



2013

DAM MANAGEMENT

GRANT PROGRAM

HANDBOOK

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

MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

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

NATURAL RESOURCES COMMISSION STATEMENT

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

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For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing MI 48909-7925.

This publication is available in alternative formats upon request.

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SCHEDULE FOR DAM MANAGEMENT GRANT PROGRAM

Grant Application Due.....by November 15, 2013

DNR Review and Selection Process Completed.....by March 7, 2014

Applications Approved for Funding Announced by Director.....by April 1, 2014

Project Period Begins.....May 9, 2014

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

Project Period Ends.....October 9, 2015

Final Project Report Due.....by December 9, 2015

INTRODUCTION

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

APPLYING FOR A DAM MANAGEMENT GRANT

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

GRANT PROGRAM ELIGIBILITY AND REQUIREMENTS

Eligible Grant Applicants

Any individual, nonprofit organization, state or local unit of government in Michigan may apply for a Dam Management Grant.

Grant Limits and Match Requirement

There is no minimum grant amount and the maximum grant amount you can apply for is the amount of funds appropriated in a given fiscal year.

The applicant must commit to provide at least 10 percent of the total project cost in the form of local match. The local match may be in the following forms: cash; donations of materials, equipment or services; or the grantee's force account labor, equipment, or materials. Scores for projects with matching funds will be increased based upon the amount of match provided.

Program Goals

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

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

Program Objectives and Priorities

The key objectives and priorities addressed by this program are:

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

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

Eligible Projects

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

Eligible Costs

Only those costs directly associated with completing the project and incurred during the project period with the exception of engineering, design and design administration costs, are eligible for reimbursement or as “credit” toward local match. Categories of eligible costs include:

- ❖ Salaries/wages (including fringe benefits) for paid labor costs.
- ❖ Donated services/volunteer labor (credited at minimum wage).
- ❖ Materials (purchased or donated).
- ❖ Contractual services (competitive bid at \$10,000 or more).
- ❖ Engineering and design (no more than 15% of project cost).
- ❖ Equipment (donated or rented).
- ❖ Project signs.
- ❖ Permit application fees for permits required for the project. Contact regulatory agencies well in advance of applying for a grant to determine “permit-ability” of the proposed project and to avoid delays if the project is funded.
- ❖ Engineering, design and design administration costs incurred up to 6 months prior to the project period specified in the project agreement or amendment. **(Note: These costs are at your own risk and will not be reimbursed if a grant is not awarded.)**

Ineligible Projects

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

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

Ineligible Costs

For all projects, the following items are ineligible for reimbursement with grant funds or as part of the local match contribution:

- ❖ Costs incurred outside of the project period specified in the project agreement or amendment.
- ❖ Maintenance and operation.
- ❖ Salaries/wages not directly related to the project.
- ❖ Meals, lodging, conference fees and speaker fees.

APPLICATION PROCESS

Application Due Date

Provide **four (4)** copies of each grant application packet to the DNR, Grants Management Section, DMGP. Mailed applications must be postmarked no later than November 15, 2013. Late applications will not be considered for funding.

Application Forms

Grant applications must be submitted on a current DNR form for the DMGP. Forms may be obtained from any of the Fisheries Division Management Unit offices or downloaded from the Michigan DNR website at www.michigan.gov/dnr-grants or at www.michigan.gov/dnrfishing. If submitting more than one project for funding consideration, complete a separate application form and include all required information for each project.

Application Assistance

Applicants are strongly encouraged to seek assistance from Fisheries Division staff in preparing their application. Contact the Fisheries Division Management Unit Supervisor in the office where the project is located. See Appendix "A" for office locations. With assistance from the DNR, applicants should be able to prepare an application without the cost of professional consulting services.

INSTRUCTIONS FOR COMPLETING APPLICATION (PR1967)

Part I: General Information

The Authorized Representative is a person that 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. Individuals applying for a grant must provide their social security number.

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

Applicant must submit documentation of site control with a deed, lease, or easement; a copy of written landowner(s) consent letter, and a project location map.

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

The project narrative is critical to the evaluation and scoring of your application. Please be sure to address how the project meets the application scoring criteria.

All location maps, site development plans, and other graphic information should be **8.5 inches by 11 inches** in size and clear, legible, detailed, and appropriately labeled. You may also submit larger versions of any or all of them. DNR staff use these materials to help evaluate your application and to find and evaluate your site.

