



# 2022 Michigan Invasive Species Grant Program

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"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."

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The Natural Resources Commission (NRC) has the exclusive authority to regulate the taking of game and sportfish, and is authorized to designate game species and authorize the establishment of the first open season for animals. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

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For information or assistance on this publication, contact:

Michigan Department of Natural Resources Office of Grants Management  
P.O. Box 30425 Lansing MI 48909-7925 Phone: 517-284-7268

This publication is available in alternative formats upon request.

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**SCHEDULE FOR MICHIGAN INVASIVE SPECIES GRANT PROGRAM**

Request for Full Proposals.....	September 1, 2022
Informational Webinar.....	September 7, 2022
CISMA Webinar.....	September 8, 2022
MiGrants Submission of Full Proposals Due.....	November 1, 2022
Award Announcement.....	March 2023
Project Period Begins.....	Upon execution of grant by DNR
Project Schedule.....	Follows work plan in MiGrants
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**

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 \$29 million in invasive species grant funds already have been awarded. Up to \$3.6 million in state general fund dollars will be available for the 2022 grant cycle.

The MISGP provides 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 Environment, Great Lakes, and Energy (EGLE) and Agriculture and Rural Development (MDARD).

MISGP metrics include:

- 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.

The DNR, EGLE, and MDARD have developed the following plans to manage invasive species:

- [Michigan's Aquatic Invasive Species State Management Plan](#)
- [Michigan's Terrestrial Invasive Species State Management Plan](#)

## **PROGRAM ELIGIBILITY AND REQUIREMENTS**

### ELIGIBLE APPLICANTS

- Local, state\*, federal, or tribal units of government.
- Non-profit 501(c)(3) organizations.
- Universities.

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

### PROJECT CRITERIA

**Area** - Projects must be conducted on Michigan land or waters.

**Scope** - Projects that focus on:

- Routine management of one water body or site, and/or
- Use of common treatment methods for widespread invasive species,

typically, are not competitive, unless the proposal is clearly transferrable, scalable, or relevant to a larger region or the state. Potential applicants are encouraged to discuss the proposed projects with the appropriate technical contact before applying.

### PARTNERS AND COLLABORATORS

Project partners receiving money from the grant must be eligible applicant organizations. Project partners are subject to the same level of documentation requirements for progress reporting and reimbursement 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 vendor or contractor qualified to do the work at the lowest price (see Payment of Grant Funds section). Project collaborators may make documented donations to the project.

### GRANT LIMITS

The minimum grant request amount is \$25,000 and the maximum grant request amount is \$400,000. Minimum and maximum amounts do not include applicant match.

## 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 may include cash; donations of materials, equipment or supplies; direct staff; relevant grant awards; and 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 for Priorities 1-3 may be from one to three 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.

Project duration for CISMA Core Function and CISMA Survey and Treatment applications is limited to one year.

## **PROGRAM GOALS, PRIORITIES AND METRICS**

### 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 goals of the MISGP are to:

- ❖ **Prevent new invasive species introductions.** Prevention is the most effective step in managing invasive species. Prevention involves both keeping unwanted organisms out of Michigan and stopping the spread of newly introduced species. Michigan's Invasive Species Program targets pathways that can bring invasive species into the state and those which can move them from place to place.
- ❖ **Strengthen the statewide invasive species early detection and response network.** Successful early detection and response to new infestations requires a widespread monitoring effort, rapid communication and well-prepared personnel to respond. A statewide approach involves coordinated efforts amongst agencies, Cooperative Invasive Species Management Areas (CISMAs; Appendix A), industry professionals, researchers and citizens to detect, report, verify and treat emerging invasive species issues.
- ❖ **Limit the dispersal of recently confirmed invasive species.** People who work or play in areas where invasive species are already established can unknowingly aid in their spread to new areas. Arming these audiences with information to identify the invaders they encounter and to take steps to avoid carrying "hitchhikers" to new locations will have important long-term effects in reducing invasive species populations.
- ❖ **Manage and control widespread, established invasive species.** Established or widespread infestations can change the make-up of whole ecosystems. The negative effects on native plant and animal populations include displacement, diminishing food and habitat and species reduction. The recreational value of lakes, dunes and forests is degraded by the presence of invasive species. Invasive species are also taking a toll on Michigan's fisheries, agriculture and timber industries. Both large-scale management efforts and innovative treatment methods are needed to manage invasive species populations in the state.

### DIVERSITY, EQUITY, INCLUSION, AND JUSTICE

In support of Executive Directive 2019-09 and Quality of Life agencies' policies and procedures, the MISGP is interested in exploring and understanding applicants' considerations for incorporating this goal. Suggestions include ensuring outreach, surveys and treatment efforts encompass all demographics and assurances that steering committee membership accurately reflects the full and diverse range of the region's urban, suburban and rural residents. At this time there will be no scoring or evaluation of the application information provided to meet this goal. Program staff are interested in seeing how each application incorporates this goal and expands efforts beyond the ideas suggested above.

To learn more about environmental justice, visit Michigan's [Office of the Environmental Justice Public Advocate](#) website to find several resources and a screening tool to identify communities disproportionately impacted by environmental hazards.

## PRIORITIES

The Michigan Invasive Species Program annually reviews program goals, statewide progress and emerging issues to determine priorities for the grant program. Proposals should clearly address one or more of the priorities listed below. Projects should contribute directly to implementing strategic actions in Michigan's [Aquatic](#) and/or [Terrestrial](#) Invasive Species State Management Plans. **If you are considering applying, it is strongly recommended that you reach out to the technical contact listed for the priority of interest.**

### 1. Prevention and limiting spread

- A. *Investigate barriers to adoption of prevention practices.* Determine barriers to behavioral change in adopting decontamination or other prevention practices (e.g., pet or plant releases) relative to reducing the spread of invasive species. Provide recommendations to achieve changes in behavior. Recommendations should have statewide applicability and include an engagement strategy. User groups may include recreationists, hunters, outdoor workers (e.g., landscaping, constructions, forestry, arboriculture, ROW maintenance) and others.

Example projects may include:

- Quantifying boot brush station use and surveying trail users to determine barriers to behavior adoption.

Technical contacts:

- Kevin Walters, AIS Outreach & Education, [WaltersK3@Michigan.gov](mailto:WaltersK3@Michigan.gov), 616-250-8637
- Susie Iott, Terrestrial Invasive Species Specialist, [IottS@Michigan.gov](mailto:IottS@Michigan.gov), 517-420-0473
- Joanne Foreman, IS Communications Coordinator, [ForemanJ@Michigan.gov](mailto:ForemanJ@Michigan.gov), 517-284-5814

- B. *Implement prevention strategies and/or research projects focused on pathways, ecosystems and user groups.* The project should reduce the risk of moving invasive species through pathways and out of infested areas and/or into high value areas (e.g., high biodiversity, rare or vulnerable ecosystems). Outreach projects should use Michigan's invasive species education and outreach campaigns (Appendix B) where appropriate.

Purchase of portable boat wash systems, signage, 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 wastewater containment/collection and for obtaining necessary permits or permissions must be included in the application (e.g., EGLE discharge permits, DNR Parks & Recreation Division permits, or permissions for decontamination systems or stations). Additionally, staffing and sustainability of decontamination stations (boat wash or other) beyond the grant funding period should be addressed.

