



2023

**LAKE ERIE AND SAGINAW BAY WATERSHEDS
WETLAND CONSERVATION PROGRAM**

**REQUEST FOR PROPOSALS TO SERVE AS A FIDUCIARY AND IMPLEMENT
THE WETLAND CONSERVATION PROGRAM**



MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations. We strive to protect natural and cultural resources, ensure sustainable recreation use and enjoyment, enable strong natural resource-based economies, improve and build strong relationships and partnerships, and foster effective business practices and good governance."

NATURAL RESOURCES COMMISSION STATEMENT

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

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

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

For information or assistance on this publication:

Email: DNR-wetlandgrants@michigan.gov

On the web at Michigan.gov/DNR-Grants

This publication is available in alternative formats upon request.

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SCHEDULE FOR WETLAND CONSERVATION PROGRAM

REQUEST FOR PROPOSALS FOR FIDUCIARY ORGANIZATION SEPTEMBER 5, 2023

GRANT APPLICATION DUE SEPTEMBER 26, 2023

DNR REVIEW & SELECTION PROCESS COMPLETED..... OCTOBER 2023

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

SUBRECIPIENT CONTRACTS/SERVICES AGREEMENTS SIGNED..... PRIOR TO DECEMBER 31, 2024

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

PROJECT PERIOD ENDS (ALL GRANT FUNDS SPENT AND DOCUMENTATION SUBMITTED).....OCTOBER 31, 2026

PURPOSE

The purpose of this request for proposals is to secure a fiduciary entity to assist the DNR with administering American Rescue Plan Act of 2021 (ARPA) funds to implement a wetland conservation program in the Lake Erie and Saginaw Bay watershed. The selected fiduciary organization will work with partners to complete wetland projects in Lake Erie and Saginaw Bay watersheds by October 31, 2026. This Guidebook provides information on fiduciary eligibility and outlines the draft request for proposals guidelines that will be used to identify and select projects to fund in these two watersheds.

INTRODUCTION

The Lake Erie and Saginaw Bay Wetland Conservation Program (WCP) is administered by the Michigan Department of Natural Resources, Wildlife Division (DNR) in cooperation with the Michigan Department of Environment, Great Lakes and Energy (EGLE); and Michigan Department of Agriculture and Rural Development (MDARD). The purpose of the WCP is to provide funding to conservation partners to assist the Departments with implementing community-based wetland acquisition, engineering, conservation, restoration, or enhancement in the Lake Erie and Saginaw Bay watersheds to improve water quality and wildlife and aquatic habitat, and to support and enhance Great Lakes tourism and related economic sectors that have been adversely impacted by the COVID-19 pandemic. More information and grant forms can be found at: www.michigan.gov/dnr-grants.

The WCP grant administrators and technical support staff, listed below, can be reached at DNR-wetlandgrants@michigan.gov.

Janet Liesman, Wildlife Division
WCP Administrative Manager

Randall Knapik, Wildlife Division
WCP Program Manager

Steve Shine, Wildlife Division
WCP Program Manager

GRANT PROGRAM ELIGIBILITY AND REQUIREMENTS

ELIGIBLE GRANT APPLICANTS

Nongovernmental conservation organizations with fiduciary and technical expertise in wetland restoration and conservation.

GRANT LIMITS AND COMMITMENT REQUIREMENTS

The total grant amount for serving as the fiduciary and administering the WCP is \$4,000,000. The program guidance noted below shall be used as a basis to develop a process for selecting and distributing WCP funds to approximately 5-10 wetland projects. The final total number of projects selected will depend on the size and scope of projects identified by the fiduciary and selected by the WCP staff.

No matching funds are required for this project.

PROGRAM GOALS

This request for proposals seeks to identify an organization to serve as a fiduciary and a technical resource, and to work with potential partners to identify and fund approximately 5-10 projects to acquire, engineer, restore, create, and/or enhance wetlands in the Lake Erie and Saginaw Bay watersheds. The goal of these actions is to achieve outcomes that aid in the reduction of phosphorous, nitrogen, or sediment entering the waters of Lake Erie and Saginaw Bay, to improve water quality, and support and/or enhance Great Lakes tourism and related economic sectors that have been adversely impacted by the COVID-19 pandemic.

