

Department of Environment, Great Lakes, and Energy

Water Resources Division

Michigan Coastal Management Program

Grantee Manual

2021



This Grantee Manual does not establish regulatory requirements for grantees, the Department of Environment, Great Lakes, and Energy (EGLE), or parties outside of EGLE. This document provides general direction to grantees regarding the requirements under the Grant Agreement. It is merely explanatory; it does not affect the rights of, or procedures and practices available to the public; and does not have the force and effect of law.

EGLE Environmental Assistance Center 800-662-9278 [Michigan.gov/EGLE](https://www.michigan.gov/EGLE)

2021



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I. Introduction

The Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), the Coastal Management Program Unit (CMPU) administers the Michigan Coastal Management Program (MCMP). The MCMP's mission is to protect, preserve, restore, enhance, and wisely develop the coastal natural resources and cultural heritage on the longest freshwater coastline in the nation. The MCMP is part of the national program established in 1978 as a state-federal partnership. The national program consists of 35 coastal states, islands, and territories in coordination with the National Oceanic and Atmospheric Administration (NOAA). The MCMP promotes wise management of the cultural, historical, and natural resources of Michigan's Great Lakes coast. Grant funds are made available to invest in coastal communities' and partners' efforts to protect and restore healthy coastal ecosystems including fish and wildlife habitat; create and enhance public access to the Great Lakes and other coastal resources; preserve historic maritime structures; revitalize urban waterfronts; minimize the loss of life and property in areas vulnerable to coastal hazards including erosion, floods, and dangerous currents; and increase recreational opportunities along Michigan's Great Lakes coast. These grants are made available through the NOAA, U.S. Department of Commerce (U.S. DOC), pursuant to the Coastal Zone Management Act of 1972 (CZMA).

This Grantee Manual (Manual) is intended to provide guidance for successful implementation of MCMP grants.

II. Grant Agreement

The EGLE Grant Agreement is a legally binding agreement between the department and the recipient consisting of a boilerplate, project description, scope, tasks, budget, and timetable. The grantee agrees to comply with all terms and conditions as outlined in the Grant Agreement upon acceptance of the grant funds.

The Grant Agreement includes a cover page; boilerplate outlining state, federal, and program specific requirements; Appendix A which includes project tasks, schedule, work products/outcomes, and the budget. For grants that involve construction related activities and outcomes and/or involve the use of unmanned vehicles (drones); the Grant Agreement will include an Appendix B outlining specific federally approved operational practices and activities. For low-cost construction projects these construction operational practices and activities include the project's area of work (e.g., project footprint), best management practices, construction materials, and equipment for that specific project. Low-cost construction projects involving the use of drones will include additional details on the operational practices and activities.

A. Cover Page

The cover page includes the project title, project number, amount of grant and match funds, grant period start and end dates, contact information, and authorized representative signatures.

The Grant Agreement is effective from the start date until the end date as stated on the cover page. All eligible expenses must be incurred and paid within the specified grant award period. Expenditures incurred outside the grant award period are not eligible for reimbursement nor can they be claimed as match.

As the State Contact serves as the primary point of contact for the WRD, the grantee contact serves as the primary point of contact for the grantee organization. The grantee is responsible for coordination with all contractors, consultants, volunteers, and other representatives. As needed, the State Contact may communicate with other grantee representatives (e.g., financial staff, consultants) but will include the grantee contact on all such communications. If the grantee contact changes, the grantee must notify the State Contact to formally request this change.

B. Boilerplate

The boilerplate contains standard language that is contained in all EGLE grant agreements and cannot be altered. The boilerplate contains specific state, federal, and program specific conditions such as compensation and reporting requirements, ability to request changes, as well as grantee responsibilities. It is critical that the terms and conditions are well understood and adhered to.

All boilerplate provisions are binding and important; however, the following are highlighted as notable:

- Section III. Changes, of the Grant Agreement. In the event the grantee sees a need to adjust tasks, timeline, or budget, the grant agreement provides a process to do so. Note that changes must be requested and approved by the state before implemented.
- Section IV. Grantee Deliverables and Reporting Requirements. This section provides the reporting periods and report due dates. Note that the state will advise grantees of the year-end reporting due dates.
- Section V. Grantee Responsibilities. All are important yet take note that the grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant. Additionally, all local, state, and federal permits, if required, are the responsibility of the Grantee and award of this grant is not a guarantee of permit approval by the State.
- Section VIII. Subcontracts. The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. Grantees are required to fill out and submit a Contractor's Qualifications Form, available through the [MCMP web site](#).
- XVIII. Compensation. The grant award is based on a cost reimbursable basis and reserves 25% of total grant award until the project is completed.
- XXIII. Federal Funding Requirements. The grants are a federal funding source received from NOAA. Therefore, federal terms and conditions are controlled by the U.S. DOC Federal Assistance Standard Terms and Conditions (U.S. DOC Terms and Conditions) [2 Code of Federal Regulations Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

(2 CFR Part 200). The basis for all federal grant awards is 2 CFR Part 200, wholly or partially funded, and has been adopted by each federal agency administering federal grants.