Proposals should clearly describe the relative risk that the project location(s) pose and the degree to which the proposed decontamination equipment will address that risk.

Technical contacts:

- Kevin Walters, AIS Outreach & Education, [WaltersK3@Michigan.gov](mailto:WaltersK3@Michigan.gov), 616-250-8637
- Joanne Foreman, IS Communications Coordinator, [ForemanJ@Michigan.gov](mailto:ForemanJ@Michigan.gov), 517-284-5814

Example projects may include:

- Purchasing portable boat wash decontamination equipment or materials associated with outreach and education activities.
- Purchasing portable decontamination equipment for cleaning vehicles, trailers or other heavy equipment.
- Funding seasonal staff to implement decontamination-related outreach.
- Engaging stakeholders (i.e., lake associations, park managers, anglers, campers, boaters, hikers, trail riders, etc.) in prevention activities using Michigan's existing education and outreach campaigns (Appendix B).
- Reducing risk from the biological supply and classroom pathway.

- In consultation with the Michigan Invasive Species Program, developing a statewide campaign, including multi-media materials, to raise public awareness and involvement in preventing and reporting terrestrial watch list species.
- Conducting trainings on invasive species identification and management with a focus on watchlist species. Examples: Train arborists, foresters and landscapers in detection and reporting of Asian longhorned beetle and detection and management of hemlock woolly adelgid; train impacted industries (fruit, hops, forests, others) in detection techniques for spotted lanternfly; train market masters in the identification of invasive plant species to discourage sales at farmers' markets.
- Provide outreach and training to landscapers regarding sourcing clean plant materials and other measures to prevent invasive species introduction.
- Analyzing effectiveness of outreach materials and/or efforts.
- Developing a Clean Fill/Weed Free certification program.
- Investigating how invasive species management can be better incorporated into urban communities, including an analysis of non-traditional perspectives and impacts.
- Developing an inventory of existing decontamination infrastructure (e.g., trail or lake signage, boot brush or boat stations, etc.), including type, location and condition, at non-state locations; combine with data on state locations; identify gaps in coverage; and recommend ideal locations for strategic placement of new infrastructure.

## 2. Early detection and response

- C. *Develop and/or implement detection techniques and strategic responses to high-risk invasive species.* Engage partner networks in strategic surveillance and/or conduct ongoing response activities for watch list species (Appendix C) in high-risk areas where they are likely to occur including public and private lands and waters, storm water basins and retention areas.

Technical contacts:

- Sarah LeSage, Michigan AIS Coordinator, [LeSageS@Michigan.gov](mailto:LeSageS@Michigan.gov), 517-243-4735
- Susie Iott, Terrestrial Invasive Species Specialist, [IottS@Michigan.gov](mailto:IottS@Michigan.gov), 517-420-0473

Example projects may include:

- Conducting strategic survey and response actions in areas with significant ecological, socio-economic and/or cultural value.
  - Developing and/or implementing a long-term strategy for the eradication of Japanese stiltgrass, giant hogweed, kudzu, mile-a-minute weed, Himalayan balsam and/or Chinese yam populations in Michigan. Proposals should utilize an adaptive management approach and demonstrate awareness and commitment to multiple years of management and monitoring.
  - Developing new or applying existing innovative techniques for species detection including eDNA, thermal imaging and remote sensing. High-priority species include Russian boar, beech leaf disease and other watch list species.
  - Creating a statewide GIS-based system that catalogs landscape assets and attributes to assist with the prioritization of invasive species surveys and management.
  - Conducting surveillance for hemlock woolly adelgid (HWA) to further delimit and refine the known extent of Michigan populations using the Michigan HWA Coordinating Committee's survey and data management protocols.
  - Monitoring boundaries around HWA treatment areas to evaluate the delimitation survey protocol.
  - Implementing HWA treatments in high priority areas in the counties of Allegan, Ottawa, Mason, Muskegon and Oceana, in conjunction with existing efforts using the Michigan HWA Coordinating Committee's treatment protocols.
- D. *Preparedness projects in advance of known invasive species not yet confirmed in Michigan or species with otherwise limited statewide distribution.* Improve responses for species not yet confirmed in the wild in Michigan or with otherwise limited statewide distribution. Proposals should be regional or statewide in scope and engage partner networks.

Technical contacts:

- Sarah LeSage, Michigan AIS Coordinator, [LeSageS@Michigan.gov](mailto:LeSageS@Michigan.gov), 517-243-4735
- Susie Iott, Terrestrial Invasive Species Specialist, [IottS@Michigan.gov](mailto:IottS@Michigan.gov), 517-420-0473

Example projects may include:

- Conducting table-top exercises for watch list species.
- Quantifying the economic impact to industries expected to be most impacted (grapes, hops, apples) by spotted lanternfly.

### 3. Management and control

- E. *Novel and efficient integrated control methods.* Evaluate integrated (e.g., combining one or more methods such as chemical, mechanical, biological and molecular) or novel approaches to advance current knowledge in the management of invasive aquatic or terrestrial species such as Eurasian water milfoil and its hybrids, European frog-bit, starry stonewort, red swamp crayfish, grass carp, New Zealand mudsnails, dreissenid mussels, Phragmites, oak wilt, beech leaf disease, knotweeds or swallowworts. Proposal must include a description of the novel or integrated approach, a study design and quantitative evaluation of the results.

Technical contacts:

- Sarah LeSage, Michigan AIS Coordinator, [LeSageS@Michigan.gov](mailto:LeSageS@Michigan.gov), 517-243-4735
- Susie Iott, Terrestrial Invasive Species Specialist, [IottS@Michigan.gov](mailto:IottS@Michigan.gov), 517-420-0473

- F. *Ecological understanding to determine critical control points.* Improve surveillance and control methods by increasing biological and ecological understanding (e.g., life history, invasive species impacts on ecosystems and the economy) of key invasive species such as water lettuce, European frog-bit, water hyacinth, starry stonewort, hemlock woolly adelgid, oak wilt, Japanese knotweed, beech leaf disease and giant knotweed.

Technical contacts:

- Sarah LeSage, Michigan AIS Coordinator, [LeSageS@Michigan.gov](mailto:LeSageS@Michigan.gov), 517-243-4735
- Susie Iott, Terrestrial Invasive Species Specialist, [IottS@Michigan.gov](mailto:IottS@Michigan.gov), 517-420-0473

Example projects may include:

- Determining the viability and longevity of aquatic invasive plant reproductive structures and sensitivity to herbicides.
- Determining best management practices for moderate priority, high impact invasive species that influence forest harvest activities. Species examples include autumn olive, Japanese barberry, glossy and common buckthorns and garlic mustard, among others.

- G. *Develop or improve information and tools to inform management and control decisions.* Develop risk assessments, best control practice documents, models for prioritizing invasive species management actions or other decision support tools and initiate distribution to and use by key audiences statewide.

Technical contacts:

- Sarah LeSage, Michigan AIS Coordinator, [LeSageS@Michigan.gov](mailto:LeSageS@Michigan.gov), 517-243-4735
- Susie Iott, Terrestrial Invasive Species Specialist, [IottS@Michigan.gov](mailto:IottS@Michigan.gov), 517-420-0473

Example projects may include:

- Using current science to develop or update a suite of best control practice documents designed for use by the general public. Work with invasive species managers statewide to develop a distribution plan.
- Following USDA-APHIS PPQ guidelines to develop weed risk assessment documents for watch list and other terrestrial invasive plants that pose a threat to Michigan.
- Determining and mapping distribution of spotted knapweed biocontrol agents through survey.

