



2018 Wildlife Habitat Grants Handbook



MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

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

NATURAL RESOURCES COMMISSION STATEMENT

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

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

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication:

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

On the web at www.michigan.gov/dnr-grants

This publication is available in alternative formats upon request.

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SCHEDULE FOR WILDLIFE HABITAT GRANT PROGRAM

REQUEST FOR PROPOSALS BEGIN JUNE 1, 2018

GRANT APPLICATION DUE (MUST BE POSTMARKED BY THIS DAY)..... JULY 23, 2018

DNR REVIEW & SELECTION PROCESS COMPLETED..... SEPTEMBER 21, 2018

AWARDS ANNOUNCED BY DIRECTOR..... OCTOBER 1, 2018

PROJECT PERIOD BEGINS.....UPON EXECUTION OF GRANT AGREEMENT, BUT NOT BEFORE OCTOBER 1, 2018

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

PROJECT PERIOD ENDS SEPTEMBER 30, 2020

FINAL PROJECT REPORT DUE BY NOVEMBER 14, 2020

INTRODUCTION

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

GRANT PROGRAM ELIGIBILITY AND REQUIREMENTS

ELIGIBLE GRANT APPLICANTS

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

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

GRANT LIMITS AND COMMITMENT REQUIREMENTS

The minimum grant amount is \$15,000, and the maximum grant amount you can apply for is the amount of funds appropriated in a given fiscal year (approximately \$1 million).

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 (**other State grants are not eligible**)

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

Grantees are expected to maintain the area to be improved for the useful life of the project. Useful life is defined on a case by case basis as the period of time during which an improvement is capable of fulfilling its intended purpose with adequate, routine maintenance. Possible useful life examples for projects would be: 1-3 years for wildlife food plots and 10 years for perennial herbaceous plantings.

PROGRAM GOALS

The primary goal of this program is to enhance and improve the quality and quantity of game species habitat in support of specific goals from the Wildlife Division's Strategic Plan 2016-2020, The GPS.

Specifically:

- GPS Goal 2 – Manage habitat for sustainable wildlife populations and wildlife-based recreation

The key priorities to be addressed by this program include:

- Species and habitat identified in the Michigan DNR Wildlife Action Plan (WAP)
- Game species identified in the WAP should be primary focus of WHGP habitat work
- More information can be found at: http://www.michigan.gov/dnr/0,4570,7-350-79136_79608_83053---,00.html

REGION AND PROGRAM PRIORITIES

See Appendix A to determine in which region your project is located.

SOUTHEAST REGION

- Develop or maintain wildlife openings and/or development of food plots on State Wildlife Areas and State Forest lands.
 - Develop food plots that target featured game species for the region.
 - Develop and maintain wildlife openings for wildlife, especially within the forested cover types.
- Grasslands/savannas
 - Develop and maintain or contribute to large (>250 acres) grassland complexes.
 - Develop brush piles for rabbit habitat, especially near meadows and grasslands.
- Early successional forest (aspen)
 - Create edge habitat that provides wildlife cover especially in areas that currently have limited cover.
 - On non-commercial timber stands, utilize cutting to obtain early successional forests (especially aspen types) and encourage retaining fruit bearing shrubs and hard mast trees.
- Wetlands
 - Develop and update water control structures and dikes at managed waterfowl and wetland areas.

SOUTHWEST REGION

- Develop or maintain wildlife openings and/or development of food plots on State Wildlife Areas, State Game Areas (SGAs), and State Forest lands.
- Grasslands/savannas
 - Projects that contribute to large (>250 acres) grassland complexes are most desired and may have to include working with private landowners nearby SGAs.
 - Brush piles for rabbit habitat within grassland complexes. Priority SGAs include Allegan (Farm Unit), Augusta Creek, Gratiot-Saginaw, Maple River, Rose Lake, and Three Rivers.
 - Smaller complexes can be considered on SGAs in the southern half of the region as well.
- Early successional forest (aspen)
 - Mechanical treatment of forest stands to obtain early successional forests (especially aspen types) and retain fruit bearing shrubs and hard mast trees.
 - Techniques that provide wildlife cover especially in areas that currently have limited cover.
 - SGAs in the northern half of the region all have areas where this type of management is desired.
 - Allegan and Barry SGAs in the south may have some opportunities for early successional management.
- Oak Management
 - Promote oak regeneration on SGAs through removal of undesirable understory trees and shrubs.

