



# *2024 Fisheries Habitat Grant Program*



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To find out more information on the Natural Resources Commission see  
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Telephone: 517-248-7268 (517-28-GRANT)

On the web at [https://www.michigan.gov/dnr/0,4570,7-350-79134\\_81684---,00.html](https://www.michigan.gov/dnr/0,4570,7-350-79134_81684---,00.html)

This publication is available in alternative formats upon request.

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# Schedule for Fisheries Habitat Grant Program

Request for Pre-Proposals Begins.....	August 27, 2024
Pre-Proposals Due .....	October 4, 2024
Notification of Pre-Proposal Outcome.....	November 15, 2024
Grant Application Due .....	January 10, 2025
DNR Review & Selection Process Completed-Awards Announced by Director .....	Approximately May 2025
Project Period Begins .....	Upon execution of Grant Agreement
Project Schedule .....	Follows work plan in MiGrants application
Project Period End.....	October 10, 2026
Final Project Report Due .....	December 10, 2026

## Introduction

The Fisheries Habitat Grant Program (FHGP) was created in 2019 by combining the Aquatic Habitat Grant Program (AHGP), Dam Management Grant Program (DMGP), and Habitat Improvement Account (HIA) into one program. Funding for these programs was derived, respectively, from the Game and Fish Protection Fund, State of Michigan General Funds, and a hydropower license and settlement agreement between Consumers Energy and several entities including the Michigan Department of Natural Resources (DNR). These funding sources and their purposes are preserved in the new grant program. The grant is administered by the DNR through a cooperative effort between Fisheries Division and Grants Management Section. To facilitate the success of these efforts, the program will offer technical assistance to grantees.

## Program Eligibility and Requirements

### Eligible Grant Applicants

Any local, state, federal, or tribal units of government, non-profit organizations, or universities.

### Grant Limits and Match Commitment Requirements

The minimum grant amount is \$25,000.00 and the maximum is the amount of funds available for which the project is eligible in this grant cycle fiscal year (typically up to between \$1.5 and \$1.825 million). Projects with similar geographic extent or addressing similar issues can be bundled into a single grant proposal package to reach the minimum grant amount. It is expected that applicants will be able to demonstrate financial means to provide for long-term maintenance on any proposed protection or rehabilitation measures.

The applicant must commit to provide at least 10% of the grant request amount as match (unless applying for a conditional commitment described below). All match necessary to complete the project must be committed at the time of submitting a full proposal. Match may be in any of the following forms:

- Applicant's own cash.
- Applicant's own force account labor, equipment, or materials.
- Donations of cash, materials, equipment, or services by others – requires letter(s) of commitment from donors at time of application.
- Other grants for a complementary scope of work – requires grant award letter(s) at time of application.

Funds received from past AHGP, DMGP, HIA, or FHGP grants are not eligible as match.

### Conditional Commitments

The FHGP will allow for a limited number of high-quality projects to receive a conditional commitment for funding from future grant cycles. This will not commit any funding from the current grant cycle. The purpose of the conditional commitment is to provide "first dollars" to jump-start projects that are a high priority to the DNR, but which might otherwise be inhibited by lack of matching funds or other requirements. In many cases, the DNR conditional commitment will be accepted as matching funds for applications to other funding sources. Projects that are approved for a conditional commitment are not required to have all necessary match committed at the time of application as outlined in the section above.

Applicants will indicate in the pre-proposal whether they are applying for a conditional commitment or for funding from the current grant cycle. As a requirement of the FHGP, all applicants must discuss their project with the DNR Fisheries Biologist or Unit Manager responsible for managing the natural resources in the affected water body. If a conditional commitment is sought, this should be a part of the DNR Fisheries Biologist or Unit Manager discussion.

If a conditional commitment is awarded, the recipient and the DNR will agree upon the target fiscal year/grant cycle for which the project is expected to be ready for implementation. The conditional commitment may expire if the recipient cannot satisfy conditions of the commitment by the target date. **Conditional commitments are not the same as grant awards and are contingent on funds being available in future cycles.** If future funds for the FHGP are not available, this could affect whether an actual grant is awarded.

Projects seeking a conditional commitment must be a high priority and DNR will consider them against competitive potential future projects. It is important to discuss the option of a conditional commitment with DNR

staff prior to submitting a pre-proposal to ensure that the project aligns with the intent of the conditional commitment.

## Purpose, Goals, and Objectives

### Purpose

The FHGP supports a variety of activities to benefit fisheries, aquatic resources, and the public, including habitat conservation for fish and aquatic species, dam removal and repair, resource assessment studies, and access to recreation.

### Program goals

This program is designed to address the following goals:

- Protect intact and rehabilitate degraded aquatic resources.
- Ensure sustainable fish and aquatic organism communities that enable long-term recreational use and enjoyment and facilitate natural resource-based economies.
- Develop strong relationships and partnerships with organizations conducting aquatic habitat protection and recovery.
- Protect health and human safety threatened by aging dam infrastructure.

### Objectives

The FHGP combines three themes with partially overlapping objectives; the application process will assist applicants in determining the amount of funding available for their project. The three themes and designated funding available for 2024 are expected to be:

- Aquatic habitat conservation (up to \$951,727 available in 2024): This theme aims to improve fish and other aquatic organism populations by protecting intact aquatic habitat and rehabilitating degraded aquatic habitat.
- Dam management (approximately \$350,000 available in 2024): This theme provides funding and technical assistance to manage dam removal and repair projects that will enhance aquatic resources and fishing opportunities along with reducing infrastructure costs and improving public safety.
- Aquatic habitat and recreation in the Au Sable, Manistee, and Muskegon watersheds (approximately \$225,000 available in 2024): Funding to support fisheries habitat rehabilitation or enhancement, preparation of comprehensive river management plans, aquatic studies, and fisheries recreation with surface water connections to the aforementioned rivers.

## Project Characteristics

- Habitat degradation threatens Michigan's fish and aquatic resources; Fisheries Division prioritizes habitat conservation that targets the causes of habitat decline. In general, habitat decline is caused by human activity that degrades connectivity, hydrology, water quality, and riparian and littoral habitat. These factors result in habitat fragmentation; impairments to sediment and material transport; abnormal hydrology; degraded dissolved oxygen, temperature, and other physiochemical conditions; poor riparian and littoral habitat; loss of natural habitat; and degraded biological communities.
- Habitat conservation projects that address the causes of habitat decline listed above may for example include riparian land management; natural lake level restoration; aquatic organism passage; water quality improvement; watershed-based approaches to improve the quantity and quality of water hydrology and water quality; habitat conservation demonstration projects; restoration of stream function; addition of structural habitats such as woody habitat or aquatic vegetation; removal of culverts, dams, and other barriers to aquatic organism passage; assessments to inform on-the-ground conservation projects; and other projects on a case-by-case basis.
- Fisheries Division has undertaken an extensive effort to identify high priority habitat conservation projects. We highly encourage applications that address priorities on the Fisheries Priority Habitat Conservation Projects list but do consider and typically fund other proposals. The list can be found on the [FHGP website](#).
- All projects should be appropriate to future conditions expected due to climate change.