## CISMA CORE FUNDING – STATEWIDE

Cooperative Invasive Species Management Areas (CISMAs; Appendix A) are partnerships of groups and individuals that work to address invasive species impacts on the environment, economy and human health within a defined region. By collaborating across jurisdictional boundaries, CISMAs work to leverage resources and overcome challenges associated with the prevention, early detection, response and control of invasive species. Each CISMA is governed by a steering committee and priorities identified within a strategic plan.

### **CISMA outcomes may include increased:**

- Community awareness and engagement on invasive species issues.
- Collaboration and unified effort between partners.
- Visibility and focused attention on regional invasive species priorities.
- Actions taken to prevent the introduction and spread of invasive species.
- Early detection and response capacity and coordination.
- Regional invasive species management planning.
- Use of best management practices to control invasive species.
- Regional knowledge and expertise on invasive species issues.

**CISMA Core Funding:** Up to \$60,000 is available to a CISMA to implement strategic plan goals and objectives. CISMAs must meet all eligibility requirements outlined in the evaluation criteria section.

Proposals for CISMA activities must support the following priorities:

- Essential staffing and activities to maintain CISMA structure and function.
- Expansion of education, outreach and assistance to broader, more diverse audiences.
  - Find help understanding the diversity within the CISMA service area: [EGLE’s Draft MiEJScreen Environmental Justice Web Map.](#)
  - Additional considerations for targeted audiences can be found in the [Limited English Proficiency Language Map App.](#)
- Outreach and education that increases adoption of prevention activities on land and water.
- Leveraging other funding for invasive species prevention, detection and management efforts.

## CISMA COMPETITIVE FUNDING – STATEWIDE

**CISMA Survey and Treatment:** Up to \$40,000 is available to a CISMA to implement strategic plan goals and objectives for surveying and treating invasive species.

Proposals for CISMA activities must support the following priorities:

- High-priority survey, monitoring and control activities as determined by prioritization tools or risk models applied across the CISMA’s geographical boundary.

Technical contacts for both CISMA categories:

- Ryan Wheeler, TIS Biologist, [WheelerR5@Michigan.gov](mailto:WheelerR5@Michigan.gov), 517-614-1501
- Christina Baugher, AIS Biologist, [BaugherC@michigan.gov](mailto:BaugherC@michigan.gov), 517-582-3245

## METRICS

To ensure greater consistency of data provided by multiple grant projects, the MISGP has developed a table of metrics for applicants to choose from when identifying deliverables. Select the most relevant metrics from this list for your project. If you do not believe an applicable metric has been provided, please communicate with Joanne Foreman, [ForemanJ@Michigan.gov](mailto:ForemanJ@Michigan.gov), 517-284-5814.

<b>Conservation Action Proposed</b>	<b>Metric</b>	<b>Directions for Using and Interpreting Metrics</b>
Surveying or monitoring to detect invasive species.	Number of acres surveyed.	Provide the number of acres surveyed. Determine by measurement, GIS polygon area or estimate of the survey area in acres. For linear miles convert to acres.
Detection of watch list species.	Number of individual detections.	Provide the number of detections at unique locations, <b>not</b> separate clusters and outliers of the same infestation, and the species detected.
Invasive plant removal or chemical treatment (excluding diseased or infested trees).	Number of acres treated.	Provide the number of acres and type of invasive species removed. Determine by measurement, GIS polygon area or estimate of the treatment area in acres. For linear miles, convert to acres.
Diseased or infested trees removed.	Number of trees removed.	Provide the number of trees removed to prevent the spread of invasive pests or diseases and the type of pest or disease.
Trees treated to prevent disease or infestation.	Number of trees treated.	Provide the number of trees treated to prevent the spread of invasive pests or diseases and the type of pest or disease.
Workshops and trainings held to increase knowledge about identification, reporting or treatment of invasive species	Number of workshops or trainings held.	Provide the number of events and describe the type and purpose.
Direct outreach to the public or stakeholders intended to increase knowledge about identification, reporting or treatment of invasive species.	Number of individuals reached.	Provide the number of participants in trainings, workshops, presentations or other face-to-face interactions including site visits and boat washing interactions.
Outreach materials produced to increase knowledge about identification, reporting or treatment of invasive species.	Number of unique pieces produced (not number of copies).	Enter the number of press releases, blogs, web pages, social media posts, brochures, flyers or signs created and describe (e.g., 4 management blogs, 3 identification brochures).
Passive (indirect) outreach to the public or stakeholders intended to increase knowledge about identification, reporting or treatment of invasive species.	Number of impressions.	Use for indirect reach, including print materials, displays or booths, social media, websites, signs, radio or television ads or interviews. Determine the number of individuals exposed to the medium (print materials distributed, event attendees, views, media audience). Provide the number of impressions.
Engaging community volunteers in conservation activities.	Number of volunteers participating in projects.	Enter the number of volunteers participating in the project.

## **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 receive reimbursement of eligible costs. This section has been updated with additional details and clarifications not listed in previous handbooks.**

**All items over \$5,000/unit must have an individual line item in the budget.**

### 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 (subject to State of Michigan purchasing guidelines).
- Purchased equipment may not exceed \$5,000 per item. If equipment is purchased in pieces and assembled, the total of the pieces used in assembly may not exceed \$5,000.
- 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 per item cap and will be considered on a case-by-case basis.

#### **Travel**

- Mileage for compensated workers when using personal 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.
- Training, conference fees (approved on a case-by-case basis).
- Speaker fees and other associated workshop costs (approved on a case-by-case basis).

#### **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.
- Lodging and mileage for volunteer laborers.
- Equipment purchases over \$5,000 per unit.
- Unmanned Aerial Vehicles or drones.
- Indirect/overhead greater than 10% of the total project cost.
- Indirect may not be waived to meet the 10% required match.
- Sales tax for tax exempt agencies.

## **APPLICATION PROCESS**

The application is due on **November 1, 2022, by 11:59 p.m.** Late or incomplete applications will not be considered for funding. The application must be submitted through the MiGrants online system via the following link:

<https://migrants.intelligrants.com>

No hard copy or email submissions will be accepted.

### **GENERAL INFORMATION ABOUT MiGRANTS**

If assistance is needed with MiGrants, contact: Erin Campbell, [CampbellE6@Michigan.gov](mailto:CampbellE6@Michigan.gov), 269-300-9698.

#### **Registration and Roles**

All new organizations must register in the MiGrants online system before initiating and/or drafting an application. Instructions on how to register in the system are on the homepage of the MiGrants website. When requesting registration in the system, you will be assigned a role (Authorized Official, Agency Staff, Financial Staff, Consultant, etc.). Only an Authorized Official can initiate and submit an application. The Authorized Official is the applicant's representative who has the authority to obligate the applicant organization legally and financially to initiate and submit an application on behalf of the organization.

The Authorized Official can add other staff to the organization's MiGrants account (Agency Staff, Financial Staff, Consultant, etc.) or other staff can request user registration on their own. Once additional staff have been registered, the Authorized Official can add them to the application document. These other roles can make changes to the application, but only the Authorized Official will be able to submit the application in the system.