- Wetlands
 - Develop, maintain, and update water control structures and dikes at managed waterfowl and wetland areas, restoration of moist soils complexes, restoration of natural water levels in drained or tiled areas.
 - Although wetland management projects will be considered for all SGAs in the region, priority will be given to projects at Allegan, Dansville, Gratiot-Saginaw, Langston, Maple River, Martiny Lake, and Muskegon SGAs.

NORTHERN LOWER PENINSULA REGION

- Develop or maintain wildlife openings and/or development of food plots on State Wildlife Areas and State Forest lands.
 - Emphasis will be placed on more long term sustainable herbaceous cover and forage plantings which restore openings that are degraded due to brush and undesirable herbaceous encroachment.
- Grasslands/savannas
 - Projects that contribute to large (>250 acres) grassland complexes, primarily in elk range, but also located in the Baldwin and Traverse City units, are most desired and may have to include working with adjacent private landowners.
 - Brush piles for rabbit habitat within grassland complexes.
- Early successional forest (aspen)
 - Mechanical treatment of forest stands to obtain early successional forests (especially aspen types) and retain fruit bearing shrubs and hard mast trees.
 - This will typically require non-commercial treatments which do not sell under the normal timber sale process.
- Wetlands
 - Develop, maintain, and update water control structures and dikes at managed wetland areas, restoration of moist soils complexes, restoration of natural water levels in drained or tiled areas.
 - Although wetland management projects will be considered for all areas in the region, priority will be given to projects identified on the Regional priority list.
- Deer wintering complexes
 - Protect/enhance conifer cover and food supplies as identified by local biologists.
- Mast producing trees
 - Maintain and expand mast-producing species such as oak and beech, focusing on areas where disease is a threat.
 - Establishment of soft mast (cranberries, crab apples, etc.) to promote winter food sources for wild turkey in high snow fall zone.
 - Pruning of existing fruit trees on state owned lands which will improve fruit production.
- Woodcock management
 - Maintain the lowland brush component through regeneration activities by mowing brush in areas within the identified woodcock management zone.

UPPER PENINSULA REGION

- Deer wintering complexes
 - Protect/enhance conifer cover and food supplies.
- Early successional forest (aspen)

- Maintain the aspen resource in a variety of age classes.
- Mast producing trees
 - Maintain and expand mast-producing species such as oak and beech, focusing on areas where disease is a threat.
- Forest openings
 - Maintain forest openings of various sizes, ranging from small clearings to large complexes or savanna in appropriate locations.

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

ELIGIBLE AND INELIGIBLE COSTS

ELIGIBLE COSTS

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

- Salaries/wages (including fringe benefits) for on the ground paid labor costs and/or project administration.
- Donated services (credited at professional wage).
- Volunteer labor (credited at minimum wage).
- Mileage for compensated workers when using personal vehicle for project travel valued at the 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 Contract and Procurement Requirements pgs. 12-13).
- 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.
- Fuel costs for equipment used during project construction (if not using MDOT Schedule “C” or cost is not included in equipment rental agreement).
- Project signs.
- Permit application fees for permits required for the project.
- Engineering, design and design administration costs (no greater than 30% of total project cost) incurred up to one year prior to the project period specified in the project agreement or amendment.
 - Note: These costs are at your own risk and will not be reimbursed if a grant is not awarded.

INELIGIBLE PROJECTS

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

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

INELIGIBLE COSTS

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

- Costs incurred outside of the project period specified in the project agreement or amendment (with the exception of engineering, design, and design administration costs as previously described).
- Salaries/wages not directly related to the project.
- Time, supplies, materials, and/or equipment provided by the DNR.
- Lodging for compensated workers.
- Lodging or mileage for volunteer laborers.
- Conference fees and speaker fees.
- Purchase of equipment over \$500 per unit.

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.

2018 WHGP WORKBOOK

Applicant Information

Type of Organization:

- The Contact Person 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.
- Fill out address and contact information.

Project Title:

- Provide a project title that describes the work or habitat goals and general project location.

Brief Project Summary:

- Provide a short description of the work to be completed and the end habitat types.

Project Start and End Date:

- Enter project start and end dates.

Project Latitude and Longitude:

- Provide Lat/Long of project location. Add another sheet or attach a map if there are multiple project locations.

