



# 2017 Michigan Invasive Species Grant Program

## **MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT**

The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations.

## **NATURAL RESOURCES COMMISSION STATEMENT**

The Natural Resources Commission, as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the Michigan DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing, MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202.

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, P.O. Box 30425, Lansing, MI 48909-7925.

This publication is available in alternative formats upon request.

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***SCHEDULE FOR MICHIGAN INVASIVE SPECIES GRANT PROGRAM***

Request for Pre-Proposals.....	May 2, 2017
Informational Webinar.....	May 23, 2017
Electronic Submission of Pre-Proposals Due .....	June 13, 2017
Request for Full Proposals .....	July 17, 2017
Electronic Submission of Full Proposals Due.....	September 18, 2017
Award Announcement .....	December 2017/January 2018
Project Period Begins.....	Upon execution of grant
Project Schedule.....	Follows work plan in “Appendix A” of project agreement
Interim Progress Reports Due.....	April 30 and October 30 of project period
Project Period Ends.....	Date on executed project agreement
Final Project Report Due.....	Sixty days after project period end date

## ***INTRODUCTION***

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The Michigan Invasive Species Grant Program (MISGP) is a competitive state grant program started in 2014 and available each year that the state legislature appropriates funding. Over \$11 million in invasive species grant funds have been awarded since its inception. Up to \$3.6 million is expected to be available for the 2017 grant cycle.

The purpose of the MISGP is to provide funding and technical assistance to prevent, detect, eradicate, and control terrestrial and aquatic invasive species. Administration of the MISGP is handled through the Michigan Department of Natural Resources (DNR) in collaboration with the Departments of Environmental Quality (DEQ) and Agriculture and Rural Development (DARD). Collectively, these three departments are known as the Quality of Life (QOL) agencies.

The QOL agencies have developed the following plans to manage invasive species:

- Michigan's Aquatic Invasive Species State Management Plan
- Michigan's draft Terrestrial Invasive Species State Management Plan (anticipated to be final by Summer 2017)

## ***PROGRAM ELIGIBILITY AND REQUIREMENTS***

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### **ELIGIBLE APPLICANTS**

- Local, state\*, federal, or tribal units of government
- Non-profit organizations
- Universities

Proposals that are collaborative in nature will receive higher scoring than proposals representing individual agencies or organizations.

\*State agencies should contact the MISGP program manager prior to preparing an application.

### **PROJECT AREA**

MISGP projects must be conducted in Michigan or on Michigan waters.

### **PARTNERS AND COLLABORATORS**

Project partners receiving money from the grant must be eligible applicant organizations. Project partners are subject to the same requirements for progress reporting, contracting and reimbursement documentation as the applicant agency.

Project collaborators are organizations that are not eligible applicants. Project collaborators may work on the project but are considered contractors, subject to state procurement requirements which require awarding work to the lowest qualified quote or bid (see Payment of Grant Funds section). Project collaborators may make documented donations to the project.

### **GRANT LIMITS**

The minimum grant amount is \$25,000 and the maximum grant amount is \$400,000.

### **MATCH REQUIREMENTS**

The applicant must provide 10% of the total project cost in the form of local match. Match must be an integrated, necessary part of the project. Eligible local match includes: cash; donations of materials, equipment or supplies; staff; relevant grant awards; or volunteer labor. Match may not consist of waived indirect costs. Indirect rates in excess of 10% may not be used as match. This is not a federal grant program and federally negotiated indirect rates do not apply.

### **TIMEFRAME**

Project duration may be from 1 to 3 years, with work commencing within the first 60 days of grant execution. Phased projects to initiate or continue work may be submitted. Funding of one phase of a project does not guarantee funding for subsequent phases.

## PROGRAM GOALS

This program is designed to address strategic issues of prevention, detection, eradication, and control for both terrestrial invasive species (TIS) and aquatic invasive species (AIS) in Michigan. The main objectives of the MISGP are to:

- Prevent new introductions of invasive species through outreach and education
- Monitor for new invasive species and expansion of existing invasive species
- Respond to and conduct eradication efforts for new findings and range expansions
- Manage and control key colonized species in a strategic manner

## PROGRAM METRICS

- Statewide coverage of Cooperative Invasive Species Management Areas (CISMAs)
- Response to early detections of invasive species
- Education and outreach to Michigan citizens
- Increased management and control of terrestrial and aquatic invasive species

## PROJECT FOCUS AREAS

The six focus areas outlined below were determined to be the current priorities for statewide strategic investment in invasive species prevention, detection, eradication, and control.

Individual proposals will only be applicable to one focus area, but applicants may submit separate proposals under more than one focus area. Cooperative Invasive Species Management Areas (CISMAs) may apply under any Focus Area and both tiers of Focus Area 1.

Proposals that demonstrate the greatest strategic advantage and technical merit will receive the highest scores. The intent of the program is to fund proposals that will provide the strongest outcomes for invasive species management in the state. A focus area may not be funded if there is a lack of interested applicants or strength in proposals.

### *Focus Area 1. Prevention, detection, and control activities by Cooperative Invasive Species Management Areas*

New to 2017, this focus area will have two tiers. Please read the descriptions carefully to ensure you apply to the correct tier.

#### Tier 1: Core Function Funding (up to \$60,000 per CISMA per one year project)

This tier of funding is only available to previously funded CISMAs meeting eligibility requirements outlined in the pre-proposal scoring criteria section.

Tier 1 provides funding for core functions of a Cooperative Invasive Species Management Area (CISMA; Appendix A) on an annual basis. Core functions are any essential staffing or activities to maintain the minimal framework to prevent, detect, and control invasive species within the CISMA's geographical boundary.

Up to \$1.0 million will be available for Tier 1 funding to achieve strategic plan goals and objectives.

#### Tier 2: New CISMA and Existing CISMA Project Funding (\$25,000 - \$150,000 per two year project)

Tier 2 provides funding for CISMA projects that prevent, detect, and/or control invasive species. Priority will be given to proposals that: 1) create new CISMAs, including developing a strategic plan, and 2) implement existing strategic plans (including the CISMA's and other strategic action plans) by established CISMAs. Projects should use standard procedures to detect invasive species, treat infestations with appropriate methods, and monitor locations afterwards. Applicants should demonstrate commitment to long-term monitoring, treatment, and restoration efforts beyond the grant period. Competitive projects will incorporate education and outreach elements that involve the public in the prevention, detection, and control of invasive species. Applicants are encouraged to include early detection activities for invasive insect, plant, and animal species that threaten the aquatic and terrestrial environments in the proposed project area (Appendix B).

### *Focus Area 2: Advancing aquatic invasive plant control in Michigan waters*

Projects in this focus area will advance control of aquatic invasive plants in Michigan's waters by implementing and evaluating strategies for control. Priority will be given to proposals that contribute to long-term aquatic ecosystem stability for Michigan's waters. Applicants are encouraged to evaluate innovative methods or integrated approaches that use a combination of chemical, mechanical, and/or biocontrol techniques. Proposals should be strategic and have a method to evaluate the results of the project. Anticipated outcomes of projects should advance the understanding of aquatic invasive plant control and produce guidance for effective and efficient AIS management in Michigan. Projects that will improve the current control techniques for Eurasian watermilfoil, its hybrids, and starry stonewort are examples. This focus area is not intended to support maintenance or routine plant treatments.

### *Focus Area 3: Detection and surveillance for terrestrial invasive species*

The goal of this focus area is to improve knowledge of the distribution and abundance of one or more of the following high priority terrestrial invasive species: hemlock woolly adelgid, Asian longhorned beetle, thousand cankers disease, and balsam woolly adelgid. Projects must include systematic surveillance and detection in specific regions of the state or statewide over public and private lands. Proposals must outline strategies and protocols that will result in a high confidence in absence and presence data. Applicants must demonstrate an ability to collect, manage and report spatial data in support of the state's existing early detection and response efforts.

