



# 2018 Michigan Invasive Species Grant Program

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

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

## **NATURAL RESOURCES COMMISSION STATEMENT**

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

For information or assistance on this publication, contact:

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**This publication is available in alternative formats upon request.**

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**SCHEDULE FOR MICHIGAN INVASIVE SPECIES GRANT PROGRAM**

Request for Pre-Proposals .....	May 2018
Informational Webinar .....	May 2018
Electronic Submission of Pre-Proposals Due .....	June 2018
Request for Full Proposals .....	July 2018
Electronic Submission of Full Proposals Due.....	September 2018
Award Announcement .....	December/January 2019
Project Period Begins.....	Upon execution of grant by DNR
Project Schedule.....	Follows work plan in “Appendix A” of project agreement
Interim Progress Reports Due.....	April 30 and October 30 of project period
Project Period Ends.....	Date on executed project agreement
Final Project Report Due.....	Sixty days after project period end date

Refer to the [Michigan Invasive Species Grant Program](#) website for more specific date information.

## ***INTRODUCTION***

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The Michigan Invasive Species Grant Program (MISGP) is a competitive state grant program started in 2014 and available each year that the state legislature appropriates funding. Over \$14 million in invasive species grant funds have already been awarded. Up to \$3.6 million in state general fund will be available for the 2018 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 Environmental Quality (DEQ) and Agriculture and Rural Development (DARD). Collectively, these three departments are known as the Quality of Life (QOL) agencies.

### **MISGP Program Metrics**

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

The QOL agencies 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***

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### **ELIGIBLE APPLICANTS**

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

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

### **PROJECT AREA**

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

### **PARTNERS AND COLLABORATORS**

Project partners receiving money from the grant must be eligible applicant organizations. Project partners are subject to the same 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 lowest qualified quote or bid (see Payment of Grant Funds section). Project collaborators may make documented donations to the project.

### **GRANT LIMITS**

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

### **MATCH REQUIREMENTS**

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

## TIMEFRAME

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

## PROGRAM GOALS, 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:

- 1. 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.
- 2. Strengthen 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), industry professionals, researchers and citizens to detect, report, verify and treat emerging invasive species issues.
- 3. 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.
- 4. Manage and control widespread, long-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.

### PRIORITIES

The Michigan Invasive Species Program annually reviews program goals, statewide progress and emerging issues to determine priorities for the grant program. Proposals should address one or more of the priorities listed below. Projects outside the listed priorities will be considered on a case-by-case basis. Preference will be given to projects that produce measurable outcomes consistent with the project deliverables listed below in the metrics section. Projects should directly contribute to implementing strategic actions in Michigan's Aquatic and/or Terrestrial Invasive Species State Management Plans. Additional preference will be given to projects of sufficient size and scope to decrease the impacts or potential impacts of invasive species on a regional or statewide scale.

#### A. Prevention and limiting spread:

1. Increase recreational users' adoption of decontamination practices.
2. Raise awareness of [prohibited, restricted](#) and [watch list species](#) among consumers and retail and wholesale distributors.
3. Increase public adoption of practices to prevent the spread of oak wilt and manage infestations.
4. Promote identification and reporting of Asian longhorned beetle in establishments receiving solid wood packing materials.

Outreach projects should use Michigan's Invasive Species education and outreach campaigns (Appendix B) where appropriate.

**B. Early detection and response:**

1. Conduct surveillance for hemlock woolly adelgid within 20 miles of the Upper Peninsula’s Lake Michigan shoreline using Michigan HWA Coordinating Committee’s survey and data management protocols. For information on current protocols contact: Greg Norwood, Terrestrial Invasive Species Coordinator, [norwoodg@michigan.gov](mailto:norwoodg@michigan.gov), 517-342-4514.
2. Engage partner networks including the general public in surveillance and reporting of watch-list species in areas including private lands and waters and storm water basin and retention areas.
3. Conduct response activities for watch-list species.

