



Michigan Department of Natural Resources

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2018 AQUATIC HABITAT GRANT PROGRAM HANDBOOK

Fisheries Division/Grants Management

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MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

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To find out more information on the Natural Resources Commission see

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For information or assistance on this publication:

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

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This publication is available in alternative formats upon request.

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Schedule for Aquatic Habitat Grant Program

Request for Pre-Proposals Begins.....	July 30, 2018
Pre-Proposals Due	August 27, 2018
Invitation to Submit Grant Application Packet Begins	September 28, 2018
Grant Application Packet Due.....	November 16, 2018
DNR Review & Selection Process Completed-Awards Announced by Director	April 15, 2019
Project Period Begins	Upon execution of Grant Agreement
Project Schedule	Follows work plan in "Appendix A" of Project Agreement
Project Period End.....	October 9, 2020
Final Project Report Due	December 9, 2020

Introduction

The Aquatic Habitat Grant Program (AHGP) began in October 2013 and will operate each year that funding is available. A total of \$1.25 million will be available for this grant cycle from the Game and Fish Protection Fund. The AHGP's purpose is to improve fish and other aquatic organism populations by protecting intact and rehabilitating degraded aquatic habitat. The AHGP funds target habitat projects by conservation partners that focus on the controlling processes, not the symptoms of the problem. To facilitate the success of these efforts, the program will provide technical assistance to grantees. The AHGP is administered by the Michigan Department of Natural Resources (DNR) through a cooperative effort between Fisheries Division and Grants Management Section.

Program Eligibility and Requirements

Eligible Grant Applicants

Any local, state, federal or tribal unit of government or non-profit group.

Grant Limits and Match Commitment Requirements

The minimum grant amount is \$25,000.00 and the maximum grant amount you can apply for is the amount of funds available in a given fiscal year (typically around \$1.25 million). Projects on the same watershed addressing the same habitat and process issues and needs can be bundled into a single grant proposal package to reach the minimum grant amount. It is expected that applicants will be able to demonstrate financial means to provide for long-term maintenance on any proposed protection or rehabilitation measures.

The applicant must commit to provide at least 10% of the 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.
- Other grants for a complementary scope of work – requires grant award letter(s) at time of application

Program Goals, Objectives and Priorities

Program Goals

This program is designed to address the following Department's and Fisheries Division's combined **goals**:

- Protect intact and rehabilitate degraded aquatic resources;
- Ensure sustainable fish and aquatic organism communities that enable long-term recreational use and enjoyment and facilitate natural resource based economies; and
- Develop strong relationships and partnerships with respect to aquatic habitat protection and recovery.

The **objectives** of the Aquatic Habitat Grant Program are to:

- Protect intact and fully functioning inland lakes, Great Lakes, rivers and streams habitat with self-sustaining aquatic communities from future impairment;
- Rehabilitate inland lakes, Great Lakes, rivers and streams habitat whose key physical processes that control aquatic habitat and fish production are impaired, where key processes include: hydrology; connectivity; material recruitment and movement; geomorphology; and water quality.

Processes are defined in this grant program as follows:

- **Hydrology** is the flow of water into, through and out of a watershed, lake, stream or river. Every watershed, lake, stream or river has an expected pattern for water flow through it. Any project that affects how water naturally moves through, into or out of a watershed, lake, stream or river is an eligible project. Two examples of eligible projects are: 1) a project that improves the operation of a dam and restores expected seasonal flows to downstream reaches; 2) a project that changes a lake water control structure from one that can be easily manipulated to a fixed crest structure.

- **Connectivity** is how individual watersheds, lakes, streams, or rivers are attached to other waters. Any project that increases naturally occurring attachments and connections between watersheds, lakes, streams or rivers would be an eligible project. Projects that attempt to influence natural fragmentation, e.g. waterfalls, will not be eligible.
- **Material recruitment and movement** is the movement and transport of sediment and woody debris (e.g. trees and limbs) into a water body. Each water body has an expected delivery of sediment and woody debris that is then stored for a period of time in the waterway and surrounding riparian zone and is transported downstream at an expected rate. Any project that affects these processes and moves them into the expected range for an individual water body or watershed is eligible. For example, a project that adds whole trees to lakes, streams or rivers that do not have sufficient large woody debris would be an eligible project if it maintains other processes (e.g. sediment transport). A project that proposed to convert an artificial lake shoreline to a natural one that includes plans to incorporate trees to recruit to the lake in the future would be an eligible project. The installation of fish cribs to lakes without providing for the future natural recruitment of trees and other woody debris in a project proposal would be eligible, but not score well. Another eligible example would be a project to reduce excessive sediment run-off from an urbanized area which would help move the sedimentation rate back into the expected range for the system.
- **Geomorphology** is the bottom shape of a water body. Each water body has an expected bottom shape that depends on the slope, hydrology, surface geology, and material recruitment and movement. Streams and rivers have an expected bottom shape along with a ratio of pools to riffles. Lakes have an expected bottom shape that will change naturally over time with the natural and normal deposition of sediment. Projects that move lakes, streams or rivers back to their expected shape are eligible. For example, a project that restores processes to a channelized stream would be an eligible project as would a project that reduces sediment that is delivered to a water body at an accelerated rate.
- **Water quality** includes water temperature, dissolved oxygen and other chemical parameters needed to maintain aquatic life. Any project that restores a watershed's, lake's, stream's or river's water quality parameters back into the expected range would be an eligible project. For example, a project that protects riparian vegetation that prevents the unnatural warming of a waterway would be an eligible project. Other examples of eligible projects are planting native vegetation and trees on disturbed lake, stream or river shorelines to capture excess nutrients before they are discharged into the water, or preventing direct inputs of non-point urban or agricultural run-off that would reduce the dissolved oxygen of a lake, stream or river.

