



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
LANSING



KEITH CREAGH  
DIRECTOR

Date

### **Waterways Preliminary Engineering 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 engineering work, for review and approval per requirements outlined in the Department of Natural Resources (DNR) standard *PSA*. An executed *PSA* 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 DNR 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, Forms PR 4753 – Waterways Grant Project Reimbursement Request Report and PR 4754 – Waterways Grant Project Financial Status Report as well as including copies of canceled checks (front and back), invoices or pay applications/certificates and an executed *PSA*.

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.