



*Michigan Department of Natural Resources*

[www.michigan.gov/dnr](http://www.michigan.gov/dnr)

# **2024 WILDLIFE HABITAT GRANT PROGRAM HANDBOOK**

Wildlife Division/Grants Management Section

IC1945 (Revised 01/29/2024)



## **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. We strive to protect natural and cultural resources, ensure sustainable recreation use and enjoyment, enable strong natural resource-based economies, improve and build strong relationships and partnerships, and foster effective business practices and good governance."

## **NATURAL RESOURCES COMMISSION STATEMENT**

The Natural Resources Commission (NRC), has the exclusive authority to regulate the taking of game and sportfish, and is authorized to designate game species and authorize the establishment of the first open season for animals. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

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, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication:

Telephone: 517-248-7268 (517-28-GRANT)

On the web at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)

This publication is available in alternative formats upon request.

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## ***SCHEDULE FOR WILDLIFE HABITAT GRANT PROGRAM***

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REQUEST FOR PROPOSALS BEGIN ..... JANUARY 31, 2024

GRANT APPLICATION DUE ..... MARCH 18, 2024

DNR REVIEW & SELECTION PROCESS COMPLETED AND AWARDS ANNOUNCED BY DIRECTOR..... SPRING 2024

PROJECT PERIOD BEGINS..... UPON EXECUTION OF GRANT AGREEMENT

PROJECT SCHEDULE..... FOLLOWS WORK PLAN IN “APPENDIX A” OF PROJECT AGREEMENT

PROJECT PERIOD ENDS..... OCTOBER 2026

FINAL PROJECT REPORT DUE .....NOVEMBER 2026

## *INTRODUCTION*

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The Wildlife Habitat Grant Program (WHGP) is administered by the Michigan Department of Natural Resources (DNR) through a cooperative effort between Wildlife Division and Grants Management. The WHGP began in October 2013 and is funded with a portion of hunting and fishing licenses that are sold annually. The WHGP's purpose is to provide funding to conservation partners to assist the Wildlife Division with developing or improving wildlife habitat. More information and grant forms can be found at: [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants).

Below is the contact information for the WHGP grant administrators:

Clay Buchanan, Wildlife Division  
WHGP Coordinator  
[buchananc1@michigan.gov](mailto:buchananc1@michigan.gov)  
517-614-0918

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

## *GRANT PROGRAM ELIGIBILITY AND REQUIREMENTS*

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### **ELIGIBLE GRANT APPLICANTS**

Any local, state, federal or tribal units of government, profit or non-profit groups, or individuals.

Please note: If you are an individual and your application is funded, you will receive a 1099 form from the State of Michigan for the grant funds you receive in each calendar year.

### **GRANT LIMITS AND COMMITMENT REQUIREMENTS**

The minimum grant amount is \$15,000, and the maximum grant amount you can apply for is the amount of funds appropriated in a given fiscal year.

The applicant must commit to provide at least 10% of the total project cost. All matching funds to complete the project must be committed at the time of application. Applicant 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 (**other State grants are not eligible**)

**(NOTE: Time, supplies, materials, and/or equipment provided by DNR are not eligible)**

Grantees are expected to maintain the improved area for the useful life of the project. Useful life is defined on a case by case basis as the period of time during which an improvement is capable of fulfilling its intended purpose with adequate, routine maintenance.

### **PROGRAM GOALS**

The primary goal of this program is to enhance and improve wildlife species habitat while meeting our public trust responsibilities and expanding partnerships in support of specific goals from the Wildlife Division's Strategic Plan 2021-2026, [The GPS](#).

Specifically:

- GPS Goal 2 – Protect, manage, and enhance lands for sustainable wildlife populations and wildlife-compatible recreation.
- Commitments to Change
  - To deliberately manage habitats and wildlife for a diverse set of values
  - Work with communities across Michigan, including local municipalities, regional governments, and tribes, to improve conservation outcomes

**The key priorities to be addressed by this program include:**

- Species and habitat identified in the Michigan DNR Wildlife Action Plan (WAP)
- Wildlife species identified in the WAP should be primary focus of WHGP habitat work

More information can be found at: [http://www.michigan.gov/dnr/0,4570,7-350-79136\\_79608\\_83053---,00.html](http://www.michigan.gov/dnr/0,4570,7-350-79136_79608_83053---,00.html)

### **Commitments to Change:**

The Wildlife Division's Strategic Plan 2021-2026, the GPS, includes a section on Commitments to Change. Refer to pages 10-11 of [the GPS](#).