#### **Adding Members to Your Organization**

The Authorized Official can add members to their organization following the steps below:

1. The Authorized Official should log in to MiGrants.
2. Click on Profile.
3. Click on Organization Members.
4. Click on the + (plus) button.
5. Fill out the user information, select the role, and set an inactive date (if applicable).
6. Select "Yes" to add them to existing documents if appropriate. This step will add them to all the organizations documents in MiGrants.
7. Be sure to save the page.
8. You will need to let that person know their login and password.
9. Once added to an organization, a user will automatically be added to new applications or grants.

#### **Adding People to the Application Document**

Each time an Authorized Official initiates an application, a new application document will be created in MiGrants. If a member of the organization cannot access the application, the following steps must be completed by the Authorized Official.

1. The Authorized Official should log in to MiGrants.
2. Navigate to the application.
3. On the left-hand side menu scroll down to "Tools" and click on "Add/Edit People".
4. From this page, you can put an inactive date on existing members.
5. To add a new person to the document, click the blue plus sign on the right of the page.
6. Select "Add User from Organization" and search by their name. Select the appropriate user and save.

#### **MiGrants Notifications**

The Authorized Official and anyone else who is added to the application document in MiGrants will get system generated e-mails when there is a status change and may also receive e-mails from the MISGP manager. Do not reply to any system-generated e-mail notifications from MiGrants. System messages will come from the e-mail address [migrants-noreply@michigan.gov](mailto:migrants-noreply@michigan.gov).

## Initiating an Application

To initiate an application, the Authorized Official must log into MiGrants and look for the Invasive Species Grant Program Application 2022 in the My Opportunities panel, click on the text to initiate the application. The Authorized Official then verifies the intent to start the application. If you applied in the previous year, you have the option to copy over the general information from a previous application. Be sure you have the correct file number of the previous application. An application will be created and assigned an application number in this format: IS22-0001. **If you leave this page and want to return to it, login and look under “My Tasks” to locate the already started application. Refer to the application number that was assigned when the application was initiated.** You can also return to the application from the dashboard by selecting Search/Applications and select the Type as Invasive Species Grant Program Application 2022, leave all other fields blank and click Search. Other staff/roles that are already a member of the organization will be added automatically and have access to the application. If your organization will be completing multiple applications, the Authorized Official must initiate a new application document for each application.

The following sections provide information that will help you to complete an application utilizing the MiGrants online system. Note that sections marked with a red asterisk in the system are required. The system will not allow an application to be submitted without all required information.

**When working on an application, make sure to save after each upload, after making changes to a page and before navigating away from the page. Changes will not be saved automatically.**

## Applicant Information

Choose whether the application will be a priority project or a CISMA core funding project. The sections below provide specifics for priority applications and CISMA applications.

## APPLICATION INSTRUCTIONS FOR PRIORITIES 1-3 AND CISMA CORE FUNDING

### General Information:

- Select appropriate organization type. The Contact Person is a person who represents the applicant and can answer questions regarding the application. Fill out contact information.

### Project Overview:

- Provide a project title that describes the proposed work and general project location (100-character max).
- Provide a brief project summary of the work to be completed (500-character max).
- Enter project start and end dates.

### Project Location:

- Select the county where the project will be completed. If work will be completed in multiple counties, select the county where most of the work will take place.
- Upload a project location map. If work will be completed at more than one site, multiple maps can be uploaded.
- Provide Lat/Long of project location. If work will be conducted at multiple sites, insert the Lat/Long that is centralized to all project locations.

## Personnel Details

### Staffing and Fringes:

- Provide staff information and estimated budget expenditures for staff working on the project. This section should include individuals who will be charging time to the grant, providing in-kind/donated labor and individuals from outside the applicant organization who are donating time/labor to the project (including volunteers). For events such as field days where there will be several volunteers, but you don't know the names of the volunteers at the application phase, enter “various” under the name, “volunteer” under position title, and the organization they are affiliated with under “organization.” If the volunteers will not be affiliated with an organization or it is unknown, leave that section blank. Groups of volunteers can be lumped into one line. Volunteer labor should not be valued greater than minimum wage unless a professional is performing work in their field of expertise (for example, a heavy equipment operator operating heavy equipment).
- Totals for each line item will auto-populate into the Grant Amount column. Expenses that are considered match must be manually entered into the Match Amount column.
- For each individual entered into a row in the Staffing table, their name, position title, and organization will auto-populate into the rows in the Fringes table once you click save. If fringe expenses will not be included in the

project for an individual that auto-populates into the Fringes table, leave the rest of the cells for that row blank. Volunteers are not eligible for fringes. The fringe rate must be entered as a percentage.

- A summary table of Personnel costs will auto-populate at the bottom of the page.

### **Budget Details**

- This portion of the budget provides detailed costs for the project (aside from staffing/fringes and indirect) and is broken down into the following major budget categories: Supplies, materials, and equipment; Contractual; Travel; Other Travel; and Other. While the itemized budget is only an estimate, budgets will be evaluated for reasonableness based on known costs of similar projects. Project budgets containing ineligible items may still be funded; however, no ineligible costs will be reimbursed.
- Totals for each line item will auto-populate into the Grant Amount column. Expenses that are considered match must be manually entered into the Match Amount column.
- A unit/quantity **AND** rate must be entered for the cells to calculate correctly. For lump sum amounts, enter “1” as the unit/quantity.
- Donated materials should be valued at current market value and supported by online quotes or other verification. If a grant is awarded, the methods of valuing donations are subject to DNR review and approval.
- A summary line showing the Budget Details subtotal will auto-populate at the bottom of the page.

### **Budget Summary**

Subtotals, Indirect, and Total Grant and Match Budget:

- A summary of the Personnel Details and Budget Details will auto-populate at the top of the page. The summary provides a breakdown of the project subtotal, including grant and match expenses, and total project cost.
- If claiming indirect, enter it as a dollar amount. This amount cannot exceed 10% of the total project cost per program requirements. Indirect is only eligible as a grant expense and is not eligible as match.
- Below the indirect cost line, a total grant and match budget (including percentage splits for grant and match) will auto-populate.

Source of Match:

- Enter the total value of match committed by the applicant. Applicant match sources may include cash, in-kind labor, materials and/or equipment, and/or other grants awarded for a complementary scope of work.
- Itemize any match being donated from outside the applicant organization. Enter the name of the donating organization or individual and the total value of their match commitment. Upload documentation supporting the match from the non-applicant entity, such as a match commitment letter or grant award. **For any match being committed from outside the applicant organization, documentation is required at time of application, or it may not be considered eligible.**
- A “Total Match” line will auto-populate at the bottom of the page which adds the applicant match and non-applicant match. This amount must equal the match amount from the “Total Grant and Match Budget” summary located further up the page. The system will generate an error if these two amounts are not equal.

### **Application Attachments**

- Applicant resume is required, and partner resumes are suggested if applicable.
- Letters of support are required.
- The work plan is required as an upload for CISMA applications but can be either text or an upload for Priority applications.
- Match documentation if provided from an organization other than the applicant.
- Location map as described above.

Applicants applying for Priorities 1-3 must complete the sections described above and the Full Narrative page. Detailed instructions are listed within MiGrants.

### **CISMA Core Funding Only**

CISMAs applying for Core Funding must complete the sections described above and the Core Objectives, Outside Funding Sources, CISMA Information, and Project Overview pages. Detailed instructions are listed within MiGrants.

