

# Michigan Coastal Management Program

## Grantee Manual

2019



This Grantee Manual does not establish regulatory requirements for Grantee or 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](http://Michigan.gov/EGLE)

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MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY



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## **Introduction**

This Michigan Coastal Management Program (MCMP) Grantee Manual (Manual) is intended to help guide implementation of MCMP grants. Each grant is unique, so greater need to communicate with the State Contact, as identified in the Grant Agreement, with specific questions not addressed in this Manual.

The MCMP, within the Water Resources Division (WRD) of EGLE, 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.

MCMP grants are made available through the National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce (U.S. DOC), pursuant to the Coastal Zone Management Act of 1972 (CZMA).

## **I - Grant Agreement**

The Grant Agreement is a legally binding document between the grantee and EGLE, consisting of state and federal terms and conditions which specifies tasks to be performed as well as project outcomes and final work products to be produced. The grantee must comply with all terms and conditions as outlined in the Grant Agreement.

### **Controlling Documents**

This Manual is not intended to replace the state and federal requirements. Rather, it provides concise, easily accessible "how-to" information for implementing and managing MCMP grants.

Due to the federal funding source of the Grant Agreement from NOAA, requirements are controlled by, and detailed within, the U.S. DOC Federal Assistance Standard Terms and Conditions (U.S. DOC Terms and Conditions) and 2 Code of Federal Regulations Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). 2 CFR Part 200 is the basis for all federal grant awards, wholly or partially funded, and has been adopted by each federal agency administering federal grants.

2 CFR Part 200 consists of the following Subparts:

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart C – Pre-Award Requirements
- Subpart D – Post Award Requirements
- Subpart E – Cost Principles
- Subpart F – Audit Requirements

The U.S. DOC Terms and Conditions provides additional financial requirements, along with other federal requirements, applicable to MCMP grants.

U.S. DOC Terms and Conditions consists of the following Sections:

- Section A – Programmatic Requirements
- Section B – Financial Requirements
- Section C – Property Standards
- Section D – Audits
- Section E – Debts
- Section F – Conflict of Interest, Code of Conduct and Other Requirements Pertaining to DOC Financial Assistance Awards, Including Subawards and Procurements Actions
- Section G - National Policy Requirements

### **Structure**

The Grant Agreement includes a cover page, boilerplate language, including state and federal requirements, and Appendix A containing grant program requirements and budget.

### **Cover Page**

The cover page lists the grant title, grant 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 period. Expenditures outside the grant period are not eligible for reimbursement or count as match.

The State Contact serves as the primary point of contact for the MCMP. The Grantee Contact serves as the primary point of contact for the grantee organization. The State Contact may communicate with other grantee representatives (e.g., financial staff, consultants) when necessary, but will include the Grantee Contact on all such communications. In turn, the Grantee Contact have other staff, or its project representatives communicate directly with the State Contact on their behalf. The grantee is responsible for coordination with all contractors, consultants, volunteers, and other representatives. If the Grantee Contact changes, a Change Request must be submitted to the State Contact for review and approval by the MCMP Manager.

### **Boilerplate**

- The boilerplate is the foundation of all Grant Agreements and is updated as regulations change.
- The boilerplate contains the terms and conditions of all state and federally funded Grant Agreements and cannot be altered.
- The WRD will not reimburse grantees for work done prior to the start date or after the end date of the signed Grant Agreement.
- Consistent with Section III, Changes, of the Grant Agreement, changes cannot be made to a Grant Agreement unless approved by the WRD in writing. See Section IV, Changes to Grant Agreement, of this Manual for further guidance.

- Section VIII, Subcontracts, of the Grant Agreement boilerplate language states: “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 the Contractor’s Qualifications Form, available through the MCMP website at [EGLE - Coastal Management](#).

## **Appendix A**

General Program requirements related to the project description, tasks, and schedule are found under Appendix A of the Grant Agreement. It is highly recommended for Grantees to review this information throughout the grant period to ensure they meet the requirements under the Grant Agreement.

