOT) Equipment Rental Rates, Schedule C, Report 375 booklet for the year in which the equipment was used. Booklets can be obtained from the MDOT Maintenance Division by calling 517-322-3303 (TTY/TDD: 711 Michigan Relay Center) or writing to them at 6333 Old Lansing Road, Lansing, MI 48917, http://www.michigan.gov/documents/mdot/Equipment_Rental_Rates_2014_441996_7.pdf
- ❖ Volunteer labor should not be valued greater than minimum wage unless a professional is performing work in their field of expertise (for example, a heavy equipment operator operating heavy equipment). Donated materials should be valued at their current market value and supported by receipts or other verification. If a grant is awarded, the methods of valuing donations are subject to DNR review and approval prior to the donations being approved as match for the grant.

An example of a budget is shown below.

PLEASE ROUND ALL NUMBERS TO THE NEAREST \$100

Example Budget

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

Part III: Work Plan

- ❖ Indicate the estimated amount of work that will be accomplished in each quarter of the grant period. This information will also serve as the basis for the grant payment schedule if the project is approved for funding. Projects are required to be completed within the scheduled time frame. **Project extensions will not be approved.**

Part IV: Need and Benefit

- ❖ This section is important for the DNR's evaluation and scoring of the project. Be sure to relate the proposed project to the overall objectives and priorities of the WHGP. Briefly explain any coordinated efforts within the project area and how the public will benefit by completion of the project.

Part V: Certification

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

DNR APPLICATION REVIEW PROCESS

GRANT SCORING CRITERIA

The DNR reviews all grant applications and determines their eligibility. For eligible project proposals, DNR scores applications using the following scoring criteria which reflect the goals and objectives of the program.

SCORING SUMMARY	MAXIMUM SCORE
1. PROJECT PURPOSE	150
2. PROJECT MANAGEMENT & LIKELIHOOD OF SUCCESS	120
3. ACCESS AND HUNTING	140
TOTAL MAXIMUM SCORE	410

1. PROJECT PURPOSE (150 MAXIMUM SCORE)	
A. What proportion of the proposed project helps the Division meet GPS Goal 2 – Manage habitat for sustainable wildlife populations in a changing environment? <ul style="list-style-type: none"> • 50 = Entire proposed project meets program goal • 25 = Some of the proposed project meets program goal • 0 = None of the proposed project meets program goal 	50
B. What proportion of the proposed project helps the Division meet its More Bang For Your Buck priorities? (See Appendix “A” for more information) <ul style="list-style-type: none"> • 50 = Entire proposed project meets program objective • 25 = Some of the proposed project meets program objective • 0 = None of the proposed project meets program objective 	50
C. What proportion of the proposed project helps the Division meet its Region priorities as listed in the Region and Program Goals section of the handbook? <ul style="list-style-type: none"> • 50 = Entire proposed project meets program priorities • 25 = Some of the proposed project meets program priorities • 0 = None of the proposed project meets program priorities 	50
Maximum Possible Score (A+B+C)	150
2. PROJECT MANAGEMENT AND LIKELIHOOD OF SUCCESS (120 MAXIMUM SCORE)	
A. What are the available secured match funds? <ul style="list-style-type: none"> • 30 = Applicant has > 50% eligible matching funds • 25 = Applicant has 41-50% eligible matching funds • 20 = Applicant has 31-40% eligible matching funds • 15 = Applicant has 21-30% eligible matching funds • 10 = Applicant has 11-20% eligible matching funds • 0 = Applicant has 10% eligible matching funds 	30