- Projects that address habitat improvement primarily benefiting rivers, inland lakes, wetlands, and other aquatic habitats outside of the Great Lakes are encouraged.
- All applicants are required to discuss their project proposal with the DNR Fisheries Biologist or Unit Manager responsible for managing the natural resources in the affected water body.
- Grant requests to these programs are expected to range greatly within and among the aquatic habitat conservation theme (\$25,000 - \$450,000), dam management theme (\$40,000 - \$350,000), and aquatic habitat and recreation in the Au Sable, Manistee, and Muskegon watersheds (\$25,000 - \$400,000) based on past projects. Requests up to the maximum available eligible funding will be considered, including projects that meet the qualifications of all three theme areas.

## **Eligible Projects**

All projects must occur on or directly benefit public waters. Public waters are those: a) with legal public access through public lands or public access sites; b) with a permanent inflow or outflow to other waters; or c) that have been stocked with fish from the DNR's (or its predecessors') hatcheries. Priority will be given to projects on public waters with legal public access.

Additionally, projects must be eligible for their requested funding theme(s):

### Dam management

- Dam removal
- Dam removal with stream restoration
- Dam rehabilitation projects where safety concerns exist

### Aquatic habitat conservation

- Habitat restoration, protection, and assessment/monitoring projects focused on fish and aquatic resources (*This includes habitat conservation projects such as those listed on Page 3*)

### Aquatic habitat and recreation in the Au Sable, Manistee, and Muskegon watersheds

- Restoration (including dam removal), protection, research, and assessment/monitoring (*This includes habitat conservation projects such as those listed on Page 3*)
- Fisheries recreation

*Note: Engineering studies, including projects that are 100% design/engineering, are eligible for dam removals and other complex projects.*

## **Eligible Costs**

Only those costs directly associated with completing the project and incurred during the project period are eligible for reimbursement, with the exception of engineering, design and design administration costs.

Categories of eligible costs include:

- Salaries and fringes for direct labor and/or project administration.
- Donated services (credited at professional wage).
- Volunteer labor (credited at minimum wage).
- Mileage for compensated workers when using personal vehicle for project travel valued at the State of Michigan travel rate at the time the expense was incurred.
- Meals for compensated workers when working outside their normal work area valued at the State of Michigan travel rate at the time the expense was incurred.
- Onsite group meals for volunteer laborers.
- Tuition.
- Supplies and materials specific to the funded project (purchased or donated).

- Contractual services (subject to State of Michigan purchasing requirements).
- Reasonable grantee overhead/indirect costs (e.g., office supplies and materials, rent, utilities) (no greater than 10% of total project cost) (**note: salaries/wages are not eligible as overhead/indirect costs**).
- Equipment (purchased, donated, or rented). Purchased equipment may not exceed \$5,000 per unit. If equipment is purchased in pieces and assembled, the total of the pieces used in assembly may not exceed \$5,000. Grantees may submit written requests with justification to purchase equipment exceeding \$5,000. Requests will be reviewed on a case-by-case basis and approval is not guaranteed. Written DNR approval must be given prior to purchase of the equipment.
- Fuel costs for equipment used during project construction (if not using MDOT Schedule “C” rates or cost is not included in equipment rental agreement).
- Project signs.
- Permit application fees for permits required for the project.
- Lodging for compensated workers (volunteers not eligible).
- Engineering, design, and design administration costs (no greater than 30% of total project cost except for 100% design/engineering projects) incurred up to 1 year prior to the project period specified in the project agreement or amendment. (**note: pre-agreement costs are at your own risk and will not be reimbursed if a grant is not awarded.**)

### **Ineligible Projects**

Projects with a scope of work outside a theme are not eligible for support from that theme. Additionally, the following types of projects are also not eligible:

- Routine maintenance activities.
- Projects on private waters.
- Projects that are currently in litigation and/or mitigation.
- Land acquisition and/or easements (please note that funding for acquisition/easement projects is currently under review).
- Projects where the applicant does not have ownership or site control of the project site. If the applicant does not own the site, an authorization letter from the landowner must be submitted with a full proposal (examples of authorization letters are provided in Appendices C and D).

### **Ineligible Costs**

For all projects, the following items are examples of costs that are ineligible:

- Costs incurred outside of the project period specified in the project agreement or amendment (except for engineering, design, and design administration costs as previously described).
- Salaries/fringes not directly related to the project.
- Lodging, mileage, or wages for volunteer laborers.
- Maintenance and operation.
- Conference fees and speaker fees.
- Purchase of equipment over \$5,000 per unit (unless approved by DNR as previously described).



## Applying for a Fisheries Habitat Grant

Assembling the information needed to submit a complete application package takes time - it is important to start the process as early as possible. The initial step in the application process will be for applicants to complete and submit a pre-proposal for review by Fisheries Division staff for the project area.

Grant applicants **are required** to consult with the Fisheries Division Management Unit staff for the project area to ensure the formulation of a high-quality project and proper completion of the grant pre-proposal and subsequent complete application if applicable. Documentation such as email correspondence or a summary of a phone conversation must be provided with the pre-proposal to demonstrate that communication with the appropriate DNR staff has occurred. Refer to the map and contact information in Appendix B at the back of this handbook to locate the appropriate management unit.

The pre-proposal is due on **October 4, 2024, by 11:45pm**. Late or incomplete applications may not be considered for funding. The application must be submitted through the MiGrants online system via the following link:

<https://migrants.intelligrants.com/>

***No hard copies or emailed copies will be accepted.***

Detailed instructions on how to complete a pre-proposal in the MiGrants online system are included further down in this section. Applicants will be notified of the outcome of their pre-proposal and if successful, will be invited to submit a complete application for their project. Please note that an invitation to submit a complete application packet does not guarantee that your project will be funded.

### General Information About MiGrants

**Registration and Roles** - All new organizations and/or new users must register in the MiGrants online system before initiating and/or working on an application. Instructions on how to register in the system are on the homepage of the MiGrants website. When requesting registration in the system, you will select a role (Authorized Official, Agency Staff, Financial Staff, Consultant, etc.). Only an Authorized Official can initiate and submit an application. The Authorized Official is the applicant's representative who has the authority to obligate the applicant organization legally and financially to initiate and submit an application on behalf of the organization. The Authorized Official can add other staff to the organization's MiGrants account (Agency Staff, Financial Staff, Consultant, etc.) or other staff can request user registration on their own. Once additional staff have been registered, the Authorized Official can add them to the application document. These other roles can make changes to the application, but only the Authorized Official will be able to submit the application in the system.

