



Fisheries Habitat Grant Program



MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

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To find out more information on the Natural Resources Commission see

http://www.michigan.gov/dnr/0,4570,7-153-65134_65145---,00.html

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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 Fisheries Habitat Grant Program

Request for Pre-Proposals Begins.....	July 26, 2019
Pre-Proposals Due	August 30, 2019
Invitation to Submit Grant Application Packet Begins	October 4, 2019
Grant Application Packet Due.....	November 22, 2019
DNR Review & Selection Process Completed-Awards Announced by Director	Approximately April 15, 2020
Project Period Begins	Upon execution of Grant Agreement
Project Schedule	Follows work plan in Appendix A of Project Agreement
Project Period End.....	October 8, 2021
Final Project Report Due	December 8, 2021

Introduction

The Fisheries Habitat Grant Program (FHGP) was created in 2019 by combining the Aquatic Habitat Grant Program, Dam Management Grant Program, and Habitat Improvement Account into one program. Funding for these programs was derived, respectively, from the Game and Fish Protection Fund (\$1.25 M annually), State of Michigan General Funds (\$350,000 annually), and a hydropower license and settlement agreement between Consumers Energy and several entities including the Michigan Department of Natural Resources (DNR; approximately \$225,000 annually). These funding sources and their purposes are preserved in the new grant program. The grant is administered by the DNR through a cooperative effort between Fisheries Division and Grants Management Section. To facilitate the success of these efforts, the program will offer technical assistance to grantees.

Program Eligibility and Requirements

Eligible Grant Applicants

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

Grant Limits and Match Commitment Requirements

The minimum grant amount is \$25,000.00 and the maximum is the amount of funds available for which the project is eligible in this grant cycle fiscal year (typically up to \$1.825 million). Projects with similar geographic extent or addressing similar issues can be bundled into a single grant proposal package to reach the minimum grant amount. It is expected that applicants will be able to demonstrate financial means to provide for long-term maintenance on any proposed protection or rehabilitation measures.

The applicant must commit to provide at least 10% of the grant request amount as match (unless applying for a conditional commitment described below). All match necessary to complete the project must be committed at the time of submitting a full proposal. Match may be in any of the following forms:

- Applicant's own cash.
- Applicant's own force account labor, equipment, or materials.
- Donations of cash, materials, equipment, or services by others – requires letter(s) of commitment from donors at time of application.
- Other grants for a complementary scope of work – requires grant award letter(s) at time of application.

Conditional Commitments

The FHGP will allow for a limited number of high-quality projects to receive a conditional commitment for funding from future grant cycles. This will not commit any funding from the current grant cycle. The purpose of the conditional commitment is to provide “first dollars” to jump-start projects that are a high priority to the DNR, but which might otherwise be inhibited by lack of matching funds or other requirements. In many cases, the DNR conditional commitment will be accepted as matching funds for applications to other funding sources. Projects that are approved for a conditional commitment are not required to have all necessary match committed at the time of application as outlined in the section above.

Applicants will indicate in the pre-proposal whether they are applying for a conditional commitment or for funding from the current grant cycle. As a requirement of the FHGP, all applicants must discuss their project with the DNR Fisheries Biologist responsible for managing the natural resources in the affected water body. If a conditional commitment is sought, this should be a part of the DNR Fisheries Biologist discussion.

If a conditional commitment is awarded, the recipient and the DNR will agree upon the target fiscal year/grant cycle for which the project is expected to be ready for implementation. The conditional commitment may expire if the recipient cannot satisfy conditions of the commitment by the target date. **Conditional commitments are not the same as grant awards and are contingent on funds being available in future cycles.** If future funds for the FHGP are not available, this could affect whether or not an actual grant is awarded.

Projects seeking a conditional commitment must be a high priority and DNR will consider them against competitive potential future projects. It is important to discuss the option of a conditional commitment with DNR staff prior to submitting a pre-proposal to ensure that the project aligns with the intent of the conditional commitment.

Purpose, Goals, and Objectives

Purpose

The FHGP supports a variety of activities to benefit fisheries, aquatic resources, and the public, including habitat conservation for fish and aquatic species, dam removal and repair, resource assessment studies, and access to recreation.

