



# **2014**

# **WILDLIFE HABITAT**

# **GRANT PROGRAM**

# **HANDBOOK**

**Michigan Department of Natural Resources**  
**Wildlife 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.

To find out more information on the Natural Resources Commission see  
[http://www.michigan.gov/dnr/0,4570,7-153-65134\\_65145---,00.html](http://www.michigan.gov/dnr/0,4570,7-153-65134_65145---,00.html)

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, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing MI 48909-7925.

This publication is available in alternative formats upon request.

# TABLE OF CONTENTS

SCHEDULE FOR WILDLIFE HABITAT GRANT PROGRAM .....	1
INTRODUCTION.....	2
GRANT PROGRAM ELIGIBILITY AND REQUIREMENTS .....	2
APPLICATION PROCESS .....	4
INSTRUCTIONS FOR COMPLETING APPLICATION (PR1946).....	4
GRANT SCORING CRITERIA .....	7
DNR APPLICATION REVIEW PROCESS .....	7
SPECIAL NOTES .....	11
PROJECT PREPARATION FOR FUNDED APPLICATIONS.....	12
PROJECT AGREEMENTS.....	12
PROJECT CHANGES AND EXTENSIONS .....	12
CONTRACTING AND PROCUREMENT REQUIREMENTS .....	12
PERMITS, BUILDING CODES AND AMERICANS WITH DISABILITIES ACT.....	13
PROJECT REPORTING REQUIREMENTS.....	13
WILDLIFE HABITAT GRANT PROGRAM RECOGNITION .....	13
PAYMENT OF GRANT FUNDS.....	14
REPORTING FORCE ACCOUNT LABOR AND EQUIPMENT .....	14
DOCUMENTING DONATIONS.....	16
PROJECT COMPLETION AND FINAL REPORT .....	17
APPENDIX A: WILDLIFE DIVISION MANAGEMENT UNITS .....	22
APPENDIX B: NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL .....	23

## **SCHEDULE FOR WILDLIFE HABITAT GRANT PROGRAM**

Request for Proposals Begin.....February 1, 2014

Grant Application Due.....March 1, 2014

DNR Review & Selection Process Completed-Awards Announced by Director.....April 1, 2014

Project Period Begins.....Upon execution of Grant Agreement

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

Project Period Ends.....September 30, 2014

Final Project Report Due.....by November 14, 2014

# INTRODUCTION

The Wildlife Habitat Grant Program (WHGP) began in October 2013 and will be funded with a portion of hunting and fishing licenses that are sold each year. The WHGP's purpose is to provide funding to local, state, federal and tribal units of government, profit or non-profit groups, and individuals to assist the Wildlife Division with developing or improving wildlife habitat for game species. The WHGP is administered by the Michigan Department of Natural Resources (DNR) through a cooperative effort between Wildlife Division and Grants Management.

## GRANT PROGRAM ELIGIBILITY AND REQUIREMENTS

### Eligible Grant Applicants

Any local, state, federal or tribal units of government, profit or non-profit groups, or individuals in Michigan who will commit to maintain the area to be improved for the useful life of the project may apply for a Wildlife Habitat Grant. Useful life is defined on a case by case basis as the period of time during which an improvement is capable of fulfilling its intended purpose with adequate, routine maintenance. Possible useful life examples for projects would be: 1-3 years for wildlife food plots and 10 years for perennial herbaceous plantings.

### Grant Limits and Match Requirements

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

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
- ❖ 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

The main goal of this program is to enhance and improve the quality and quantity of game species habitat in support of specific goals from the Wildlife Division's strategic plan, The GPS.

Those goals are:

- ❖ GPS Goal 2 – Manage habitat for sustainable wildlife populations in a changing environment
- ❖ GPS Goal 4 – Increase public participation, acceptance, and support of hunting and trapping and increase participation in non-consumptive wildlife-related recreation

### Program Objectives and Priorities

The key objectives/strategies and priorities addressed by this program are:

- ❖ GPS Goal 2 – Manage habitat for sustainable wildlife populations in a changing environment
  - Objective 2.1/Strategy 2.1.3 – Develop coordinated statewide and regional approaches to managing habitat/Manage habitat on wildlife areas to support featured species management targets and to demonstrate habitat improvement techniques to conservation partners.
    - Priorities for FY2014 include:
      - Enhancing existing game species habitat areas for the purpose of improved hunting, trapping and/or viewing
      - Developing new game species habitat areas for the purpose of improved hunting, trapping and/or viewing