### Adding Members to Your Organization

The Authorized Official can add members to their organization following the steps below:

1. Log in to MiGrants.
2. Click the My Organization link.
3. Click Organization Members.
4. For brand new users, such as staff members or volunteers within your organization, click "Add Members", then click the "Add Members" button. Fill out the information and select the role. Click the Save button at the top of the page. You will need to let that person know their username and password.

5. For an existing user (e.g., someone already registered in the system), click “Add Members”, enter their name and click the “Search” button. Select the person, choose their role and click the “Save” button. They will already have a username and password.
6. If an application document already exists, you will need to follow the “Adding People to the Application Document” steps below.

### **Adding People to the Application Document**

Each time an Authorized Official initiates an application, a new application document will be created in MiGrants. To add members of the organization or consultants to a document, the following steps must be completed by the Authorized Official.

1. Log in to MiGrants.
2. Open application document (refer to application number from when application was initiated).
3. From the menu bar click “Tools”.
4. Click “Add/Edit People”.
5. Click the box next to the person you want to add, select the role (agency staff, consultant, etc.) and click the “Save” button. It will automatically select the current date. Do not put an end date unless you don’t want that person to have access to the document after a certain date (e.g., after the application is submitted).

**MiGrants Notifications** – The Authorized Official and anyone else who is added to the application document in MiGrants will get system generated e-mails when there is a status change and may also receive e-mails from the FHGP Program Manager. Do not reply to any system generated e-mail notifications from MiGrants. System messages will come from the e-mail address [migrants-noreply@michigan.gov](mailto:migrants-noreply@michigan.gov).

### **Pre-Proposal Instructions**

**Initiating a Pre-Proposal** - To initiate a pre-proposal, the Authorized Official must log into MiGrants and click on “My Opportunities” on the homepage. Look for the Fisheries Habitat Grant Program and click “Fisheries Habitat Grant Program Application 2024” to initiate the application. The Authorized Official then verifies the intent to start the application. An application will be created and assigned an application number with this format: FH24-0001. If you leave this page and want to return to it, login and look under “My Tasks” to locate the application. Refer to the application number that was assigned when the application was initiated. Other staff/roles can access the application as well once they have been added to the application document. If your organization will be completing multiple applications, the Authorized Official must initiate a new application document for each application and add the appropriate members to each application document. To navigate to an application that has already been started, use the “Searches” function from the home page and select Applications. Type the application number in the “Name” field and leave all other fields blank and click “Search”. This will bring up the associated application. If you leave all fields blank, and click Search, it will bring up all applications that have been started.

The following sections provide information that will help you to complete a FHGP pre-proposal utilizing the MiGrants online system. Note that sections marked with a red asterisk are required. The system will not allow an application to be submitted without all required information.

**When working on an application, make sure to save after each upload, after making changes to a page or before navigating away from the page. Changes will not automatically be saved.**

## **Applicant Information**

### General Information:

- Select appropriate organization type.
- Organization information will auto-populate from the organization information on file in MiGrants.
- The Contact Person is a person who represents the applicant and can answer questions regarding the application. Fill out contact information.

### Project Overview:

- Provide a project title that includes the name of the water body or geography and the primary activity. (10 words or less)
- Provide a brief project description of the work to be completed. (250 character max)
- Provide a list of proposed and/or confirmed project partners. (2,500 character max)

### Project Location:

- Select the county and provide the Lat/Long where the project will be completed. If work will be completed in multiple counties, use the “plus” button to add rows which will allow for multiple project sites to be listed.
- Note that for projects covering more than ten sites, please include the primary county and enter a Lat/Long that reflects the center of the project area.

## **Pre-Proposal Financials**

### Grant Themes Requested:

- Indicate to which theme you will be applying. Check all that apply. The maximum grant amount is the sum of available funding in the themes for which a project is eligible.
  - Aquatic habitat conservation (up to \$951,727 expected available for 2024): Funding to improve fish and other aquatic organism populations by protecting intact aquatic habitat and rehabilitating degraded aquatic habitat.
  - Dam management (approximately \$350,000 expected available for 2024): Funding and technical assistance to manage dam removal and repair projects that will enhance aquatic resources and fishing opportunities along with reducing infrastructure costs and improving public safety.
  - Aquatic habitat and recreation in the Au Sable, Manistee, and Muskegon watersheds (approximately \$225,000 expected available in 2024): Funding to support fisheries habitat rehabilitation or enhancement, preparation of comprehensive river management plans, aquatic studies, and fisheries recreation with surface water connections to the aforementioned rivers.

### Total Project Cost:

- Provide the total project cost. This should be the true total cost of the project, and not just a portion of the total cost.

### Grant Request:

- Provide the amount of the total project cost that will be requested as a grant.

#### Proposed Match Funds:

- Provide the amount of the total project cost that will be provided as match. Note that it is a program requirement that match must be a minimum of 10% of the grant request amount.

#### Proposed Match Fund Sources:

- List the proposed match fund sources. If applying for a grant from this cycle, match does not need to be committed at the time of pre-proposal. However, if invited to submit a full application, all match must be committed at the time of full application. Match does not need to be committed if applying for a conditional commitment.

#### Conditional Commitment:

For a limited number of very high-quality projects that do not currently have match funding or other requirements in hand, we may offer conditional funding commitments, which are described in more detail on Page 2 of this handbook. Select whether you are requesting a conditional commitment of future project funding. If Yes is selected, you will be required to indicate what year you anticipate the project to start. You will also be required to describe the conditions you will attempt to fulfill.

#### **Pre-Proposal Project Details**

##### Proof of Consultation with Fisheries Division:

- Check the box indicating that you have consulted with a DNR Fisheries Biologist responsible for managing the water body (or water bodies) of the proposed project.
- Enter the name of the Fisheries Biologist.
- Describe the type of documentation showing that a consultation occurred (email, phone conversation summary, letter of support, etc.).
- Upload the proof of documentation.

##### Proposed Project Dates:

- Enter the project start and end dates.

##### Project Type:

- Select the project type from the dropdown list. If more than one type will be included in the project, use the “plus” button to add rows and you will be able to enter additional project types.

##### Project Description:

- Explain the goals of the project, the direct deliverables, and how those actions address the cause of the problem. How did this project become a conservation priority? Do the proposed strategies address the underlying cause(s) of the impairment or directly treat a condition/result of the impairment(s)? How does this project address habitat-limiting factors, reestablish ecosystem function, benefit recreation and/or address public safety? (1,500 character max)

##### Water Body:

- Select from the dropdown list the primary type of water body that this project benefits. If there are multiple water body types, use the “plus” button to add rows so that you can add water body types.