**C. Management and control:**

1. Implement strategic, regional surveillance and management programs for invasive species on public and private lands and waters.
2. Provide training to landscape managers, arborists, foresters and pesticide applicators on diagnosis and treatment of oak wilt.
3. Evaluate integrated (e.g., combining one or more methods, such as, chemical, mechanical and biological) or novel approaches to improve management of invasive terrestrial or aquatic plants. Examples: Eurasian water milfoil and its hybrids, starry stonewort, phragmites, knotweed, swallowwort. This is not intended for maintenance or routine treatments.
4. Improve surveillance and control methods by increasing biological and ecological understanding of one or more of the following species: water lettuce, water hyacinth, starry stonewort, red swamp crayfish, hemlock woolly adelgid, oak wilt, Japanese knotweed and giant knotweed.
5. Develop or enhance selective breeding programs for invasive species resistance in trees.

**D. CISMA Activities:** Up to \$60,000 is available to a Michigan Cooperative Invasive Species Management Area (CISMAs; Appendix A) to implement strategic plan goals and objectives. CISMAs must meet all eligibility requirements outlined in the evaluation criteria section. Proposals for CISMA activities should support one or more of the following priorities:

1. Essential staffing or activities to maintain CISMA structure and function.
2. High-priority prevention, detection and control activities as determined by prioritization tools or risk models applied across the CISMA’s geographical boundary.
3. Expansion of education, outreach and assistance to broader, more diversified audiences.
4. Activities that enhance or supplement invasive species prevention, detection and management efforts funded through other sources.

**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 MISGP program contact Joanne Foreman, [foremanj@michigan.gov](mailto:foremanj@michigan.gov), 517-284-5814.

Conservation Action Proposed	Metric	Directions for Using and Interpreting Metrics
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 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***

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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 DNR Review of Reimbursement Requests section for documentation required for eligible costs.**

### **ELIGIBLE COSTS**

#### **Personnel**

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

#### **Supplies, Material and Equipment**

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

#### **Travel**

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

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

#### **Other**

- Permit application fees for permits required for the project

#### **Indirect**

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

### **INELIGIBLE COSTS**

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

## ***APPLICATION PROCESS***

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### **PRE-PROPOSAL PROCESS:**

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

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

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

### **FULL PROPOSAL PROCESS:**

Applicants invited to submit a full proposal will be notified by the department via electronic mail. Applicants may check the status of successful pre-proposals at the MISGP web page.

The full proposal must be completed using the full proposal template and budget workbook provided by the DNR. The full proposal template and budget workbook can be found at [www.michigan.gov/invasives](http://www.michigan.gov/invasives) once successful pre-proposals have been announced. Select 'Grants' on the left navigation menu, then scroll down to the 'Applicant Information' section.

The full proposal is limited to 10 pages in length and must be submitted electronically to: [MISGPApplication@michigan.gov](mailto:MISGPApplication@michigan.gov) by the date and time specified on the full proposal template. Late applications will not be considered for funding.

Applicants will be notified of the outcome of their full proposal via electronic mail. A list of funded proposals will be posted to the MISGP website.

### **INELIGIBLE APPLICATIONS**

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

### **APPLICATION REVIEW PROCESS**

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

### **APPLICATION ASSISTANCE**

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

Department Contact Information:

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

## ***EVALUATION CRITERIA***

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Eligible pre and full proposals will be evaluated based on the following criteria. CISMA activities will be evaluated with a separate set of listed criteria below. \*

### **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.
- If the proposal addresses the continuation of previously funded or ongoing work, 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 time line 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, land owner 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:

- Whether and 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.
- Plans for research knowledge transfer including peer reviewed publications, presentations at professional meetings, development of brochures, public meetings or distribution of project results to appropriate managers or management agencies.
- Plans for education and outreach including development and distribution of brochures or other media, public meetings, trainings and outreach activities.
- 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.

