



# 2015

# DAM MANAGEMENT

# GRANT PROGRAM

# HANDBOOK

**Michigan Department of Natural Resources**  
**Fisheries Division / Grants Management Section**

## **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 resources for current and future generations."

## **NATURAL RESOURCES COMMISSION STATEMENT**

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

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

This publication is available in alternative formats upon request.

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## **SCHEDULE FOR DAM MANAGEMENT GRANT PROGRAM**

Online Grant Application Process Begins..... October 1, 2015

Online Grant Application Due..... November 13, 2015

DNR Review and Selection Process Completed-Awards Announced by Director.....April 14, 2016

Project Period Begins.....Upon Execution of Grant Agreement

Project Schedule.....Follows work plan in “Appendix A” of Project Agreement

Project Period Ends.....October 10, 2017

Final Project Report Due..... December 10, 2017

## INTRODUCTION

The Dam Management Grant Program (DMGP) began in October 2012 and will operate each year that the state legislature appropriates funding. A total of \$350,000 is anticipated to be available for this grant cycle from the State of Michigan General Fund. The DMGP's purpose is to provide funding and technical assistance to federal, tribal, local and state units of government, non-profit groups and individuals to manage dam removal, or repair and major maintenance projects that will enhance aquatic resources and fishing opportunities along with reducing infrastructure costs and improving public safety in Michigan. The DMGP is administered by the Michigan Department of Natural Resources (DNR) through a cooperative effort between Fisheries Division and Grants Management.

## GRANT PROGRAM ELIGIBILITY AND REQUIREMENTS

### Eligible Grant Applicants

Any federal, tribal, local and state units of government, nonprofit groups or individuals in Michigan may apply for a Dam Management Grant.

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

### Grant Limits and Local Committed Fund Requirements

There is no minimum grant amount 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. The 10% 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

Scores for projects where applicant commits in excess of 10% will be increased based upon the amount committed.

### Program Goals

This program is designed to address the Governor's direction on community infrastructure needs as stated in his 2011 address on this issue. The main objectives of the DMPG are to:

- ❖ Enhance aquatic environments and reduce long-term infrastructure costs by removing dams without an economic purpose; or
- ❖ Repair or facilitate major maintenance work on dams that serve an economic purpose and cause minimal environmental impacts, or present imminent public safety issues. Please note that the purpose of this grant program is to address failing infrastructure needs. It is not intended to fund general maintenance or to correct deficiencies in the design of otherwise structurally sound dams.

### Program Objectives and Priorities

The key objectives and priorities addressed by this program are:

- ❖ Removal of impairments to watershed processes that include: connectivity; fish and wildlife passage; hydrology; sediment and woody debris transport, water quality; and fish community composition and size structure.
- ❖ Resolution of public safety concerns.
- ❖ Increased public involvement in watershed issues.
- ❖ Increased access to aquatic resources.

- ❖ Improving quality of life in urban areas.
- ❖ High rate of return on dam management investments.

### Eligible Projects

- ❖ Removal of dams that have no economic purpose resulting in the enhancement of aquatic environments and the reduction of long term infrastructure costs.
- ❖ Repair/major maintenance of dams which have an economic purpose that are an imminent public safety issue and are deemed of unsatisfactory condition by the DEQ Dam Safety Program or are under DEQ order.

### Eligible Costs

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

- ❖ Salaries/wages (including fringe benefits) for on the ground paid labor costs and/or project administration.
- ❖ Donated services/volunteer labor (credited at minimum wage).
- ❖ Mileage for compensated workers when using personal vehicle for project travel valued at the current IR standard business rate (currently \$.575/mile)
- ❖ Meals for compensated workers when working outside their normal work area (**maximum \$8.50 for breakfast and/or lunch and \$19.00 for dinner when documented with a receipt**)
- ❖ Onsite group meals for volunteer laborers
- ❖ Materials specific to the funded project (purchased or donated).
- ❖ Contractual services (must be competitively bid if \$10,000 or more).
- ❖ Indirect **contractual** services costs (no more than 10% of total contract cost).
- ❖ Reasonable overhead/indirect costs (e.g.: office supplies and materials, rent, utilities) (no more than 10% of total project costs) (**note: salaries/wages are not eligible as overhead/indirect costs**)
- ❖ Engineering, design and/or project administration (no more than 30% of project cost).
- ❖ Purchase of small hand tools and safety equipment not to exceed \$500 per item (e.g.: shovels, manual spreaders, gloves, hard hats, chaps, etc.)  
(please note: if qualifying small hand tools and safety equipment are purchased using this grant funding, there is an expectation that these items will be used in any future grants of similar nature and purchase of similar items in future grants must be justified and approved by DNR prior to being eligible.)
- ❖ Equipment (donated or rented) (e.g.: chain saws, atvs, vehicles, heavy equipment, etc.).
- ❖ Fuel costs for equipment used during project construction (if MDOT Schedule "C" Rates are not used or cost is not included in equipment rental agreement).
- ❖ Project signs.
- ❖ Permit application fees for permits required for the project.
  - 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.
- ❖ Engineering, design and design administration costs incurred up to 1 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 Projects

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

- ❖ Feasibility or ecological studies.
- ❖ Experimental and unproven methods to rehabilitate river channels after dam removals or used in rehabilitating a dam.
- ❖ Routine maintenance activities and operational costs.
- ❖ Any project where the estimated repair/major maintenance is less than 50% of the estimated cost of replacing the structure.
- ❖ Dams that are in litigation and/or mitigation.

## 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.
- ❖ Salaries/wages not directly related to the project.
- ❖ Lodging for compensated workers
- ❖ Lodging or mileage for volunteer laborers
- ❖ Maintenance and operation
- ❖ Conference fees and speaker fees.
- ❖ Purchase of equipment (ie: chain saws, atvs, vehicles, heavy equipment, etc.)

## APPLYING FOR A DAM MANAGEMENT GRANT

Grant applicants should work with the Fisheries Division Management Unit staff for the project area to ensure formulation of a high quality project. Refer to the map and contact information, in Appendix "A", at the back of this handbook to locate the appropriate management unit.

## APPLICATION PROCESS

The following sections provide information that will help you complete the Dam Management grant application utilizing the MiRecGrants electronic application system. Each form, document, and supporting evidence that makes up an application is listed and explained. Assembling the information needed to submit a complete application package takes time therefore, it is important to start the process as early as possible.

All location maps, site development plans, and other graphic information should be 8½" by 11" in size and clear, legible, detailed, and appropriately labeled. You may also upload larger versions of any or all of them. Be sure what you submit will print legibly.

### Registering in the MiRecGrants Online Application System

In order to submit an application, applicants must first be registered in the MiRecGrants online application system, which can be accessed at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants) then click on the link for MiRecGrants found near the top of the page. If you are a first time user of the system and have not yet registered, follow the instructions below:

- ❖ Click on the link for "New Applicant" in the Login box and complete at least all the required information (note: If you are a private individual, you will need to put "private individual" in the Organization box) and click "Save" at the top of the page. Your registration will then go to Grants Management for approval. When Grants Management approves your registration, you will receive an e-mail letting you know you are now registered.