### *Focus Area 4: Reducing the risk of spreading invasive species through firewood transport*

Invasive species can spread through the transport of untreated firewood. This focus area will help reduce the risk of invasive species spread through firewood by increasing the number of citizens using certified\* firewood and decreasing the number of citizens moving non-certified firewood. Projects may focus on increasing the production and availability of certified firewood in the state through public-private partnerships. Projects may also focus on targeted outreach and messaging to firewood users such as campers, fuelwood users, and cottage renters or owners. Reasonable equipment costs may exceed the MISGP equipment maximum.

\*Firewood that has been certified by the United States Department of Agriculture's Animal and Plant Health Inspection Service (USDA-APHIS). Certified firewood must be packaged, bear a USDA compliance stamp and be clearly marked with the producer's name and address. All firewood must be heat treated to 60 degrees Celsius in the center of the largest piece of wood for 60 minutes. Firewood is defined as all wood, split or unsplit, less than 4' in length.

### *Focus Area 5. Prevention of invasive species introduction and spread through recreation*

Projects in this focus area will prevent the introduction and/or slow the spread of invasive species from recreational activities. Priority recreational activities include boating, angling, trail use, and hunting and trapping. Trail use includes both land trails (hiking, biking, horseback riding, all-terrain vehicles, birding, etc.) and water trails (canoeing, kayaking, etc.). Projects are encouraged to use established campaigns (Appendix C) to inform the public about preventative steps (i.e., decontamination). Ideal proposals will: reach new audiences not yet familiar with the threat of invasive species; be broad in scale (e.g., regional or state); and engage recreationalists in complementary efforts to identify and report new invasive species occurrences. Projects should increase actions by individuals to reduce the risk of introducing and spreading invasive species.

Purchases of portable boat wash systems, wader wash and boot brush stations, and other decontamination equipment (up to a maximum of \$20,000 per system) will be considered in this focus area. Plans for waste water containment/collection and for obtaining necessary permits or permissions must be included in the application (e.g., DEQ discharge permits, DNR-Parks & Recreation Division permits, or permissions for decontamination systems or stations).

*Focus Area 6. Other projects of demonstrated urgent need*

Project concepts that are outside the other focus areas, but pertain to implementing other aspects of Michigan's Aquatic and Terrestrial Invasive Species State Management Plans (SMPs), will be given consideration. Proposals should demonstrate a clear connection to a need or action identified in one or both SMPs. Proposals may also advance priorities identified in other plans, strategies, or strategic planning efforts that are separate but complementary to the SMPs, such as: Michigan's Wildlife Action Plan; Michigan's Water Strategy; the Lakewide Action and Management Plans for Lakes Erie, Huron, Michigan, and Superior; and regional or local planning efforts, including approved watershed management plans. Staff reviewers must have access to any other plans that are referenced in the proposal. Desirable projects will demonstrate that the activity will significantly advance invasive species management or knowledge, will benefit a broad geographic area, and is urgently needed.

## ELIGIBLE AND INELIGIBLE PROJECT COSTS

The following guidelines have been developed for the MISGP. Projects containing ineligible costs may be approved for funding; however, ineligible costs will not be reimbursed. Ineligible costs may not be used as local match.

Only costs directly associated with completing the project and incurred during the project period (after project execution and before project end date) are eligible for reimbursement. **Please see the DNR Review of Reimbursement Requests section for documentation required to support eligible costs.**

### ELIGIBLE COSTS

#### Personnel

- Salaries and fringe benefits for direct labor
- Donated services (credited at professional wage)
- Volunteer labor (credited at minimum wage)
- Graduate student tuition and fees (approved on a case-by-case basis)

#### Supplies, Material and Equipment

- Supplies and materials (purchased or donated)
- Contractual services
- Equipment (purchased, donated, or rented). Purchased equipment may not exceed \$2,499 per item. If equipment is purchased in pieces and assembled, the total of the pieces used in assembly may not exceed \$2,499.
- Boat wash, wader wash stations, boot wash stations, and other decontamination equipment (\$20,000 limit)
- Equipment related to increasing the production and availability of certified firewood may exceed the \$2,499 item cap and will be considered on a case-by-case basis

#### Travel

- Mileage for compensated workers when using personal or agency vehicles for project travel (see current [State Travel Rates](#))
- Lodging for compensated workers (volunteers not eligible)

- Meals for compensated workers in travel status (see current [State Travel Rates](#))
- Onsite group meals for volunteer laborers (see current [State Travel Rates](#))

#### Other

- Permit application fees for permits required for the project

#### Indirect

- Indirect costs for the entire project (applicant and partners) may not exceed more than 10% of the total project cost

### INELIGIBLE COSTS

- Costs incurred outside of the project period specified in the project agreement or amendment
- Salaries/fringes of individuals not working directly on the project
- Meals, lodging, salaries, conference fees and speaker fees for compensated workers attending conferences not related to the project
- Lodging and mileage for volunteer laborers
- Equipment purchases over \$2,499 per unit
- Indirect/overhead greater than 10% of the total project cost
- Indirect may not be waived to meet the 10% required match

## ***APPLICATION PROCESS***

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### **PRE-PROPOSAL PROCESS**

Applicants must submit a pre-proposal to be eligible for the full proposal process. The pre-proposal must be completed using the pre-proposal template provided by the DNR. The pre-proposal template can be found at [www.michigan.gov/invasives](http://www.michigan.gov/invasives). Select 'Grants' on the left navigation menu, then go to the 'Applicant Information' drop down menu.

Pre-proposals are limited to 3 pages in length and must be submitted electronically to: [MISGPapplication@michigan.gov](mailto:MISGPapplication@michigan.gov) by the date and time specified on the pre-proposal template. Late applications will not be considered.

Applicants will be notified of the outcome of their pre-proposal via electronic mail. Successful applicants will be invited to submit a full proposal. Please note that an invitation to submit a full proposal does not guarantee that your project will be funded. A list of successful pre-proposals will be posted on the MISGP website by July 17, 2017.

### **FULL PROPOSAL PROCESS**

Applicants invited to submit a full proposal will be notified by the DNR via electronic mail. Applicants may check the status of successful pre-proposals at the MISGP website on July 17, 2017.

Applicants submitting a full proposal will need to prepare a MISGP workbook and narrative/work plan template. The full proposal workbook and narrative/work plan template will be made available on July 17, 2017. They can be found at [www.michigan.gov/invasives](http://www.michigan.gov/invasives). Select 'Grants' on the left navigation menu, then go to the 'Applicant Information' drop down menu.

Full proposals are limited to 10 pages in length and must be submitted electronically to: [MISGPapplication@michigan.gov](mailto:MISGPapplication@michigan.gov) by the date and time specified on the full proposal narrative/work plan template. Late applications will not be considered for funding.

Applicants will be notified of the outcome of their full proposal via electronic mail. A list of funded proposals will be posted to the MISGP website in December 2017/January 2018.

### **INELIGIBLE APPLICATIONS**

Applications that are not submitted by the due date, do not provide at least 10% in eligible match, are not submitted on the proper forms, include indirect/overhead costs in excess of 10% of the total project cost, or are incomplete may not be considered for funding assistance.

### **APPLICATION REVIEW PROCESS**

Applications will be scored by a select group of DNR, DEQ, and DARD technical staff. Applications will be ranked based on their final scores and proposals will be recommended for funding based on a combination of scoring criteria, project type, project metrics, geographic location, and available funding. The list of the proposals recommended for funding will be reviewed by the QOL Invasive Species Steering Committee and presented to the DNR, DEQ, and DARD Directors for approval.

### **APPLICATION ASSISTANCE**

Applicants may seek assistance from state department staff in preparing their application.