## \*Evaluation Criteria for CISMA activities (up to \$60,000)

1. The CISMA has demonstrated progress toward goals, objectives and deliverables expressed in previous MISGP grants through timely submission of complete, high-quality progress and final reports.
2. The CISMA has proactively managed previous MISGP projects by communicating planned changes in scope, activities, timelines and budgets and responding to requests from technical and grant staff.
3. The CISMA has demonstrated financial responsibility through timely spending and monitoring of project budgets, the submission of reimbursement documentation that shows an understanding of grant program requirements and successful independent audit reports.
4. The CISMA collaborates with statewide invasive species efforts including uploading survey and treatment data to MISIN and participating in MISC activities.
5. The proposal describes the CISMA's efforts to obtain funding or support from sources other than MISGP to implement prevention, detection or management activities prioritized in its strategic plan.
6. Project deliverables are clearly defined, measurable and directly related to the goals and objectives expressed in the CISMA's strategic plan.
7. Activities listed in the project's work plan directly relate to achieving project objectives, and the work proposed is appropriate to the funding requested.
8. The project provides continuity for successful CISMA activities while expanding audiences, seeking opportunities for collaboration, increasing stakeholder engagement, and introducing new strategies for prevention, detection and management.

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

## EVALUATION PROCESS

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

## PROJECTS RECOMMENDED FOR FUNDING

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

## CONFERENCE CALL

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

## PROJECT AGREEMENTS

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

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

## PROJECT CHANGES AND EXTENSIONS

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

## PROGRESS REPORTING

Every October 30 and April 30 of the project period, a progress report of activities and accomplishments must be submitted to the DNR. The DNR will provide a project narrative template and workbook that must be used for reporting purposes. In addition, all relevant project data must be reported to the Midwest Invasive Species Information Network (MISIN).

## REIMBURSEMENT REQUESTS

Requests for reimbursement must be submitted at least **every six months** throughout the project period. More frequent requests may occur if necessary. The DNR has 45 days to make payment on complete reimbursement requests. Refer to the DNR Review of Reimbursement Request table for documentation requirements.

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).

## 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 that includes all of the following:

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

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

## RECORD RETENTION

The grantee is required to retain financial and programmatic records and supporting documents for 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 will 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 work, the following information must be obtained by the grantee and retained in their records. This information is subject to record retention guidelines.

### 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. The following language is suggested for signs and written materials:

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

## PAYMENT OF GRANT FUNDS

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### PAYMENT REQUEST FORM

A project agreement must be executed before a grantee can receive any grant funds. The grantee is required to complete and submit reimbursement requests on forms provided by the department. All costs for the project that are covered by both grant and match funds must be itemized for an identified time period and appropriate documentation provided as explained in the DNR Review of Reimbursement Requests section.

Requests for reimbursement must be submitted at least every six months. Expenses not submitted within the correct time period or older than six months may be considered ineligible for payment.

### ADVANCE PAYMENT

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 in relationship to the project's cash flow 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.

Requests for advances must be submitted and justified on forms provided by the department.

### 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 the both 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 grantee compliance with State of Michigan purchasing guidelines, detailed below.

#### **Purchases and contracts between over \$2,500 and less than \$10,000:**

- Written specs must be developed
- A minimum of three written quotes must be solicited
- DNR must approve the award prior to vendor notification
- Award must be made to the vendor that is qualified to do the work at the lowest price

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

- A Request for Proposal (RFP) must be developed
- The RFP must be approved by DNR prior to posting
- The approved RFP must be publicly advertised for a minimum of five days
- DNR must approve the award prior to vendor notification
- Award must be made to the vendor that is qualified to do the work at the lowest price

\*For purchases over \$10,000 DNR review of your plans, specifications, and bid documents must occur before the contract is advertised or solicitation begins. Once bids have been opened, they cannot be altered, nor can negotiations take place.

