2026
Michigan
Invasive Species Grant Program

Photo Credit-
Left: Water-primrose- Billy Keiper, EGLE
Right: Purple jewelweed- Pete Simic, DNR
Background: Presque Isle River falls- Bob Grzesiak

DEPARTMENT OF NATURAL RESOURCES · DNR · MICHIGAN

Michigan Department of Agriculture & Rural Development

EGLE

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.

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

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

For information or assistance on this publication, contact:

Michigan Department of Natural Resources Office of Grants Management
Phone: 517-388-8473

This publication is available in alternative formats upon request.

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SCHEDULE FOR MICHIGAN INVASIVE SPECIES GRANT PROGRAM

MISGP Application Schedule

September 1, 2026: Request for proposal (application available in MiGrants)
September 8, 2026: Informational webinar
September 10, 2026: CISMA webinar
November 1, 2026: Submission of proposals (application due in MiGrants by 11:59pm)
March 2027: Award announcement

MISGP Grant Schedule

Project period begins upon execution of grant by DNR.
Project schedule follows work plan in MiGrants.
Interim progress reports are due April 30 and October 30 of the project period.
Project period end date on executed project agreement.
Final project report is 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. To date, over $40 million in invasive species grant funds have been awarded. Up to $2.4 million in state general fund dollars will be available for the 2026 (FY27) 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.

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 water.
Scope - Projects that focus on routine management of one water body or site and/or use of common treatment methods for widespread invasive species **are not typically competitive** unless the proposal is clearly transferrable, scalable, or relevant to a larger region or the state. **Potential applicants are strongly 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).

GRANT LIMITS

The minimum grant request amount is $25,000, and the maximum grant request amount is $250,000. There are no match requirements, and match documentation will not be accepted as part of the application.

TIMEFRAME

Project duration for Priority Projects 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 for one phase of a project does not guarantee funding for subsequent phases.

Project duration for CISMA Core Funding 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.

DIVERSITY, EQUITY, INCLUSION AND ENVIRONMENTAL JUSTICE

In support of Executive Directive 2019-09 and Quality of Life agencies' policies and procedures, the MISGP is incorporating specific program requirements for Diversity, Equity, Inclusion (DEI) and Environmental Justice (EJ). Each application will be evaluated on the incorporation of DEI and EJ. Review the updated scoring criteria on page 16.

For the purposes of the MISGP the following definition for EJ will be referenced:
Environmental Justice is the equitable treatment and meaningful involvement of all people, regardless of race, color, national origin, ability or income and is critical to the development and application of laws, regulations and policies that affect the environment, as well as the places people live, work, play, worship and learn (EGLE).

Diversity, Equity, and Inclusion components for the proposed project should be reflective of your organization's DEI statements, definitions, and intentions. Review the capacity and expectations of your organization related to DEI and consider the proposed project an opportunity to expand this work.

All applicants are expected to consider the following DEI and EJ components specific to the proposed project:

- Consider where you work, who you work with, how you communicate (methods, format, style) and how your work impacts various communities.

Examples:

- For outreach efforts, define the geographic scope of your service area, describe the population make up and

explain how you will reach and connect with underserved or marginalized populations.
    - This could include presentations to specific groups, news outlets, direct mailings or other specific outreach efforts.
    - Consider English might not be everyone's primary language, and ensure all electronic documents are accessible to all users, regardless of language or ability.
    - All electronic documents issued online or by email should meet accessibility standards as defined in WCAG 2.0.
- For management and control projects, evaluate how efforts will benefit local communities and reduce the impacts of invasive species for diverse stakeholders.
- For research projects, describe how DEI and EJ considerations are incorporated into the research team and scope of work, and how you will disseminate the findings to diverse audiences in your study area.

All of the above should be included in a specific DEI plan for your project and discussed throughout the application in specific areas as applicable.

If you have questions about the requirements for DEI and EJ, reach out to Kelsey Dietz, MISGP Manager, 517-388-8473, DietzK2@Michigan.gov and/or discuss with the technical contact for the project's priority area (listed below).

To learn more about environmental justice, visit Michigan's Office of the Environmental Justice Public Advocate website to find 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

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. All proposed projects should include a clear evaluation component that demonstrates success and gaps. Contact the Human Dimensions Analyst for detailed information.

Priorities for prevention and limiting spread generally follow a community based social marketing (CBSM) approach, which is a documented and repeatable approach to fostering sustainable environmental behaviors.