- ❖ GPS Goal 4 – Increase public participation, acceptance, and support of hunting and trapping and increase participation in non-consumptive wildlife-related recreation
  - Objective 4.2 – Provide ongoing support for hunting and trapping recruitment efforts
  - Objective 4.4 – Provide access to an additional 20,000 acres of land for public hunting and trapping recreation
  - Objective 4.5 – Increase participation in non-consumptive wildlife-based outdoor recreation by 10%
    - Priorities for FY2014 include:
      - Increasing the amount of quality game species habitat accessible to the public for hunting, trapping, and/or viewing
      - Increasing the amount of quality game species habitat to promote outdoor recreation, hunting, trapping, and mentoring programs

### Eligible Projects

- ❖ Projects that will enhance the quality of existing game species habitat
- ❖ Projects that will create new high quality game species habitat

### Eligible Costs

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

- ❖ Salaries/wages (including fringe benefits) for paid labor costs or project administration
- ❖ Donated services/volunteer labor (credited at minimum wage)
- ❖ Onsite group meals for volunteer laborers
- ❖ Materials (purchased or donated)
- ❖ Contractual services (must be competitively bid if \$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 Wildlife Habitat Grant support. Within the focus area, the following types of projects are also not eligible:

- ❖ Land acquisition or acquisition of rights in land
- ❖ Projects located outside of the state of Michigan
- ❖ Projects where landowner approval has not been obtained
- ❖ Projects where the primary habitat improvement or development is for agricultural purposes

## Ineligible Costs

For all projects, the following items are examples of costs that 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.
- ❖ Salaries/wages not directly related to the project
- ❖ Meals, lodging, or mileage for compensated workers
- ❖ Lodging or mileage for volunteer laborers
- ❖ Conference fees and speaker fees

## APPLICATION PROCESS

### Application Due Date

Provide **two (2)** copies of each grant application packet to the DNR, Grants Management Section, Wildlife Habitat Grant Program. Mailed applications must be postmarked no later than March 1, 2014. Late applications will not be considered for funding.

### Application Forms

Grant applications must be submitted on a current DNR form for the WHGP. Forms may be downloaded from the Michigan DNR website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants). If submitting more than one project for funding consideration, complete a separate application form and include all required information for each project.

## INSTRUCTIONS FOR COMPLETING APPLICATION (PR1946)

### Part I: General Information

The Authorized Representative is a person who represents the applicant, is able to answer questions regarding the application, and will oversee project administration if a grant is awarded.

The Federal Employer Identification Number is required and allows the DNR to make grant payments to the Grantee. Please provide the employer ID number for the applicant organization. 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](http://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:**

- Wildlife Habitat Grant Program Application** (PR1946) – two (2) copies fully completed and signed;
- Application narrative** – two copies;
- Site development plan** – two copies;
- Project location map** – two copies;
- Documentation of local match sources** – two copies (i.e., monetary commitment letters, donation commitment letters, grant award letters, etc.)
- Photographs of the site** – two copies (digital images submitted on CDs or USB drives are preferred over paper photos)
- Draft easement or other agreement**, if applicable – two copies
- Correspondence regarding regulatory permitting issues**, if applicable – two copies
- Deed indicating property ownership** – two copies
- Property owner(s) consent letter**, if applicant is not property owner – two 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 that 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 applicant, an estimate of the cost for its operation can be obtained from the Michigan Department of Transportation (MDOT) Equipment Rental Rates, Schedule C, Report 375 booklet for the year in which the equipment was used. Booklets can be obtained from the MDOT Maintenance Division by calling 517-322-3303 (TTY/TDD: 711 Michigan Relay Center) or writing to them at 6333 Old Lansing Road, Lansing, MI 48917, [www.michigan.gov/documents/mdot/2013\\_Schedule\\_C\\_Rental\\_Rates\\_432702\\_7.pdf](http://www.michigan.gov/documents/mdot/2013_Schedule_C_Rental_Rates_432702_7.pdf) 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
<b>A. PERSONNEL COSTS:</b>		
<b>SALARIES/WAGES</b>		
<i>(# of workers x rate per hour x total hours)</i>		
10	x 10 x 200	\$20,000
<b>PERSONNEL COSTS SUBTOTAL</b>		\$20,000
<b>B. MATERIAL &amp; EQUIPMENT:</b> (List each piece of equipment, rate/hour, material and cost/quantity)		
<i>Equipment</i>	<i>Rate/Hour</i>	
Backhoe (200 hrs)	\$100	\$20,000
Truck (100 hrs)	\$ 65	\$6,500
<i>Qty</i>	<i>Material</i>	<i>Cost</i>
500	Stone (cu yd)	\$10/cu yd
<b>MATERIAL &amp; EQUIPMENT SUBTOTAL</b>		\$31,500
<b>C. CONTRACTUAL ITEMS: (List by Bid Item)</b>		
Plant vegetation		\$2,000
<b>CONTRACTUAL SUBTOTAL</b>		\$2,000
<b>D. OTHER:</b>		
MDEQ permit application fees		\$500
<b>OTHER SUBTOTAL</b>		\$500
<b>TOTAL ESTIMATED PROJECT COST</b>		\$54,000