Key Objectives and Priorities

The key objectives and priorities addressed by this program are:

- Protect intact and rehabilitate degraded aquatic resources of the State of Michigan.
- Increase desirable fish populations, both in biomass and in self-sustainability.
- Protect all processes essential to maintaining intact systems with self-sustaining aquatic communities including the processes of: connectivity, geomorphology, hydrology, material recruitment and movement, and water quality.
- Remediate and remove impairments to the above-identified watershed processes and move degraded waters toward intact status that have self-sustaining aquatic communities.
- Increase direct public involvement in watershed issues.
- Increase high quality and self-sustaining aquatic resources.

Eligible Projects

- Projects that protect currently intact waters with fully functioning system processes and self-sustaining aquatic communities. Priority will be given to Aquatic Species of Greatest Conservation Need as identified in “Appendix A”, habitats identified in the 2015 National Fish Habitat Assessment (<http://assessment.fishhabitat.org/#578a9a2de4b0c1aacab8970c/578a9987e4b0c1aacab89594>) as being at a low risk of degradation with a special emphasis to those in urban areas, and critical aquatic habitat as identified in Fisheries Division documents (e.g. management plans, status of the fishery reports, river assessments). The local DNR Fisheries Biologist should be consulted to obtain this information. Please consult “Appendix B” in the handbook to determine who the appropriate contact for the proposed project area is.
- Projects that address aquatic habitat issues on public waters. Public waters are those: a) with legal public access through public lands or public access sites; b) with a permanent inflow or outflow to other waters; or c) that have been stocked with fish from DNR (or its predecessors) hatcheries. Priority will be given to projects on public waters with legal public access.
- Projects that improve degraded watershed processes. Priority will be given to waters with lower numbers of degraded processes with a special emphasis to those near urban areas.
- Projects that test and evaluate new and innovative methods to improve degraded watershed processes. Priority will be given to those that can serve as demonstration projects to determine applicability of new methods to other Michigan waters.
- Evaluation of existing and new aquatic habitat improvement projects that will lead to improved decisions for future aquatic habitat projects.
- Projects that inventory or assess watershed functions that clearly identify how they will lead to protection or remediation projects.

Eligible Costs

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

- Salaries/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 current State of Michigan travel rate.
- Meals for compensated workers when working outside their normal work area valued at the current State of Michigan travel rate.
- Onsite group meals for volunteer laborers.
- Materials specific to the funded project (purchased or donated).
- Contractual services (see Contracting and Procurement Requirements on pgs. 17-18).
- Indirect costs charged by contractual vendors (no greater than 10% of total contract cost).
- 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 \$500 per unit. If equipment is purchased in pieces and assembled, the total of the pieces used in assembly may not exceed \$500.

- **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.
- 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.
- Engineering, design and design administration costs (no greater than 30% of total project cost) 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 Aquatic Habitat Grant support. Within the focus area, the following types of projects are also not eligible:

- Activities that do not protect intact or rehabilitate degraded waters.
- Development of public access or other recreation sites.
- Routine maintenance activities.
- Projects on private waters that include: isolated water bodies without direct public access; waters without permanent inflows or outflows to other water bodies; and waters that have never been stocked with fish from DNR (or its predecessors) hatcheries (e.g. ponds on private property).
- Projects that are currently in litigation and/or mitigation.
- Land acquisition and/or easements (please note that funding for acquisition/easement projects is currently under review).

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 (with the exception of engineering, design, and administration costs as previously described).
- 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 over \$500 per unit.
- Tuition.

Applying for an Aquatic Habitat Grant

Grant applicants should work with the Fisheries Division Management Unit staff for the project area to ensure the formulation of a high quality project and proper completion of the grant pre-proposal process and subsequent complete application process if applicable. Refer to the map and contact information in “Appendix B” at the back of this handbook to locate the appropriate management unit.