If the CISMA is using any portion of Core Funding for survey or treatment, use the Core Objectives Form (Objective 4) to describe the survey and/or treatment activity.

## Survey and Treatment Funding

CISMAs seeking competitive funding for survey and treatment projects beyond those covered by Core Funding must complete the separate Survey and Treatment Objectives Form in MiGrants as part of the Core Funding application. Separate proposed survey and treatment activities by species or asset (e.g., high quality natural areas, specific infrastructure, economy, human health hazard) and complete a unique objective for each. The objectives should be listed in order of priority with Objective 1 being the highest priority to the CISMA. A maximum of three objectives may be included. The budget summary page will auto-fill the survey and treatment information but will need to be saved after it is filled in.

Note: CISMAs may also apply for Priorities 1-3 separately using the process described under ‘Applications for Priorities 1-3’ above.

### **Certification: Priorities 1-3 and CISMA Core Funding**

When the application is complete, the Authorized Official must certify the application by clicking “save” on this page. By clicking save and certifying, the Authorized Official is verifying that they are a designated official for the applicant and that all statements on the application and attachments are true, complete and accurate to the best of the Authorized Official’s knowledge.

### **APPLICATION SUBMISSION**

The Authorized Official is the only person who can submit an application. Once all pages are complete, there are not any page errors, and the application has been certified by the Authorized Official, the Authorized Official can submit the application using the following steps:

1. Click on the application number at the top of the menu bar on the left side of the screen.
2. On the menu bar, click “Status Options” and then click “Application Submitted”. Verify that you want to submit the application. This will officially submit the application in the system. If there are errors, the system will not allow the application to be submitted.
3. Make sure the application is submitted before the application deadline, or the system will not allow you to complete the application process.

### **INELIGIBLE APPLICATIONS**

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

### **APPLICATION ASSISTANCE**

Applicants seeking specific project assistance should contact the technical contact listed under the appropriate priority.

If assistance is needed with MiGrants, eligible and ineligible costs, and other administrative or application requirements, please contact: Erin Campbell, [Campbelle6@Michigan.gov](mailto:Campbelle6@Michigan.gov), 269-300-9698.

### **APPLICATION REVIEW PROCESS**

The DNR reviews all grant applications and determines their eligibility. The first step in the review process is an “administrative completeness review” which will be conducted by the MISGP manager. This is a preliminary review to ensure that the application includes the required minimum contents. If required documentation is missing, the MISGP manager will work with applicants to ensure that applications are complete before they move on to the next phase of review.

Applications will be scored by a select group of DNR, EGLE, and MDARD 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 proposals recommended for funding will be reviewed by DNR, EGLE and MDARD and presented to the respective directors for review. Applicants will be notified of the outcome of their full proposal via MiGrants notification. A list of funded proposals will be posted to the [MISGP website](#).

# **EVALUATION CRITERIA**

## **PRIORITIES 1-3**

Proposals for Priorities 1-3 will be evaluated based on the following criteria:

### **1. Importance/Relevance and Applicability of the Proposal to the Program Goals and Priorities (30 Points)**

This criterion addresses the intrinsic value in the proposed work and relevance to MISGP goals and priorities as stated in the handbook.

Reviewers will consider whether proposals:

- Clearly identify project goals and objectives and whether those goals and objectives will prevent, limit dispersal, detect, respond to and/or manage and control invasive species in Michigan.
- Contribute to MISGP goals and priorities through proposed outcomes, results or products; and whether milestones and products are clearly identified.
- Enhance partnerships and/or collaborations over a geographic area.
- Address the continuation of previously funded or ongoing work, if applicable. Reviewers will consider whether the applicant provides an adequate justification for the continuation of the same work (e.g., what benefit would additional funding have?).
- Describe how the activities or benefits of the project will continue beyond the project period.
- Complement or build on other natural resource protection efforts.
- Advance priorities identified in other plans, strategies, or strategic planning efforts including Michigan's Aquatic and Terrestrial Invasive Species Management Plans.

### **2. Technical/ Scientific Merit (30 Points)**

This criterion addresses the methods for achieving the stated goals and objectives, whether the approach will result in successful execution of the project and if the anticipated results can be achieved in the timeline specified.

Reviewers will consider whether proposals:

- Provide adequate information to evaluate the design of the project relative to the stated goals/objectives.
- Have a technically sound approach.
- Describe methods appropriate for achieving the stated goals/objectives.
- Can achieve anticipated results in the timeline specified.
- Will secure productive results based on the strengths and/or weaknesses of the technical design.
- Demonstrate knowledge of necessary steps and time frames to meet applicable regulatory requirements (permits, licenses, landowner approvals, certifications).

### **3. Overall Qualification of Applicant (10 Points)**

This criterion addresses whether the applicant possesses the necessary expertise, experience and resources to accomplish the project.

Reviewers will consider:

- Previous related experience and qualifications of the project team and other personnel, including consultants and collaborators.
- Compliance with the application instructions in the handbook and narrative template.
- Performance on past projects, including financial management of MISGP grants, if applicable.

### **4. Project Costs (10 Points)**

This criterion addresses whether the budget is appropriate for the project and sufficiently detailed, realistic and commensurate with the project needs and time frame.

Reviewers will consider whether:

- Costs are allowable, reasonable and budgeted in the appropriate categories.
- Sufficient detail is provided to evaluate how costs were determined and justified.
- The 10% minimum match requirement has been met or exceeded.
- The budget is appropriate for the scale of the project.

- The match proposed is a reasonable and necessary and leverages partnerships.
- The applicant has lapsed or required an extension to spend previous MISGP grant funds.

#### 5. Communication and Outreach (10 Points)

This criterion addresses whether the project provides a focused and effective communication and outreach strategy. Reviewers will evaluate project plans to communicate actions and results and/or design and manage outreach materials and activities and whether appropriate audiences are targeted.

Reviewers will consider:

- How project results or products will be shared appropriately given the nature of the proposed work and whether sufficient detail is provided to make this determination.
- If plans for research knowledge transfer include peer reviewed publications, presentations at professional meetings, development of brochures, public meetings or some other method to distribute project results to appropriate managers or management agencies.
- Whether plans for education and outreach include development and distribution of brochures or other media, public meetings, trainings and outreach activities.
- Overall appropriateness of the communication and outreach component for the type and nature of the proposal.
- Effectiveness of the communication and outreach component for the targeted audiences described in the proposal.

#### 6. Data Management (10 Points)

This criterion addresses the project's plans for data management and maintenance.

Reviewers will consider:

- The types of data and information expected to be created during the project.
- The standards to be used for data/metadata format and content.
- Data collection quality assurance measures.
- Methods for providing data access.
- Data maintenance procedures.

### CISMA CORE AND COMPETITIVE FUNDING

The following Core objectives have been developed for CISMAs.

1. Establish or maintain CISMA public accessibility.
2. Provide invasive species education, outreach, and engagement to target audiences.
3. Maintain and improve CISMA organization and capacity.
4. Core Funding survey and treatment (optional).

Reviewers will consider information contained in the CISMA application and past CISMA performance in evaluating Core funding proposals.

Core Funding:

- Outcomes are in line with CISMA Core Function objectives.
- Proposed activities represent an appropriate scope of work for the year.
- Proposed activities support MISGP goals and established outreach campaigns.
- The quantity and scope of activities are reasonable for the funding amount being requested.
- The project narrative makes clear how proposed outcomes support the CISMA's sustainability and growth.
- The identified budget items are allowable under the administrative guidelines (MISGP Handbook), are reasonable and clearly support the proposed activities.