### Project Location and Scale:

- Describe the scale and extent of the benefit directly provided by this project. (500 character max)
- Upload a map. If multiple maps need to be uploaded, use the “plus” button to add rows where additional maps can be uploaded.

### Priority Habitat Conservation Project:

- Select whether the project addresses a current Fisheries Habitat Priority. The link to the list is included in the question. If Yes is selected, you will be prompted to list the ID of the project.

### Benefits:

- Describe how fish, wildlife, habitat, ecosystem function, recreation, and/or public safety will benefit from this project. What will the habitat project provide to the target species or ecosystems? Describe what is unique about the benefits that will be derived. What, if any, benefits will be derived by the human communities that use this waterbody, including underserved communities? (1,500 character max)

### Methods:

- Describe the proposed methods. Are the proposed methods the most effective at accomplishing the project goals based on support in peer-reviewed literature, examples implemented in Michigan, and/or recent developments in conservation science? (1,500 character max)

### Relevance:

- Describe how the proposed project aligns with the goals of the FHGP and the theme(s) by which it would be funded. Describe how this project fits into larger conservation planning for the target waterbody (this may include the Wildlife Action Plan, DNR River Assessments, watershed management plans, species-specific recovery plans, Department of Environment, Great Lakes and Energy priorities, etc.). Preference will be given to projects that successfully address Fisheries Division priorities listed in the DNR Fisheries Division Priority Habitat Conservation Project List. (1,500 character max)

Has this project previously been proposed for DNR grant funding? Select yes or no. If yes is selected, you will be required to describe what modifications to the project design/plan have been made.

### **Pre-Proposal Submission**

The Authorized Official is the only role that can submit an application. Once all pages are complete, and there are not any page errors, the Authorized Official can submit the application using the following steps:

1. Click on the application number at the top of the menu bar on the left side of the screen.
2. On the menu bar, click “Status Options” and then click “Submit Pre-Proposal”. Verify that you want to submit the application. This will officially submit the application in the system. If there are errors, the system will not allow the application to be submitted.
3. Make sure the application is submitted before the application deadline or the system will not allow you to complete the application process.

## **Instructions for Completing Full Application**

A number of eligible and competitive pre-proposals will be invited to submit a full application. Notifications on whether you have been invited to submit a full application will go out on November 15, 2024. Full applications will be due on January 10, 2025. Late applications will not be considered for funding. Full applications will also be submitted in MiGrants. If invited to submit a full application, a new application will not need to be started. The full application will open in MiGrants and will be linked to the pre-proposal that was submitted.

Additional instructions on how to complete a full application will be forthcoming and will be sent directly to applicants that are invited to submit a full application.

# Grant Review Process

## DNR Application Review Process

A DNR committee reviews all applications by assigning a qualitative score to all narrative questions, identifying overall strengths and weaknesses of each project, and assigning an overall score based on committee consensus. These scores are used to rank projects for funding recommendations to the Fisheries Division's Management Team and to the DNR Director.

## Scoring Criteria

Full applications will be evaluated based upon the following criteria:

- 1. Project synopsis** - Briefly describe what problem the project will solve, potential strategies employed, and the benefits to be created for the targeted water body.
- 2. Cause and evidence of impairments** - State the problem and the specific cause(s) of the problem to be addressed by the project.
- 3. Project description** - Explain the goals of the project, the direct deliverables, and how those actions address the problem. How did this project become a conservation priority? Do the proposed strategies address the underlying cause(s) of the impairment or directly treat a condition/result of the impairment(s)? How does this project address habitat limiting factors, reestablish ecosystem function, and/or address public safety?
- 4. Project location and scale** - What is the scale and extent of the benefit directly provided by this project?
- 5. Benefits** - How will fish, wildlife, habitat, ecosystem function, and/or public safety benefit from this project? What will the habitat project provide to the target species or ecosystems? Describe what is unique about the benefits that will be derived. What, if any, benefits will be derived by the human communities that use this waterbody?
- 6. Methods** - Are the proposed methods the most effective at accomplishing the project goals based on support in peer-reviewed literature, examples implemented in Michigan, or recent developments in conservation science? Describe alternatives that have been (or will be) analyzed and why the proposed option is preferred.
- 7. Relevance** - How does the proposed project align with the goals of the Fisheries Habitat Grant and the theme(s) by which it would be funded? Describe how this project fits into larger conservation planning for the target waterbody (this may include the Wildlife Action Plan, DNR River Assessments, watershed management plans, species specific recovery plans, DEGLE priorities, etc.). Preference will be given to projects that successfully address Fisheries Division priorities listed in the Priority Habitat Conservation Projects list.
- 8. Connection to ongoing activities** - Explain how this project builds upon or furthers the work of other habitat/watershed projects in the region. Explain how the benefits are unique to the project and waterbody and cannot be derived from other efforts if they currently exist.
- 9. Monitoring and evaluation** - How will you evaluate if the project goals and objectives have been achieved? Describe any potential obstacles that limit project success. How will strategies of navigating those obstacles be documented to guide future projects of a similar nature?
- 10. Sustainability of project benefits** - How will fish, wildlife, habitat, ecosystem function, and/or public safety benefit from this project? What will the habitat project provide to the target species or ecosystems? Describe what is unique about the benefits that will be derived, and how a changing climate will affect these benefits. What, if any, benefits will be derived by the human communities that use this waterbody?
- 11. Budget narrative and work plan** - Explain the expected timeline of major project tasks. Outline and describe the likely costs of each project component and any opportunities for cost savings.

12. **Cost effectiveness** - Why is this project a good investment of limited conservation dollars? How do the benefits outweigh the costs?

13. **Project team** - Demonstrate the applicant's ability to implement a project of this nature. Outline how typical project roles such as manager, engineer, partners, and public involvement will be selected or handled during this project. Include any recent examples the project team may have with this type of project.

14. **Necessary authorizations** - Does this project have any special considerations and how will you address them? This may include mussels, threatened and endangered species, contaminated sediment, sea lamprey management, State Designated Natural River permitting, and/or other regulatory considerations.

## **Ineligible Applications**

Ineligible applications are those which are submitted after the due date, those with scope of work items outside of the eligible items for theme, and/or those that provide insufficient committed funds (if applying for funding from the current grant cycle). Applications not submitted on the proper forms, or that are incomplete may also be considered ineligible for funding assistance.

An "administrative completeness review" will be conducted once full applications are submitted. Applicants will have an opportunity to provide any missing documentation/information identified during this review. This review only ensures that the required information is included. Applications may be determined ineligible even if they pass the administrative completeness review.



