

2022
Northern Lower Peninsula
Deer Private Land Assistance Network
(NLP Deer PLAN)
Handbook



Michigan DNR, Wildlife Division

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SCHEDULE FOR WILDLIFE NLP Deer PLAN GRANT PROGRAM

Request for Proposals Begin.....	June 22, 2021
Grant Application Must be Received by	July 18, 2021
DNR Review & Selection Process Completed-Awards Announced	August 31, 2021
Project Period Begins.....	Upon execution of Grant
Project Period Ends.....	September 30, 2022

Michigan DNR, Wildlife Division

2022 Northern Lower Peninsula

Deer Private Land Assistance Network

Initiative summary

The Northern Lower Peninsula Deer Private Land Assistance Network (NLP Deer PLAN) is a grant program designed to foster productive relationships between the Michigan DNR, sportsmen's organizations, private landowners, and other partners that produce tangible deer habitat improvement benefits to assist in reducing the transmission of Bovine Tuberculosis (bTB) and agricultural damage caused by deer.

This document is designed primarily as a guide for use by applicants. It is intended to provide basic information on: project focus area, initiative goals and expectations, proposal requirements, eligibility rules, grant application process, proposal criteria and selection process, funding, and the implementation process.

Project Focus Area

This competitive program will have a focus area within the Northern Lower Peninsula. The focus area for 2022 is private land in the following counties: **Alcona, Alpena, Crawford, Montmorency, Oscoda, and Presque Isle**. **Any applications for projects outside of the focus area counties will not be reviewed by the Selection Committee.** These counties were selected for this program because there is both Bovine Tuberculosis in the deer herd and a high incidence of crop damage by deer.

Initiative goals and expectations

The purpose of the NLP Deer PLAN is to develop a collaborative approach to manage deer habitat on private land ownerships in the Northern Lower Peninsula. All projects must be feasible and will score highest if they meet the following five objectives:

1. To produce and/or improve tangible on-the-ground deer habitat (summer and/or winter range) in the project focus area
2. To increase partnerships between the DNR, sportsmen's organizations, private landowners, agricultural producers and other partners
3. To increase deer availability to hunters on both public and private land
4. To reduce transmission of Bovine Tuberculosis and agricultural damage caused by deer
5. To encourage the harvest of deer, especially antlerless deer and testing of deer for Bovine Tuberculosis

NLP Deer PLAN funding

The NLP Deer PLAN is funded from the Deer Range Improvement Program (DRIP) Fund. DRIP funds come from \$1.50 that is collected from every deer hunting license sold. The intent of the DRIP fund is to provide financial support to improve deer habitat statewide.

NLP Deer PLAN grant funding is intended to be the initial catalyst for significant projects. It will be the responsibility of the partner organization or the private landowner to implement an approved grant project. It is required that applicants provide; financial matches, cost share, volunteer labor, material contributions, or other in-kind support. The required partner cost share for approved projects must be at least 25% of the total project

Cost (see Appendix A).

A total of \$50,000 will be awarded in 2022. Grant applications will be accepted for a minimum funding amount of \$5,000 and a maximum of \$15,000.

Grant Application Process and requirements

To be eligible to participate in this program, an application may be submitted from any of the following;

- a conservation organization,
- sportsperson group,
- non-governmental organizations,
- local Conservation District(s),
- or a private landowner.

Applicants interested in applying for a multiple year project may do so if they can demonstrate completing a portion of the project each year. Multiple year funding is not guaranteed based on acceptance of the first year's application. Applicants must also be willing to reapply each year of the project.

Grant applications must be submitted on the NLP Deer PLAN Application. The application 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".

Groups applying together with multiple properties should fill out one application but be sure to include details for each property.

Applications must be emailed to nlpdeerplan@michigan.gov no later than 11:59pm (Eastern Standard Time), July 18, 2021. Late applications will not be considered for funding.