There are three parts to Appendix A:

1. **Section I, Project Description** states the overall purpose and goals of the project, what MCMP priorities the grant work addresses, and describes general grant actions.
2. **Section II, Project, Tasks, and Schedule** sets a project timeline that identifies specific project tasks, schedule, and specific work products/performance metrics.
3. **Section III, Budget** details the expenses for the project by line items: grant or match related to staff, fringe, contractual services, travel (including lodging, meals, mileage allowance), equipment, supplies/materials, and indirect. Expenses not included within the budget are not eligible for reimbursement or counted as match. Should expense needs arise that are not covered within the Grant Agreement budget, contact the State Contact to discuss options.

## **II - Grant Management Processes**

### **Quarterly Reports**

The grantee is responsible for reporting on grant progress and expenditures on a quarterly basis as specified in Section IV, Grantee Deliverables and Reporting Requirements, of the Grant Agreement. Each quarterly report consists of: (1) Progress Report; (2) Financial Status Report; (3) Supporting Expense Documentation; and (4) Reimbursement Request. Grant specific due dates for the quarterly reports are defined in Section IV, Grantee Deliverable and Reporting Requirements, of the Grant Agreement.

### **Progress Report**

The progress report is a written narrative providing an update on the progress being made on the project, including a detailed description of activities, accomplishments, and challenges during the reporting period. Information that must be communicated, at a minimum, includes:

1. Date submitted.
2. Project name.
3. Grantee name.
4. Reporting period dates.
5. Grant number.

6. Summary of work during the reporting period for each task listed under Appendix A of the Grant Agreement, regardless whether grant or match funded. Provide a detailed account of all of the following:
  - a. Actions taken and progress made towards task completion.
  - b. A “who-did-what” description of the roles and contributions provided by grantee staff, partnering agencies, volunteers, and/or contractors.
  - c. Any deviations from the grant tasks and schedule as stated in the Grant Agreement.
  - d. A statement indicating whether each task is: behind schedule, on schedule, ahead of schedule, or complete.
  - e. Accomplishments including those specified in the Grant Agreement as well as any unexpected accomplishments.
7. Any challenges or barriers encountered and how they were addressed. Also indicate what impact, if any, these problems have had or will have on grant work or the completion of tasks.
8. Summary of activities planned for the next reporting period.

See Appendix 1, Quarterly Progress Report Instructions.

### **Financial Status Report**

Clear and accurate reporting of grant expenses allows Grantees to focus on the project outcomes instead of addressing project administration issues. Expense documentation requirements, both format and content, are the same for match as for grant expenses. General requirements include:

- Grant expenses must be reported on the Financial Status Report (FSR) spreadsheet provided by the State Contact. The FSR is pre-populated with budget details as provided for in the Grant Agreement and is used throughout the duration of the grant period.
- All tasks must be conducted, and expenses incurred and paid between, the start date and end date of the Grant Agreement. The only exception (with prior written approval from the State Contact) is reasonable costs associated with grant closeout (e.g., final reports) may be incurred and paid within a short time after the end date.
- Report expenses in the period during which they are paid. For example, a grantee receives an invoice March 22, from a contractor for grant work the contractor did between January 1, and March 15. If the invoice is paid prior to March 31, then expenses may be claimed in the January – March FSR; however, if the grantee does pay the invoice April 1, then the expenses will be reported in the April – June FSR.

### **Supporting Documentation**

Documentation supporting all grant and match expenses listed in the FSR must be submitted to the State Contact as part of the quarterly report. All invoices, receipts, and other documents submitted in support of expenses incurred and paid by the Grantee must be itemized. While the format of supporting documentation may vary by institution and accounting category, general expectations are detailed in the sections below. Expense documentation should be organized in the same order it is reported in the FSR.

## **Proof of Payment**

Proof of payment documentation must be maintained by the grantee and submitted, upon request or if the grantee is listed as high-risk organization, with the quarterly reports. Proof of payment must indicate; (1) who was paid, (2) amount paid, and (3) date of payment.

Acceptable proof of payment documentation may include:

- Cancelled check.
- Credit card statement.
- Bank statement.
- Confirmation of: Electronic Fund Transfer, Automated Clearing House, or other wire transfer.

## **Staffing**

Staffing includes wages for paid staff working on the project is reported under this line item. Do not include costs associated with contractual services or volunteers under this line item.