**Part III: Work Plan**

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

**Part IV: Need and Benefit**

This section is important for the DNR’s evaluation and scoring of the project. Be sure to relate the proposed project to the overall objectives and priorities of the WHGP. Briefly explain any coordinated efforts within the project area 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 the grant must sign here. Be sure to clearly print or type the person’s full name and title.

## GRANT SCORING CRITERIA

### DNR APPLICATION REVIEW PROCESS

The DNR reviews all grant applications and 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
<b>1. PROJECT PURPOSE</b>	<b>200</b>
<b>2. PROJECT METHODS</b>	<b>50</b>
<b>3. PROJECT MANAGEMENT &amp; LIKELIHOOD OF SUCCESS</b>	<b>120</b>
<b>4. PUBLIC INVOLVEMENT</b>	<b>50</b>
<b>5. COMMUNITY ENRICHMENT</b>	<b>100</b>
<b>TOTAL MAXIMUM SCORE</b>	<b>520</b>

1. PROJECT PURPOSE (200 MAXIMUM SCORE)	MAXIMUM SCORE
<p>A. What proportion of the proposed project helps the Division meet GPS Goal 2 – Manage habitat for sustainable wildlife populations in a changing environment?</p> <ul style="list-style-type: none"> <li>• 40 = Entire proposed project meets program goal</li> <li>• 20 = Some of the proposed project meets program goal</li> <li>• 0 = None of the proposed project meets program goal</li> </ul>	40
<p>B. What proportion of the proposed project helps the Division meet GPS Objective 2.1/Strategy 2.1.3 – Develop coordinated statewide and regional approaches to managing habitat/Manage habitat on wildlife areas to support featured species management targets and to demonstrate habitat improvement techniques?</p> <ul style="list-style-type: none"> <li>• 40 = Entire proposed project meets program objective</li> <li>• 20 = Some of the proposed project meets program objective</li> <li>• 0 = None of the proposed project meets program objective</li> </ul>	40
<p>C. What proportion of the proposed project helps the Division meet its FY14 priorities for:</p> <p>&gt;Enhancing existing game species habitat areas for the purpose of improved hunting, trapping and/or viewing, or</p> <p>&gt;Developing new game species habitat areas for the purpose of improved hunting, trapping and/or viewing?</p> <ul style="list-style-type: none"> <li>• 20 = Entire proposed project meets program priorities</li> <li>• 10 = Some of the proposed project meets program priorities</li> <li>• 0 = None of the proposed project meets program priorities</li> </ul>	20
<p>D. What proportion of the proposed project helps the Division meet GPS Goal 4 – Increase public participation, acceptance, and support of hunting and trapping and increase participation in non-consumptive wildlife-related recreation?</p> <ul style="list-style-type: none"> <li>• 20 = Entire proposed project meets program goal</li> <li>• 10 = Some of the proposed project meets program goal</li> <li>• 0 = None of the proposed project meets program goal</li> </ul>	20