- XXIV. Program General Provisions are specific to the MCMP and NOAA award conditions.
 - Grant Acknowledgement. A grant acknowledgment sign must be posted in a temporary location at the site of any construction grant prior to and during construction. The State Contact will provide a grant acknowledgment sign at no cost to the grantee. The sign must be maintained during construction. Upon completion of construction grant work, the grant acknowledgment sign must be posted in a permanent, highly visible location within the project site.
 - Extensions. The Grantee shall submit to the State, for review and approval, written extension requests no less than 60 days prior to the end date of the Agreement. The Grantee shall provide justification for the extension and the requested new end date of the Agreement.
 - Geospatial Data. When applicable, all geospatial data collected and/or produced for the purposes of this grant and put into a GIS layer must be provided, along with associated metadata (requirements described below), to the State Contact on a CD, DVD, or portable hard drive in ESRI's ArcGIS format (shapefile including appropriate projection file or geodatabase).
 - Grantee shall provide relevant information (e.g., expected dates of data collection, type of collection, flight lines, etc.) on the collection or production of geospatial data (e.g., information for GIS data layers, acquisition of topographic or bathymetric data or other remotely sensed data), to the State Contact as early as practicable and before data collection commences.
 - The grantee shall document all new geospatial data it collects or produces using the metadata standards developed by the Federal Geospatial Data Committee (FGDC), and make that standardized documentation electronically accessible to NOAA, if requested. Current FGDC standards can be found at: <http://www.fgdc.gov/metadata/csdgm/>. Metadata that conforms to the proposed North American Profile of the ISO (International Organization for Standardization) 19115, which may be adopted by the FGDC, is also acceptable. To the greatest extent practicable, the recipient shall also, prior to the conclusion of the award, make the data collected publicly accessible online, except where limited by law, regulation, policy, or security requirements.
 - In accordance with the NOAA Data Sharing Policy, the Grantee shall ensure the geospatial data and information collected and or created under this Grant Agreement will be made visible, accessible, and independently to users, free of charge or at minimal cost. Information shall be made available in a timely manner and typically no later than two years after the data or information is collected or created except when limited by law, regulation, policy, or security requirements.

- Prevent Spread of Invasive Species. The Grantee shall ensure that any field work conducted for this project, including construction activities, survey(s), educational, training or volunteer programs/activities will be conducted in accordance with appropriate, federal, state, and local laws and will follow recognized best practices and take the necessary steps to minimize the risk of spreading terrestrial and aquatic invasive species and to minimize the impact to the human environment during this project. The Grantee's selection of project-appropriate measures is required to take into consideration the type of work being conducted and the specific site situation, including the changes in risk level according to season and weather.
- Low-Cost Construction/306A Provisions. In accordance with federal funding requirements, all low-cost construction projects shall be located on public land and open to the general public free of charge. If the property or elements constructed under the grant is leased or sold out of public ownership or used for purposes other than public use, the Grantee shall reimburse the State for grant funds received for the project.
 - Required permits (local, state, tribal, and federal) shall be submitted to the State Contact before any earth change can commence on any aspects of the low-cost construction project.

C. Appendix A

The Appendix A outlines specific program requirements including the project description, tasks, schedule, work products/outcomes, and budget. This is the project's workplan and important that the project is implemented in accordance with the agreed to activities.

Appendix A consists of the following sections:

- Section I. Project Description which states the overall purpose and goals of the project, what MCMP priorities the grant work addresses, and describes general grant actions.
- Section II. Project Tasks and Schedule which sets a project timeline that identifies specific project tasks to occur on a planned schedule and specific work products/performance metrics.
- Section III. Budget which is a detailed and set allocation of grant and match expenses by budget categories. Expenses not included within the budget are not eligible for reimbursement or counted as match. Please note that expenses for State or Federal employees participating in the project are not allowed reimbursement nor can they be claimed as match.

D. Appendix B

Appendix B contains the project construction footprint and details the operational practices and activities associated with low-cost construction projects and/or projects involving the use of drones. These specific provisions were approved by NOAA as part of their National Environmental Protection Act review as conditional to the state receiving grant approval and may not be altered. Details on Appendix B for low-cost construction projects will differ from project to project. Appendix B consists of the following sections:

- Section I. Construction Operational Practices and Activities, includes details on the construction project tasks, best management practices, the footprint and earth change limits, construction access, methods/equipment, and materials.
- Section II. Site Plans(s), includes project site plan(s) that identify the project footprint and the limit of earth change activities.