Proposal Criteria

Examples of desired habitat improvement projects include but are not limited to:

- wildlife opening creation, rehabilitation, or existing opening maintenance;
- increasing hard or soft mast by planting mast bearing trees (**please note that if planting trees applicants must plan to plant a **minimum of 30 three-foot-tall soft mast and/or hard mast trees from the list of acceptable species in Appendix C** in order to qualify);
- non-commercial timber stand improvement activities;
- direct mechanical habitat manipulation (e.g. regeneration of aspen or alder habitat)

Planting of trees should include adequate protection (fencing) where appropriate.

Specific activities that will **not** be considered are:

- plantings of exotic or invasive species
- commercial timber sale preparation
- construction of ponds, access roads/trails, or hunting blinds
- planting of trees for the specific purposes of aesthetics or wind breaks
- Proposals that:
 - increase undesired habitat fragmentation
 - increase wildlife disease transmission potential
 - have human safety implications
 - are contrary to deer management goals
 - will have known direct adverse impacts on state or federally listed threatened and endangered species

While public access is not required, public access to projects is highly desired and projects with provisions that either allow legal public access (minimum of foot traffic) or participate in the Hunting Access Program for deer hunting will be recognized in the project scoring process. Project properties that are adjacent to or near (within 1 mile or less) public hunting lands (either state or federal) will be given additional points towards the final score. In addition, project properties that are adjacent to or near (within 1 mile or less) active agriculture will also be given additional points towards the final score (see Appendix B).

Deer Population Management

Harvest of antlerless deer is an important component of proper deer management and is a crucial to decreasing the prevalence of Bovine Tuberculosis in deer. Hunting is encouraged on properties included in an application and those willing to harvest more antlerless deer than antlered, and have those deer tested at a check station or by the local biologist, will receive additional points towards the final score of their application.

Applicants applying as a group can earn points towards the final score of their application, especially if their properties are adjacent or close to each other (see Appendix B). This will help to encourage partnerships and increase the habitat benefits for the project.

The DNR encourages applicants to monitor deer activity by completing a **Deer Camp Survey** that will be provided. The Deer Camp Survey is a survey designed by local Wildlife Division staff for the purposes of tracking deer sightings through the deer season. The Deer Camp Survey will serve as a record for the property and will help the applicant track deer population trends. A copy of the completed survey will be collected by the local Wildlife Biologist. The data will be compiled, and a summary for each county will be returned to participants. Only data summaries will be sent out, no individual property information will be made public. Please note that the Deer Camp Survey is different than the Deer Hunter Harvest Survey which is a survey that is performed each year by the Wildlife Division on a statewide basis to get estimates of hunter numbers, effort and deer harvest. Participants of PLAN are also encouraged to fill this survey out as well and more information on it can be found [here](#).

Selection Process

Immediately following the application deadline, a selection committee will evaluate proposed projects based on a transparent scoring process (see Appendix B). All projects submitted and meeting the eligibility requirements will be reviewed. The selection and project scoring process are standardized, treat all applicants fairly and transparent. The selection committee may approve, reject, or request modifications to project(s). All projects must score a minimum of ten points in order to be considered for funding. Selection committee

decisions are final. Notification of project acceptance will be made by August 31, 2021. Notification of unfunded projects will be made shortly thereafter. Failure to meet project obligations or noncompliance as spelled out in the project contractual agreement will result in project termination and ineligibility for future applications.

Successful applicants will be required to sign an NLP Deer PLAN Agreement and liability release form prior to any project implementation. A Project Description associated with the agreement will describe the project, clearly define the partner responsibilities, and the minimum duration the project is to be maintained by the applicant. Successful applicant organizations will need to complete a Partner Organization Grants Account form. Scheduled release of grant funds will occur after the project has been completed successfully as defined in the Deer PLAN Agreement. Under some circumstances partial prepayment of grant funds may be approved depending on the financial nature and time scale of the proposed project.

Implementation/ Compliance

For all approved projects, the applicant or their representative will be required to periodically report to the designated DNR field staff on the project status, expenditures to date, future objectives to be completed, and estimated timeline for completion throughout the implementation process (final deadline is the end of the Fiscal Year on September 30, 2022). *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 project is completed the local biologist will need to conduct a site visit to verify that the project was completed. Once the final report has been reviewed and approved by the Wildlife Division, the request for final payment will be forwarded to Grants Management for processing.*

REQUIRED CONTENT FOR ALL APPLICATION PACKETS:

Electronic Version of NLP Deer PLAN Grant Program Application

Including:

- Project location map
- Documentation of Proximity to Public Hunting Land (e.g. air photo)
- Documentation of Proximity to Agricultural Land (e.g. air photo)
- Documentation of Cooperative or Multiple Property Partnership (e.g. air photo of participating properties)
- Documentation of local match sources (commitment letters) (i.e., monetary commitment letters, donation commitment letters, grant award letters, etc.)

