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FISCAL YEARS 2010 -2012 INLAND FISHERIES GRANT PROGRAM HANDBOOK

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

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.

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.

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SCHEDULE FOR INLAND FISHERIES GRANT PROGRAM

Grant Application Due.....	March 31
DNR Review and Selection Process Completed.....	June
Grant Applicants Notified of DNR Review Outcome.....	August
Project Agreement Mailed to Selected Grantees.....	September
Project Period Begins (start of State fiscal year).....	October 1
Project Schedule.....	Follows work plan in "Appendix A" of Project Agreement
Project Period Ends.....	September 30
Final Project Report Due.....	November 30

INTRODUCTION

The Inland Fisheries Grant Program began in 1987 and operates each year that the state legislature appropriates funding. A total of up to \$200,000 may be available for grants from the Game and Fish Fund. The Game and Fish Fund is supported by hunting and fishing license fees. The Inland Fisheries Grant Program's purpose is to provide funding and technical assistance to local units of government and non-profit groups to enhance inland fisheries and fishing opportunities in Michigan. The Inland Fisheries Grant Program is administered by the Michigan Department of Natural Resources (DNR) through a cooperative effort between Fisheries Division and Grants Management.

APPLYING FOR AN INLAND FISHERIES GRANT

Responsibilities of the grant applicant and grant recipient are outlined in this handbook. Grant applicants should work with the Fisheries Division Management Unit for the project area to ensure formulation of a high quality project and proper completion of the grant application. Refer to the map and contact information at the back of this handbook to locate the appropriate management unit. Once a project is funded, the grantee's main contact will be with the Fisheries Division Management Unit. Grant administration questions or concerns may be directed to the Michigan DNR, Grants Management at 517-373-9125 or PO Box 30425, Lansing, Michigan 48909-7925.

GRANT PROGRAM ELIGIBILITY AND REQUIREMENTS

Eligible Grant Applicants

Any individual, nonprofit organization or local unit of government (including school districts) in Michigan may apply for an Inland Fisheries Grant. Preference will be given to nonprofit organizations and governmental units.

Grant Limits and Match Requirement

The minimum grant amount is \$5,000 and the maximum is \$200,000 per project.

The grantee must provide at least 50 percent of the total project cost in the form of local match. The local match may be from: cash; in-kind donations of materials, equipment or services; or the grantee's paid employees, use of grantee's equipment, or use of grantee's materials.

Eligible Projects

The main objectives of the Inland Fisheries Grant Program are to:

- 1) Maintain and enhance aquatic environments;
- 2) Rehabilitate degraded fish communities;
- 3) Foster educational and interpretive communications on inland fisheries, and;
- 4) Provide additional fishing opportunities and public access.

The Michigan DNR determines a focus area for each year's grant projects. Only those applications that meet the focus area for that year will be eligible for funding. The focus area for fiscal years 2010 – 2012 will be a combination of Fish Passage and Inland Lake Management projects.

The scope of a focus area can be large and there are a variety of projects that will be eligible under each category. Projects will be considered if they mitigate the impacts on a fishery related to fish passage or if it involves inland lake management on publicly accessible lakes. Examples of the types of projects that will be considered include, but are not limited to:

- ❖ Enhancement of habitat and fisheries.
- ❖ Improvement of water quality and ecology.
- ❖ Improvement of riparian property for public fishing use.
- ❖ Rehabilitation of riparian natural form and function.
- ❖ Quantification and removal of sediment, including contaminated sediment.
- ❖ Rehabilitation of stream stability for maintaining channel dimension, pattern and profile.

- ❖ Quantification of nutrient loading.
- ❖ Improvement of lake level maintenance that more closely mimic natural variations.
- ❖ Long-term planning projects for water quality and riparian lands improvement benefiting inland lake ecosystems.