Department Contact Information:

- Projects, Timelines, and Focus Areas: Joanne Foreman, DNR, Invasive Species Communications Coordinator, 517-284-5814, [foremanj@michigan.gov](mailto:foremanj@michigan.gov)
- Expenses, Templates, General Grant Requirements: Kammy Frayre, DNR, MISGP Project Manager, 517-284-5970, [frayrek1@michigan.gov](mailto:frayrek1@michigan.gov)

## PRE-PROPOSAL SCORING CRITERIA

The DNR reviews all pre-proposal grant applications and determines their eligibility. Eligible pre-proposals will be scored using the following criteria, which reflect the goals and objectives of the program.

### FOCUS AREA 1 – TIER 1 SCORING CRITERIA

<i>DNR staff will review all Focus Area 1 - Tier 1 applications and determine their eligibility by using the following checklist. All metrics below must be met to be considered for funding.</i>	<input checked="" type="checkbox"/>
The CISMA has received a previous MISGP award.	
The CISMA has met/is meeting its deliverables as indicated through progress/final reports.	
The CISMA has demonstrated financial responsibility through reimbursement documentation, audit reports, and grant spending.	
The CISMA has a strategic plan and reviews it annually (the technical contact must have documentation of the review process).	
The CISMA uploads its survey data and treatment tracking to MISIN.	
The CISMA coordinator participates in MISC activities.	
The deliverables of the proposal align well with its objectives.	
The activities in the proposal are appropriate for core function funding.	
<b>Note:</b> In 2018, CISMAs must demonstrate diverse funding for invasive species. Examples may include: budget support from the district, city, county, partners or other complementary grant awards, etc.	

### FOCUS AREA 1 – TIER 2 AND ALL OTHER FOCUS AREA SCORING CRITERIA

<b>PRE PROPOSAL SCORING CRITERIA (150 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>Does the proposal directly address specific invasive species prevention, detection, eradication, or control objectives outlined in the state’s Aquatic or draft Terrestrial Invasive Species Management Plans (SMP)?</p> <ul style="list-style-type: none"> <li>• 25 = The proposal directly utilizes specific objectives and strategic actions from the appropriate SMP(s), including SMP document reference numbers.</li> <li>• 13 = The proposal contains general references to executing SMP objectives or actions.</li> <li>• 0 = The proposal is not linked to the SMP(s) or the linkage is unclear.</li> </ul>	25
<p>Will the project result in large-scale ecological benefits with regional and/or statewide implications?</p> <ul style="list-style-type: none"> <li>• 20 = The project outcomes will clearly result in direct statewide benefits or the project is highly transferrable.</li> <li>• 10 = The project outcomes have regional implications only.</li> <li>• 0 = The project outcomes are local in application and implication.</li> </ul>	20
<p>Does the proposal focus on one or more Watch List invasive species (Appendix B)?</p> <ul style="list-style-type: none"> <li>• 10 = Yes</li> <li>• 0 = No</li> </ul>	10
<p>Does the project team have the collective experience, education, and capacity to lead the project to a successful outcome?</p> <ul style="list-style-type: none"> <li>• 10 = The team has documented their experience, education, and capacity to lead the project successfully.</li> <li>• 5 = The team has documented some experience in leading projects regarding invasive species management.</li> <li>• 0 = The project team has no documented experience in leading projects regarding invasive species management.</li> </ul>	10

<p>Are the proposal objectives clearly stated with appropriate methods?</p> <ul style="list-style-type: none"> <li>• 20 = The proposal has clearly stated objectives and appropriate methods.</li> <li>• 10 = The proposal objectives and/or methods need improvement.</li> <li>• 0 = The proposal lacks clear or appropriate objectives and/or methods.</li> </ul>	20
<p>Are the methods proven effective or unique and innovative?</p> <ul style="list-style-type: none"> <li>• 15 = The methods are well established and referenced as the most contemporary approaches to addressing the issues or the methods are innovative and the outcomes are likely to advance the knowledge of invasive species prevention, detection, eradication and control.</li> <li>• 10 = The methods are generally accepted or may advance the knowledge of invasive species prevention, detection, eradication and control.</li> <li>• 0 = The methods are questionable in efficacy.</li> </ul>	15
<p>Does the proposal meet the intent and/or the priorities in the selected focus area description?</p> <ul style="list-style-type: none"> <li>• 50 = The proposal satisfies all components of the focus area as described.</li> <li>• 25 = The proposal supports some of the components described in the focus area description.</li> <li>• 0 = The proposal does not meet the intent or the priorities in the focus area description.</li> </ul>	50
<b>TOTAL MAXIMUM SCORE</b>	<b>150</b>

## FULL PROPOSAL SCORING CRITERIA

The DNR reviews all full proposal grant applications and determines their eligibility. Eligible full proposals will be scored using the following scoring criteria, which reflect the goals and objectives of the program.

FULL PROPOSAL SCORING CRITERIA	MAXIMUM SCORE
<b>1. PROJECT PURPOSE AND SCOPE</b>	<b>100</b>
<b>2. PROJECT MANAGEMENT AND LIKELIHOOD OF SUCCESS</b>	<b>100</b>
<b>3. THEME AREA FOCUS (ONLY 1 OF THE 6 CATEGORIES WILL BE USED TO SCORE THE PROJECT)</b>	<b>100</b>
<b>TOTAL MAXIMUM SCORE</b>	<b>300</b>

1. PROJECT PURPOSE AND SCOPE - (100 MAXIMUM SCORE)	MAXIMUM SCORE
Does the proposal directly address specific invasive species prevention, detection, eradication, or control objectives outlined in the state's Aquatic or draft Terrestrial Invasive Species State Management Plans (SMP)?	25
<ul style="list-style-type: none"> <li>• 25 = The proposal directly utilizes specific objectives and strategic actions from the appropriate SMP(s), including SMP document reference numbers.</li> <li>• 13 = The proposal contains general references to executing SMP objectives or actions.</li> <li>• 0 = The proposal is not linked to the SMP(s) or the linkage is unclear.</li> </ul>	
Will the project result in large-scale ecological benefits with regional and/or statewide implications?	20
<ul style="list-style-type: none"> <li>• 20 = The project outcomes will clearly result in direct statewide benefits or the project is highly transferrable.</li> <li>• 10 = The project outcomes have regional implications only.</li> <li>• 0 = The project outcomes are local in application and implication.</li> </ul>	
Does the proposal focus on one or more Watch List species (Appendix B)?	10
<ul style="list-style-type: none"> <li>• 10 = Yes</li> <li>• 0 = No</li> </ul>	
Does the project complement or build on other natural resource protection efforts? <i>Examples: watershed management, native vegetation protection and restoration, forest resiliency, etc.</i>	15
<ul style="list-style-type: none"> <li>• 15 = The project does an excellent job building on other efforts and takes a holistic approach.</li> <li>• 8 = The project broadly connects to other efforts.</li> <li>• 0 = The project does not complement other efforts.</li> </ul>	
Is the level of community support and commitment appropriate for the type of project proposed?	10
<ul style="list-style-type: none"> <li>• 10 = The level of support and commitment is appropriate and clearly documented through past efforts and current letters of support.</li> <li>• 5 = The level of community support is lacking and/or somewhat documented through past efforts or current letters of support.</li> <li>• 0 = The level of community support is not appropriate or well documented through past efforts or letters of support.</li> </ul>	