Technical contacts:

- Kevin Walters, Aquatic IS Outreach & Education, WaltersK3@Michigan.gov, 616-250-8637
- Susie Iott, Terrestrial Invasive Species Specialist, IottS@Michigan.gov, 517-420-0473
- Joanne Foreman, IS Communications Coordinator, ForemanJ@Michigan.gov, 517-284-5814
- Melissa Nichols, Human Dimensions Analyst, NicholsM2@Michigan.gov, 517-643-5432

Example projects may include:

- Funding seasonal staff in a regional or statewide effort to implement decontamination-related outreach.

- Reducing risk from organisms in trade, including the biological supply and classroom pathway.
- In consultation with the Michigan Invasive Species Program, developing or implementing a statewide campaign, including multi-media materials, to raise public awareness and involvement in preventing invasive species spread and reporting watch list species (see Appendix C).

2. Early detection and response

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:

- Ceci Weibert, Aquatic Invasive Species Coordinator, WeibertC1@Michigan.gov, 517-342-4558
- Katie Grzesiak, Terrestrial Invasive Species Coordinator, GrzesiakK1@Michigan.gov, 231-492-7811

Example projects may include:

- Implementing a long-term strategy for the eradication of stiltgrass, kudzu, mile-a-minute weed, purple jewelweed, cinnamon vine, red swamp crayfish and/or lesser celandine populations in Michigan. Proposals should utilize an adaptive management approach, reference statewide strategies for the species and demonstrate awareness and commitment to multiple years of management and monitoring.
- 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.

CISMA CORE FUNDING – STATEWIDE

Cooperative Invasive Species Management Areas (CISMA; 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 by priorities identified within its 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 **$80,000** 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. See Appendix D for CISMA roles and responsibilities.
- Expansion of education, outreach and assistance to broader, more diverse audiences.

    - Find help understanding the diversity within the CISMA service area: EGLE's MiEJScreen Environmental Justice Web Map.
    - Additional considerations for targeted audiences can be found in the Limited English Proficiency Language Map App.
    - Refer to the DEI and EJ section of the handbook for considerations of core objectives. Consider incorporating DEI and EJ into the CISMA Strategic Plan.
- Accessible 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 $20,000 is available to a CISMA to implement strategic plan goals and objectives for surveying and treating invasive species. Specific outreach projects are also eligible under this competitive funding. See the Survey and Treatment Objectives page in MiGrants for guidance.

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.
- Specific outreach projects that educate the public and increase adoption of prevention activities on land and water.

Technical contact for both CISMA categories:

- Christina Baugher, AIS Biologist, BaugherC@Michigan.gov, 517-582-3245

If you are considering applying for survey and treatment funding for watch list species, please contact the appropriate state of Michigan staff before submission. Your CISMA technical contact can assist as needed.

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, 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, **not** 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.

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.

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.
- Graduate student tuition and fees (approved on a case-by-case basis).

Supplies, materials, and equipment

- Supplies and materials (purchased).
- 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 ($35,000 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.
- Lodging for compensated workers.
- Meals for compensated workers.
- Onsite group meals for volunteer laborers.

Other

- Permit application fees for permits required for the project.
- Priority projects: Training, conference fees (approved on a case-by-case basis).
- CISMAs: $2,000 of core funding can be allocated to conferences and trainings (excludes MISC events).
- 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 grant amount.

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, mileage, wages for volunteers.
- Equipment purchases over $5,000 per unit.
- Unmanned Aerial Vehicles or drones.
- Indirect/overhead greater than 10% of the total grant amount.
- Sales tax for tax exempt agencies.

APPLICATION PROCESS

The application is due on **November 1, 2026, 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.

MiGRANTS GENERAL INFORMATION

If assistance is needed with MiGrants, contact Kelsey Dietz, 517-388-8473, DietzK2@Michigan.gov.

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 MiGrants DNR website page here: MiGrants. 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.). 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 (do not select "other"), 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 organization's 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 and navigate to the application.
2. On the left-hand side menu scroll down to "Tools" and click on "Add/Edit People".
3. To add a new person to the document, click the blue plus sign on the right of the page.
4. 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 emails when there is a status change and may also receive emails 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.

