

2015 Michigan State Waterways Grant Funding Requirement Changes

Five Year Recreation Plans.

Waterways Commission support.

Help in planning funding implications.

Identify local, regional and state boating trends.

Sustainable harbors.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Sustainable Harbors are:

Integrated in the community fabric.

An economic driver.

Correctly positioned structurally and geographically.

Locally controlled and supported.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Current Agreement Requirements

30 clauses (requirements) overall.

19 clauses during construction.

18 clauses during operations and maintenance.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Current Agreement Requirements:

- The community appropriates 50% of the total project funding.
- Additional project funding needed to complete the work is the community's responsibility.
- Waterways program approves plans & changes.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- Submit a final “as built” CD upon project completion.
 - Three (3) years to use the funding.
- Maintain records for audit purposes for no less than three (3) years after project completion.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- Waterways program approves all project and bidding documents.
- All facilities shall meet applicable State and Federal regulations and codes.
- Submit written report if Department identifies safety issues. If Department has to correct the work the community pays 105% of the cost of the work.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- Community to certify that a project contractor is not presently or proposed to be debarred from any State or Federal agencies.
- Contractor has not had a civil or criminal offense within three (3) years preceding the agreement.
- The program will comply with all applicable State and Federal laws and regulations.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- Establish a competent agency of the community to operate and maintain facility to satisfaction of the Department.
- Provide a facility fee schedule to the Department for approval. Net revenues go to a restricted fund for future recreational boating facilities.
- Enforce State statutes and local ordinances.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- Furnish Department use and income/expenses statements for the year if requested.
- Hold the State and Department harmless from damages/lawsuits due to construction, maintenance and operation.
- Maintain a sign designating the project was constructed by the community and the Department.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- Participate in the State Harbor Reservation system for the life of facilities.
- Provide upon request one seasonal boat slip at no cost for Department-owned vessels.
- Facility improvements are held in perpetuity or for the life of facilities (minimum of 20 years from latest grant award).



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- Submits invoices for reimbursement within ninety (90) days of invoice date.
- Commercial operations shall not be permitted on the facilities without prior written Community and Department approval.
- The facilities and water access shall be open to public at all times with no individual access denied on the basis of race, color, religion, national origin, or ancestry.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- Comply with the Elliot-Larsen Civil Rights Act and all other Federal, State and local fair employment practices and equal opportunity laws.
- Community will send a notice to their labor unions regarding the Waterways agreement commitments.
- Community must possess clear title or “administration authority over” all lands in this agreement.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- The facilities may not be conveyed or leased without the Department's prior written approval.
- Community failure to abide by the agreement is a material breach and could result in an "ineligibility" status with all Department administered grant programs until corrected.
- Agreement is effective when Michigan Legislature appropriates funds and the State Ad Board approves the release of the funding.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- The Department's rights under this agreement continue in perpetuity.
- No Agreement amendment is binding unless it is in writing and signed by both parties.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Current Grant Checklist Requirements:

- Department approves the project Professional Services Agreement.
- Bid documents are sent to the Department for approval before bidding.
- Applicable permits required before bidding.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- Department approves bid summary, and recommendation of bidder before awarding contract.
- Department attends pre-construction and punch-list meetings for smaller projects, or present at pre-construction, punch-list meetings, and progress meetings for larger projects.
- A sign identifying grant funding by the Department and the Michigan State Waterways Commission is required on site.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

- Documentation showing approval of the construction work by the consultant per Department approved plans and project manual.
- Grant recipients submit payment requests as per terms of the agreement.