Past Performance:

- The CISMA demonstrated progress toward goals, objectives and deliverables in previous MISGP projects through timely submission of complete, high-quality progress and final reports.
- The CISMA proactively managed previous MISGP projects by communicating planned changes in scope, activities, and timelines and responded in a timely manner to requests from MISGP technical and grant staff.

- The CISMA demonstrated financial responsibility through timely spending and monitoring of project budgets, timely reimbursement requests, complete expense and match documentation, and following purchasing guidelines.
- The CISMA collaborated with statewide invasive species efforts including uploading survey and treatment data to MISIN and participating in MISC activities.
- The CISMA applied to funding sources outside of the MISGP to implement prevention, detection or management activities prioritized in its strategic plan.

#### Survey and Treatment:

- The proposed survey and/or treatment objectives are species-focused or asset-focused.
- The rationale for each proposed objective demonstrates awareness of current or anticipated invasive species impacts to environmental, economic or human health interests that warrant management action.
- The management goal for each proposed objective is clearly articulated and achievable based on the information provided and resources requested. This also includes the number of years of management undertaken to date and the additional years anticipated to reach the management goal.
- The location of proposed sites and method for prioritization are clearly described, including attached maps and other visual aids as necessary.
- The proposed project includes clearly articulated methods, roles, and responsibilities, demonstrating a reasonable probability that the proposed project will achieve the intended outcome.
- The proposed project includes a feasible plan to evaluate the effectiveness of survey and treatment efforts.
- The proposed project includes a feasible plan to prevent the spread of invasive species during survey or treatment activities, including how the CISMA will prevent reinvasion of treated sites (if applicable).
- The identified budget items are allowable under the administrative guidelines (Grant Handbook), are reasonable and clearly support the proposed activities.
- The budget reflects cost effectiveness and provides a reasonable return on investment with respect to outcomes produced.

*NOTE: If a CISMA activity grant is awarded when there are unexpended funds from a prior MISGP grant, the outstanding balance may be deducted from the new award.*

### **PROJECTS RECOMMENDED FOR FUNDING**

All applicants will be notified via MiGrants the outcome of the proposal. Once notifications have taken place, a list of funded projects will be published on the [MISGP website](#) and a press release will be issued. Applicants receiving a notification of funding will be subject to the following grant requirements.

#### ENTRANCE CALL

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

#### PROJECT AGREEMENT

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 contact for the project.
- Department contact for the project.
- Project scope.
- Project period.
- Grantee deliverables and reporting requirements.
- Grantee responsibilities.
- Advance and reimbursement requirements.
- Closeout.

Project agreements must be signed by the grantee and submitted via MiGrants 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 additions or deletions to the major budget categories, changes to major budget categories exceeding 20%, or extensions of the project completion date, require prior review and approval by the DNR via MiGrants. Extending the project completion date requires a project agreement amendment that can be submitted via MiGrants.

## PROGRESS REPORTING

Every October 30 and April 30 of the project period, a progress report must be submitted to the DNR via MiGrants. In addition, all relevant project data must be reported to the Midwest Invasive Species Information Network (MISIN).

## PROJECT COMPLETION AND FINAL REPORT

The DNR withholds 10% of the grant amount until the project has been completed. 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 via MiGrants that includes a final reimbursement request.

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 manager, the request for final payment will be processed. The DNR has 45 days to make payment on complete final reimbursement requests.

## RECORD RETENTION

The grantee is required to retain financial and programmatic records and supporting documents for seven years following closeout of the grant.

## 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.

Proof of compliance with applicable natural resource and environmental protection laws may be required as part of the final project report submitted to the DNR. 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 bring the project into compliance after a grant is closed are the responsibility of the grantee.

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

Prior to conducting any survey or treatment work, the following information must be obtained by the grantee and retained in their records.

- Privately owned land
  - A deed or most recent property tax statement showing landowner name and legal description or a signed affidavit signifying ownership.
  - A copy of 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. DNR, EGLE or MDARD logos should not be used on printed material to represent MISGP support.

The following language is suggested for signs and written materials: *This project was funded by the Michigan Invasive Species Grant Program ([Michigan.gov/Invasives](https://www.michigan.gov/Invasives)).*

## **PAYMENT OF GRANT FUNDS**

A project agreement must be executed before a grantee can receive any grant funds. The grantee must be a registered vendor with the State of Michigan SIGMA Vendor Self Service (VSS) system to receive payments. The VSS website is: <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>. All grant funds will be paid by Electronic Funds Transfer (EFT).

### **REIMBURSEMENT REQUESTS**

The MISGP is a reimbursement grant program. All project expenses must be incurred and paid before being submitted for reimbursement.

The grantee must complete and submit reimbursement requests in MiGrants using the Reimbursements Form. All grant expenses and matching funds for the time period specified must be itemized and supporting documentation provided as part of the submission. A table listing the supporting documentation required for different types of expenses is provided in the DNR Review of Reimbursement Requests section of this handbook.

Reimbursement requests must be submitted at least **every six months**; more frequent requests may occur if necessary. Expenses not submitted within the correct time period or older than six months may be considered ineligible for payment. The DNR has 45 calendar days to make payment on completed reimbursement requests.

When submitting reimbursement information, sensitive information like account numbers, addresses and social security information must be redacted to protect your organization and employees.

### **ADVANCE REQUESTS**

The grantee may request up to fifty percent (50%) of the approved grant amount as an advance prior to incurring costs. The advance amount requested must be reasonable and necessary for the success of the project. The entire advance amount must be earned and documented on a reimbursement request before additional payments will be made to the grantee. Once an advance is fully earned, an additional advance may be requested.

Requests for advances must be submitted in MiGrants. A justification for the advance amount requested is required. Advances may be approved at a lower amount than requested.

### **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) prior to using any vendor. The MISGP requires that all purchases comply with State of Michigan purchasing requirements, detailed below.

#### **Purchases and contracts \$5,000 or less:**

- This is the maximum purchase amount allowed without a Request for Quote (RFQ) or Request for Purchase (RFP).
- Obtaining three quotes is recommended to ensure fair and reasonable pricing for goods and services but is not required.
- Splitting purchases to remain under the threshold is not allowed.

#### **Purchases and contracts between \$5,000.01 and \$50,000:**

- A Request for Quote (RFQ) must be developed. The RFQ ensures consistency in requesting information from vendors. The RFQ should be developed using industry standard units of measure and/or a price sheet.
- The RFQ must be approved by DNR in MiGrants prior to posting. More detail on using MiGrants is below.
- A minimum of three written quotes must be solicited. It is recommended that a minimum of 6-8 vendors be contacted to ensure that three quotes are received. Quotes can be solicited via fax, email, mail or online. If three quotes cannot be obtained, a justification that includes the solicitation process used must be provided.
- The quotes must describe the good or service being purchased, deliverables, milestones and the payments terms.
- DNR must approve the choice of vendor in MiGrants prior to vendor notification of award.
- The award must be made to the vendor that is qualified to do the work at the lowest price. If a vendor other than the lowest-priced option is chosen, a written justification must be provided and is subject to DNR approval.

