2016 Michigan Invasive Species Grant Program

MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations."

NATURAL RESOURCES COMMISSION STATEMENT

The Natural Resources Commission, as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the Michigan DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

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If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202.

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, P.O. Box 30425, Lansing MI 48909-7925.

This publication is available in alternative formats upon request.

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SCHEDULE FOR MICHIGAN INVASIVE SPECIES GRANT PROGRAM

Request for Pre-Proposals ..... May 2, 2016

Informational Webinar ..... May 12, 2016

Electronic Submission of Pre-Proposals Due ..... June 15, 2016

Request for Full Proposals ..... July 15, 2016

Electronic Submission of Full Proposals Due ..... September 15, 2016

Award Announcement ..... December 2016

Project Period Begins ..... Upon execution of grant

Project Schedule ..... Follows work plan in "Appendix A" of Project Agreement

Interim Progress Reports Due ..... April 30 and October 30 of Project Period

Project Period Ends ..... Date on executed Project Agreement

Final Project Report Due ..... Sixty days after project period end date

INTRODUCTION

The Michigan Invasive Species Grant Program (MISGP) is a competitive state grant program started in 2014 and available each year that the state legislature appropriates funding. Over $7.6 million in invasive species grant funds have already been awarded. A minimum of $3.6 million will be available for the 2016 grant cycle.

The purpose of the MISGP is to provide funding and technical assistance to prevent, detect, eradicate, and control terrestrial and aquatic invasive species. Administration of the MISGP is handled through the Michigan Department of Natural Resources (DNR) in collaboration with the Departments of Environmental Quality (DEQ) and Agriculture and Rural Development (DARD). Collectively, these three departments are known as the Quality of Life (QOL) agencies.

The QOL agencies have developed the following plans to manage invasive species:

- Michigan's Aquatic Invasive Species State Management Plan
- Michigan's draft Terrestrial Invasive Species State Management Plan (anticipated to be final by Summer 2016)

PROGRAM ELIGIBILITY AND REQUIREMENTS

ELIGIBLE APPLICANTS

- Local, federal, or tribal units of government
- Non-profit organizations
- Universities

MISGP projects must be conducted in Michigan or on Michigan waters. Proposals that are collaborative in nature will receive higher scoring than proposals representing individual agencies or organizations. Applicants receiving prior funding through MISGP may apply.

PARTNERS AND COLLABORATORS

Project partners receiving money from the grant must be eligible applicant organizations. Project partners are subject to the same level of documentation requirements for progress reporting and reimbursement as the applicant agency.

Project collaborators are organizations that are not eligible applicants. Project collaborators may work on the project but are considered contractors, subject to state procurement requirements which require awarding work to the lowest qualified quote or bid (see Payment of Grant Funds section). Project collaborators may make documented donations to the project.

GRANT LIMITS

The minimum grant amount is $25,000 and the maximum grant amount is $400,000.

MATCH REQUIREMENTS

The applicant must provide 10% of the total project cost in the form of local match. Eligible local match includes: cash; donations of materials, equipment or supplies; staff; relevant grant awards; or volunteer labor. Applicants with more than 10% match will receive additional points in the scoring process. Match may not consist of waived indirect costs. Indirect rates in excess of 10% may not be used as match. This is not a federal grant program and federally negotiated indirect rates do not apply.

TIMEFRAME

Project duration may be from 1 to 3 years, with work commencing within the first 60 days of grant execution. Phased projects to initiate or continue work may be submitted. Funding of one phase of a project does not guarantee funding for subsequent phases.

PROGRAM GOALS

This program is designed to address strategic issues of prevention, detection, eradication, and control for both terrestrial invasive species (TIS) and aquatic invasive species (AIS) in Michigan. The main objectives of the MISGP are to:

- Prevent new introductions of invasive species through outreach and education
- Monitor for new invasive species and expansion of existing invasive species
- Respond to and conduct eradication efforts for new findings and range expansions
- Manage and control key colonized species in a strategic manner

PROGRAM METRICS

- Statewide coverage of Cooperative Invasive Species Management Areas (CISMAs)
- Response to early detections of invasive species
- Education and outreach to Michigan citizens
- Increased management and control of terrestrial and aquatic invasive species

PROJECT FOCUS AREAS

The six focus areas outlined below were determined to be the current priorities for statewide strategic investment in invasive species prevention, detection, eradication, and control.

Individual proposals will only be applicable to one focus area, but applicants may submit separate proposals under more than one focus area.

Proposals that demonstrate the greatest strategic advantage and technical merit will receive the highest scores. The intent of the program is to fund the proposals that will provide the strongest outcomes for invasive species in the state. As such, a focus area may not be funded if there is a lack of interested applicants or strength in proposals.

Focus Area 1. Using regional, collaborative partnerships to prevent, detect, eradicate, and control invasive species

This focus area supports regional management and control efforts through collaborative partnerships and Cooperative Invasive Species Management Areas (CISMAs; Appendix A). Priority will be given to proposals that: 1) create new CISMAs, including developing and implementing strategic plans, and 2) implement existing strategic plans through established CISMAs. Projects should use established procedures to detect invasive species, treat infestations with appropriate methods, and perform subsequent monitoring. Applicants should demonstrate commitment to long-term monitoring, treatment, and restoration efforts beyond the grant period. Competitive projects will incorporate education and outreach elements that involve the public in the prevention, detection, and control of invasive species. Applicants are encouraged to include early detection activities for invasive insect, plant, and animal species that threaten the aquatic and terrestrial environments in the proposed project area (refer to Appendix B for Michigan's Watch List and 2016 MISGP Priority species).

Focus Area 2. Integrated and novel approaches for managing aquatic invasive species in Michigan waters

Projects in this focus area will implement and evaluate strategies to eradicate or control aquatic invasive species through integrated and novel management approaches, including new biocontrol options. Preference will be given to proposals seeking to advance understanding of invasive aquatic plant control and contribute to the development of solutions for long-term inland lake stability. Projects must evaluate results and provide guidance towards strategic effective and efficient management of invasive organisms throughout Michigan. Ideal projects will use multiple locations representing diverse ecological attributes and varying risks of invasive species transfer.

Focus Area 3. Implementing high priority projects for terrestrial invasive species

This focus area encompasses projects that detect, reduce, and/or eradicate priority terrestrial invasive species on private or public lands in entire geographic areas (e.g., townships, counties, multi-county regions of the state) in conjunction with activities of other landowners. Proposals must outline strategies to detect, identify, and positively confirm target species, as well as monitor the efficacy of treatment activities. Priority will be given to proposals targeting one or more of the following: 1) new introductions and existing outliers (only known infestation in a geographic area), 2) limited infestations in a geographic area that are supported by state or federal control operations on adjacent properties, and 3) infestations that threaten high value timber, recreation, or ecologically significant areas that can be eliminated from a geographic area (as described above) by successful treatment of adjacent public and private property.

Focus Area 4. Outreach and education to prevent new introductions and reduce the spread of existing invasions

Projects in this focus area will motivate target audiences to take actions to prevent the introduction and spread of invasive species through specific pathways. Proposed outreach activities should teach techniques, skills and actionable steps for prevention or increase participation in detecting and reporting invasive species. Outreach and education efforts should result in measurable changes in the actions of target audiences. Project applicants should demonstrate knowledge or experience with messaging regarding invasive species issues in Michigan. Proposals should include communication messages, target audiences and pathways, modes of communication, and methods for evaluating message effectiveness (refer to Appendix C for the state's invasive species education and outreach goals, objectives, and campaigns).

Focus Area 5. Prevention of aquatic invasive species introduction and spread through the recreational boating and angling pathways

Projects in this focus area will: 1) increase public awareness about AIS, 2) assist boaters and anglers in taking preventative steps to avoid introducing and spreading AIS, and 3) increase compliance with AIS-related laws and recommended actions for watercraft and related recreational equipment. Ideal proposals will provide outreach to recreational boaters or anglers at a broad scale (e.g., county, region, state) as opposed to an individual lake. Project locations should include high traffic boating access sites and/or popular boating and fishing events that lead to large numbers of meaningful impressions. Purchase of boat wash systems and wader wash stations (up to a maximum of $20,000 per system) for use as elements of the outreach project will be considered in this focus area. Plans for waste water containment or collection and for obtaining necessary DEQ discharge permits and DNR-Parks & Recreation Division permits or permissions for washing systems or stations must be included in the application.