Pre-Proposal Process

The initial step in the application process will be for applicants to complete and submit a three page pre-proposal form for review by Fisheries Division staff for the project area. Pre-proposals should be emailed to the AHGP Program Manager at kosloskic3@michigan.gov. The deadline for submissions is August 27, 2018. Late submissions will not be considered.

Applicants will be notified of the outcome of their pre-proposal and if successful, will be invited to submit a complete application packet for their project. Please note that an invitation to submit a complete application packet does not guarantee that your project will be funded.

Complete Application Process

Application Due Date

Provide **one (1)** hard copy version and **one (1)** electronic version of each grant application packet to the DNR at the address listed below. Electronic version must be in the form of a USB drive. Applications must be postmarked no later than November 16, 2018. Late applications will not be considered for funding.

Mail to:

Aquatic Habitat Grant Program
Grants Management Section
Michigan Department of Natural Resources
PO Box 30425
Lansing, MI 48909-7925

Application Forms

Grant applications must be submitted on a current DNR form for the AHGP. An application form will be provided to applicants that are invited to submit a full application packet. If invited to submit more than one project for funding consideration, complete a separate application form and include all required information for each project. Also, tell us what project is your "priority project".

Instructions for Completing Application

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

Required content for all application packets:

- Aquatic Habitat Grant Program Application (PR1973)** completed and signed
- Application Narrative**
- Project location map**
- Documentation of committed match fund sources (e.g. monetary donation or grant award letters)**
- Photographs of the site** (digital images submitted on USB drive are preferred over paper photos)
- Electronic Version of Grant Application** submitted on USB drive
- 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.

Part I: General Information

1. Applicant Information:

- The Authorized Representative is a person who represents the applicant, is able to answer questions regarding the application, and will oversee project administration if a grant is awarded.
- The Federal Employer Identification Number is required and allows the DNR to make grant payments to the Grantee. Please provide the employer ID number for the applicant organization.
- Provide documentation of site control with a deed or most recent property tax statement if work to be done is located on applicant's own property.

2. Property Owner(s) Information:

- Provide name(s) of current property owner(s) along with address, telephone and e-mail (if available) for property where project work is proposed.

3. Project title:

- Provide a short title for the project to be done (e.g. Maple River Restoration).

4. Brief Description of Proposal:

- Provide a short overview of the project, expected benefits, and what will be accomplished upon completion.

5. Project Narrative:

- Provide a detailed summary of how the project meets each of the application scoring criteria and the score you are expecting to receive for each of those criteria. **This narrative is critical to the evaluation and scoring of your application.**

6. Project Location:

- Provide map(s) and other graphic information in clear, legible, detailed and appropriately labeled **8.5 inch by 11 inch** size. You may also submit larger versions of any or all of them. Applicants are requested to provide geo-referencing (latitude – longitude data) for all proposed work locations whenever possible. DNR staff use these materials to help find and evaluate your site and application.

7. Estimated Project Cost:

- Total project cost is the total estimated amount it will take to complete the project. This amount should equal the total of grant amount requested plus committed match funds.

8. Source of committed match funds:

- Applicant Cash, Materials, Equipment, and/or Labor: put the total value the applicant commits to provide from these categories
- Cash Donations from others is the amount of cash that someone, other than the applicant, commits to provide out of their own pocket toward the project. A commitment letter must be provided for this amount with the application packet.
- Value of Donated Material, Labor and/or Equipment from others is the total estimated value of donated materials, labor, and/or equipment that someone, other than the applicant, commits to provide out of their own pocket toward the project. A commitment letter must be provided for this amount with the application packet. (note: labor must be valued at minimum wage unless the work being completed by a professional in his or her field of expertise).
- Other includes other grants awarded for the same scope of work by another entity and/or additional sources of match. A commitment/award letter must be provided with the application packet for other grants awarded.

Part II: Estimated Project Costs and Site Plan

1. Scope Items:

- List the total cost of each Project Scope Item; these are the basic elements of the project. Be sure that scope items are listed the same way (have the same name) and that budget figures are consistent throughout the grant application.
- Planning and Engineering is not to exceed 30% of the total project costs as stated in the Subtotal column.
- Total Estimated Project Cost should be the same amount as the Total Project Cost in Part 1, #7.

2. Itemized Budget:

- The Itemized Budget provides the detailed costs for the project. Itemize the costs of each scope item and separate the costs into major budget categories (personnel costs, material and equipment, contractual items, and “other”). Planning and engineering should be listed in the appropriate budget category (e.g. personnel costs, contractual). Refer to the Example Budget shown below.
- For equipment owned by 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. Booklets can be obtained from the MDOT Maintenance Division online at http://www.michigan.gov/mdot/0,1607,7-151-9625_25885_40414---.00.html, or by calling 517-322-3303.
- 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). 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.