## Special Notes

The grantee must be a registered vendor with the State of Michigan SIGMA Vendor Self Service (VSS) system to receive payments. The VSS website is: [SIGMA VSS](#). All grant funds will be paid by Electronic Funds Transfer (EFT).

Grant projects must comply with all applicable natural resource and environmental protection laws, state and local building codes, and state and federal barrier-free requirements, including the Americans with Disabilities Act (ADA) of 1990.

Grantees are responsible for obtaining all necessary local, state, and federal permits for the completion of projects approved for funding through the FHGP. Contact regulatory agencies well in advance of applying for a grant to determine “permit-ability” of the proposed project and to avoid delays if the project is funded. Apply for permits prior to any anticipated construction activities. This can be done upon DNR grant award notification for the project or as otherwise directed by the DNR. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commissioner
- Local Zoning Administrator
- Building Inspector

State agencies may include:

- State Historic Preservation Office (MSHDA) ([www.michigan.gov/mshda](http://www.michigan.gov/mshda))
- Michigan Department of Environment, Great Lakes, and Energy ([EGLE - Environment, Great Lakes & Energy \(michigan.gov\)](http://EGLE - Environment, Great Lakes & Energy (michigan.gov)))
- Michigan Department of Natural Resources ([www.michigan.gov/dnr](http://www.michigan.gov/dnr))
- Michigan Department of Health and Human Services (<https://www.michigan.gov/mdhhs>)
- Michigan Department of Transportation ([www.michigan.gov/mdot](http://www.michigan.gov/mdot))
- Michigan Department of Agriculture and Rural Development (<https://www.michigan.gov/mdard>)

Tribal governments may include any federally recognized tribe.

Federal agencies may include:

- U.S. Department of the Army, Corp of Engineers (<https://www.usace.army.mil/>)
- U.S. Environmental Protection Agency ([www.epa.gov](http://www.epa.gov))
- U.S. Department of Interior, Fish and Wildlife Service ([www.fws.gov](http://www.fws.gov))
- U.S. Department of Agriculture, Forest Service (<https://www.fs.usda.gov/>)
- U.S. Geological Survey ([www.usgs.gov](http://www.usgs.gov))

## Project Preparation for Funded Applications

Once the DNR has completed the selection process, all applicants will be notified of the outcome in writing. Grantees whose projects are selected for funding will need to be in regular contact with the FHGP Coordinator and FHGP Program Manager to ensure each step explained below is carried out in a coordinated manner. Contact information is below. Please include both the FHGP Coordinator and FHGP Program Manager on all communications related to your project.

Joe Nohner, Fisheries Division  
FHGP Coordinator  
[nohnerj@michigan.gov](mailto:nohnerj@michigan.gov)  
517-284-6236

Chip Kosloski, Grants Management Section  
FHGP Program Manager  
[kosloskic3@michigan.gov](mailto:kosloskic3@michigan.gov)  
517-281-1705

## Project Agreements and Conditional Commitments

After the selection process, the next step is to enter into a project agreement or conditional commitment for the grant funding.

The project agreement is prepared by the DNR and includes the following key provisions:

- Grantee contact for the project.
- Department contact for the project.
- Project scope.
- Project period.
- Grantee deliverables and reporting requirements.
- Grantee responsibilities.
- Advance and reimbursement requirements.
- Closeout.

Project agreements must be signed by the grantee and returned to the DNR within sixty (60) days of the date of issue or the grant may be cancelled by the DNR. During this 60-day time period, the grantee is required to review the work plan and project budget to be sure they are current and correct. Changes to the work plan and/or budget need to be approved in writing as explained below. Project agreements are not considered executed until signed by both the grantee and the DNR.

Conditional commitments are also prepared by the DNR but do not include actual signatures, as no funds are obligated as a part of this process. The conditional commitment will outline the pertinent details related to the project such as:

- Outstanding items required for project completion potentially including the current estimated funding gap, necessary and outstanding landowner permissions, and/or other required project components
- Sources of match funds and timing
- Expected fiscal year/grant cycle the project will be ready to implement

The following conditions will be included

- Future funding is contingent on fund availability for the FHGP (reductions or eliminations are possible)
- DNR will be included in design review as the design progresses
- Any specific/pertinent details relating to the project

## Project Changes and Extensions

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

### Contracting/Purchasing and Design Review 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 of agency. The agency must consult the State of Michigan debarred vendor list as well as the federal list at [www.sam.gov](http://www.sam.gov).

For purchases of materials and contract awards of over \$5,000 up to \$50,000, a minimum of three quotes must be solicited. Purchases of materials or contract awards of greater than \$50,000 must be advertised and competitively bid. The lowest qualifying quote or bid source must be awarded the purchase or work item(s).

The process of obtaining quotes or bids starts with development of quote or bid documents (i.e., plans, specifications, etc.), which **must be approved by the DNR prior to solicitation**. DNR should be involved early in the design process (if possible), so that all parties are in agreement before final design stages are reached. Ideally, DNR would like to review 30%, 60%, and 100% engineering design, although if these design stages are not part of the project they are not required. When you receive DNR approval, you can then solicit quotes and/or advertise for bids. After the bid process has been started, in most situations the bid items cannot be altered, nor can negotiations take place; however, there are times when bids are received that are much higher than anticipated. The following options can be pursued in this situation, but you must be sure to keep the FHGP Program Manager informed of your actions. These options include:

1. Alter the plans and/or specifications and either re-advertise for bids or issue a post-bid addendum to all bidders.
2. Divide the contract into smaller contracts and re-advertise for bids. Remember that no more contracts than the number of scope items are generally allowed.
3. If you have sufficient time left in your project period, wait until market conditions are more favorable and re-advertise the bid. Extensions to the project period may be possible.
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 or vendor when the contract or purchase exceeds \$5,000. The award must go to the lowest qualified bid or quote. If you have reason to reject the lowest bid, you must submit your written justification and receive written approval from the DNR prior to awarding a contract. If you have reason to reject the lowest bid, you must submit your written justification and receive written approval from the DNR prior to awarding a contract. **DNR approval of quote or bid award selection is necessary before awarding the quote or bid.**

At times, you may receive a very low number of bids or fewer than three quotes. In this situation, you may re-bid the contract or solicit more quotes. If you believe there are circumstances that will prevent you from receiving better results, submit a written justification for awarding the contract, including a description of the efforts you took to advertise for bids or solicit quotes. **The DNR must approve the selection prior to awarding a contract.**

Submission and approval of plans/specifications and contractor/vendor selections will take place in the MiGrants online system. Contact the FHGP program manager when ready to submit plans/specifications or contractor/vendor selections for approval and instructions will be provided.