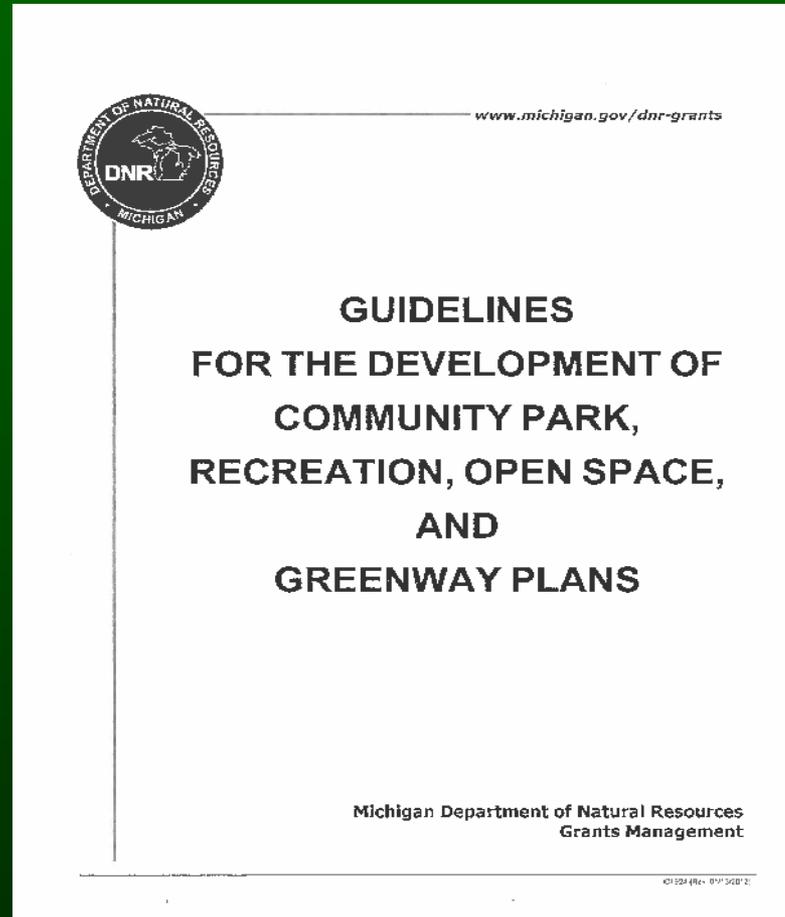


Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Trust Fund 5 Year Recreation Plan:



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

5 Year Recreation Plan Amendment:


 Michigan Department of Natural Resources-Grants Management
COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST
AMENDMENT
By Authority of Parts 19, 709 and 716 of Act 451, P.A. 1994, as amended; submission of this information is required for eligibility to apply for grants.

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan amendment.

All community recreation plan amendments are required to meet the content and local approval standards listed in this checklist and as outlined in the Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans provided by the Department of Natural Resources (DNR). To be eligible for grant consideration, plan amendments must be submitted to the DNR prior to the grant application deadline with a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan.

PLAN AMENDMENT FORMAT

Plan amendments must consist of either:

- 1.) A complete, revised plan with a letter of explanation that indicates what aspects of the original plan have been revised and how; or
- 2.) Revised or additional pages to the approved recreation plan, with an explanation of where the new pages fit within the original plan. If the amendment is to be inserted into the existing plan, it must be smaller in format to the approved plan and indicate the location for insertion.

Name of Plan:	Date Current Plan Expires:	
Let the community names (including school districts) covered by the plan:	County:	Month and year plan adopted by the community's governing body:

PLAN AMENDMENT FULFILLMENT

INSTRUCTIONS: Please check each box to certify that the listed information is included in the plan amendment SUBMITTAL.

DESCRIPTION OF THE PLANNING PROCESS

DESCRIPTION OF THE PUBLIC INPUT PROCESS

Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received

Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice: _____

Type of Notice: _____

Plan Location: _____

Duration of Draft Plan Public Review Period (Must be at Least Two Weeks): _____

Copy of the Notice for the Public Meeting Held after the Two-Week Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice: _____

Name of Newspaper: _____

Date of Meeting: _____

Copy of the Minutes from the Public Meeting

Page 1 of 2 #M1624-2 (Rev. 5/17/2008)



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Recreation Plan Elements:

Size of Facility.