<p>E. What proportion of the proposed project helps the Division meet GPS Objective 4.2 – Provide ongoing support for hunting and trapping recruitment efforts?</p> <ul style="list-style-type: none"> <li>• 20 = Entire proposed project meets program objective</li> <li>• 10 = Some of the proposed project meets program objective</li> <li>• 0 = None of the proposed project meets program objective</li> </ul>	20
<p>F. What proportion of the proposed project helps the Division meet GPS Objective 4.4 – Provide access to an additional 20,000 acres of land for public hunting and trapping recreation?</p> <ul style="list-style-type: none"> <li>• 20 = Entire proposed project meets program objective</li> <li>• 10 = Some of the proposed project meets program objective</li> <li>• 0 = None of the proposed project meets program objective</li> </ul>	20
<p>G. What proportion of the proposed project helps the Division meet GPS Objective 4.5 – Increase participation in non-consumptive wildlife-based outdoor recreation by 10%?</p> <ul style="list-style-type: none"> <li>• 20 = Entire proposed project meets program goal</li> <li>• 10 = Some of the proposed project meets program objective</li> <li>• 0 = None of the proposed project meets program objective</li> </ul>	20
<p>H. What proportion of the proposed project helps the Division meet its FY14 priorities for: &gt;Increasing the amount of quality game species habitat accessible to the public for hunting, trapping, and/or viewing, or &gt;Increasing the amount of quality game species habitat to promote outdoor recreation, hunting, trapping, and mentoring programs?</p> <ul style="list-style-type: none"> <li>• 20 = Entire proposed project meets program priorities</li> <li>• 10 = Some of the proposed project meets program priorities</li> <li>• 0 = None of the proposed project meets program priorities</li> </ul>	20
<b>Maximum Possible Score (A + B + C + D + E + F + G + H)</b>	<b>200</b>
<b>2. PROJECT METHODS (50 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>A. Project Methods - Does the project use proven approaches and include an evaluation component?</p> <ul style="list-style-type: none"> <li>• 50 = Yes, proven approaches and evaluation component</li> <li>• 40 = New techniques or approaches with an evaluation component</li> <li>• 30 = Proven approaches with no clear evaluation component</li> <li>• 25 = New techniques or approaches with no clear evaluation component</li> <li>• 0 = No</li> </ul>	50
<b>Maximum Possible Score (A)</b>	<b>50</b>
<b>3. PROJECT MANAGEMENT AND LIKELIHOOD OF SUCCESS (120 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>A. What are the available secured match funds?</p> <ul style="list-style-type: none"> <li>• 30 = Applicant has &gt; 70% eligible matching funds</li> <li>• 25 = Applicant has 51-70% eligible matching funds</li> <li>• 20 = Applicant has 31-50% eligible matching funds</li> <li>• 15 = Applicant has 21-30% eligible matching funds</li> <li>• 10 = Applicant has 11-20% eligible matching funds</li> <li>• 0 = Applicant has 10% eligible matching funds</li> </ul>	30

<p>B. What are the Applicant and project team's collective experience and capacity to lead the proposed project?</p> <ul style="list-style-type: none"> <li>• 30 = Applicant and team fully capable of project with clear demonstrated experience in area</li> <li>• 20 = Applicant and team likely capable of the project although they may have limited experience</li> <li>• 10 = Applicant and team's ability is unclear or may have limited ability without assistance to complete project</li> <li>• 0 = Applicant and team are unlikely to have the ability to complete project</li> </ul>	30	
<p>C. Is the requested project funding sufficient to complete the proposed work?</p> <ul style="list-style-type: none"> <li>• 30 = Requested project funding is completely sufficient to complete proposed work</li> <li>• 20 = Requested project funding is likely sufficient to complete proposed work</li> <li>• 10 = Unclear if requested project funding is sufficient to complete proposed work</li> <li>• 0 = Requested project funding inadequate to complete proposed work</li> </ul>	30	
<p>D. Does the applicant have an operation and maintenance plan and dedicated funding in place beyond this grant for the useful life of the project?</p> <ul style="list-style-type: none"> <li>• 30 = Operation and maintenance plan is completely adequate for the project area and dedicated funding in place beyond the grant</li> <li>• 20 = Operation and maintenance plan is completely adequate for the project area but dedicated funding beyond the grant is unclear or inadequate</li> <li>• 10 = Dedicated funding beyond this grant is in place but the operation and maintenance plan is inadequate or unclear for the project area</li> <li>• 0 = Operation and maintenance plans and dedicated funding are not available or provided</li> </ul>	30	
<b>Maximum Possible Score (A + B + C + D)</b>		<b>120</b>
<b>4. PUBLIC INVOLVEMENT (50 MAXIMUM SCORE)</b>		<b>MAXIMUM SCORE</b>
<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"> <li>• 50 = 10 or more</li> <li>• 25 = 5 - 9</li> <li>• 10 = 1 - 4</li> <li>• 0 = 0</li> </ul>	50	
<b>Maximum Possible Score (A)</b>		<b>50</b>
<b>5. COMMUNITY ENRICHMENT (100 MAXIMUM SCORE)</b>		<b>MAXIMUM SCORE</b>
<p>A. Community Benefits - Does the project provide additional community benefits (e.g., community revitalization, public recreational opportunities such as hunting or wildlife viewing)?</p> <ul style="list-style-type: none"> <li>• 50 = 10 or more</li> <li>• 25 = 5 - 9</li> <li>• 10 = 1 - 4</li> <li>• 0 = 0</li> </ul>	10	
<p>B. Does the project currently provide or will it provide free public access to improved habitat??</p> <ul style="list-style-type: none"> <li>• 30 = Yes</li> <li>• 0 = No</li> </ul>	30	