Estimated Project Cost:

- This portion will auto fill from the Budget sheet.

Source of Local Match:

- General Funds: The amount of cash the applicant commits to the project.
- Cash Donations (from others): The amount of cash that someone, other than the applicant, commits to the project. A commitment letter signed by the donor must be provided for this amount with the application packet.
- Value of Donated Material & Labor (from others): The total estimated value of donated materials and/or labor that someone, other than the applicant, commits to the project. Detailed commitment letters for these amounts, signed by the donor(s), must be provided with the application packet. Donated labor should not be valued at greater than minimum wage unless a professional is performing work in their field of expertise (for example, a heavy equipment operator operating heavy equipment).
- Other: The expenses incurred by the applicant for labor, materials and/or equipment, or other grants awarded by another entity for a complementary scope of work. A commitment/award letter must be provided with the application packet for other grants awarded.

Certification

- Check the box and enter the contact person's name, title, and date to certify the authenticity of the information provided.

Budget

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, supplies, material and equipment, contractual items, travel, and "other"). Detailed instructions on how to complete the Itemized Budget are included in the Workbook. Instructions are also available as a PDF on the WHGP website under the "Forms and Information for Applicants" dropdown box.
- Engineering, design and design administration costs are not to exceed 30% of the total project cost.

Personnel Detail

- Provide staff information and estimated budget expenditures for staff working on the project. Detailed instructions on how to complete the Itemized Budget are included in the Workbook. Instructions are also available as a PDF on the WHGP website under the "Forms and Information for Applicants" dropdown box.
- Only the Applicant Information, Budget, and Personnel Detail tabs are applicable to the application. The remaining tabs in the Workbook are locked and will only be utilized if the project is awarded a grant.

2018 WHGP PROJECT NARRATIVE AND WORK PLAN

General Instructions: The proposal project narrative and work plan should follow the format of the headings below. Font should be Times New Roman, 11 point, with .5 inch margins. Assembling the information needed to submit a complete full proposal application package takes time. It is important to start the process as early as possible.

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

Proposed project title:

Same title as the project workbook.

Proposed project location(s) (include county):

Provide a brief description or list of where project activities will take place, include latitude and longitude when appropriate. Also provide a clear, legible and appropriately labeled map of project locations and a relational map showing each project site if multiple locations exist.

If property is not owned by applicant, provide property owner name and contact information.

Include GIS data (i.e., shapefiles) if applicable.

Rationale:

Provide additional information describing the need for the project, wildlife species impacted, and overall benefits.

Objectives:

Detail specific objectives for the project that help define the products/deliverables below.

Relevance or Methods:

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

Products/Deliverables:

Describe and quantify the project deliverables relevant to the overall goals of the WHGP.

Work Plan:

Provide a tentative schedule for the completion of the project, separated into six month periods, and describe the work planned in each six month period of the anticipated project. This information will be used to evaluate grant progress and to evaluate payment requests if the project is approved for funding. Projects should be completed within the published grant timeframe.

APPLICATION SUBMISSION

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

Application Due Date

Provide **one (1) hard copy version and one (1) electronic version of each grant application packet** to the Grants Management Section. Electronic version should be in the form of a USB drive. Applications must be postmarked no later than July 23, 2018. Late or incomplete applications will not be considered for funding.

Mail to:

Grants Management

Michigan Department of Natural Resources

PO Box 30425

Lansing, MI 48909-7925

Application Forms

Grant applications must be submitted on the 2018 WHGP Workbook, which may be downloaded from the Michigan DNR website at www.michigan.gov/dnr-grants. If submitting more than one project for funding consideration, complete a separate Workbook and include all required information for each project. Also, tell us what project is your “priority project”.

REQUIRED CONTENT FOR ALL APPLICATION PACKETS

Application Packet:

- **WHGP Project Narrative and Work Plan**
- **WHGP Workbook**
- **Attachments:**
 1. *Documentation of local committed fund sources (i.e., monetary, donation, or grant award letters)*
 2. *Budget Narrative, if necessary*
 3. *Project location map and/or GIS map data*
 4. *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*
 5. *Electronic version of grant packet – submitted on USB drive*

DNR APPLICATION REVIEW PROCESS

GRANT SCORING CRITERIA

The DNR reviews all grant applications 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.

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 dependent upon funds available for the program. A list of the projects recommended for funding is approved by Wildlife Division and presented to the DNR Director for approval. Following approval, all applicants are sent notification of the outcome.