The program goal aligns with ARPA requirements; specific goals outlined in the Michigan Lake Erie Domestic Action Plan and companion Adaptive Management Plan; goals identified in the DNR Wildlife Division's 2021-2026 Strategic Plan, and Michigan's Wildlife Action Plan.

REGION AND PROGRAM PRIORITIES

LAKE ERIE WATERSHED AND SAGINAW BAY WATERSHED

The WCP will encompass the Saginaw Bay Watershed and Michigan's portion of the Lake Erie watershed (Figure 1). Eligible watersheds for Saginaw Bay include the entirety of the following 8-digit hydrologic unit code (HUC) subbasins: Au Gres-Rifle, Cass, Flint, Kawkawlin-Pine, Pigeon-Wiscoggin, Pine, Saginaw, Shiawassee, and Tittabawassee. Areas eligible near Lake Erie are the portion of the following HUC-8 subbasins that occur within Michigan: Ottawa-Stony, Raisin, St. Joseph, and Tiffin (Bean Creek) with a priority focus on five HUC-12 subwatersheds (Figure 2).

The Adaptive Management Plan for Lake Erie identified the following priority: "*Promote wetland restoration and land management initiatives to reduce phosphorous loading* (Task 10)." Additional priorities outlined in Task 10 of the AMP include to: *Develop innovative strategies to enhance wetland restoration, and green infrastructure, and other land management planning and implementation efforts in Southeast Michigan* (Task 10a); *Work with partners to pursue strategic conservation easements in coastal wetlands, riparian zones, and key wetland areas to improve groundwater infiltration, reduce runoff, and support diverse aquatic and terrestrial biota* (Task 10c); *Issue requests for proposals that place a priority on purchasing conservation easements to limit land use activities that are detrimental to water quality* (Task 10d). Projects proposed in one of the five priority subwatersheds that are focused on reducing total and soluble reactive phosphorus will be given a higher priority than those elsewhere in the Lake Erie watershed.

Michigan's Wildlife Action Plan identifies both Great Lakes coastal and inland emergent wetlands as priorities for habitat protection and development. Watersheds in both Lake Erie and Saginaw Bay are identified as priority areas for species of greatest conservation need.

Wildlife Division's Strategic Plan, the Guiding Principles and Strategies (GPS) specifically aligns with the desired selection process and criteria for projects. The GPS notes a Commitment to Change, Objective 3: "*Engage local governments and relevant planning groups to enhance wildlife conservation while addressing community interests.*"

