

## BIG P APPLICATION PROCEDURES

- Applicants shall use the Waterways application for Big P consideration. 75% Federal Funding and a 25% local match, and the community provides all the proposal, forms, and application work.
- April 1st for filing the Waterways Program Boating Infrastructure Grant Program application deadline.
- Any Waterways grant applicant requesting Big P funding that is approved by the Michigan State Waterways Commission, and coordinated with the Waterways Planning Unit, may proceed with developing a grant proposal that may be sent by the DNR Federal Aid Coordinator to the U.S. Fish and Wildlife Service (USFWS) for grant consideration.
- If the proposal is selected by USFWS, the community must then complete all the requirements of the Federal Aid Document Checklist (see attached.) All paperwork will be submitted to the Department of Natural Resources (DNR) for review/corrections and then forwarded to the USFWS via the DNR's Federal Aid Coordinator.
- A line item appropriation is requested by the DNR to the Legislature.
- When the USFWS gives approval for the grant, the community may begin the project design drawings.
- Before the project design drawings and specifications are sent to the USFWS by the DNR for review and approval, the following is required:
  - Send a copy of the proposed Professional Services Agreement between the community and the design consultant for final engineering work to the DNR for review and approval.
  - Submit design drawings and specifications to the DNR for review and approval. Allow a minimum of two months for the DNR to review and approve.
  - Provide copies of applicable permits required, such as the Department of Environmental Quality (DEQ) – Land and Water Management Division, Army Corps of Engineers, and building permits.
- After the USFWS has approved the drawings and specifications, the following is required:
  - Send a copy of bid sheets from all bidders and a copy of the proposed construction contract between the community and the contractor to the DNR for review and approval before awarding contract.

- DNR Engineering staff must be present at pre-construction and final punch-list meetings for smaller projects, and for larger projects, be present at pre-construction, final punch-list meetings, and progress meetings. Please give notification at least two weeks in advance of all meetings.
  - Send documentation showing approval of the construction work by the engineer/consultant. **Note**, change orders also need to be approved by the DNR prior to the work element in question being initiated.
  - Send an aerial photo of the completed project in digital format (preferably on CD).
  - Grant recipients (not consultants) shall send payment requests (include in writing the amount that is being requested) as per terms of the agreement, including copies of canceled checks, signed Professional Services Agreement, signed construction contract, digital project pictures (preferably on CD), “as built” construction drawings on a CD in an appropriate format, and invoices.
- Quarterly and final project reports will be required by the USFWS.