These commitments outline Wildlife Division's long-term desired future and give direction on how to move forward in meeting the future challenges of wildlife conservation. These are areas of work that will add to traditional efforts by focusing on small, strategic shifts. Commitment to Change goals include managing habitats and wildlife for a diverse set of values and working with communities across Michigan to improve conservation outcomes.

The GPS identifies objectives that will begin moving Wildlife Division toward achieving Commitments to Change. These objectives are intended to be strategic and incremental and will account for a small portion (5-10%) of Wildlife Division's work. The objectives include expanding partnerships to connect more people with wildlife, collaborating with urban/suburban communities, and engaging local governments and planning groups to enhance wildlife conservation while addressing community interests.

The WHGP aims to fund a limited number of competitive projects to assist the Wildlife Division in meeting its Commitments to Change goals and objectives. Preferred projects will include restoration/enhancement of priority habitat types in urban/suburban areas that will enhance habitat for target species and expose non-traditional user groups to habitat management principles and practices.

## ***PROGRAM PRIORITIES***

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- Develop or maintain wildlife openings.
- Develop and maintain or contribute to large (>250 acres) grassland or savanna complexes.
- Develop and update water control structures and dikes at managed waterfowl and wetland areas.
- Early successional forest
  - Maintain forest heterogeneity (i.e., variety of age classes, tree species diversity)
- Improve habitat connectivity
  - Improve connectivity between habitat patches
- Maintain or restore deer wintering complexes
- Maintain or restore mast producing trees

**NOTE: This list is not all inclusive and requires that applicants consult with DNR staff.**

## *ELIGIBLE AND INELIGIBLE COSTS*

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### **ELIGIBLE COSTS**

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

- Salaries/wages (including fringe benefits) for on the ground paid labor costs 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.
- 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.
- Fuel costs for equipment used during project construction (if not using MDOT Schedule “C” or cost is not included in equipment rental agreement).
- Project signs.
- Permit application fees for permits required for the project.
- Engineering, design and design administration costs (no greater than 30% of total project cost) incurred up to one year prior to the project period specified in the project agreement or amendment.
  - Note: These costs are at your own risk and will not be reimbursed if a grant is not awarded.

### **INELIGIBLE COSTS**

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

- Costs incurred outside of the project period specified in the project agreement or amendment (with the exception of engineering, design, and design administration costs as previously described).
- Salaries/wages not directly related to the project.
- Time, supplies, materials, and/or equipment provided by the DNR.
- Lodging for compensated workers.
- Lodging or mileage for volunteer laborers.
- Conference fees and speaker fees.
- Purchase of equipment of \$5000 or more per unit.

## INELIGIBLE PROJECTS

Projects with scope of work outside the grant focus area are not eligible for Wildlife Habitat Grant support. Within the focus area, the following types of projects are also not eligible:

- Land acquisition or acquisition of rights in land.
- Studies and/or management plan development.
- Projects located outside the state of Michigan.
- Projects where the primary habitat improvement or development is for agricultural purposes.
- Projects where the primary activity is invasive species removal or prevention.
- Projects where the primary improvement or development is the construction of buildings, viewing structures, seating structures, or any other type of structure that does not create or enhance wildlife habitat.

## *INSTRUCTIONS FOR COMPLETING APPLICATION*

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

The application is due on **March 18, 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 will be accepted. If submitting more than one project for funding consideration, once you have submitted all applications, email the WHGP Program Manager ([kosloskic3@michigan.gov](mailto:kosloskic3@michigan.gov)) and WHGP Program Coordinator ([buchanancl@michigan.gov](mailto:buchanancl@michigan.gov)) giving a priority ranking of your projects.