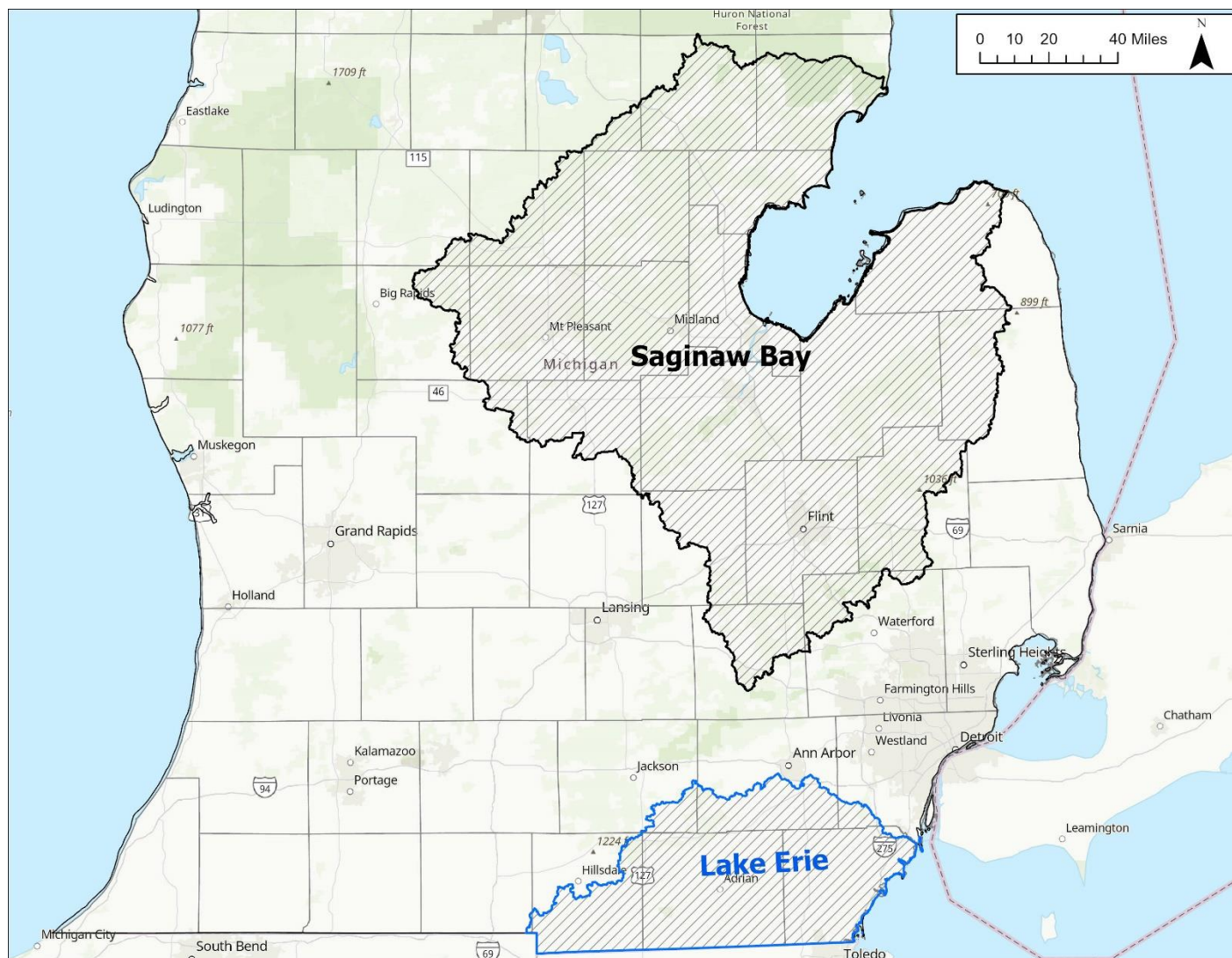


Figure 1. Priority areas for this RFP are the Saginaw Bay Watershed and Michigan's portion of the Lake Erie watershed, with emphasis on the specific areas noted for the Lake Erie Domestic Action Plan. Eligible subbasins in the Saginaw Bay watershed include Au Gres-Rifle, Cass, Flint, Kawkawlin-Pine, Pigeon-Wiscoggin, Pine, Saginaw, Shiawassee, and Tittabawassee. Eligible subbasins in the Lake Erie watershed include Bean, Ottawa-Stony, Raisin, and St. Joseph.

