



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

Date

Waterways Infrastructure Improvements Grant Checklist

The following steps must be completed per the requirements of the grant process. Failure to follow these steps may delay or jeopardize your grant funding:

- The initial step is to send a copy of the proposed *Professional Services Agreement (PSA)*, between the community and the design consultant for the final engineering work, for review and approval per requirements outlined in the Department of Natural Resources (DNR) standard *PSA*. An executed *PSA* is needed before bidding and award of a project.
- Send project contracts (including proposed construction contract), bidding documents, specifications and final engineering drawing plans for review and approval before the project is bid out. *Note:* Change orders also need to be approved by the Parks and Recreation Division prior to the work element in question being initiated.
- Send copies of applicable permits required before project bidding; such as, the Department of Environmental Quality - Water Resource Division, Army Corps of Engineers, and building permits.
- Send a copy of the bid summary, and recommendation of bidder, for DNR review and approval before awarding contract.
- The DNR must be present at preconstruction and punch-list meetings for smaller projects, or present at pre-construction, punch-list meetings, and progress meetings for larger projects. Please give notification at least two weeks in advance of all meetings.
- Send documentation showing approval of the construction work by the engineer/consultant per DNR approved plans and project manual. Grant recipients (not consultants) shall send payment requests (include in writing the amount that is being requested) as per terms of the agreement, Forms PR 4753 – Waterways Grant Project Reimbursement Request Report and PR 4754 – Waterways Grant Project Financial Status Report including copies of canceled checks (front and back), signed construction contract, digital project pictures (on CD), “as built” construction drawings on a CD in an appropriate format, and invoices and an executed Professional Services Agreement.

If you have any questions or need additional information, please contact Paul R. Petersen, Waterways Grant Program Manager, at 517-284-6122, or DNR-Parks and Recreation Division, P.O. Box 30257, Lansing, Michigan 48909-7757.