## 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 WHGP 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).

### **APPLICATION INSTRUCTIONS**

**Initiating an Application** - To initiate an application, the Authorized Official must log into MiGrants and click on “My Opportunities” on the homepage. Look for the Wildlife Habitat Grant Program and click 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 similar to this format: WH24-001. 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.

The following sections provide information that will help you to complete a WHGP grant application 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.

While preparing your WHGP application, we recommend that you work with the local region wildlife personnel where your project is located to ensure the project addresses regional priorities. (See “Appendix A” for contact 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.

- 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 describes the work or habitat goals and general project location (100 character max).
- Provide a brief project summary of the work to be completed and the end habitat types (500 character max).
- Enter project start and end dates.

#### Project Location:

- Select the county where the project will be completed. If work will be completed in multiple counties, select the county where a majority of the work will take place.
- Upload project location map. If work will be completed at more than one site, multiple maps can be uploaded.
- Provide Lat/Long of project location. If work will be conducted at multiple sites, insert the Lat/Long that is centralized to all project locations.
- Select whether the applicant owns the property where the work will take place. If the applicant owns the property, the submission of the application verifies that the work is authorized to be completed on the applicant's own property. If the property is not owned by the applicant, upload a landowner authorization letter granting permission to complete work on the property. Refer to Appendices B and C for examples of landowner authorization letters. Multiple landowner authorization letters can be uploaded if necessary.

### Personnel Details

#### Staffing and Fringes:

- Provide staff information and estimated budget expenditures for staff working on the project. This section should include individuals who will be charging time to the grant, providing in-kind/donated labor, and individuals from outside the applicant organization who are donating time/labor to the project (including volunteers). For events such as field days where there will be several volunteers, but you don't know the names of the volunteers at application phase, enter "various" under the name, "volunteer" under position title, and the organization they are affiliated with under "organization". If the volunteers will not be affiliated with an organization or it is unknown, leave that section blank. Groups of volunteers can be lumped into one line. 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).
- Totals for each line item will auto-populate into the Grant Amount column. Expenses that are considered match must be manually entered into the Match Amount column.
- For each individual entered into a row in the Staffing table, their name, position title, and organization will auto-populate into the rows in the Fringes table once you click save. If fringe expenses will not be included in the project for an individual that auto-populates into the Fringes table, leave the rest of the cells for that row blank. Volunteers are not eligible for fringes. The fringe rate must be entered as a percentage.
- A summary table of Personnel costs will auto-populate at the bottom of the page.

#### Budget Details:

- This portion of the budget provides detailed costs for the project (aside from staffing/fringes and indirect). This portion of the budget is broken down into the following major budget categories: Supplies, Materials, and Equipment; Contractual; Travel; Other Travel; and Other. 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, no ineligible costs will be reimbursed.
- Totals for each line item will auto-populate into the Grant Amount column. Expenses that are considered match must be manually entered into the Match Amount column.
- A unit/quantity **AND** rate must be entered for the cells to calculate correctly. For lump sum amounts, enter "1" as the unit/quantity.

- 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. For equipment not included in the Schedule C, local rental rates may be used.
- 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 line showing the Budget Details subtotal will auto-populate at the bottom of the page.

### Budget Summary:

#### Subtotals, Indirect, and Total Grant and Match Budget:

- A summary of the Personnel Details and Budget Details will auto-populate at the top of the page. The summary provides a breakdown of the project subtotal, including grant and match expenses, and total project cost.
- If claiming indirect, enter it as a dollar amount. This amount cannot exceed 10% of the total project cost per program requirements. Indirect is only eligible as a grant expense and is not eligible as match.
- Below the indirect cost line, a total grant and match budget (including percentage splits for grant and match) will auto-populate.

#### Source of Match:

- Enter the total value of match committed by the applicant. Applicant match sources may include cash, in-kind labor, materials, and/or equipment, and/or other grants awarded for a complementary scope of work.
- Itemize any match being donated from outside the applicant organization. Enter the name of the donating organization or individual and the total value of their match commitment. Upload documentation supporting the match from the non-applicant entity, such as a match commitment letter or grant award. **For any match being committed from outside the applicant organization, documentation is required at time of application, or it may not be considered eligible.**
- A “Total Match” line will auto-populate at the bottom of the page which adds the applicant match and non-applicant match. This amount must equal the match amount from the “Total Grant and Match Budget” summary located further up the page. The system will generate an error if these two amounts are not equal.
- A Budget Narrative text box is at the bottom of this page. Provide any relevant information related to the budget that has not already been captured in the application. This section can be left blank if there is no relevant information to add.