- Right size.
- Bigger than needed.
- Need more room (expansion).



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Recreation Plan Elements

Marketing Plan.

Events Plan.

Partnering Plan.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes Recreation Plan Elements

Dredging Cycles.

How often is dredging required?

What is the average volume per dredge?

Where is the disposal location for dredging materials?



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Recreation Plan Elements

Infrastructure replacement schedules.

Maintenance schedules – annual.

Replacement or rehabilitation
schedules of large investments
(docks, buildings, etc.).



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Financial Statements

Currently required but kept locally.

With 2015 and beyond, grant applications will need the previous three years financial statements attached.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

FINANCIAL SUMMARY OF HARBOR OPERATIONS
FOR _____
(HARBOR NAME - COMMUNITY NAME)

RECEIPTS:

Gasoline, Diesel, Oils	\$ _____
Dockage: Transient Slips	_____
Seasonal Slips	_____
Mooring Buoy Fees	_____
Sewage Pump-Out Fees	_____

OTHER RECEIPTS (Examples: Pay Phone, Ice, Beverages, Unclaimed key deposits, Boat Launch Fees if integral to the Harbor Operation, Interest):

Other (_____)	\$ _____
Other (_____)	_____
Other (_____)	_____

TOTAL RECEIPTS \$ _____

DISBURSEMENTS:

Cost of Fuels and Oils	\$ _____
Salaries, Wages, Fringes	_____
Administrative Charges	_____
Bond retirement	_____

OTHER DISBURSEMENTS (Examples: Utility Bills, Telephone Bills, Sewer Fees, Cost of Ice and Beverages, Contracted Maintenance Services, Maintenance Supplies, Credit Card Fees, Advertising, Insurance's):

Other (_____)	_____

TOTAL DISBURSEMENTS \$ _____

NET INCOME: (LOSS) \$ _____

HARBOR FUND BALANCE FROM PREVIOUS YEAR'S REPORT \$ _____

PLUS (MINUS) CURRENT NET INCOME (LOSS) \$ _____

NEW HARBOR FUND BALANCE AS OF _____ \$ _____
(Date)



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Harbor Logs

Currently a requirement but kept locally.

With 2015 and beyond, the last three years of harbor logs will need to be provided with the application.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Harbor Logs

Size of vessel.

Type of vessel.

Occupancy.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes

Contact Information

Bill Boik, BOIKW@michigan.gov
Programs and Grants Manager
517-284-6086.

Paul Petersen, petersenp@michigan.gov
Waterways Grants Manager
517-284-6122.