INITIATING AN APPLICATION

1. Authorized Official logs into the system. Go to the "My Opportunities" panel (only an Authorized Official can start an application).
2. Click on "Invasive Species Grant Program Application".
    a. Copy forward document: If you have an application from a previous application cycle that you would like to pull forward, you can select that application to copy forward. If not, leave Don't Copy Forward in the drop-down menu. If you do copy forward an application, the new application will have a different application number.
    b. Read the agreement language and click Agree to continue creating an application.
3. You are now in the application. On the top left, you will see your application number (i.e., IS26-0123).
    a. Once the application is created, you cannot use the "My Opportunities" window to access the application. You can only use the Search menu. Going back through "My Opportunities" will create a new application. The application may also appear in a user's "MyTasks".
4. If you log out or navigate away from this page, you can open the application by accessing Searches on the top menu bar. Under Searches, select Application. Select the type of application and leave all other fields blank. To access the application, click on the application name.
5. Hover over the application number to see the current status, name of organization applicant, your role, and the application due dates.
6. Below the application number, you can access the application forms. Click on the down arrow to collapse the list of forms. Click on the side arrow to expand the list of forms.
7. Click on an application form to view, modify, and save. Save changes before leaving a page and at least every 15 minutes. Please note:
    a. A blank box icon appears next to the form name when that form has not yet been saved.
    b. A box with an exclamation mark appears next to the form name when that form has errors.
    c. A box with a check mark appears next to the form name when that form is complete.
    d. Tools may be used to add or edit the users accessing the application, downloading a repository of attachments, or printing a copy of the application.
    e. Status Options are used to submit or cancel applications.
    f. If an application was created by mistake, use the Status Options to cancel the application. Click on Application Cancelled. A new window will pop up to confirm the status change. Once you hit the OK button, the application is canceled and can no longer be modified. The application will still appear in searches.

COMPLETING AN APPLICATION

The following will provide information that will help you to complete each section/page on an application utilizing the MiGrants online system.

Applicant Information:

Choose whether the application will be a Priority Project or a CISMA Core Funding project. The sections below provide specifics for Priority Project applications and CISMA Core Funding applications. Be sure to click save after you make your selection.

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

- 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.
- Totals for each line item will auto-populate into the Grant 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.
- 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.
- A unit/quantity **AND** rate must be entered for the cells to calculate correctly. For lump sum amounts, enter "1" as the unit/quantity.
- A summary line showing the Budget Details subtotal will auto-populate at the bottom of the page.

Budget Summary

- The summary provides a breakdown of the major budget categories, indirect, project subtotal, and grant total.
- If claiming indirect, enter it as a dollar amount. This amount cannot exceed 10% of the total grant amount per program requirements.
- Below the indirect cost line, the total grant amount requested will auto-populate.

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.
- Location map as described above.

Priority Projects Only

The Full Narrative page must be completed and consists of the following components: Project Rationale and Relevance; Goals, Objectives, and Methods; Project Deliverables; Evaluation; Diversity, Equity, Inclusion and Environmental Justice; Communication and Outreach; Workplan; Budget Narrative, and Additional Information (resumes, letters of support, etc.). More detailed heading descriptions are listed in MiGrants.

CISMA Core Funding

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.

CISMAs may also apply for Priority Projects separately using the process described above.

If the CISMA is using any portion of Core Funding for survey or treatment, use the Core Objectives Form (Objective 3) 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 two objectives may be included.** The only exception is a third objective may be submitted for the MISC summer field training. The budget summary page will auto-fill the survey and treatment information but will need to be saved after it is filled in.

Certification

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 applying organization 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, are not submitted in MiGrants, include indirect costs in excess of 10% of the total grant amount 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 Kelsey Dietz, 517-388-8473, DietzK2@Michigan.gov.

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 proposal via MiGrants notification. A list of funded proposals will be posted to the MISGP website.

EVALUATION CRITERIA

PRIORITY PROJECTS

Proposals for Priority Projects will be evaluated based on the following criteria.

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.
- DEI and EJ information provided in the application will be considered under this category.
- 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.

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).

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.

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 budget is appropriate for the scale of the project.
- The applicant has lapsed or required an extension to spend previous MISGP grant funds.

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.
- The consideration of DEI and EJ in communication and outreach.
- 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.

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 FUNDING

The following 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 and MISIN data submission.
- 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 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 the 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 regarding 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, DNR contact for the project, project scope, project period, grantee deliverables and reporting requirements, grantee responsibilities, advance and reimbursement requirements and 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 major changes to the project, including changes to the work plan or budget such as additions or deletions to the 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. Be sure to provide an updated workplan if requesting a time extension.