Focus Area 6. Other projects of demonstrated urgent need

Priority will be given to proposals that meet the needs of Focus Areas 1-5; however, other project concepts that are not included the Focus Areas but pertain to implementing other aspects of Michigan's Aquatic and draft Terrestrial Invasive Species State Management Plans (SMPs) will be given consideration under this Focus Area. Proposals must clearly demonstrate an exceptional and urgent need. Proposals may also advance priorities identified in other plans, strategies, or strategic planning efforts that are separate but complementary to the SMPs. Staff reviewers must have access to any other plans that are referenced in the proposal. Examples include, but are not limited to, the following:

- Michigan's Wildlife Action Plan
- Great Lakes Water Quality Agreement commitments, including the Lakewide Action and Management Plans
- Regional or local planning efforts, such as approved watershed management plans

ELIGIBLE AND INELIGIBLE PROJECT COSTS

The following guidelines have been developed for the MISGP. Projects containing ineligible costs may be approved for funding however ineligible costs will not be reimbursed. Ineligible costs may not be used as local match.

Only costs directly associated with completing the project and incurred during the project period (after project execution and before project end date) are eligible for reimbursement. **Please see DNR Review of Reimbursement Requests section for documentation required for eligible costs.**

Eligible Costs

Personnel

- Salaries and fringe benefits for direct labor
- Donated services (credited at professional wage)
- Volunteer labor (credited at minimum wage)
- Graduate student tuition and fees (approved on a case-by-case basis)

Supplies, Material and Equipment

- Supplies and Materials (purchased or donated)
- Contractual services
- Equipment (purchased, donated, or rented). Purchased equipment may not exceed $2,499 per item. If equipment is purchased in pieces and assembled, the total of the pieces used in assembly may not exceed $2,499.
- Boat wash and wader wash stations under Focus Area 5 ($20,000 limit)

Travel

- Mileage for compensated workers when using personal or vehicles for project travel (see current State Travel Rates)
- Lodging for compensated workers (volunteers not eligible)
- Meals for compensated workers in travel status (see current State Travel Rates)
- Onsite group meals for volunteer laborers (see current State Travel Rates)

Other

- Permit application fees for permits required for the project

Indirect

- Indirect costs for the entire project (applicant and partners) may not exceed more than 10% of the total project cost

Ineligible Costs

- Costs incurred outside of the project period specified in the project agreement or amendment
- Routine maintenance and operation
- Salaries/fringes of individuals not working directly on the project
- Meals, lodging, salaries, conference fees and speaker fees for compensated workers attending conferences not related to the project
- Lodging and mileage for volunteer laborers
- Equipment purchases over $2,499 per unit
- Indirect/overhead greater than 10% of the total project cost
- Indirect may not be waived to meet the 10% required match

APPLICATION PROCESS

PRE-PROPOSAL PROCESS:

Applicants must submit a pre-proposal to be eligible for the full proposal process. The pre-proposal must be completed using the pre-proposal template provided by the DNR. The pre-proposal template can be found at www.michigan.gov/invasives. Select 'Grants' on the left navigation menu, then go to the 'Applicant Information' drop down menu.

Pre-proposals are limited to 3 pages in length and must be submitted electronically to: MISGPapplication@michigan.gov by the date and time specified on page one of this handbook. Late applications will not be considered.

Applicants will be notified of the outcome of their pre-proposal via mail and electronic mail. Successful applicants will be invited to submit a complete application packet. Please note that an invitation to submit a complete application packet does not guarantee that your project will be funded.

A list of successful pre-proposals will be posted to the MISGP website on July 15, 2016.

FULL PROPOSAL PROCESS:

Applicants invited to submit full proposals will be notified by the department via mail and electronic mail. Applicants may check the status of successful pre-proposals at the MISGP website on July 15, 2016.

Applicants submitting a full proposal will need to prepare a MISGP 2016 workbook template, an application narrative and work plan, project location map(s), correspondence regarding regulatory permitting issues (if applicable), and support letters from land owners, lake associations, partners, and other agencies in the community. The full proposal workbook template can be found at www.michigan.gov/invasives. Select 'Grants' on the left navigation menu, then go to the 'Applicant Information' drop down menu.

Full proposals are limited to 10 pages in length and must be submitted electronically to: MISGPapplication@michigan.gov by the date and time specified on page one of this handbook. Late applications will not be considered for funding.

Applicants will be notified of the outcome of their full proposal via electronic mail.

A list of funded proposals will be posted to the MISGP website in December 2016.

INELIGIBLE APPLICATIONS

Applications that are not submitted by the due date, do not provide at least 10% in eligible match, are not submitted on the proper forms, include indirect/overhead costs in excess of 10% of the total project costs, or are incomplete may not be considered for funding assistance.

APPLICATION REVIEW PROCESS

Applications will be scored by a select group of DNR, DEQ, and DARD technical staff. Applications will be ranked based on their final scores and proposals will be recommended for funding based on a combination of scoring criteria, project type, project metrics, geographic location, and available funding. The list of the proposals recommended for funding will be reviewed by the QOL Invasive Species Steering Committee and presented to the DNR, DEQ, and DARD Directors for approval.

APPLICATION ASSISTANCE

Applicants may seek assistance from state department staff in preparing their application.

Department Contact Information:

- Projects, Timelines, and Focus Areas: Joanne Foreman, DNR, Invasive Species Communications Manager, 517-284-5814, foremanj@michigan.gov
- Expenses, Templates, General Grant Requirements: Kammy Frayre, DNR, MISGP Project Manager, 517-284-5970, frayrek1@michigan.gov

INSTRUCTIONS FOR COMPLETING A PRE PROPOSAL APPLICATION

CONTENT REQUIRED FOR ALL PRE-PROPOSAL APPLICATION PACKETS:

- ☐ **Michigan Invasive Species Grant Program Pre-proposal Template** (3 page limit)
- ☐ **List of Partners/Collaborators**
- ☐ **Match Sources and Status of Match**
- ☐ **Description of Previous Proposal, if applicable**
- ☐ **Resumes/Qualifications**

MISGP PRE-PROPOSAL APPLICATION

The pre-proposal application template is only available during the pre-proposal application period and can be found at www.michigan.gov/invasives. Select 'Grants' on the left navigation menu, then go to the 'Applicant Information' drop down menu. The pre-proposal application must be submitted electronically to: MISGPApplication@michigan.gov by the deadline indicated on page one of this handbook.

General Instructions: The pre-proposal is limited to three (3) pages maximum and should follow the format indicated on the template. Font should be Times New Roman, 11 point, .5 inch margins on all sides of page. Do not include letters of support with your pre-proposal.

Project Title: Use a short, descriptive title that captures the project's purpose or goal (10 words or less).

Applicant Information: Include the name, applicant type, organization, phone number and email address for the primary applicant.

On a separate page, list the names, organizations, and email addresses of the known project partners and collaborators. Please see the Program Eligibility and Requirements section of this handbook for a description of project partners and collaborators. This section is not included in the page limit.

Project Focus Area: Identify the project focus area for your proposal. Focus area descriptions are provided in the Program Eligibility and Requirements Section of this handbook (limit one per application).

Brief Project Summary: Provide a summary that gives an overview of the project and what will be accomplished (50 words or less). This summary may be used in publications about the grant program.

Estimated Project Cost: Provide the total project cost, the MISGP request (grant amount), and the proposed local match. Please see the Program Eligibility and Requirements section of this handbook for grant limits and local match requirements. MISGP Request (grant amount) + Proposed Local Match = Total Project Cost.

Local Match Sources: On a separate page, list the sources of the proposed local match. Indicate if the match is cash or in-kind and the status of matching funds (in-hand, applied for, or plan to seek). This section is not included in the page limit.

Proposed Project Dates: List the start date and the completion date of your project. Projects may last between one and three years. Project start dates will generally be two months following the award announcement date listed in this handbook.

Proposed project location(s) (include county): Provide a brief description or list where project activities will take place.

Has this project previously been submitted to the MISGP? If yes, is this a previously funded project? Or was this an unfunded project and have changes been made? On a separate page, describe any changes to the project since the last submission and any other pertinent information that should be considered.

Rationale: Describe the rationale for the project (including the issue or question you are addressing).

The project should support the:

- Overall goals of the MISGP (see the Program Eligibility section of this handbook)
- Goals of the identified Focus Area (see the Project Focus Area section of this handbook)

Objectives: Outline specific objectives for the project and a timeframe for completion. Objectives should help define your products/deliverables below.

Methods: Provide a concise summary of proposed methods to achieve the project objectives.

Details, as relevant, may include:

- Project design
- Data collection procedures
- Analytical methods, permits or compliance issues that need to be addressed
- Plans for pre-and post-project evaluation monitoring and reporting

Relevance: Draw clear connections linking your project with goals or objectives of one or more local, regional, state, or federal management plan.

Examples: Michigan's Aquatic Invasive Species State Management Plan; Michigan's draft Terrestrial Invasive Species State Management Plan; Michigan's Wildlife Action Plan; Great Lakes Water Quality Agreement commitments, including Lakewide Action and Management Plans; or regional or local planning efforts, such as approved watershed management plans.