## **Permits, Building Codes and Americans with Disabilities Act**

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. Refer to the “Special Notes” in the previous section of this handbook for a list of possible agencies to contact. This list is not meant to be comprehensive and other agencies may need to be contacted depending on the nature of the project. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

If applicable, a copy of the certificate of compliance with building codes will be required as part of the final project report submitted to the DNR. Also, if applicable, projects will be inspected by the DNR for compliance with the Americans with Disabilities Act (ADA) as well as applicable natural resource and environmental protection laws and approved design plans prior to the issuance of final grant payment. Compliance issues noted at the final inspection must be remedied by the grantee before the project is approved for final 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.

## **Record Retention**

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

## **Progress Reporting Requirements**

Grantees will be required to provide project status updates every October 30 and April 30 of the project period (including projects that have been extended). The project status update is expected to consist of a written update including progress and expenditures to date (summary of expenditures is sufficient). Progress reports will be submitted in MiGrants and instructions will be provided. Reminders will be sent two weeks prior to the due dates.

## **Fisheries Habitat Grant Program Recognition**

Grantees are expected to include recognition of assistance received from the FHGP in any promotional or informational materials produced about 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 FHGP are expected, wherever appropriate. Reasonable costs for signs are reimbursable through the grant if itemized in the approved project budget.

The following language is suggested for signs and written materials:

*This project has been funded in part with funds from the  
Michigan Department of Natural Resources  
Fisheries Habitat Grant Program*

The grantee should include a copy of written materials or photographs of signs that include program recognition language in the final project report.

## **Payment of Grant Funds**

A project agreement must be executed before a grantee can receive any grant funds. The grantee is required to complete payment request(s) in the MiGrants online system, as well as provide supporting documentation, and submit it to the FHGP Coordinator and FHGP Program Manager for review and approval. Contact the FHGP program manager when ready to submit your first payment request, and instructions will be provided. All costs for the project that are covered by both grant and match funds must be itemized for an identified time period and appropriate documentation provided as explained in the Expenditure Documentation Requirements section.

Requests for reimbursement must be submitted at least every six months. Expenses not submitted within the correct time period or older than six months may be considered ineligible for payment.

DNR will only make payments on scope items identified as being covered by the grant in the original application budget. Documentation of match will be required but will not initiate an actual payment.

The grantee must be a registered vendor with the State of Michigan SIGMA Vendor Self Service (VSS) system to receive payments. The VSS website is: <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>. All grant funds will be paid by Electronic Funds Transfer (EFT).

## **Advance Payment**

The grantee may request up to 50% of the approved grant amount as an advance prior to incurring costs. The advance amount requested must be reasonable in relationship to the project's cash flow and necessary for the success of the project. The entire advance amount must be earned and documented on a reimbursement request before additional payments will be made to the grantee. An additional 40% of the grant amount can also be requested as an advance. Cumulatively, 90% of the grant amount can be requested as an advance (but only up to 50% at a time). The final 10% of the grant amount is held back until satisfactory project completion.

Requests for reimbursements and advances must be completed in MiGrants online system. Instructions on this process are forthcoming. Contact the FHGP program manager if you would like to submit an advance or reimbursement request.

## Expenditure Documentation Requirements

The following documentation is required for each type of purchase under the grant program and must be retained in grantee records and included with the Reimbursement Requests that are submitted in MiGrants.

FHGP program staff will conduct an annual risk assessment of returning grantees. If over time, the grantee consistently submits complete reimbursement requests (in conjunction with other criteria) then the risk level may be reduced, resulting in less detailed documentation being submitted by the grantee. It is still required that all the necessary documentation detailed below be retained by the grantee for seven years regardless of submission level determined by the DNR. The FHGP program manager will notify the grantee if the risk level differs from previous years. The information described in the chart below is standard for all reimbursements unless the grantee has been notified otherwise.

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?
Staff Time for Direct Activities	1) Reimbursement Request (MiGrants online system)  2) Timesheets or financial report that provides the following information: <ul style="list-style-type: none"> <li>- Supported by a system of internal control that provides reasonable assurance that the charges are accurate;</li> <li>- Reflects the total activity for which the employee was compensated, not to exceed 100% of compensated activities;</li> <li>- Encompasses all other compensated activities;</li> </ul> Supports the distribution of the employee's salary or wages among specific cost objectives if the employee works on more than one type of award.	No
Fringes	1) Reimbursement Request (MiGrants online system)  2) Financial Report detailing fringe rates: If not broken out in financial report: <ul style="list-style-type: none"> <li>- *benefit type (ex. social security, retirement, health, etc.);</li> <li>- *rate used for each benefit type (ex. 7.56% of gross pay).</li> </ul> *benefit breakdown only needs to be provided once per employee	No
Purchases \$5,000 or less (including meals)	1) Reimbursement Request (MiGrants online system)  2) Paid Receipt showing date of payment and zero balance OR Invoice AND proof of payment (paid invoice from company, credit card receipt, cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement).  3) Description of item use if not apparent.	No
Purchases between \$5,000.01 and \$50,000	1) Reimbursement Request (MiGrants online system)  2) Paid Receipt showing date of payment and zero balance OR Invoice AND proof of payment (paid invoice from company, credit card receipt, cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement).	Yes:  1) Approval of specs <u>before soliciting quotes</u>  AND  2) Approval of selected quote <u>before award</u> (lowest qualified)
Purchases above \$50,000	1) Reimbursement Request (MiGrants online system)  2) Paid Receipt showing date of payment and zero balance OR Invoice AND proof of payment (paid invoice from company, credit card receipt, cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement).	Yes:  1) Approval of RFP/ITB <u>before advertisement</u>  AND

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?
		2) Approval of selected bid <u>before award</u> (lowest qualified)
Rented Equipment or Vehicles	1) Reimbursement Request (MiGrants online system) 2) Paid Invoice/Receipt (which includes types of equipment, dates and hours of use, rate) showing date of payment and zero balance OR Invoice (which includes types of equipment, dates and hours of use, rate) 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). 3) Fuel receipts.	No
Donations – Volunteer Services	<u>Volunteer Labor (minimum wage)</u> 1) Reimbursement Request (MiGrants online system) 2) Sign in sheet containing: <ul style="list-style-type: none"> <li>- Date</li> <li>- Hours</li> <li>- Current minimum wage charged</li> <li>- Total cost charged to project</li> <li>- Signature of Volunteer</li> <li>- Signature of project supervisor</li> </ul> <u>Skilled Labor (professional operating in their professional capacity)*</u> 1) Reimbursement Request (MiGrants online system) 2) Cover letter with dates and hours of work, hourly rate, total amount charged and signature of laborer. *Must be an integral and necessary part of the project.	No
Donations – Supplies, Materials	1) Reimbursement Request (MiGrants online system) 2) Donation letter or invoice with amount of donated material, rate per unit, and total. Signed and dated by the donating agency. 3) Evidence of fair market value (e.g., internet evidence of local purchase, rental rates, etc.).	No
Donations or use of your own Equipment	1) Reimbursement Request (MiGrants online system) 2) Donation letter or invoice with type of donated equipment, date, hours used, rate per hour (or MDOT rental rate and #) and total. Signed and dated by the donating agency. 3) Evidence of fair market value if MDOT rental rates do not apply.	No
Mileage for personal or company vehicles*	1) Reimbursement Request (MiGrants online system) 2) Log that includes name of employee, date, start location, end location, and total mileage for each trip. Total of mileage charged for each employee. Total of all mileage charged. *Mileage reimbursement is based on State of Michigan rates for when the expense was incurred.	No
Meals for employees in travel status*	1) Reimbursement Request (MiGrants online system) 2) Itemized receipt and proof of payment.	No