REQUIRED CONTENT FOR ALL APPLICATION PACKETS:

- Dam Management Program Grant Application (PR1967)** – four (4) copies fully completed and signed;
- Application Narrative** - four copies;
- Site development plan** - four copies;
- Project location map** - four copies;
- Documentation of local match sources** – four copies (ie: monetary commitment letters, donation commitment letters, grant award letters, etc.)
- Photographs of the site** – four copies (digital images submitted on CDs or USB drives are preferred over paper photos)
- Draft easement or other agreement**, if applicable – four copies
- Correspondence regarding regulatory permitting issues**, if applicable – four copies
- Deed indicating dam ownership** – four copies
- Dam owner(s) consent letter**, if applicant is not dam owner – four copies

Part II: Estimated Costs and Site Plan

List all Project Scope Items; these are the basic elements of the project. Be sure that scope items are listed the same way (have the same name) and budget figures are consistent throughout the grant application.

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”). Indicate which costs will be covered with grant funds and which will be part of the applicant’s match. Refer to the Example Budget shown below.

For equipment owned by local governments, 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 by calling 517-322-3303 (TTY/TDD: 711 Michigan Relay Center) or writing to them at 6333 Old Lansing Road, Lansing, MI 48917

Volunteer labor should not be valued greater than minimum wage unless a professional is performing work in their field of expertise (for example, an electrician doing electrical work). 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 as match for the grant.

Project Site Plan and Drawings; be sure to include all elements of the project’s scope.

An example of a budget is shown below.

PLEASE ROUND ALL NUMBERS TO THE NEAREST \$100

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
TRAVEL (# of miles x current state rate/mile)			
5000	x	current state rate /mile	\$1600
PERSONNEL COSTS SUBTOTAL			\$21,600
B. MATERIAL & EQUIPMENT:			
<i>(List each piece of equipment, rate/hour, material and cost/quantity)</i>			
<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)			
Remove dam			\$2,000
CONTRACTUAL SUBTOTAL			\$2,000
D. OTHER:			
MDEQ permit application fees			\$500
OTHER SUBTOTAL			\$500
TOTAL ESTIMATED PROJECT COST			\$55,600

Part III: Work Plan

The Work Plan should reflect a tentative schedule for the completion of the project. Indicate the estimated amount of work that will be accomplished in each quarter (3-month period) of the grant year. 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 of the DMGP and the Fisheries Division Management Unit objectives. 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.

DNR APPLICATION REVIEW PROCESS

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.

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

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

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

5. INVESTMENT RETURN (60 MAXIMUM SCORE)	
<p>A. River Assessment Consistency - Is there a DNR River Assessment completed for this river system and is the project consistent with the assessment/investment strategy?</p> <ul style="list-style-type: none"> • 20 = DNR River Assessment completed, project identified as a priority, and proposed project consistent with plan • 16 = DNR River Assessment completed and proposed project consistent with plan • 12 = System without DNR River Assessment but project consistent with overall DNR goals and objectives • 8 = Other resource agency plan completed for system, project a priority and project consistent • 4 = Other resource agency plan completed for system and project consistent with that plan • 0 = Project inconsistent with DNR River Assessment and/or no plan completed 	20
<p>B. Management Costs - What is the estimated reduction in costs to manage the fisheries resource with the implementation of this project? (note: to obtain this information contact your local Fisheries Division Unit Supervisor listed in Appendix "A")</p> <ul style="list-style-type: none"> • 20 = 75% - 100% • 15 = 50% - 74% • 10 = 25% - 49% • 5 = 1% - 24% • 0 = 0% 	20
<p>C. Return on Investment - What is the estimated return on investment to DNR's management of Michigan's aquatic resources with the implementation of this project? (note: to obtain this information contact your local Fisheries Division Unit Supervisor listed in Appendix "A")</p> <ul style="list-style-type: none"> • 20 = > 20:1 • 15 = 15.1:1 to 20:1 • 10 = 10.1:1 to 15:1 • 5 = 5.1:1 to 10:1 • 0 = <5.1:1 	20
Maximum Possible Score (A + B + C)	60
6. PROJECT METHODS (25 MAXIMUM SCORE)	
<p>A. Project Methods - Does the project use proven approaches, or demonstrate new restoration techniques with an evaluation component?</p> <ul style="list-style-type: none"> • 5 = Proven approaches with an evaluation component • 4 = Proven approaches without any evaluation • 3 = New restoration techniques with an evaluation component • 2 = New approach without a clear evaluation component • 0 = Unclear approach 	5
<p>B. Sediment Sampling - Has sediment sampling been conducted as outlined in DEQ's Operational Guidance for Dredge Sediment Review No. 301-99-01?</p> <ul style="list-style-type: none"> • 5 = Yes • 0 = No 	5

