



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY



Michigan Coastal Management Program Grant Management Manual





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INTRODUCTION

This Grant Management Manual is intended to provide organizations receiving grants from the Michigan Coastal Management Program (MCMP) with guidance on state and federal processes to be successful with grant administration. The most critical aspect for grantees is to understand and follow all the respective terms and conditions outlined in the executed grant agreement in providing the grant funds to your organization.

Administered by the Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), these grant funds are made possible through the partnership with the National Oceanic and Atmospheric Administration (NOAA), pursuant to the Coastal Zone Management Act of 1972.

GRANT AGREEMENTS

Grant agreements are legally binding agreements between EGLE and grant recipients that specify terms and conditions to effectively administer the financial and project specific requirements. Generally, a grant agreement consists of the cover page, boilerplate, Appendix A, and the grant budget.

The cover page includes the project's title, project number, amount of grant and match funds, grant award period, contact information, and authorized representative signatures. Expenses incurred outside of the grant award period (start or end date) will not be eligible for reimbursement nor can they be claimed as match for the purpose of the grant agreement.

As listed on the cover page, the Grantee Contact is to serve as the primary point of contact between the grantee's organization and the State Contact, as listed. The Grantee Contact is responsible for all coordination with all contractors, consultants, volunteers, and other grantee representatives. Importantly, the Grantee Contact is the primary person for all communications and submittals to the State such as required reports, Change Requests, questions, and work products as identified in the grant agreement.

The boilerplate contains specific state, federal, and program specific conditions such as compensation and reporting requirements, ability to request changes, and grantee responsibilities. The terms and conditions of the state boilerplate are nonnegotiable.

The Appendix A outlines the project specifications including the project description, tasks, schedule, work products, and budget. This is the project's workplan and is important that the project is implemented in accordance with the agreed upon activities. When applicable, the Appendix A will contain additional NOAA approved requirements for outdoor activities, sampling plans, drone flights, land acquisition, and/or construction related activities. This information can include inventory plans and maps, sampling protocols, drone flights, construction project tasks, best management practices, project footprint, construction methods and materials, and project footprint plans.



The grant agreement budget details the allocations for grant expenses and match commitments identified into budget line-item categories (e.g., Staffing, Fringe, Supplies, Equipment, Contractual, Travel, Other, and Indirect). All eligible expenses must be identified on the budget and within the correct budget line-item.

Following are short descriptions of each budget line-item categories:

- **Staffing:** Staff of the grantee's organization that have identified responsibilities for grant administration duties and to implement the project tasks outlined in Appendix A.
- **Fringe Benefits:** Organization's benefits made to their employees. 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. Be advised per WRD Policy, Fringe Benefits are capped at 40% of staffing costs.
- **Contractual Services:** Specific to external service providers contracted to perform specific duties to implement the project identified in Appendix A. Any external organization or government that is contributing match to the project is also included under this budget line-item category. Be advised of the State Grant Requirements for Procurement for Competitive Solicitations, in accordance with [MCL 18.1261](#), all purchases for goods and services costing \$5,000.01 or more are to be competitive solicitations that are fair and open that promotes competition among potential contractors. The process can be a formal process such as bidding out low-cost construction work under a contractor workplan, or informal such as advertising needs for services in planning grants. Competitive solicitations are the formal or informal process of obtaining quotes, bids, or proposals from vendors to determine contract award based on factors as pricing, product costs, supply situation, quality, timeliness, and best value from responsive and responsible vendors.
- **Supplies and Materials:** Items purchased by the grantee to implement the grant, including expenses for hosting conferences, workshops, or training sessions.

Be advised per WRD Policy, expenses involving group meals at grant related meetings and/or training for group meetings have allocation caps. Your State Contact will advise on the most recent allowance.

- **Equipment:** A single item that costs \$5,000 or greater and has received approval by the State as identified in the executed grant agreement budget. Due to federal approval requirements, any request for purchase of equipment is discouraged after the grant is underway due to the lengthy federal approvals that may take up to 6-month to receive.