### **Purchases and contracts over \$50,000:**

- A Request for Proposal (RFP) must be developed. The RFP must include the minimum requirements for the goods or services being purchased while allowing for flexibility and bidder options where available. The RFP should use industry standard units of measure and/or a price sheet. There should be a clear understanding of pricing, work requirements and staffing. Specific criteria for evaluating proposals must be established in advance.
- The RFP must be approved by DNR in MiGrants prior to posting. More detail on using MiGrants is below.
- The approved RFP must be publicly advertised and may include a public website such as SIGMA\* (local governments and universities can publish bids on SIGMA). RFPs over \$50,000 must be posted for a minimum of 14 calendar days.
- DNR must approve the choice of vendor in MiGrants prior to vendor notification of award.
- The award must be made to the vendor that is qualified to do the work at the lowest price unless a best value process is used.

\*If you are interested in advertising your RFP on SIGMA contact [SIGMA-ProcurementHelpDesk@Michigan.gov](mailto:SIGMA-ProcurementHelpDesk@Michigan.gov).

### **Additional RFP Information and Guidelines**

- Requests for services should include a detailed description of the work to be performed: tasks, timelines, reports and deliverables.
- Requests for commodities should include physical or functional characteristics: manufacturer, make, model, size, color and any ‘approved equals.’
- Project billing should specify lump sum, fixed cost, deliverable vs. time and materials.
- Best value scoring criteria and points assignment can be assigned based on approach to the statement of work, prior experience, staff qualifications, work plan, references and cost. All scoring criteria must be developed prior to posting and cannot be changed once bids are received.
- Bid evaluation methods include low bid meeting specifications, low bid with minimum passing score, best value.
- You can negotiate with the approved bidder prior to award.

### **Using MiGrants for Plan/Specifications and Contractor Approval**

Grantees must use the Plans and Specification Form in MiGrants to seek DNR approval prior to posting the RFQ or the RFP for all purchases over \$5,000 and over \$50,000 respectively. The Grantee must use the Contractor/Vendor Section Form in MiGrants to seek DNR approval prior to contractor/vendor notification of award. If there is reason to reject the lowest bid, written justification supporting the decision must be included on the form and is subject to DNR approval. Written justification can include a discussion of pricing, supply situation, quality, timeliness, responsiveness and information received from references.

### **Bids Above Anticipated Cost**

There are times when bids are received that are much higher than anticipated. It is recommended that you contact the MISGP manager to discuss specific details. There are several options that can be pursued in this situation. These options may include:

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

### **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 reimbursement request in MiGrants.

The MISGP manager and payment staff conduct an annual risk assessment of returning grantees. If over time, the grantee consistently submits complete reimbursement requests (in conjunction with other criteria) then the risk level may be reduced, resulting in less detailed documentation being submitted by the grantee.

It is still required that all the necessary documentation detailed below be retained by the grantee for seven years regardless of submission level determined by the DNR.

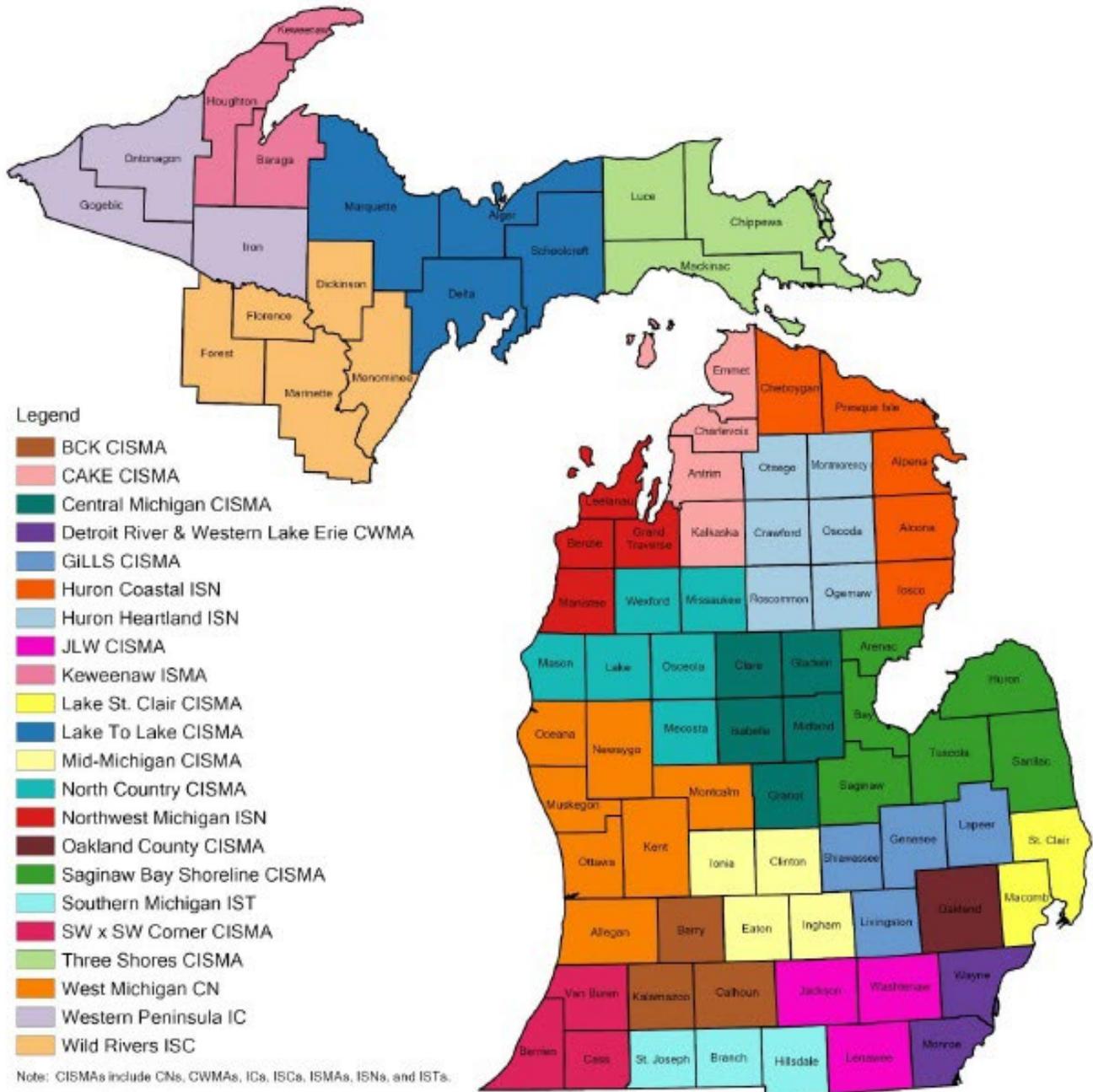
The MISGP manager will notify the grantee if the risk level differs from previous years. The information described in the chart below is standard for all regular reimbursements unless the grantee has been notified otherwise.