If a low-cost construction project includes the use of drones, Appendix B will contain additional details on the flight plans associated with the use of drones that were provided to and approved by NOAA. For projects involving the use of drones, the third section would be included:

- Section III. Drone Activities, includes a written description of drone activities, including timing for the deployment of the drones, deployment/area of operations site access, and best management practices. The site plan(s) identifies specific geographical location of deployment/operational areas where the drone will be flown.

E. Budget

The Grant Agreement budget form consists of the following budget line categories:

- Staffing: Staffing includes wages for paid staff working on the project and is reported under this category. Staff wages and hours worked are based on the Grant Agreement budget.
- Fringe. Fringe benefits include allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the cost of employee insurance, pensions/401K, and unemployment benefit plans. Fringe benefits are calculated as a percentage of staffing costs are based on the Grant Agreement budget.
- Contractual Services. Contractual Services include all services provided by entities other than the grantee agency, which may include contractual or non-contractual agreements for services provided by a contractor, consultant, vendor (an entity that offers something for sale, generally for goods, such as supplies and materials. Goods are typically acquired from a vendor via direct sale, without the need to contract.), or partner. This category includes both paid services and in-kind volunteer services. Contractor's expenses for lodging and travel fall under Contractual Services.
 - Invoices must contain:
 - Name and address of contractor or vendor.
 - Invoice date and dates of service.
 - Purchase order or invoice number.
 - Itemized description, price, and quantity of property and/or services.
 - Clear indication that services supported the MCMP grant.
 - Identification of grantee as the entity from which payment is sought and includes payment request such as "Remit to" or "Pay."
 - Indication that invoice was paid by grantee, initialed, and dated (not applicable to in-kind match).

- If an invoice contains materials and/or services for work not included in the grant, highlight and make note of, as necessary, those expenses not eligible and not being claimed as an expense under the Grant Agreement.
- To properly document in-kind volunteer services, the required information needed includes: Date(s) of service, individual(s) name, agency/organization, description of service provided, hours worked, rate, total dollar amount, and the basis of earnings (e.g., Professional Rate, Professional working in non-professional capacity, or minimum wage). See details on in-kind volunteer services under “Match Requirements” in the Manual. Formats for reporting in-kind volunteer services may vary, but must include all information identified above, at a minimum.
- Supplies and Materials. Supplies and materials include all tangible items of personal property. Expenses incurred and paid for hosting conferences, workshops, or training sessions such as facility rental, food and refreshments for participants, and printing/copying costs, may be included. In addition to providing itemized receipts, provide details on item(s) purchased including item name or description, quantity, price per unit, total price, and description of how the items were used. Reimbursement for alcohol is not allowed under any circumstances.
- Equipment. Allowance for equipment expenses only applies for a single item that costs \$5,000 or greater and received approval by NOAA as identified in the executed Grant Agreement budget.
- Travel. Travel costs include expenses for transportation, lodging, meals, and related items incurred and paid by employees of the grantee organization only. Allowable travel costs are detailed at 2 CFR Part 200, Section 200.474, Travel Costs. Mileage rate for transportation costs cannot exceed the current federal mileage rate at the time of reporting. If the federal mileage rate exceeds the rate detailed in the grant budget, Grantees may adjust the contract mileage rate as higher rates become effective; however, additional grant funds will not be made available to cover the higher rate.
- Indirect Costs. Indirect facilities and administrative costs are those associated with continuing operation of the grantee organization and generally include the cost of building occupancy, equipment usage, procurement, personnel, administration, accounting, and other overhead activity that cannot be directly charged to the grant.

A Negotiated Indirect Cost Rate Agreement (NICRA) is an agreement between the federal government and the organization which reflects the negotiated reimbursement rate(s) for indirect costs and fringe benefit expenses. The NICRA also indicates the effective period(s) of the rate(s), types of rates, and applicable location and program rates.

A budget with an indirect rate greater than ten percent was based on the NICRA provided by the Grantee that supports the indirect rate stated in the budget. Reporting indirect costs must be in accordance with the types of rates, applicable location, and program rates detailed in the NICRA. If the NICRA expires or changes during the grant

period, it is the responsibility of the Grantee to provide the State Contact with the new NICRA in order to maintain the ability to report indirect costs greater than ten percent. If there are changes to the NICRA that alter the indirect rate, applicable location, or program rates that require a budget revision, a change request must be submitted to the State Contact for review and approval. Grantees may choose not to include indirect costs in the budget, but if they choose to claim an indirect rate but do not have a NICRA, the most they can claim is ten percent or less.