Wildlife Division Northern Lower Peninsula Staff Contact List:

For technical questions regarding the NLP Deer PLAN Grant Handbook contact:

Emily Sewell, Wildlife Health Specialist

Gaylord DNR Customer Service Center

1732 W M-32, Gaylord 49735

Email: SewellE@Michigan.gov

Ph: 231-340-1821

For questions regarding habitat in Alcona, Crawford, and Oscoda Counties contact:

Brian Piccolo, Wildlife Biologist

Roscommon DNR Customer Service Center

8717 N. Roscommon Road, Roscommon 48653

Email: PiccoloB@Michigan.gov

Ph: 989-275-5151 Ext. 272-2030

For questions regarding habitat in Alpena, Montmorency and Presque Isle Counties contact:

Shelby Adams, Wildlife Biologist

Atlanta DNR Field Office

13501 M-33 North, Atlanta 49709

Email: AdamsS25@Michigan.gov

Ph: 989-785-4251 Ext. 5230

Appendix A- INSTRUCTIONS FOR COMPLETING APPLICATION

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/SIGMAVSS and access the SIGMA Vendor Self Service. For questions, please call the SIGMA Help Desk at (888) 734-9749.

2. Property Owner(s) Information:

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

3. Project Location:

- ❖ Provide map(s) and other geographic information relevant to the proposal (e.g. highlight multiple properties, proximity to agricultural areas and/or public land proximity) in clear, legible, detailed and appropriately labeled **8.5-inch by 11-inch** size.
DNR staff use these materials to help find and evaluate your site and application.

4. Description of Proposal:

- ❖ Provide a description of the project based on the five scoring criteria (See Appendix B). If you need additional space please attach additional sheets.

This narrative is critical to the evaluation and scoring of your application.

Part II: Estimated Project Costs

1. 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. The **requested Deer PLAN grant amount** requested must be between a minimum of \$5,000 and a maximum of \$15,000. ****Note: NLP Deer PLAN funding will not pay for travel mileage or travel time.**

Cost Share Example #1:

Total Deer PLAN Grant Amount Requested	\$5,062.50
25% Cost Share (Minimum Cost Share Required for Project to be Considered)	\$1,687.50
Total Project Cost	\$6,750

Cost Share Example #2:

Total Deer PLAN Grant Amount Requested	\$7,500
25% Cost Share (Minimum Cost Share Required for Project to be Considered)	\$2,500
Total Project Cost	\$10,000

Cost Share Example #3:

Total Deer PLAN Grant Amount Requested	\$11,250
25% Cost Share (Minimum Cost Share Required for Project to be Considered)	\$3,750
Total Project Cost	\$15,000

2. Source of local match (all forms of match included below are acceptable for an application and more than one may be utilized):

- ❖ 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 is the total estimated value of donated materials and/or labor that someone, 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 the current minimum wage which is \$9.65/hour)

- ❖ 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.

4. Project Funding Breakdown:

- ❖ 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, https://www.michigan.gov/documents/mdot/Schedule_C_Equipment_Rental_Rates_-_2021_Book_709499_7.pdf
- ❖ To assist applicants in formulating cost effective proposals it is suggested they refer to Michigan State University Extension's Custom Machine and Work Rate Estimates worksheet for current values on standard farming practices that may be applicable at: https://www.canr.msu.edu/field_crops/uploads/files/MSUCustomWorkRatesJune2019.pdf
These rate estimates should be used when determining in-kind cost share rates.
- ❖ 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 on the following page.