<p>C. Sediment Contaminants - What is the status of sediment contamination behind the dam?</p> <ul style="list-style-type: none"> • 5 = No measured contaminants • 3 = Moderate levels of contamination • 0 = High levels of contaminants or data unavailable 	5	
<p>D. Sediment Volume - What is the amount of sediments that will need to be managed?</p> <ul style="list-style-type: none"> • 5 = 0-24% of the impoundment volume • 4 = 25-49% of the impoundment volume • 3 = 50-74% of the impoundment volume • 2 = 75-99% of the impoundment volume • 0 = 100% of the impoundment volume or unmeasured 	5	
<p>E. Sediment Management - Does the project have a sediment management plan?</p> <ul style="list-style-type: none"> • 5 = A plan has been developed and permissible • 3 = A plan has been developed but may require minor modifications to be permissible • 0 = No plan has been developed or is more than likely not permissible. 	5	
Maximum Possible Score (A + B + C + D + E)		25
7. PROJECT MANAGEMENT (220 MAXIMUM SCORE)		
<p>A. What are the available secured match funds?</p> <ul style="list-style-type: none"> • 30 = Applicant has > 70% eligible matching funds • 25 = Applicant has 51-70% eligible matching funds • 20 = Applicant has 31-50% eligible matching funds • 15 = Applicant has 21-30% eligible matching funds • 10 = Applicant has 11-20% eligible matching funds • 0 = Applicant has 10% eligible matching funds 	30	
<p>B. What is the Applicant and project team's collective experience and capacity to lead the proposed project?</p> <ul style="list-style-type: none"> • 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. Is the project funding sufficient to complete the proposed work?</p> <ul style="list-style-type: none"> • 30 = Project funding is completely sufficient to complete proposed work • 20 = Project funding is likely sufficient to complete proposed work • 10 = Unclear if project funding is sufficient to complete proposed work • 0 = Project funding inadequate to complete proposed work 	30	
<p>D. Is there dedicated income sources in place for this dam? (ie: dam is located within a special assessment district, operation of dam generates revenue for an individual or company, etc)</p> <ul style="list-style-type: none"> • 100 = No • 0 = Yes 	100	

<p>E. Does the applicant have an operation and maintenance plan and dedicated funding in place beyond this grant for the project location (e.g. either for dam maintenance or for channel/riparian zone integrity)?</p> <ul style="list-style-type: none"> • 30 = Operation and maintenance plan is completely adequate for the project area and dedicated funding in place beyond the grant • 20 = Operation and maintenance plan is completely adequate for the project area but dedicated funding beyond the grant is unclear or inadequate • 10 = Dedicated funding beyond this grant is in place but the operation and maintenance plan is inadequate or unclear for the project area • 0 = Operation and maintenance plans and dedicated funding are not available or provided 	30
Maximum Possible Score (A + B + C + D)	220
8. PUBLIC INVOLVEMENT (20 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?</p> <ul style="list-style-type: none"> • 20 = 10 or more • 10 = 5 - 9 • 5 = 1 - 4 • 0 = 0 	20
Maximum Possible Score (A)	20
9. LIKELIHOOD OF SUCCESS AND COMMUNITY ENRICHMENT (85 MAXIMUM SCORE)	
<p>A. Implementation Likelihood - Can this project be implemented in 2014?</p> <ul style="list-style-type: none"> • 20 = Geomorphic survey and engineering design completed, permit obtained • 15 = Geomorphic survey and engineering design completed • 10 = Geomorphic survey completed • 0 = No Geomorphic survey, or engineering design completed, and no permit obtained 	20
<p>B. Outreach and Education - Is the project visible and accessible to the public and does it provide an opportunity for education and outreach?</p> <ul style="list-style-type: none"> • 5 = Project highly visible with a clear education and outreach component • 3 = Project not accessible but has a clear education and outreach component • 0 = Project neither accessible nor has a clear education and outreach component 	5
<p>C. Community Benefits - Does the project provide additional community benefits (e.g., community revitalization, new trails, recreational opportunities such as fishing or boating, elimination of safety hazards)?</p> <ul style="list-style-type: none"> • 5 = Project provides additional community benefit • 0 = Project does not provide additional community benefit 	5
<p>D. Does the project currently provide or will it provide free public access to the waterway?</p> <ul style="list-style-type: none"> • 15 = Yes • 0 = No 	15
<p>E. What is the median household income for village/city/township that project is located in?</p> <ul style="list-style-type: none"> • 40 = Lowest one-third median household income (up to \$40,307) • 20 = Middle one-third median household income (\$40,307 - \$50,417) • 0 = Upper one-third median household income (greater than \$50,417) 	40
Maximum Possible Score (A + B + C + D + E)	85