- ❖ After you have received your approval e-mail you can then sign in and either click on “My Organization(s)” at the top right to add additional members to your organization as necessary (ie: your consultant and/or engineer, office staff, etc.) or click on “view opportunities” to initiate and begin a Dam Management Grant Application.

**Please note:** be sure to save application pages often. If you navigate away from the MiRecGrants system without saving your input, you will lose all information you completed. You can navigate away from the system and return to complete as long as you save your input.

### **Application Due Date**

Grant applications must be submitted through the MiRecGrants online application system no later than 11:59pm on November 13, 2015.

### **Application Assistance**

Applicants are strongly encouraged to seek assistance from Fisheries Division staff in preparing their answers to the narrative questions contained in Section B of the online application. The scoring criteria questions are described later in this handbook. Contact the Fisheries Division Management Unit Supervisor in the office where the project is located. See Appendix “A” for office locations. With assistance from the DNR, applicants should be able to prepare an application without the cost of professional consulting services.

### **REQUIRED CONTENT FOR ALL APPLICATION PACKETS (REQUIRED TO BE COMPLETED/UPLOADED IN MIRECGRANTS):**

- Dam Management Program Grant Application**
- Application Narrative**
- Site Plan and Drawings**
- Project location map**
- Documentation of local** committed amount (ie: monetary commitment letters, donation commitment letters, grant award letters, etc.)
- Photographs of the site**
- Correspondence regarding regulatory permitting issues**, if applicable
- Deed or most recent property tax statement showing landowner name and legal description if work to be done is located on applicant’s own property**

**Note:** If work to be done is located on property not owned by applicant, please see “Payment of Grant Funds” section of this handbook for proof of landowner authorization requirements.



# INSTRUCTIONS FOR COMPLETING THE DAM MANAGEMENT GRANT APPLICATION SECTIONS (SECTION LETTERING MATCHES MiRECGRANTS FORMS LIST)

## **Section A1: Applicant and Project Information**

- ❖ Check box that reflects what type of entity is applying for the grant (private individual, government agency, or nonprofit organization)
- ❖ The name of Applicant/Organization should auto fill from the information entered when applicant registered
- ❖ Provide employer identification no. or social security number
- ❖ Authorized representative's name and title: put the name and title of the person who represents the applicant, is able to answer questions regarding the application, and will oversee project administration if a grant is awarded
- ❖ Address, City, State, Zip, Telephone, Fax and E-mail should auto fill from the information entered when applicant registered
- ❖ Is Applicant Dam Owner?: Check yes or no box
- ❖ Project Type: Check box that reflects project type (removal of dam or repair/major maintenance of dam)
- ❖ Project Title: provide a short title for the project to be done (i.e.: Warsaw Dam Removal)
- ❖ Brief Description of Proposal: provide a short overview of the project and what will be accomplished upon completion (maximum of 400 characters)
- ❖ Project Location: provide site project address, zip, municipality, county, property tax id number(s), latitude, longitude, T/R/S, and name of lake, stream or water body as requested
- ❖ Community Support: check yes or no box
- ❖ Other Grant Applications for this Project: Check one or more of the boxes provided to identify other grants that have been funded for this project

## **Section A2: Dam Owner Information** (note: this page will only appear if applicant answers "no" to the question in Section A pertaining to Dam Ownership)

- ❖ Provide the name, address, city, state, zip, telephone, fax and e-mail of the dam owner

**Note:** If there is more than one dam owner, click "save" and then click "add" for a new page to become available for additional owner information. Continue to repeat until all dam owner(s) information has been added.

## **Section B: Narrative**

- ❖ Complete the narrative by providing detailed answers to the scoring criteria questions in this section. Your answers to these questions are critical to the evaluation and scoring of your application. (Note: if your application is for a repair/major maintenance project, put N/A in detail boxes for 2-A through 2-C and provide information for 2-D)

## **Section C1: Scope Items**

- ❖ **Personnel Costs:** provide the # of workers, workers rate per hour and total hours worked by all workers at this rate in the fields provided, and save entry. Fields will repeat for additional entries. Save after every entry for subtotal to auto sum  
**Note:** 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).
  
- ❖ **Material & Equipment:**
  - **Material:** provide a description of the material being purchased, the quantity, and the cost per unit and save entry. Fields will repeat for additional entries. Save after every entry for subtotal to auto sum  
**Notes:** 1. Donated materials should be valued at their current market value and supported by receipts or other verification. If a grant is awarded, the methods of valuing donations are subject to DNR review and approval prior to the donations being approved. 2. Quantity field must be numeric, for example 4 sq. ft. must be entered as 4. The material description field can be used to describe what unit of measure is to be used, for example 4 sq. ft. of concrete.
  
  - **Equipment:** provide a description of the equipment to be used, MDOT schedule “C” rate per hour and total hours to be used on the project and save entry. Fields will repeat for additional entries. Save after every entry for subtotals to auto sum
  
- ❖ **Note:** MDOT Schedule “C” booklets can be obtained from the MDOT Maintenance Division by calling 517-322-3303 (TTY/TDD: 711 Michigan Relay Center), writing them at 6333 Old Lansing Rd., Lansing, MI 48917.
  
- ❖ **Contractual Items:** Provide a description of the work to be contracted out (i.e. riverbed restoration) and the total estimated cost of that work and save entry. Fields will repeat for additional entries. Save after every entry for subtotals to auto sum.
  
- ❖ **Planning and Engineering Costs:** Put in an amount up to 30% of the total estimated project cost, not including engineering, and save entry. Subtotal will auto sum as information is saved.
  
- ❖ **Permit Fees:** Provide description of the type of permit and the estimated amount of that permit and save entry. Fields will repeat for additional entries. Save after every entry for subtotals to auto sum.
  
- ❖ **Program Recognition Sign Costs:** If applicable put in the estimated amount a program recognition sign will cost to construct and save entry. Subtotal will auto sum as information is saved.
  
- ❖ **Other:** This section is for any other miscellaneous eligible expenses that do not fall under any of the other categories (i.e.: mileage, food, etc.).

## **Section C2: Project Funding and Local Commitment Amounts**

- ❖ Total Project Costs: this will auto fill from the total estimated project cost in section C1
- ❖ Grant Amount Requested: this will auto fill with the difference between total project cost and local committed amount
- ❖ Local Committed Amount: this will auto fill with the total from source of local committed funds
- ❖ Source of Local Committed Funds:
  - General Funds: put the amount of cash the applicant commits to provide out of their own pocket toward the project
  - Cash Donations: put the amount of cash that someone, other than the applicant, commits to provide out of their own pocket toward the project. Commitment letter(s) must be uploaded for this amount
  - Value of Donated Material & Labor: put the estimated value of donated materials and/or labor that someone, other than the applicant, commits to provide out of their own pocket toward the project. Commitment letter(s) must be uploaded for this amount. (note: labor must be valued at minimum wage)
  - Other: put in the estimated expenses for force account labor (employees of the applicant), material and/or equipment or other grants awarded for the same scope of work by another entity and save entry. (note: a commitment/award letter must be uploaded for other grants awarded). Fields will repeat for additional entries. Save after every entry for Total Local Committed Funds amount to auto sum.
- ❖ Estimated Project Costs: these totals will auto fill from section C1.