### Project Narrative and Work Plan

The project narrative and work plan should address the WHGP overall program goals and regional priorities, and it is encouraged to include local DNR biologist input. Quantify statements whenever possible and refer to the scoring criteria in the handbook to ensure the proposal receives maximum points.

#### Rationale:

- Provide additional information describing the need for the project, wildlife species impacted, and overall benefits. Describe why this project is important.

#### Goals/Priorities:

- Describe how the proposed project meets DNR goals such as GPS Goal 2, Wildlife Action Plan, Commitments to Change, WHGP priorities as listed in the handbook, etc.

#### Objectives and Products/Deliverables:

- Detail specific objectives for the project that help meet the goals listed above. Describe and quantify the project deliverables relevant to specific objectives. For example, an objective might be to increase hard mast. A deliverable could be to plant 100 oak trees.
- For each objective, you must list at least one deliverable. You can use the plus button to the right of the Deliverable text box to add row(s) of deliverables if you have multiple deliverables per objective.



- If you have multiple objectives, you can use the plus button to the right of the Objective text box to add additional Objective text box(es). Each Objective must have at least one Deliverable but can have multiple. If you need to delete any rows, use the red minus button.

#### Methods:

- Provide a concise summary of proposed methods to achieve the project objectives. Draw clear connections linking your proposal with the goals, priorities, and/or evaluation criteria.

#### Implementation/Activity Map

- Provide a detailed map showing where work will be completed on the property. This map should be different than the project location map in the Applicant Information section. The purpose of this map is to detail where work will be completed on the property. Use the plus button if you have multiple maps to upload.

#### Project Schedule/Timeline

- Provide a tentative schedule for the completion of the project, separated into six-month periods, and describe the work planned in each six-month period of the anticipated project. 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. The project schedule/timeline can be entered into a text box or uploaded as an attachment.

#### Additional Information

- Provide any additional information relevant to the project such as site photos, support letters, surveys, etc. Information can be entered into a text box and/or uploaded as attachments.

#### Certification by Authorized Official

- When the application is complete, the Authorized Official must certify the application by clicking “save” on this page. By clicking save and certifying, the Authorized Official is verifying that they are a designated official for the applicant and that all statements on the application and attachments are true, complete, and accurate to the best of the Authorized Official’s knowledge.

## ***APPLICATION SUBMISSION***

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**The Authorized Official is the only role that can submit an application.** Once all pages are complete, there are not any page errors, and the application has been certified by the Authorized Official, 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 “Application Submitted”. 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.

## ***DNR APPLICATION REVIEW PROCESS***

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### **GRANT APPLICATION EVALUATION CRITERIA**

The DNR reviews all grant applications and determines their eligibility. The first step in the review process is an “administrative completeness review” which will be conducted by the WHGP Program Manager. This is a preliminary review to ensure that the application includes the required minimum contents and does not include a qualitative review. If required documentation is missing, the WHGP Program Manager will work with applicants to ensure that applications are complete before they move on to the next phase of review.

For eligible project proposals, DNR staff will assess each project based on the following criteria.

## **Project Goals**

- **Assists the Wildlife Division in meeting GPS Goal 2**
  - **Implement habitat restoration for priority wildlife species on public and private lands in Michigan**
  - **Priority wildlife species and habitat are further defined in the Michigan Wildlife Action Plan**
- **Assists the Wildlife Division in meeting Commitments to Change Goals**
  - **Manage habitats and wildlife for diverse set of values**
  - **Work with communities across Michigan, including local municipalities regional governments and tribes, to improve conservation outcomes**
- **Duration of benefits with expectation that projects providing long-term benefits will be prioritized**
- **Appropriate cost for proposed project**
- **Extent of ecological benefits with the expectation that proposals benefiting a wide range of species or restoring ecosystem function will be prioritized**
- **The narrative and budget providing appropriate level of detail to effectively evaluate the proposed project**
  - **The review team must be able to reasonably assess how, when, and where the habitat restoration work will occur.**

Projects are recommended for funding based on a combination of fulfilling the criteria, project type, ownership type, geographic location, and dependent upon funds available for the program. A list of the projects recommended for funding is approved by Wildlife Division and presented to the DNR Director for approval. Following approval, all applicants are sent notification of the outcome.