An example of a budget is shown on the next page.

PLEASE ROUND ALL NUMBERS TO THE NEAREST \$1

Example Budget

BUDGET CATEGORY	Total Project Cost
A. PERSONNEL COSTS	
SALARIES/WAGES	
<i>(# of workers x rate per hour x total hours)</i>	
10 x 10 x 200	\$20,000
PERSONNEL COSTS SUBTOTAL	\$20,000
B. MATERIAL & EQUIPMENT (List each piece of equipment, rate/hour, material and cost/quantity)	
<i>Equipment</i> <i>Rate/Hour</i>	
Backhoe (200 hrs) \$100	\$20,000
Truck (100 hrs) \$65	\$6,500
<i>Qty</i> <i>Material</i> <i>Cost</i>	
500 Stone (cu yd) \$10/cu yd	\$5,000
MATERIAL & EQUIPMENT SUBTOTAL	\$31,500
C. CONTRACTUAL ITEMS (List by bid item)	
Plant vegetation	\$2,222
CONTRACTUAL SUBTOTAL	\$2,222
D. OTHER	
MDEQ permit application fees	\$472
OTHER SUBTOTAL	\$472
TOTAL ESTIMATED PROJECT COST	\$54,194

Part III: Work Plan

- Indicate the estimated amount of work that will be accomplished in each quarter of the grant period. This information will also serve as the basis for the grant payment schedule if the project is approved for funding. Projects should be completed within the schedule timeframe. If the project is likely to require additional time to complete, provide an explanation in this section of the application.

Part IV: Need and 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 AHGP along with any available ecological and economic valuation of the benefits to Michigan's aquatic resources. Briefly explain any coordinated efforts within the project area or watershed, and how the public will benefit by completion of the project.

Part V: Certification:

- A person authorized to represent the agency or organization applying for a grant must sign here. Be sure to clearly print or type the person's full name and title.

Grant Scoring Criteria

DNR Application Review Process

The DNR reviews all grant applications and scores them using the following scoring criteria which reflect the goals and objectives of the program.

SCORING SUMMARY	MAXIMUM SCORE
1. LOCATION	55
2. WATERSHED CONDITION AND EFFECTS	70
3. AQUATIC COMMUNITY CONDITION	30
4. INVESTMENT RETURN	50
5. PROJECT METHODS AND PRACTICES	50
6. PROJECT MANAGEMENT	90
7. PUBLIC INVOLVEMENT	20
8. PROJECT BENEFITS	35
TOTAL MAXIMUM SCORE	400

1. LOCATION - (55 MAXIMUM SCORE)	MAXIMUM SCORE
<p>A. Water Classification - Is the project located on a State Designated Natural River (https://www.michigan.gov/dnr/0,4570,7-350-79136_79236_82211---,00.html), Federal Wild and Scenic River (http://www.rivers.gov/michigan.php), an area of low degradation risk as determined in the 2015 National Fish Habitat Assessment (http://assessment.fishhabitat.org/#578a9a2de4b0c1aacab8970c/578a9987e4b0c1aacab89594), or a Wildlife Action Plan priority area (https://www.michigan.gov/dnr/0,4570,7-350-79136_79608_83053---,00.html)?</p> <ul style="list-style-type: none"> • 10 = Yes • 0 = No 	10
<p>B. Public Access – Is the project located on public water with legal public access or on public water that is permanently connected to other public waters without direct public access or has been stocked with fish from DNR (or its predecessors) hatcheries?</p> <ul style="list-style-type: none"> • 20 = Project is on a public water with direct public access • 10 = Project is on a public water without direct public access • 0 = Project is on a water not permanently connected to other waters but has been stocked with fish from DNR (or its predecessors) hatcheries • Note: projects located on a water body without public access or that has never been stocked with fish from DNR (or its predecessors) hatcheries are ineligible 	20

<p>C. Project Influence - Will the project have a positive effect on one or more notable ecological features [for example, habitat for a key or significant fishery, habitat for a species of greatest conservation need (Appendix A), protected conservation land, or key migratory fish habitat]?</p> <ul style="list-style-type: none"> • 20 = Project will positively affect 5 or more notable ecological features • 15 = Project will positively affect 2- 4 notable ecological features • 10 = Project will positively affect 1 notable ecological feature • 0 = Project will positively affect 0 notable ecological features 	20	
<p>D. Is project located outside the Au Sable, Manistee, or Muskegon Watersheds? (Please note additional funding is available for projects specifically within these watersheds through the Fisheries Division Habitat Improvement Account).</p> <ul style="list-style-type: none"> • 5 = Yes • 0 = No 	5	
Maximum Possible Score (A + B + C + D)		55