<p>C. Is the habitat to be improved currently open to the general public, persons with disabilities, and past or present military veterans for the purpose of game species hunting, trapping and/or viewing or will it be upon completion of the project?</p> <ul style="list-style-type: none"> <li>• 30 = Habitat to be improved is currently open to the general public, persons with disabilities, and past or present military veterans for the purpose of game species hunting, trapping and/or viewing and will continue to be after project completion</li> <li>• 15 = Habitat to be improved will be open to the general public, persons with disabilities, and past or present military veterans for the purpose of game species hunting, trapping and/or viewing after project completion</li> <li>• 0 = Habitat to be improved is not currently open to the general public, persons with disabilities, and past or present military veterans for the purpose of game species hunting, trapping and/or viewing and/or will not be after project completion</li> </ul>	30
<p>D. Is the habitat to be improved currently accessible to persons with disabilities for the purpose of game species hunting, trapping and/or viewing or will it be upon completion of the project?</p> <ul style="list-style-type: none"> <li>• 30 = Habitat to be improved is currently accessible to persons with disabilities for the purpose of game species hunting, trapping and/or viewing and will continue to be after project completion</li> <li>• 15 = Habitat to be improved will be accessible to persons with disabilities for the purpose of game species hunting, trapping and/or viewing after project completion</li> <li>• 0 = Habitat to be improved is not currently accessible to persons with disabilities for the purpose of game species hunting, trapping and/or viewing and/or will not be after project completion</li> </ul>	30
<b>Maximum Possible Score (A + B + C + D)</b>	<b>100</b>

### 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, ownership type, and geographic location, dependent upon funds available for the program. A list of the projects recommended for funding is approved by the Wildlife 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 AHGP. Contact regulatory agencies well in advance of applying for a grant to determine “permit-ability” of the proposed project and to avoid delays if the project is funded. Apply for permits prior to any anticipated construction activities. This can be done upon DNR grant award notification for the project or as otherwise directed by the DNR. Award of a grant by the DNR in no way ensures or implies that all applicable permits will be issued.

Local agencies may include:

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

State agencies may include:

- ❖ State Historic Preservation Office (MSHDA) ([www.michigan.gov/mshda](http://www.michigan.gov/mshda))
- ❖ Michigan Department of Environmental Quality ([www.michigan.gov/deq](http://www.michigan.gov/deq))
- ❖ Michigan Department of Natural Resources ([www.michigan.gov/dnr](http://www.michigan.gov/dnr))
- ❖ Michigan Department of Community Health ([www.michigan.gov/mdch](http://www.michigan.gov/mdch))
- ❖ Michigan Department of Transportation ([www.michigan.gov/mdot](http://www.michigan.gov/mdot))
- ❖ Michigan Department of Agriculture and Rural Development ([www.michigan.gov/mda](http://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](http://www.lre.usace.army.mil))
- ❖ U.S. Environmental Protection Agency ([www.epa.gov](http://www.epa.gov))
- ❖ U.S. Department of Interior, Fish and Wildlife Service ([www.fws.gov](http://www.fws.gov))
- ❖ U.S. Department of Agriculture, Forest Service ([www.fs.fed.us](http://www.fs.fed.us))
- ❖ U.S. Geological Survey ([www.usgs.gov](http://www.usgs.gov))