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

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

Ineligible Applications

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

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

SPECIAL NOTES

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 DMGP. Contact regulatory agencies well in advance of applying for a grant to determine “permit-ability” of the proposed project and to avoid delays if the project is funded. Apply for permits prior to any anticipated construction activities. This can be done upon DNR grant award notification for the project or as otherwise directed by the DNR. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

Local agencies may include:

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

State agencies may include:

- ❖ State Historic Preservation Office (MSHDA) (www.michigan.gov/mshda)
- ❖ Michigan Department of Environmental Quality (www.michigan.gov/deg)
- ❖ 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)

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 RECOMMENDATION AND PREPARATION

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 Michigan DNR Fisheries Division, DMGP Coordinator to ensure each step explained below is carried out in a coordinated manner.

PROJECT AGREEMENTS

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

- ❖ Grantee authorized representative for the project.
- ❖ DNR Fisheries Division - DMGP Coordinator for the project.
- ❖ Project period; beginning and ending dates for completion of the project.
- ❖ Requirement that the project be completed as specified in the grant application.
- ❖ Indication of the grant amount and local match 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 ninety (90) days of the date of issue or the grant may be cancelled by the DNR. During this 90-day time period, the grantee is required to meet with the Fisheries Division - Dam Management Program coordinator to review the approved project and discuss the next steps. At this meeting, the work plan and project budget should be carefully reviewed 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 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 Fisheries Division - DMGP Coordinator. Significant changes, including all project completion extensions, will require a written amendment to the project agreement.

CONTRACTING AND PROCUREMENT REQUIREMENTS

Purchase of materials and contracting for labor with an estimated cost of \$10,000 or more is required to be advertised and competitively bid. The contract must be awarded to the lowest qualified bidder. For purchases and contracts between \$2,500 and \$10,000, a minimum of three written quotes must be solicited, and award must be made to the source that submitted the lowest qualified quote.

Upon DNR approval of your plans, specifications and bid documents, the contract is advertised (if force account or volunteer labor is not being used) or solicitation for quotes begins. Once the bids have been opened, in most situations they cannot be altered, nor can negotiations take place; however, there are times when bids are received that are much higher than anticipated. There are a number of options that you can pursue in this situation, but you must be sure to keep the Dam Management Grant Coordinator informed of your actions. These options include:

1. Alter the plans and/or specifications (see Section 4 below) 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 (see Section 4 below). 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 concur with your choice of contractor/vendor when the contract/purchase exceeds \$2,499. The award must go to the lowest bidder. Use the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) found in Appendix B. Submit a copy of the bid tabulation with the Notification of Contractor Selection form.

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 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.

A copy of the certificate of compliance with building codes will be required as part of the final project report submitted to the DNR. 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 Fisheries Division – Dam Management Program Grant Coordinator for final payment. Any additional costs incurred by the grantee in order to meet permit requirements, or to bring the project into compliance after a grant is approved, will be the responsibility of the grantee.

DAM MANAGEMENT GRANT PROGRAM RECOGNITION

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

The following language is suggested for signs and written materials:

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

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

PAYMENT OF GRANT FUNDS

Payment Request Form

A project agreement must be executed before a grantee can receive any grant funds. The grantee is required to complete a Dam Management Grant Program Reimbursement Request (PR1969) and submit it to the Fisheries Division Management Unit Supervisor (see Appendix "A") for review and approval. Be sure to show all costs for the project to be covered by grant funds as well as the value of local match provided during the same time period. Provide documentation of all expenditures with the payment request form, as explained below.