Program goals

This program is designed to address the following goals:

- Protect intact and rehabilitate degraded aquatic resources.
- Ensure sustainable fish and aquatic organism communities that enable long-term recreational use and enjoyment and facilitate natural resource-based economies.
- Develop strong relationships and partnerships with organizations conducting aquatic habitat protection and recovery.
- Protect health and human safety threatened by aging dam infrastructure.

Objectives

The FHGP combines three themes with partially overlapping objectives; the application process will assist applicants in determining the amount of funding available for their project. The three themes and designated funding available for 2019 (pending approval of the FY2020 State budget) are expected to be:

- Aquatic habitat conservation (\$1,250,000): This theme aims to improve fish and other aquatic organism populations by protecting intact aquatic habitat and rehabilitating degraded aquatic habitat.
- Dam management (\$350,000): This theme provides funding and technical assistance to manage dam removal and repair projects that will enhance aquatic resources and fishing opportunities along with reducing infrastructure costs and improving public safety.
- Aquatic habitat and recreation in the Au Sable, Manistee, and Muskegon watersheds (approximately \$225,000): Funding to support fisheries habitat rehabilitation or enhancement, preparation of comprehensive river management plans, aquatic studies, and fisheries recreation with surface water connections to the aforementioned rivers.

Project Characteristics

- Habitat degradation threatens Michigan's fish and aquatic resources; Fisheries Division prioritizes habitat conservation that targets the causes of habitat decline. In general, habitat decline is caused by human activity that degrades connectivity, hydrology, water quality, and riparian and littoral habitat. These factors result in habitat fragmentation; impairments to sediment and material transport; abnormal hydrology; degraded dissolved oxygen, temperature, and other physiochemical conditions; poor riparian and littoral habitat; loss of natural habitat; and degraded biological communities.
- Habitat conservation projects that address the causes of habitat decline listed above may for example include riparian land management; natural lake level restoration; aquatic organism passage; water quality improvement; watershed-based approaches to improve the quantity and quality of water; habitat conservation demonstration projects; restoration of stream function; addition of structural habitats such as woody habitat or aquatic vegetation; removal of culverts, dams, and other barriers to aquatic organism passage; assessments to inform on-the-ground conservation projects; and other projects on a case-by-case basis.
- Fisheries Division has undertaken an extensive effort to identify high priority habitat conservation projects. We highly encourage applications that address priorities on the Fisheries Habitat Priority list but will consider other proposals. The list can be found at: https://www.michigan.gov/documents/dnr/DNR-Fisheries-PriorityHabitatConservationProjects_661597_7.pdf
- All projects should be appropriate to future conditions expected due to climate change.
- Projects that address habitat improvement primarily benefiting rivers, inland lakes, wetlands, and other aquatic habitats outside of the Great Lakes are encouraged.
- All applicants are required to discuss their project proposal with the DNR Fisheries Biologist responsible for managing the natural resources in the affected water body.

- Grant requests to these programs are expected to range greatly within and among the aquatic habitat conservation theme (\$25,000 - \$450,000), dam management theme (\$40,000 - \$350,000), and aquatic habitat and recreation in the Au Sable, Manistee, and Muskegon watersheds (\$25,000 - \$400,000) based on past projects. Requests up to the maximum available eligible funding will be considered, including projects that meet the qualifications of all three theme areas.

Eligible Projects

All projects must occur on or directly benefit public waters. Public waters are those: a) with legal public access through public lands or public access sites; b) with a permanent inflow or outflow to other waters; or c) that have been stocked with fish from the DNR's (or its predecessors') hatcheries. Priority will be given to projects on public waters with legal public access.

Additionally, projects must be eligible for their requested funding theme(s):

Dam management

- Dam removal
- Dam removal with stream restoration
- Dam rehabilitation projects where safety concerns exist

Aquatic habitat conservation

- Habitat restoration, protection, and assessment/monitoring projects focused on fish and aquatic resources (*This includes habitat conservation projects such as those listed on Page 3*)

Aquatic habitat and recreation in the Au Sable, Manistee, and Muskegon watersheds

- Restoration (including dam removal), protection, research, and assessment/monitoring (*This includes habitat conservation projects such as those listed on Page 3*)
- Fisheries recreation

Note: Engineering studies for dam removals on high priority dams can be eligible under all themes.