SCORING SUMMARY	MAXIMUM SCORE
1. Project Goals	180
2. Project Benefits & Outcomes	150
3. Management & Process	120
Total Maximum Score	450

1. Project Goals (180 Maximum Score)	
<p>A. What proportion of the proposed project helps the Division meet GPS Goal 2 – Manage habitat for sustainable wildlife populations and wildlife-based recreation?</p> <ul style="list-style-type: none"> • 60 = Entire proposed project meets program goal • 40 = Most of the proposed project meets program goal • 20 = Some of the proposed project meets program goal • 0 = None of the proposed project meets program goal 	60
<p>B. What proportion of the proposed project helps the Division meet Wildlife Action Plan Priorities?</p> <ul style="list-style-type: none"> • 60 = Entire proposed project meets program objective • 40 = Most of the proposed project meets program objective • 20 = Some of the proposed project meets program objective • 0 = None of the proposed project meets program objective 	60
<p>C. What proportion of the proposed project helps the Division meet its Region priorities as listed in the Region and Program Goals section of the handbook?</p> <ul style="list-style-type: none"> • 60 = Entire proposed project meets program priorities • 40 = Most of the proposed project meets program priorities • 20 = Some of the proposed project meets program priorities • 0 = None of the proposed project meets program priorities 	60
Maximum Possible Score (A+B+C)	180
2. Project Benefits & Outcomes (150 Maximum Score)	
<p>A. Does the project provide comprehensive wildlife benefits (i.e., numerous species, large geographic area, improves habitat connectivity, etc.)?</p> <ul style="list-style-type: none"> • 50 = Yes, the project provides comprehensive wildlife benefits • 40 = Yes, the project provides several wildlife benefits • 20 = Yes, the project provides limited wildlife benefits • 0 = No, the project does not provide wildlife benefits 	50

<p>B. Does the project provide comprehensive public benefits (i.e., multiple public activities enhanced, benefits public in large surrounding area, benefits large public population, etc.)?</p> <ul style="list-style-type: none"> • 50 = Yes, the project provides comprehensive public benefits • 40 = Yes, the project provides several public benefits • 20 = Yes, the project provides limited public benefits • 0 = No, the project does not provide public benefits 	50
<p>C. What is the duration of benefits provided to the public and/or wildlife?</p> <ul style="list-style-type: none"> • 50 = Project benefits expected greater than 10 years • 30 = Project benefits expected 5–10 years • 20 = Project benefits expected 2–5 years • 10 = Project benefits expected for 1 year • 0 = Project benefits expected for less than 1 year 	50
Maximum Possible Score (A+B+C)	150
3. Project Management and Process (120 Maximum Score)	
<p>A. What are the available secured committed funds?</p> <ul style="list-style-type: none"> • 30 = Applicant has > 50% eligible committed funds • 25 = Applicant has 41–50% eligible committed funds • 20 = Applicant has 31–40% eligible committed funds • 15 = Applicant has 21–30% eligible committed funds • 10 = Applicant has 11–20% eligible committed funds • 0 = Applicant has 10% eligible committed funds 	30
<p>B. Is the requested project funding appropriate to complete the proposed work?</p> <ul style="list-style-type: none"> • 30 = Requested project funding is appropriate to complete proposed work • 0 = Requested project funding is not appropriate to complete proposed work 	30
<p>C. Do the application and narrative provide sufficient explanation of the project work plan?</p> <ul style="list-style-type: none"> • 30 = The application and narrative provide all necessary details of the work plan • 15 = The application and narrative provide some necessary details of the work plan • 0 = The application and narrative provide no details of the work plan 	30
<p>D. Does the applicant and project team have the experience and capacity to lead and complete the project?</p> <ul style="list-style-type: none"> • 30 = Applicant and team is fully capable of completing project • 15 = Applicant and team is partially capable of completing project • 0 = Applicant and team is unlikely capable of completing project 	30
Maximum Possible Score (A+B+C+D)	120

PROJECT PREPARATION FOR FUNDED APPLICATIONS

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

Clay Buchanan, Wildlife Division
WHGP Coordinator
Buchanancl@michigan.gov
517-614-0918

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

PROJECT AGREEMENTS

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

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

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

PROJECT CHANGES

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

CONTRACTING AND PROCUREMENT REQUIREMENTS

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

Purchases and contracts between \$2,500.01 and \$10,000:

- Written specs must be developed
- The specs must be approved by DNR
- A minimum of three written quotes must be solicited

- Award must be made to the lowest qualified quote pending DNR approval

Purchases and contracts over \$10,000:

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

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

- Alter the plans and/or specifications and either re-advertise for bids or issue a post-bid addendum to all bidders.
- Divide the contract into smaller contracts and re-advertise for bids. Remember that no more contracts than the number of scope items are generally allowed.
- If you have sufficient time left in your project period, wait until market conditions are more favorable and re-advertise the bid.
- If the bids are based on unit pricing, determine the low bidder following alteration of the plans and/or specifications. Using this method to manipulate the bid with the goal of awarding the contract to a specific bidder is unacceptable and will not be approved.

The DNR must approve your choice of contractor or vendor when the contract or purchase exceeds \$2,500. The award must go to the lowest qualified quote or bid. Use the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) found on the WHGP website under the “Forms and Information for Grantees” dropdown box. Submit a copy of the completed PR1911-1 along with a quote or bid tab.

If you have reason to reject the lowest bid, you must submit your written justification with form PR1911-1 and receive written approval from the DNR prior to awarding a contract.

At times, a low number of bids or fewer than three quotes may be received. In this situation, re-bid the contract or solicit more quotes. If there are circumstances that will prevent receiving better results, submit with form PR1911-1 a written justification for awarding the contract, including a description of the efforts you took to advertise for bids or solicit quotes. The DNR must approve the selection prior to awarding a contract.

PERMITS, BUILDING CODES AND AMERICANS WITH DISABILITIES ACT

The grantee is solely responsible for obtaining all necessary local, state and federal permits for the completion of the project, including any natural resource and environmental protection permits. Contact regulatory agencies well in advance of applying for a grant to determine required permitting for the proposed project and to avoid delays if the project is funded. Apply for permits prior to any anticipated construction activities. This can be done upon DNR grant award notification for the project or as otherwise directed by the DNR. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

If applicable, a copy of the certificate of compliance with building codes will be required as part of the final project report submitted to the DNR. Also if applicable, projects will be inspected by the DNR for compliance with the Americans with Disabilities Act (ADA) as well as applicable natural resource and environmental protection laws prior to the issuance of final grant payment. Compliance issues noted at the final inspection must be remedied by the grantee before the project is approved by the WHGP Coordinator for final payment. Any additional costs incurred by the grantee in order to meet permit requirements or to bring the project into compliance after a grant is approved will be the responsibility of the grantee.

RECORD RETENTION

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

PROJECT REPORTING REQUIREMENTS

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

YEAR	DATE	REQUIRED INFORMATION
2019	6/1	Summary of accomplishments and expenditures (Template Provided)
2019	11/14	Summary of accomplishments and expenditures (Template Provided)
2020	6/1	Summary of accomplishments and expenditures (Template Provided)
2020	11/14	Final Report (See Final Report requirements)

WILDLIFE HABITAT GRANT PROGRAM RECOGNITION

Grantees are expected to include recognition of assistance received from the WHGP in any promotional or informational materials produced about the project. Examples of these materials include descriptions of the project in newsletters, informational flyers, or press releases regarding the project. In addition, signs giving credit to the WHGP are expected, wherever appropriate. Reasonable costs for signs are reimbursable through the grant if itemized in the approved project budget.

The following language is suggested for signs and written materials:

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

PAYMENT OF GRANT FUNDS

A project agreement must be executed before a grantee can receive any grant funds. The grantee is required to complete the Reimbursement Request tab of the Workbook, as well as provide supporting documentation, and submit it to the WHGP Coordinator and WHGP Program Manager for review and approval. Detailed instructions on how to complete the Reimbursement Request are included in the Workbook and are also available on the WHGP website. All costs for the project that are covered by both grant and match funds must be itemized for an identified time period and appropriate documentation provided as explained in the Expenditure Documentation Requirements section.

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

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

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 “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 request up to 50% of the approved grant amount as an advance prior to incurring costs. The advance amount requested must be reasonable in relationship to the project’s cash flow and necessary for the success of the project. The entire advance amount must be earned and documented on a reimbursement request before additional payments will be made to the grantee.

Requests for advances must be completed in the Advance tab of the Workbook. Detailed instructions on how to request an advance are included in the Workbook and are available on the WHGP website.