Products/Deliverables: Describe and quantify the project deliverables relevant to the overall goals of the MISGP and within the identified Focus Area.

Resume/Qualifications: The collective experience of the group should illustrate the ability to successfully complete the described work and the financial and reporting requirements of the grant proposal. Include a one (1) page resume or curriculum vitae focusing on recent and relevant work for each individual contributing to the project. This section is not included in the page limit.

PRE-PROPOSAL SCORING CRITERIA

The DNR reviews all pre-proposal grant applications and determines their eligibility. Eligible pre-proposals will be scored using the following scoring criteria, which reflect the goals and objectives of the program.

PRE PROPOSAL SCORING CRITERIA (150 MAXIMUM SCORE)	**MAXIMUM SCORE**
Does the proposal directly address specific invasive species prevention, detection, eradication, or control objectives outlined in the state's Aquatic or draft Terrestrial Invasive Species Management Plans (SMP)? • 25 = The proposal directly utilizes specific objectives and strategic actions from the appropriate SMP(s) including SMP document reference numbers. • 13 = The proposal contains general references to executing SMP objectives or actions. • 0 = The proposal is not linked to SMP(s) or the linkage is unclear.	25
Will the project result in large-scale ecological benefits with regional and/or statewide implications? • 25 = The project outcomes will clearly result in direct statewide benefits or the project is highly transferrable. • 10 = The project outcomes have regional implications only. • 0 = The project outcomes are local in application and implication.	20
Does the proposal focus on a Watch List or 2016 MISGP Priority invasive species (Appendix B)? • 10 = Yes. • 0 = No.	10
Does the project team have the collective experience, education, and capacity to lead the project to a successful outcome? • 10 = The team has documented their experience, education, and capacity to lead the project successfully. • 5 = The team has some experience in leading projects regarding invasive species management. • 0 = The project team has no experience in leading projects regarding invasive species management.	10
Are the proposal objectives clearly stated with appropriate methods? • 20 = The proposal has clearly stated objectives and appropriate methods. • 10 = The proposal objectives and/or methods need improvement. • 0 = The proposal lacks clear or appropriate objectives and/or methods.	20
Are the methods proven effective or unique and innovative? • 15 = Methods are well established and referenced as the most contemporary approaches to addressing the issues or the methods are innovative and outcomes likely to advance the knowledge of invasive species prevention, detection, eradication and control. • 10 = Methods are generally accepted or may advance the knowledge of invasive species prevention, detection, eradication and control. • 0 = Methods are questionable in efficacy.	15
Does the proposal meet the intent and/or the priorities in the selected focus area description? • 50 = The proposal clearly satisfies all components of the focus area as described. • 25 = The proposal supports some of the components described in the focus area description. • 0 = The proposal does not meet the intent or the priorities in the focus area description.	50
TOTAL MAXIMUM SCORE	**150**

INSTRUCTIONS FOR COMPLETING A FULL PROPOSAL APPLICATION

Assembling the information needed to submit a complete application package takes time. It is important to start the process as early as possible.

- ☐ **Michigan Invasive Species Grant Program Application Workbook**
- ☐ **Application Narrative and Work Plan** (10 page limit)
- ☐ **Project Location Map(s)**
- ☐ **Documentation of Local Match Sources**
- ☐ **Correspondence regarding regulatory permitting issues** (if applicable)
- ☐ **Support letters from land owners, lake associations, partners, community** (optional but included in scoring)
- ☐ **Copy of last complete Audit Report**

MISGP APPLICATION WORKBOOK

The full proposal workbook template is only available during the full proposal application period and can be found at www.michigan.gov/invasives. Select 'Grants' on the left navigation menu, then go to the 'Applicant Information' drop down menu.

The MISGP application workbook consists of four tabs. Two tabs are to collect general project data and two tabs are for budget information pertaining to your project. Complete the workbook in its entirety and return as an Excel (.xls) file with the following naming convention: [applicant organization] MISGP 2016 application.xls. Each section of the workbook is explained in more detail below.

Focus Area:

1. Select the same Focus Area category for the full proposal application as was submitted for the pre-proposal, unless instructed otherwise by the DNR. Focus area descriptions are provided in the Program Eligibility and Requirements section of this handbook.

General Information:

2. Type of Organization:
   - Select the type of organization that is applying for the grant.
   - 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.
3. Project Title: Provide a short description of the project (10 words or less).
4. Brief Project Summary: Provide an overview of the proposal and what will be accomplished (50 words or less). This summary may be used in publications to describe the project.
5. Project Narrative and Work Plan (10 page limit):
   - **This section is critical for the evaluation and scoring of the project.** The project narrative and work plan should address the MISGP overall program goals, the goals of the specific focus area, and specifically reference relevant planning and management documents such as the Aquatic and draft Terrestrial Invasive Species State Management Plans. Quantify statements whenever possible and refer to the scoring criteria in this handbook to ensure the proposal receives maximum points. The full proposal allows the opportunity to expand on the following categories from the pre-proposal and adds the requirement of a detailed work plan:
     - ➢ Project Rationale: Provide additional rationale for the project including the issue or question you are addressing, background on the project including area and species selected, and any treatment history for the project.
     - ➢ Project Objectives: Detail specific objectives for the project that help define your products/deliverables below.

- Project Methods: Provide a concise summary of proposed methods to achieve the project objectives. Details as relevant may include: project design, data collection procedures, analytical methods, permits or compliance issues that need to be addressed, or plans for pre-and post-project evaluation monitoring and reporting.
- Relevance: Draw clear connections (including page number, goal number, and objective number) linking your proposal with the goals or objectives of one or more local, regional, state, or national management plans. Example: Michigan Aquatic or draft Terrestrial Invasive Species State Management Plans.
- Products/Deliverables: Describe and quantify the project deliverables relevant to the overall goals of the MISGP and the Focus Area. These deliverables will also be summarized on the first page of the application workbook.
- Participating Partners and Collaborators: Define the roles of partners and collaborators and describe their experience (attach one page resumes or curriculum vitae).
- Work Plans: Provide a tentative schedule for the completion of the project, separated into three-month quarters, and describe the work planned in each quarter of the anticipated project period. This information will be used to evaluate grant progress and to evaluate payment requests if the project is approved for funding. Projects should be completed within the published grant timeframe.

6. Project Location(s):
   - Provide information requested on the application form (address, municipality, county, latitude and longitude) and attach map(s) and other graphic information in a clear, legible, detailed, and appropriately labeled format of **8.5 inch by 11 inch** size. This information is used to help locate and evaluate project sites, if necessary. If there is more than one location, attach a separate project location sheet containing all of the required information (address, municipality, county, latitude and longitude), a detailed map for each location, and a relational map showing each project site.
7. Estimated Project Cost:
   - Total project cost is the estimated amount it will take to complete the project, including grant dollars, applicant cash and donations, and cash and donations from others. This amount should equal the total of the grant amount requested plus the local match.
8. Source of local match:
   - General Funds - The amount of cash the applicant commits to the project.
   - Cash Donations (from others) - The amount of cash that someone, other than the applicant, commits to the project. A commitment letter signed by the donor must be provided for this amount with the application packet.
   - Value of Donated Material & Labor (from others) - The estimated value of donated materials and labor that someone, other than the applicant, commits to the project. Detailed commitment letters for these amounts, signed by the donor(s), must be provided with the application packet (labor must be valued at minimum wage).
   - Other - The expenses incurred by the applicant for labor, materials and 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.

Certification:

9. A person authorized to represent the agency or organization applying for a grant must check the box and type their full name, title, and date. Applications submitted without the box checked may be considered incomplete and ineligible for funding.

Project Budget

10. Scope Items:
    - Project scope items are the basic elements of the project:
        a. Personnel Costs
        b. Supplies, Material, & Equipment
        c. Contractual
        d. Travel
        e. Other
    - Indirect costs are not to exceed 10% of the project grant amount subtotal.
11. Itemized Budget:
    - The itemized budget provides the detailed costs for the project. For each scope item, itemize the costs associated with that scope item with the unit costs or rates. While the itemized budget is only an estimate, budgets will be evaluated for reasonableness based on known costs of similar projects. Project budgets containing ineligible items may still be funded; however reimbursements of ineligible costs will not be made.
    - Project partners (partners that meet the applicant eligibility criteria) should not be listed under the Contractual scope item. Project partners must combine their budgets with the applicant's budget under the appropriate scope items.
    - For equipment owned by the 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. Electronic versions of these booklets can be found online.
    - 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). Refer to the reimbursement section of the handbook for documentation required to claim donations of professional time.
    - Donated materials should be valued at current market value and supported by online quotes or other verification. If a grant is awarded, the methods of valuing donations are subject to DNR review and approval.
    - A summary of indirect charges is required. An additional sheet may be attached to the project application if necessary.
    - A budget narrative is optional for budget expenditures that may require additional explanation.