## **Section D1: Workplan**

- ❖ Indicate the estimated amount of work that will be accomplished in each quarter of the project. This information will also serve as the basis for the grant payment schedule if the project is approved for funding.
- ❖ If you answer “yes” to question #1, provide an explanation as to why and how much additional time the project will require (note: a second page, titled Section D2 Workplan Second Year, will also become available to complete an additional 4 quarters of work plan)
- ❖ If you answer “yes” to question #2, provide an explanation as to why and how much of an advance will be needed (note: initial advance payment cannot exceed 50% of grant funds)

## **Section E: Need & Benefit**

- ❖ This section is important for the DNR's evaluation and scoring of the project. Be sure to relate the proposed project to the overall objectives and priorities of the DMGP.
- ❖ Need: Briefly describe the problems to be solved or opportunities to be enhanced by this project and quantify.
- ❖ Benefits: Briefly describe how this project will meet the DMGP objectives.

## Attachments

- ❖ Deed or most recent tax statement showing landowner name and legal description: will be required if work to be done is located on applicant's own property

**Note:** If work to be done is located on property not owned by applicant, please see "Payment of Grant Funds" section of this handbook for proof of landowner authorization requirements

- ❖ Project Location Map: The project location map should be sufficiently detailed so that a person unfamiliar with the site or your community can find it using only the map. The map should include street and road names, and landmarks. Please do not use an aerial photo map for this purpose.
- ❖ Site Plans and Drawings: information should be 8½" by 11" in size and clear, legible, detailed, and appropriately labeled. You may also upload larger versions of any or all of them. Be sure what you submit will print legibly.
- ❖ Site Photos: Pictures should be labeled to indicate what direction the photo was taken from and what is in the picture.
- ❖ Documentation of Local Committed Funds (if applicable): Upload all commitment letters for cash donations, Material and/or labor donations, and other grants awarded for the same scope of work by another entity.
- ❖ Correspondence regarding regulatory permitting issues (if applicable): If you have received any correspondence from a regulatory agency about your proposed project, upload a copy at this time.

## Additional Information

- ❖ Provide us with any additional information you feel is important for us to be aware of.

## Application Certification

- ❖ The applicant's Authorized Official must certify this application before it can be submitted by clicking the box that says "Click here to certify" and save.
- ❖ Once the application has been certified, you then click the link for status change options and click Application Submitted button to move application forward for review by DNR.
- ❖ If you decide you would like to **cancel** your application at this time, you would click the Apply Status button. You will then be asked if you are sure you want to cancel your application. If you click I agree at this time your application will be deleted. If you do this in error, you will have to start all over from the beginning and initiate a new application.

## DNR APPLICATION REVIEW AND SCORING PROCESS

The DNR reviews all grant applications, once they are submitted, and determines their eligibility. For eligible project proposals, DNR scores applications using the following scoring criteria which reflect the goals and objectives of the program.

<b>SCORING SUMMARY</b>	<b>MAXIMUM SCORE</b>
<b>1. LOCATION</b>	<b>25</b>
<b>2. WATERSHED EFFECTS OF THE DAM</b>	<b>75</b>
<b>3. WATER QUALITY</b>	<b>45</b>
<b>4. AQUATIC COMMUNITY CONDITION</b>	<b>35</b>
<b>5. ECOSYSTEM PLANNING AND RETURN ON INVESTMENT</b>	<b>60</b>
<b>6. PROJECT METHODS</b>	<b>25</b>
<b>7. PROJECT MANAGEMENT</b>	<b>220</b>
<b>8. PUBLIC INVOLVEMENT</b>	<b>20</b>
<b>9. LIKELIHOOD OF SUCCESS &amp; COMMUNITY ENRICHMENT</b>	<b>85</b>
<b>10. INFRASTRUCTURE/PUBLIC SAFETY</b>	<b>250</b>
<b>11. URBAN AREA BONUS</b>	<b>75</b>
<b>TOTAL MAXIMUM SCORE</b>	<b>915</b>

<b>1. LOCATION - (25 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
A. Dam Location - Is the dam the lower most barrier upstream to the Great Lakes or an inland lake? <ul style="list-style-type: none"> <li>• 5 = Yes</li> <li>• 0 = No</li> </ul>	5
B. Special Designations - Is the project located on a State Designated Natural River or Federal Wild and Scenic River? <ul style="list-style-type: none"> <li>• 10 = Yes</li> <li>• 5 = Likely to be listed</li> <li>• 0 = No</li> </ul>	10
C. Project Influence - Will the project have a positive effect on one or more notable ecological features (e.g., a key or significant fishery, endangered species habitat, species of special conservation need, significant landscape feature, protected conservation land, or key migratory fish habitat)? <ul style="list-style-type: none"> <li>• 10 = Project will positively affect 5 or more notable ecological features</li> <li>• 5 = Project will positively affect 2-4 notable ecological features</li> <li>• 1 = Project will positively affect 1 notable ecological feature</li> <li>• 0 = Project will positively affect 0 notable ecological features</li> </ul>	10
<b>Maximum Possible Score (A + B + C)</b>	<b>25</b>

**2. WATERSHED EFFECTS OF THE DAM (75 MAXIMUM SCORE)-IF THIS IS AN APPLICATION FOR A REPAIR/MAJOR MAINTENANCE PROJECT SKIP TO 2-D OTHERWISE COMPLETE ALL SECTIONS.**

<p>A. System Effect of Dam - What is the estimated effect of this dam on each of the watershed wide system processes listed below?</p> <p><b>5 = Severe, 4 = High, 3 = Moderate, 2 = Low, 0= Unmeasured or below detection</b></p> <p>_____ Connectivity          _____ water quality          _____ material transport (ie: sediment, large woody debris, etc.)          _____ hydrology (ie: natural flow hydrograph)          _____ geomorphology (both upstream and downstream of the dam)</p>	<p>Maximum total of individual process scores:</p> <p>25</p>
<p>B. System Connectivity Improvement (<b>project may only be scored under one of the following two categories</b>)</p> <p>1. If project is on a tributary of a Hydrologic Unit Code (HUC) 8 watershed, what percentage of the HUC 12 sub-watersheds are reconnected by removing this barrier?</p> <ul style="list-style-type: none"> <li>• 30 = 75 - 100%</li> <li>• 25 = 50 - 74%</li> <li>• 20 = 25 - 49%</li> <li>• 15 = 0 - 24%</li> <li>• 0 = scored under #2</li> </ul>	<p>30</p>
<p>2. If on a mainstream river, what percentage of the HUC 8 watershed is reconnected by removing this barrier?</p> <ul style="list-style-type: none"> <li>• 30 = 75 - 100%</li> <li>• 25 = 50 - 74%</li> <li>• 20 = 25 - 49%</li> <li>• 15 = 0 - 24%</li> <li>• 0 = scored under #1</li> </ul>	<p>30</p>
<p>C. Geomorphology - Will the post project river channel including downstream reaches and riparian corridor be stable and self-sustaining upon project completion?</p> <ul style="list-style-type: none"> <li>• 10 = Natural river channel processes restored and the river is in a stable form able to transport its sediment and water load</li> <li>• 5 = River channel free to adjust however is unstable and left to evolve to a stable form on its own</li> <li>• 0 = River channel armored in place and likely will require maintenance (i.e. bank erosion, bed armoring or sediment management)</li> </ul>	<p>10</p>
<p>D. Impairment Changes. Does the removal or repair of the dam reduce or eliminate other process impairments such as water quality (e.g. river reach being on the Michigan 303d list, material transport (woody debris and sediment transport), hydrology, fish community or size structure issues?</p> <ul style="list-style-type: none"> <li>• 10 = Eliminates 3 or more other process impairments</li> <li>• 7 = Eliminates 1 - 2 process impairments</li> <li>• 4 = Reduces 3 or more other process impairments</li> <li>• 1 = Reduces 1 - 2 other process impairments</li> <li>• 0 = Does not change other impairments</li> </ul>	<p>10</p>
<p><b>Maximum Possible Score (A + B + C + D)</b></p>	<p><b>75</b></p>