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?
	*limited to State of Michigan meal rates and regulations, universities may use established per diems (must provide per diem policy).	
Hotels/Lodging	1) Reimbursement Request (Migrants online system) 2) Itemized receipt and proof of payment	No

**Expenditure Documentation Examples:**

**Exhibit A: Report of Force Account Payroll**

**Salary: Payroll ending 08-05-13:**

Name	Classification	Date Worked	Hours Worked on Project/Hourly Rate	Salary Costs Charged to Project
<i>Blair, John</i>	<i>Laborer</i>	<i>8-1-13</i>	<i>8 hrs @ \$9.54 =</i>	<i>\$76.32</i>
<i>Blair, John</i>	<i>Laborer</i>	<i>8-3-13</i>	<i>6 hrs @ \$9.54 =</i>	<i>\$57.24</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>8-2-13</i>	<i>5 hrs @ \$9.46 =</i>	<i>\$47.30</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>8-4-13</i>	<i>7 hrs @ \$9.46 =</i>	<i>\$66.22</i>
			<b>Total Salaries</b>	<b>\$247.08</b>

**Fringe Benefits**

Benefits	Rate Used to Determine Benefit	Total Amount Charged to Project
<i>Social Security</i>	<i>7.65%</i>	<i>\$XXXX</i>
<i>Retirement</i>	<i>XXXX</i>	<i>\$XXXX</i>
<i>Health Insurance</i>	<i>XXXX</i>	<i>\$XXXX</i>
	<b>Total Fringe Benefits</b>	<b>\$XXXX</b>

**Exhibit B: Report of Equipment Usage**

Date	Grantee's Equipment Number	Equipment Type	Hourly Rate	Hours	Total Charged to Project	MDOT #
<i>June 3, 2013</i>	<i>3</i>	<i>1994 Dodge Pickup</i>	<i>\$7.49</i>	<i>2</i>	<i>\$ 14.98</i>	<i>12.300 96.006</i>
<i>June 3, 2013</i>	<i>18</i>	<i>1989 Hough Front End Loader</i>	<i>\$41.90</i>	<i>4</i>	<i>\$167.60</i>	<i>47.405 96.006</i>
<i>June 3-5, 2013</i>	<i>20</i>	<i>International Backhoe</i>	<i>\$36.96</i>	<i>5</i>	<i>\$184.80</i>	<i>70.103 85.303 70.500</i>
<i>June 3-5, 2013</i>	<i>31</i>	<i>1990 Hough Front End Loader</i>	<i>\$41.90</i>	<i>8</i>	<i>\$335.20</i>	<i>47.405 96.006</i>
<i>June 3-5, 2013</i>	<i>36</i>	<i>1991 Ford Dump Truck</i>	<i>\$17.88</i>	<i>4</i>	<i>\$71.52</i>	<i>12.304</i>
			<b>Total Equipment</b>		<b>\$774.10</b>	



**Exhibit C: Mileage Expense Report**

<b>Name</b>	<b>Date</b>	<b>Purpose</b>	<b>From</b>	<b>To</b>	<b>Total Miles</b>	<b>Rate</b>	<b>Total</b>
<i>Joe Black</i>	<i>5-17-15</i>	<i>Travel to job site</i>	<i>Lansing</i>	<i>Gaylord</i>	<i>200</i>	<i>\$.575</i>	<i>\$115.00</i>
<i>Joe Black</i>	<i>5-17-15</i>	<i>Travel from job site</i>	<i>Gaylord</i>	<i>Lansing</i>	<i>200</i>	<i>\$.575</i>	<i>\$115.00</i>
<i>Ted Miller</i>	<i>7-18-15</i>	<i>Travel to job site</i>	<i>Mason</i>	<i>Ewart</i>	<i>100</i>	<i>\$.575</i>	<i>\$57.50</i>
<i>Ted Miller</i>	<i>7-19-15</i>	<i>Travel between project sites</i>	<i>Ewart</i>	<i>Ewart</i>	<i>15</i>	<i>\$.575</i>	<i>\$8.63</i>
<i>Ted Miller</i>	<i>7-20-15</i>	<i>Travel from job site</i>	<i>Ewart</i>	<i>Mason</i>	<i>100</i>	<i>\$.575</i>	<i>\$57.50</i>

**Total Mileage \$353.63**

## Project Completion and Final Report

Upon completion of the project and before final payment will be released, the grantee must submit a final report that includes all of the following documentation. This will be submitted in the MiGrants online system. Instructions will be provided.

1. Reimbursement request for remainder of total project expenses.
2. Narrative report that includes the following information:
  - Concise summary of the steps taken to complete the project;
  - Concise summary of the final project scope;
  - Statement signed by the grantee that the project has been completed according to the work plan and budget approved by the DNR;
  - Copy of certificates of compliance with local building codes, if applicable;
  - Concise summary of any post-completion activities to be carried out by the grantee (Note: Grantees are responsible for any on-going efforts needed to maintain the project after it is completed. The final report must describe how the project will be maintained).
3. Copies of photographs of the site before and after project completion, with permission to use in DNR promotional materials and attribution for the photographs. Individual files are preferred as opposed to integrating photographs into the narrative.
4. Copies of written materials and/or photograph of program recognition sign that includes program recognition language (if applicable).

The grantee is required to submit the final report within sixty (60) days following project completion or no later than 60 days following the end of the grant period. The DNR may conduct a final inspection to ensure that the project was completed according to the approved work plan and budget. Any discrepancies in the project or compliance issues noted at the inspection must be remedied by the grantee before the final payment is made. The cost of any remedial action required of the grantee may be the sole financial responsibility of the grantee.

The DNR will hold back 10% of the approved grant amount until review and approval of project completion. Final payment of the remaining 10% of the approved grant amount will be released upon DNR approval of the final reporting documents.