Personnel Details

12. Provide the name, title, organization, estimated hours, hourly rate, and fringe rate of personnel working directly on the project. For positions not yet hired, leave the name blank or indicate "to be determined."

FULL PROPOSAL SCORING CRITERIA

The DNR reviews all full proposal grant applications and determines their eligibility. Eligible full proposals will be scored using the following scoring criteria, which reflect the goals and objectives of the program.

FULL PROPOSAL SCORING CRITERIA	MAXIMUM SCORE
1. PROJECT PURPOSE AND SCOPE	**100**
2. PROJECT MANAGEMENT AND LIKELIHOOD OF SUCCESS	**100**
3. THEME AREA FOCUS (ONLY 1 OF THE 6 CATEGORIES WILL BE USED TO SCORE THE PROJECT)	**100**
TOTAL MAXIMUM SCORE	**300**

1. PROJECT PURPOSE AND SCOPE - (100 MAXIMUM SCORE)	MAXIMUM SCORE
Does the proposal directly address specific invasive species prevention, detection, eradication, or control objectives outlined in the state's Aquatic or draft Terrestrial Invasive Species State Management Plans (SMP)? • 25 = The proposal directly utilizes specific objectives and strategic actions from the appropriate SMP(s) including SMP document reference numbers. • 13 = The proposal contains general references to executing SMP objectives or actions. • 0 = The proposal is not linked to SMP(s) or the linkage is unclear.	25
Will the project result in large-scale ecological benefits with regional and/or statewide implications? • 20 = The project outcomes will clearly result in direct statewide benefits or the project is highly transferrable. • 10 = The project outcomes have regional implications only. • 0 = The project outcomes are local in application and implication.	20
Does the proposal focus on a Watch List or 2016 MISGP priority invasive species (Appendix B)? • 10 = Yes • 0 = No	10
Does the project complement or build on other natural resource protection efforts? *Examples: watershed management, native vegetation protection and restoration, forest resiliency, etc.* • 15 = The project does an excellent job building on other efforts and takes a holistic approach. • 8 = The project broadly connects to other efforts. • 0 = The project does not complement other efforts.	15
Is the level of community support and commitment appropriate for the type of project proposed? • 10 = The level of support and commitment is appropriate and clearly documented through past efforts and current letters of support. • 5 = The level of community support is lacking and/or somewhat documented through past efforts or current letters of support. • 0 = The level of community support is not appropriate or well documented through past efforts or letters of support.	10
Is there a diverse collaborative workgroup identified to lead and implement the project? • 10 = A diverse collaborative workgroup representing the local and regional interests is identified to lead the project. • 5 = The workgroup is limited to a few partners narrowly focused in scope. • 0 = A single entity is conducting the work and/or a diverse workgroup has not been identified.	10

Do the project costs seem appropriate? • 10 = Project costs are appropriate and in line with costs for similar projects. • 0 = Project costs seem out of line with costs for similar projects.	10
TOTAL SECTION MAXIMUM SCORE	**100**
2. PROJECT MANAGEMENT AND LIKELIHOOD OF SUCCESS – (100 MAXIMUM SCORE)	**MAXIMUM SCORE**
Is the project well written and organized? • 5 = Yes • 0 = No	5
Do the materials submitted demonstrate the applicant has experience with grant management and reporting? • 10 = The materials support a history of exemplary grant management and reporting. • 5 = The materials support some experience with grant management and reporting. • 0 = The materials do not support experience with grant management and reporting.	10
Does the project team have the collective experience, education and capacity to lead the project to a successful outcome? • 10 = The team has documented their experience, education, and capacity to lead the project successfully. • 5 = The team has some documented experience in leading projects regarding invasive species management. • 0 = The project team has no documented experience in leading projects regarding invasive species management.	10
Are the project objectives clearly stated with appropriate methods? • 20 = The project has clearly stated objectives and appropriate methods. • 10 = The project objectives and/or methods need improvement. • 0 = The project lacks clear or appropriate objectives and/or methods.	20
Are the methods proven effective or unique and innovative? • 15 = Methods are well established and referenced as the most contemporary approaches to addressing the issues, or the methods are innovative and the outcomes are likely to advance the knowledge of invasive species prevention, detection, eradication and control. • 10 = Methods are generally accepted or may advance the knowledge of invasive species prevention, detection, eradication and control. • 0 = Methods are questionable in efficacy.	15
Is the proposed timeline appropriate to complete the project, including obtaining all necessary federal, state, and/or local permits and landowner approvals? • 10 = Yes, the timeline is clearly articulated and achievable and applicable permitting or approval issues are addressed. • 0 = No, the timeline is not well articulated or achievable and/or applicable permitting or approval issues are not addressed.	10
Are the activities or benefits of the project likely to continue beyond the project period? • 15 = The project activities or benefits are likely to continue. The proposal articulates how and who will ensure continuity. • 8 = The project activities or benefits are moderately likely to continue. The proposal addresses continuity in a limited manner. • 0 = The project activities or benefits are unlikely to continue.	15

Does the project match exceed the minimum 10% required? • 15 = Applicant has ≥ 50% in project match • 13 = Applicant has 40 – 49% in eligible project match • 11 = Applicant has 30 – 39% in eligible project match • 9 = Applicant has 20 – 29% in eligible project match • 7 = Applicant has 11 – 19% in eligible project match • 0 = Applicant has 10% in eligible project match	15
TOTAL SECTION MAXIMUM SCORE	**100**
3. SPECIFIC FOCUS AREA (FA) PROJECT ATTRIBUTES (ONLY 1 SPECIFIC AREA SCORED PER PROJECT- 100 MAXIMUM SCORE)	**MAXIMUM SCORE**
FA1. <u>Using regional, collaborative partnerships to prevent, detect, eradicate, and control invasive species</u>	
Does the proposal create a new Cooperative Invasive Species Management Area (CISMA) or other collaborative partnership? • 10 = Yes • 0 = No	10
Does the proposal develop or implement a strategic plan for a new or established CISMA? • 20 = Yes • 0 = No	20
Does the proposal include early detection of Michigan's Watch List and/or 2016 MISGP Priority Species within the proposed region? • 20 = Yes, early detection activities were described for applicable aquatic and terrestrial Watch List and/or 2016 MISGP Priority Species in the project area. • 5 = Yes, early detection for at least one Watch List or Priority Species was described. • 0 = No, early detection for Watch List or Priority Species was not included in the project.	20
Does the proposal incorporate education, outreach, and engagement for the prevention, detection, and control of invasive species, including a method to evaluate effectiveness? • 20 = The proposal includes diverse education, outreach, and engagement with clear consideration for evaluating effectiveness. • 10 = The proposal includes limited education, outreach, and engagement or lacks evaluation of effectiveness. • 0 = The proposal does not incorporate education, outreach, and engagement and lacks evaluation of effectiveness.	20
Does the proposal address both terrestrial and aquatic species in the project region? • 15 = The proposal addresses multiple terrestrial and aquatic species. • 5 = The proposal addresses multiple species, but primarily terrestrial or aquatic. • 0 = The proposal addresses a single species.	15
Does the proposal address both plant and animal species? • 15 = The proposal addresses both plant and animal species. • 5 = The proposal addresses multiple species, but primarily plant or animal. • 0 = The proposal addresses a single species.	15
TOTAL FOCUS AREA MAXIMUM SCORE	**100**

FA2. <u>Integrated and novel approaches towards managing aquatic invasive species in Michigan waters</u>	
Does the project use integrated or novel approaches to manage AIS in diverse waterbodies? • 25 = The project is integrated or novel in scope, using strategic methods to control AIS, and includes multiple, diverse waterbodies. • 13 = The project builds from other established methods, however the approach to integration is unclear. • 0 = The project is not integrated or novel, using established methods applicable strictly to a single location.	25
Did the applicant articulate an effective and efficient study design, with appropriate measures to evaluate results? • 25 = The study design is based on knowledge of the existing state of science for AIS management, with appropriate analysis methods. • 13 = The study design is poorly articulated or not based on the existing state of knowledge of AIS management. • 0 = The study design is not effective or efficient for advancing the understanding of AIS management, and/or the analysis of results would not be conclusive.	25
Will the project advance understanding of AIS management and contribute to the development of solutions for long-term ecosystem stability? • 25 = The project will increase our knowledge about AIS management and may result in new control solutions for inland lakes. • 13 = The project is limited in scope or does not advance management beyond routine maintenance. • 0 = The project will not advance our understanding of control or develop new solutions for aquatic ecosystems.	25
Will the project provide guidance for effective management of AIS in Michigan by disseminating results and transferring knowledge? • 25 = An effective method for the dissemination of results is indicated to transfer knowledge to other agencies and groups. • 13 = The dissemination of results is discussed, but details were not provided about the knowledge transfer. • 0 = No method is indicated for disseminating results to other management agencies or groups.	25
TOTAL FOCUS AREA MAXIMUM SCORE	**100**
FA3. <u>Implementing high priority projects for terrestrial invasive species</u>	
Does the proposal address one or more of the priorities listed in the focus area? • 25 = The proposal addresses one or more of the priorities and provides supporting documentation. • 13 = The proposal addresses at least one priority but has limited documentation. • 0 = The proposal does not address one of the listed priorities.	25
Does the project monitor the efficacy of proposed activities? • 25 = The project includes an excellent plan for monitoring efficacy. • 13 = The project includes limited monitoring for efficacy. • 0 = The project does not monitor efficacy.	25