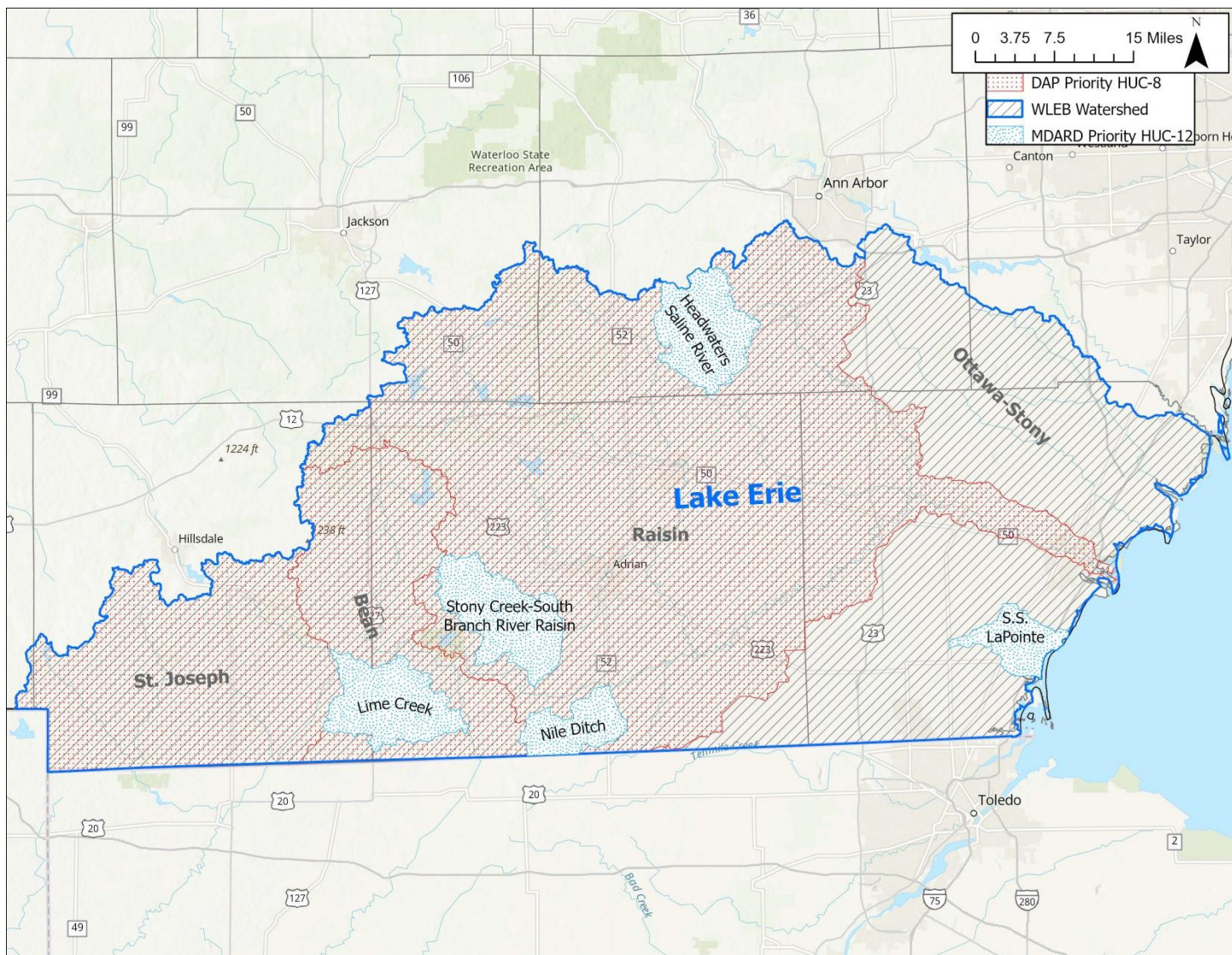


Figure 2. Detailed priority areas for Michigan’s portion of the Lake Erie Basin include the specific areas noted for the Lake Erie Domestic Action Plan shown in red. The MDARD Priority HUC-12 subwatersheds include: Stony Creek-South Branch River Raisin, Lime Creek, Nile Ditch, Headwaters Saline River, and S.S. LaPointe (La Plaisance Creek-Frontal Lake Erie).

COSTS

ELIGIBLE COSTS

Only those costs directly incurred and associated with completing the delivery of the WCP and provision of technical assistance during the project period are eligible for reimbursement in addition to indirect administrative costs. Categories of eligible direct costs for the fiduciary in delivering the WCP, providing technical assistance to support project completion, and funding projects include:

- a. Community outreach, public input, and convening
- b. Technical assistance to WCP applicants and grant recipients including planning, design, engineering, and permitting
- c. Communication coordination amongst WCP grant subrecipients
- d. Compliance and reporting amongst WCP grant subrecipients
- e. Construction oversight and implementation of funded projects
- f. Programing to support the activation of funded construction projects
- g. Acquisition of land for the purposes of meeting the WCP goals along with associated costs (i.e., appraisals)

- h. Program evaluation and reporting, including gathering information from grant recipients for reporting purposes.

APPLICATION COMPONENTS AND PROGRAM REQUIREMENTS

Fiduciary applicants are encouraged to review the draft grant agreement available on the WCP website when considering applying for this project (www.michigan.gov/dnr-grants).

The application is due on **September 26, 2023, by midnight (EDT)**. Late or incomplete applications may not be considered for funding. The application must be submitted by email to: **DNR-wetlandgrants@michigan.gov**.

No hard copies will be accepted.

The following information is required in the application to apply for this grant. The project narrative and work plan should address the WCP overall program goals and regional priorities. Quantify statements whenever possible and refer to the scoring criteria to ensure the proposal addresses the critical elements.