EXPENDITURE DOCUMENTATION REQUIREMENTS

The following documentation is required for each type of purchase under the grant program and must be retained in grantee records and submitted with the Reimbursement Request portion of the 2018 WHGP Workbook.

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?	FORMS REQUIRED
Staff Time for Direct Activities (Refer to Exhibit A below table for example)	1) Reimbursement time period 2) Employee name 3) Amount 4) Timesheets or financial report that provides the following information: <ul style="list-style-type: none"> • Supported by a system of internal control that provides reasonable assurance that the charges are accurate; • Reflects the total activity for which the employee was compensated, not to exceed 100% of compensated activities; • Encompasses all other compensate activities; • Supports the distribution of the employee’s salary or wages among specific cost objectives if the employee works on more than one type of award 	Yes, if employee is not listed on the original application form	2018 WHGP Workbook
Fringes (Refer to Exhibit A below table for example)	1) Items 1-4 under “Staff Time for Direct Activities” 2) In addition: <ul style="list-style-type: none"> • total amount of fringes charged to grant; AND If not broken out in financial report: <ul style="list-style-type: none"> • *benefit type (ex. social security, retirement, health, etc.); • *rate used for each benefit type (ex. 7.56% of gross pay) *benefit breakdown only needs to be provided once per employee	No	2018 WHGP Workbook

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?	FORMS REQUIRED
Purchases up to \$2,500 (including meals)	1) Paid Receipt showing date of payment and zero balance <ul style="list-style-type: none"> • OR Invoice AND proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement) 2) Description of item use if not apparent 3) Major budget category	No	2018 WHGP Workbook
Purchases between \$2,500.01 and \$10,000	1) Paid Receipt showing date of payment and zero balance <ul style="list-style-type: none"> • OR Invoice AND proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement) 2) Written specifications 3) Three written quotes 4) Quote tab	Yes	2018 WHGP Workbook; PR1911-1
Purchases above \$10,000	1) Request for Purchase (RFP) or Invitation to Bid (ITB) 2) Public advertisement (newspaper, bid site, website, etc.; list and method of direct solicitation (if applicable)) 3) Paid Receipt showing date of payment and zero balance <ul style="list-style-type: none"> • OR Invoice and proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement) 	Yes, 1) Approval of RFP or ITB language before advertising AND 2) Approval of selected bid before award (lowest qualified)	2018 WHGP Workbook; PR1911-1
Rented Equipment or Vehicles	1) Paid Invoice/Receipt (which includes types of equipment, dates and hours of use, rate) showing date of payment and zero balance <ul style="list-style-type: none"> • OR Invoice (which includes types of equipment, dates and hours of use, rate) and proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement) 2) Fuel receipts	No	2018 WHGP Workbook

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?	FORMS REQUIRED
Donations – Volunteer Services	<p>Unskilled Labor (minimum wage)</p> <p>1) Sign in sheet containing (Appendix D):</p> <ul style="list-style-type: none"> • Date • Hours • Current minimum wage charged • Total cost charged to project • Signature of Volunteer • Signature of project supervisor <p>Skilled Labor (professional operating in their professional capacity)*</p> <p>1) Letter with dates and hours of work, hourly rate, total amount charged and signature of laborer</p> <p>*Must be an integral and necessary part of the project</p>	No	2018 WHGP Workbook
Donations – Supplies & Materials	<p>1) Donation letter or invoice with amount of donated material, rate per unit, and total. Signed and dated by the donating agency.</p> <p>2) Evidence of fair market value (i.e., internet evidence of local purchase, rental rates).</p>	No	2018 WHGP Workbook
Donations or Use of Your Own Equipment (Refer to Exhibit B below table for example)	<p>1) Type of equipment, date, hours used, rate per hour (or MDOT rental rate and #) and total</p> <p>2) Evidence of fair market value if MDOT rental rates do not apply</p>	No	2018 WHGP Workbook
Mileage for personal or company vehicles* (Refer to Exhibit C below table for example)	<p>1) Log that includes name of employee, date, start location, end location, and total mileage for each trip, total of mileage charged for each employee, and total of all mileage charged</p> <p>*Mileage reimbursement is based on current State of Michigan rates</p>	No	2018 WHGP Workbook
Meals for employees in travel status*	<p>1) Receipts</p> <p>*Meal reimbursement is based on current State of Michigan rates</p>	No	2018 WHGP Workbook