Eligible Costs

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

Categories of eligible costs include:

- Salaries/wages (including fringe benefits) for on the ground paid labor costs and/or project administration.
- Donated services (credited at professional wage).
- Volunteer labor (credited at minimum wage).
- Mileage for compensated workers when using personal vehicle for project travel valued at the State of Michigan travel rate at the time the expense was incurred.
- Meals for compensated workers when working outside their normal work area valued at the State of Michigan travel rate at the time the expense was incurred.
- Onsite group meals for volunteer laborers.
- Tuition.
- Materials specific to the funded project (purchased or donated).
- Contractual services (see Contracting and Procurement Requirements on pgs. 17-18).
- Indirect costs charged by contractual vendors (no greater than 10% of total contract cost).

- Reasonable grantee overhead/indirect costs (e.g., office supplies and materials, rent, utilities) (no greater than 10% of total project cost) (**note: salaries/wages are not eligible as overhead/indirect costs**).
- Equipment (purchased, donated, or rented). Purchased equipment may not exceed \$500 per unit. If equipment is purchased in pieces and assembled, the total of the pieces used in assembly may not exceed \$500.
- Fuel costs for equipment used during project construction (if not using MDOT Schedule “C” rates 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 except for 100% engineering projects) incurred up to 1 year prior to the project period specified in the project agreement or amendment (**note: pre-agreement costs are at your own risk and will not be reimbursed if a grant is not awarded.**)

Ineligible Projects

Projects with a scope of work outside a theme are not eligible for support from that theme. Additionally, the following types of projects are also not eligible:

- Routine maintenance activities.
- Projects on private waters.
- Projects that are currently in litigation and/or mitigation.
- Land acquisition and/or easements (please note that funding for acquisition/easement projects is currently under review).

Ineligible Costs

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

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

Applying for a Fisheries Habitat Grant

Grant applicants **are required** to consult with the Fisheries Division Management Unit staff for the project area to ensure the formulation of a high-quality project and proper completion of the grant pre-proposal and subsequent complete application if applicable. Documentation such as email correspondence or a summary of a phone conversation must be provided with the pre-proposal to demonstrate that communication with the appropriate DNR staff has occurred. Refer to the map and contact information in Appendix B at the back of this handbook to locate the appropriate management unit.

Pre-Proposal Process

The initial step in the application process will be for applicants to complete and submit a pre-proposal form for review by Fisheries Division staff for the project area. Instructions and requirements are included within the pre-proposal form. Pre-proposals should be emailed to the FHGP Program Manager at kosloskic3@michigan.gov. The deadline for submissions is August 30, 2019. Late submissions will not be considered.

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

Instructions for Completing Full Application

Eligible and competitive pre-proposals will be invited to submit a full application. The invitation will include the 2019 FHGP Workbook and Full Application form. Assembling the information needed to submit a complete application package takes time - it is important to start the process as early as possible.

2019 FHGP Workbook

Detailed instructions on how to complete the 2019 FHGP Workbook are included in the Workbook and are also available in PDF format on the FHGP website.

***Only the Application Information, Budget, and Personnel Details tabs need to be filled out during the application. The remaining tabs in the Workbook are locked and will only be used if the project is awarded a grant.*

2019 FHGP Full Application Form

Detailed instructions on how to complete the Full Application are included in the form.

Application Submission

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 must be in the form of a USB drive. Applications must be postmarked no later than November 22, 2019. Late applications will not be considered for funding.

Mail to:

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

Application Forms

Grant applications must be submitted on current DNR forms for the FHGP. Application forms will be provided to applicants that are invited to submit a full application packet. If invited to submit more than one project for funding consideration, complete separate application forms and include all required information for each project.