## **PROJECT PREPARATION FOR FUNDED APPLICATIONS**

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

### **PROJECT AGREEMENTS**

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

- ❖ Grantee authorized representative for the project
- ❖ DNR Wildlife Division - WHGP 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 thirty (30) days of the date of issue or the grant may be cancelled by the DNR. During this 30-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 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 Wildlife Division - WHGP 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 Wildlife Habitat Grant Coordinator informed of your actions. These options include:

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

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 Wildlife Division – WHGP Coordinator for final payment. Any additional costs incurred by the grantee in order to meet permit requirements or to bring the project into compliance after a grant is approved will be the responsibility of the grantee.

## **PROJECT REPORTING REQUIREMENTS**

The grantee will be required to provide project status updates on a quarterly basis to the Wildlife Division – WHGP Coordinator for the duration of the project.

## **WILDLIFE HABITAT GRANT PROGRAM RECOGNITION**

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

The following language is suggested for signs and written materials:

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

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 Wildlife Habitat Grant Program Reimbursement Request (PR ) and submit it to the Wildlife Division - WHGP Coordinator (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 25% of the approved grant amount after a project agreement has been executed for the approved project.

### 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.

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 08-05-13:**

<b>Name</b>	<b>Classification</b>	<b>Annual Salary</b>	<b>Hours Worked on Project/ Hourly Rate</b>	<b>Salary Costs Charged To Project</b>
<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>
			<b>TOTAL SALARIES</b>	<b>\$199.94</b>

**Fringe Benefits:**

<b>Benefit</b>	<b>Rate Used to Determine Benefit</b>	<b>Total Amount Charged to Project</b>
<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>
	<b>TOTAL FRINGE BENEFITS</b>	<b>\$XXXX</b>

**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

The total cost for the equipment

**Exhibit C: Report of Equipment Usage**

<b>Date</b>	<b>Grantee's Equipment Number</b>	<b>Equipment Type</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Total Charged to Project</b>	<b>MDOT#</b>
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
<b>TOTAL EQUIPMENT</b>					<b>\$774.10</b>	

**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 (PR ) 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, by objective
  - ❖ 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, including a time line for maintenance.)

The grantee is required to submit the final report to the Wildlife Division - WHGP Coordinator within forty-five (45) days following the end of the grant period. The DNR may conduct a final inspection to ensure that the project was completed according to the approved work plan and budget. Any discrepancies in the project or compliance issues noted at the inspection must be remedied by the grantee before the final payment is made. The cost of any remedial action required of the grantee may be the sole financial responsibility of the grantee. Once the final report has been reviewed and approved by the Wildlife Division - WHGP Coordinator, the request for final payment will be forwarded to Grants Management for processing.

## APPENDIX A: WILDLIFE DIVISION MANAGEMENT UNITS



TERRY MINZEY, REGIONAL MANAGER  
UPPER PENINSULA REGION  
ISHPEMING FIELD OFFICE  
1985 US 41 HWY WEST  
ISHPEMING, MI 49849

TELEPHONE No.: 906-485-1031

REX AINSLIE, REGIONAL MANAGER  
NORTHERN LOWER PENINSULA REGION  
CADILLAC OPERATIONS SERVICE CENTER  
8015 MACKINAW TRL.  
CADILLAC, MI 49601

TELEPHONE No.: 231-775-9727

TIM PAYNE, REGIONAL MANAGER  
SOUTHEAST LOWER PENINSULA REGION  
SOUTHFIELD OPERATIONS SERVICE CENTER  
26000 W. EIGHT MILE RD  
SOUTHFIELD, MI 48034

TELEPHONE No.: 248-359-9040

STEVE CHADWICK, REGIONAL MANAGER  
SOUTHWEST LOWER PENINSULA REGION  
PLAINWELL OPERATIONS SERVICE CENTER  
621 NORTH 10<sup>TH</sup> ST.  
PLAINWELL, MI 49080

TELEPHONE No.: 269-685-6851

WILDLIFE HABITAT GRANT COORDINATOR  
PO BOX 30444  
LANSING, MI 48909

TELEPHONE No: 517-284-9453 (WILD)

## 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:
----------	-------------	---------------

### 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 DNR; 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.*

\_\_\_\_\_  
Grantee'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