Contractual services and volunteer match must be reported under contractual services of the FSR. Staff wages and hours worked have been entered into the FSR 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 and have been entered into the FSR 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 volunteer in-kind 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.
- Identifies grantee as the entity from which payment is sought and includes payment request such as "Remit to" or "Pay."

If an invoice contains materials and/or services for work not included in the grant, highlight and make notes as necessary those expenses not eligible and not being claimed as an expense under the Grant Agreement.

To properly document volunteer in-kind 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). Formats for reporting volunteer in-kind earnings 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 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. Details may be provided within the FSR or a separate document, if additional space is needed. Reimbursement for alcohol is not allowed under any circumstances.

### **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.

General requirements include:

- Costs may be charged on an actual cost basis. Per diem may be used instead, if supported by grantee's travel policy. Actual and per diem costs cannot be claimed within a single trip.
- Expenses must be charged at the same rate used by the grantee for non-federally supported activities as provided in the grantee's written travel policy. A copy of the policy must be submitted.
- In the absence of an acceptable written grantee entity travel policy, the rates and amounts established for mileage, per diem, lodging and subsistence published by the General Services Administration (GSA) are applied.
- If travel rates of the grantee entity or GSA, where applicable, change during a grant period, the new rates may be applied if budget changes are offset in other expense categories. Increases greater than ten percent of a budget line item require prior approval by the MCMP. See Section IV, Changes to the Grant Agreement, of this Manual

### **Indirect Costs**

Indirect facilities and administrative costs are those associated with continuing operation of the grantee organization and generally includes the cost of building occupancy, equipment usage, procurement, personnel, administration, accounting, and other overhead activity that cannot be directly charged to the grant. This amount will be automatically calculated on the FSR based on the preapproved indirect cost rate specified in the Grant Agreement budget.

Expenses incurred and paid are reimbursed by the State on a quarterly basis. The FSR supporting documentation and Progress Report must be approved before payment will be

processed. An amount equal to 25 percent of the grant amount is required to be withheld until the grant is completed in accordance to the terms and conditions of the Grant Agreement, including acceptance of all work products. Expense documentation should be organized in the same order it is reported in the FSR.

### **III - Additional Information**

#### **Direct Costs vs. Contractual**

Direct costs are those incurred and paid by the grantee organization and reported under the line items under the Staffing & Fringe, Supplies & Materials, Travel, and Indirect Rate sections of the FSR. The line items under the FSR Contractual Services section must be used to report all expenses of contractors, consultants, vendors, partners, and for volunteer in-kind match. For example, if an employee spends \$75 for lodging during a grant-related trip, this expense is reported in the travel category; however, that same expense incurred by a consultant or contractor is reported as a contractual service expense.

#### **Using Contractors**

The use of a contractor (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 with EGLE.

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 MCMP grant. Excluded parties are often referred to as "debarred" or "suspended." The System for Award Management (<https://www.sam.gov/SAM/pages/public/index.jsf>) 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 website [Michigan.gov/CoastalManagement](http://Michigan.gov/CoastalManagement), to verify the contractor(s) is/are not actively excluded.

## **Match Requirements**

The match percentage and amount are detailed on the cover page. The entire match amount required under the Grant Agreement must be satisfied to receive the full grant amount. Failure to report the required match will result in a reduction grant for the same amount since Grantees are required to provide a one to one match. Cost types and documentation requirements are the same for match as for grant expenses. A cost deemed ineligible for grant reimbursement cannot be counted as match.

The required match should be met for each reporting period. However, in certain cases (e.g., in-kind volunteer time for an event scheduled during the last quarter) the match may be earned during different quarters than the grant expenses. If at the end of the grant period, required match is not earned, grant reimbursement will be reduced to meet the contractual match percentage requirement.

## **Cash Match**

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 grant effort.

## **In-Kind Volunteer Services**

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, at [Michigan.gov/WageHour](http://Michigan.gov/WageHour); 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, 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 [www.independentsector.org](http://www.independentsector.org), under National Value of Volunteer Time. As the rate is updated on the website, 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, but who is not reimbursed for that 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 time period; and
- Individuals providing match are not federal employees or supported by federal funds.