<p>B. Project Methods - Does the project use appropriate approaches and methods?</p> <ul style="list-style-type: none"> • 30 = Yes, approaches and methods are appropriate for the proposed project • 0 = No, approaches and methods are not appropriate for the proposed project 	30	
<p>C. What are the Applicant and project team's collective experience and capacity to lead the proposed project?</p> <ul style="list-style-type: none"> • 30 = Applicant and team fully capable of project with clear demonstrated experience in area • 20 = Applicant and team likely capable of the project although they may have limited experience • 10 = Applicant and team's ability is unclear or may have limited ability without assistance to complete project • 0 = Applicant and team are unlikely to have the ability to complete project 	30	
<p>D. Is the requested project funding sufficient to complete the proposed work?</p> <ul style="list-style-type: none"> • 30 = Requested project funding is completely sufficient to complete proposed work • 20 = Requested project funding is likely sufficient to complete proposed work • 10 = Unclear if requested project funding is sufficient to complete proposed work • 0 = Requested project funding inadequate to complete proposed work 	30	
Maximum Possible Score (A + B + C + D)		120
3. ACCESS AND HUNTING (140 MAXIMUM SCORE)		
<p>A. Does the project area currently provide or will it provide free public access?</p> <ul style="list-style-type: none"> • 40 = Yes, the project area currently and/or will provide full year round public access • 20 = Yes, the project area currently and/or will provide limited public access • 0 = No, the project area does not currently and will not provide public access 	40	
<p>B. Does the project area currently provide or will it provide free public access for hunting and trapping opportunities?</p> <ul style="list-style-type: none"> • 40 = Yes, the project area currently and/or will provide free public access for year round hunting and trapping opportunities • 20 = Yes, the project area currently and/or will provide free public limited access for hunting and trapping opportunities • 0 = No, the project area does not currently and will not provide free public access for hunting and trapping opportunities 	40	
<p>C. Is the project area currently part of or will it be part of a formal or informal advertised public hunter access program? (i.e. DNR's Hunter Access Program (HAP))?</p> <ul style="list-style-type: none"> • 40 = Yes, the project area is currently and/or will be part of a formal, advertised public hunter access program (i.e. HAP) • 20 = Yes, the project area is currently and/or will be part of an informal, advertised public hunter access program (i.e. special youth hunts) • 0 = No, the project area is not currently and will not be part of a formal or informal advertised public hunter access program (note: programs for members/landowners only fall into this category) 	40	
<p>D. Does the project area currently provide or will it provide access or special opportunities for persons with disabilities or past/present military veterans for the purpose of game species hunting, trapping and/or wildlife viewing?</p> <ul style="list-style-type: none"> • 20 = Yes • 0 = No 	20	
Maximum Possible Score (A + B + C + D)		140

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 form, or that are incomplete may also be considered ineligible for funding assistance.

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

SPECIAL NOTES

Grant projects must comply with all applicable natural resource and environmental protection laws and state and local building codes.

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

Local agencies may include:

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

State agencies may include:

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

Tribal governments may include any federally recognized tribe.

Federal agencies may include:

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

PROJECT PREPARATION FOR FUNDED APPLICATIONS

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

PROJECT AGREEMENTS

After the selection process, the grantee and DNR will enter into a project agreement to deliver the grant funding. The project agreement is prepared by the DNR and includes the following key specifications:

- ❖ Grantee authorized representative for the project
- ❖ DNR Wildlife Division - WHGP Coordinator for the project
- ❖ Project period; beginning and ending dates for completion of the project
- ❖ Requirement that the project be completed as specified in the grant application
- ❖ Indication of the grant amount and local 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 thirty (30) days of the date of issue or the grant may be cancelled by the DNR. During this 30-day time period, the grantee is required to review the work plan and project budget to be sure they are current and correct. Changes to the work plan and/or budget need to be approved in writing as explained below.

PROJECT CHANGES

Any changes to the project, including changes to the work plan or budget, such as adding or deleting scope items require prior review and approval by the DNR. Grantees should make requests in writing to the Wildlife Division - WHGP Coordinator. Significant changes will require a written amendment to the project agreement.

CONTRACTING AND PROCUREMENT REQUIREMENTS

Purchase of materials and contracting for labor with an estimated cost of \$10,000 or more is required to be advertised and competitively bid. The contract must be awarded to the lowest qualified bidder. For purchases and contracts between \$2,500 and \$10,000, a minimum of three written quotes must be solicited, and award must be made to the source that submitted the lowest qualified quote.

Upon DNR approval of your plans, specifications, and bid documents, the contract is advertised (if force account or volunteer labor is not being used) or solicitation for quotes begins. Once the bids have been opened, in most situations 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, but you must be sure to keep the Wildlife Habitat Grant Coordinator informed of your actions. These options include:

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

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 bid tabulation with the Notification of Contractor Selection form.

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

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

PERMITS, BUILDING CODES AND AMERICANS WITH DISABILITIES ACT

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

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

PROJECT REPORTING REQUIREMENTS

The grantee will be required to provide project status updates on a quarterly basis to the Wildlife Division – WHGP Coordinator for the duration of the project.