<b>3. WATERSHED QUALITY (45 MAXIMUM SCORE)</b>	
<p>A. Stressor Analysis - What is the extent of other stressors upstream and downstream that would limit the benefits gained through this project (e.g., dams, stream flow depletion from water withdrawals, major water quality impairments)?</p> <ul style="list-style-type: none"> <li>• 20 = 0% - 30% of the watershed area impaired</li> <li>• 10 = 31% - 70% of the watershed area impaired</li> <li>• 0 = 71% - 100% of the watershed area impaired</li> </ul>	20
<p>B. Watershed Quality – Currently what is the estimated quality of the watershed given the functioning of all system processes listed below?</p> <p><b>5 = High, 4 = Good, 3 = Moderate, 2 = Low, 0 = Poor</b></p> <p>_____ Connectivity            _____ water quality            _____ material transport (ie: sediment, large woody debris, etc.)            _____ hydrology (ie: natural flow hydrograph)            _____ geomorphology (both upstream and downstream of the dam)</p>	Maximum total of individual process scores:  25
<b>Maximum Possible Score (A + B)</b>	
<b>45</b>	
<b>4. AQUATIC COMMUNITY CONDITION (35 MAXIMUM SCORE)</b>	
<p>A. Current Aquatic Community Condition - What is the current condition of the aquatic community based on Michigan Department of Environmental Quality (DEQ) Procedure 51 (P51) scores, DNR Fisheries and other environmental survey information?</p> <ul style="list-style-type: none"> <li>• 15 = Excellent rating</li> <li>• 12 = Good rating</li> <li>• 8 = Acceptable</li> <li>• 4 = Below average</li> <li>• 0 = Poor or unknown</li> </ul>	15
<p>B. Expected Aquatic Community Condition - What is the expected condition of the aquatic community with the implementation of the project based on expected Michigan DEQ Procedure 51 (P51) scores, DNR Fisheries, and other environmental survey information?</p> <ul style="list-style-type: none"> <li>• 15 = Excellent rating</li> <li>• 12 = Good rating</li> <li>• 8 = Acceptable</li> <li>• 4 = Below average</li> <li>• 0 = Poor or unknown</li> </ul>	15
<p>C. Invasive and Nuisance Species Management - Does the project have an invasive or nuisance species plan in place?</p> <ul style="list-style-type: none"> <li>• 5 = Invasive species plan completed and consistent with DNR River Assessment or State Wildlife Action Plan</li> <li>• 3 = No invasive species plan in place however consistent with overall DNR River Assessment or State Wildlife Action Plan</li> <li>• 0 = Project inconsistent with DNR River Assessment, State Wildlife Action Plan or is unclear</li> </ul>	5
<b>Maximum Possible Score (A + B + C)</b>	
<b>35</b>	

**5. INVESTMENT RETURN (60 MAXIMUM SCORE)**

<p>A. River Assessment Consistency - Is there a DNR River Assessment completed for this river system and is the project consistent with the assessment/investment strategy?</p> <ul style="list-style-type: none"> <li>• 20 = DNR River Assessment completed, project identified as a priority, and proposed project consistent with plan</li> <li>• 16 = DNR River Assessment completed and proposed project consistent with plan</li> <li>• 12 = System without DNR River Assessment but project consistent with overall DNR goals and objectives</li> <li>• 8 = Other resource agency plan completed for system, project a priority and project consistent</li> <li>• 4 = Other resource agency plan completed for system and project consistent with that plan</li> <li>• 0 = Project inconsistent with DNR River Assessment and/or no plan completed</li> </ul>	20	
<p>B. Management Costs - What is the estimated reduction in annual costs to manage the fisheries resource with the implementation of this project? (note: to obtain this information contact your local Fisheries Division Unit Supervisor listed in Appendix "A")</p> <ul style="list-style-type: none"> <li>• 20 = 75% - 100%</li> <li>• 15 = 50% - 74%</li> <li>• 10 = 25% - 49%</li> <li>• 5 = 1% - 24%</li> <li>• 0 = 0%</li> </ul>	20	
<p>C. Return on Investment - What is the estimated return on investment within 50 years after project completion to DNR's management of Michigan's aquatic resources with the implementation of this project? (please quantify your answer) (note: to obtain this information contact your local Fisheries Division Unit Supervisor listed in Appendix "A")</p> <ul style="list-style-type: none"> <li>• 20 = &gt; 20:1</li> <li>• 15 = 15.1:1 to 20:1</li> <li>• 10 = 10.1:1 to 15:1</li> <li>• 5 = 5.1:1 to 10:1</li> <li>• 0 = &lt;5.1:1</li> </ul>	20	
<b>Maximum Possible Score (A + B + C)</b>		<b>60</b>

**6. PROJECT METHODS (25 MAXIMUM SCORE)**

<p>A. Project Methods - Does the project use standard engineering practices, or demonstrate new restoration techniques with an evaluation component?</p> <ul style="list-style-type: none"> <li>• 5 = Standard engineering practices with an evaluation component</li> <li>• 4 = Standard engineering practices without an evaluation</li> <li>• 3 = New restoration techniques with an evaluation component</li> <li>• 2 = New restoration techniques without a clear evaluation component</li> <li>• 0 = Unclear practices, applications and/or techniques</li> </ul>	5
<p>B. Sediment Sampling - Has sediment sampling been conducted as outlined in DEQ's Operational Guidance for Dredge Sediment Review No. 301-99-01?</p> <ul style="list-style-type: none"> <li>• 5 = Yes</li> <li>• 0 = No</li> </ul>	5