### **Field Work**

Any field work conducted as part of the grant, such as, monitoring, training, volunteer activity must be conducted in accordance with pertinent federal, state, and local laws. Best management practices must be followed for minimizing negative impacts to the human and natural environment. Such practices may include necessary steps to minimize the risk of introducing and/or spreading both terrestrial and aquatic invasive species as well as adequate Soil Erosion and Sedimentation Control (SESC) measures. Grantees must take all appropriate measures into consideration for the type of work being conducted and the specific site conditions, including risks associated with seasonal weather and water level fluctuations when conducting field work.

### **Low-cost Construction Projects**

Low-cost construction projects are generally defined as projects involving work involving an earth disturbance including, but not limited to, boardwalks, trails, beach staircases, soil borings, new signage installations, invasive species removal, living shoreline installations, green infrastructure installations, and rehabilitation of historic structures. Projects involving an earth change are classified as a 306A project under the CZMA. Low-cost construction projects carry additional requirements due to the potential for adverse environmental impacts.

### **Public Ownership and Property Use**

Construction grants must be located on public land or secured through a long-term lease or easement in perpetuity or at a minimum of 20 years. Grantees commit to maintaining the property and/or project area for a minimum of 20 years from the end date of the Grant Agreement. An appropriate operations and maintenance plan to ensure a successful useful life of the completed grant work is required. If the property and/or project area constructed under the Grant Agreement is leased or sold out of public ownership or are used for purposes other than public use or as built, the grantee shall reimburse the MCMP for the share of the federal funds received for the grant.

Grants developed for public access must be open to all persons, regardless of race, color, religion, sex, or national origin. Discrimination based on residence is not allowed, except to the extent that differences in admission fees may be reasonable based on the local contributions to the grant work.

Property developed through the grant must be kept reasonably safe, clean, and sanitary. Structures and improvements (e.g., trails, boardwalks) must be kept in reasonable repair throughout their existence.

## 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. The MCMP is encouraging all grantees to contact their local EGLE, WRD, District Office staff to formally request a pre-application meeting to ensure the physical components can be permitted.

Copies of the permit(s) must be submitted to the State Contact prior to commencement of any earth change on the property. 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, SESC, 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 require a permit under Section 10 of the Rivers and Harbors Act of 1899.
- Permits from EGLE 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 91, SESC ([Michigan.gov/SoilErosion](http://Michigan.gov/SoilErosion))
  - Part 301, Inland Lakes and Streams ([Michigan.gov/EGLEInlandLakes](http://Michigan.gov/EGLEInlandLakes))
  - Part 303, Wetlands Protection ([Michigan.gov/Wetlands](http://Michigan.gov/Wetlands))
  - Parts 307 and 315, Dam Safety ([Michigan.gov/DamSafety](http://Michigan.gov/DamSafety))
  - Part 325, Great Lakes Submerged Lands ([Michigan.gov/EGLEGreatLakes](http://Michigan.gov/EGLEGreatLakes))
  - Part 323, Shorelands Protection and Management ([Michigan.gov/Shorelands](http://Michigan.gov/Shorelands))
  - Part 353, Sand Dunes Protection and Management ([Michigan.gov/CriticalDunes](http://Michigan.gov/CriticalDunes))

Permit applications are submitted using the joint permit application through the web based MiWaters online permitting information system ([Michigan.gov/MiWaters](http://Michigan.gov/MiWaters)).

## Acknowledgement Signage

A grant acknowledgment sign must be posted in a temporary location at the site of any construction grant prior to and during commencement of 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 on site.

Alternative grant acknowledgment signs may be used; however, prior consent from the State Contact is required. At a minimum, the grant sign must include EGLE and NOAA logos and indicate that the grant work is being funded by EGLE, MCMP, through the National Coastal

Zone Management Program, as specified in Section XXIV, Program General Provisions, of the Grant Agreement.

### **Geospatial and Environmental Data**

Environmental Data, including geospatial data, includes recorded and derived observations and measurements of the physical, chemical, biological, geological, and geophysical properties and conditions of the oceans, atmosphere, space environment, sun, and solid earth, as well as correlative data such as socio-economic data, related documentation, and metadata. Digital audio or video recordings of environmental phenomena (such as animal sounds or undersea video) are included in this definition. Numerical model outputs are also included in this definition, particularly if they are used to support the conclusion of a peer-reviewed publication.