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. Categories of eligible costs include:

- ❖ Salaries/wages (excluding fringe benefits) for paid labor costs. No more than 15% of the total project cost may be included for project administration, planning and oversight.
- ❖ Donated services/volunteer labor (credited at a rate of up to \$10/hour).
- ❖ Materials (purchased or donated).
- ❖ Contractual services.
- ❖ Tools and equipment (purchased, donated or rented). Rental rather than purchase of tools and equipment is encouraged.
- ❖ Project signs.
- ❖ Documented mileage at current state rate. Check with the Michigan DNR for current mileage rate.
- ❖ 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.

Ineligible Projects

Projects with scope of work outside the grant year’s focus area are not eligible for Inland Fisheries Grant support. Within the focus area, the following types of projects are also not eligible:

- ❖ Studies.
- ❖ Experimental treatments.
- ❖ Repair or replacement of bridges such as vehicle bridges at road crossings.
- ❖ Routine maintenance activities and operational costs, including sediment trap maintenance. A project that is designed to fund major maintenance, such as a major repair, renovation or upgrade may be considered for funding provided the maintenance cost is 25% or more of the original cost of the facility to be repaired, renovated or upgraded.

Ineligible Costs

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

- ❖ Costs incurred outside of the project period specified in the project agreement or amendment.
- ❖ Maintenance and operation.
- ❖ Fringe benefits or labor costs other than salaries/wages directly related to the project.
- ❖ Meals, lodging, conference fees and speaker fees.

APPLICATION PROCESS

Application Due Date

Provide one copy of each grant application to the Michigan DNR, Fisheries Division Management Unit office for the project area. Refer to the map and contact information at the back of this handbook. Mailed applications must be postmarked no later than March 31. Late applications will not be considered for funding.

Application Forms

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

Application Assistance

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

MICHIGAN DNR REVIEW PROCESS

Fisheries Division reviews all grant applications and determines eligibility regarding the grant year's defined focus area. For eligible project proposals, Fisheries Division scores applications using scoring criteria that reflect the goals and objectives of the program. This process may take a few months to complete.

The scoring criteria include:

- ❖ Completeness and quality of the application;
- ❖ Useful life of the project;
- ❖ Appropriateness of the scope items and itemized costs;
- ❖ Compatibility with overall Inland Fisheries Grant Program objectives and Fisheries Division Management Unit objectives; and
- ❖ Overall need for and benefit of the project as demonstrated in the application and as determined by Fisheries Division.

Ineligible applications are those which: are submitted after the due date; propose projects that are outside of the grant year focus area; propose projects that are on the list of ineligible projects; or those that provide insufficient match. Applications not submitted on the proper form, that are incomplete or do not include all relevant attachments may also be considered ineligible for funding assistance. Ineligible applications will receive a score of zero.

Applications are ranked in priority order based on the final scores. The highest ranked projects are recommended for funding, dependent on funds available for the program (up to \$200,000 per year). A list of the projects recommended for funding is approved by the Fisheries Division Management Team and presented to the Natural Resources Commission for approval. Following approval, all applicants are sent notification of the outcome.

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Part I: General Information

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

The Federal Employer Identification Number is required and allows the Michigan DNR to make payments to the grantee with grant funds. Be sure to provide the employer ID number for the applicant organization. Individuals applying for a grant must provide their social security number.

For Land Control, indicate the applicant's legal interest in the project area (fee simple, lease, etc.). Check all boxes that apply to the project area. If the applicant does not own or lease the project site, written permission must be obtained from the landowner to construct the project. Provide documentation of the type(s) of land control for the project area with the grant application.

Part II: Estimated Costs and Site Plan

List all Scope Items; these are the basic elements of the project. For example, if the project consists of stream bank stabilization along 100 feet of stream and installation of a wooden stairway, list those two items and their estimated cost, as well as any planning and engineering costs. Be sure that scope items are listed the same way (have the same name) and budget figures are consistent throughout the grant application.

The Itemized Budget provides the detailed costs for the project. Itemize the costs of each scope item and separate the costs into major budget categories (personnel costs, material and equipment, contractual items and "other"). Indicate which costs will be covered with grant funds and which will be part of the applicant's match. Refer to the Example Budget shown below.