Does the proposal use accepted protocols to detect, identify and positively confirm the presence of the target species in the project area? • 25 = The protocols are widely accepted. • 13 = The protocols are experimental or only partially described. • 0 = The protocols are not clear or are not generally accepted.	25
Will the project result in a better understanding of the distribution and/or lead to a significant reduction, or slow the spread of the target species from a geographic range (e.g., township, county, etc.)? • 25 = The project will result in a better understanding of the distribution and/or lead to a significant reduction, or slow the spread of the target species within a geographic range. • 13 = The project will result in limited understanding of the distribution or lead to a limited reduction of the target species within a geographic range. • 0 = The project will not result in an understanding of the distribution or lead to a significant reduction of the target species within a geographic range.	25
TOTAL FOCUS AREA MAXIMUM SCORE	**100**
FA4. <u>Slowing the spread and preventing new invaders through outreach and education</u>	
Does the proposal identify the pathways for spread and the relevant audiences it will address? • 20 = The pathways and relevant audiences are clearly defined. • 10 = The proposal expressed only a general notion of pathways and audiences or one is specific and the other is general. • 0 = The pathways and audiences are not identified.	20
Does the project team's experience demonstrate success in communicating with the target audience(s)? • 20 = The project team has documented experience with outreach and education to these audiences. • 10 = The project team has education and outreach experience, but not with these audiences, or the project team has worked with these audiences, but not in an education/outreach capacity. • 0 = Documentation does not indicate successful education and outreach campaigns or interaction with the target audience.	20
Are the outreach strategies likely to be effective in reaching the target audience(s) and lead to adoption of the desired actions? • 20 = The audience is likely to receive the message and adopt the actions. • 10 = The strategies are not likely to reach many in the target audience or the audience may not be motivated to adopt these actions. • 0 = The strategies are not clear or do not seem likely to be effective.	20
Is/are the message(s) appropriate for the pathway(s) and audience(s)? • 20 = The message(s) will be effective in encouraging target audiences to prevent the spread or stop the introduction of invasive species. • 10 = The messages could help to encourage audiences to prevent the spread or stop the introduction of invasive species. • 0 = The project does not clearly identify pathways or audiences.	20
Do the evaluation methods measure actions taken to prevent invasive species or reduce their spread? • 20 = Evaluation methods will indicate the percentage of the target audience that has adopted specific actions. • 10 = Evaluation will indirectly suggest the number of people adopting these actions. • 0 = Evaluation will only indicate the number of active and passive impressions.	20

TOTAL FOCUS AREA MAXIMUM SCORE	**100**
FA5. <u>Prevention of aquatic invasive species introduction and spread through the recreational boating and angling pathways</u>	
Does the proposal demonstrate the ability to target diverse user groups of waterways and document numbers of contacts to aid in AIS prevention and spread? • 25 = The proposal targets multiple user groups by using diverse approaches and provides methods to quantify contacts. • 13 = The proposal identifies user groups and uses basic approaches to reach target audiences. • 0 = The proposal has not developed an outreach campaign that reaches multiple groups.	25
Does the proposal describe actionable measures to avoid the introduction and/or spread of AIS? • 25 = The proposal clearly describes actions and methods that multiple user groups can use to prevent the introduction and spread of AIS. • 13 = The proposal describes limited actions and methods to a few user groups that aid in prevention and spread of AIS. • 0 = There are no actions to address AIS prevention or spread.	25
Does the proposal demonstrate a good working knowledge of state regulations directed at preventing the introduction and spread of AIS through recreational pathways? • 25 = The proposal clearly identifies knowledge of state regulations and specifically incorporates these into the outreach approach. • 0 = The proposal does not specify or incorporate working knowledge of regulations related to preventing AIS introduction or spread.	25
Does the proposal extend to a broad geographical scale, including a strategy for preventing AIS introduction or spread? • 15 = The proposal extends to multiple waterways and user groups, which are clearly identified in the description of the outreach strategy. • 10 = The proposal has a limited geographical impact or limited strategy. • 0 = The proposal is restricted to a single waterbody and one target audience.	15
Does the proposal describe the potential for high traffic outreach opportunities documented by use at the project locations? • 10 = The proposal identifies highly used project locations (e.g., multiple lakes with high user traffic). • 5 = The proposal identifies project locations with moderate use. • 0 = The proposal identifies project locations with limited use (e.g., one lake with low user traffic).	10
TOTAL FOCUS AREA MAXIMUM SCORE	**100**
FA6. <u>Other projects of demonstrated or urgent need</u>	
Does the proposal clearly demonstrate need, by virtue of a close linkage to a specific recommendation or outcome in Michigan's Aquatic or draft Terrestrial State Management Plan (SMP)? • 15 = The proposal clearly articulates a link to the SMP(s) specific objectives or actions, or document reference numbers are identified. • 10 = The proposal contains general references to executing the SMP(s). • 0 = The proposal fails to link to the SMP(s) or the linkage is unclear.	15

Does the proposal clearly demonstrate need, by virtue of a close linkage to other plan(s), strategy(ies), or other planning efforts? • 10 = The proposal clearly articulates a link to one or more plans or strategies (specific objectives, actions or document reference numbers are identified). • 5 = The proposal contains general references to executing plans or strategies. • 0 = The proposal fails to link to other plans or strategies, or the linkage is unclear.	10
Will the project produce exceptional results that will significantly advance invasive species management or knowledge? • 25 = The project has the capacity to significantly advance invasive species management or knowledge. • 13 = The project would moderately advance management or knowledge. • 0 = The project does not provide exceptional benefits.	25
Does the proposal address an urgent need? • 25 = The proposal addresses an urgent need and this urgency is clearly articulated. • 13 = The proposal has moderate urgency or the degree of urgency is not well articulated. • 0 = No urgency exists for the project.	25
Does the project impact a significant geographic area? • 25 = The project will result in large-scale (e.g., Great Lakes region or statewide) implications. • 13 = The project will result in regional (sub-state) implications. • 0 = The project has limited geographic reach.	25
TOTAL FOCUS AREA MAXIMUM SCORE	**100**

PROJECTS RECOMMENDED FOR FUNDING

Once the full proposal selection process is complete, all applicants will be notified in writing of the outcome.

CONFERENCE CALL

An entrance conference call will be scheduled with the applicant organization, project partners, the MISGP program manager, and the MISGP technical contact to confirm the final budget, project deliverables, project end date, and any outstanding questions related to the grant program. Project agreements will not be executed until a conference call has taken place.

PROJECT AGREEMENTS

The next step is to enter into a project agreement for grant funding. The project agreement is prepared by the DNR and includes the following key provisions:

- Grantee authorized representative for the project.
- Project period: beginning and ending dates for completion of the project.
- Project reporting requirements.
- Requirement that the project be completed as specified in the grant application.
- Indication of the grant amount and local match contributing to the project.
- Obligations of the grantee to complete the project.

Project agreements must be signed by the grantee and returned to the DNR within 60 days of the date of issue or the grant may be cancelled by the DNR. **Projects are not considered executed until signed by the DNR. Any costs incurred prior to execution of the grant are not eligible for reimbursement.**

PROJECT CHANGES AND EXTENSIONS

Any changes to the project, including changes to the work plan or budget, such as adding or deleting scope items, changes to scope items exceeding 10%, or extending the project completion time period, require prior review and approval by the DNR. Grantees should make requests in writing to the DNR MISGP Program Manager or MISGP Technical Contact. Significant changes, including all project completion extensions, will require a written amendment to the project agreement.

PROGRESS REPORTING

Each October 30 and April 30 of the project period, a progress report of activities and accomplishments must be submitted to the DNR. The DNR will provide a project narrative template and workbook that must be used for reporting purposes.