APPLICANT INFORMATION

- Name of Organization
- Primary Contact – the person who is the main point of contact, represents the applicant, and can answer questions regarding the application.
- Contact Information – address, email, phone number
- Project Partners (if applicable): please provide information pertaining to those that may be additional contributors or partner organizations with the applicant. The role of these organizations/individuals will be addressed in another portion of the application.

EXPERIENCE AND EXPERTISE WITH WETLAND ACQUISITION, RESTORATION, AND CREATION (50 PTS):

1. Describe the applicant's experience working with acquiring, restoring, and creating wetlands in Michigan. Other experiences, including those outside of Michigan, can be provided to support overall organizational experience.
 - Specifically, please provide experience related to:
 - Restoration or creation of ecological function pertaining to nutrient capture in wetland systems.
 - Contracting and construction oversight aspects of wetland restoration and creation.
 - Implementing acquisition projects and long-term sustainability, including operation and maintenance considerations.
 - Monitoring experience for evaluating wetland success.

FIDUCIARY AND GRANTS MANAGEMENT EXPERIENCE (10 PTS)

2. Please provide examples of the organization's experience in serving as a fiduciary organization for multiple grants.
3. Describe experience in grant management and keys to previous successes.
4. Include resumes of key staff that will be administering the WCP as attachments to the application.

PARTNERING AND COMMUNITY INVOLVEMENT (20 PTS)

5. Briefly describe your partnering experiences with the DNR, other governmental agencies, and communities. How do you plan to engage with the DNR and other governmental agencies in the planning and implementation of the WCP?
6. Please describe your plan for connecting with community partners when soliciting project proposals for the WCP.
 - Specifically, how will you ensure that the plan to advertise the opportunity to apply for grants is inclusive of all potential applicants?

WORK PLAN, PROCESS FOR PROJECT SELECTION, IMPLEMENTATION, AND TIMELINE (10 PTS)

7. Describe the process that will be used for proposal solicitation and selection.
8. Provide a schedule for the implementation of the WCP, separated into quarterly periods per year (work plan). Describe the work planned in each quarterly period of the anticipated project. This information will be used by the WCP managers to evaluate grant progress and to evaluate payment requests. Projects must be completed within the published grant timeframe. Appendix A provides details of the WCP scoring criteria to be included in the project RFP solicitation.

BUDGET NARRATIVE AND DETAILS (10 PTS)

9. Provide a budget narrative for all tasks that will be completed and reflected in the budget Excel spreadsheet.
10. Provide a budget table using the Excel spreadsheet template provided on the WCP grant webpage.
 - Provide staff information and estimated budget expenditures for staff working on the project. This section should include staff positions that will be charging time to the grant.
 - Provide detailed costs for the project (aside from staffing/fringes and indirect) for the following major budget categories: Supplies, Materials, and Equipment, Contractual Services, Grants for projects, Travel, and Other. While the itemized budget is only an estimate, budgets will be evaluated for reasonableness of costs per category and for the eligibility of items.

The completed application along with any attachments should be emailed to: **DNR-wetlandgrants@michigan.gov** by midnight (EDT) September 26, 2023.

DNR APPLICATION REVIEW PROCESS FOR FIDUCIARY SELECTION

PROJECT SCORING CRITERIA

Applications will first be reviewed for “administrative completeness” which will be conducted by the WCP Administrative Manager. This is a preliminary review to ensure that the application includes the required minimum components described above. If required information is missing, the WCP Administrative Manager may work with applicants to clarify application information. The application is provided to the WCP managers and steering committee in the next phase of review process.

For eligible proposals, the steering committee comprised of DNR, EGLE, and MDARD staff will review all fiduciary applications received and score them using the criteria below. Applications are ranked based on the final scores. Following approval of the selected applicant, and their acceptance of terms and conditions, all non-selected applicants will receive notification of the outcome.