- Travel:** Expenses are specific to the grant recipient staff for transportation related expenses such as lodging, meals, parking, etc. Be advised per WRD Policy, the mileage rate cannot exceed the [current federal IRS mileage rate](#) at the time of reporting. If the federal mileage rate exceeds the rate detailed in the grant budget, grantees may adjust the contract mileage rate as higher rates become effective; however, additional grant funds will not be made available to cover the higher rate.
- Other:** Eligible Other expenses include costs for standard operating costs such as rent, utilities, telephone, data lines, technology, etc. These cannot overlap with Indirect Costs.
- Indirect Costs:** Includes facility and administrative costs that are associated with the continuing operation of the grantee’s organization and generally include the cost of building occupancy, equipment usage, procurement, personnel, administration, accounting, and other overhead activity that cannot be directly charged to the grant. A grantee with a budget claiming an indirect rate greater than ten percent (10%) must provide a copy of their Negotiated Indirect Cost Rate Agreement (NICRA) to their State Contact. A NICRA is an agreement between the federal government and the organization which reflects the negotiated reimbursement rate(s) for indirect costs and fringe benefit expenses. The NICRA also indicates effective period(s) of the rate(s), types of rates, and applicable location and program rates.

GRANT ADMINISTRATION

REQUIRED REPORTS

In accordance with Section IV. Grantee Deliverables and Reporting Requirements, the grantee is responsible for submitting progress reports on a quarterly basis. Quarterly Progress Reports are to provide a narrative update of the project implementation along with financial status report of expenses incurred and accumulated match. The grantee is responsible for submitting quarterly progress and financial reports according to format prescribed by the State and must include supporting documentation of eligible grant expenses. The reports are to be comprehensive and submitted by the specified due date to the State Contact listed in your executed grant agreement and shown below.

Reporting Period	Due Date
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	To be determined

Be advised of the accelerated reporting requirements effecting the July 1 – September 30 reporting quarter due to the State’s year-end closing procedures. Typically, all quarterly progress and financial reports will be due at or near the beginning of October of that respective grant period.



QUARTERLY PROGRESS AND FINANCIAL REPORTS

The grantee must provide the following to the State Contact when submitting quarterly reports:

- A written request submitted by the Grantee Contact to the State Contact by means of an email, cover letter, or invoice for the respective reporting period.
- Corresponding narrative progress and Financial Status Report as provided by the State.
- PDF copies of supporting documentation that correspond to the reimbursement request and match earned for respective reporting period.
- In certain circumstances, the grantee will be required to provide proof of payment. The grant agreement will include this extra provision and the State Contact will advise accordingly.

The Quarterly Progress Report is a narrative update of all actions taken to administer the grant and implement the project. The report needs to provide the State sufficient information to determine that the grant and project are proceeding as approved.

The Financial Status Report (FSR) is the Excel workbook provided at the beginning of the grant and is the report of expenses to be included with your quarterly submittal. All grant expenses must be necessary, legitimate, and allowable as listed in the grant agreement's budget. Eligibility of expenses are the same for match as for grant expenses.

As part of the financial reporting, the grantee must provide supporting documentation of all eligible expenses that correspond to the reimbursement request and match earned for the respective reporting period. Invoices, receipts, and other documents submitted need to be itemized. All invoices must indicate they were paid by the grantee, initialed, and dated. Invoices must include the following:

- Name and address of contractor or vendor.
- Invoice date and date(s) of service.
- Purchase order or invoice number.
- Itemized description, price, and quantity of goods, property, and/or services.
- Clear indication that services supported the grant.
- Identification of the grantee's organization as the entity from which payment is sought.
- Invoices marked "paid" with payment date and initialed by grantee.

In cases where the grantee is required to provide proof of payment, grantees must provide documentation for expenses incurred and paid in the form of cancelled checks, credit card statements, bank statements, or confirmation of Electronic Fund Transfers, etc.

When submitting match during a quarter, supporting documentation must also be included to the extent required of grant expenses. Match must be either secured upfront or verified after the fact in certain circumstances. Secured match such as cash match is verified via Letters of Collaboration at the time of grant application. If match is based on activities that involve in-kind match from



participants, time spent at educational and/or training events, this is referred to as soft match. Soft match must be verified after the fact by the grantee with the participant's consent that their time in attending the grant related event is allowed. In all cases, the grantee is required to provide proof of legitimate match to the State in the form of supporting documentation.