The progress reporting template and workbook can be found at: www.michigan.gov/invasives, select 'Grants' on the left navigation menu, then go to the 'Grantee Information' drop down menu.

REIMBURSEMENT REQUESTS

Requests for reimbursement must be submitted every six months throughout the project period. More frequent requests may occur if necessary. The DNR has 45 days to make payment on complete reimbursements. Refer to the DNR Review of Reimbursement Request table for documentation requirements. Missing or incomplete information will delay payment.

PROJECT COMPLETION AND FINAL REPORT

The DNR withholds 10% of the grant amount until project completion. Once the project is complete, the grantee has 60 days following project completion or 60 days following the end of the grant period to submit a final report that includes all of the following:

1. Reimbursement Request (PR5757-1) for remainder of project expenses.

2. MISGP Final Narrative report template and workbook. The Final Narrative report template can be found at: www.michigan.gov/invasives, select 'Grants' on the left navigation menu, then go to the 'Grantee Information' drop down menu.
3. Copies of required written materials and/or photographs not already submitted.

The DNR may conduct a final inspection to ensure the project was completed according to the approved work plan and budget. Any discrepancies in the project or compliance issues noted at previous inspections must be remedied by the grantee before the final payment is made. Once the final report has been reviewed and approved by the MISGP Technical Contact and Program Manager, the request for final payment will be processed.

RECORD RETENTION

The grantee is required to retain financial and programmatic records and supporting documents for seven years following closeout of the grant.

PERMITS

The grantee is solely responsible for obtaining all necessary local, state and federal permits for the completion of the project, including any natural resource and environmental protection permits. Award of a grant does not guarantee all applicable permits will be issued.

Proof of compliance with applicable natural resource and environmental protection laws will be required as part of the final project report submitted to the DNR. Compliance issues noted must be remedied by the grantee before issuance of final grant payment. Any additional costs incurred by the grantee in order to meet permit requirements, or to bring the project into compliance after a grant is approved, will be the responsibility of the grantee.

DOCUMENTATION FOR PROJECT WORK DONE ON LANDS NOT OWNED BY THE GRANTEE

Prior to conducting any work, the following information must be obtained by the applicant and retained in their records. Upon any future audit, the documentation must be available for inspection.

PRIVATELY OWNED LAND

- A deed or most recent property tax statement showing landowner name and legal description or a signed affidavit signifying ownership.
- A copy of landowner(s) consent letter stating they own the property and authorize the work being done.

PUBLICLY OWNED LAND

- A copy of a consent letter, signed by an authorized representative of the governmental unit, stating the land is owned by them and they authorize the work being done.

MICHIGAN INVASIVE SPECIES GRANT PROGRAM RECOGNITION

Grantees are expected to include recognition of assistance received from the MISGP in any promotional or informational materials produced about or by the project. Examples of these materials include descriptions of the project in newsletters, informational flyers, or press releases regarding the project. In addition, signs giving credit to the MISGP are expected, when appropriate. The following language is suggested for signs and written materials:

This project was funded in part with funds from the
Michigan Invasive Species Grant Program through the
Departments of Natural Resources, Environmental Quality,
and Agriculture and Rural Development

PAYMENT OF GRANT FUNDS

PAYMENT REQUEST FORM

A project agreement must be executed before a grantee can receive any grant funds. The grantee is required to complete a MISGP Program Reimbursement Request (PR5757-1) found in Appendix D and submit it to the DNR's MISGP Program Manager. All costs for the project that are covered by grant funds must be shown as well as the value of local match provided during the same time period. Provide documentation of all expenditures with the payment request form, as explained in the DNR Review of Reimbursement Requests section. The PR5757-1 can be found at: www.michigan.gov/invasives, select 'Grants' on the left navigation menu, then go to the 'Grantee Information' drop down menu.

Please note: The grantee organization 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 the vendor 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 an account, please visit www.michigan.gov/budget and access the Contract and Payment Express site at the bottom of the web page.

ADVANCE PAYMENT

The grantee may request a one-time advance up to 25% of the approved grant amount after a project agreement has been executed. The advance request must be submitted to the MISGP Program Manager using the MISGP Program Reimbursement request form (PR5757-1). Advances may be floated until the end of the project period or may be earned back as reimbursement requests are submitted.

CONTRACTING AND PROCUREMENT REQUIREMENTS

The grantee may not use contractors or vendors that are debarred, suspended, declared ineligible or voluntarily excluded from doing business with the State of Michigan or any Federal department or agency. The grantee must consult the both State of Michigan debarred vendor list as well as the federal list at www.sam.gov.

Purchases and contracts between $2,500 and $9,999:

- Written specs must be developed
- A minimum of three written quotes must be solicited
- Award must be made to the source submitting the lowest qualified quote

Purchases and contracts over $10,000:

- A Request for Proposal (RFP) must be developed
- The RFP must be approved by DNR
- The approved RFP must be advertised
- A contract must be awarded to the lowest qualified bidder

For purchases over $10,000, DNR review of your plans, specifications, and bid documents must occur before the contract is advertised or solicitation begins. Once bids have been opened, they cannot be altered, nor can negotiations take place.

There are times when bids are received that are much higher than anticipated. There are a number of options that can be pursued in this situation. These options include:

1. Alter the plans and/or specifications and either re-advertise or issue a post-bid addendum to all bidders.
2. Divide the contract into smaller contracts and re-advertise.
3. If there is sufficient time left in the project period, wait until market conditions are more favorable and then re-advertise the bid.
4. If the bids are based on unit pricing, determine the low bidder following alteration of the plans and/or specifications. Using this method to manipulate the bid with the goal of awarding the contract to a specific bidder is unacceptable and will not be approved.

The DNR must approve your choice of contractor/vendor when the contract/purchase exceeds $2,499. The award must go to the lowest qualified quote/bid. Use the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) found in Appendix E. Submit a copy of the completed PR1911-1 along with a quote/bid tab.

If you have reason to reject the lowest bid, you must submit your written justification with the Notification of Contractor/Vendor Selection and Bid Tabulation Approval (PR1911-1) form and receive written approval from the DNR prior to awarding a contract.

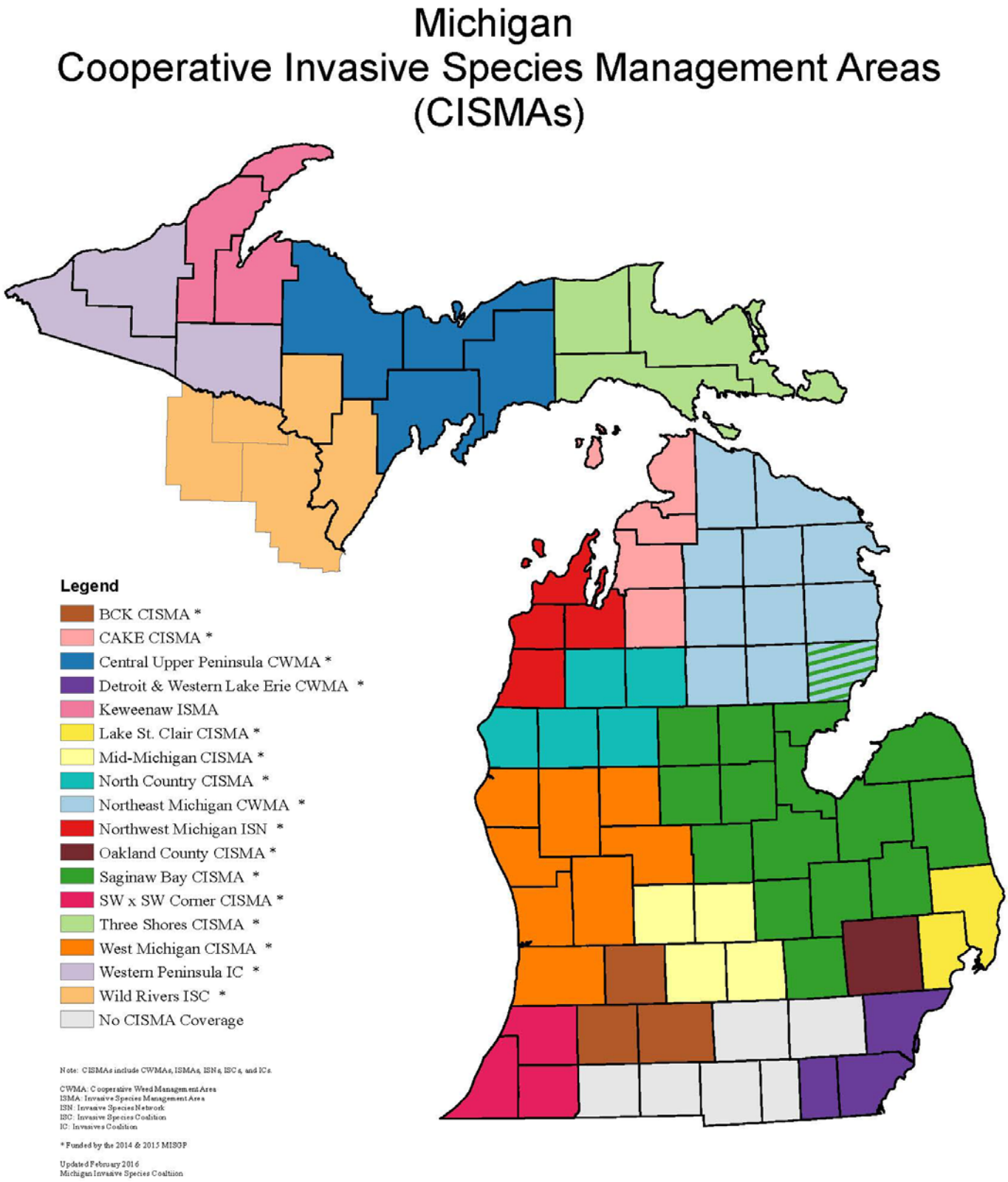
At times, a low number of bids or fewer than three quotes may be received. In this situation, re-bid the contract or solicit more quotes. If there are circumstances that prevent receiving better results, submit the Notification of Contractor/Vendor Selection and Bid Tabulation Approval (PR1911-1) form with written justification for awarding the contract, including a description of the efforts taken to advertise for bids or solicit quotes. The DNR must approve the selection prior to awarding a contract.