WILDLIFE HABITAT GRANT PROGRAM RECOGNITION

Grantees are expected to include recognition of assistance received from the WHGP 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 WHGP are expected, wherever appropriate. Reasonable costs for signs are reimbursable through the grant if itemized in the approved project budget.

The following language is suggested for signs and written materials:

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

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

PAYMENT OF GRANT FUNDS

A project agreement must be executed before a grantee can receive any grant funds. The grantee is required to complete a Wildlife Habitat Grant Program Reimbursement Request (PR1946) and submit it to the Wildlife Division - WHGP Coordinator (see Appendix "A") for review and approval. Be sure to show all costs for the project. Provide documentation of all expenditures with the payment request form, as explained below.

Advance Payment

The grantee may request in writing up to 25% of the approved grant amount after a project agreement has been executed for the approved project.

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

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

Privately Owned Land:

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

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

Expenditure Documentation Requirements

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

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

Payment to Vendors, Suppliers, Contractors:

1. List signed by the grantee 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 invoice
- ❖ Copy of the cancelled check
- ❖ Copy of the credit card statement

Reporting Force Account Labor and Equipment

Salaries and Wages:

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

1. A list which includes the following (see Exhibit B):
 - a. The name(s) of the employee(s)
 - b. The 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.

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 Force Account Payroll

Salary: Payroll ending 08-05-13:

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>
TOTAL SALARIES				\$199.94

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>
TOTAL FRINGE BENEFITS		\$XXXX

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 obtained from the Michigan Department of Transportation, Maintenance Division, 6333 Old Lansing Road, Lansing, MI 48917; 517-322-3303)
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 in operation for the project work
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, 2013	3	1994 Dodge Pickup	\$7.49	2	\$ 14.98	12.300 96.006
June 3, 2013	18	1989 Hough Front End Loader	\$41.90	4	\$167.60	47.405 96.006
June 3-5, 2013	20	International Backhoe	\$36.96	5	\$184.80	70.103 85.303 70.500
June 3-5, 2013	31	1990 Hough Front End Loader	\$41.90	8	\$335.20	47.405 96.006
June 3-5, 2013	36	1991 Ford Dump Truck	\$17.88	4	\$71.52	12.304
TOTAL EQUIPMENT					\$774.10	

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 operation and the signature of the operator of the equipment, similar to Exhibit C.**

PROJECT COMPLETION AND FINAL REPORT

Upon completion of the project, the grantee must submit a final report that includes all of the following:

1. Payment Request (PR1946) 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. Narrative report that includes the following information:
 - ❖ Concise summary of the steps taken to complete the project, by objective
 - ❖ Concise summary of the final project scope
 - ❖ Statement signed by the grantee that the project has been completed according to the work plan and budget approved by the DNR
 - ❖ Copy of certificates of compliance with local building codes, if applicable
 - ❖ Concise summary of any post-completion activities to be carried out by the grantee (Note: Grantees are responsible for any on-going efforts needed to operate or maintain the project after it is completed. The final report must describe how the project will be maintained, including a time line for maintenance.)
3. Final Completion Scorecard
4. Copies of written materials and/or photograph of program recognition sign that includes program recognition language (if applicable)

The grantee is required to submit the final report to the Wildlife Division - WHGP Coordinator within forty-five (45) 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 Wildlife Division - WHGP Coordinator, the request for final payment will be forwarded to Grants Management for processing.

APPENDIX A: More Bang for Your Buck Brochure



More Bang for Your Buck

Expanding our ability to implement our Guiding Principles and Strategies (GPS)



Thank you for supporting Michigan's wildlife. With additional funding from the hunting and license restructuring, the Department of Natural Resources is expanding efforts to do more for the hunters and wildlife of Michigan by implementing the goals, objectives, and strategies identified in the Wildlife Division's strategic plan - Guiding Principles and Strategies (GPS). The DNR's Wildlife Division is committed to delivering the best hunting and trapping opportunities that we can afford with the license revenue that hunters and trappers provide to us. Specific details of what we intend to accomplish with the additional funds are outlined below along with the applicable GPS and DNR goals.

DNR goals: 1) Protect natural and cultural resources; 2) Ensure sustainable recreation use and enjoyment; 3) Enable strong natural resource-based economies; 4) Improve and build strong relationships and partnerships; and, 5) Foster effective business practices and good governance.