III. Grant Management

A. Using Contractors

The use of a contractor (e.g., consultant, vendor, or partner) must be detailed within the Grant Agreement budget to be an eligible expense. All terms and conditions that apply to the grantee under the Grant Agreement also apply to contractors. It is the grantee's responsibility to convey work requirements to the grant contractor(s). All contracts should include the amount of the contract, length of the contract, the grantee's plan for monitoring the contractor, and a copy of the grantee's Grant Agreement.

In obtaining services for contractual work, the grantee must follow procurement standards provided in 2 CFR Part 200, Subpart D, Post Federal Award Requirements, Section 200.320, Methods of Procurement to be Followed, to ensure timely and cost-effective purchases while maintaining integrity and quality. There are five methods available to procure goods and services, which are:

1. Sealed Bids.
2. Competitive Proposals.
3. Noncompetitive Proposals.
4. Small Purchases.
5. Micro-Purchases.

Bid documents, procurement procedures, and subcontracts may be requested by the State Contact. Contractors that have been identified as an excluded entity by the U.S. General Services Administration are not eligible to receive federal contracts, certain subcontracts, and certain types of federal financial assistance. These contractors cannot be hired to work under a ELGE grant. Excluded parties are often referred to as "debarred" or "suspended." [The System for Award Management](#) web site is used to search and determine whether an entity is actively excluded. Grantees are required to complete and submit the Contractor's Qualification Form to the State Contact, available through the [MCMP web site](#), to verify the contractor(s) is/are not actively excluded from receiving federal funds. The contractor is not authorized to commence work on the project until the grantee receives confirmation from the State Contact that the contractor is not actively excluded.

B. Match Requirements

The one-to-one match requirement is detailed on the cover page. In all cases, the entire match amount must be satisfied to receive the full grant amount. Cost types and expense documentation requirements are the same for match as for grant expenses. A cost deemed ineligible for grant reimbursement cannot be counted as match.

Required match must be reported for each period when reimbursement is being sought. Match may be earned during different quarters than the grant expenses. If at the end of the grant period the required match is not satisfied, grant reimbursement will be reduced by the amount to meet the contractual match requirement.

Cash contributions towards the grant, whether originating from the grantee organization or being donated from a partner organization, do not count as grant match until funds are expended towards the grant effort.

In-kind volunteer services can be applied to match requirements if specified in the Grant Agreement budget. In-kind match earnings may be earned as classified by the following categories:

- Unskilled laborers. (e.g., Boy Scouts/Girl Scouts, volunteers, etc.) The acceptable rate for these workers is the prevailing minimum wage. For the current minimum wage, contact the [Michigan Department of Licensing and Regulatory Affairs, Wage & Hour Division](#), 517-254-7800; or toll free at 1-855-464-9243 (4MI-WAGE).
- Professionals not working in a professional capacity. For example, if a drain commissioner or an attorney hand out brochures at a watershed festival, they could not claim their normal professional rate because they are not working in a professional capacity. However, those professionals not working in a professional capacity but utilizing their skillsets beyond unskilled labor to support the project are not limited to claiming minimum wage. Instead, the appropriate rate is based on the Independent Sectors annual evaluation of volunteer time, available at [Independent Sector web site](#), under National Value of Volunteer Time. As the rate is updated on the web site, the new rate will be applied.
- Professionals, including skilled laborers working in a professional capacity, may count match at their normal rate of pay. For example, a landscape architect designing plans for a grant site, who is not reimbursed for their time, may accrue match towards the grant at their normal rate of pay.

Fringe benefits or indirect charges cannot be claimed by in-kind volunteers.

The following conditions must be satisfied to qualify as in-kind match:

- Effort must directly support a task listed in the Grant Agreement.
- Time is not used as match for other grants.
- Effort occurs within the grant period.

Note that federal employees nor state employees work efforts to a project cannot be considered as match.

C. Permits

The grantee is responsible for identifying and securing all necessary local, state, and federal permits needed for the completion of work under the Grant Agreement. It is encouraged that grantees contact their local EGLE, WRD, District Office staff to formally request a pre-application meeting to ensure the physical components can be permitted as soon as possible once it is determined what earth change is needed to complete the project.