**Grantees must use the Notification of Contractor/Vendor Selection and Bid Tabulation Approval form (PR1911-1) to seek DNR approval prior to vendor notification for all purchases over \$2,500.** The form can be found at: [www.michigan.gov/invasives](http://www.michigan.gov/invasives), select 'Grants' on the left navigation menu, then scroll down to the 'Grantee Information' section. The PR1911-1 must be accompanied by all bids/quotes received and a bid tab showing the name of the vendor, the amount of the bid, and indicating the bid selected for award. If you have reason to reject the lowest bid, you must submit a written justification supporting the decision.

At times, less than three bid/quotes may be received. In this situation, revise and repost the opportunity or directly solicit more quotes. If there are circumstances that prevent receiving better results, provide written justification for awarding the contract, including a description of the efforts taken to advertise for bids or solicit quotes and detailing why reposting the opportunity will not result in additional bids/quotes.

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

1. Alter the plans and/or specifications and either re-advertise or issue a post-bid addendum to all bidders.
2. Divide the contract into smaller contracts and re-advertise.
3. If there is sufficient time left in the project period, wait until market conditions are more favorable and then re-advertise the bid.
4. If the bids are based on unit pricing, determine the low bidder following alteration of the plans and/or specifications. Using this method to manipulate the bid with the goal of awarding the contract to a specific bidder is unacceptable and will not be approved.

### DNR REVIEW OF REIMBURSEMENT REQUESTS

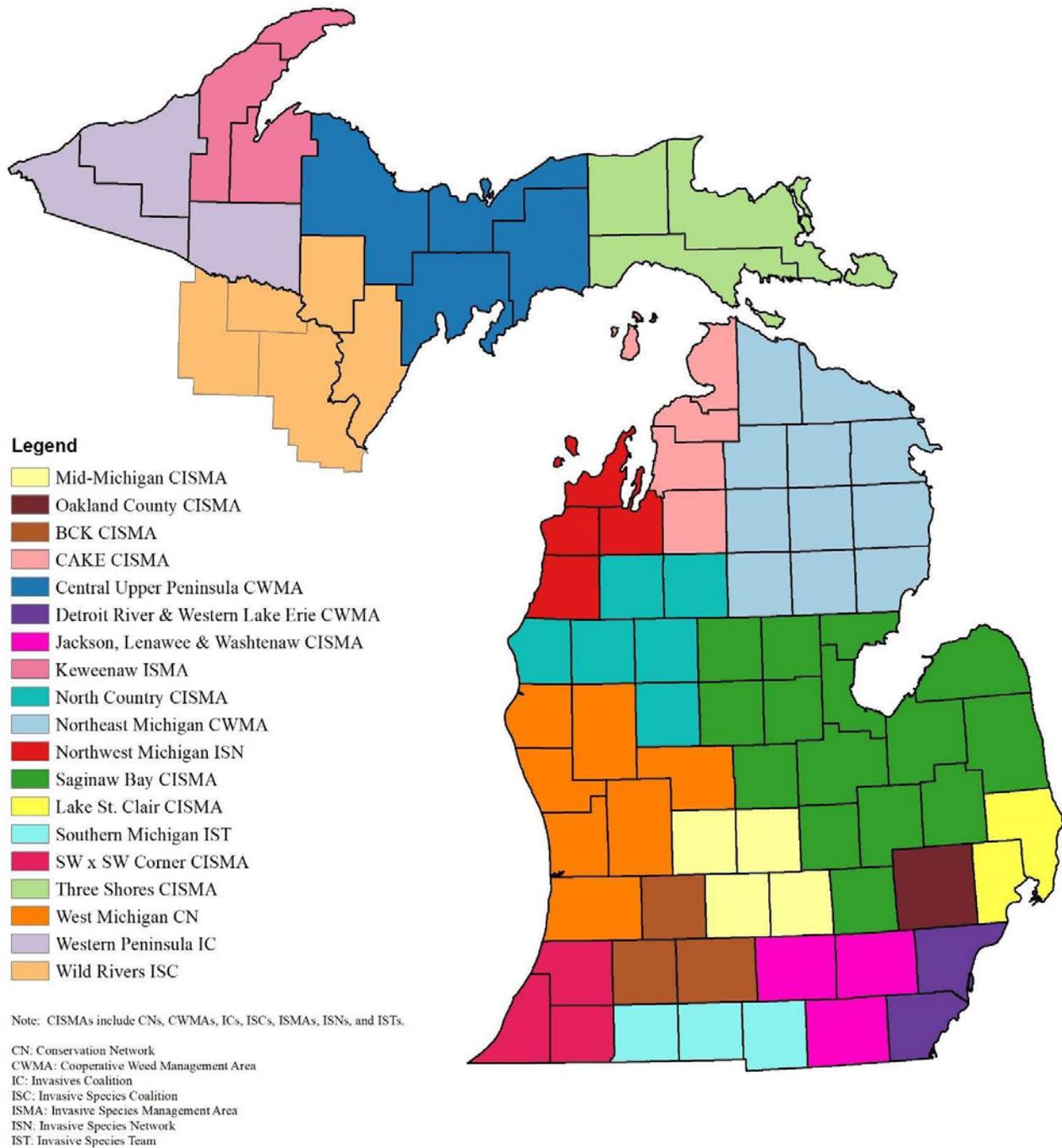
The following documentation is required for each type of purchase under the grant program and must be submitted with the MISGP reimbursement request form.