The division strategic plan (GPS goals) is available at www.michigan.gov/wildlife.

With additional investment, we will create world-class recreational opportunities in Michigan by:

1. Expanding big game hunting adventures. (GPS goals: 1, 2, 4, 5, and 6) (DNR goals: 1, 2, 3, 4, 5)

- Creating a big game program specific to the Upper Peninsula (UP) (GPS: 1.1, 1.5) (DNR: 1, 2, 3)
- Using satellite collars on bears to collect scientific information and as a tool for outreach to schools and youth (GPS: 1.1, 5.1) (DNR: 1, 2, 4)
- Increasing food and cover for deer and other big game on public and private lands by:
 - Increasing oak management to replace loss of beech and ash (GPS: 2.1) (DNR: 1, 2)
 - Increasing early succession forest habitat (GPS: 2.1) (DNR: 1, 2)
 - Increasing the number of openings and food plots (GPS: 2.1) (DNR: 1, 2)
 - Controlling invasive plant species that offer poor food and cover for deer and other big game wildlife (GPS: 2.1) (DNR: 1, 2)
- Conserving deer winter yards in northern Michigan on public and private lands (GPS: 2.1) (DNR: 1, 2, 4)
- Increasing private lands assistance to landowners with decreased deer numbers due to habitat degradation or disease, such as epizootic hemorrhagic disease (EHD) (GPS: 2.1, 1.3, 1.4) (DNR: 1, 2, 4, 5)
- Expanding the Deer Habitat Improvement Partnership Initiative (GPS: 2.1, 6.1) (DNR: 1, 2, 4, 5)

2. Bringing back quality pheasant hunting to Michigan. (GPS: 1, 2, 4 and 6) (DNR: 1, 2, 3, 4, 5)

- Doubling the pheasant population in southern Lower Peninsula (SLP) (GPS: 1.1) (DNR: 2, 3)
- Expanding the Pheasant Restoration Initiative Program to 11 state game areas, mini-game areas and adjacent private landowners in Allegan, Clinton, Gratiot, Huron, Ionia, Jackson, Kalamazoo, Lenawee, Saginaw and Tuscola counties (GPS: 2.1, 6.1) (DNR: 2, 3, 4)
- Creating grassland complexes greater than 250 acres (GPS: 2.1, 6.1) (DNR: 1, 2, 4)
- Expanding the number of acres in the Hunting Access Program (GPS: 4.4) (DNR: 2, 4)
- Expanding the Conservation Reserve Enhancement Program to the St. Joseph River watershed (GPS: 2.1, 6.1) (DNR: 1, 2, 4, 5)

Visit www.michigan.gov/dnr to learn about hunting and wildlife and to sign up to receive emails from the DNR!



3. Making Michigan regionally known for our great diversity of high-quality

waterfowl hunting. (GPS: 1, 2, 4, 5, 6 and 9) (DNR: 1, 2, 3, 4, 5)

- Fully implementing the Michigan Waterfowl Legacy program (GPS: 5.1, 6.1) (DNR: 1, 2, 4, 5)
- Updating water control structures at managed waterfowl and wetland areas, so that more hunters can pursue more waterfowl (GPS: 2.1, 9.3) (DNR: 1, 2, 3)
- Developing new managed waterfowl areas at high-quality wetlands near population centers (GPS: 2.1, 4.4) (DNR: 1, 2, 3)
- Improving hunter access to waterfowl hunting areas, by:
 - Deepening access channels to address low Great Lakes water levels (GPS: 2.1, 4.4, 9.3) (DNR: 2, 3)
 - Creating accessible hunting blinds at Dollarville Flooding (GPS: 4.3, 4.4) (DNR: 2, 3)
 - Creating bridge and birding platforms at Shiawassee River State Game Area (GPS: 4.3, 4.5) (DNR: 2, 3)
 - Improving hunter access at Hayward Lake wetland complex in the UP (GPS: 4.3, 4.4) (DNR: 2, 3)
- Improving Canada goose habitat management in the UP, specifically at Baraga Plains and Sturgeon River Sloughs (GPS: 1.5, 2.1) (DNR: 2, 3)