2. WATERSHED CONDITION AND EFFECTS (130 MAXIMUM SCORE)	MAXIMUM SCORE
<p>A. Scale of Effect (may only be scored under one of the following three categories based on project type)</p> <p>1. If the project is on a tributary river/stream in a major Great Lakes tributary (e.g. Muskegon River, USGS Hydrologic Unit Code (HUC) 8 watershed), what percentage of the sub-watershed (e.g. Hersey River, USGS HUC 12 watershed) will be improved by this project?</p> <ul style="list-style-type: none"> • 20 = 75 – 100% • 15 = 50 - 74% • 10 = 25 - 49% • 5 = 1 - 24% • 0= 0% 	20
<p>2. If the project is on a mainstream river, what percentage of a major Great Lakes tributary-sized watershed (e.g. Muskegon River, the HUC 8 watershed) will be improved by this project?</p> <ul style="list-style-type: none"> • 20 = 75 - 100% • 15 = 50 - 74% • 10 = 25 - 49% • 5 = 1 - 24% • 0 = 0% 	20
<p>3. If the project is on a lake, what percentage of the overall lake (surface area or shoreline length) would be improved by this project?</p> <ul style="list-style-type: none"> • 20 = 75 - 100% • 15 = 50 - 74% • 10 = 25 - 49% • 5 = 1 - 24% • 0 = 0% 	20

<p>B. How and to what extent does the project address the major process(es) degrading the system? System processes are 1) connectivity, 2) hydrology, 3) geomorphology, 4) water quality, and 5) material recruitment and movement.</p> <ul style="list-style-type: none"> • 50 = Entirely addresses all degrading process(es) • 40 = Entirely addresses major degrading process • 30 = Addresses major degrading process • 20 = Addresses some degrading process(es) • 5 = Addresses symptoms of degraded process(es) • 0 = Does not address or unclear 	50	
Maximum Possible Score (A + B)		70

3. AQUATIC COMMUNITY CONDITION (30 MAXIMUM SCORE)	MAXIMUM SCORE	
<p>A. Current Aquatic Community Condition - What is the current condition of the aquatic community based on DNR Fisheries and other environmental survey information which may include but not limited to lake management plans, status of fishery reports, river assessments, or Michigan Department of Environmental Quality (DEQ) Procedure 51 (P51) or Procedure 22 (P22) scores? (The local DNR Fisheries Biologist and/or DEQ contact should be consulted to obtain this information). Please refer to "Appendix B" in the handbook for the appropriate DNR Fisheries Biologist. DEQ contact is Gary Kohlhepp (517-284-5540).</p> <ul style="list-style-type: none"> • 15 = Excellent rating • 10 = Acceptable • 0 = Poor or unknown 	15	
<p>B. Expected Aquatic Community Condition - What is the expected condition of the aquatic community with the implementation of the project based on the expected results of the project and supported by DNR Fisheries and other environmental survey information which may include but not limited to lake management plans, status of fishery reports, river assessments, or DEQ P51 or P22 scores? (The local DNR Fisheries Biologist and/or DEQ contact as listed above should be consulted to obtain this information).</p> <ul style="list-style-type: none"> • 15 = Excellent rating • 10 = Acceptable • 0 = Poor or unknown 	15	
Maximum Possible Score (A + B)		30

4. INVESTMENT RETURN (50 MAXIMUM SCORE)	MAXIMUM SCORE
<p>A. DNR Fishery Habitat Prescription Consistency - Is there a DNR Fishery Habitat Prescription specific to the proposed project or for this lake and/or river system and is the project consistent with the prescription/investment strategy? The local DNR Fisheries Biologist should be consulted to obtain this information. Please refer to "Appendix B" in the handbook for the appropriate DNR contact.</p> <ul style="list-style-type: none"> • 50 = This project is specifically identified in a River Assessment or Fish Habitat Prescription completed by the DNR. • 30 = DNR Fishery Habitat Prescription specific to the proposed project has not been developed but project is consistent with overall DNR goals and objectives. • 0 = Project inconsistent with DNR goals and objectives 	50
Maximum Possible Score (A)	50

5. PROJECT METHODS AND PRACTICES (80 MAXIMUM SCORE)	MAXIMUM SCORE
<p>A. Project Methods (project will only be scored under one of the following two categories)</p> <p>1. Does the project use most current science & technology with an evaluation component, or demonstrate new remediation techniques with an evaluation component?</p> <ul style="list-style-type: none"> • 50 = The project uses most current methods to appropriately address problems in system process(es). AND includes an evaluation component to monitor project effects • 25 = The project uses most current methods to appropriately address problems in system process(es). OR includes an evaluation component to monitor project effects • 0 = The project does not use most current methods to appropriately address problems in system process(es), and does not include an evaluation component to monitor project effects, or methods are unclear. 	50
<p>2. Will the proposed system process inventory or evaluation information clearly guide project planning immediately or in the future?</p> <ul style="list-style-type: none"> • 50 = Proposed system process inventory or evaluation information will clearly guide immediate project planning • 30 = Proposed system process inventory or evaluation information will clearly guide future project planning • 0 = Proposed system process inventory or evaluation information has no indication on how or when information will be used to guide project planning or is unclear 	50
Maximum Possible Score (A + B)	50