## ***PROJECT PREPARATION FOR FUNDED APPLICATIONS***

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Once the DNR has completed the selection process, all applicants will be notified in writing of the outcome. Grantees whose projects are selected for funding will need to be in regular contact with the WHGP Coordinator and WHGP Program Manager to ensure each step explained below is carried out in a coordinated manner.

### **PROJECT AGREEMENTS**

After the selection process, the grantee and DNR will enter into a project agreement to deliver the grant funding. The project agreement is prepared by the DNR and includes the following key specifications:

- 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 thirty (30) days of the date of issue or the grant may be cancelled by the DNR. During this 30-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.**

## PROJECT CHANGES

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

## 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 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).

The WHGP requires that all purchases/contracts comply with the State of Michigan purchasing requirements, detailed below:

Purchases and contracts up to \$5,000:

- This is the maximum purchase amount allowed without prior DNR approval
- Obtaining three quotes is recommended to ensure fair and reasonable pricing for goods and services but is not required
- Splitting purchases to remain under this threshold is not allowed

Purchases and contracts between \$5,000.01 and \$50,000:

- Written specs must be developed
- The specs must be approved by DNR
- A minimum of three written quotes must be solicited
- Award must be made to the lowest qualified quote pending DNR approval

Purchases and contracts over \$50,000:

- A Request for Proposal (RFP) must be developed
- The RFP must be approved by DNR
- The approved RFP must be publicly advertised
  - Once bids have been opened, they cannot be altered, nor can negotiations take place
- A contract must be awarded to the lowest qualified bidder pending DNR approval

**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 quote or bid. If you have reason to reject the lowest bid, you must submit a written justification and receive written approval from DNR prior to awarding a contract.** Submission and approval of plans/specifications and contractor/vendor selections will take place in the MiGrants online system. The WHGP Program Manager will provide instructions on how to complete these steps.

There are times when bids are received that are much higher than anticipated. There are several options that can be pursued in this situation, including:

- Alter the plans and/or specifications and either re-advertise for bids or issue a post-bid addendum to all bidders.
- 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.
- If you have sufficient time left in your project period, wait until market conditions are more favorable and re-advertise the bid.



- 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.

At times, a low number of bids or fewer than three quotes may be received. In this situation, you may re-bid the contract or solicit more quotes. If there are circumstances that will prevent 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.

## **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. Contact regulatory agencies well in advance of applying for a grant to determine required permitting for 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.

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 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 by the WHGP Coordinator 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 closeout of the grant.

## ***PROJECT REPORTING REQUIREMENTS***

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The grantee will be required to provide project status updates based on the schedule in the table below. The WHGP Coordinator or another DNR representative may also set up a site visit to view the proposed work and address any project complications. Timing of the site visit will vary and DNR staff will accommodate grantee schedules when possible. Progress reports will be submitted in MiGrants. The WHGP Program Manager will provide instructions on how to complete progress reports in MiGrants.

YEAR	DATE	REQUIRED INFORMATION
2024	11/14	Summary of accomplishments and expenditures
2025	6/1	Summary of accomplishments and expenditures
2025	11/14	Summary of accomplishments and expenditures
2026	6/1	Summary of accomplishments and expenditures
2026	November	Final Report (See Project Completion and Final Report requirements)

## ***WILDLIFE HABITAT GRANT PROGRAM RECOGNITION***

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Grantees are expected to include recognition of assistance received from the WHGP 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 WHGP 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 Wildlife Habitat Grant Program.*

## ***PAYMENT OF GRANT FUNDS***

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**A project agreement must be executed before a grantee can receive any grant funds.** 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).