SCORING SUMMARY	MAXIMUM SCORE
1. Experience and Expertise with Wetland Acquisition, Restoration, and Enhancement	50
2. Fiduciary and Grants Management Experience	10
3. Partnering and Community Involvement	20
4. Work Plan, Process for Project Selection, Implementation, and Timeline	10
5. Budget Narrative and Details	10
Total Maximum Score	100

PROJECT PREPARATION FOR FUNDED APPLICATIONS

GRANT AGREEMENT

After the selection process has closed, the selected fiduciary and DNR will enter into a Grant Agreement to deliver the WCP. The Grant Agreement is prepared by the DNR and includes the following key specifications (draft Grant Agreement provided on grant website; www.michigan.gov/dnr-grants):

- 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
- Details pertaining to subrecipient selection process
- Requirements associated with the ARPA funding
- Closeout

The Grant Agreement must be signed by the fiduciary/grantee and returned to the DNR within thirty (30) days of the date of issue or the grant may be cancelled by the DNR. During this 30-day period, the fiduciary/grantee is required to review the work plan and project budget to ensure they are current and correct. Changes to the work plan and/or budget need to be approved in writing as explained below. The project agreement will not be considered executed until signed by both the grantee and the DNR.

PROJECT CHANGES

Any changes to the WCP, including changes to the work plan or budget, such as adding or deleting scope items, require prior review and approval by the DNR. Grantees shall make requests in writing to the WCP Administrative Manager. Significant changes in scope, timeline, and/or costs will require a written amendment to the project agreement.

CONTRACTING AND PROCUREMENT REQUIREMENTS

The fiduciary/grantee or its subrecipients 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 or agency. The fiduciary/grantee must consult the [State of Michigan debarred vendor list](#) as well as the federal list at www.sam.gov.

RECORD RETENTION

The fiduciary/grantee/subrecipient is required to retain financial and programmatic records and supporting documents for through December 31, 2031, as outlined in draft grant agreement available on program webpage.

REPORTING REQUIREMENTS

The grantee will be required to provide quarterly project status updates and the schedule will be established within the grant agreement. The WCP Administrative Manager 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.

LAKE ERIE AND SAGINAW BAY WETLAND CONSERVATION PROGRAM RECOGNITION

The fiduciary and WCP project funded grantees are expected to include recognition of assistance received from the WCP and ARPA 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 WCP and ARPA 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 Lake Erie and Saginaw Bay Wetland Conservation Program and The American Rescue Plan Act.

PAYMENT OF GRANT FUNDS

A project agreement must be executed before a grantee can receive any grant funds. The grantee is expected to complete reimbursement requests that include supporting documentation. This will be submitted to the WCP Administrative Manager and WCP Program Manager(s) for review and approval. Contact the WCP program Administrative Manager when ready to submit your first payment request. All costs for the project that are covered by grant funds must be itemized along with appropriate documentation provided as explained in the Expenditure Documentation Requirements section.

Requests for reimbursement must be submitted at least every quarter, however, requests may be submitted more often.

The fiduciary/grantee and subsequent project grantees must be registered as vendors 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). Fiduciary and all subrecipients must also have a Unique Entity Identifier (UEI) as well.

ADVANCE PAYMENT

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

Requests for advances must be sent in writing to the WCP Administrative Manager.

EXPENDITURE DOCUMENTATION REQUIREMENTS

The following documentation is required for each type of purchase under the grant program and must be retained in grantee records and submitted with a reimbursement request in the MiGrants online system.

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?
Staff Time for Direct Activities (Refer to Exhibit A below table for example)	<ol style="list-style-type: none"> 1. Reimbursement request (MiGrants online system) 2. Timesheets or financial reports must: <ol style="list-style-type: none"> a. Be supported by a system of internal control that provides reasonable assurance that the charges are accurate; b. Reflect the total activity for which the employee was compensated, not to exceed 100% of compensated activities; c. Includes ability to track compensated activities; d. Support the distribution of the employee's salary or wages among specific cost objectives if the employee works on more than one type of award 3. Provide a brief description of the work performed by the employee on the project during the timeframe submitted. 	No
Fringe Benefits (Refer to Exhibit A below table for example)	<ol style="list-style-type: none"> 1. Reimbursement request (MiGrants online system) 2. Financial Report detailing: <ol style="list-style-type: none"> a. Fringe benefit rates (If not outlined in the financial report) b. Benefit type (ex. social security, retirement, etc.); c. Rate used for benefit type (ex. 7.56% of gross pay); d. Benefit detail only needs to be provided once per employee 	No
Purchases \$5,000 or less (including meals)	<ol style="list-style-type: none"> 1. Reimbursement request (MiGrants online system) 2. Paid receipt showing date of payment and zero balance; OR Invoice AND proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction; OR copy of front of check and corresponding bank statement) 3. Description of item use, if not apparent 	No
Purchases between \$5,000.01 and \$50,000	<ol style="list-style-type: none"> 1. Reimbursement request (MiGrants online system) 2. Paid receipt showing date of payment and zero balance; OR Invoice AND proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction; OR copy of front of check and corresponding bank statement) 	Yes, 1) Approval of specs before soliciting quotes AND 2) Approval of selected quote before award (lowest qualified)