6. PROJECT MANAGEMENT (90 MAXIMUM SCORE)	MAXIMUM SCORE
<p>A. Committed Match Funds - What are the available secured committed match funds?</p> <ul style="list-style-type: none"> • 30 = Applicant has > 70% eligible committed match funds • 25 = Applicant has 51-70% eligible committed match funds • 20 = Applicant has 31-50% eligible committed match funds • 15 = Applicant has 21-30% eligible committed match funds • 10 = Applicant has 11-20% eligible committed match funds • 0 = Applicant has 10% eligible committed match funds 	30
<p>B. Project Team - What is the Applicant and project team's collective experience and capacity to lead the proposed project?</p> <ul style="list-style-type: none"> • 30 = Applicant and team fully capable of project with clear demonstrated experience in area • 20 = Applicant and team likely capable of the project although they may have limited experience • 10 = Applicant and team's ability is unclear or may have limited ability without assistance to complete project • 0 = Applicant and team is unlikely to have the ability to complete project 	30
<p>C. Requested Funding - Is the project funding appropriate to complete the proposed work?</p> <ul style="list-style-type: none"> • 30 = Project funding is completely sufficient and appropriate to complete proposed work • 20 = Project funding is likely sufficient and appropriate to complete proposed work • 10 = Unclear if project funding is sufficient to complete proposed work or project funding is too high relative to similar projects • 0 = Project funding inadequate to complete proposed work 	30
Maximum Possible Score (A + B + C)	90

7. PUBLIC INVOLVEMENT (20 MAXIMUM SCORE)	MAXIMUM SCORE
<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? Note: cooperators do not necessarily have to provide contributions counted as match to the project; however, their contributions must benefit the project and a commitment letter must be included.</p> <ul style="list-style-type: none"> • 20 = 5 or more • 10 = 3 - 4 • 5 = 1 - 2 • 0 = 0 	20
Maximum Possible Score (A)	20

8. PROJECT BENEFITS (35 MAXIMUM SCORE)	MAXIMUM SCORE
A. Regional or Community - Does the project provide additional regional or specific community benefits (e.g., regional or community economic revitalization)? <ul style="list-style-type: none"> • 10 = Project provides additional community benefit • 0 = Project provides unknown or no additional community benefit 	10
B. Extreme Weather Events - Will the project provide protection or reduce potential damages from extreme weather events? <ul style="list-style-type: none"> • 15 = Yes • 0 = No 	15
C. Demonstration Project – Will the project serve as a demonstration project for habitat conservation methods that are new to the state or to a region within the state, provide pivotal new habitat management information that will be applicable to other Michigan waters, or provide habitat conservation information to a large audience through outreach communications? <ul style="list-style-type: none"> • 10 = Yes • 0 = No 	10
Maximum Possible Score (A + B + C)	35

Ineligible Applications

Ineligible applications are those which are submitted after the due date and/or those that provide insufficient 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, ownership type, geographic location, and other Department priorities, 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 approval. Following approval, all applicants are sent notification of the outcome.

Special Notes

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

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

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

Tribal governments may include any federally recognized tribe.

Federal agencies may include:

- U.S. Department of the Army, Corp of Engineers (www.lre.usace.army.mil)
- U.S. Environmental Protection Agency (www.epa.gov)
- U.S. Department of Interior, Fish and Wildlife Service (www.fws.gov)
- U.S. Department of Agriculture, Forest Service (www.fs.fed.us)
- U.S. Geological Survey (www.usgs.gov)

Project Preparation for Funded Applications

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

Joe Nohner, Fisheries Division
AHGP Coordinator
nohnerj@michigan.gov
517-284-6236

Chip Kosloski, Grants Management Section
AHGP Program Manager
kosloskic3@michigan.gov
517-284-5965

Project Agreements

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

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

Project agreements must be signed by the grantee and returned to the DNR within sixty (60) days of the date of issue or the grant may be cancelled by the DNR. During this 60-day time period, the grantee is required to review the work plan and project budget to be sure they are current and correct. **If changes need to be made to the work plan and/or budget based on the amount of funding received, contact the AHGP Coordinator and AHGP Program Manager prior to signing the project agreement.**

Project Changes and Extensions

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

For purchases of materials and contract awards of over \$2,500 up to \$10,000, a minimum of three quotes must be solicited. Purchases of materials or contract awards of greater than \$10,000 must be advertised and competitively bid. The lowest qualifying quote or bid source must be awarded the purchase or work item(s).