Copies of the permit(s) must be submitted to the State Contact prior to commencement of any earth change associated with their grant agreement. Award of a grant does not guarantee issuance of any local, state, or federal permits. Permits required may include, but are not limited to, the following:

- Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), provides for the control of soil erosion and protects adjacent properties and the waters of the state from sedimentation. A permit is generally required for any earth change activity which disturbs one or more acres of land or which is within 500 feet of a lake or stream. However, local units of government can be more restrictive than the statute. Please verify requirements with your County or Municipal Enforcing agency.
- United States Army Corps of Engineers, Section 404/Section 10 permit for grant work that involves construction or fill activities within the waters of the Great Lakes and other navigable waters, as well impacts to regulated wetlands. Additionally, grant work that may create an obstruction to the capacity of navigable waters requires a permit under Section 10 of the Rivers and Harbors Act of 1899.
- Permits from WRD are needed for grants involving earth change activities and construction within the waters of the State, bottomlands, and certain coastal lands under the following Parts of the NREPA:
 - [Part 31, Construction Stormwater Program](#)
 - [Part 301, Inland Lakes and Streams](#)
 - [Part 303, Wetlands Protection](#)
 - [Parts 307 and 315, Dam Safety](#)
 - [Part 323, Shorelands Protection and Management](#)
 - [Part 325, Great Lakes Submerged Lands](#)
 - [Part 353, Sand Dunes Protection and Management](#)

Permit applications are submitted using the joint permit application through the web-based [MiWaters](#) online permitting information system.

D. Work Products and Supplemental Materials

Items such as photos, videos, reports, brochures, fact sheets, posters, and media releases/coverage developed during the reporting period must be submitted with the progress report to lend additional insight on task accomplishments and progress in accordance with the

requirements of the Grant Agreement. This also includes materials and information regarding educational, outreach, and/or training events. In such cases, please include information specifying:

- Name and a description of the event.
- Date of the event.
- Number of participants.
- Number and type of materials produced and/or distributed (e.g., agendas, sign-in sheets, PowerPoints).

Final Work Products (videos, guideline materials, etc.) that are published online need to be compliant with the Americans with Disabilities Act of 1990, as amended.

E. Logos

Both EGLE and NOAA logos are required as part of the grant acknowledgment as specified under Section XXIV, Program General Provisions, of the Grant Agreement. The State Contact will provide the organizational logos. The logos can be provided in a variety of formats for a more aesthetic incorporation with specific publications and work products.



F. Viewer Disclaimer Requirements

A viewer disclaimer is required for reports/videos in addition to the EGLE and NOAA logos along with the financial acknowledgment language which can be found under Section XXIV, Program General Provisions, of the Grant Agreement.

G. Changes to Grant Agreement

A written Change Request must be submitted to the State Contact in accordance with Section III, Changes, of the Grant Agreement for any changes sought to the Grant Agreement, including activities, work products, location of work, budget, contacts, and expenses (greater than ten percent of a budget line item). Prior written approval must be received by the State Contact before all changes may be enacted by the grantee.

The WRD reserves the right to deny any request for changes to the agreement. Changes made without prior approval will result with the grantee forfeiting the ability to request reimbursement for said changes.

Submit Change Requests to the State Contact with the following information:

- Grantee organization name.
- Grant title.
- Project number.
- Date requested.

- Detailed explanation of proposed changes (per task listed in Grant Agreement).
- Justification for proposed changes.
- Schedule for completion of updated tasks.
- Revised budget (if applicable).
- Completed Contractor's Qualification Form (if contractor(s) are added).

When a change request includes a revision to the budget, including proposed financial change and/or adding or removing staff or contractor to the project, the budget revision tab within the Financial Status Report (FSR) workbook must be completed to reflect the proposed change and submitted as part of the grantee's change request. See Appendix 1, Financial Status Report Instructions, providing details on how to complete the budget revision tab on the FSR workbook.

It is important to note that when a contractor(s) is changed under contractual services, the grantee is required to submit a Contractor's Qualification Form, and the WRD must confirm the newly identified contractor(s) is/are not suspended or debarred. The contractor is not authorized to commence work on the project until the grantee receives confirmation from the State Contact that the contractor is not actively excluded from receiving federal funds.

In the event a change is significant where an amendment of the grant agreement is needed, the State Contact will notify the grantee and start the formal process. The amendment does not take effect until signed by both parties on the grant agreement. Expenses or performing any work related to the proposed change cannot occur prior to execution of the amendment. See example under Appendix 2, Sample Change Request.

H. Quarterly Reporting

The grantee is responsible for reporting on grant progress and expenditures on a quarterly basis to the State Contact, via e-mail, as specified in Section IV, Grantee Deliverables and Reporting Requirements, of the Grant Agreement. When submitting the quarterly reports, grantees must indicate whether reimbursement is being requested for the quarter. If reimbursement is being sought, the amount being requested, along with equal amount of match claimed as reported, must be included in the e-mail. To assist grantees with preparing the quarterly reports, the WRD has developed a Grantee Quarterly Report Review Checklist that grantees will find useful when completing the quarterly report. See Appendix 3, Grantee Quarterly Report Review Checklist.