Supporting documentation for in-person events may include sign-in sheets indicating language that by participation at the event is providing consent to the grantee for named grant. Similarly, supporting documentation for virtual events such as webinars or trainings need to include similar language as part of the registration process.

See sample language for sign-in sheets and online registration:

“By signing this sheet (or checking this box), I consent to the [grantee organization] the use of my time as a participant at this [name of event] to be used as volunteer match for the grant [name and tracking number].”

For all cases, the match verification must be discussed with your State Contact to avoid future issues with determining legitimate match sources.

Note: Federal employees are ineligible match for federal grants such as the Coastal Zone Management Act (CZMA).

If in-kind volunteer services were approved as part of the grant agreement, the following is the guidance on the categorical allowances for these external service categories:

- **Professionals:**

Professionals, including skilled laborers, providing their normal professional services may count as match at their normal rate of pay (e.g. a drain commissioner providing technical input at a steering committee could claim their normal rate of pay for time spent at the meeting).

- **Professionals not working in a professional capacity:**

Professionals not working in a professional capacity (e.g. an attorney handing out brochures at a festival) cannot claim their professional rate, as they are not working in a professional capacity. An appropriate rate is based on the Independent Sector's annual evaluation of volunteer time, available at [Value of Volunteer Time Report | Independent Sector Resources](#).

- **Unskilled laborers:**

Unskilled laborers (e.g. Boy Scouts/Girl Scouts, volunteers, etc.). The acceptable rate for these workers is the prevailing minimum wage. Michigan's current minimum wage is available at www.michigan.gov/wagehour.

A Volunteer Tracking Sheet is found on the [MCMP's webpage](#) and should be submitted with the quarterly report.



If at the end of the grant period the required match is not satisfied, grant reimbursement will be reduced by the amount to meet the contractual match requirement. All match claimed for a quarter must be expended towards the grant scope of work/project.

Please use the following sample email when submitting reports via email:

Dear [State Contact]:

On behalf of [Grantee Organization], please accept the attached quarterly report for the [project name] [project number] for the period between [start date] and [end date]. We are requesting reimbursement in the amount of [\$amount] and have accumulated [\$amount] in match for the reporting period.

Please let us know if you have any questions or concerns.

Thank you,

[Grantee Contact Name]

CHANGES TO THE GRANT AGREEMENT

In accordance with Section III. Changes, any change to the grant agreement other than budget line-item revisions less than 10 percent of the budget line items shall be requested in writing and approved by the State Contact prior to implementation. The grantee must submit the Change Request Form via email to the State Contact. The Change Request Form can be found on the [MCMP's webpage](#).

The nature of the changes will determine if the change is considered a minor change that can be approved by the State Contact or a significant change requiring approval of the WRD Division Director. Significant changes include:

- Extension of the Grant Agreement's end date.
- Change in the Grant total (increase or decrease).
- Changes to an existing budget line item(s) that exceed 10% of the total Grant Amount.
- Changes to create a new budget line item(s).

Significant changes require no less than a 90-day approval process. Be advised, no changes can be implemented prior to State approval and after the fact changes will not be accepted.



FINAL QUARTERLY REPORT

The final quarter report is due to the State no later than 30-days past the end of the grant agreement end date and include the following:

- A written request submitted by the Grantee Contact to the State by means of an email, cover letter, or invoice for the respective reporting period including statement of final close out of all tasks, completion and submittal of work products as outlined in the Appendix A, and the final reimbursement request.
- Corresponding narrative progress and Financial Status Report as provided by the State.
- PDF copies of supporting documentation that correspond to the final reimbursement request and match earned for the grant close-out.
- A Final Project Narrative.
- If the project involved construction, submit a set of high-quality color photographs depicting the before and after project construction including photographs of installed signage, as appropriate.

The Final Project Narrative captures the essence of the grant work and is used for outreach materials. The narrative goes beyond the scope of task-by task quarterly progress reports to describe the accomplishments and outcomes in a broad context for the entirety of the grant period. The Final Project Narrative Form can be found on the [MCMP's webpage](#).