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?
Purchases above \$50,000	<ol style="list-style-type: none"> 1. Reimbursement request (MiGrants online system) 2. Paid receipt showing date of payment and zero balance; OR Invoice AND proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction; OR copy of front of check and corresponding bank statement) 	Yes, 1) Approval of RFP before advertisement AND 2) Approval of selected bid before award (lowest qualified)

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?
Rented Equipment or Vehicles*	<ol style="list-style-type: none"> 1. Reimbursement request (MiGrants online system) 2. Paid Invoice/Receipt (which includes types of equipment, dates and hours of use, rate) showing date of payment and zero balance OR Invoice (which includes types of equipment, dates and hours of use, rate) and proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement) 3. Paid fuel receipts <p>*Reimbursement should be lesser of either 1) actual rate or 2) <u>MDOT Schedule C Equipment Rental Rates</u></p>	No
Donations or Use of Your Own Equipment (Refer to Exhibit B below table for example)	<ol style="list-style-type: none"> 1. Reimbursement request (MiGrants online system) 2. Donation letter or invoice with type of donated equipment, date, hours used, rate per hour (or MDOT rental rate and #) and total. Signed and dated by the donating agency. 3. Evidence of fair market value if MDOT rental rates do not apply 	No

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?
Mileage for personal or company vehicles* (Refer to Exhibit C below table for example)	<ol style="list-style-type: none"> 1. Reimbursement request (MiGrants online system) 2. Log that includes name of employee, date, start location, end location, and total mileage for each trip. Total of mileage charged for each employee. Total of all mileage charged <p>*Mileage reimbursement is based on State of Michigan rates for when the expense was incurred.</p>	No
Meals for employees in travel status*	<ol style="list-style-type: none"> 1. Reimbursement request (MiGrants online system) 2. Itemized receipt and proof of payment <p>*Meal reimbursement is based on State of Michigan rates for when the expense was incurred.</p>	No

Expenditure Documentation Examples:

Exhibit A: Report of Force Account Payroll

Salary: Payroll ending 08-05-13:

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

Fringe Benefits

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

Exhibit B: Report of Equipment Usage

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

Exhibit C: Mileage Expense Report

Name	Date	Purpose	From	To	Total Miles	Rate	Total
<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 WCP, and before final payment will be released, the fiduciary/grantee must submit a final report that includes all of the following documentation. This will be submitted in the MiGrants online system. Instructions for this process are forthcoming.

1. Reimbursement request for remainder of total project expenses.
2. Narrative report that includes the following information:
 - Concise summary of the completed program.
 - a. Description of the projects completed by subrecipients, with photos.
 - b. Description of issues and how they were overcome during project implementation.
 - c. Discussion 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 and other required permits, if applicable (e.g., pumphouses or sheds for equipment/electrical panels).
 - Concise summary of any post-completion activities to be carried out by the WCP project grantee (Note: Grantees are responsible for any on-going efforts needed to operate or maintain the project after it is completed. The final report must describe how the project will be maintained, including a timeline for maintenance.).
 - Final shapefiles, polygons, or maps depicting accomplished project work, if applicable.
3. Copies of written materials and/or photograph of program recognition sign that includes program recognition language (if applicable).

The fiduciary/grantee is required to submit the final report to the WCP Administrative Manager within forty-five (45) days following the end of the grant period. The DNR may conduct a final inspection to ensure that all the projects funded were completed according to the approved work plan and budget. Any discrepancies in the project or compliance issues noted at the inspection must be remedied by the grantee before the final payment is made. The cost of any remedial action required of the grantee may be the sole financial responsibility of the grantee.