DNR Review of Reimbursement Requests

The following documentation is required for each type of purchase under the grant program and must be submitted with the MISGP Reimbursement Request form (PR5757-1) discussed above.

Expense Type	Documentation Required	Pre-Approval Necessary?	Forms Required
Payroll	1) Coversheet that lists the name, title, hourly pay rate or annual salary of **each employee being charged** (if not included in the application), plus: - Number of hours worked on the project; - Total charged on invoice. 2) Timesheets or financial reports that provide the following information by pay period : - A system of internal control that provides reasonable assurance that the charges are accurate; - A reflection of the total activity for which the employee was compensated, not to exceed 100% of compensated activities; - Support of the distribution of the employee's salary or wages among specific cost objectives if the employee works on more than one type of award; an indirect and direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.	Yes, if employee is not listed on the original application form.	PR5757-1
Fringes	1) Items 1) and 2) under staffing documentation required. 2) Add to coversheet: - Total amount of fringes charged to grant; AND if not broken out in financial report: - Benefit type (e.g., social security, retirement, health, etc.); - Rate used (e.g., 7.56% of gross pay).	Yes, if rates differ from standard rates.	PR5757-1
Purchases less than $2,499 (including meals)	1) Paid Receipt showing date of payment and zero balance OR Invoice AND proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT or ACH transaction, or copy of front of check and corresponding bank statement); 2) Description of item use if not apparent.	No.	PR5757-1
Purchases between $2,500 and $9,999	1) Written specifications; 2) Three written quotes; 3) Quote tab; 4) Selection of lowest qualified quote. (check disbarment status)	No.	PR5757-1 PR1911-1
Purchases $10,000 and above	1) Request for Purchase (RFP) or Invitation to Bid (ITB); 2) Public advertisement (newspaper, bid site, website, etc.). Direct solicitation is also encouraged;	Yes, 1) Approval of RFP or ITB	PR5757-1 PR1911-1

	3) Three bids must be obtained; 4) Bid tab; 5) Selection of lowest qualified bid (check disbarment status); 6) Paid receipt OR invoice and proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT or ACH transaction, or copy of front of check and corresponding bank statement).	language before advertising; AND 2) Approval of selected bid before award.	
Rented Equipment*	1) Paid invoice/receipt (which includes types of equipment, dates and hours of use, rate) OR invoice and proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, or copy of front of check and corresponding bank statement). *Fuel for rented vehicles is based on actual fuel charges and accompanying receipts MUST be retained in the file.	No.	PR5757-1
Donations – Volunteer Services	Unskilled Labor (minimum wage) 1) Sign in sheet containing: - Date; - Hours; - Current minimum wage charged; - Total cost charged to project; - Signature of volunteer; - Signature of on-site project supervisor. Skilled Labor (professional operating in their professional capacity)* 1) Cover letter with dates and hours of work, hourly rate, total amount charged, and signature of laborer. 2) Signature and date of on-site project supervisor. *Must be an integral and necessary part of the project.	No.	PR5757-1
Donations – Supplies, Materials	1) Coversheet with amount of donated material, rate per unit, and total amount, signed and dated by the donated agency. 2) Evidence of fair market value (e.g., internet evidence of local purchase, rental rates, etc.).	No.	PR5757-1
Donations – Equipment	1) Coversheet with type of donated equipment, rate per unit, and total amount, signed and dated by the donated agency. 2) Evidence of fair market value (e.g., MDOT Rental Rates, internet evidence of local/regional rental rates for equipment, etc.).	No.	PR5757-1
Donations – Space	1) Coversheet with address and specifications of donated space, dates of rental, rental rate, and total amount, signed and dated by the donated agency. 2) Evidence of the fair market value of similar space in the local area.	No.	PR5757-1
Mileage for personal or company vehicles*	1) Travel log that includes date, start location, end location, and total mileage for each trip. Total for all mileage charges. *Mileage reimbursement is based on current State of Michigan rates. Fuel for rented vehicles is based on actual fuel charges and accompanying receipts MUST be retained in the file.	No.	PR5757-1
Meals for employees in travel status*	1) Receipts. *limited to State of Michigan meal rates and regulations, no per diems.	No.	PR5757-1
Hotels, conferences, airfare	1) Receipts. 2) If attending a conference, a copy of the agenda.	Yes, if any question of applicability to grant deliverables.	PR5757-1


Michigan
Cooperative Invasive Species Management Areas
(CISMAs)
Legend
BCK CISMA *
CAKE CISMA *
Central Upper Peninsula CWMA *
Detroit & Western Lake Erie CWMA *
Keweenaw ISMA
Lake St. Clair CISMA *
Mid-Michigan CISMA *
North Country CISMA *
Northeast Michigan CWMA *
Northwest Michigan ISN *
Oakland County CISMA *
Saginaw Bay CISMA *
SW x SW Corner CISMA *
Three Shores CISMA *
West Michigan CISMA *
Western Peninsula IC *
Wild Rivers ISC *
No CISMA Coverage
Note: CISMAs include CWMAs, ISMAs, ISNs, ISCs, and ICs.
CWMA: Cooperative Weed Management Area
ISMA: Invasive Species Management Area
ISN: Invasive Species Network
ISC: Invasive Species Coalition
IC: Invasives Coalition
* Funded by the 2014 & 2015 MISGP
Updated February 2016
Michigan Invasive Species Coaltiion

APPENDIX B: MICHIGAN'S WATCH LIST AND 2016 MISGP PRIORITY SPECIES

MICHIGAN'S WATCH LIST SPECIES

Michigan's Watch List species have either never been confirmed in the wild or have a limited distribution. Early detection and monitoring for these species is crucial to prevent establishment and spread and reduce impacts.

Insects and Tree Diseases

- Asian longhorned beetle (*Anoplophora glabripennis*)
- Balsam woolly adelgid (*Adelges piceae*)
- Hemlock woolly adelgid (*Adelges tsugae*)
- Thousand cankers disease (*Geosmithia morbida*)

Terrestrial Animals

- Nutria (*Myocastor coypus*)

Aquatic Animals

- Asian carp
  - Silver carp (*Hypophthalmichthys molitrix*)
  - Bighead carp (*Hypophthalmichthys noblis*)
  - Grass carp (*Ctenopharyngodon idella*)
  - Black carp (*Mylopharyngodon piceus*)
- Northern snakehead (*Channa argus*)
- Red swamp crayfish (*Procambarus clarkii*)
- New Zealand mudsnail (*Potamopyrgus antipodarum*)

Terrestrial Plants

- Asiatic sand sedge *(Myriophyllum aquaticum)*
- Chinese yam *(Dioscorea oppositifolia L.)*
- Himalayan balsam *(Impatiens glandulifera)*
- Japanese stiltgrass *(Microstegium vimineum* (Trin.) A. Camus)
- Kudzu *(Pueraria montana* var. *lobata)*
- Mile-a-minute weed *(Persicaria perfoliata)*

Aquatic Plants

- Parrot feather (*Myriophyllum aquaticum*)
- Yellow floating heart (*Nymphoides peltata*)
- European frogbit (*Hydrocharis morsus-ranae*)
- European water clover (*Marsilea quadrifolia*)
- Brazilian elodea (*Egeria densa*)
- Hydrilla (*Hydrilla verticillata*)
- Water chestnut (*Trapa natans*)
- Water hyacinth (*Eichhornia crassipes*)
- Water lettuce (*Pistia stratiotes*)
- Water soldier (Stratiotes aloides)

2016 MISGP PRIORITY SPECIES

In addition to Watch List species, the MISGP has identified other priority species for Michigan in 2016.