Michigan Department of Natural Resources



2015 Michigan State Waterways Grant Funding Requirement Changes



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

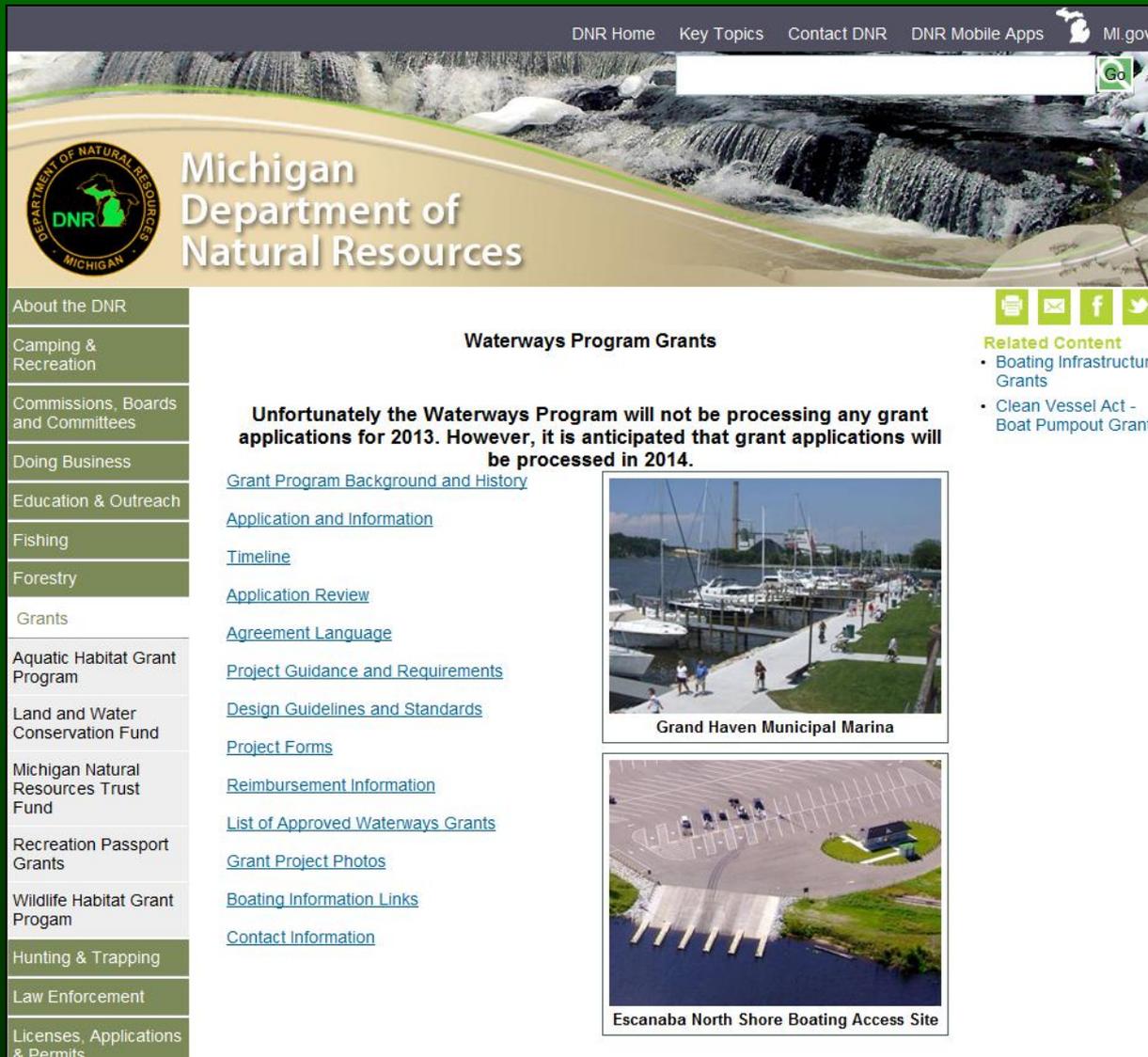
- Go to www.michigan.gov/dnr.
- Select “Grants” along left side.
- Scroll down to Available Grants and find the section titled “Boating”.
- Select “Waterways Program Grants”.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process



The screenshot shows the Michigan Department of Natural Resources website. At the top, there is a navigation bar with links for "DNR Home", "Key Topics", "Contact DNR", "DNR Mobile Apps", and "MI.gov". Below the navigation bar is a large banner image of a waterfall. The Michigan Department of Natural Resources logo is on the left, and the text "Michigan Department of Natural Resources" is in the center. A search bar with a "Go" button is on the right. Below the banner is a sidebar menu with various categories like "About the DNR", "Camping & Recreation", "Commissions, Boards and Committees", "Doing Business", "Education & Outreach", "Fishing", "Forestry", "Grants", "Aquatic Habitat Grant Program", "Land and Water Conservation Fund", "Michigan Natural Resources Trust Fund", "Recreation Passport Grants", "Wildlife Habitat Grant Program", "Hunting & Trapping", "Law Enforcement", and "Licenses, Applications & Permits". The main content area is titled "Waterways Program Grants" and contains a notice: "Unfortunately the Waterways Program will not be processing any grant applications for 2013. However, it is anticipated that grant applications will be processed in 2014." Below the notice are several links: "Grant Program Background and History", "Application and Information", "Timeline", "Application Review", "Agreement Language", "Project Guidance and Requirements", "Design Guidelines and Standards", "Project Forms", "Reimbursement Information", "List of Approved Waterways Grants", "Grant Project Photos", "Boating Information Links", and "Contact Information". On the right side of the main content area, there are social media icons for print, email, Facebook, and Twitter, followed by a "Related Content" section with links to "Boating Infrastructure Grants" and "Clean Vessel Act - Boat Pumpout Grants". Two photographs are included: "Grand Haven Municipal Marina" showing a marina with many boats and people, and "Escanaba North Shore Boating Access Site" showing a paved area with a boat launch and a dam.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