The process of obtaining quotes or bids starts with development of quote or bid documents (i.e., plans, specifications, etc.), which **must be approved by the DNR prior to solicitation**. DNR should be involved early on in the design process (if possible), so that all parties are in agreement before final design stages are reached. Ideally, DNR would like to review 30%, 60%, and 100% engineering design. When you receive DNR approval, you can then solicit quotes and/or advertise for bids. After the bid process has been

started, in most situations the bid items cannot be altered, nor can negotiations take place; however, there are times when bids are received that are much higher than anticipated. The following options can be pursued in this situation, but you must be sure to keep the AHGP Program Manager informed of your actions. These options include:

1. Alter the plans and/or specifications and either re-advertise for bids or issue a post-bid addendum to all bidders.
2. Divide the contract into smaller contracts and re-advertise for bids. Remember that no more contracts than the number of scope items are generally allowed.
3. If you have sufficient time left in your project period, wait until market conditions are more favorable and re-advertise the bid.
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 submit the *Notification of Contractor/Vendor Selection and Bid Tabulation Approval* form (PR1911-1) (which can be found on the AHGP website) to the DNR identifying your contractor or vendor selection. Additionally, you must submit all acquired quotes and bids. **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 written justification with the *Notification of Contractor/Vendor Selection and Bid Tabulation Approval* form and receive written 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 Approval* form and written 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 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 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 6 months** after the date the project agreement is executed. These project status updates will be due by the 15th of the month. Reminders will be sent two weeks prior to the due dates. The project status update is expected to consist of a written update including progress and expenditures to date (summary of expenditures is sufficient). These will need to be emailed to the AHGP Program Manager at kosloskic3@michigan.gov.

Aquatic Habitat Grant Program Recognition

Grantees are expected to include recognition of assistance received from the AHGP 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 AHGP 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
Aquatic Habitat Grant Program*

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

Payment of Grant Funds

Payment Request Form

A project agreement must be executed before a grantee can receive any grant funds. The grantee is required to complete an Aquatic Habitat Grant Program Reimbursement Request (PR1973-3) and submit it to the AHGP Program Manager for review and approval. Be sure to show all costs for the project. Provide documentation of all expenditures (both grant and match) with the payment request form, as explained below.

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

The Grantee must provide 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 C").

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 D").

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 the 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 review 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, and mileage expenses. This requirement applies to all project elements, including grant and match expenses.

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

Payment to Vendors, Suppliers, Contractors:

1. List of all cash, check or credit card payments indicating all of the following:
 - Description of the item purchased and from whom
 - The amount of the payment
2. Copy of the invoice/receipt from vendor, supplier or contractor
3. 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.
4. If invoice/receipt is paid by credit card:
- Copy of “paid” invoice/receipt from vendor, supplier, or contractor
 - Copy of credit card receipt

5. Provide a copy of receipts for purchases or payment for services made in cash.

Payment of 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 implement 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 A):
 - a. Name(s) of the employee(s)
 - b. Employee classification/title
 - c. Date(s) worked on the project
 - d. 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% of gross salary). Fringe benefits include only what is paid by the grantee on behalf of the employee (see Exhibit A).

Exhibit A. Report of Force Account Payroll

Salary: Payroll ending 08-05-13:

Name	Classification	Date Worked	Hours Worked on Project/Hourly Rate	Salary Costs Charged to Project
<i>Blair, John</i>	<i>Laborer</i>	<i>8-1-13</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Blair, John</i>	<i>Laborer</i>	<i>8-4-13</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Bratonia, Steve</i>	<i>Laborer</i>	<i>8-3-13</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>8-2-13</i>	<i>5 hrs. @ \$ 9.46 =</i>	<i>\$ 47.30</i>
Total Salaries				\$276.26

Fringe Benefits:

Benefits	Rate Used to Determine Benefit	Total Amount Charged to Project
<i>Social Security</i>	<i>7.65% of gross pay</i>	<i>\$XXXX</i>
<i>Retirement</i>	<i>XXXX</i>	<i>\$XXXX</i>

Benefits	Rate Used to Determine Benefit	Total Amount Charged to Project
Health Insurance	XXXX	\$XXXX
Total Fringe Benefits		\$XXXX

Equipment:

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

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 MDOT Maintenance Division online at www.michigan.gov/mdot/0,1607,7-151-9625_25885_40414---,00.html, by calling 517-322-3303 (TTY/TDD: 711 Michigan Relay Center), or writing to them at 6333 Old Lansing Road, Lansing, MI 48917.