Required content for all full application packets:

- ☐ **FHGP Workbook** completed and signed
- ☐ **Full Application Form**
- ☐ **Project location map(s)**
- ☐ **Documentation of committed match fund sources (e.g. monetary, donation, or grant award letters)**
- ☐ **Photographs of the site** (digital images submitted on USB drive are preferred over paper photos)
- ☐ **Correspondence regarding regulatory permitting issues**, if applicable
- ☐ **Proof of consultation with the DNR Fisheries Biologist responsible for managing the affected water body is required in the form of an email or summary of a phone conversation. Fisheries Biologists' contact information can be found here: https://www.michigan.gov/dnr/0,4570,7-350-79136_79236_80245---,00.html**
- ☐ **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**
- ☐ **Landowner authorization letter if the work to be done is not located on applicant's own property. Example letters are included in Appendices C and D.**
- ☐ **Any additional relevant documentation such as support letters, sampling data, design plans, invasive species plans, etc.**
- ☐ **Electronic version of Grant Application** submitted on USB drive

Grant Review Process

DNR Application Review Process

A DNR committee reviews all applications by assigning a qualitative score to all narrative questions, identifying overall strengths and weaknesses of each project, and assigning an overall score based on committee consensus. These scores are used to rank projects for funding recommendations to the Fisheries Division's Management Team and to the DNR Director.

Ineligible Applications

Ineligible applications are those which are submitted after the due date, those with scope of work items outside of the eligible items for theme, and/or those that provide insufficient committed funds (if applying for funding from the current grant cycle). Applications not submitted on the proper forms, or that are incomplete may also be considered ineligible for funding assistance.

An "administrative completeness review" will be completed once full applications are submitted. Applicants will have an opportunity to provide any missing documentation/information identified during this review. This review only ensures that the required information is included. Applications may be determined ineligible even if they pass the administrative completeness review.

Special Notes

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

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

Grantees are responsible for obtaining all necessary local, state and federal permits for the completion of projects approved for funding through the FHGP. Contact regulatory agencies well in advance of applying for a grant to determine “permit-ability” of the proposed project and to avoid delays if the project is funded. Apply for permits prior to any anticipated construction activities. This can be done upon DNR grant award notification for the project or as otherwise directed by the DNR. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

Local agencies may include:

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

State agencies may include:

- State Historic Preservation Office (MSHDA) (www.michigan.gov/mshda)
- Michigan Department of Environmental Quality (www.michigan.gov/deq)
- Michigan Department of Natural Resources (www.michigan.gov/dnr)
- Michigan Department of Community Health (www.michigan.gov/mdch)
- Michigan Department of Transportation (www.michigan.gov/mdot)
- Michigan Department of Agriculture and Rural Development (www.michigan.gov/mda)

Tribal governments may include any federally recognized tribe.

Federal agencies may include:

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

Project Preparation for Funded Applications

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

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

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

Project Agreements and Conditional Commitments

After the selection process, the next step is to enter into a project agreement or conditional commitment for the grant funding.

The project agreement is prepared by the DNR and includes the following key provisions:

- 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.

Conditional commitments are also prepared by the DNR but do not include actual signatures, as no funds are obligated as a part of this process. The conditional commitment will outline the pertinent details related to the project such as:

- Outstanding items required for project completion potentially including the current estimated funding gap, necessary and outstanding landowner permissions, and/or other required project components
- Sources of match funds and timing
- Expected fiscal year/grant cycle the project will be ready to implement

The following conditions will be included

- Future funding is contingent on fund availability for the FHGP (reductions or eliminations are possible)
- DNR will be included in design review as the design progresses
- Any specific/pertinent details relating to the project

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 FHGP Coordinator and FHGP Program Manager. Significant changes, including all project completion extensions, will require a written amendment to the project agreement.

Contracting/Purchasing and Design Review Requirements

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

For purchases of materials and contract awards of over \$5,000 up to \$10,000, a minimum of three quotes must be solicited. Purchases of materials or contract awards of greater than \$10,000 must be advertised and competitively bid. The lowest qualifying quote or bid source must be awarded the purchase or work item(s).