Example Budget	
BUDGET CATEGORY	COST
A. PERSONNEL	
Salaries/Wages	
(# of workers x rate per hour x total hours)	
2 x \$9.65 x 50	\$965
PERSONNEL COSTS SUBTOTAL	\$965
B. MATERIAL & EQUIPMENT	
(List each piece of equipment and the rate/hour for its operation and list the cost/quantity of any material)	
<u>Equipment</u>	<u>Rate/Hour</u>
Backhoe (20 hrs)	\$100
Truck (10 hrs)	\$ 65
<u>Material</u>	<u>Qty</u>
Stone	50 cu. yd.
	<u>Cost</u>
	\$10/cu. yd.
MATERIAL & EQUIPMENT SUBTOTAL	\$3,150
C. CONTRACTUAL ITEMS (List by bid item)	
Planting/installation of vegetation	\$2,000
CONTRACTUAL ITEMS SUBTOTAL	\$2,000
D. OTHER	
Permit application fees	\$500
OTHER SUBTOTAL	\$500
TOTAL ESTIMATED PROJECT COST	\$6,615

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 NLP Deer PLAN. 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.

Appendix B-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 Criteria	Maximum Score
Tree Planting and Forest Management	4
Forage Planting	2
Cooperatives/Multiple Properties	5
Public Accessibility and/or Proximity to Public Lands	5
Proximity to a Cattle Farm or Active Agricultural Property	5
Deer Population Management	5
PLAN Partnership	5
Total Maximum Score	31

Scoring Breakdown: Each criterion is broken down below and indicates what is necessary to score each point.

Tree Planting and Forest Management	Maximum Score of 4
<p>Projects that produce a combination of long and short-term benefits that include all of the following:</p> <ul style="list-style-type: none"> • Hard Mast Tree Plantings (minimum of 30 three-foot trees must be included) • Soft Mast Tree Plantings (minimum of 30 three-foot trees must be included) • Have a current Forest Stewardship Plan or equivalent prepared by a professional resource manager available and being followed • A minimum 5-acre regeneration timber harvest has taken place within the last three years 	4

<p>Projects that produce a combination of long and short-term benefits that include three of the following:</p> <ul style="list-style-type: none"> • Hard Mast Tree Plantings (minimum of 30 three-foot trees must be included) • Soft Mast Tree Plantings (minimum of 30 three-foot trees must be included) • Have a current Forest Stewardship Plan or equivalent prepared by a professional resource manager available and being followed • A minimum 5-acre regeneration timber harvest has taken place within the last three years 	3
<p>Projects that produce a combination of long and short-term benefits that include two of the following:</p> <ul style="list-style-type: none"> • Hard Mast Tree Plantings (minimum of 30 three-foot trees must be included) • Soft Mast Tree Plantings (minimum of 30 three-foot trees must be included) • Have a current Forest Stewardship Plan or equivalent prepared by a professional resource manager available and being followed • A minimum 5-acre regeneration timber harvest has taken place within the last three years 	2
<p>Projects that produce a long or short-term benefit that include one of the following:</p> <ul style="list-style-type: none"> • Hard Mast Tree Plantings (minimum of 30 three-foot trees must be included) • Soft Mast Tree Plantings (minimum of 30 three-foot trees must be included) • Have a current Forest Stewardship Plan or equivalent prepared by a professional resource manager available and being followed • A minimum 5-acre regeneration timber harvest has taken place within the last three years 	1
<p>Projects that do not produce tangible benefits or result in a negative outcome (e.g. planting invasive species)</p>	0

Forage Plantings	Maximum Score of 2
Projects creating at least 2 acres of new perennial and/or annual food plots by converting woods or fallow fields	2
Projects with a combination of new plots and maintaining or re-seeding existing food plots totaling at least 2 acres	1
Projects that do not include food plots, or only include food plots totaling less than 2 acres	0

Cooperatives/Multiple Properties	Maximum Score of 5
<p>Applicant must have all the following:</p> <p>Minimum of 5 Properties included in Application</p> <p>Minimum of 320 acres within a square mile included</p> <p>At least one agricultural property included</p> <p>Conservation District Forester Site Visit completed for at least one of the properties (see Appendix D for the link to local Conservation Districts)</p>	5
<p>Applicant must have all the following:</p> <p>Minimum of 2 Properties included in Application</p> <p>Minimum of 150 acres within a square mile included</p>	3
Multiple properties not included in application	0