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

APPENDIX A: CRITERIA FOR SELECTION OF WETLAND PROJECTS IN LAKE ERIE AND SAGINAW BAY WATERSHEDS

The following criteria are considered the minimum for use in considering WCP grant project selection. These criteria may be adapted as agreed upon by the fiduciary organization and the interagency steering committee for project selection.

ELIGIBILITY

Proposed projects need to meet all of the below eligibility criteria to be considered for funding.

1. Project is located in either the 1) Michigan portion of the Lake Erie watershed (HUC-8 subbasins: Ottawa-Stony, Raisin, St. Joseph, and Bean Creek) or 2) Saginaw Bay watershed (HUC-8 subbasins: Au Gres-Rifle, Cass, Flint, Kawkawlin-Pine, Pigeon-Wiscoggin, Pine, Saginaw, Shiawassee, and Tittabawassee).
2. Project is either an existing wetland, former wetland, or will primarily take place on hydric soils.
3. Project must be completed in entirety by October 31, 2026.
4. Grantee must agree to quarterly reporting, submitting before and after photographs, as applicable, and share a shapefile and as-builds of the completed project location with key details, including land modifications made, vegetation species lists, achieved wetland type, etc.

ALLOWABLE ACTIONS

The following types of projects are all eligible for funding and will be ranked for priority based on their water quality, recreation, education benefits, and demonstrated ability to be completed by October 31, 2026:

- Wetland restoration
- Wetland enhancement
- Wetland acquisition
- Wetland engineering
- Combination of the above.

PROJECT DETAILS

Proposed projects will be evaluated based on their ability to meet the following criteria or adjusted criteria agreed upon by the Department and fiduciary:

1. Wetland Project Type (up to 40 points out of 180 points total). Does the project include acquisition or easement? Does the project restore a former wetland, enhance an existing degraded wetland, and/or included an existing high-quality wetland? Which priority watershed is the project geographically located (i.e., Michigan's portion of the Western Lake Erie Basin or Saginaw Bay)?
 - a. For restoration projects, what are the site conditions (soils, topography, current land use) and is there a restorable location on site with hydric soils?
 - b. For enhancement projects, what functions of an existing wetland are you seeking to restore, replace, or enhance?
 - c. For protection projects, what percent of the acquisition site is wetland? Is there a threat of wetland conversion or degradation?
2. Project Outcomes (up to 40 points out of 180 points total). What is the rationale for the project? Why is the project likely to succeed? How will the project improve water quality relative to phosphorus and sediment loading (include narrative for how the project is expected to contribute to water quality goals in the Lake Erie Domestic Action Plan or Adaptive Management Plan, or other watershed plan document identified)? Will project benefit species of greatest conservation need identified in Michigan's State Wildlife Action Plan?
3. Project Context (up to 30 points out of 180 points total). What are the characteristics of the wetland project's associated catchment area? What is the current land use type(s) associated with the project? Is the project

located in one of three priority watershed identified in the Michigan's Lake Erie Domestic Action Plan (i.e., River Raisin, St. Joseph River, or Bean Creek watersheds), MDARD's priority HUC-12 subwatersheds in the WLEB (i.e., Stony Creek, South Branch River Raisin, Nile Ditch, S.S. LaPointe Drain, Headwaters Saline River), a 319-approved Watershed Management Plan, or local water quality planning document? What is the acreage of your proposed wetland footprint, and what is the acreage of its catchment area?

4. Recreation and Education Benefits (up to 30 points out of 180 points total). Will your project increase or enhance opportunities for recreation and/or education? Are you establishing or expanding public access? If yes, who do you expect to use the site and what is primary proposed use (consider proximity to existing publicly available lands, city centers, etc.)?
5. Partnership and Community Support (up to 20 points out of 180 points total). Demonstrate partnership and community support for your project? Who are the project partners and their roles, and what community partners are involved and/or support the project (attached letters of commitment and/or support, if applicable).
6. Project Timeline (up to 20 points out of 180 points total). Are there permits needed for planned work and, if so, what is the permitting status of your project? What is the total budget and are any other funding sources being leveraged? Will those funds be available to support the completion of the project within the timeline?