



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION  
NONPOINT SOURCE GRANT PROGRAM  
**GRANTEE CONTRACT DEVELOPMENT CHECKLIST**

**Project Name:** \_\_\_\_\_

**Tracking Code:** \_\_\_\_\_

**Project Administrator Name:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

This checklist was developed to help grantees develop a contract with Michigan’s Nonpoint Source (NPS) Program. Grantees should start by contacting their Project Administrator (PA), identified in the award letter, to incorporate any comments from the review process. Follow the guidance below incorporating any comments from the PA. The Project Description, Work Plan, and Time Table should use Arial 12-point font and ½ inch margins. Grantees may also want to request the current boilerplate language for review at this time. Grantees should also read through the information under the “Grant Recipient Information” heading on the NPS Program Web site at ([Michigan.gov/NPS](http://Michigan.gov/NPS)).

**I. PROJECT DESCRIPTION: Update/develop to include the requirements below:**

- 1.  Refers to what *will be done* as part of the project/contract (not what was proposed in the application).
- 2.  Comments from the PA have been incorporated.
- 3.  Heading/top format includes (see example below):
  - a. “Appendix A,” followed by:
  - b. The project name agreed to by EGLE
  - c. The project tracking code
  - d. The words “Project Description.”

Example heading/top format:

**Appendix A**  
**[X Watershed Implementation/Planning Project]**  
**Tracking Code [#202X-XXXX]**  
**Project Description**

- 4.  Number the pages of the project description, starting on page 1

**Comments/Explanations for Category 1 Elements**

## II. WORK PLAN: Update/develop so that it includes the requirements below

### 1. General Elements

- a. Heading: header like the Project Description, including:
  - i.  The project name
  - ii.  The project tracking code assigned by EGLE
  - iii.  The words "Work Plan"
- b.  Continue numbering pages from wherever the Project Description left off
- c.  Written task-by-task: (i.e., task 1a, 1b...task 2a, 2b, etc.); includes percentage of time for each major task (1, 2, 3, etc.)
- d.  Written so that each task and assigned staff member can be clearly identified and with enough information that if needed new staff could take over the project and know the expected outcomes.
- e.  The total percentage of time for all major tasks equals 100 percent
- f.  Comments from the review process have been incorporated

### Comments/Explanations for Category 2: General Elements.

### 2. Administration and Products

- a.  Products are clearly defined and written with enough detail that a new PA or grantee staff would know what products and how many are expected. (e.g., 300 full color, tri-fold brochures will be printed)
- b.  A task for developing and submitting status reports, including submitting documentation per the *Status Report and Project Documentation Requirements*
- c.  or  NA Includes the statement: All GIS data will be submitted according to USEPA guidance
- d.  or  NA Includes the statement: Acknowledgement of EGLE funding on Information/Education (I/E) products will be done in accordance with the *Acknowledgement on I/E Products Guidance*
- e.  Tasks or subtasks for providing draft and final products:
  - i.  Data collected in electronic format according to the *Providing Electronic Versions of Grant Products Guidance*
  - ii.  The number and format (paper or electronic) of each product is defined in the contract
  - iii.  Products that might be used for other projects must be submitted in an electronic format that can be easily changed

- iv.  All products will be submitted to EGLE for review and approval prior to printing/distribution
  - g.  A task that includes the statement: "A final report is due within 30 days after the end of the contract."
  - h.  Includes submitting an e-copy of all before and after photos and other project-related photos with the final report
  - i.  A task for developing a project fact sheet using the EGLE-NPS template and submitted with the final report
3. Watershed Planning Projects:
- NA - Proceed to Item #4
  - a.  A task stating that site specific locational information for each proposed physical BMP will be displayed on a map in the watershed management plan
  - b.  A task stating that inventory site-specific GPS information (e.g. latitude/longitude) will be provided to EGLE along with the watershed management plan for approval
  - c.  Includes the statement: QAPPs will be developed and approved by EGLE for all inventories
  - d.  A task to submit a Draft Watershed Management Plan at least 90 days prior to the end of the contract for EGLE review and approval. Includes the statement: The plan will meet CMI and Section 319 criteria

**Comments/Explanations for Category 2: Administration and Products.**

4. Best Management Practice (BMP) Review

- NA – Proceed to Item #5
- a.  A task to submit engineering plans per *EGLE-NPS Engineering Review Guidance* to EGLE for review and approval. Includes the statement: At least nine (9) weeks prior to the start of construction.
- b.  Includes the statement: Construction of BMPs will not begin without an EGLE-approved site plan. Any work done prior to approval will not be reimbursed or counted as match.
- c.  Includes the statement: Prior to implementation of any BMPs, the grantee will submit an email to the PA verifying that all federal, state and local permits are in hand, and including a list of the permits. No implementation will occur without such an email.
- d.  A task for submitting a BMP Form each reporting period in which BMPs are completed per *BMP Form guidance*.