## Appendix A: Wildlife Action Plan Focal Species of Greatest Conservation Need

The species listed below are listed in the 2015 Wildlife Action Plan as Focal Species of Greatest Conservation Need. More information on species distributions, habitats, and threats to populations can be found at Michigan's [WILDLIFE ACTION PLAN WEBSITE](#) or by contacting the biologists listed in Appendix B.

Key Habitats / Issues	Focal SGCN
1. Warmwater Streams & their Headwaters	Orangethroat Darter, Redside Dace, Silver Shiner, Southern Redbelly Dace, Northern Clubshell, Rayed Bean, Riverine Clubtail Dragonfly
2. Littoral Zones	Pugnose Shiner, Starhead Topminnow, Blanchard's Cricket Frog
3. Big Rivers	Lake Sturgeon, River Redhorse, Snuffbox
4. St. Clair – Detroit River System	Lake Sturgeon, Mooneye Northern Madtom, Pugnose Minnow, Mudpuppy
5. Inland Cisco Lakes	Cisco, Ives Lake Cisco, Siskiwit Lake Cisco
6. Great Lakes Ciscoes	Cisco, Kiyi, Shortjaw Cisco
7. Great Lakes Marsh & Inland Emergent Wetlands	Black Tern, Black-crowned Night-heron, Eastern Fox Snake, King Rail
8. Open Dunes & Sand-Cobble Shores	Piping Plover, Common Tern
9. Floodplain Forests	Cerulean Warbler, Indiana Bat, Copperbelly Water Snake
10. Fens	Eastern Massasauga, Mitchell's Satyr, Tamarack Tree Cricket, Yellow Rail, Poweshiek Skipperling, Hine's Emerald Dragonfly
11. Prairies & Savannas	Karner Blue, Frosted Elfin, Eastern Box Turtle, Rusty-patched Bumble Bee, Blazing Star Borer, Eastern Massasauga, Monarch Butterfly
12. Large Grasslands	Henslow's Sparrow, Dickcissel, Grasshopper Sparrow, Monarch Butterfly
13. Young Forests	Golden-winged Warbler
14. Dry Northern Forests & Pine Barrens	Kirtland's Warbler, Dusted Skipper, Secretive Locust, Eastern Massasauga
15. Emerging Diseases	Eastern Massasauga, Northern Long-eared Bat, Indiana Bat, Tri-colored Bat, Little Brown Bat

## Appendix B: Fisheries Division Management Units



<p>PATRICK HANCHIN, BASIN COORDINATOR LAKE SUPERIOR BASIN CHARLEVOIX FISHERIES RESEARCH STATION 96 GRANT STREET CHARLEVOIX, MI 49720</p> <p style="text-align: right;">Telephone Number: 231-547-2914 Extension 227</p>	<p>DARREN KRAMER, SUPERVISOR NORTHERN LAKE MICHIGAN MANAGEMENT UNIT 6833 HIGHWAY 2 GLADSTONE, MI 49837</p> <p style="text-align: right;">Telephone Number: 906-786-2351 Extension 789-8213</p>
<p>TIM CWALINSKI, SUPERVISOR NORTHERN LAKE HURON MANAGEMENT UNIT 1732 M-32 WEST GAYLORD, MI 49735</p> <p style="text-align: right;">Telephone Number: 989-217-7042</p>	<p>SCOTT HEINTZELMAN, SUPERVISOR CENTRAL LAKE MICHIGAN MANAGEMENT UNIT 8015 MACKINAW TRAIL CADILLAC, MI 49601</p> <p style="text-align: right;">Telephone Number: 231-775-9727 Extension 6070</p>
<p>JEFF JOLLEY, SUPERVISOR SOUTHERN LAKE HURON MANAGEMENT UNIT 3580 STATE PARK DRIVE BAY CITY, MI 48706</p> <p style="text-align: right;">Telephone Number: 989-686-2678</p>	<p>BRIAN GUNDERMAN, SUPERVISOR SOUTHERN LAKE MICHIGAN MANAGEMENT UNIT 621 N 10TH ST BOX 355 PLAINWELL, MI 49080</p> <p style="text-align: right;">Telephone Number: 269-251-2645</p>
<p>JOE NOHNER, FHGP COORDINATOR 525 WEST ALLEGAN STREET LANSING, MI 48933</p> <p style="text-align: right;">Telephone Number: 402-660-0282</p>	<p>SARA THOMAS, SUPERVISOR LAKE ERIE MANAGEMENT UNIT 7806 GALE RD. WATERFORD, MI 48327</p> <p style="text-align: right;">Telephone Number: 734-718-0474</p>

## Appendix C: Example of Private Landowner Authorization Letter

March 18, 2024

County Conservation District  
5678 Your Rd.  
My Town, MI

RE: Permission for Fisheries Habitat Grant work

Dear Mr. Green,

I Fred Bear, as landowner of the property located at 12345 My Way Dr., Your Town, MI, authorize County Conservation District to perform Fisheries Habitat improvement work on my property as outlined in their Fisheries Habitat Grant Agreement with the Michigan Department of Natural Resources. A copy of the deed/most recent tax statement showing the parcel number, legal description and ownership is attached.

Thank you.

Fred Bear, Landowner

## Appendix D: Example of Public Landowner Authorization Letter

March 18, 2024

County Conservation District  
5678 Your Rd.  
My Town, MI

RE: Permission for Fisheries Habitat Grant work

Dear Mr. Green,

I Joe Black, as an authorized representative for the County, confirm that the project property is owned by the County and as such, authorize County Conservation District to perform Fisheries Habitat improvement work on the property as outlined in their Fisheries Habitat Grant Agreement with the Department of Natural Resources.

Thank you.

Joe Black, County Supervisor

## Appendix E: Volunteer Labor Sign-In and Time Record



Michigan Department of Natural Resources – Grants Management

### VOLUNTEER LABOR SIGN-IN AND TIME RECORD

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

**GRANTEE:** Volunteer hours must be documented. Grantee should provide this sign-in sheet at the project work site for volunteers to certify their time. Please use additional sheets as necessary. Grantee’s Representative shall sign and submit this sign-in sheet with reimbursement request.

**PLEASE PRINT.**

Project Name (as listed on Project Agreement)	Project Number (per Project Agreement)
Grantee	Name and Title of Grantee Representative

**VOLUNTEER(S):** Print all information and ***initial each entry*** to certify the information listed is correct.

NAME	ACTIVITY DESCRIPTION	DATE	HOURS	INITIALS OF VOLUNTEER

**GRANTEE REPRESENTATIVE CERTIFICATION**

*I certify that the above information including all attachments is complete and accurate to the best of my knowledge.*

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*Grantee Representative Signature & Date*

**SUBMIT THIS COMPLETED RECORD WITH REIMBURSEMENT REQUEST.**