Grant specific final work products are to be completed and submitted at the end of the grant agreement as required under Appendix A of the grant agreement. Certain final works products may be required to be submitted to your State Contact as a draft 30 days before the end of the grant agreement for staff review. Refer to your grant agreement task list in Appendix A for products that require a 30-day review. The grantee must provide before and after photographs of the construction project, including an image of the installed sign. Provide the original image files (e.g., .tiff, .jpg, or .bmp files) as final work products with the final quarterly report package.

Twenty-five percent of the grant award is withheld until the project is completed. Final reimbursement payment will only be processed once all obligations have been fully satisfied by the grantee. This includes submittal and approval of the final quarterly report, any final work products, as well as any other additional required documents as outlined in the grant agreement. A portion of the grant award may be withheld for grants identified as incomplete or unsatisfactory.

CONTRACTUAL SERVICE PROVIDERS

In accordance with Section VIII. Subcontracts, the use of a contractor (e.g., consultant, vendor, or partner) is subject to all provisions of the grant agreement and shall be qualified to perform the duties required. The grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all services and/or products provided by contractors. Further, in



accordance with Section XIV. Debarment and Suspension, the grantee by signature of the grant agreement certifies that all external service provider were checked on the federal debarment/suspension list ([Appendix](#)). Service providers that have been identified as an excluded entity by the U.S. General Services Administration are not eligible to receive state-based funds through an EGLE grant. Contractors must be verified through [The System for Award Management](#) (SAM.gov) website.

In the case that a contractor was not identified (e.g., to-be-determined) in the budget, once the contractor is selected as the service provider by the grantee, a Change Request is required to be submitted to the State Contact prior to commencing work (expenses) to name the contractor to the grant agreement. No after the fact changes will be approved. The grantee must also submit a contractor workplan which is a detailed description of all contractual subaward tasks including the name(s) of the contractor(s), description of work to be performed under the subcontract, and a detailed narrative budget description broken out by budget categories. The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project.

In accordance with [MCL 18.1261](#), all purchases for goods and services \$5,000.01 or more are to be competitive solicitations that are fair and open that promotes competition among potential contractors. The process can be formal such as bidding out low-cost construction work under a contractor workplan or informal such as advertising need for services in planning grants. Competitive solicitations are the formal or informal process of obtaining quotes, bids, or proposals from vendors to determine contract award based on factors as pricing, product costs, supply situation, quality, timeliness, and best value from responsive and responsible vendors. Records of procurement must be sufficiently maintained to detail the history of procurement. These records include, but are not limited to, rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. 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.

The grantee is solely responsible for all contractual activities performed under the grant agreement. All bid documents, procurement procedures, and subcontracts must be maintained by the grantee organization and may be requested by the State Contact.

PERMITS

When applicable, 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 to complete project. Copies of the permit(s) must be retained by the grantee and may be requested by the State Contact. Be advised that this grant award does not guarantee issuance of any local, state, or federal permits. Permit fees are not eligible for reimbursement.



Generally, the following permits may be required with on-the ground construction activities:

- Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), provides for the control of soil erosion and protects adjacent properties and the waters of the state from sedimentation. A permit is generally required for any earth change activity which disturbs one or more acres of land, or which is within 500 feet of a lake or stream. However, local units of government can be more restrictive than the statute. Please verify requirements with your [County or Municipal Enforcing Agency](#).
- United States Army Corps of Engineers, Section 404/Section 10 permit for grant work that involves construction or fill activities within the waters of the Great Lakes and other navigable waters, as well impacts to regulated wetlands. Additionally, grant work that may create an obstruction to the capacity of navigable waters requires a permit under Section 10 of the Rivers and Harbors Act of 1899.
- Permits from WRD are needed for grants involving earth change activities and construction within the waters of the State, bottomlands, and certain coastal lands regulated under the following Parts of the NREPA:
 - [Rule 2190, under Part 31, Construction Stormwater Program Permit-by Rule](#)
 - [Part 301, Inland Lakes and Streams](#)
 - [Part 303, Wetlands Protection](#)
 - [Parts 307, Inland Lake Levels and 315, Dam Safety](#)
 - [Part 323, Shorelands Protection and Management](#)
 - [Part 325, Great Lakes Submerged Lands](#)
 - [Part 353, Sand Dunes Protection and Management](#)

Permit applications for State permits are to be submitted using the Joint Permit Application form through the web based MiEnviro online permitting database. Additional information can be found at Michigan.gov/JointPermit.