- Oak wilt *(*Ceratocystis fagacearum*)*
- Feral swine *(Sus scrofa)*
- Starry stonewort *(Nitellopsis obtusa)*
- Invasive Phragmites *(Phragmites australis)*
- Black and pale swallowwort *(Cynanchum louiseae* **and** *C. rossicum)*
- Japanese and giant knotweed *(Fallopia sachalinensis and F. japonica)*
- Flowering rush *(Butomus umbellatus)*
- Baby's breath *(Gypsophila scorzonerifolia)*
- Garlic mustard *(Alliaria petiolata)*

Education and Outreach Goals and Objectives

Goal 1: Raise public awareness and interest about the problem of invasive species in Michigan
Goal 2: Increase the number of people who take action regarding invasive species:

- Objective 1: Increase the number of boaters and anglers who clean, drain and dry their boats and equipment
- Objective 2: Decrease the spread of tree infestation caused by transporting wood
- Objective 3: Increase the number of anglers who do not dump bait
- Objective 4: Increase the number of people practicing native-friendly landscaping habits
- Objective 5: Increase the number of retail outlets voluntarily halting the sale of invasive plants
- Objective 6: Increase the number of agencies and private businesses that adopt and utilize decontamination policies
- Objective 7: Decrease the number of exotic pets and aquatic plants released into the wild

Education and Outreach Campaigns

The State of Michigan uses the following campaigns for invasive species education and outreach. To support consistent, statewide messaging, applicants are encouraged to consider participating with these organizations.

Don't Move Firewood

http://www.dontmovefirewood.org/

Clean Boats, Clean Waters

http://www.mymlsa.org/cbcw

Michigan Clean Water Corps

https://micorps.net/

RIPPLE

Website coming to Michigan.gov/invasives

Clean, Drain, Dry Initiative

http://www.wildlifeforever.org/invasive-species

Stop Aquatic Hitchhikers!

http://www.protectyourwaters.net/

Midwest Invasive Species Information Network

http://www.misin.msu.edu

Play. Clean. Go.

http://www.playcleango.org/

APPENDIX D: INVASIVE SPECIES GRANT PROGRAM REIMBURSEMENT REQUEST FORM (PR5757-1)

Michigan Department of Natural Resources/Environmental Quality/Agriculture and Rural Development

INVASIVE SPECIES GRANT PROGRAM REIMBURSEMENT REQUEST

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

SECTION 1 – PROJECT INFORMATION

DNR Project Number *(i.e., ISXX-XXXX, as listed on Project Agreement)* IS -	Project Name/Title (as listed on Project Agreement)
Grantee Name	Contact Name
Address	Contact Telephone ( )
City, State, ZIP Code	E-Mail

☐ Grantee's Federal ID No.:

Please Note: Payment is issued to the entity that matches the Grantee's Federal ID Number or Social Security Number. The Grantee should be sure that the number provided is for the Grantee as listed. **The Grantee must be registered to receive EFT payments from the State of Michigan.**

SECTION 2 – PAYMENT REQUEST INFORMATION

Payment Request Number *(Indicate if this request number 1, 2, 3, etc.):*

Payment Request Type (check one):

☐ **Advance/Pre-payment:** The amount requested may not exceed 25% of the approved grant amount.

☐ **Partial Reimbursement:** The request **must** include documentation of expenditures and donations (including match) as described in the Invasive Species Grant Program Handbook.

☐ **Final Reimbursement:** The request **must** include a Final Project Report as described in the Invasive Species Grant Program Handbook, including a Final Financial Report and signed statement from the Grantee that the project is complete.

SECTION 3 – EXPENDITURE DETAIL

A. Total Expenditures on Previous Requests	$
B. Total Expenditures on this Request	$
C. Total Expenditures to Date (3A + 3B, should include all expenditures against project including grant and match amounts)	$
D. Reimbursement Amount (3B x Grant % Specified in Project Agreement)	$

SECTION 4 – DISBURSEMENT DETAIL

Use separate sheet(s) for documentation of use of force account labor and equipment. **One copy of all documentation** such as canceled checks, invoices, payroll data, contractor's statement, etc., must be enclosed with each request for reimbursement. *If more space is needed, attach additional sheet(s) using the format below.*

DATE OF CHECK	CHECK NUMBER	INVOICE AMOUNT	VENDOR NAME (CHECK ISSUED TO)

SECTION 5 – BRIEF NARRATIVE SUPPORTING DISBURSEMENT REQUEST

SECTION 5 – BRIEF NARRATIVE SUPPORTING DISBURSEMENT REQUEST

Please provide a brief description of project activities supporting this disbursement request, including information such as units accomplished, cost per unit, and total cost of project activity. Attach additional sheets if necessary.

SECTION 6 – GRANTEE CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of this award. All expenditures have been made during the project period and are eligible as defined in the program handbook and project agreement.

Signature of Grantee's Authorized Representative	*Date*

SECTION 7 – FOR DNR, DEQ, AND MDARD USE ONLY

To be completed by assigned technical staff:

Payment Type: (check one)

- ☐ **Advance/Pre-payment:** I approve this project for an advance and certify that I have reviewed the project budget and work plan and based on that review, this project is ready to begin.
- ☐ **Partial Reimbursement:** I approve this project for partial reimbursement and certify that the costs incurred to date and work performed are consistent with the executed grant agreement and that the Grantee is making adequate progress.
- ☐ **Final Reimbursement:** I have received and approved the Grantee's Final Report documents and approve this project for final payment. I certify that the project has been completed within the project period and as described in the executed grant agreement (including any amendments executed between the DNR and the Grantee

Signature	*Date*

DNR, DEQ, MDARD technical staff: Upon approval, forward this request and all attachments to GRANTS MANAGEMENT, MICHIGAN DEPARTMENT OF NATURAL RESOURCES, PO BOX 30425, LANSING, MI 48909-7925.

To be completed by Grants Management:

Grant Amount	$
Less Previous Payments (including advance payments)	( )
Total Eligible Expenditures This Request	
Remaining Advance Amount	
_____ % of Eligible Expenditures	
Remaining Available Advance Amount After Approved Payment Amount Applied	$
TOTAL AMOUNT APPLIED TO ADVANCE	$
TOTAL AMOUNT REIMBURSED	$

DNR Grant Authorized Payment Officer Signature	Date
Authorized DNR Program Manager Signature	Date

APPENDIX E: NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL FORM (PR1911-1)

Michigan Department of Natural Resources – Grants Management

NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL

This information is required by Authority of Act 299, P.A. 1980 as amended, for reimbursement of project costs.

GRANTEE	PROJECT NUMBER	PROJECT NAME

COMPLETE SECTIONS A AND B BELOW, AS APPLICABLE TO YOUR PROJECT.

SECTION A

I propose to award contracts to the following contractors, after DNR concurrence with this proposed selection and in accordance with the procedures specified in the *Michigan Invasive Species Grant Program Handbook (IC5757)*.

Attached is a copy of the bid or quote tabulation.

CONTRACTOR/VENDOR	CONTRACT AMOUNT	PROJECT SCOPE ITEM	PROPOSED AWARD DATE
1.	$		
2.	$		
3.	$		
4.	$		

SECTION B

Check all that apply:

☐ Fewer than three bids or quotes were received; attached to this Notification is written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.

☐ I propose to award the bid to the second lowest bidder, upon concurrence by the DNR; attached to this Notification is written justification for rejecting the lowest bid.

CERTIFICATION

I hereby certify that the contractor(s)/vendor(s) listed in A. above was chosen for selection according to the procedures outlined in the Michigan Invasive Species Grant Program Handbook and the Project Agreement. In accordance with those procedures, I have reviewed the qualifications of the recommended bidder, have accurately calculated the total bid price, and assert that the bidding was conducted as put forth in the specifications and bid documents approved earlier. Further documentation of the contractor selection process will be provided upon request.

Grantee's Signature (REQUIRED)	Date

Return this completed notification along with all required attachments to:

Grants Management
Michigan Department of Natural Resources
PO Box 30425
Lansing MI 48909-7925

Upon concurrence by DNR, a copy of this approved notification will be returned to the Grantee

FOR DNR USE ONLY

The Michigan Department of Natural Resources concurs with your recommendation to award the contract to the bidder(s) as specified in A. above.

DNR Grant Coordinator Signature	Date