Expense Type	Required documentation to claim match and grant expense	Pre-Approval Necessary?	Additional Forms Required
Staff Time for Direct Activities	<ol style="list-style-type: none"> <li>1) Reimbursement time period</li> <li>2) Employee name</li> <li>3) Amount Requested</li> <li>4) Timesheets or financial reports that: <ul style="list-style-type: none"> <li>- Provide reasonable assurance of accuracy supported by a system of internal control;</li> <li>- Reflect the total activity for which the employee was compensated, not to exceed 100% of compensated activities;</li> <li>- Encompass all other compensated activities;</li> <li>- Support the distribution of the employee's salary or wages among specific cost objectives if the employee works on more than one type of award</li> </ul> </li> </ol>	Yes, if employee is not listed on the original application form	
Fringes	<ol style="list-style-type: none"> <li>1) Items 1-4 under "Staff Time for Direct Activities"</li> <li>2) Amount requested; <ul style="list-style-type: none"> <li>AND If not broken out in a financial report: <ul style="list-style-type: none"> <li>- Benefit type* (ex. social security, retirement, health, etc.);</li> <li>- Rate used for each benefit type* (e.g., 7.56% of gross pay)</li> </ul> </li> </ul> </li> </ol> <p>*benefit breakdown only needs to be provided once per employee</p>	No	
Purchases up to \$2,500	<ol style="list-style-type: none"> <li>1) Paid receipt showing date of payment and zero balance OR invoice AND proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement)</li> <li>2) Amount Requested</li> <li>3) Description of item use if not apparent</li> </ol>	No	
Purchases over \$2,500 and less than \$10,000	<p><b>Review MISGP Handbook "Contracting and Procurement Requirements" section for details on steps required <u>prior</u> to purchasing or contracting.</b></p> <ol style="list-style-type: none"> <li>1) Paid receipt showing date of payment and zero balance OR invoice AND proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement)</li> <li>2) Amount Requested</li> </ol>	Yes, 1) Approval of selected vendor <u>before award</u>	PR1911-1