The process of obtaining quotes or bids starts with development of quote or bid documents (i.e., plans, specifications, etc.), which **must be approved by the DNR prior to solicitation**. DNR should be involved early on in the design process (if possible), so that all parties are in agreement before final design stages are reached. Ideally, DNR would like to review 30%, 60%, and 100% engineering design, although if these design stages are not part of the project they are not required. When you receive DNR approval, you can then solicit quotes and/or advertise for bids. After the bid process has been started, in most situations the bid items cannot be altered, nor can negotiations take place; however, there are times when bids are received that are much higher than anticipated. The following options can be pursued in this situation, but you must be sure to keep the FHGP Program Manager informed of your actions. These options include:

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

The DNR must approve your choice of contractor or vendor when the contract or purchase exceeds \$5,000. The award must go to the lowest qualified bid or quote. Use the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) found on the FHGP 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. **DNR approval of quote or bid award selection is necessary before awarding the quote or bid.**

If you have reason to reject the lowest bid, you must submit your written justification with form PR1911-1 and receive written approval 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 may re-bid the contract or solicit more quotes. If you believe there are circumstances that will prevent you from 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. Refer to the “Special Notes” in the previous section of this handbook for a list of possible agencies to contact. This list is not meant to be comprehensive and other agencies may need to be contacted depending on the nature of the project. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

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

Record Retention

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

Project Reporting Requirements

Grantees will be required to provide project status updates based on the schedule in the table below. Reminders will be sent two weeks prior to the due dates.

YEAR	DATE	REQUIRED INFORMATION
2020	10/16	Summary of accomplishments and expenditures (Template Provided)
2021	4/16	Summary of accomplishments and expenditures (Template Provided)
2021	12/8	Final Report (See Final Report requirements)

For projects that receive an extension, biannual progress reporting requirements will apply.

The project status update is expected to consist of a written update including progress and expenditures to date (summary of expenditures is sufficient). These will need to be emailed to both the FHGP Program Manager and FHGP Coordinator.

Fisheries Habitat Grant Program Recognition

Grantees are expected to include recognition of assistance received from the FHGP 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 FHGP 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
Fisheries Habitat Grant Program*

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

Payment of Grant Funds

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 FHGP Coordinator and FHGP Program Manager for review and approval. Detailed instructions on how to complete the Reimbursement Request are included in the Workbook and are also available as a PDF on the FHGP 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.

DNR will only make payments on scope items identified as being covered by the grant in the original application budget. Documentation of match will be required but will not trigger a 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).

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 FHGP 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 2019 FHGP Workbook.

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?	FORMS REQUIRED
Staff Time for Direct Activities	1) Fill in Workbook. 2) 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 compensated 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.	No	Workbook
Fringes	1) Fill in Workbook. 2) Financial Report detailing fringe rates: 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	Workbook

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?	FORMS REQUIRED
Purchases \$5,000 or less (including meals)	1) Fill in Workbook. 2) Paid Receipt showing date of payment and zero balance OR Invoice AND proof of payment (paid invoice from company, credit card receipt, cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement). 3) Description of item use if not apparent.	No	Workbook
Purchases between \$5,000.01 and \$10,000	1) Fill in Workbook. 2) Approved PR1911-1. 3) Paid Receipt showing date of payment and zero balance OR Invoice AND proof of payment (paid invoice from company, credit card receipt, cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement).	Yes: 1) Approval of specs <u>before soliciting quotes</u> AND 2) Approval of selected quote <u>before award</u> (lowest qualified)	Workbook PR1911-1
Purchases \$10,000.01 and above	1) Fill in Workbook. 2) Approved PR1911-1. 3) Paid Receipt showing date of payment and zero balance OR Invoice AND proof of payment (paid invoice from company, credit card receipt, cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement).	Yes: 1) Approval of RFP/ITB <u>before advertisement</u> AND 2) Approval of selected bid <u>before award</u> (lowest qualified)	Workbook PR1911-1
Rented Equipment or Vehicles	1) Fill in Workbook. 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) Fuel receipts.	No	Workbook
Donations – Volunteer Services	<u>Volunteer Labor (minimum wage)</u> 1) Fill in Workbook. 2) Sign in sheet containing: <ul style="list-style-type: none"> - Date - Hours - Current minimum wage charged - Total cost charged to project - Signature of Volunteer - Signature of project supervisor 	No	Workbook