For equipment owned by local governments, an estimate of the cost for its operation can be obtained from the Michigan Department of Transportation (MDOT) Equipment Rental Rates, Schedule C, Report 375 booklet for the year in which the equipment was used. Booklets can be obtained from the MDOT Maintenance Division by calling 517-322-3303 (TTY/TDD: 711 Michigan Relay Center) or writing to them at 6333 Old Lansing Road, Lansing, MI 48917.

Volunteer labor should not be valued greater than \$10 per hour 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 Michigan 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, existing facilities, proposed facilities and major site landmarks. Drawings, diagrams and sketches of construction-related scope items should also be included.

Example Budget

BUDGET CATEGORY	Grant Amount Requested	Local Match	Total Project Cost
A. PERSONNEL COSTS:			
SALARIES/WAGES			
(# of workers x rate per hour x total hours)			
10 x 10 x 200	\$10,000	\$10,000	\$20,000
TRAVEL (# of miles x .329/mile)			
5000 x .329/mile	\$0	\$1,645	\$1645
PERSONNEL COSTS SUBTOTAL	\$10,000	\$11,645	\$21,645
B. MATERIAL & EQUIPMENT:			
(List each piece of equipment, rate/hour, material and cost/quantity)			
<i>Equipment</i> <i>Rate/Hour</i>			
Backhoe (200 hrs) \$100	\$3,760	\$16,240	\$20,000
Truck (100 hrs) \$ 65	\$6,500	\$0	\$6,500
<i>Qty</i> <i>Material</i> <i>Cost</i>			
500 Stone (cu yd) \$10/cu yd	\$5,000	\$0	\$5,000
MATERIAL & EQUIPMENT SUBTOTAL	\$15,260	\$16,240	\$31,500
C. CONTRACTUAL ITEMS: (List by Bid Item)			
Replace fishing pier	\$2,000	\$0	\$2,000
CONTRACTUAL SUBTOTAL	\$2,000	\$0	\$2,000
D. OTHER:			
MDEQ permit application fees	\$500	\$0	\$500
OTHER SUBTOTAL	\$500	\$0	\$500
TOTAL ESTIMATED PROJECT COST	\$27,760	\$27,880	\$55,645

Part III: Work Plan

The Work Plan should reflect a tentative schedule for the completion of the project. Indicate the estimated amount of work that will be accomplished in each quarter (3-month period) of the grant year. This information will also serve as the basis for the grant payment schedule if the project is approved for funding. The grant year normally coincides with the state fiscal year--October 1 to the following September 30. Projects should be completed within this timeframe. If the project is likely to require additional time to complete, provide an explanation in this section of the application.

Part IV: Need and Benefit

This section is important for the Michigan DNR's evaluation and scoring of the project. Be sure to relate the proposed project to the overall objectives of the Inland Fisheries Grant Program, the Fisheries Division Management Unit objectives, and the focus area chosen for the grant year. Briefly explain any coordinated efforts within the project area or watershed, and how the public will benefit by completion of the project.

Part V: Certification:

A person authorized to represent the agency or organization applying for a grant must sign here. Be sure to clearly print or type the person's full name and title.

SPECIAL NOTES

Grant projects must comply with all relevant natural resource and environmental protection laws, 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 Inland Fisheries Grant Program. 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 upon receipt of notification from the Michigan DNR on grant award for the project or as otherwise directed by the Michigan DNR. Award of a grant by the Michigan 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:

- ❖ Michigan Department of Environmental Quality (www.michigan.gov/deg)
- ❖ Michigan Department of Natural Resources (www.michigan.gov/dnr)
- ❖ Michigan Department of Community Health (www.michigan.gov/mdch)
- ❖ Michigan Department of Transportation (www.michigan.gov/mdot)

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)

AFTER PROJECT IS SELECTED FOR INLAND FISHERIES GRANT

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

PROJECT AGREEMENTS

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

- ❖ Grantee authorized representative for the project.
- ❖ Michigan DNR Fisheries Division Management Unit contact 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 operate the project.

Project agreements must be signed by the grantee and returned to the Michigan DNR within ninety (90) days of the date of issue or the grant may be cancelled by the Michigan DNR. During this 90-day time period, the grantee is required to meet with the Fisheries Division Management Unit Supervisor to review the approved project and discuss the next steps. At this meeting, the work plan and project budget should be carefully reviewed to be sure they are current and correct. Changes to the work plan and/or budget need to be approved in writing as explained below.