RECORD RETENTION AND ACCESS TO RECORDS

The grantee is required to maintain all 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. All work products are classified as public information and will remain the case unless otherwise specified in the grant agreement.



PROGRAM GENERAL PROVISIONS

GRANT ACKNOWLEDGEMENT

In accordance with Section XXV. Program General Provisions, Subsection (A), all project work products must acknowledge financial assistance of the MCMP and NOAA. The grant acknowledgement must include the EGLE and NOAA logos provided by the State Contact and the following language:

“Financial assistance for this project was provided by the Michigan Coastal Management Program, Water Resources Division, EGLE, with funding through the National Coastal Zone Management Program.”

There is an additional disclaimer required for reports and videos:

“The statements, findings, conclusions, and recommendation in this (report/video) are those of the (Grantee) and do not necessarily reflect the views of the ELGE or the NOAA.”

For outreach materials, including but not limited to, press releases, newsletters, newspaper articles, graphic displays, public presentations, websites, and other public facing materials shall include the grant acknowledgement stated above.

The cover page, title page, or other prominent place within all reports, studies, or other documents, published or distributed electronically or hard copy, and acknowledgement pages of websites, that are supported by this award or any subaward shall include the grant acknowledgement stated above.

Digital logo files for EGLE and NOAA will be provided by the State Contact.



Projects that involve construction must post a grant acknowledgement sign in a temporary location at the site. The sign will be provided by the State Contact at no cost to the grantee. The sign must be maintained during construction and upon completion of construction, the grant signage must be posted in a permanent, highly visible location within the project site.

GEOSPATIAL DATA

In accordance with Section XXV. Program General Provisions, Subsection (C), the grantee will ensure that any geospatial data and information collected and/or created under the grant agreement will be made visible, accessible, and independently to users free of charge or at minimal cost.



This information should be made available in a timely manner, no later than two years after the data has been collected and/or created. The geospatial data must be put into a GIS layer and provided to the State, along with the associated metadata, on a CD, DVD, or portable hard drive in ESRI's ArcGIS format. The grantee must provide relevant information on the collection or production of geospatial data to the State Contact as early as practicable before collection.

FIELD WORK

In accordance with Section XXV. Program General Provisions, Subsection (D), any field work conducted by the grantee, including construction activities, surveys, educational activities, and training or volunteer activities, must follow appropriate federal, state, and local laws and follow best practices to minimize the spread of invasive species and the impact to the human environment.

The grantee must consider the type of work being conducted and the specific site situation when selecting project-appropriate measures.

GRANT COMMUNICATION

Communication throughout the life of the grant is critical for successful grant management and project implementation. To best serve the MCMP grantees, your State Contact will set up quarterly check-ins to enhance the two-way communication. There may be times when check-in will be conducted more often during critical points of the project implementation. Your State Contact will set up the check-ins at the beginning of the grant to establish times to meet to discuss grant management, project progress, and any questions or challenges that might arise.

The check-ins do not take the place of written requests. While items like change requests can be talked about during grant check-ins, it is important to follow up after the meeting with a formal, written request. Your State Contact will ensure they communicate intentionally and frequently to assist in the successful implementation of your grant.



APPENDIX: SAM.GOV CONTRACTOR CHECK

- Navigate to the [SAM.gov](https://sam.gov) homepage, click on “Entity Information” in the blue-shaded box.
- From the Entity Information page, click on “Advanced Search,” just above the blue magnifying glass icon.
- From the Advanced Search page, in the left side navigation pane under “Select Domain Entity Information,” click on “Exclusions.”
- This will auto-generate some additional fields in the left side navigation pane. Scroll down and click on “Excluded Entity.”
- A drop-down list will appear. You can search by the entity/contractor’s Unique Entity ID (UEI) or the entity/contractor’s name in the search field for an exclusion search.
- One of two results will generate from the search:
 - You may get “No Matches Found.” In this case, take a screenshot of the result and save as a PDF. Retain a copy for your records.
 - You may get a search result back with an entity profile listing. In this case, click on the entity’s profile and view the exclusion status. Take a screenshot of the result and save as a PDF. Retain a copy for your records.