4. Creating outstanding grouse, woodcock and turkey hunting in Michigan. (GPS: 1, 2 and 4) (DNR: 1, 2, 3, 4, 5)

- Increasing wildlife management on public and private forest lands by:
 - Increasing oak management to replace loss of beech and ash (GPS: 2.1) (DNR: 1, 2)
 - Increasing clear-cutting to benefit grouse and woodcock (GPS: 2.1) (DNR: 1, 2, 3)
 - Increasing the number of openings and food plots (GPS: 2.1) (DNR: 1, 2)
 - Expanding grouse walking trails (GPS: 4.3, 4.4) (DNR: 2, 3, 4)
 - Controlling invasive plant species that offer poor food and cover for wildlife (GPS: 2.1) (DNR: 1, 2)
- Promoting early successional forest, fruit bearing shrubs and openings on commercial and non-commercial lands (GPS: 2.1, 6.1) (DNR: 1, 2, 4)

5. Expanding the challenge of small game hunting for squirrel, rabbit and hare. (GPS: 1, 2, and 4) (DNR: 1, 2, 3, 4, 5)

- Increasing brush piles and food plots on public lands (GPS: 2.1) (DNR: 2)
- Increasing early successional habitat on public and private lands (GPS: 2.1, 6.1) (DNR: 1, 2, 4)
- Increasing forest management to generate hard mast (nuts) as a food source (GPS: 2.1) (DNR: 1, 2)

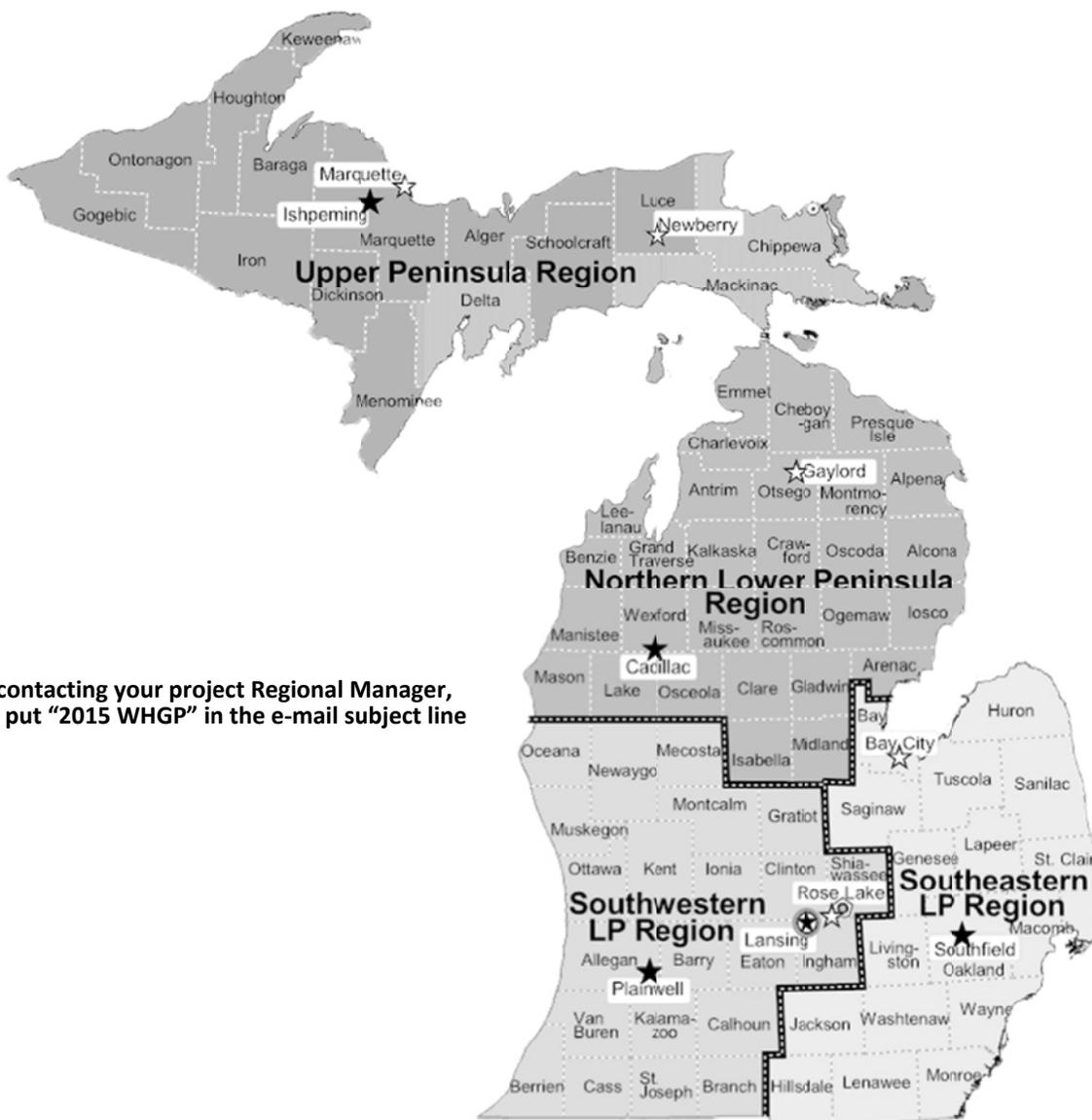
6. Expanding recreational shooting opportunities on public and private lands. (GPS: 4) (DNR: 2, 3, 4, 5)