5. Conservation Easements

- NA – Proceed to Item #6
- a.  A task for approving site for the grant.
- b.  A task for completing the baseline assessment, appraisal and survey.
- c.  A task for submitting Pre-Closing easement documents: Draft baseline, survey, draft easement, appraisal
- d.  A task for submitting Post-Closing easement documents: proof of title search/title insurance, final signed baseline, recorded easement, signed buyer/seller statement and in case of a land swap an ownership transfer documentation if applicable.
- e.  A task for submitting a BMP Form each reporting period in which BMPs are completed per *BMP Form guidance*

6. Monitoring (Environmental and/or Social)

- NA
- a.  A task for development and submittal of a draft and final Quality Assurance Project Plan (QAPP) for monitoring; environmental and/or social. Includes the statement: Draft versions are due nine at least (9) weeks prior to the planned start of any monitoring.
- b.  Includes the statement: Monitoring will not begin without an EGLE-approved QAPP. Any work completed prior to approval will not be reimbursed or counted as match.
- c.  **or**  NA A task for submitting water quality, biota, and habitat data to EGLE on the STORET template

**Comments/Explanations for Category 2:** BMP, Monitoring and Contractor.

**IV. FINANCIAL FORM/BUDGET: Update/develop to meet the requirements below:**

1.  Appropriate budget form used:

For federally funded grants, state-funded grants matching a federal grant or mixed funded grants (federal and state):

- Grantee has NICRA
- Grantee does not have NICRA, so 10% *de minimis* form was used.

- For state-funded grants that don't match federal grants, the State grant budget form was used and indirect was capped at 20% salary plus fringe.
- 2.  Form includes the project name, organization, and tracking code.
- 3. Staff and fringe rates:
  - a.  Contract Staff Detail Tab: Shows the individual staff names, salaries, and rates. Any increases in hourly salaries, if expected, are accounted for.
  - b.  Contract Staff Detail Tab: Fringe rate is entered for each staff and none exceed 40%.
- 4.  **Or**  NA For supply charges, there is a list of specific supplies and quantities.
- 5.  **Or**  NA Volunteer committees/groups are listed under Contractual (not Staff).
- 6.  **Or**  NA Volunteer rates are consistent with the EGLE's policy on acceptable rates for volunteer time (see the NPS Web page: Volunteer Rate Policy).
- 7.  Total grant cost and match costs are consistent with the original match/grant percentage in the proposal, or approval for variance from this from program manager is documented.
- 8.  Verified that the sources of match listed are all eligible.
- 9.  Verified that the costs listed are eligible according to the relevant RFP's list of ineligible costs, if applicable, and any limitations of the funding source.

**Comments/Explanations for Category 3 Elements**

**VI. BMP FORM: Update/Develop to meet the requirements below:**

Use the online BMP Form at [Michigan.gov/NPS](https://Michigan.gov/NPS); Under Grant Recipient Information, click on Grantee Tools: Developing Contracts.

**NA** – Proceed to V. Timetable.

1.  The form includes the project name and tracking code.
2.  Site(s) listed are consistent with those in the work plan.
3.  Dollar amounts are consistent with the budget form and the form adds correctly (which it should if the grantee used the online form).

**Comments/Explanations for Category 4 Elements**

**VII. TIMETABLE: Update/develop to include the requirements below:**

1.  The project name and tracking code.
2.  Consistent with the tasks in the work plan.
3.  The start date is appropriate and consistent with the start and end dates of the grant.
4.  **Or**  **NA** Includes time for EGLE review and approval of draft products.
5.  **Or**  **NA** Includes nine (9) weeks for EGLE review and approval of engineered plans.
6.  **Or**  **NA** Includes nine (9) weeks for EGLE review and approval of any QAPPs.
7.  **Or**  **NA** Includes 90 days for EGLE review and approval of any Watershed Management Plan.

**Comments/Explanations for Category 5 elements**

If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

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