The grantee is required to complete a reimbursement request in the MiGrants online system, as well as provide supporting documentation, and submit it to the WHGP Coordinator and WHGP Program Manager for review and approval. The WHGP Program Manager will provide instructions for submission in the MiGrants online system. Contact the WHGP program manager when ready to submit your first payment request. 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.

### **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 payment request before additional payments will be made to the grantee.

Requests for advances must be completed in MiGrants online system. The WHGP Program Manager will provide instructions on how to submit advance requests in MiGrants. Contact the WHGP program manager if you would like to submit an advance 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 submitted with a reimbursement request in the MiGrants online system.

WHGP 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 WHGP 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.

<b>EXPENSE TYPE</b>	<b>EXPENDITURE DOCUMENTATION REQUIRED</b>	<b>PRE-APPROVAL NECESSARY?</b>
Staff Time for Direct Activities (Refer to Exhibit A)	1) Reimbursement request (MiGrants online system) 2) Timesheets or financial report that provides the following information:	No

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?
below table for example)	<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> <li>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</li> </ul>	
Fringes (Refer to Exhibit A below table for example)	<ol style="list-style-type: none"> <li>Reimbursement request (MiGrants online system)</li> <li>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> </li> </ol> <p>*Benefit breakdown only needs to be provided once per employee</p>	No
Purchases \$5,000 or less (including meals)	<ol style="list-style-type: none"> <li>Reimbursement request (MiGrants online system)</li> <li>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/ACH transaction, OR copy of front of check and corresponding bank statement)</li> <li>Description of item use if not apparent</li> </ol>	No
Purchases between \$5,000.01 and \$50,000	<ol style="list-style-type: none"> <li>Reimbursement request (MiGrants online system)</li> <li>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)</li> </ol>	Yes, <ol style="list-style-type: none"> <li>Approval of specs before soliciting quotes AND</li> <li>Approval of selected quote before award (lowest qualified)</li> </ol>
Purchases above \$50,000	<ol style="list-style-type: none"> <li>Reimbursement request (MiGrants online system)</li> <li>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)</li> </ol>	Yes, <ol style="list-style-type: none"> <li>Approval of RFP before advertisement AND</li> <li>Approval of selected bid before award (lowest qualified)</li> </ol>
Rented Equipment or Vehicles	<ol style="list-style-type: none"> <li>Reimbursement request (MiGrants online system)</li> <li>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,</li> </ol>	No



EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?
	<p>OR copy of front of check and corresponding bank statement)</p> <p>3) Fuel receipts</p>	
Donations – Volunteer Services	<p>Volunteer Labor (minimum wage)</p> <ol style="list-style-type: none"> <li>1) Reimbursement request (MiGrants online system)</li> <li>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> </li> </ol> <p>Skilled Labor (professional operating in their professional capacity) *</p> <ol style="list-style-type: none"> <li>1) Reimbursement request (MiGrants online system)</li> <li>2) Cover letter with dates and hours of work, hourly rate, total amount charged and signature of laborer</li> </ol> <p>*Must be an integral and necessary part of the project</p>	No
Donations – Supplies & Materials	<ol style="list-style-type: none"> <li>1) Reimbursement request (MiGrants online system)</li> <li>2) Donation letter or invoice with amount of donated material, rate per unit, and total. Signed and dated by the donating agency.</li> <li>3) Evidence of fair market value (i.e., internet evidence of local purchase, rental rates).</li> </ol>	No
Donations or Use of Your Own Equipment (Refer to Exhibit B below table for example)	<ol style="list-style-type: none"> <li>1) Reimbursement request (MiGrants online system)</li> <li>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.</li> <li>3) Evidence of fair market value if MDOT rental rates do not apply</li> </ol>	No
Mileage for personal or company vehicles* (Refer to Exhibit C below table for example)	<ol style="list-style-type: none"> <li>1) Reimbursement request (MiGrants online system)</li> <li>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</li> </ol> <p>*Mileage reimbursement is based on State of Michigan rates for when the expense was incurred.</p>	No
Meals for employees in travel status*	<ol style="list-style-type: none"> <li>1) Reimbursement request (MiGrants online system)</li> <li>2) Itemized receipt and proof of payment</li> </ol> <p>*Meal reimbursement is based on State of Michigan rates for when the expense was incurred.</p>	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
Blair, John	Laborer	8-1-13	8 hrs @ \$9.54 =	\$76.32
Blair, John	Laborer	8-3-13	6 hrs @ \$9.54 =	\$57.24
Kennedy, Mike	Apprentice Lineman	8-2-13	5 hrs @ \$9.46 =	\$47.30
Kennedy, Mike	Apprentice Lineman	8-4-13	7 hrs @ \$9.46 =	\$66.22