<p>C. Sediment Contaminants - What is the status of sediment contamination behind the dam? (note: to obtain this information contact DEQ's Water Resources Division at (517) 284-5567)</p> <ul style="list-style-type: none"> <li>• 5 = Concentrations below sediment quality criteria</li> <li>• 0 = Concentrations exceed sediment quality criteria or data unavailable</li> </ul>	5	
<p>D. Sediment Volume - What is the amount of sediments that will need to be managed?</p> <ul style="list-style-type: none"> <li>• 5 = 0-24% of the impoundment volume</li> <li>• 4 = 25-49% of the impoundment volume</li> <li>• 3 = 50-74% of the impoundment volume</li> <li>• 2 = 75-99% of the impoundment volume</li> <li>• 0 = 100% of the impoundment volume or unmeasured</li> </ul>	5	
<p>E. Sediment Management - Does the project have a sediment management plan?</p> <ul style="list-style-type: none"> <li>• 5 = A plan has been developed and permissible</li> <li>• 3 = A plan has been developed but may require minor modifications to be permissible</li> <li>• 0 = No plan has been developed or is more than likely not permissible.</li> </ul>	5	
<b>Maximum Possible Score (A + B + C + D + E)</b>		<b>25</b>
<b>7. PROJECT MANAGEMENT (220 MAXIMUM SCORE)</b>		
<p>A. What are the available secured local committed funds?</p> <ul style="list-style-type: none"> <li>• 30 = Applicant has &gt; 70% eligible local committed funds</li> <li>• 25 = Applicant has 51-70% eligible local committed funds</li> <li>• 20 = Applicant has 31-50% eligible local committed funds</li> <li>• 15 = Applicant has 21-30% eligible local committed funds</li> <li>• 10 = Applicant has 11-20% eligible local committed funds</li> <li>• 0 = Applicant has 10% eligible local committed funds</li> </ul>	30	
<p>B. What is the Applicant and project team's collective experience and capacity to lead the proposed project?</p> <ul style="list-style-type: none"> <li>• 30 = Applicant and team fully capable of project with clear demonstrated experience in area</li> <li>• 20 = Applicant and team likely capable of the project although they may have limited experience</li> <li>• 10 = Applicant and team's ability is unclear or may have limited ability without assistance to complete project</li> <li>• 0 = Applicant and team is unlikely to have the ability to complete project</li> </ul>	30	
<p>C. Is the project funding sufficient to complete the proposed work?</p> <ul style="list-style-type: none"> <li>• 30 = Project funding is completely sufficient to complete proposed work</li> <li>• 20 = Project funding is likely sufficient to complete proposed work</li> <li>• 10 = Unclear if project funding is sufficient to complete proposed work</li> <li>• 0 = Project funding inadequate to complete proposed work</li> </ul>	30	
<p>D. Is there dedicated income sources in place for this dam? (ie: dam is located within a special assessment district, operation of dam generates revenue for an individual or company, etc)</p> <ul style="list-style-type: none"> <li>• 100 = No</li> <li>• 0 = Yes</li> </ul>	100	

<p>E. Does the applicant have an operation and maintenance plan and dedicated funding in place beyond this grant for the project location (e.g. either for dam maintenance or for channel/riparian zone integrity)?</p> <ul style="list-style-type: none"> <li>• 30 = Operation and maintenance plan is completely adequate for the project area and dedicated funding in place beyond the grant</li> <li>• 20 = Operation and maintenance plan is completely adequate for the project area but dedicated funding beyond the grant is unclear or inadequate</li> <li>• 10 = Dedicated funding beyond this grant is in place but the operation and maintenance plan is inadequate or unclear for the project area</li> <li>• 0 = Operation and maintenance plans and dedicated funding are not available or provided</li> </ul>	30
<b>Maximum Possible Score (A + B + C + D + E)</b>	<b>220</b>
<b>8. PUBLIC INVOLVEMENT (20 MAXIMUM SCORE)</b>	
<p>A. Cooperators - What is the number of cooperative parties/entities, other than applicant, that are providing funding, materials and/or services for this project?</p> <ul style="list-style-type: none"> <li>• 20 = 10 or more</li> <li>• 10 = 5 - 9</li> <li>• 5 = 1 - 4</li> <li>• 0 = 0</li> </ul>	20
<b>Maximum Possible Score (A)</b>	<b>20</b>
<b>9. LIKELIHOOD OF SUCCESS AND COMMUNITY ENRICHMENT (85 MAXIMUM SCORE)</b>	
<p>A. Implementation Likelihood - Can this project be implemented within the initial grant period?</p> <ul style="list-style-type: none"> <li>• 20 = Geomorphic survey and engineering design completed, permit obtained</li> <li>• 15 = Geomorphic survey and engineering design completed</li> <li>• 10 = Geomorphic survey or engineering design completed</li> <li>• 0 = No Geomorphic survey, or engineering design completed, and no permit obtained</li> </ul>	20
<p>B. Outreach and Education - Is the project accessible to the public and/or does it provide an opportunity for education and outreach?</p> <ul style="list-style-type: none"> <li>• 5 = Project is accessible and has a clear education and outreach component</li> <li>• 3 = Project is accessible or has a clear education and outreach component but not both</li> <li>• 0 = Project is neither accessible nor has a clear education and outreach component</li> </ul>	5
<p>C. Community Benefits - Does the project provide additional community benefits (e.g., community revitalization, new trails, recreational opportunities such as fishing or boating, elimination of safety hazards)?</p> <ul style="list-style-type: none"> <li>• 5 = Project provides additional community benefit</li> <li>• 0 = Project does not provide additional community benefit</li> </ul>	5
<p>D. Does the project currently provide or will it provide free public access to the waterway?</p> <ul style="list-style-type: none"> <li>• 15 = Yes</li> <li>• 0 = No</li> </ul>	15
<p>E. What is the median household income for village/city/township that project is located in?</p> <ul style="list-style-type: none"> <li>• 40 = Lowest one-third median household income (up to \$40,307)</li> <li>• 20 = Middle one-third median household income (\$40,307 - \$50,417)</li> <li>• 0 = Upper one-third median household income (greater than \$50,417)</li> </ul>	40
<b>Maximum Possible Score (A + B + C + D + E)</b>	<b>85</b>