Waterways Grant Application:

Michigan Department of Natural Resources – Parks and Recreation Division			
WATERWAYS GRANT PROGRAM APPLICATION			
<small>This information is required by Authority of 1947 PA 320.</small>			
GRANT APPLICATIONS <u>MUST BE RECEIVED BY PROGRAM MANAGER BY 5 PM EST, APRIL 1</u>			
Applicant Name (Local Government)		Name of Contact Person/Title	
Address		Address	
City, State, ZIP		City, State, ZIP	
Federal Employer Identification Number (FEIN) (REQUIRED)		E-mail Address	
NOTE: FEIN Number of municipality identified as Applicant Name (Local Government) above <u>MUST</u> be provided to receive grant funds.			
Applicant Telephone () -	Applicant FAX () -	Contact Person Telephone () -	Contact Person FAX () -
PROJECT LOCATION <input type="checkbox"/> County <input type="checkbox"/> Township <input type="checkbox"/> City <input type="checkbox"/> Village		County	State Senate District
		State House of Representative District	
TYPE OF PROJECT <input type="checkbox"/> Harbor <input type="checkbox"/> Boating Access Site (must contain or propose a ramp, maneuver area, and parking to be grant eligible)		TYPE OF GRANT <input type="checkbox"/> Preliminary Engineering Study <input type="checkbox"/> Infrastructure Improvements* (i.e., construction projects) <small>*Preliminary engineering has been completed by a licensed design professional</small>	
PROJECT TITLE			
DESCRIPTION OF PROJECT <small>Attach a description of the overall project (including scope items, estimated costs, estimated construction schedule, and digital site photos) and a needs assessment.</small>			
BUDGET SUMMARY			
A. Estimated Project Cost (B + C):		\$ _____	
B. Requested Grant Amount:		\$ _____	
C. Applicant's Matching Funds:		\$ _____	
As Designated Representative of above-named Applicant, I hereby agree to implement this project according to the materials provided with this application and to abide by the provisions of the Waterways Grant program, including compliance with all applicable Federal and State laws and regulations.			
Printed Name and Title of Applicant's Designated Representative		Signature	Date
APPLICATION WITH ATTACHED PROJECT DESCRIPTION <u>MUST BE RECEIVED BY PROGRAM MANAGER BY 5 PM EST, APRIL 1.</u>			
Applications should be <u>mailed</u> to:		Overnight or Express Mail Address:	
PAUL PETERSEN PARKS AND RECREATION DIVISION MICHIGAN DEPARTMENT OF NATURAL RESOURCES PO BOX 30257 LANSING MI 48909		PAUL PETERSEN PARKS AND RECREATION DIVISION MICHIGAN DEPARTMENT OF NATURAL RESOURCES 525 WEST ALLEGAN LANSING MI 48933	
FOR DNR USE ONLY			
<input type="checkbox"/> Facility No.:		<input type="checkbox"/> Compliance Review	
Comments			
Program Manager (please print)		Signature	Date



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

Waterways Grant Application:

- Fill out all portions of the application completely.
- Check off “Type of Project” and “Type of Grant”.
- A “Description of Project” must be attached that includes scope items, estimated costs, construction schedule, digital site photos, and a needs statement.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

Waterways Grant Application:

- Sign and date application.
- Must be received by 5pm EST, April 1.
- It is best to send the application and materials in before the due date by email with a hard copy via US mail.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

Current Grant Checklist Requirements:

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING

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.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

Current Grant Checklist Requirements:

- Department approves the project Professional Services Agreement.
- Bid documents are sent to the Department for approval before bidding.
- Applicable permits required before bidding.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

- Department approves bid summary, and recommendation of bidder before awarding contract.
- Department attends pre-construction and punch-list meetings for smaller projects, or present at pre-construction, punch-list meetings, and progress meetings for larger projects.
- A sign identifying grant funding by the Department and the Michigan State Waterways Commission is required on site.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

- Documentation showing approval of the construction work by the consultant per Department approved plans and project manual.
- Grant recipients submit payment requests as per terms of the agreement.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

- Grant recipient (not consultants) shall send payment requests.
- Grant recipient to include in writing (letter or email) the amount that is being requested.
- Include PR4753 form – Waterways Grant Project Reimbursement Request Report.
- Include PR4754 form – Waterways Grant Project Financial Status Report.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

PR4753 form – Waterways Grant Project Reimbursement Request Report:

- Fill out all portions of the form completely.
- Record all invoices numbers and check numbers in the “Invoice #” and “Check #” columns.
- Total all columns where required.
 - Sign and date form.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

PR4754 form – Waterways Grant Project Financial Status Report:

 Michigan Department of Natural Resources
Parks and Recreation Division

**WATERWAYS GRANT PROJECT
FINANCIAL STATUS REPORT**
Issued under authority of Part 741, 1994 PA 451, as amended

Recipient Name _____ **FOR DNR USE ONLY**

Address _____ Grant Project Description _____

City, State, ZIP _____ Grant Project Number _____

Facility Name _____

Period covered by this report _____ Grant Funding Period (agreement date + 3 years)
From: _____ To: _____ From: _____ To: _____

Grant Award Amount	State	Local	Total	Share %	Final Reimbursement Request? <input type="checkbox"/> Yes <input type="checkbox"/> No
1. Initial Amount				State _____	Date Report Submitted _____
2. Addendum(s)				Local _____	
3. Total Amount				Total _____ (mmddyyyy)	

Transactions	I Previously Reported	II This Report	III Cumulative
1. Total amount expended (Col III must not exceed #3 Total Amount above) (b + c)			
2. Recipient's share of the total amount expended			
3. State's share of the total amount expended (Col. II must equal Total "Requested Reimbursement Amount" from Reimbursement Request Report)			
4. Recipient's share of total anticipated future expenditures			
5. State's share of total anticipated future expenditures			
6. Total amount of anticipated future expenditures (d + e)			
7. Total State share of expenditures for this grant (c + e)			
8. Total State funds awarded (same as #3 State)			
9. Projected State funding surplus (h - g)			

Remarks: Include any explanations deemed necessary. Attach additional sheets if needed.

I certify to the best of my knowledge and belief that this report is correct and complete, and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Signature _____ Date _____

Typed or Printed Name, Title Telephone _____



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

PR4754 form – Waterways Grant Project Financial Status Report:

- Fill out all portions of the form completely including checking off “yes” or “no” for “Final Reimbursement Request” section.
- “Grant Award Amount” references the grant amounts not the actual contract amounts.
- Fill in all columns where required.
- Sign and date form.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

- Copy of invoices or pay applications/certificates.
- Copy of canceled checks (front and back).
- Copy of executed construction contract.
- Digital project pictures and “as built” construction drawings on a CD in an appropriate format (pdf).



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process

Contact Information

Bill Boik, BOIKW@michigan.gov
Programs and Grants Manager
517-284-6086.

Paul Petersen, petersenp@michigan.gov
Waterways Grants Manager
517-284-6122.



Michigan Department of Natural Resources



How to Streamline the Waterways Grant Process



Michigan Department of Natural Resources