**Total Salaries                      \$247.08****Fringe Benefits**

Benefits	Rate Used to Determine Benefit	Total Amount Charged to Project
Social Security	7.65%	\$XXXX
Retirement	XXXX	\$XXXX
Health Insurance	XXXX	\$XXXX

**Total Fringe Benefits                      \$XXXX****Exhibit B: Report of Equipment Usage**

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

**Total Equipment                      \$774.10****Exhibit C: Mileage Expense Report**

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

**Total Mileage \$353.63**

## *PROJECT COMPLETION AND FINAL REPORT*

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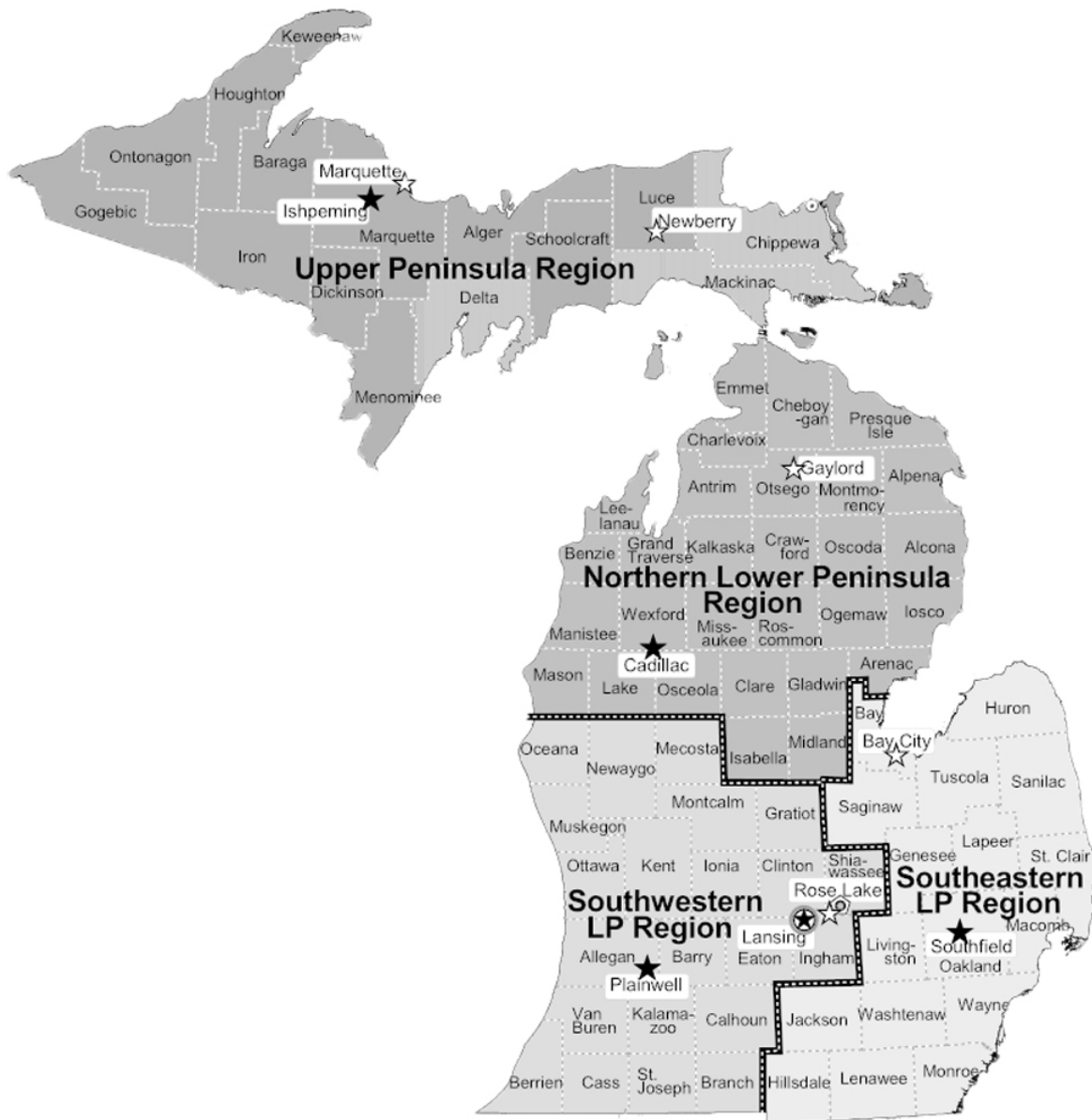
Upon completion of the project, and before final payment will be released, the grantee must submit a final report that includes all of the following documentation. This will be submitted in the MiGrants online system. The WHGP Program Manager will provide instructions on how to complete this process.