<b>10. INFRASTRUCTURE/PUBLIC SAFETY (250 MAXIMUM SCORE)</b>		
<p>A. Current Hazard Rating - What rating hazard does DEQ, Dam Safety Program give this dam (select one)?</p> <ul style="list-style-type: none"> <li>• 100 = High hazard</li> <li>• 50 = Significant hazard</li> <li>• 0 = Low hazard or unknown</li> </ul>	100	
<p>B. Current Dam Condition - What is the current dam condition?</p> <ul style="list-style-type: none"> <li>• 50 = Dam safety report by licensed engineer states dam in unsatisfactory condition</li> <li>• 40 = Dam safety report by licensed engineer states dam in poor condition</li> <li>• 30 = Dam safety report by licensed engineer states dam in fair condition</li> <li>• 25 = Dam in unsatisfactory condition as described by applicant</li> <li>• 20 = Dam in poor condition as described by applicant</li> <li>• 10 = Dam in fair condition as described by applicant</li> <li>• 0 = Dam safety report by licensed engineer states dam in satisfactory condition</li> <li>• 0 = Dam in satisfactory condition as described by the applicant</li> </ul>	50	
<p>C. Deficiencies/Emergency Conditions - Does a condition exists which endangers the dam?</p> <ul style="list-style-type: none"> <li>• 100 = Yes, The DEQ Dam Safety Program has found that the dam is in imminent danger of failure, or an Emergency Order has been issued by the DEQ</li> <li>• 50 = Yes, a dam safety inspection report and subsequent DEQ inspection found a condition which endangers the dam, or a Dam Safety Order has been issued by the DEQ</li> <li>• 0 = No condition which endangers the dam exist</li> </ul>	100	
<b>Maximum Possible Score (A + B + C)</b>		<b>250</b>
<b>11. BONUS POINTS FOR URBAN PROJECTS (75 MAXIMUM SCORE)</b>		
<p>A. Urban Location - Is the project located within an urban area as defined in the 2000 U.S. Census?</p> <ul style="list-style-type: none"> <li>• 40 = Project located in a core city or inner ring city of a Metropolitan Statistical Area</li> <li>• 30 = Project located in a urbanized area of a Micropolitan Statistical Area</li> <li>• 20 = Project located in a core city of a Micropolitan Statistical Area</li> <li>• 10 = Project in an Urbanized Cluster</li> <li>• 0 = Not located in any of the above</li> </ul>	40	
<p>B. Pilot Project - If in an urban area, is the project a unique demonstration/pilot of what is possible in a challenged urban waterway and form a foundation for subsequent work to build on?</p> <ul style="list-style-type: none"> <li>• 10 = Yes</li> <li>• 0 = Not in urban area</li> </ul>	10	
<p>C. Connections to Open Spaces and Benefits to Underserved Populations - Does the project propose new or protect existing connections to upland open space or attractions, and/or have the potential to provide recreational benefits to an underserved population?</p> <ul style="list-style-type: none"> <li>• 15 = Provides new connections to upland open space and attractions and provides benefits to an underserved population</li> <li>• 10 = Provides new recreational opportunities and benefits to underserved populations</li> <li>• 5 = Provides new connections to upland open space and attractions</li> <li>• 0 = Does not provide for these needs</li> </ul>	15	

<p>D. Interactions with Other Initiatives - Will the proposed work provide an opportunity to enhance other urban renewal, planning initiatives, and economic development while enhancing the values and function of the river system?</p> <ul style="list-style-type: none"> <li>• 10 = Yes</li> <li>• 5 = Likely will and other initiatives in planning stages</li> <li>• 0 = No</li> </ul>	10
<b>Maximum Possible Score (A + B + C + D)</b>	<b>75</b>

**Ineligible Applications**

Ineligible applications are those which: are submitted after the due date or those that provide insufficient local committed funds. Applications not submitted on the proper form, or that are incomplete may also be considered ineligible for funding assistance.

Applications are ranked based on the final scores. Projects are recommended for funding, based on a combination of scoring criteria, project type, structure ownership types, and geographic location, dependent upon funds available for the program. A list of the projects recommended for funding is approved by the Fisheries Division Management Team and presented to the DNR Director for funding approval. Following approval, all applicants are sent notification of the outcome.

## SPECIAL NOTES

You must be registered in the State's vendor system to receive funds. All grant funds will be paid by Electronic Funds Transfer (EFT). Once registered, it is up to you to maintain the information on the site, including the accurate Federal ID number, vendor name, bank account information, address, etc. To either register for the first time or update your account, please visit [www.michigan.gov/budget](http://www.michigan.gov/budget) and access the Contract and Payment Express site (on the lower left side of the screen).

Grant projects must comply with all applicable natural resource and environmental protection laws, and state and local building codes.

Grantees are responsible for obtaining all necessary local, state and federal permits for the completion of projects approved for funding through the DMGP. 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 Environmental Quality ([www.michigan.gov/deg](http://www.michigan.gov/deg))
- ❖ Michigan Department of Natural Resources ([www.michigan.gov/dnr](http://www.michigan.gov/dnr))
- ❖ Michigan Department of Community Health ([www.michigan.gov/mdch](http://www.michigan.gov/mdch))
- ❖ Michigan Department of Transportation ([www.michigan.gov/mdot](http://www.michigan.gov/mdot))
- ❖ Michigan Department of Agriculture and Rural Development ([www.michigan.gov/mda](http://www.michigan.gov/mda))

Federal agencies may include:

- ❖ U.S. Department of the Army, Corp of Engineers ([www.lre.usace.army.mil](http://www.lre.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 ([www.fs.fed.us](http://www.fs.fed.us))
- ❖ U.S. Geological Survey ([www.usgs.gov](http://www.usgs.gov))

## PROJECT RECOMMENDATION AND PREPARATION

Once the DNR has completed the selection process, all applicants will be notified of the outcome via the online MiRecGrants System. **If changes need to be made to the work plan and/or budget based on the amount of funding received, contact the Fisheries Division DMGP Coordinator immediately.** Grantees whose projects receive funding will need to be in regular contact with the Michigan DNR Fisheries Division, DMGP Coordinator to ensure each step explained below is carried out in a coordinated manner.

### PROJECT AGREEMENTS

After the selection process, the next step is to enter into a project agreement for the grant funding. The project agreement is created within the MiRecGrants system and includes the following key provisions:

- ❖ Grantee authorized representative for the project.
- ❖ Project period; beginning and ending dates for completion of the project.
- ❖ Requirement that the project be completed as specified in the grant application.
- ❖ Indication of the grant amount and local committed funds contributing to the project.
- ❖ Obligations of the grantee to complete and maintain the project.

You will receive notification when you are required to enter information that is needed to create your agreement and again when your agreement is ready to view and print. The last page of the agreement must be printed, signed by the grantee and mailed to the DNR within ninety (90) days of the date of issue in order to fully execute your grant. Failure to do so may result in your grant being cancelled by the DNR.

### PROJECT CHANGES AND EXTENSIONS

After execution of the project agreement any changes to the project, including changes to the work plan or budget, such as adding or deleting scope of work or extending the project completion time period, require prior review and approval by the DNR. Grantees should make requests through the MiRecGrants System. Significant changes, including all project completion extensions, will require an amendment to the project agreement.

### CONTRACTING AND PROCUREMENT REQUIREMENTS

For purchases of materials and contracts between \$2,500 and \$9,999.99, a minimum of three quotes must be solicited. Purchases of materials or contracts of \$10,000 or greater, 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.** To obtain DNR approval, plans, specs and bid documents must be uploaded into the MiRecGrants system. Once you receive DNR approval through the MiRecGrants System, you can then solicit quotes and/or advertise for bids. Once 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 Aquatic Habitat Grant Coordinator 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.
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.

When the quote or bid process is complete, you must complete the *Notification of Contractor/Vendor Selection and Bid Tabulation* form in the MiRecGrants system identifying your contractor or vendor selection for DNR approval along with uploading all the quotes/bids you receive. **DNR approval of quote or bid award selection is necessary before awarding the quote or bid.**

If you have reason to reject the lowest bid, you must submit your justification with the *Notification of Contractor/Vendor Selection and Bid Tabulation* form and receive concurrence from the DNR prior to awarding a contract.

At times, you may receive a very low number of bids or fewer than three quotes. In this situation, you should re-bid the contract or solicit more quotes. If you believe there are circumstances that will prevent you from receiving better results, submit with the *Notification of Contractor/Vendor Selection and Bid Tabulation* form justification for awarding the contract, including a description of the efforts you took to advertise for bids or solicit quotes. You must receive concurrence from the DNR 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. 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 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 Fisheries Division Dam Management Program Grant 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.