<p>Is there a diverse collaborative workgroup identified to lead and implement the project?</p> <ul style="list-style-type: none"> <li>• 10 = A diverse collaborative workgroup representing the local and regional interests is identified to lead the project.</li> <li>• 5 = The workgroup is limited to a few partners narrowly focused in scope.</li> <li>• 0 = A single entity is conducting the work and/or a diverse workgroup has not been identified.</li> </ul>	10
<p>Do the project costs seem appropriate?</p> <ul style="list-style-type: none"> <li>• 10 = Project costs are appropriate and in line with costs for similar projects.</li> <li>• 0 = Project costs seem out of line with costs for similar projects.</li> </ul>	10
<b>TOTAL SECTION MAXIMUM SCORE</b>	<b>100</b>
<b>2. PROJECT MANAGEMENT AND LIKELIHOOD OF SUCCESS – (100 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<p>Is the project well written and organized?</p> <ul style="list-style-type: none"> <li>• 15 = Yes</li> <li>• 0 = No</li> </ul>	15
<p>Do the materials submitted demonstrate the applicant has experience with grant management and reporting?</p> <ul style="list-style-type: none"> <li>• 10 = The materials support a history of exemplary grant management and reporting.</li> <li>• 5 = The materials support some experience with grant management and reporting.</li> <li>• 0 = The materials do not support experience with grant management and reporting.</li> </ul>	10
<p>Does the project team have the collective experience, education and capacity to lead the project to a successful outcome?</p> <ul style="list-style-type: none"> <li>• 10 = The team has documented their experience, education, and capacity to lead the project successfully.</li> <li>• 5 = The team has some documented experience in leading projects regarding invasive species management.</li> <li>• 0 = The team has no documented experience in leading projects regarding invasive species management.</li> </ul>	10
<p>Are the project objectives clearly stated with appropriate methods?</p> <ul style="list-style-type: none"> <li>• 20 = The project has clearly stated objectives and appropriate methods.</li> <li>• 10 = The project objectives and/or methods need improvement.</li> <li>• 0 = The project lacks clear or appropriate objectives and/or methods.</li> </ul>	20
<p>Are the methods proven effective or unique and innovative?</p> <ul style="list-style-type: none"> <li>• 15 = Methods are well established and referenced as the most contemporary approaches to addressing the issues, or the methods are innovative and the outcomes are likely to advance the knowledge of invasive species prevention, detection, eradication and control.</li> <li>• 8 = Methods are generally accepted or may advance the knowledge of invasive species prevention, detection, eradication and control.</li> <li>• 0 = Methods are questionable in efficacy.</li> </ul>	15
<p>Is the proposed timeline appropriate to complete the project, including obtaining all necessary federal, state, and/or local permits and landowner approvals?</p> <ul style="list-style-type: none"> <li>• 10 = Yes, the timeline is clearly articulated and achievable and applicable permitting or approval issues are addressed.</li> <li>• 0 = No, the timeline is not well articulated or achievable and/or applicable permitting or approval issues are not addressed.</li> </ul>	10

<p>Are the activities or benefits of the project likely to continue beyond the project period?</p> <ul style="list-style-type: none"> <li>• 20 = The project activities or benefits are likely to continue. The proposal articulates how and who will ensure continuity.</li> <li>• 10 = The project activities or benefits are moderately likely to continue. The proposal addresses continuity in a limited manner.</li> <li>• 0 = The project activities or benefits are unlikely to continue.</li> </ul>	20
<b>TOTAL SECTION MAXIMUM SCORE</b>	<b>100</b>
<b>3. SPECIFIC FOCUS AREA (FA) PROJECT ATTRIBUTES (ONLY 1 SPECIFIC AREA SCORED PER PROJECT- 100 MAXIMUM SCORE)</b>	<b>MAXIMUM SCORE</b>
<b><u>FA1 –Prevention, detection, and control activities by Cooperative Invasive Species Management Areas: Tier 2 – New CISMAs and Project Funding</u></b>	
<p>Does the proposal create a new Cooperative Invasive Species Management Area (CISMA) and develop a strategic plan?</p> <ul style="list-style-type: none"> <li>• 20 = The proposal would create a new CISMA and develop a strategic plan.</li> <li>• 10 = The proposal would create a new CISMA but not develop a strategic plan.</li> <li>• 0 = The proposal would not create a new CISMA.</li> </ul>	20
<p>Does the proposal implement an existing CISMA’s strategic plan and/or other regional, state, or federal action plans?</p> <ul style="list-style-type: none"> <li>• 20 = Yes</li> <li>• 0 = No</li> </ul>	20
<p>Does the proposal include early detection and reporting activities for invasive insect, plant, and animal species within the proposed region, including Michigan’s Watch List species (Appendix B)?</p> <ul style="list-style-type: none"> <li>• 20 = Yes, early detection activities were described for applicable species in the project area.</li> <li>• 10 = Yes, early detection for at least one species was described.</li> <li>• 0 = No, early detection for invasive species was not included in the project.</li> </ul>	20
<p>Does the proposal incorporate education and outreach activities for the prevention, detection, and control of invasive species, including a method to evaluate effectiveness?</p> <ul style="list-style-type: none"> <li>• 20 = The proposal includes strategic education and outreach activities with clear consideration for evaluating effectiveness.</li> <li>• 10 = The proposal includes limited education and outreach or lacks evaluation of effectiveness.</li> <li>• 0 = The proposal does not incorporate education and outreach and lacks evaluation of effectiveness.</li> </ul>	20
<p>Does the proposal prioritize treatment of terrestrial and aquatic plant and animal species based on known risks for the project region?</p> <ul style="list-style-type: none"> <li>• 20 = The proposal prioritizes treatment for appropriate plant and animal species in both terrestrial and aquatic environments.</li> <li>• 10 = The proposal prioritizes treatment for primarily terrestrial or aquatic species.</li> <li>• 0 = The proposal does not address treatment of invasive species.</li> </ul>	20
<b>TOTAL FOCUS AREA MAXIMUM SCORE</b>	<b>100</b>

<b>FA2. <u>Advancing aquatic invasive plant control in Michigan waters</u></b>	
<p>Does the project use integrated or novel approaches to control aquatic invasive plants in multiple, diverse waterbodies?</p> <ul style="list-style-type: none"> <li>• 25 = The project is integrated or novel in scope, using strategic methods to control aquatic invasive plants, and includes multiple, diverse waterbodies.</li> <li>• 13 = The project builds from other established methods, however the approach to integration is unclear.</li> <li>• 0 = The project is not integrative or novel, using established methods applicable strictly to a single location.</li> </ul>	25
<p>Did the applicant articulate an effective and efficient study design, with appropriate measures to evaluate results?</p> <ul style="list-style-type: none"> <li>• 25 = The study design is based on knowledge of the existing state of science for aquatic invasive plants management, with appropriate analysis methods.</li> <li>• 13 = The study design is poorly articulated or not based on the existing state of knowledge of aquatic invasive plants management.</li> <li>• 0 = The study design is not effective or efficient for advancing the understanding of aquatic invasive plants management, and/or the analysis of results would not be conclusive.</li> </ul>	25
<p>Will the project advance understanding of aquatic invasive plants management and contribute to the development of solutions for long-term ecosystem stability?</p> <ul style="list-style-type: none"> <li>• 25 = The project will increase knowledge about aquatic invasive plants and may result in new control solutions for Michigan’s waters.</li> <li>• 13 = The project is limited in scope or does not advance management beyond routine maintenance.</li> <li>• 0 = The project will not advance the understanding of control or develop new solutions for aquatic ecosystems.</li> </ul>	25
<p>Will the project provide guidance for effective management of aquatic invasive plants in Michigan by disseminating results and transferring knowledge?</p> <ul style="list-style-type: none"> <li>• 25 = An effective method for the dissemination of results is indicated to transfer knowledge to other agencies and groups.</li> <li>• 13 = The dissemination of results is discussed, but details are not provided about the knowledge transfer.</li> <li>• 0 = No method is indicated for disseminating results to other management agencies or groups.</li> </ul>	25
<b>TOTAL FOCUS AREA MAXIMUM SCORE</b>	<b>100</b>
<b>FA3. <u>Detection and surveillance for terrestrial invasive species</u></b>	
<p>Will the project advance the understanding of the distribution and/or the abundance of a high priority species in appropriate regions of the state over public and private lands?</p> <ul style="list-style-type: none"> <li>• 25 = The project will significantly advance the understanding of the distribution and/or the abundance of a high priority species in appropriate regions of the state.</li> <li>• 13 = The project will minimally advance the understanding of the distribution and/or the abundance of a high priority species and/or will be not be conducted in appropriate regions of the state.</li> <li>• 0 = The project will not advance the understanding of distribution or abundance of high priority species.</li> </ul>	25