Advance Payment

The grantee may request in writing up to 50% of the approved grant amount after a project agreement has been executed for the approved project. After grantee has provided documentation for the initial 50%, they may request an additional 40% advance payment at that time.

Expenditure Documentation Requirements

The grantee is required to keep records of all expenditures including invoices and receipts as well as documentation of force account and labor donated contributions. This requirement applies to all project elements. The final 10% of reimbursable expenditures will be held by DNR until the final audit is completed.

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

Payment to Vendors, Suppliers, Contractors:

1. List signed by the grantee of all cash or check payments, indicating all of the following:
 - ❖ Description of the item purchased and from whom;
 - ❖ The amount of the payment; and
2. Copy of the invoice from vendor or supplier.
3. Copy of front and back of cancelled check(s) or a copy of the front of check and copy of the bank statement showing the check cleared the bank.
4. Provide a copy of the receipt for purchases or payment for services made in cash. Payments made in cash shall not exceed \$100.
5. Credit card information:
 - ❖ Copy of the invoice
 - ❖ Copy of the cancelled check
 - ❖ Copy of the credit card statement

Reporting Force Account Labor and Equipment

Salaries and Wages:

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

1. A list which includes the following (see Exhibit B):
 - a. The name(s) of the employee(s)
 - b. The dates worked
 - c. The hourly pay rate
 - d. Number of hours worked
 - e. Total amount paid
 - f. The employees' classification/title and annual salary

2. Copies of time sheets for the pay periods indicated.
3. If you include fringe benefits, provide the rate used to determine the fringe benefit for each employee (for example, social security rate equals 7.65 percent of gross salary). Fringe benefits include only what is paid by the local unit on behalf of the employee (see Exhibit B).

Exhibit B. Report of Force Account Payroll

Salary: Payroll ending 08-05-90:

Name	Classification	Annual Salary	Hours Worked on Project/ Hourly Rate	Salary Costs Charged To Project
<i>Blair, John</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Bratonia, Steve</i>	<i>Laborer</i>	<i>\$19,800/yr</i>	<i>8 hrs. @ \$ 9.54 =</i>	<i>\$ 76.32</i>
<i>Kennedy, Mike</i>	<i>Apprentice Lineman</i>	<i>\$19,600/yr</i>	<i>5 hrs. @ \$ 9.46 =</i>	<i>\$ 47.30</i>
TOTAL SALARIES				\$199.94

Fringe Benefits:

Benefit	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>
<i>Health Insurance</i>	<i>XXXX</i>	<i>\$XXXX</i>
TOTAL FRINGE BENEFITS		\$XXXX

Equipment:

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

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

Exhibit C: 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 match 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.

Volunteer time must be valued at minimum wage unless the person is professionally skilled in the work being performed on the project (i.e., a plumber doing work on pipes, a mason doing work on a brick building). 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.
2. Valuation of Materials: Prices assessed to donated materials should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of material donations included with a reimbursement request must indicate the fair market value by listing comparable prices and vendors.
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 use and the signature of the operator of the equipment, similar to Exhibit C.

PROJECT COMPLETION AND FINAL REPORT

Upon completion of the project, the grantee must submit a final report that includes all of the following:

1. Payment Request (PR1969) for remainder of project expenses. When combined with previous payment requests, includes documentation of the total project cost (grant and match) as listed under "Expenditure Documentation Requirements."
2. Narrative report that includes the following information:
 - ❖ Concise summary of the steps taken to complete the project
 - ❖ Concise summary of the final project scope
 - ❖ Statement signed by the grantee that the project has been completed according to the work plan and budget approved by the DNR
 - ❖ Copy of certificates of compliance with local building codes, if applicable
 - ❖ Concise summary of any post-completion activities to be carried out by the grantee (Note: Grantees are responsible for any on-going efforts needed to operate or maintain the project after it is completed. The final report must describe how the project will be maintained.)

