



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



RODNEY A. STOKES
DIRECTOR

(Date)

(Address)

Re: Waterways Preliminary Engineering Grant Checklist

Dear (Waterways Grant Recipient):

The following is a checklist of elements that is required as part 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 between the community and the design consultant for the engineering work for review and approval per requirements outlined in the Department of Natural Resources (DNR) standard Professional Services Agreement. A signed Professional Services Agreement is needed before engineering work is to commence.
- Send a copy of the Preliminary Engineering Report when completed for review and approval. Allow at least two (2) months for the Department of Natural Resources to review and approve.
- Send copies of all applicable permits and permit applications; such as Department of Environmental Quality – Water Resource Division, and Army Corps of Engineers before requesting final reimbursement. If permits have not been received, submit written communication from applicable permitting agencies stating they have reviewed the preliminary engineering documents and have no objections to the issuance of a permit.
- Grant recipients (not consultants) shall send payment requests (include in writing the amount that is being requested) as per terms of the agreement, including copies of canceled checks (front and back), invoices, and a signed Professional Services Agreement.

Sincerely,

Paul R. Petersen
Waterways Grant Program Manager
Parks and Recreation Division
P.O. Box 30257
Lansing, Michigan 48909-7757
517-335-3033