<p>Does the project use accepted protocols to detect, identify and positively confirm the presence of the target species in the project area?</p> <ul style="list-style-type: none"> <li>• 25 = The protocols are widely accepted.</li> <li>• 13 = The protocols are experimental or only partially described.</li> <li>• 0 = The protocols are not clear or are not generally accepted.</li> </ul>	25
<p>Does the proposal describe the quality control procedures and standards that will be in place for the project?</p> <ul style="list-style-type: none"> <li>• 25 = The proposal describes quality control procedures and standards that will be in place for the project and how they will be assured and measured.</li> <li>• 13 = The proposal describes quality control procedures and standards that will be in place for the project but does not include how they will be assured and measured.</li> <li>• 0 = The proposal does not describe the quality control procedures and standards that will be in place for the project.</li> </ul>	25
<p>Does the proposal provide a plan for the collection, management and dissemination of spatial data?</p> <ul style="list-style-type: none"> <li>• 25 = The proposal appropriately plans for spatial data collection, management and dissemination.</li> <li>• 13 = The proposal does not provide plans for all of the following: collection, management and dissemination of spatial data.</li> <li>• 0 = The proposal does not plan for the collection, management, or dissemination of spatial data.</li> </ul>	25
<b>TOTAL FOCUS AREA MAXIMUM SCORE</b>	
<b>100</b>	
<b><u>FA4. Reducing the risk of spreading invasive species through firewood transport</u></b>	
<p>Will the project increase outreach and/or assistance to firewood producers and/or users?</p> <ul style="list-style-type: none"> <li>• 25 = The project will increase outreach and/or assistance to firewood producers and/or users.</li> <li>• 13 = The project will minimally increase outreach and/or assistance to firewood producers and/or users.</li> <li>• 0 = The project does not provide outreach and/or assistance to firewood producers and/or users.</li> </ul>	25
<p>Will the project increase the availability and/or utilization of certified firewood?</p> <ul style="list-style-type: none"> <li>• 25 = The project will increase the availability and/or utilization of certified firewood.</li> <li>• 13 = The project will minimally increase the availability and/or utilization of certified firewood.</li> <li>• 0 = The project will not increase the availability and/or utilization of certified firewood.</li> </ul>	25
<p>Does the project team's experience demonstrate knowledge and understanding about firewood users and the movement of firewood in Michigan?</p> <ul style="list-style-type: none"> <li>• 25 = The project team has demonstrated knowledge and understanding about firewood users and the movement of firewood in Michigan.</li> <li>• 13 = The project team has demonstrated limited knowledge and understanding about firewood users and the movement of firewood in Michigan.</li> <li>• 0 = The project team has not demonstrated knowledge and understanding about firewood users and the movement of firewood in Michigan.</li> </ul>	25
<p>Will the project result in behavior changes about firewood from the target audience(s)?</p> <ul style="list-style-type: none"> <li>• 25 = The project will result in an increase in desired behavior changes about firewood.</li> <li>• 13 = The project will result in a minimal increase in desired behavior changes about firewood.</li> <li>• 0 = The project will not change behavior about firewood.</li> </ul>	25
<b>TOTAL FOCUS AREA MAXIMUM SCORE</b>	
<b>100</b>	

<p><b>FA5. <u>Prevention of invasive species introduction and spread through recreation</u></b></p>	
<p>Will the proposed efforts increase actions taken by individuals to reduce the risk of introducing and spreading invasive species?</p> <ul style="list-style-type: none"> <li>• 15 = The efforts will significantly increase actions taken by individuals.</li> <li>• 8 = The efforts will moderately increase actions taken by individuals.</li> <li>• 0 = The efforts will not likely increase actions taken by individuals.</li> </ul>	15
<p>Does the proposal focus on one or more priority recreational activities (e.g. boating, angling, motorized and non-motorized trail use, camping, birding, hunting, trapping)?</p> <ul style="list-style-type: none"> <li>• 10 = Yes</li> <li>• 0 = No</li> </ul>	10
<p>Does the proposal address priority recreational activities over a broad and strategic scale?</p> <ul style="list-style-type: none"> <li>• 15 = Yes, activities are addressed over a broad and strategic scale.</li> <li>• 8 = Activities are addressed at a relatively narrow or non-strategic scale.</li> <li>• 0 = No, activities are not addressed or scale is minimal and non-strategic.</li> </ul>	15
<p>Does the proposal incorporate effective methods for education, outreach, and engagement for the prevention of invasive species, including a method to evaluate effectiveness?</p> <ul style="list-style-type: none"> <li>• 15 = The proposal details effective methods for education, outreach, and engagement with clear consideration for evaluating effectiveness.</li> <li>• 8 = The proposal includes limited plans for education, outreach, and engagement or lacks evaluation of effectiveness.</li> <li>• 0 = The proposal does not incorporate education, outreach, and engagement and lacks evaluation of effectiveness.</li> </ul>	15
<p>Does the proposal utilize established education and outreach campaigns (Appendix C)?</p> <ul style="list-style-type: none"> <li>• 15 = Yes</li> <li>• 0 = No</li> </ul>	15
<p>Does the project reach audiences not yet familiar with the threat of invasive species?</p> <ul style="list-style-type: none"> <li>• 20 = The project reaches audiences not yet familiar with the threat of invasive species.</li> <li>• 10 = The project reaches audiences generally aware of invasive species issues but has not been addressed through recent targeted outreach and education.</li> <li>• 0 = The project reaches audiences already familiar with specific invasive species issues as a result of recent targeted outreach and education.</li> </ul>	20
<p>Does the project engage recreationalists in complementary efforts to identify and report new invasive species occurrences?</p> <ul style="list-style-type: none"> <li>• 10 = The project engages recreationalists in complementary efforts to identify and report new invasive species occurrences.</li> <li>• 5 = The project minimally engages recreationalists in complementary efforts to identify and report new invasive species occurrences.</li> <li>• 0 = The project does not engage recreationalists in complementary efforts to identify and report new invasive species occurrences.</li> </ul>	10
<p><b>TOTAL FOCUS AREA MAXIMUM SCORE</b></p>	<p><b>100</b></p>

<p><b>FA6. <u>Other projects of demonstrated or urgent need</u></b></p>	
<p>Does the proposal clearly demonstrate need, by virtue of a close linkage to a specific recommendation or outcome in Michigan's Aquatic or draft Terrestrial State Management Plan (SMP)?</p> <ul style="list-style-type: none"> <li>• 15 = The proposal clearly articulates a link to the SMP(s) specific objectives or actions and document reference numbers are identified.</li> <li>• 8 = The proposal contains general references to executing the SMP(s).</li> <li>• 0 = The proposal fails to link to the SMP(s) or the linkage is unclear.</li> </ul>	15
<p>Does the proposal clearly demonstrate need, by virtue of a close linkage to other plan(s), strategy(ies), or planning efforts? [copies or links to other documents must be provided]</p> <ul style="list-style-type: none"> <li>• 10 = The proposal clearly articulates a link to one or more plans or strategies (specific objectives, actions or document reference numbers are identified).</li> <li>• 5 = The proposal contains general references to executing plans or strategies.</li> <li>• 0 = The proposal fails to link to other plans or strategies, the linkage is unclear, or the documents are not readily accessible.</li> </ul>	10
<p>Will the project produce exceptional results that will significantly advance invasive species management or knowledge?</p> <ul style="list-style-type: none"> <li>• 25 = The project has the capacity to significantly advance invasive species management or knowledge.</li> <li>• 13 = The project would moderately advance management or knowledge.</li> <li>• 0 = The project does not provide exceptional benefits.</li> </ul>	25
<p>Does the proposal address an urgent need?</p> <ul style="list-style-type: none"> <li>• 25 = The proposal addresses an urgent need and this urgency is clearly articulated.</li> <li>• 13 = The proposal has moderate urgency or the degree of urgency is not well articulated.</li> <li>• 0 = No urgency exists for the project.</li> </ul>	25
<p>Does the project impact a significant geographic area?</p> <ul style="list-style-type: none"> <li>• 25 = The project will result in large-scale (e.g., Great Lakes region or statewide) implications.</li> <li>• 13 = The project will result in regional (sub-state) implications.</li> <li>• 0 = The project has limited geographic reach.</li> </ul>	25
<p><b>TOTAL FOCUS AREA MAXIMUM SCORE</b></p>	<p><b>100</b></p>

## PROJECTS RECOMMENDED FOR FUNDING

Once the full proposal selection process is complete, all applicants will be notified via electronic mail of the outcome.