Exhibit B. Report of Equipment Usage

Date	Grantee's Equipment Number	Equipment Type	Hourly Rate	Hours	Total Charged to Project	MDOT #
June 3, 2004	3	1994 Dodge Pickup	\$7.49	2	\$ 14.98	12.300 96.006
June 3, 2004	18	1989 Hough Front End Loader	\$41.90	4	\$167.60	47.405 96.006
June 3-5, 2004	20	International Backhoe	\$36.96	5	\$184.80	70.103 85.303 70.500
June 3-5, 2004	31	1990 Hough Front End Loader	\$41.90	8	\$335.20	47.405 96.006
June 3-5, 2004	36	1991 Ford Dump Truck	\$17.88	4	\$71.52	12.304
Total Equipment					\$774.10	

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 "E" for a template that includes all required information.**

Volunteer time must be valued at minimum wage unless the person is professionally skilled in the work being performed on the project (e.g., 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 B.**

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 C**):
 - a. Name of the employee
 - b. Date of travel
 - c. Purpose of travel
 - d. The “from” location
 - e. The “to” location
 - f. Total number of miles driven
 - g. Per mile rate
 - h. Total amount to be charged to the grant

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	7-19-15	Travel between project sites	Ewart	Ewart	15	\$.575	\$8.63

Total Mileage \$238.63

Project Completion and Final Report

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

1. Aquatic Habitat Grant Program Reimbursement Request (PR1973-3) for remainder of total project expenses.
2. Narrative report that includes the following information:
 - Concise summary of the steps taken to complete the project;
 - Concise summary of the final project scope;
 - Statement signed by the grantee that the project has been completed according to the work plan and budget approved by the DNR;
 - Copy of certificates of compliance with local building codes, if applicable;
 - Concise summary of any post-completion activities to be carried out by the grantee (Note: Grantees are responsible for any on-going efforts needed to maintain the project after it is completed. The final report must describe how the project will be maintained).
3. Final Completion Scorecard (available on the DNR AHGP website).
4. Copies of written materials and/or photograph of program recognition sign that includes program recognition language (if applicable).

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

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

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

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

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

Appendix B: Fisheries Division Management Units



<p>PHIL SCHNEEBERGER, BASIN COORDINATOR MARQUETTE FISHERIES RESEARCH STATION 484 CHERRY CREEK ROAD MARQUETTE, MI 49855</p> <p style="text-align: right;">Telephone No.: 906-249-1611</p>	<p>DARREN KRAMER, SUPERVISOR NORTHERN LAKE MICHIGAN MANAGEMENT UNIT 6833 HIGHWAY 2 GLADSTONE, MI 49837</p> <p style="text-align: right;">Telephone No.: 906-786-2351 Ext. 7898213</p>
<p>DAVE BORGESON, SUPERVISOR NORTHERN LAKE HURON MANAGEMENT UNIT 1732 M-32 WEST GAYLORD, MI 49735</p> <p style="text-align: right;">Telephone No.: 989-732-3541 Ext. 5070</p>	<p>SCOTT HEINTZELMAN, SUPERVISOR CENTRAL LAKE MICHIGAN MANAGEMENT UNIT 8015 MACKINAW TRAIL CADILLAC, MI 49601</p> <p style="text-align: right;">Telephone No.: 231-775-9727</p>
<p>JAMES BAKER, SUPERVISOR SOUTHERN LAKE HURON MANAGEMENT UNIT 3580 STATE PARK DRIVE BAY CITY, MI 48706</p> <p style="text-align: right;">Telephone No.: 989-686-2678</p>	<p>BRIAN GUNDERMAN, SUPERVISOR SOUTHERN LAKE MICHIGAN MANAGEMENT UNIT 621 N 10TH ST BOX 355 PLAINWELL, MI 49080</p> <p style="text-align: right;">Telephone No.: 269-685-6851 Ext. 145</p>
<p>JOE NOHNER, AHGP COORDINATOR 525 WEST ALLEGAN STREET LANSING, MI 48933</p> <p style="text-align: right;">Telephone No.: 517-284-6236</p>	<p>SARA THOMAS, SUPERVISOR LAKE ERIE MANAGEMENT UNIT 7806 GALE RD. WATERFORD, MI 48327</p> <p style="text-align: right;">Telephone No.: 248-666-7443</p>

Appendix C: Example of Private Landowner Authorization Letter

March 18, 2018

Conservation Resource Alliance
5678 Your Rd.
My Town, MI

RE: Permission for Aquatic Habitat 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 perform Aquatic Habitat improvement work on my property as outlined in their Aquatic Habitat Grant Agreement with the Michigan Department of Natural Resources. A copy of the deed/most recent tax statement showing the parcel number, legal description and ownership is attached.

Thank you.

Fred Bear, Landowner

Appendix D: Example of Public Landowner Authorization Letter

March 18, 2018

Huron Pines
5678 Your Rd.
My Town, MI

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

Thank you.

Joe Black, Gratiot County Supervisor