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) by this date. Watch List species data should be submitted to MISIN within 7 days of detection.

If the project expires within 60 days of the progress report due date, only the final report and final reimbursement need to be submitted.

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 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 AND OUTREACH - MATERIAL REVIEW

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).*

Prior to printing and distribution, all outreach materials should receive approval from Joanne Foreman, IS Communications Coordinator ForemanJ@Michigan.gov.

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: Doing Business with the State. 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 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 complete 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. Advances may be approved at a lower amount than requested.

Requests for advances must be submitted in MiGrants. A justification for the advance amount requested is required. Description of when advanced funds will be spent, with the understanding that any request for advance funds must be for the current fiscal year and spent within the current fiscal year. Fiscal years run Oct. 1 to Sept. 30.

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 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.

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 Specifications 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 reimbursements unless the grantee has been notified otherwise.

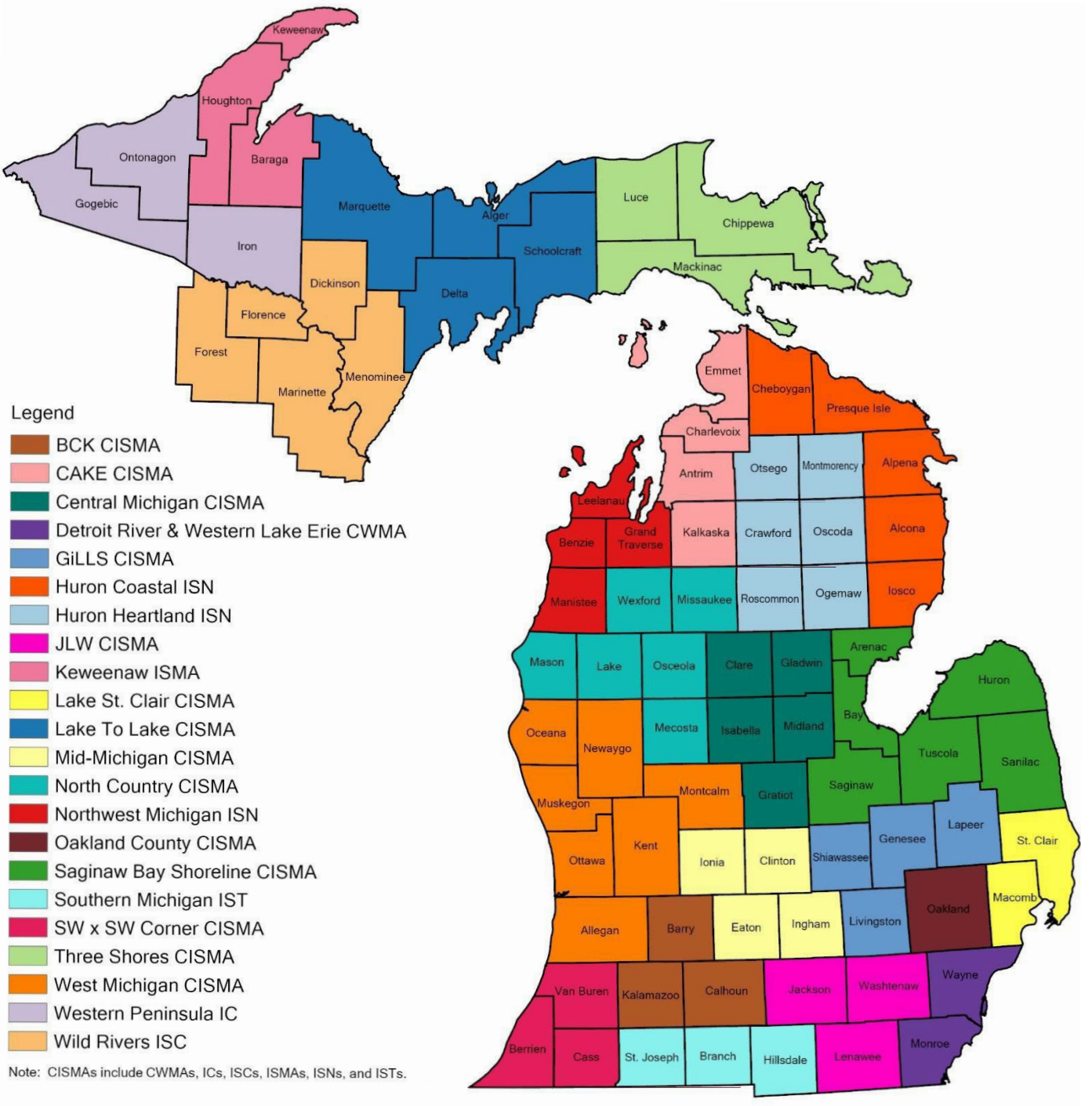
Expense Type	Required documentation to claim grant expenses*	Pre-Approval Necessary?	Additional Forms Required
Staff Time for Direct Activities	1. Fill in Reimbursement Request in MiGrants 2. Timesheets or financial report that provides the following information: ○ Supported by a system of internal control that provides reasonable assurance that the charges are accurate. ○ Reflects the total activity for which the employee was compensated, not to exceed 100% of compensated activities. Comp time is not eligible for reimbursement. ○ Encompasses all other compensated activities. ○ 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.	No	Reimbursement Request in MiGrants