### CONFERENCE CALL

An entrance conference call will be scheduled with the applicant organization, project partners, the MISGP program manager, and the MISGP technical contact to confirm the final budget, project deliverables, project end date, and any outstanding questions related to the grant program. Project agreements will not be executed until a conference call has taken place.

### PROJECT AGREEMENTS

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

- Grantee authorized representative for the project
- Project period: beginning and ending dates for completion of the project
- Project reporting requirements
- Requirement that the project be completed as specified in the grant application
- Indication of the grant amount and local match contributing to the project
- Obligations of the grantee to complete the project

Project agreements must be signed by the grantee and returned to the DNR within 60 days of the date of issue or the grant may be cancelled by the DNR. **Projects are not considered executed until signed by the DNR. Any costs incurred prior to execution of the grant are not eligible for reimbursement.**

### PROJECT CHANGES AND EXTENSIONS

Any changes to the project, including changes to the work plan or budget, such as adding or deleting scope items, changes to scope items exceeding 20%, or extending the project completion time period, require prior review and approval by the DNR. Grantees should make requests in writing to the DNR MISGP program manager or MISGP technical contact. Significant changes, including all project completion extensions, will require a written amendment to the project agreement.

### PROGRESS REPORTING

Every October 30 and April 30 of the project period, a progress report of activities and accomplishments must be submitted to the DNR. The DNR will provide a project narrative template and workbook that must be used for reporting purposes.

The progress reporting template can be found at: [www.michigan.gov/invasives](http://www.michigan.gov/invasives), select 'Grants' on the left navigation menu, then go to the 'Grantee Information' drop down menu.

### REIMBURSEMENT REQUESTS

Requests for reimbursement must be submitted every six months throughout the project period. More frequent requests may occur if necessary. The DNR has 45 days to make payment on complete reimbursements. Refer to the DNR Review of Reimbursement Request table for documentation requirements. Missing or incomplete information will delay payment.

**Please note:** The grantee organization must be registered in the State's vendor system to receive funds. All grant funds will be paid by Electronic Funds Transfer (EFT). Once registered, it is up to the vendor to maintain the information on the site, including the accurate Federal ID number, vendor name, bank account information, address, etc. To either register for the first time or update an account, please visit [www.michigan.gov/budget](http://www.michigan.gov/budget) and access the Contract and Payment Express site at the bottom of the web page.

## PROJECT COMPLETION AND FINAL REPORT

The DNR withholds 10% of the grant amount until project completion. Once the project is complete, the grantee has 60 days following project completion or 60 days following the end of the grant period to submit a final report that includes all of the following:

1. Reimbursement Request (PR5757-1) for remainder of project expenses.
2. MISGP Final Narrative report template and workbook. The Final Narrative report template can be found at: [www.michigan.gov/invasives](http://www.michigan.gov/invasives), select 'Grants' on the left navigation menu, then go to the 'Grantee Information' drop down menu.
3. Copies of required written materials and/or photographs not already submitted.

The DNR may conduct a final inspection to ensure the project was completed according to the approved work plan and budget. Any discrepancies in the project or compliance issues noted at previous inspections must be remedied by the grantee before the final payment is made. Once the final report has been reviewed and approved by the MISGP technical contact and program manager, the request for final payment will be processed.

## RECORD RETENTION

The grantee is required to retain financial and programmatic records and supporting documents for six years following closeout of the grant or submit the entire grant file to the DNR following receipt of the final payment.

## PERMITS

The grantee is solely responsible for obtaining all necessary local, state and federal permits for the completion of the project, including any natural resource and environmental protection permits. Award of a grant does not guarantee all applicable permits will be issued.

Compliance issues noted must be remedied by the grantee before issuance of final grant payment. Any additional costs incurred by the grantee in order to meet permit requirements, or to bring the project into compliance after a grant is approved, will be the responsibility of the grantee.

## DOCUMENTATION FOR PROJECT WORK DONE ON LANDS NOT OWNED BY THE GRANTEE

Prior to conducting any work, the following information must be obtained by the applicant and retained in their records. Upon any future audit, the documentation must be available for inspection.

### PRIVATELY OWNED LAND

- A deed or most recent property tax statement showing the landowner's name and legal description or a signed affidavit signifying ownership.
- A copy of the landowner(s) consent letter stating they own the property and authorize the work being done.

### PUBLICLY OWNED LAND

- A copy of a consent letter, signed by an authorized representative of the governmental unit, stating the land is owned by them and they authorize the work being done.

## MICHIGAN INVASIVE SPECIES GRANT PROGRAM RECOGNITION

Grantees are expected to include recognition of assistance received from the MISGP in any promotional or informational materials produced about or by the project. Examples of these materials include descriptions of the project in newsletters, informational flyers, or press releases regarding the project. In addition, signs giving credit to the MISGP are expected, when appropriate. The following language is suggested for signs and written materials:

*This project was funded by the Michigan Invasive Species Grant Program ([www.michigan.gov/invasives](http://www.michigan.gov/invasives)).*

## PAYMENT OF GRANT FUNDS

### PAYMENT REQUEST FORM

A project agreement must be executed before a grantee can incur any expenses or receive any grant funds. The grantee is required to complete a MISGP Reimbursement Request (PR5757-1) and submit it to the DNR's MISGP program manager. The PR5757-1 can be found at: [www.michigan.gov/invasives](http://www.michigan.gov/invasives); select 'Grants' on the left navigation menu, then go to the 'Grantee Information' drop down menu.

**Grantees must submit documentation for all match and all grant expenses claimed on the payment request form. The DNR will make payment based on the grant percentage listed on the signed project agreement.**

### ADVANCE PAYMENT

The grantee may request a one-time advance up to 25% of the approved grant amount after a project agreement has been executed. The advance request must be submitted to the MISGP program manager using the MISGP Reimbursement Request form (PR5757-1). Advances may be floated until the end of the project period or may be earned back as reimbursement requests are submitted.

### CONTRACTING AND PROCUREMENT REQUIREMENTS

The grantee may not use contractors or vendors that are debarred, suspended, declared ineligible or voluntarily excluded from doing business with the State of Michigan or any Federal department or agency. The grantee must consult both the State of Michigan debarred vendor list as well as the federal list at [www.sam.gov](http://www.sam.gov).

*Purchases and contracts between \$2,500 and \$10,000:*

- Written specs must be developed
- A minimum of three written quotes must be solicited
- Submit Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) and related documents to DNR for approval.
- Award must be made to the source submitting the lowest qualified quote

*Purchases and contracts over \$10,000:*

- A Request for Proposal (RFP) must be developed
- The RFP must be approved by DNR
- The approved RFP must be advertised publicly for a minimum of five (5) days
- Submit Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) and related documents to DNR for approval
- Award must be made to the source submitting the lowest qualified bid

For purchases over \$10,000, DNR review of your plans, specifications, and bid documents must occur before the contract is advertised or solicitation begins. Once bids have been opened, they cannot be altered, nor can negotiations take place. If you are unsure if the bids will be below or above \$10,000, follow the procedure for purchases and contracts over \$10,000.