Expense Type	Required documentation to claim match and grant expense	Pre-Approval Necessary?	Additional Forms Required
Purchases \$10,000 and above	<p><b>Review MISGP Handbook “Contracting and Procurement Requirements” section for details on steps required <u>prior</u> to purchasing or contracting.</b></p> <ol style="list-style-type: none"> <li>1) Paid receipt showing date of payment and zero balance OR invoice and proof of payment (paid invoice from company, credit card receipt, front and back of cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement)</li> <li>2) Amount Requested</li> </ol>	<p>Yes,</p> <ol style="list-style-type: none"> <li>1) Approval of RFP or ITB language <u>before advertising</u> AND</li> <li>2) Approval of selected vendor <u>before award</u></li> </ol>	PR1911-1
Rented Equipment or Vehicles *(must abide by purchasing requirements, if applicable)	<ol style="list-style-type: none"> <li>1) Paid invoice/receipt (which includes types of equipment, dates and hours of use, 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)</li> <li>2) Fuel receipts</li> <li>3) Amount Requested</li> </ol>	No	*PR1911-1
Donations – Volunteer Services	<p>Unskilled Labor (minimum wage)</p> <ol style="list-style-type: none"> <li>1) Sign in sheet containing: <ul style="list-style-type: none"> <li>- Date</li> <li>- Hours</li> <li>- Current minimum wage charged</li> <li>- Total cost charged to project</li> <li>- Signature of volunteer</li> <li>- Signature of project supervisor</li> </ul> </li> </ol> <p>Skilled Labor (professional operating in their professional capacity)*</p> <ol style="list-style-type: none"> <li>1) Letter with dates and hours of work, hourly rate, total amount charged and signature of laborer</li> <li>2) Amount Requested</li> </ol> <p>*Must be an integral and necessary part of the project</p>	No	
Donations – Supplies & Materials	<ol style="list-style-type: none"> <li>1) Donation letter or invoice with amount of donated material, rate per unit, and total. Signed and dated by the donating agency</li> <li>2) Evidence of fair market value (i.e., internet evidence of local purchase, rental rates)</li> <li>3) Amount Requested</li> </ol>	No	
Donations or Use of Your Own Equipment	<ol style="list-style-type: none"> <li>1) Type of donated equipment, date, hours used, rate per hour (or MDOT rental rate and #) and total</li> <li>2) Evidence of fair market value if MDOT rental rates do not apply</li> <li>3) Amount Requested</li> </ol>	No	
Donations – Space	<ol style="list-style-type: none"> <li>1) Address and specifications of donated space, dates of use, rental rate, and total. Signed and dated by the donated agency (if space is not 100% for MISGP use, the donation must be prorated, and the methodology provided)</li> <li>2) Evidence of the fair market value of similar space in the local area</li> <li>3) Amount Requested</li> </ol>	No	

Expense Type	Required documentation to claim match and grant expense	Pre-Approval Necessary?	Additional Forms Required
Mileage for Personal or Company Vehicles	1) Log that includes name of employee, date, start location, end location, and total mileage* for each trip and total for the log 2) Amount Requested  *Mileage reimbursement is based on current State of Michigan rates.	No	
Meals for Employees in Travel Status	1) Receipts* 2) Amount Requested  *limited to State of Michigan meal rates and regulations; universities may use established per diems (must provide per diem policy)	No	
Hotels, Conferences, & Airfare	1) Total hotel, conference, and/or airfare charges by employee 2) Receipts for all charges 3) If attending a conference, a copy of the agenda 4) Amount Requested	Yes, to ensure applicability to grant	

# APPENDIX A: MICHIGAN COOPERATIVE INVASIVE SPECIES MANAGEMENT AREAS



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

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



**Don't Move Firewood**

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



**Clean Boats, Clean Waters**

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



**Michigan Clean Water Corps**

<https://micorps.net/>



**RIPPLE**

<http://www.michigan.gov/invasives>



**Clean, Drain, Dry Initiative**

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



**Stop Aquatic Hitchhikers!**

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



**Midwest Invasive Species Information Network**

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



**Play. Clean. Go.**

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