Each quarterly report consists of:

1. Narrative Progress Report. The narrative progress report is to provide an update on the progress made on the project during the respective reporting period. The report includes a detailed description of activities, accomplishments, and challenges encountered during the reporting period. The Quarterly Progress Report form, required to be used by grantees for quarterly reporting, is available through the [MCMP web site](#).
2. Financial Status Report. All grant expenses must be necessary, legitimate, and allowable as listed in the grant agreement's budget. Eligibility of expenses are the same for match as for grant expenses. Grant expenses must be reported on the FSR

workbook as provided by the state. The FSR is a pre-populated workbook that details all allowable costs and is to be used throughout the duration of the grant award. As mentioned earlier, all eligible expenses must be incurred and paid between the start date and end date of the Grant Agreement. The only exception is for reasonable costs associated with the completion of the final Quarterly Report requirements outlined in the Grant Agreement. See Appendix 1, Financial Status Report Instructions, providing details on how to complete the FSR spreadsheet.

3. Supporting Expense Documentation. Supporting documentation of grant and match expenses must be submitted as part of the quarterly report and organized in the same order it is reported in the FSR. All invoices, receipts, and other documents submitted in support of expenses incurred and paid by the grantee must be itemized. All invoices must indicate they were paid by the grantee, initialed, and dated.
4. Reimbursement request. In the event no expenses were incurred, the grantee must provide documentation reporting no expenditures for the quarter, when applicable.

Proof of payment documentation must be maintained by the grantee and submitted to the State, upon request. Proof of payment must indicate who was paid, the amount paid, and the date of payment. Acceptable proof of payment documentation may include cancelled checks, credit card statements, bank statements, confirmation of Electronic Fund Transfers, etc.

I. Final Quarterly Report

The Grant Agreement specifies the required elements of the grant's final quarter report. The final quarterly report is due to the State Contact no later than 30 days after the end date of the Grant Agreement.

An element of the final quarter report is the Final Project Narrative. The Final Project Narrative captures the essence of the grant work in a one to three-page document. The narrative is used to inventory accomplishments and develop public-facing outreach materials. The narrative goes beyond the scope of task-by-task quarterly progress reporting to describe grant accomplishments and outcomes in a broad context. The Final Project Narrative form, with instructions required to be used by grantees, is available through the [MCMP web site](#).

Photographs should be provided separately from the Final Project Narrative. Send the original image files (e.g., .tiff, .jpg, or .bmp files) with final products to the State Contact.

- For construction grants, provide at least ten photographs showing “Before,” “During,” and “After” conditions. Include at least one photo of the permanent acknowledgment sign installed on-site. Projects including an opening celebration must provide photographs documenting the event, and/or grantees do have the option to submit a video or other multimedia promotions to document the event.
- For non-construction grants, when feasible provide photographs of grant activities (e.g., photo of a community planning charrette or training workshop, location, public input meeting, publication, maps, or other pertinent graphics). A text file containing captions and photograph dates should accompany photographs.

A hardcopy version of all products must be provided. Additionally, two CDs, DVDs, or portable USB Drives (non-returnable) must be provided - each containing a complete digital set of grant work products. Mail products to:

Via US Postal Service:

Department of Environment, Great Lakes, and Energy
Water Resources Division, Coastal Management Program
P.O. Box 30458
Lansing, Michigan 48909-7958

Via FedEx or UPS:

Department of Environment, Great Lakes, and Energy
Water Resources Division, Coastal Management Program
525 West Allegan Street
3rd Floor, South Tower
Lansing, Michigan 48933

Final reimbursement payment will be processed once all grantee obligations have been fully satisfied. This includes submittal and approval of the final quarterly report, final work products, and the Final Project Narrative. A portion of the grant award may be withheld for grants identified as incomplete or unsatisfactory.

J. Records Retention and Access to Records

The grantee is required to maintain all pertinent records pertaining to the Grant Agreement. All records must be maintained for a minimum of five years after the final payment has been issued to the grantee by the State. The State or any of its authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The grantee will provide proper facilities for such access and inspection. All work products are classified as public information. This will be the case unless otherwise specified in the Grant Agreement or approved data sharing plan.

For information or assistance on this publication, please contact the Coastal Management Program through EGLE Environmental Assistance Center at 800-662-9278. This publication is available in alternative formats upon request.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

Financial Status Report Instructions

Introduction

The FSR is an Excel workbook designed to simplify financial reporting for grantees by performing required mathematical calculations. The FSR contains multiple sheets that cover the project budget, expense records for each quarter, and budget changes. The “Budget” sheet has been completed by your State contact, based on information from the grant agreement budget, and is the first tab labeled “Budget” on the Excel workbook. The subsequent tabs identify the quarters to report expenses and also includes budget revision sheets to be used when requesting changes to the budget. See details below on the use of the budget revision tab. Upon entering the grant and local match funds expended for the quarter, the workbook will calculate: grant funds incurred to date, grant fund balance to date; the local match earnings to date; and the local match balance due. Please check all totals for accuracy.