Public accessibility and/or proximity to public lands	Maximum Score of 5
Project land is currently and/or will provide free public access for all deer hunting seasons or is enrolled in the Hunting Access Program for deer hunting	5
Project land is surrounded by public land on at least 2 sides OR Project Land will have limited free public access through a special hunt (e.g. Liberty Hunt/Independence Hunt)	3
Project land is within a mile of public land	1
Project land has no public land adjacent to it or within 1 mile and no public access	0

Proximity to a Cattle Farm or Active Commercial Agricultural Property	Maximum Score of 5
Project property is itself, or is adjacent to, a property that is an active cattle farm.	5
Project property is within 1 mile of a cattle farm or property that is being actively used for commercial agricultural purposes	3

Project property is >1 mile from a cattle farm or property that is being actively used for commercial agricultural purposes	0
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Deer Population Management	Maximum Score of 5
Applicant agrees to: <ul style="list-style-type: none"> • Complete a Deer Camp Survey (available through your local biologist) • Complete the online Deer Hunter Harvest Survey • Harvest more antlerless deer than antlered deer during the 2021 and 2022 deer seasons • Submit all deer heads for testing at a DNR check station or by planning with the local biologist 	5
Applicant is unwilling to participate in population management	0

PLAN Partnership	Maximum Score of 5
Applicant is not a past PLAN recipient	5
Applicant is a past PLAN recipient who fulfilled project obligations.	0
Applicant is a past PLAN recipient who failed to meet project obligations.	Ineligible to apply

Appendix C- List of Acceptable Tree Species

Applicants submitting projects including tree plantings must select from the list below. These species have been selected due to their desirability to deer and suitability to the region. Although many other tree and shrub species can be planted to enhance habitat for a variety of wildlife, the focus of PLAN is to increase deer availability in order to facilitate the harvest of those deer.

Acceptable Hard Mast Species

Burr Oak
Red Oak
Swamp White Oak
White Oak
(No hybrid oaks)

Acceptable Soft Mast Species

Apple
Crabapple (except Siberian)
Pear

Appendix D- Project Area Map

Applications will only be considered for projects in the following counties: Alcona, Alpena, Crawford, Montmorency, Oscoda, and Presque Isle.

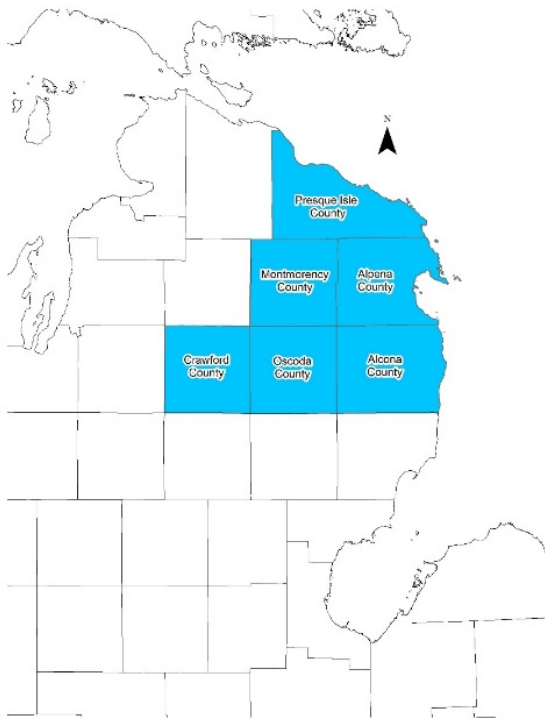


Figure 1 Map with Alcona, Alpena, Crawford, Montmorency, Oscoda, and Presque Isle Counties highlighted.

Appendix D-Helpful Information Links

- ❖ DNR Wildlife Habitat Information: www.michigan.gov/wildlife
- ❖ DNR Forestland Resources: www.michigan.gov/privateforestland
- ❖ MSU Extension: <http://msue.anr.msu.edu/experts>
- ❖ Local Conservation Districts: <http://macd.org/local-districts.html>