Expense Type	Required documentation to claim match and grant expenses	Pre-Approval Necessary?	Additional Forms Required
Staff Time for Direct Activities	1) Fill in Reimbursement Request in MiGrants 2) Timesheets or financial report that provides the following information: <ul style="list-style-type: none"> <li>- Supported by a system of internal control that provides reasonable assurance that the charges are accurate.</li> <li>- Reflects the total activity for which the employee was compensated, not to exceed 100% of compensated activities.</li> <li>- Encompasses all other compensated activities.</li> <li>- Supports 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> <li>- Paper timesheets must have signature of employee and supervisor.</li> </ul>	No	Reimbursement Request in MiGrants
Fringes	1) Fill in Reimbursement Request in MiGrants 2) Financial report detailing fringe rates: If not broken out in financial report: <ul style="list-style-type: none"> <li>- *Benefit type (ex. social security, retirement, health, PTO, etc.).</li> <li>- *Rate used for each benefit type (ex. 7.56% of gross pay).</li> </ul> *Benefit breakdown only needs to be provided once per employee.	No	Reimbursement Request in MiGrants
Purchases \$5,000 or less (including meals)	1) Fill in Reimbursement Request in MiGrants. 2) 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). 3) Description of item use if not apparent.	No	Reimbursement Request in MiGrants
Purchases between \$5,000.01 and \$50,000	1) Fill in Reimbursement Request in MiGrants. 2) Complete Plans/Specifications and Contractor/Vendor Approval Forms in MiGrants. 3) 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).	Yes: 1) Approval of specs <u>before soliciting quotes.</u> AND 2) Approval of selected quote <u>before award</u> (lowest bid from qualified vendor).	Reimbursement Request and Plans/Contractors Forms in MiGrants

Expense Type	Required documentation to claim match and grant expenses	Pre-Approval Necessary?	Additional Forms Required
Purchases \$50,000.01 and above	1) Fill in Reimbursement Request in MiGrants. 2) Complete Plans/Specifications and Contractor/Vendor Approval Forms in MiGrants. 3) 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).	Yes: 1) Approval of RFP/ITB <u>before advertisement.</u> AND 2) Approval of selected bid <u>before award</u> (lowest bid from qualified vendor).	Reimbursement Request and Plans/Contractors Forms in MiGrants
Rented Equipment or Vehicles	1) Fill in Reimbursement Request in MiGrants. 2) Paid invoice/receipt (which includes types of equipment, dates and hours of use, rate) showing date of payment and zero balance OR Invoice (which includes types of equipment, dates and hours of use, 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). 3) Fuel receipts.	No	Reimbursement Request in MiGrants
Donations – Volunteer Services	<u>Volunteer Labor (minimum wage)</u> 1) Fill in Reimbursement Request in MiGrants. 2) 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> <u>Skilled Labor (professional operating in their professional capacity)*</u> 1) Fill in Reimbursement Request in MiGrants. 2) Cover letter with dates and hours of work, hourly rate, total amount charged and signature of laborer.  *Must be an integral and necessary part of the project.	No	Reimbursement Request in MiGrants
Donations – Supplies, Materials	1) Fill in Reimbursement Request in MiGrants. 2) Donation letter or invoice with amount of donated material, rate per unit, and total. Signed and dated by the donating agency. 3) Evidence of fair market value (e.g., internet evidence of local purchase, rental rates, etc.).	No	Reimbursement Request in MiGrants

Expense Type	Required documentation to claim match and grant expenses	Pre-Approval Necessary?	Additional Forms Required
Donations or use of own - Equipment	<p>1) Fill in Reimbursement Request in MiGrants.</p> <p>2) Donation letter or invoice with type of donated equipment, date, hours used, rate per hour (or MDOT rental rate and #) and total. Signed and dated by the donating agency.</p> <p>3) Evidence of fair market value if MDOT rental rates do not apply.</p>	No	Reimbursement Request in MiGrants
Donations – Space	<p>1) Fill in Reimbursement Request in MiGrants.</p> <p>2) Donation letter or invoice with 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 then must be prorated and an explanation and calculations provided).</p> <p>3) Evidence of the fair market value of similar space in the local area.</p>	No	Reimbursement Request in MiGrants
Mileage for personal or company vehicles*	<p>1) Fill in Reimbursement Request in MiGrants.</p> <p>2) Log that includes name of employee, date, start location, end location, and total mileage for each trip. Total of mileage charged for each employee. Total of all mileage charged.</p> <p>*Mileage reimbursement is based on State of Michigan rates for when the expense was incurred.</p>	No	Reimbursement Request in MiGrants
Meals for employees in travel status*	<p>1) Fill in Reimbursement Request in MiGrants.</p> <p>2) Itemized receipt and proof of payment.</p> <p>*Limited to State of Michigan meal rates and regulations, universities may use established per diems (must provide per diem policy).</p>	No	Reimbursement Request in MiGrants
Hotels, conferences, airfare	<p>1) Fill in Reimbursement Request in MiGrants.</p> <p>2) Itemized receipt and proof of payment.</p> <p>3) If attending a conference, a copy of the agenda.</p>	Yes, an email with technical contact approval must accompany all requests	Reimbursement Request in MiGrants

**APPENDIX A: MICHIGAN INVASIVE SPECIES GRANT PROGRAM COOPERATIVE INVASIVE SPECIES MANAGEMENT AREAS**



CN: Conservation Network  
 CWMA: Cooperative Weed Management Area  
 IC: Invasives Coalition  
 ISC: Invasive Species Coalition  
 ISMA: Invasive Species Management Area  
 ISN: Invasive Species Network  
 IST: Invasive Species Team

Web: [www.michiganinvasives.org](http://www.michiganinvasives.org)  
 Email: [info@michiganinvasives.org](mailto:info@michiganinvasives.org)



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

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**  
[DontMoveFirewood.org](http://DontMoveFirewood.org)



**Clean Boats, Clean Waters**  
[CANR.MSU.edu/Clean\\_Boats\\_Clean\\_Waters](http://CANR.MSU.edu/Clean_Boats_Clean_Waters)



**Michigan Clean Water Corps**  
[MiCorps.net](http://MiCorps.net)



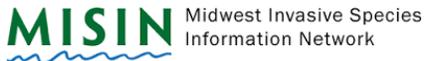
**RIPPLE**  
[CANR.MSU.edu/Invasive\\_Species/Ripple](http://CANR.MSU.edu/Invasive_Species/Ripple)



**Clean, Drain, Dry Initiative**  
[WildlifeForever.org/Invasive-Species](http://WildlifeForever.org/Invasive-Species)



**Stop Aquatic Hitchhikers!**  
[ProtectYourWaters.net](http://ProtectYourWaters.net)



**Midwest Invasive Species Information Network**  
[MISIN.MSU.edu](http://MISIN.MSU.edu)



**Play. Clean. Go.**  
[PlayCleanGo.org](http://PlayCleanGo.org)

## **APPENDIX C: MICHIGAN'S WATCH LIST SPECIES**

Michigan's watch list species have either never been confirmed in the wild or have a limited distribution. 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*)
- Beech leaf disease (*Litylenchus crenatae*)
- Hemlock woolly adelgid (*Adelges tsugae*)
- Spotted lanternfly (*Lycorma delicatula*)
- Thousand cankers disease (*Geosmithia morbida*)

### *Terrestrial Animals*

- Nutria (*Myocastor coypus*)

### *Aquatic Animals*

- Invasive carp
  - Silver carp (*Hypophthalmichthys molitrix*)
  - Bighead carp (*Hypophthalmichthys nobilis*)
  - Grass carp (*Ctenopharyngodon idella*)
  - Black carp (*Mylopharyngodon piceus*)
- Marbled crayfish (*Procambarus virginalis*)
- 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 chaff flower (*Achyranthes japonica*)
- 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 frog-bit (*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*)