Completing the FSR Header Information

- Grantee Organization Name/Project Name/Project Number: Automatically transferred to each quarterly report sheet from the budget sheet.
- Period Covered: Enter the start and end dates of the reporting period.
- Date Submitted: Enter the date the FSR is submitted to the State contact. Any revisions should include the current date and be prefaced with “Revised.”

Completing the Quarterly Expense Information (Tabs for Each Quarter)

Expense information input occurs in cells shaded in yellow. White cells automatically fill or calculate, as needed, for each quarterly tab. To assist with accurate reporting, cells with formulas are intentionally locked and password protected. Do not attempt to make changes to the protected portions of the FSR. All changes must be authorized and made by the Coastal Management Program. Your original budget may include dollar (\$) amounts rounded to the nearest whole number. Please do not round any amounts entered.

- Staffing Costs: Scroll down to locate the section entitled “Quarterly Staff Costs.” In this section, the name and position title for each staff person who worked on the project will be automatically loaded from the “Contract Staff Detail” tab along with the Rate of Pay. The Rate of Pay can be modified if slight changes are necessary, but the amount of grant funds available will not increase, so corresponding adjustments will be required in effort-hours. Grantee will need to insert the number of hours worked during the reporting quarter along with task. Total salary cost will be calculated and by default this total will be identified under the “Match Total” heading. If all or a portion of the staffing costs are to be accounted as grant expenses, enter the appropriate amount under the “Grant Total” heading. The match component will update accordingly. List tasks (brief description or task number from grant agreement) worked on by respective task members. Additional detail should be provided in the progress report to clearly describe what activities each staff person spent time on.
- Fringe Benefits: Fringe rates will automatically load from the Budget tab. The rate can be modified if slight changes (e.g., decimal points) are necessary. Discuss with your

State contact if significant modifications are necessary. Total fringes for the quarter will be calculated based on the rate and the salary information provided in the Salary section above.

- **Contractual Services:** Contractual services (or subcontracts) and volunteer hours, as identified in the grant agreement budget, are reported under this section. Enter the amount of grant expenses under “Funds Expended This Quarter” heading and match earned during the reporting period under “Local Match Earned This Quarter” heading for each corresponding services. All other columns and the sub-total row will automatically fill and calculate.
- **Project Supplies and Materials:** Supplies and Materials as identified in the grant agreement budget are reported under this section. Enter the amount of grant expenses under “Funds Expended This Quarter” heading and match earned during the reporting period under “Local Match Earned This Quarter” heading for each of the supplies and materials purchased during the reporting period. All other cells will automatically fill and calculate.
- **Equipment:** Reporting of equipment expenses only applies for a single item that costs \$5,000 or greater and was approved by NOAA and identified in the grant agreement budget.
- **Travel Costs:** Grantee’s Travel costs, as identified in the grant agreement budget, are reported under this section. Please note that contractor’s expenses for lodging and travel fall under Contractual Services. Instructions for travels cost include the following:
 - **Mileage:** Enter the number of miles charged to the grant for the quarter in cell D51 and those counting as match in cell I51. Enter the mileage rate in cell F51 based on grant agreement (with federal rate as maximum allowable). Resultant mileage costs display under “Miles” heading.
 - **Lodging:** Enter lodging expenses charged to the grant in cell C54 and match in cell H54.
 - **Meals:** Enter meal expenses charged to the grant in cell C56 and match expenses in cell H56.
 - **Other:** Includes TRAVEL-related costs besides mileage, lodging, and meals (e.g., Parking, Tolls). Enter expenses charged to the grant in cells C58-C61 and those counting as match in cells H58-H61.
- **Indirect Costs:** The indirect rate is pre-populated in cell E67 but may be modified if slight deviations (i.e., decimal point corrections) are necessary. Enter grant indirect costs in cell C68 and match indirect expenses in cell H68.

The FSR calculates all line item subtotals and the total project expenses to date. Review all totals, ensuring that the grant versus match division of expenses, and project totals are correct.

Supporting Documentation

Required supporting documentation may vary per grant agreement; however, usually requires invoice or itemized receipts for all contractual services, materials, supplies, equipment, lodging, and meal costs.

- Organization of Supporting Documentation: Expense documents (e.g., receipts, invoices) must be organized in the same order as listed on the FSR. Additionally, color-coding or labeling, so your state contact can easily connect documentation with respective expense values listed on the FSR, is greatly appreciated and will reduce review time and expedite processing of your payment.