*Over-budget bids:*

There are times when bids are received that are much higher than anticipated. There are a number of options that can be pursued in this situation. These options include:

1. Alter the plans and/or specifications and either re-advertise or issue a post-bid addendum to all bidders.
2. Divide the contract into smaller contracts and re-advertise.
3. If there is sufficient time left in the project period, wait until market conditions are more favorable and then re-advertise the bid.

4. If the bids are based on unit pricing, determine the low bidder following alteration of the plans and/or specifications. Using this method to manipulate the bid with the goal of awarding the contract to a specific bidder is unacceptable and will not be approved.

If products or services are more than 20% over the amount approved on the PR1911-1, a written justification detailing why the overage occurred must be submitted and approved by the DNR prior to submitting the expense for reimbursement. If no justification and approval is on file, the payment may be processed for the amount originally approved on the PR1911-1.

*Contractor/vendor selection and approval:*

The DNR must approve your choice of contractor/vendor when the contract/purchase exceeds \$2,500. The award must go to the lowest qualified quote/bid. Submit to the MISGP project manager the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) along with a quote/bid tab that lists all bids received and the bid amount. The PR5757-1 can be found at: [www.michigan.gov/invasives](http://www.michigan.gov/invasives), select 'Grants' on the left navigation menu, then go to the 'Grantee Information' drop down menu.

If the lowest bid is not selected, written justification must be submitted with the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) and written approval from the DNR must be received prior to awarding a contract.

At times, a low number of bids or fewer than three quotes may be received. In this situation, re-bid the contract or solicit more quotes. If there are circumstances that prevent receiving better results, submit the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) with written justification for awarding the contract, including a description of the efforts taken to advertise for bids or solicit quotes. The DNR must approve the selection prior to awarding a contract.

**DNR REVIEW OF REIMBURSEMENT REQUESTS**

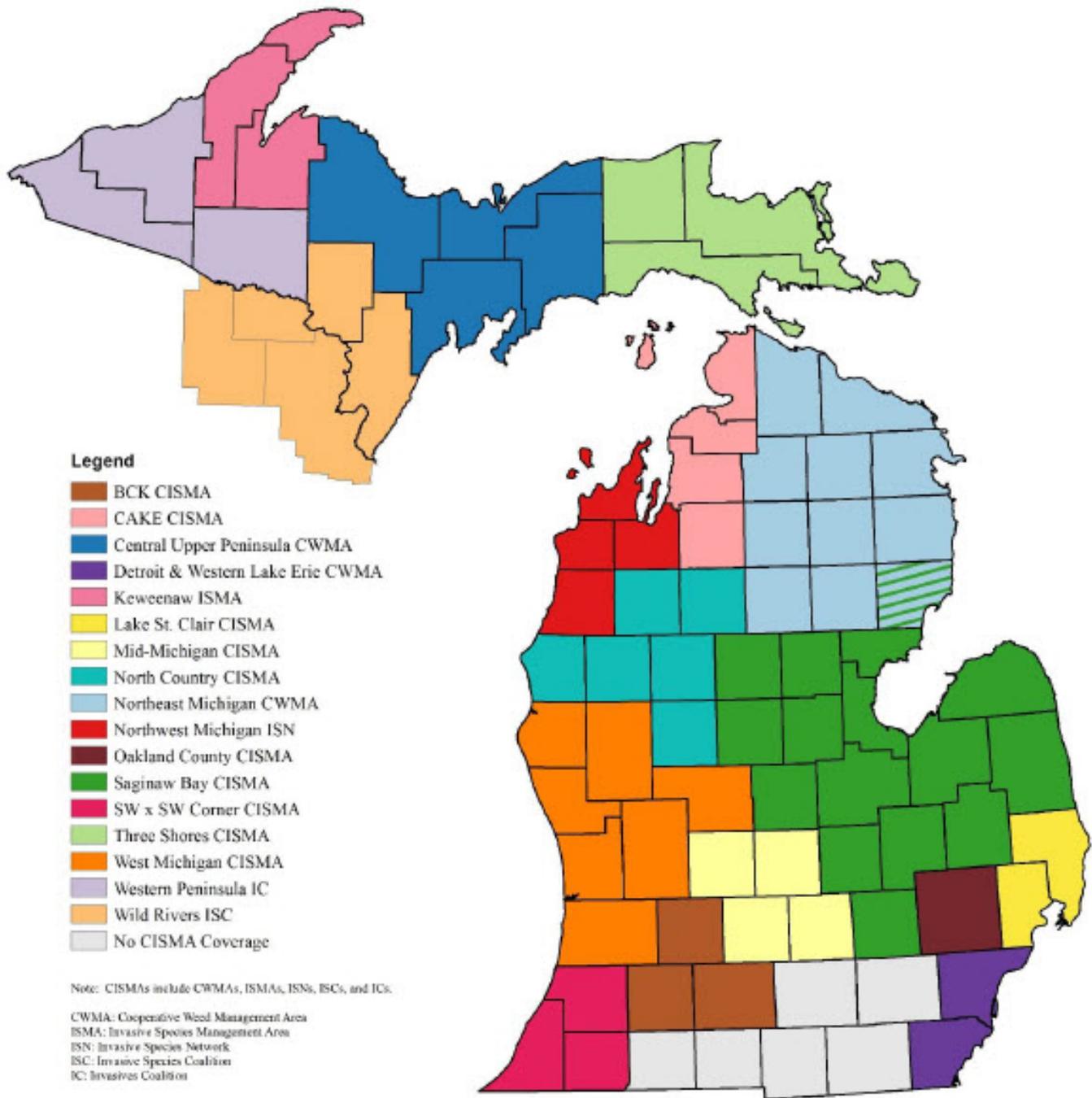
The following documentation is required for each type of purchase under the grant program and must be submitted with the MISGP Reimbursement Request form (PR5757-1) discussed above.

Expense Type	Documentation Retention Level for ALL Grantees and Submission Required for Level 1	Pre-Approval Necessary?	Forms Required
Staff Time for Direct Activities	<ol style="list-style-type: none"> <li>1) Reimbursement time period</li> <li>2) Employee name</li> <li>3) Amount Requested</li> <li>4) Timesheets or financial reports that: <ul style="list-style-type: none"> <li>- Provide reasonable assurance of accuracy supported by a system of internal control;</li> <li>- Reflect the total activity for which the employee was compensated, not to exceed 100% of compensated activities;</li> <li>- Encompass all other compensated activities;</li> <li>- Support the distribution of the employee's salary or wages among specific cost objectives if the employee works on more than one type of award</li> </ul> </li> </ol>	Yes, if employee is not listed on the original application form	PR5757-1
Fringes	<ol style="list-style-type: none"> <li>1) Items 1-4 under "Staff Time for Direct Activities"</li> <li>2) Amount requested; AND if not broken out in a financial report: <ul style="list-style-type: none"> <li>- Benefit type* (ex. social security, retirement, health, etc.);</li> <li>- Rate used for each benefit type* (e.g., 7.56% of gross pay)</li> </ul> </li> </ol> <p>*benefit breakdown only needs to be provided once per employee</p>	No	PR5757-1