Geospatial data should be provided in the Environmental Systems Research Institute's (ESRI) ArcGIS formats. This includes use of shapefile format with appropriate projection file or geodatabase feature class for vector data, and typical raster formats such as .img or .tiff.

### **Data Sharing Plan**

If the project involves monitoring, data collection, or data use the following must be provided:

- Description of types of environmental data to be created or collected.
- Description of collection methods.
- Description of collection schedule/timing.
- Description of standards to be used for data/metadata format and content.
- Description of policies addressing data preservation.
- Description of procedures and location (e.g., Web site) where data will be made publicly accessible.

### **Quality Control Requirements**

Provide the following information if the proposed project involves monitoring, data collection, or data use:

- Geospatial data and environmental data collected and/or created under the project are posted online.
- Data are provided free of charge or available at a minimal cost (not to exceed the cost of distribution to the user).
- Data are made available in a timely manner (typically no later than two years after creation except when limited by law, regulation, policy, or security requirements.)
- Data are understandable to users and available in a form that permits further analysis or reuse.
- Data are in a machine-readable format, and sufficiently documented using open metadata standards to enable users to independently read and understand the data.
- Data undergo quality control provisions, and a description of the quality control process and results are referenced in the metadata.

### **Metadata**

Metadata must be created and provided for all new geospatial data collected or produced. Metadata should comply with the Federal Geospatial Data Committee standards, which can be

viewed at: <http://www.fgdc.gov/metadata/csdgm/>; however, the proposed North American Profile of the International Organization for Standardization 19115, is also acceptable.

Metadata records must include:

- Funding acknowledgement - may be incorporated in the metadata's abstract section.
- Disclaimer stating – “These data and related items of information have not been formally disseminated by EGLE, MCMP, or NOAA, and do not represent any agency determination, view, or policy.”

ESRI's ArcGIS software users can use the ArcCatalog metadata management tool, which allows metadata to be attached to, and maintained, along with the data itself. The metadata must also be exported and provided in a format (e.g., .pdf) that can be read by those who do not have ESRI ArcGIS software.

Information provided is used by the MCMP to post a metadata record to the National States Geographic Information Council's Ramona GIS Inventory (<http://gisinventory.net>) and to the geospatial one-stop (<https://www2.usgs.gov/science/cite-view.php?cite=2129>).

EGLE may, at its discretion, make publicly visible the NOAA Data Sharing Plan from funded grants, or use information from the NOAA Data Sharing Plan to produce a formal metadata record and include that metadata in an online inventory to indicate the pending availability of new data.

### **Drones**

The following information is required to be approved as part of the selection and approval process. Any changes to the approved information (outlined below) must be submitted as a change request and approved prior to deployment of drones used for the grant project:

- Specific geographical location of deployment/area of operations map(s) with brief narrative.
- Timing for the deployment of the drones, (e.g., month, day or date range, time of day).
- Evaluation of deployment coincidence with animal migration.
- Federal Aviation Administration license of the operator and unmanned-vehicle registration.
- Deployment/area of operations site access.
- Indication and brief explanation of best management practices to be implemented to avoid the introduction and/or spread of invasive species.

### **Work Products and Supplemental Materials**

Items such as photos, videos, reports, brochures, fact sheets, posters, and media releases/coverage developed during the reporting period shall 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 in regard to educational, outreach, and/or training events. In such cases, please include information specifying:

- Name and a description of the event.
- Number of participants.

- Date of the event.
- 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, Pub. L. No. 101-336, § 2, 104 Stat. 328 (1991).

### **Grant Acknowledgement Requirements**

All grant work products, public outreach materials, reports, and videos must acknowledge financial assistance of EGLE and NOAA. In addition, a view disclaimer is required for all reports and videos. EGLE and NOAA logos are also required for all work products. The acknowledgement shall be placed on the cover, inner cover, or other prominent place of the associated work product. The specific grant acknowledgement language is stated in Section XXIV, Program General Provisions, of the Grant Agreement.