The grantee is required to submit the final report to the Fisheries Division - DMGP Coordinator within sixty (60) days following project completion or no later than 60 days following the end of the grant period. The DNR may conduct a final inspection to ensure that the project was completed according to the approved work plan and budget. Any discrepancies in the project or compliance issues noted at the inspection must be remedied by the grantee before the final payment is made. The cost of any remedial action required of the grantee may be the sole financial responsibility of the grantee. Once the final report has been reviewed and approved by the Fisheries Division - DMGP Coordinator, the request for final payment will be forwarded to Grants Management for processing.

**APPENDIX A:
FISHERIES DIVISION MANAGEMENT UNITS**



<p>STEVEN SCOTT, SUPERVISOR EASTERN AND WESTERN LAKE SUPERIOR MANAGEMENT UNITS 5100 STATE HIGHWAY M-123 NEWBERRY, MI 49868 TELEPHONE No.: 906-293-5131 EXT. 4070</p>	<p>JESSICA MISTAK, SUPERVISOR NORTHERN LAKE MICHIGAN MANAGEMENT UNIT 6833 HIGHWAY 2 GLADSTONE, MI 49837 TELEPHONE No.: 906-786-2351 EXT. 27</p>
<p>DAVE BORGESON, SUPERVISOR NORTHERN LAKE HURON MANAGEMENT UNIT 1732 M-32 WEST GAYLORD, MI 49735 TELEPHONE No.: 989-732-3541 EXT. 507</p>	<p>MARK TONELLO, ACTING SUPERVISOR CENTRAL LAKE MICHIGAN MANAGEMENT UNIT 8015 MACKINAW TRAIL CADILLAC, MI 49601 TELEPHONE No.: 231-775-9727 EXT. 6070</p>
<p>JAMES BAKER SUPERVISOR SOUTHERN LAKE HURON MANAGEMENT UNIT 503 S EUCLID AVE SUITE 9B BAY CITY, MI 48706 TELEPHONE No.: 989-684-9141 EXT. 8070</p>	<p>JAY WESLEY SUPERVISOR SOUTHERN LAKE MICHIGAN MANAGEMENT UNIT 621 N 10TH ST BOX 355 PLAINWELL, MI 49080 TELEPHONE No.: 269-685-6851 EXT. 117</p>
	<p>ELIZABETH HAY-CHMIELEWSKI, SUPERVISOR LAKE ERIE MANAGEMENT UNIT SOUTHFIELD DNR OFFICE 26000 W. EIGHT MILE ROAD SOUTHFIELD, MI 48034-5916 TELEPHONE No.: 248-359-9046</p>

APPENDIX B: Notification of Contractor/Vendor Selection and Bid Tabulation Approval



Michigan Department of Natural Resources - Grants Management

NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL

This information is required by Authority of Act 299, P.A. 1980 as amended, for reimbursement of project costs.

GRANTEE:	PROJECT NO:	PROJECT NAME:
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COMPLETE SECTIONS A. AND B. BELOW, AS APPLICABLE TO YOUR PROJECT

SECTION A

I propose to award contracts to the following contractors, after DNRE concurrence with this proposed selection and in accordance with the procedures specified in the *Development Project Procedures booklet* (IC1912).
Attached is a copy of the bid or quote tabulation.

Contractor/Vendor	Contract Amount	Project Scope Item	Proposed Award Date
1.	\$		
2.	\$		
3.	\$		
4.	\$		

SECTION B

Please check all that apply:

Fewer than three bids or quotes were received; attached to this Notification is written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.

I propose to award the bid to the second lowest bidder, upon concurrence by the DNRE; attached to this Notification is written justification for rejecting the lowest bid.

CERTIFICATION

I hereby certify that the contractor(s)/vendor(s) listed in A. above was chosen for selection according to the procedures outlined in the Development Project Procedures booklet and the Project Agreement. In accordance with those procedures, I have reviewed the qualifications of the recommended bidder, have accurately calculated the total bid price, and assert that the bidding was conducted as put forth in the specifications and bid documents approved earlier. Further documentation of the contractor selection process will be provided upon request.

_____ Grants'ee's Signature (REQUIRED) _____ Date

Return this completed notification along with all required attachments to:

**Grants Management
Michigan Department of Natural Resources
Po Box 30425
Lansing MI 48909-7925**

***Upon concurrence by DNR,
a copy of this approved
notification will be returned
to the Grantee***

FOR DNR USE ONLY

The Michigan Department of Natural Resources concurs with your recommendation to award the contract to the bidder(s) as specified in A. above

_____ DNR Grant Coordinator _____ Date