Purchases less than \$2,500	<ol style="list-style-type: none"> <li>1) Paid receipt showing date of payment and zero balance OR invoice AND proof of payment (paid invoice from company, credit card receipt, cancelled check, EFT/ACH transaction, or copy of front of check and corresponding bank statement)</li> <li>2) Amount Requested</li> <li>3) Description of item use if not apparent</li> </ol>	No	PR5757-1
Purchases between \$2,500 and \$10,000	<ol style="list-style-type: none"> <li>1) Paid receipt showing date of payment and zero balance OR invoice AND proof of payment (paid invoice from company, credit card receipt, cancelled check, EFT/ACH transaction, or copy of front of check and corresponding bank statement)</li> <li>2) Amount Requested</li> <li>3) PR1911-1 and required documents <ul style="list-style-type: none"> <li>• Written specifications</li> <li>• Three written quotes</li> <li>• Quote tabulation (list of all quotes received)</li> </ul> </li> </ol>	Yes, approval of selected quote <u>before award</u> (lowest qualified)	PR5757-1 PR1911-1
Purchases \$10,000 and above	<p><b><i>Review MISGP Handbook “Contracting and Procurement Requirements” section for details on steps required <u>prior</u> to purchasing or contracting.</i></b></p> <ol style="list-style-type: none"> <li>1) Paid receipt showing date of payment and zero balance OR invoice AND proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, or copy of front of check and corresponding bank statement)</li> <li>2) Amount Requested</li> </ol>	Yes, <ol style="list-style-type: none"> <li>1) Approval of RFP or ITB language <u>before advertising</u> AND</li> <li>2) Approval of selected bid <u>before award</u> (lowest qualified)</li> </ol>	PR5757-1 PR1911-1
Rented Equipment or Vehicles (must abide by purchasing requirements, if applicable)	<ol style="list-style-type: none"> <li>1) Paid invoice/receipt (which includes types of equipment, dates and hours of use, and the rate) showing date of payment and zero balance OR invoice (which includes types of equipment, dates and hours of use, and the rate) AND proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, or copy of front of check and corresponding bank statement)</li> <li>2) Fuel receipts</li> <li>3) Amount Requested</li> </ol>	No	PR5757-1
Donations – Volunteer Services (must be an integral and necessary part of the project)	<p>Unskilled Labor (minimum wage)</p> <ol style="list-style-type: none"> <li>1) Sign in sheet containing: <ul style="list-style-type: none"> <li>- Date</li> <li>- Hours</li> <li>- Current minimum wage charged</li> <li>- Total cost charged to project</li> <li>- Signature of volunteer</li> <li>- Signature of project supervisor</li> </ul> </li> </ol> <p>Skilled Labor (professional operating in their professional capacity)*</p> <ol style="list-style-type: none"> <li>2) Letter with dates and hours of work, hourly rate, total amount charged and signature of laborer</li> <li>3) Amount Requested</li> </ol>	No	PR5757-1

Donations – Supplies & Materials	<ol style="list-style-type: none"> <li>1) Donation letter or invoice with amount of donated material, rate per unit, and total. Signed and dated by the donating agency</li> <li>2) Evidence of fair market value (i.e., internet evidence of local purchase, rental rates)</li> <li>3) Amount Requested</li> </ol>	No	PR5757-1
Donations or Use of Your Own Equipment	<ol style="list-style-type: none"> <li>1) Type of donated equipment, date, hours used, rate per hour (or MDOT rental rate and #) and total</li> <li>2) Evidence of fair market value if MDOT rental rates do not apply</li> <li>3) Amount Requested</li> </ol>	No	PR5757-1
Donations – Space	<ol style="list-style-type: none"> <li>1) Address and specifications of donated space, dates of use, rental rate, and total. Signed and dated by the donated agency (if space is not 100% for MISGP use, the donation must be prorated and the methodology provided)</li> <li>2) Evidence of the fair market value of similar space in the local area</li> <li>3) Amount Requested</li> </ol>	No	PR5757-1
Mileage for Personal or Company Vehicles	<ol style="list-style-type: none"> <li>1) Log that includes name of employee, date, start location, end location, and total mileage* for each trip and total for the log</li> <li>2) Amount Requested</li> </ol> <p>*Mileage reimbursement is based on current State of Michigan rates.</p>	No	PR5757-1
Meals for Employees in Travel Status	<ol style="list-style-type: none"> <li>1) Receipts*</li> <li>2) Amount Requested</li> </ol> <p>*Limited to State of Michigan meal rates and regulations; universities may use established per diems (must provide per diem policy)</p>	No	PR5757-1
Hotels, Conferences, & Airfare	<ol style="list-style-type: none"> <li>1) Total hotel, conference, and/or airfare charges by employee</li> <li>2) Receipts for all charges</li> <li>3) If attending a conference, a copy of the agenda</li> <li>4) Amount Requested</li> </ol>	Yes, to ensure the applicability to grant	PR5757-1

## APPENDIX A: MICHIGAN COOPERATIVE INVASIVE SPECIES MANAGEMENT AREAS



## APPENDIX B: MICHIGAN'S WATCH LIST SPECIES

Michigan's Watch List species have either never been confirmed in the wild or have a limited distribution in the state. Early detection and monitoring for these species is crucial to prevent establishment and spread and reduce impacts.

### *Insects and Tree Diseases*

- Asian longhorned beetle (*Anoplophora glabripennis*)
- Balsam woolly adelgid (*Adelges piceae*)
- Hemlock woolly adelgid (*Adelges tsugae*)
- Thousand cankers disease (*Geosmithia morbida*)

### *Terrestrial Animals*

- Nutria (*Myocastor coypus*)

### *Aquatic Animals*

- Asian carp
  - Silver carp (*Hypophthalmichthys molitrix*)
  - Bighead carp (*Hypophthalmichthys nobilis*)
  - Grass carp (*Ctenopharyngodon idella*)
  - Black carp (*Mylopharyngodon piceus*)
- Northern snakehead (*Channa argus*)
- Red swamp crayfish (*Procambarus clarkii*)
- New Zealand mudsnail (*Potamopyrgus antipodarum*)

### *Terrestrial Plants*

- Asiatic sand sedge (*Myriophyllum aquaticum*)
- Chinese yam (*Dioscorea oppositifolia* L.)
- Himalayan balsam (*Impatiens glandulifera*)
- Japanese stiltgrass (*Microstegium vimineum* (Trin.) A. Camus)
- Kudzu (*Pueraria montana* var. *lobata*)
- Mile-a-minute weed (*Persicaria perfoliata*)

### *Aquatic Plants*

- Parrot feather (*Myriophyllum aquaticum*)
- Yellow floating heart (*Nymphoides peltata*)
- European frogbit (*Hydrocharis morsus-ranae*)
- European water clover (*Marsilea quadrifolia*)
- Brazilian elodea (*Egeria densa*)
- Hydrilla (*Hydrilla verticillata*)
- Water chestnut (*Trapa natans*)
- Water hyacinth (*Eichhornia crassipes*)
- Water lettuce (*Pistia stratiotes*)
- Water soldier (*Stratiotes aloides*)

## APPENDIX C: MICHIGAN'S INVASIVE SPECIES EDUCATION AND OUTREACH CAMPAIGNS

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The State of Michigan uses the following campaigns for invasive species education and outreach. To support consistent, statewide messaging, applicants are encouraged to consider participating with these organizations.



**Don't Move Firewood**

<http://www.dontmovefirewood.org/>



**Clean Boats, Clean Waters**

<http://www.mymlsa.org/cbcw>



**RIPPLE**

[http://www.michigan.gov/invasives/0,5664,7-324-68000\\_75850---,00.html](http://www.michigan.gov/invasives/0,5664,7-324-68000_75850---,00.html)



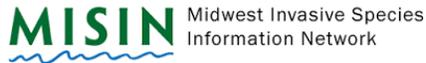
**Clean, Drain, Dry Initiative**

<http://www.wildlifeforever.org/invasive-species>



**Stop Aquatic Hitchhikers!**

<http://www.protectyourwaters.net/>



**Midwest Invasive Species Information Network**

<http://www.misin.msu.edu>



**Play. Clean. Go.**

<http://www.playcleango.org/>