## **PROJECT REPORTING REQUIREMENTS**

Grantees will be required to provide project status updates **every 3 months** after the date the project agreement is executed. These project status updates will be due by the 15<sup>th</sup> of the month. The project status update is expected to consist of a written (email or hardcopy) update including progress and expenditures to date (summary of expenditures is sufficient). These will need to be emailed/mailed to the Dam Management Grant Program Manager at [parkerk4@michigan.gov](mailto:parkerk4@michigan.gov) or PO Box 30425, Lansing, MI 48909-7925.

## DAM MANAGEMENT GRANT PROGRAM RECOGNITION

Grantees are expected to include recognition of assistance received from the DMGP 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 DMGP 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  
Dam Management 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

### Payment Request Form

A project agreement must be executed before a grantee can receive any grant funds. The grantee is required to complete a request for reimbursement within the MiRecGrants system. Be sure to show all costs for the project and upload documentation of all expenditures with the reimbursement request form, as explained below.

### Documentation Requirements for Project Work Being Done on Lands not Owned by Grantee

The Grantee must upload the following proof of Landownership and authorization from landowner before any grant funds will be released:

#### Privately Owned Land:

- ❖ A deed or most recent property tax statement showing landowner name and legal description.
- ❖ A copy of landowner(s) consent letter stating that they own the property and authorize the work being done (see example in Appendix "B").

#### Publicly Owned Land:

- ❖ A copy of consent letter, signed by an authorized representative of the Governmental unit stating that the land is owned by them and that they authorize the work being done (see example in Appendix "C").

### Advance Payment

The grantee may initially request in writing up to 50% of the approved grant amount after a project agreement has been executed and landowner authorization is received. Proof that the initial advance amount received has been "earned", at the grant reimbursement percentage stated in the grant agreement, will be required before grantee may request an additional 40% advance payment. (**Note:** "earned" will be defined as the grant reimbursement percentage rate. This rate is based on the grant amount divided by total project costs as stated in the project agreement.) The final 10% of reimbursable expenditures will be held by DNR until the project is complete and the final documentation audit is done.



## Expenditure Documentation Requirements

The grantee is required to keep records of all expenditures including invoices and receipts as well as documentation of force account, donated contributions, mileage expenses and overhead/indirect. This requirement applies to all project elements.

The following documentation must be included with each request for reimbursement, as applicable:

### Payment to Vendors, Suppliers, Contractors:

1. Copy of the invoice/receipt from vendor, supplier or contractor.
2. If invoice/receipt is paid by check:
  - ❖ Copy of front and back of cancelled check(s) **or** a copy of the front of check at time of issue and a copy of the bank statement showing that check number clearing the account.
3. If invoice/receipt is paid by credit card:
  - ❖ Copy of invoice/receipt from vendor, supplier, or contractor
  - ❖ Copy of credit card statement showing amount of invoice/receipt being applied to credit card
4. Provide a copy of receipts for purchases or payment for services made in cash. **Payments made in cash shall not exceed \$100.**

### Payment for Meals for Compensated Workers when working outside their normal work area and/or Fuel Costs for equipment used during project construction:

1. Copy of the invoice/receipt from vendor or supplier

## Reporting Force Account Labor and Equipment (employees of and equipment owned by grantee)

### Salaries and Wages:

If the grantee is using their own employees for project administration and/or to construct all or part of the project funded (force account labor), the following information must be submitted with the request for reimbursement:

1. A list which includes the following (see Exhibit B):
  - a. The name(s) of the employee(s)
  - b. The employees classification/title
  - c. The dates worked on the project
  - d. The hourly pay rate
  - e. Number of hours worked on the project
  - f. Total amount paid
2. Copies of time sheets for the pay periods indicated (system generated payroll reports are acceptable).

If you include fringe benefits, provide the rate used to determine the fringe benefit for each employee (for example, social security rate equals 7.65 percent of gross salary). Fringe benefits include only what is paid by the grantee on behalf of the employee (see Exhibit B).

**Exhibit B. Report of Force Account Payroll**

**Salary: Payroll ending 08-05-14:**

<b>Name</b>	<b>Classification</b>	<b>Date Worked</b>	<b>Hours Worked on Project/ Hourly Rate</b>	<b>Salary Costs Charged To Project</b>
<i>Blair, John</i>	<i>Laborer</i>	<i>8-1-14</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Blair, John</i>	<i>Laborer</i>	<i>8-4-14</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Bratonia, Steve</i>	<i>Laborer</i>	<i>8-3-14</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>8-2-14</i>	<i>5 hrs. @ \$ 9.46 =</i>	<i>\$ 47.30</i>
			<b>TOTAL SALARIES</b>	<b>\$276.26</b>

**Fringe Benefits:**

<b>Benefit</b>	<b>Rate Used to Determine Benefit</b>	<b>Total Amount Charged to Project</b>
<i>Social Security</i>	<i>7.65% of gross pay</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>

**Equipment:**

If the grantee uses equipment they own, the following information must be submitted (see Exhibit C):

1. Date(s) of use
2. Grantee equipment number, if applicable
3. Type of equipment
4. The hourly rate charged for the equipment. Reimbursement for equipment usage will not exceed the rates published in the MDOT Equipment Rental Rates booklet
5. The number of hours in operation for the project work
6. The total cost charged to the project for the use of the equipment
7. The Michigan Department of Transportation equipment number. The MDOT equipment number can be obtained from the MDOT *Equipment Rental Rates, Schedule C, Report 375* booklet for the year in which the equipment was used. (This booklet can be obtained from the Michigan Department of Transportation, Maintenance Division, 6333 Old Lansing Road, Lansing, MI 48917; 517-322-3303)

### Exhibit C: Report of Equipment Usage

Date	Grantee's Equipment Number	Equipment Type	Hourly Rate	Hours	Total Charged to Project	MDOT#
June 3, 2014	3	1994 Dodge Pickup	\$7.49	2	\$ 14.98	12.300 96.006
June 3, 2014	18	1989 Hough Front End Loader	\$41.90	4	\$167.60	47.405 96.006
June 5, 2014	20	International Backhoe	\$36.96	5	\$184.80	70.103 85.303 70.500
June 7, 2014	31	1990 Hough Front End Loader	\$41.90	8	\$335.20	47.405 96.006
June 25, 2014	36	1991 Ford Dump Truck	\$17.88	4	\$71.52	12.304
<b>TOTAL EQUIPMENT</b>					<b>\$774.10</b>	

### Documenting Donations

Specific procedures for placing the value on donations from private organizations and individuals are set forth below:

1. Valuation of Volunteer Services: Volunteer services may be furnished by professional and technical personnel, consultants and other skilled and unskilled labor. Each hour of volunteered service may be counted as an eligible expense against the project if the service is an integral and necessary part of the project. **Records of volunteer services submitted with a reimbursement request must include time sheets containing the signatures of the person whose time is contributed and of the supervisor verifying that the record is accurate (see Appendix "D").**  
 Volunteer time must be valued at minimum wage unless the person is professionally skilled in the work being performed on the project (i.e., a heavy equipment operator operating a dozer). When a professional is volunteering professional services, the wage rate this individual is normally paid for performing this service may be charged to the project when an invoice from the volunteer listing dates worked on the project, hours worked, hourly rate of pay being charged and total amount charged to the project with the word "donation" written on the invoice is provided.
2. Valuation of Materials: Prices assessed to donated materials should be reasonable and an invoice from the donor should be provided. DNR reserves the right to request that comparable prices from other vendors be provided.
3. Valuation of Donated Equipment: The hourly rate for donated equipment used on a project shall not exceed its fair-rental value. Hourly rates in the annual edition of *Rental Compilation*, *Rental Rate Guide*, or similar publications that provide the national or regional average rates for construction equipment may be used. Such publications are usually available from contractor associations. **Records of equipment donations included with a reimbursement request must include schedules showing the hours and dates of operation and the signature of the operator of the equipment, similar to Exhibit C.**

## Reporting Mileage Expense Reimbursement for Compensated Workers

If an employee of the grantee is using their personal vehicle for project travel, the following information must be submitted with the request for reimbursement:

1. A list which includes the following (**see Exhibit D**):
  - a. The name of the employee
  - b. The date of travel
  - c. Purpose of travel
  - d. The "from" location
  - e. The "to" location
  - f. The beginning odometer reading
  - g. The ending odometer reading
  - h. The total number of miles driven
  - i. The per mile rate
  - j. The total amount to be charged to the grant

### **Exhibit D. Mileage Expense Report**

<u>Name</u>	<u>Date</u>	<u>Purpose</u>	<u>From</u>	<u>To</u>	<u>Beginning Odometer</u>	<u>Ending Odometer</u>	<u>Total Miles</u>	<u>Rate</u>	<u>Total</u>
Joe Black	5-17-15	WH15-612	Lansing	Gaylord	35,100	35,300	200	\$.575	\$115.00
Joe Black	5-17-15	WH15-612	Gaylord	Lansing	35,300	35,500	200	\$.575	\$115.00
Ted Miller	7-18-15	WH15-785	Mason	Ewart	115,700	115,800	100	\$.575	\$ 57.50
Ted Miller	7-19-15	WH15-785	Ewart	Ewart	115,800	115,815	15	\$.575	\$ 8.63
Ted Miller	7-20-15	WH15-785	Ewart	Mason	115,815	115,915	100	\$.575	<u>\$ 57.50</u>
<b>TOTAL MILEAGE</b>									<b>\$353.63</b>

### Reporting Reasonable Overhead/Indirect Costs

Overhead/Indirect costs charged to project will be reimbursed up to 10% of the total project cost. These costs will be reimbursed at the grant reimbursement percentage rate. This rate is based on the grant amount divided by total project costs as stated in the project agreement. Specific procedures for reporting Overhead/Indirect costs are set forth below:

- ❖ Overhead/indirect costs (e.g.: office supplies and materials, rent, and utilities)

Documentation in the form of internal system generated reports that show vendor name, what was purchased, allocation of the expense and the total amount paid and/or copies of invoices identifying items that are specifically being utilized by the project with the cost of that item

## PROJECT COMPLETION AND FINAL REPORT

Upon completion of the project and before final payment will be released, the grantee must submit, through MiRecGrants, a final report that includes all of the following:

1. Request for Reimbursement 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 operate or maintain the project after it is completed. The final report must describe how the project will be maintained.)
3. Copies of written materials and/or photograph of program recognition sign that includes program recognition language (if applicable).
4. One page Grant Fact Sheet (template/instructions on the DNR DMGP website).
5. Final Completion Scorecard form (available on the DNR DMGP website).

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. Once the final report has been reviewed and approved by the Fisheries Division DMGP Coordinator, the request for final payment will then be processed by Grants Management.

**APPENDIX A:  
FISHERIES DIVISION MANAGEMENT UNITS**



<p>STEVEN SCOTT, SUPERVISOR EASTERN AND WESTERN LAKE SUPERIOR MANAGEMENT UNITS 5100 STATE HIGHWAY M-123 NEWBERRY, MI 49868</p> <p align="right">TELEPHONE No.: 906-293-5131 EXT. 4070</p>	<p>DARREN KRAMER, SUPERVISOR NORTHERN LAKE MICHIGAN MANAGEMENT UNIT 6833 HIGHWAY 2 GLADSTONE, MI 49837</p> <p align="right">TELEPHONE No.: 906-786-2351 EXT. 7862128</p>
<p>DAVE BORGESON, SUPERVISOR NORTHERN LAKE HURON MANAGEMENT UNIT 1732 M-32 WEST GAYLORD, MI 49735</p> <p align="right">TELEPHONE No.: 989-732-3541 EXT. 507</p>	<p>SCOTT HEINTZELMAN, SUPERVISOR CENTRAL LAKE MICHIGAN MANAGEMENT UNIT 8015 MACKINAW TRAIL CADILLAC, MI 49601</p> <p align="right">TELEPHONE No.: 231-775-9727 EXT. 6070</p>
<p>JAMES BAKER SUPERVISOR SOUTHERN LAKE HURON MANAGEMENT UNIT 503 S EUCLID AVE SUITE 9B BAY CITY, MI 48706</p> <p align="right">TELEPHONE No.: 989-684-9141 EXT. 8070</p>	<p>JAY WESLEY SUPERVISOR SOUTHERN LAKE MICHIGAN MANAGEMENT UNIT 621 N 10TH ST BOX 355 PLAINWELL, MI 49080</p> <p align="right">TELEPHONE No.: 269-685-6851 EXT. 117</p>
<p>CHRIS FREIBURGER, DMGP COORDINATOR P.O. BOX 30446 LANSING, MI 48909</p> <p align="right">TELEPHONE No.: 517-284-5824</p>	<p>JAMES FRANCIS, SUPERVISOR LAKE ERIE MANAGEMENT UNIT 7806 GALE RD. WATERFORD, MI 48327</p> <p align="right">TELEPHONE No.: 248-666-8463</p>

**APPENDIX B:**  
**Example of Private Landowner Authorization Letter**

March 18, 2014

Conservation Resource Alliance  
5678 Your Rd.  
My Town, MI

RE: Landowner Authorization for Dam Management Grant work

Dear Mr. Green,

I Fred Bear, as landowner of the property located at 12345 My Way Dr., Your Town, MI, authorize Conservation Resource Alliance to remove the dam located on my property as outlined in their Dam Management 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**

March 18, 2014

Huron Pines  
5678 Your Rd.  
My Town, MI

RE: Landowner Authorization for Dam Management Grant work

Dear Mr. Green,

I Joe Black, as an authorized representative for Gratiot County, confirm that the project property is owned by the County and as such, authorize Huron Pines to remove the dam located on the property as outlined in their Dam Management Grant Agreement with the Department of Natural Resources.

Thank you.

Joe Black, Gratiot County Supervisor



# APPENDIX D: 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)** Please print all information and initial each entry to certify the information listed is correct.

Name	Activity Description	Date	Hours	Initials of Volunteer

<b>GRANTEE REPRESENTATIVE CERTIFICATION</b>	
<i>I certify that the above information including all attachments is complete and accurate to the best of my knowledge.</i>	
_____ Grantee Representative Signature	_____ Date

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