### **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.



### **Viewer Disclaimer Requirements**

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

### **IV - Changes to Grant Agreement**

Grant tasks must proceed as described in the 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, expenses (greater than ten percent of a line item), or Grant Agreement end date. Submit Change Requests to the State Contact.

Change Requests must include:

- Grantee organization name.
- Grant title.
- Grant number.
- Date requested.
- Detailed explanation of proposed changes (per task listed in Grant Agreement).

- Justification for proposed changes.
- Schedule for completion of updated tasks.
- Budget details for financial changes.
- Completed Contractor's Qualification Form (if contractor(s) are added).

The request will be reviewed by the State Contact to ensure administrative completeness and forward to the MCMP Manager for review and approval. The MCMP Manager will also determine whether the proposed change is *minor* or *significant* in scope. Prior written approval must be received by the State Contact before any and all changes may be enacted by the grantee. The MCMP reserves the right to deny a request for changes to the agreement.

See example under Appendix 2, Sample Change Request.

### **Minor Changes**

Minor Grant Agreement changes include:

- Change(s) in project tasks that do not change the final outcome of the project
- Change(s) to budget line item(s) that are greater than ten percent of a line item but less than ten percent of the total project budget (grant plus match)
- Change(s) in signatory, Grantee Contact, personnel, principal investigator, or contractor as identified in the original Grant Agreement

It is important to note that changing of a contractor(s) under Contractual Services, the Grantee is required to submit a Contractor's Qualification Form and the Coastal must confirm the newly identified contractor(s) is 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 they are not on the debarment list.

The State Contact will provide a Notice of Change (NOC) e-mail, either approving or denying Change Requests for minor changes. If approved, retain a copy of the NOC e-mail as documentation of the approved change.

### **Significant Changes**

Significant Grant Agreement changes include:

- Change(s) to Grant Agreement end date.
- A change in the amount of grant.
- Change(s) to the budget line item(s) which exceed ten percent of project total budget (grant and match).

Changes considered to be significant require an amendment to the Grant Agreement. Proposed changes that alter project scope under the Grant Agreement will not be approved. The amendment is not in effect until signed by both parties. Expenses or performing any work related to the proposed change cannot occur prior to execution of the amendment.

### **Cancellation**

The State may cancel the Grant Agreement due to Executive Order, budgetary reduction, or other lack of funding. The State may also cancel upon request by the grantee or mutual

agreement by the State and grantee. Consult with the State Contact as soon as possible if a cancellation request is being considered. A 30-day notice period is applied if the Grant Agreement is cancelled. "Just and equitable compensation" may be provided by the State for satisfactory and eligible work completed. Please ensure you have a full understanding of specific provisions under Section XX, Cancellation, of the Grant Agreement, and direct any questions or needs for clarification to the State Contact.

### **Termination**

The State may terminate the Grant Agreement for certain infractions. Termination may occur immediately or after a 30-day notice, depending on the severity of the infraction. Grantees may be required to repay all, or a portion of grant funds received. Please ensure you have a full understanding of specific provisions under Section XXI, Termination, of the Grant Agreement, and direct any questions or needs for clarification to the State Contact.

## **V - Grant Close Out**

### **Final Quarterly Report**

The quarterly report covering the Grant Agreement's final quarter is the same as those from previous quarters, with the addition of a Final Narrative. The progress report should indicate that all tasks were completed. The final quarterly report is due no later than 30 days after the end date of the Grant Agreement.

### **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.

See Appendix 3, Final Narrative Instructions, for detailed instructions on completing the Final Narrative.

### **Geospatial Data Products**

If environmental or geospatial data was created, include the location (internet URL) of the data in the Final Project Narrative. The data must be available for download from the internet; however, the internet version alone does not satisfy work product requirements. Two copies of the digital files must also be submitted with final work products. Include all relevant raster, vector, map document files, and metadata. Map documents should have relative links to data layers so that the fully functioning GIS map can be opened from the media without needing to reconnect to various data sources.

### **Photographs**

Photographs should be inserted directly into the Final Project Narrative and 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.

- 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.

### **Final Work Products**

Grant specific final work products to be completed and submitted as required under Appendix A of the Grant Agreement. This includes submitting draft work products to the State Contact for review, comment, and revision, as necessary. Grant related work should cease at the Grant Agreement end date, any work expenses incurred after end date will not be reimbursed or counted as match.