EXPENSE TYPE	EXPENDITURE DOCUMENTATION REQUIRED	PRE-APPROVAL NECESSARY?	FORMS REQUIRED
	<u>Skilled Labor (professional operating in their professional capacity)*</u> 1) Fill in Workbook. 2) Cover letter with dates and hours of work, hourly rate, total amount charged and signature of laborer. *Must be an integral and necessary part of the project.	No	Workbook
Donations – Supplies, Materials	1) Fill in Workbook. 2) Donation letter or invoice with amount of donated material, rate per unit, and total. Signed and dated by the donating agency. 3) Evidence of fair market value (e.g. internet evidence of local purchase, rental rates, etc.).	No	Workbook
Donations or use of your own Equipment	1) Fill in Workbook. 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	Workbook
Mileage for personal or company vehicles*	1) Fill in Workbook. 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. *Mileage reimbursement is based on State of Michigan rates for when the expense was incurred.	No	Workbook
Meals for employees in travel status*	1) Fill in Workbook. 2) Itemized receipt and proof of payment. *limited to State of Michigan meal rates and regulations, universities may use established per diems (must provide per diem policy).	No	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
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
<i>Social Security</i>	7.65%	\$XXXX
<i>Retirement</i>	XXXX	\$XXXX
<i>Health Insurance</i>	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 #
<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>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>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>47.405</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>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 steps taken to complete the project;
 - Concise summary of the final project scope;
 - Statement signed by the grantee that the project has been completed according to the work plan and budget approved by the DNR;
 - Copy of certificates of compliance with local building codes, if applicable;
 - Concise summary of any post-completion activities to be carried out by the grantee (Note: Grantees are responsible for any on-going efforts needed to maintain the project after it is completed. The final report must describe how the project will be maintained).
3. Copies of photographs of the site before and after project completion, with permission to use in DNR promotional materials and attribution for the photographs. Individual files are preferred as opposed to integrating photographs into the narrative.
4. Final Completion Scorecard (available on the DNR FHGP website).
5. Copies of written materials and/or photograph of program recognition sign that includes program recognition language (if applicable).

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

The DNR will 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: Wildlife Action Plan Focal Species of Greatest Conservation Need

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

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

Appendix B: Fisheries Division Management Units



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

Appendix C: Example of Private Landowner Authorization Letter

March 18, 2019

County Conservation District
5678 Your Rd.
My Town, MI

RE: Permission for Fisheries Habitat Grant work

Dear Mr. Green,

I Fred Bear, as landowner of the property located at 12345 My Way Dr., Your Town, MI, authorize County Conservation District to perform Fisheries Habitat improvement work on my property as outlined in their Fisheries Habitat Grant Agreement with the Michigan Department of Natural Resources. A copy of the deed/most recent tax statement showing the parcel number, legal description and ownership is attached.

Thank you.

Fred Bear, Landowner

Appendix D: Example of Public Landowner Authorization Letter

March 18, 2019

County Conservation District
5678 Your Rd.
My Town, MI

RE: Permission for Fisheries Habitat Grant work

Dear Mr. Green,

I Joe Black, as an authorized representative for the County, confirm that the project property is owned by the County and as such, authorize County Conservation District to perform Fisheries Habitat improvement work on the property as outlined in their Fisheries Habitat Grant Agreement with the Department of Natural Resources.

Thank you.

Joe Black, County Supervisor

Appendix E: Volunteer Labor Sign-In and Time Record



Michigan Department of Natural Resources – Grants Management

VOLUNTEER LABOR SIGN-IN AND TIME RECORD

This information is required by authority of Part 5 of Act 451, P.A. of 1994, as amended, to receive payment.

GRANTEE: Volunteer hours must be documented. Grantee should provide this sign-in sheet at the project work site for volunteers to certify their time. Please use additional sheets as necessary. Grantee's Representative shall sign and submit this sign-in sheet with reimbursement request.

PLEASE PRINT.

Project Name (as listed on Project Agreement)	Project Number (per Project Agreement)
Grantee	Name and Title of Grantee Representative

VOLUNTEER(S): Print all information and initial each entry to certify the information listed is correct.

NAME	ACTIVITY DESCRIPTION	DATE	HOURS	INITIALS OF VOLUNTEER

GRANTEE REPRESENTATIVE CERTIFICATION

I certify that the above information including all attachments is complete and accurate to the best of my knowledge.

Grantee Representative Signature & Date

SUBMIT THIS COMPLETED RECORD WITH REIMBURSEMENT REQUEST.

PR1943 (05/19/2016)