1. Reimbursement Request for remainder of total project expenses.
2. Narrative report that includes the following information:
  - Concise summary of the completed project, by objective.
    - a. Describe habitat improvements accomplished during project (e.g., acreage, type, wildlife use).
    - b. Describe issues during project implementation.
    - c. Discuss any suggestions that could have improved the completed project.
  - 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 operate or maintain the project after it is completed. The final report must describe how the project will be maintained, including a timeline for maintenance.).
3. Final Project Map. If there are multiple maps, combine into one PDF file and upload.
4. Copies of written materials and/or photograph of program recognition sign that includes program recognition language (if applicable).
5. Answer Questions 1-5 and the Post-Grant Assessment portion in the Final Documents tab in MiGrants.

The grantee is required to submit the final report to the WHGP Coordinator and WHGP Program Manager within forty-five (45) 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 DIVISION REGIONS



DAVID LEMMIEN, REGIONAL MANAGER  
UPPER PENINSULA REGION  
E-Mail: [LEMMIEND@MICHIGAN.GOV](mailto:LEMMIEND@MICHIGAN.GOV)

JOE ROBISON, REGIONAL MANAGER  
SOUTHEAST LOWER PENINSULA REGION  
E-Mail: [ROBISONJ@michigan.gov](mailto:ROBISONJ@michigan.gov)

CLAY BUCHANAN, WHGP COORDINATOR  
Telephone: 517-614-0918  
E-Mail: [BUCHANANCL@michigan.gov](mailto:BUCHANANCL@michigan.gov)

BRIAN MASTENBROOK, REGIONAL MANAGER  
NORTHERN LOWER PENINSULA REGION  
E-Mail: [MASTENBROOKB@michigan.gov](mailto:MASTENBROOKB@michigan.gov)

MARK MILLS, REGIONAL MANAGER  
SOUTHWEST LOWER PENINSULA REGION  
E-Mail: [MILLSM@michigan.gov](mailto:MILLSM@michigan.gov)

## ***APPENDIX B: EXAMPLE OF PRIVATE LANDOWNER AUTHORIZATION LETTER***

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March 18, 2024

County Conservation District

5678 Your Rd.

My Town, MI

RE: Permission for Wildlife 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 Wildlife Habitat improvement work on my property as outlined in their Wildlife 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 C: EXAMPLE OF PUBLIC LANDOWNER AUTHORIZATION LETTER***

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March 18, 2024

County Conservation District

5678 Your Rd.

My Town, MI

RE: Permission for Wildlife 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 Wildlife Habitat improvement work on the property as outlined in their Wildlife Habitat Grant Agreement with the Department of Natural Resources.

Thank you.

Joe Black, Gratiot County Supervisor

## APPENDIX D: VOLUNTEER LABOR SIGN-IN



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.**

Grantee and Project information	
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.***

PR1943 (05/19/2016)