PROJECT CHANGES AND EXTENSIONS

Any changes to the project, including changes to the work plan or budget, such as adding or deleting scope items or extending the project completion time period, require prior review and approval by the Michigan DNR. Grantees should make requests in writing to the Fisheries Division Management Unit assigned to them. 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 \$25,000 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 \$1,000 and \$25,000, a minimum of three written quotes must be solicited, and award must be made to the source that submitted the lowest qualified quote.

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 Michigan 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 Michigan DNR. Projects will be inspected by the Michigan DNR for compliance with the Americans with Disabilities Act (ADA) as well as applicable natural resource and environmental protection laws prior to the issuance of final grant payment. Compliance issues noted at the final inspection must be remedied by the grantee before the project is approved by the Fisheries Division Management Unit 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.

INLAND FISHERIES GRANT PROGRAM RECOGNITION

Grantees are encouraged to include recognition of assistance received from the Inland Fisheries Grant Program 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 Inland Fisheries Grant Program are encouraged, 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 Division
Inland Fisheries 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 will be paid any grant funds. The grantee is to complete a payment request form (PR1963) and submit it to the appropriate Fisheries Division Management Unit 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 costs with the payment request form, as explained below.

Advance Payment

The grantee may request up to 15% of the approved grant amount after a project agreement has been executed for the approved project. The payment request form (PR1963) must be completed by the grantee and submitted to the appropriate Fisheries Division Management Unit for review and approval.

Expenditure Documentation Requirements

The grantee is required to keep records of all expenditures including invoices and receipts as well as documentation of in-kind and donated contributions. This requirement applies to all project elements, whether paid by grant funds or counted as local match. A grantee will only be reimbursed 50% of the total project cost to date, as properly documented by the grantee.

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
 - ❖ Indication of whether the payment was by cash or check (include check number).
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.

Grantee's Paid Labor:

1. A document signed by the grantee which includes all of the following:
 - ❖ Name of each employee that worked on the project;
 - ❖ Each employee's classification/title and hourly wage or annual salary;

- ❖ Description of the work each employee performed;
 - ❖ Dates and total hours worked on the project;
 - ❖ Hourly pay rate charged to the project; and
 - ❖ Total amount paid or charged to the project.
2. A copy of signed time sheets for each person for the pay periods worked on the project. Salaries and wages associated with project administration, planning and oversight cannot exceed 15% of the total project cost.

Equipment Owned by the Grantee or Donated by Others:

1. A document signed by the person who owns the equipment and is making it available for use in the project (such as the grantee or another entity) that includes all of the following information:
- ❖ Type of equipment and how it was used on the project;
 - ❖ Dates and number of hours the equipment was used;
 - ❖ Hourly rate charged for the equipment and the method used to determine the hourly rate. The hourly rate for equipment used on the project may not exceed its fair-rental value. Hourly rates included in the annual edition of rental rate guides prepared by equipment vendors should be used to value equipment donations. For equipment owned by local governments, refer to the Michigan Department of Transportation (MDOT) Equipment Rental Rates, Schedule C, Report 375 booklet for the year in which the equipment was used. The booklet may be obtained from 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; and
 - ❖ The total charge for the equipment.

Materials Owned by the Grantee or Donated by Others:

1. A document signed by the person making the donation (the grantee or another entity) that includes all of the following information:
- ❖ Description of specific materials used for the project and how the materials were used;
 - ❖ Quantity of materials used or donated; and
 - ❖ Value of materials used or donated and the methods used to determine the value. For materials valued over \$50.00, documentation must be included with the payment request that indicates fair market value was used. The easiest method to document this is to submit a copy of a current newspaper advertisement, catalog listing, invoice from a vendor, or receipt for purchase of comparable materials. The documentation must show that the value being charged against the grant is no more than current prices if the items had been purchased. If the materials being donated are in used condition, the value should be depreciated accordingly.