- Increasing the number of target shooting opportunities on state game areas (GPS: 4.2) (DNR: 2, 3)
- Partnering with conservation clubs to increase the number of privately owned shooting ranges open to the public (GPS: 4.2) (DNR: 2, 3, 4)

7. Preserving and promoting Michigan's hunting and trapping heritage. (GPS: 4, 5, and 11) (DNR: 1, 2, 3, 4, 5)

- Expanding hunting information through technology such as Mi-HUNT (GPS: 4.4) (DNR: 2, 3, 4)
- Expanding game bird hunting trails statewide (GPS: 4.4) (DNR: 2, 3, 4)
- Expanding the Hunting Access Program (GPS: 4.4) (DNR: 2, 3, 4, 5)
- Engaging in year-round promotion (including videos, blog posts and outreach via digital and social media) of Michigan's world-class hunting and fishing opportunities (GPS: 5.1) (DNR: 2, 3, 4)
- Expanding cooperative youth events with partners (GPS: 4.2) (DNR: 2, 4)
- Increasing mentoring programs with conservation partners (GPS: 4.2) (DNR: 2, 4)
- Expanding events at our Wetland Wonders (GPS: 4.3) (DNR: 2, 3, 4)
- Increasing recruitment and retention of hunters, using research and consumer trends to
 - 1.) identify target segments in our current demographic (GPS: 4.2, 4.3) (DNR: 2, 4) and
 - 2.) developing programs and partnerships to expand hunting (including offering mini-grants to partners to expand their outreach efforts) (GPS: 4.2, 4.3) (DNR: 2, 4)
- Increasing the number of conservation officers to expand customer contacts by COs, thereby boosting opportunities for public education about hunting and trapping and creating a safer environment for residents and visitors (GPS: 5.2) (DNR: 2, 4, 5)

APPENDIX B: WILDLIFE DIVISION REGIONS



**Note: When contacting your project Regional Manager,
Please put "2015 WHGP" in the e-mail subject line**

TERRY MINZEY, REGIONAL MANAGER
UPPER PENINSULA REGION
ISHPEMING FIELD OFFICE
1985 US 41 HWY WEST
ISHPEMING, MI 49849

E-Mail: MINZEYT@michigan.gov

REX AINSLIE, REGIONAL MANAGER
NORTHERN LOWER PENINSULA REGION
CADILLAC OPERATIONS SERVICE CENTER
8015 MACKINAW TRL.
CADILLAC, MI 49601

E-Mail: AINSLIER@michigan.gov

TIM PAYNE, REGIONAL MANAGER
SOUTHEAST LOWER PENINSULA REGION
SOUTHFIELD OPERATIONS SERVICE CENTER
26000 W. EIGHT MILE RD
SOUTHFIELD, MI 48034

E-Mail: PAYNET@michigan.gov

STEVE CHADWICK, REGIONAL MANAGER
SOUTHWEST LOWER PENINSULA REGION
PLAINWELL OPERATIONS SERVICE CENTER
621 NORTH 10TH ST.
PLAINWELL, MI 49080

E-Mail: CHADWICKS@michigan.gov

CLAY BUCHANAN, WHGP COORDINATOR
PO BOX 30444
LANSING, MI 48909
Telephone: 517-284-6214

E-Mail: BUCHANANC1@michigan.gov

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 DNRE 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

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