### **Required Format and Mailing**

A single complete set of all work products and the Final Narrative must be submitted and approved by the State Contact. 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**

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.

### **VI - 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.

## **Appendix 1 - Quarterly Progress Report Instructions**

### **Introduction**

All grantees are required to report grant activities on a quarterly basis including a Progress Report and an FSR. The Progress Report is a written narrative explaining the status of the grant according to the project contract.

### **Completing the Progress Report**

The overall format and appearance of the Progress Report is flexible; however, it must be provided in as a stand-alone Word or PDF document.

The Progress Report must include:

1. Date submitted
2. Project name
3. Grantee name
4. Reporting period dates
5. Project number
6. Summary of work during the reporting period – for each task listed in the grant agreement, regardless whether grant or match-funded, provide a detailed account of the following:
  - a. Actions taken, and progress made, towards task completion.
  - b. A “who-did-what” description of the roles and contributions provided by grantee staff, partnering agencies, volunteers, and/or contractors.
  - c. Any deviations from the project tasks and schedule as stated in the Grant Agreement.
  - d. A statement indicating whether each task is: behind schedule, on schedule, ahead of schedule, or complete.
  - e. Project accomplishments including those specified in the Grant Agreement as well as any unexpected accomplishments.
7. Any challenges or barriers encountered and how they were addressed. Also indicate what impact, if any, these problems have had or will have on project goals or the completion of tasks.
8. Summary of activities planned for the next reporting period.

When applicable, the Progress Report must also include information regarding educational, outreach and/or training events, specifying:

- the name and a description of the event,
- the number of participants,
- the date of the event, and
- the number and type of materials produced and/or distributed (i.e. videos, reports, brochures, fact sheets, posters, etc.).

### **Supplemental Materials**

Submittal of materials developed during the reporting period such as photos, videos, reports, brochures, fact sheets, posters, and media releases/coverage that lend additional insight on significant accomplishments is appreciated.

## Appendix 2 - Sample Change Request

Dear State Contact:

Please consider this request for the following changes to the Grant Agreement for (project #), Lakeside Township Park Accessible Kayak Launch:

- Extend the Project end date by one quarter to June 30, 2014. The flooding that followed the heavy rains in April damaged the bridge on the access road to the project site. Due to the difficulty of securing funds to repair the bridge, the bridge remained closed until repairs were finally completed in August. Some post-flood clean-up work was also necessary at the project site. These circumstances delayed work on the kayak launch by almost four months and extending the Project end date to next June will allow the Township to make up for this delay.
- 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 MCMP 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,

Dawn Waters, Supervisor  
Lakeside Township

### Appendix 3 - Final Project Narrative Instructions

The final project narrative captures the essence of a completed MCMP grant project in a brief one to three-page document and provides the framework information/components needed to inventory accomplishments and develop public-facing outreach materials.

Please include the following components in your MCMP grant project narrative:

1. Project Title;
2. Grantee (Organization) Name;
3. Project Number;
4. Grantee Project Contact Information (for further information about approach/outcomes);
  - a. Name
  - b. Telephone
  - c. E-mail
5. List of Coastal County(ies) or region affected by project;
6. start date and end date of project;
7. Final Grant amount expended (\$);
8. Final Match amount provided (\$);
9. "Project-at-a-Glance" Summary - Explain project outcomes and how the project advanced local coastal management efforts, in approximately 200 words or less. Include information on the "who," "what," "when," "where," and "why;"
10. Provide a more detailed narrative section addressing the following:
  - a. Description of how the project promotes wise management of the cultural and natural resources of Michigan's Great Lakes coast
  - b. Description of how the project further advanced a MCMP focus area(s)
  - c. Description of the benefits of the project
  - d. Description of successful challenges; lessons learned
  - e. Description of the next steps and/or recommendations stemming from the project
11. Required logos and view disclaimer as provided by the State Contact (update to reflect "grantee" name);
12. Quote from the Grantee Perspective (or local project partner) regarding how project enhances local coastal management for potential use in outreach publication; and
13. If available, include your organization's logo.

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