Volunteer Labor:

1. A document signed by the grantee that includes all of the following information:
- ❖ Name of each volunteer;
 - ❖ Description of the work performed by each volunteer or group of volunteers;
 - ❖ Dates and total hours of labor donated by each volunteer;
 - ❖ Hourly rates used for value of the volunteer service; and
 - ❖ Written certification of the donation by the volunteer via a signed invoice, timesheet or tracking sheet as explained below.

General labor volunteers may not be valued greater than \$10.00 per hour. Youth volunteers should be valued at \$5.00 per hour unless prior approval is granted by the Michigan DNR for an exemption. For projects that include the donation of general labor volunteers, it is strongly recommended that the grantee prepare a tracking or sign-in sheet and have it available at the project site. Volunteers

should be instructed to complete and sign the sheet each day they work. An example of a volunteer tracking and sign-in sheet is provided on the Michigan DNR website. Grantees may use this form or one they create themselves.

When a professional is volunteering their services, such as an electrician doing electrical work, the value of their volunteer service may be based on the rate normally paid for their professional services. Donation of professional services can be documented with invoices or timesheets prepared and signed by the person donating their services. The invoice or timesheet must include the person's name, the work they performed on the project, the dates and hours worked on the project, and the value of the donation based on their standard hourly rate.

PROJECT COMPLETION AND FINAL REPORT

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

1. Financial status report that includes:
 - ❖ An itemized list of all the expenditures and donations made during the entire project period.
 - ❖ A list of the payments (advances and reimbursements) received to date.
2. Final Payment Request on form PR1963 that, when combined with previous payment requests, includes documentation of the total project cost (grant and match) as listed under "Expenditure Documentation Requirements."
3. 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 Michigan 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. 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.
 - ❖ If the project budget included the purchase of tools or equipment that will have a useful life beyond the completion of the project, the final report must indicate how these items will be used after completion of the project. Fisheries Division reserves the right to determine the final disposition of tools and equipment purchased as part of an Inland Fisheries Grant project.

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

**APPENDIX A:
FISHERIES DIVISION MANAGEMENT UNITS**



<p>STEVEN SCOTT SUPERVISOR EASTERN LAKE SUPERIOR MANAGEMENT UNIT 5100 STATE HIGHWAY M-123 NEWBERRY MI 49868 Telephone No.: 906-293-5131 Ext. 4070</p>	<p>GEORGE MADISON SUPERVISOR WESTERN LAKE SUPERIOR MANAGEMENT UNIT 427 US 41 NORTH BARAGA MI 49908 Telephone No.: 906-353-6651 Ext. 128</p>
<p>GARY TOWNS SUPERVISOR LAKE ERIE MANAGEMENT UNIT 38980 SEVEN MILE ROAD LIVONIA MI 48152 Telephone No.: 734-953-0241 Ext. 267</p>	<p>TODD KALISH SUPERVISOR CENTRAL LAKE MICHIGAN MANAGEMENT UNIT 8015 MACKINAW TRAIL CADILLAC MI 49601 Telephone No.: 231-775-9727 Ext. 6070</p>
<p>DAVE BORGESON SUPERVISOR NORTHERN LAKE HURON MANAGEMENT UNIT 1732 M-32 WEST GAYLORD MI 49735 Telephone No.: 989-732-3541 Ext. 5070</p>	<p>MIKE HERMAN SUPERVISOR NORTHERN LAKE MICHIGAN MANAGEMENT UNIT 6833 HIGHWAY 2 GLADSTONE MI 49837 Telephone No.: 906-786-2351 Ext. 27</p>
<p>JAMES BAKER SUPERVISOR SOUTHERN LAKE HURON MANAGEMENT UNIT 503 S EUCLID AVE SUITE 9B BAY CITY MI 48706 Telephone No.: 989-684-9141 Ext. 8070</p>	<p>JAY WESLEY SUPERVISOR SOUTHERN LAKE MICHIGAN MANAGEMENT UNIT 621 N 10TH ST BOX 355 PLAINWELL MI 49080 Telephone No.: 269-685-6851 Ext. 117</p>

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