Expenditure Documentation Examples:

Exhibit A: Report of Force Account Payroll

Salary: Payroll ending 08-05-13:

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

Fringe Benefits

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

Exhibit B: Report of Equipment Usage

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

Exhibit C: Mileage Expense Report

Name	Date	Purpose	From	To	Total Miles	Rate	Total
<i>Joe Black</i>	<i>5-17-15</i>	<i>Travel to job site</i>	<i>Lansing</i>	<i>Gaylord</i>	<i>200</i>	<i>\$.575</i>	<i>\$115.00</i>
<i>Joe Black</i>	<i>5-17-15</i>	<i>Travel from job site</i>	<i>Gaylord</i>	<i>Lansing</i>	<i>200</i>	<i>\$.575</i>	<i>\$115.00</i>
<i>Ted Miller</i>	<i>7-18-15</i>	<i>Travel to job site</i>	<i>Mason</i>	<i>Ewart</i>	<i>100</i>	<i>\$.575</i>	<i>\$57.50</i>
<i>Ted Miller</i>	<i>7-19-15</i>	<i>Travel between project sites</i>	<i>Ewart</i>	<i>Ewart</i>	<i>15</i>	<i>\$.575</i>	<i>\$8.63</i>
<i>Ted Miller</i>	<i>7-20-15</i>	<i>Travel from job site</i>	<i>Ewart</i>	<i>Mason</i>	<i>100</i>	<i>\$.575</i>	<i>\$57.50</i>
Total Mileage							\$353.63

PROJECT COMPLETION AND FINAL REPORT

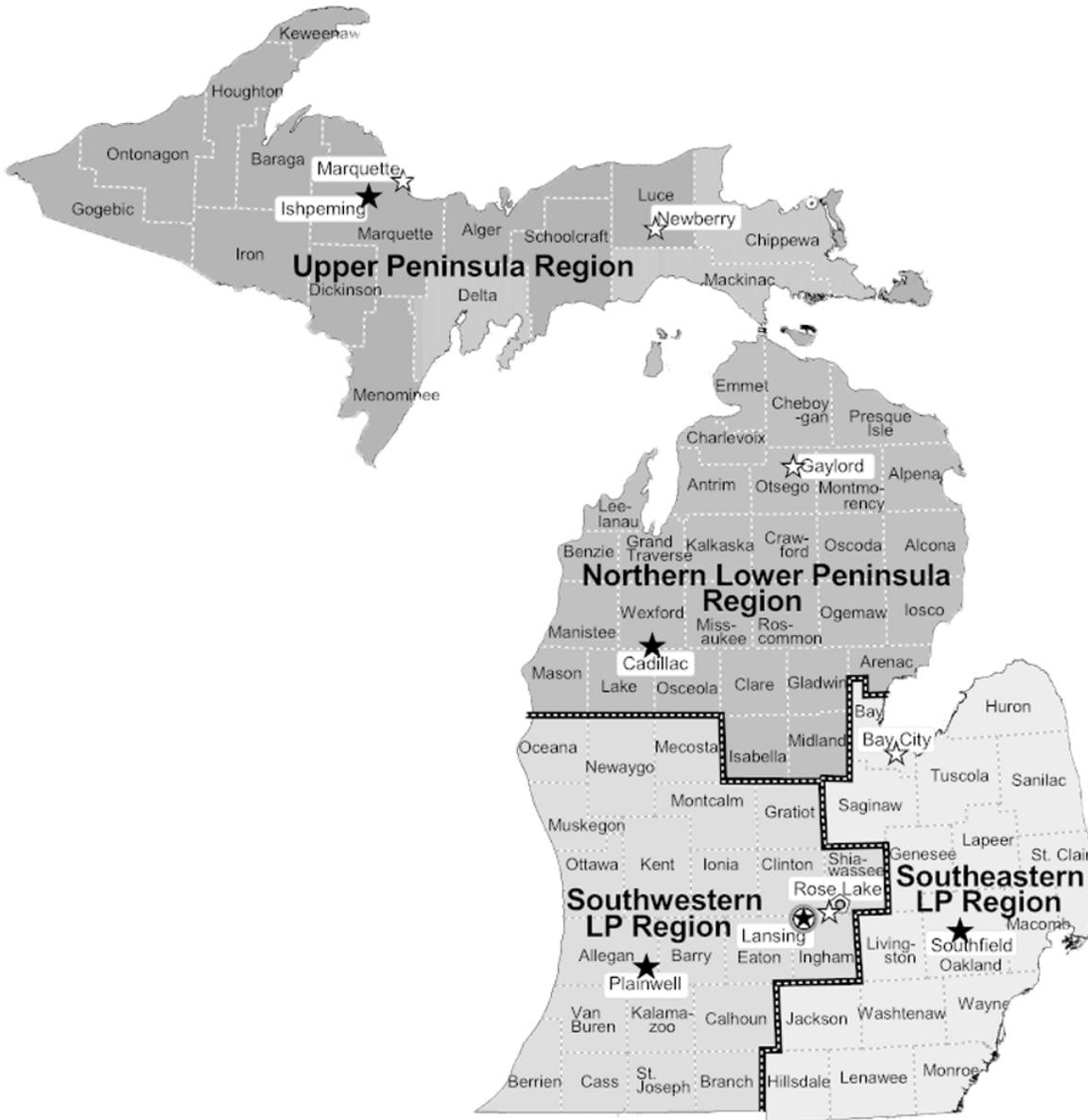
Upon completion of the project, and before final payment will be released, the grantee must submit a final report that includes all of the following:

1. Reimbursement Request for remainder of total project expenses.
2. Narrative report that includes the following information:
 - Concise summary of the completed project, by objective.
 - a. Describe habitat improvements accomplished during project (i.e., acreage, type, wildlife use).
 - b. Describe issues during project implementation.
 - c. Discuss any suggestions that could have improved the completed project.
 - Statement signed by the grantee that the project has been completed according to the work plan and budget approved by the DNR.
 - Copy of certificates of compliance with local building codes, if applicable.
 - Concise summary of any post-completion activities to be carried out by the grantee (Note: Grantees are responsible for any on-going efforts needed to operate or maintain the project after it is completed. The final report must describe how the project will be maintained, including a time line for maintenance.).
 - Final shape files, polygons, or maps depicting accomplished project work, if applicable.
3. Final Completion Scorecard (available on the DNR WHGP 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 to the WHGP Coordinator and WHGP Program Manager within forty-five (45) days following the end of the grant period. The DNR may conduct a final inspection to ensure that the project was completed according to the approved work plan and budget. Any discrepancies in the project or compliance issues noted at the inspection must be remedied by the grantee before the final payment is made. The cost of any remedial action required of the grantee may be the sole financial responsibility of the grantee.

The DNR will hold back 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 DIVISION REGIONS



<p>TERRY MINZEY, REGIONAL MANAGER UPPER PENINSULA REGION ISHPEMING FIELD OFFICE 1985 US 41 HWY WEST ISHPEMING, MI 49849 E-Mail: MINZEYT@michigan.gov</p>	<p>REX AINSLIE, REGIONAL MANAGER NORTHERN LOWER PENINSULA REGION CADILLAC OPERATIONS SERVICE CENTER 8015 MACKINAW TRL. CADILLAC, MI 49601 E-Mail: AINSLIER@michigan.gov</p>
<p>JOE ROBISON, ACTING REGIONAL MANAGER SOUTHEAST LOWER PENINSULA REGION POINT MOUILLEE SGA 37205 MOUILLEE RD, ROUTE 2 ROCKWOOD, MI 48173 E-Mail: ROBISONJ@michigan.gov</p>	<p>MARK SARGENT, REGIONAL MANAGER SOUTHWEST LOWER PENINSULA REGION PLAINWELL OPERATIONS SERVICE CENTER 621 NORTH 10TH ST. PLAINWELL, MI 49080 E-Mail: SARGEMTM@michigan.gov</p>
<p>CLAY BUCHANAN, WHGP COORDINATOR PO BOX 30444 LANSING, MI 48909 Telephone: 517-614-0918 E-Mail: BUCHANANC1@michigan.gov</p>	

APPENDIX B: EXAMPLE OF PRIVATE LANDOWNER AUTHORIZATION LETTER

March 18, 2015

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

Thank you.

Fred Bear, Landowner

APPENDIX C: EXAMPLE OF PUBLIC LANDOWNER AUTHORIZATION LETTER

March 18, 2014

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

Thank you.

Joe Black, Gratiot County Supervisor