Budget Revisions

- A written Change Request must be submitted to the State Contact in accordance with Section III Changes, for any changes sought to the Grant Agreement. The exception is change to a budget line item that is ten percent or less, which does not require submittal of a change request or approval by the MCMP. A budget line item means the sum total for each of the following expense budget categories (grant and match): staffing, fringe, contractual services, supplies and materials, equipment, travel, and indirect. See page 12 of the Grantee Manual under “Changes to Grant Agreement” for further details on change request requirements.

The grantee must use the Budget Revision sheet(s) (located after “quarter 10” sheet) to propose budget changes. After completing the Budget Revision sheet to detail proposed changes, the grantee must submit the most recent FSR workbook in MS Excel format, including all project expenses to date and the proposed budget changes.

The following steps should be used to complete the budget revision sheet.

1. Click on the Budget Revision Sheet tab – Note the following:
 - a. Approved budget details and expense amounts are pre-populated.
 - b. Grant expenses are located on the left side of the form, Match expenses to the right.
 - c. For proposed budget increases, enter a positive number in the pertinent cell; for decreases, enter a negative dollar amount.
2. Complete the Budget Revision header information in yellow, including the dates of the period that would be covered by the modified budget and the date the change request is submitted.
3. Input proposed changes in the staffing (Cell D15 for Grant; H15 for Match) and fringe (Cell D16 for Grant; H16 for Match) section.
4. Input any proposed changes to Existing or new Contractual Services in cells D20-29 (Grant) and cells H20-29 (Match).
5. Input any proposed changes to Existing or new Supplies and Materials in cells D33-42 (Grant) and cells H33-42 (Match).
6. Input any proposed changes to Existing or new Equipment in cells D46-47 (Grant) and cells H46-47 (Match).
7. For changes in Travel expenses, enter:
 - a. Changes in mileage dollar amounts in cells D52 (Grant) and H52 (Match).
 - b. Changes in lodging dollar amounts in cells D54 (Grant) and H54 (Match).
 - c. Changes in meal dollar amounts in cells D56 (Grant) and H56 (Match).
 - d. Changes in other travel expenses in cells D58-61 (Grant) and H58-61 (Match).
8. Input changes in Indirect Rate (E67) and/or associated grant (D68) and match (H68) dollar amounts.

Sample Change Request

Dear State Contact:

Please consider this request for the following changes to the Grant Agreement for (project #), (project title):

- Change the grantee contact from myself to Sandra Shore, the new Parks and Recreation Manager, Lakeside Township. Ms. Shore will be the local official responsible for project oversight, and she is in an effective position to communicate with the State Contact about project progress and challenges.
- Add Ms. Shore to the personnel section of the Grant Agreement budget. Her hourly rate will be \$20 per hour, and she will spend an estimated 50 hours providing project supervision for a total cost of \$1,000. The Township would like to charge all of this amount to the grant. This \$1,000 addition will increase the Personnel line amount by approximately 20 percent. To accommodate this change while keeping within the budgeted grant amount, we would like to shift \$1,000 of Supplies and Materials originally charged to the grant to the Match column.

Please notice that the budget changes requested above will not decrease our match amount below the grant amount. Thank you for considering this request.

Sincerely,

(Grantee Contact Name)

(Title)

Grantee Quarterly Report Review Checklist

Project Name:

Project Number:

Quarter (check one): 1 2 3 4 5

Reporting expenses for this quarter: Yes No

Reporting match for this quarter: Yes No

Yes	No	N/A	Financial Status Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Header information is complete and accurate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Salary: Individual hours reported appear to align with work effort/tasks completed; does not exceed contractual amount.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fringe: Breakdown by individual provided; does not exceed contractual amount.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractual: <ul style="list-style-type: none"> • Invoices provided; amounts match financial report and contract amounts. • Ensure acceptable volunteer rate is not exceeded. (As of 7/21/20, \$27.20/hour professionals not working in a professional capacity but utilizing their skillsets beyond unskilled labor; minimum wage rate = \$9.65.); amounts match financial report and contract amounts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplies/Materials: <ul style="list-style-type: none"> • Includes description and receipts for items purchased. • Clear connection between items purchased and grant tasks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment: Zero.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel: <ul style="list-style-type: none"> • Travel directly supports grant tasks. • Mileage is at approved rate (not to exceed federal rate); miles traveled reported. • Amounts and receipts provided for lodging, meals, fares; per diem policy supplied where applicable. • Does not exceed travel expenses in budget.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indirect: Aligned with approved rate; does not exceed contractual amount.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cumulative expenses do not exceed contract amounts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total expenses reconcile with those of previous quarter.

Yes	Progress Report
<input type="checkbox"/>	Progress for each task is reported and conducted in accordance with requirements of the grant agreement.