Expense Type	Required documentation to claim grant expenses*	Pre-Approval Necessary?	Additional Forms Required
	○ Paper timesheets must have signature of employee and supervisor.		
Fringes	1. Fill in Reimbursement Request in MiGrants 2. Financial report detailing fringe rates: If not broken out in financial report: ○ *Benefit type (ex. social security, retirement, health, PTO, etc.). ○ *Rate used for each benefit type (ex. 7.56% of gross pay). *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 before soliciting quotes. AND 2) Approval of selected quote before award (lowest bid from qualified vendor).	Reimbursement Request and Plans/Contractors Forms in MiGrants

Expense Type	Required documentation to claim 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 before advertisement. AND 2) Approval of selected bid before award (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
Mileage for personal or company vehicles*	1. Fill in Reimbursement Request in MiGrants. 2. Log that includes name of employee or vehicle description, date, start location, end location, and total mileage for each trip. Total of mileage charged for each employee or vehicle. Total of all mileage charged. *Mileage reimbursement is based on State of Michigan rates for when the expense was incurred.	No	Reimbursement Request in MiGrants
Meals for employees in travel status*	1. Fill in Reimbursement Request in MiGrants. 2. Itemized receipt and proof of payment. *Limited to reasonable industry costs, universities may use established per diems (must provide per diem policy). All meetings where lunch reimbursement is allowable must last a minimum of four hours, span over the lunch hour and follow all other reimbursement and meal expense requirements (sign in sheets, receipts, etc.). CISMAs should obtain prior approval.	No	Reimbursement Request in MiGrants
Hotels, conferences, airfare	1. Fill in Reimbursement Request in MiGrants. 2. Itemized receipt and proof of payment. If attending a conference, a copy of the agenda.	Yes, technical contact approval. (does not apply to CISMAs)	Reimbursement Request in MiGrants

*Universities and research institutions requirements and exceptions are subject to approval and review by DNR financial staff.

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



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

MInvasives
Michigan Invasive Species Coalition

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

Clean Boats, Clean Waters
CANR.MSU.edu/Clean_Boats_Clean_Waters

Michigan Clean Water Corps
MiCorps.net

RIPPLE
CANR.MSU.edu/Invasive_Species/Ripple

Clean, Drain, Dry Initiative
WildlifeForever.org/Invasive-Species

Stop Aquatic Hitchhikers!
ProtectYourWaters.net

Midwest Invasive Species Information Network
MISIN.MSU.edu

Play. Clean. Go.
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

(Tree diseases list the scientific name for the pathogen or fungus associated with the disease)

- Asian longhorned beetle (*Anoplophora glabripennis*)
- Balsam woolly adelgid (*Adelges piceae*)
- Beech leaf disease (*Litylenchus crenatae* and potential associates)
- Hemlock woolly adelgid (*Adelges tsugae*)
- Mountain pine beetle (*Dendroctonus ponderosae* Hopkins)
- Spotted lanternfly *(Lycorma delicatula*)
- Thousand cankers disease (*Geosmithia morbida*)

FISH AND OTHER AQUATIC ANIMALS

- Invasive carps
    - Silver carp (*Hypophthalmicthys molitrix*)
    - Bighead carp (*Hypophthalmichthys noblis*)
    - Grass carp (*Ctenopharyngodon idella*)
    - Black carp (*Mylopharyngodon piceus*)
- Marbled crayfish (*Procambarus virginalis*)
- New Zealand mudsnail (*Potamopyrgus antipodarum*)
- Northern snakehead (*Channa argus*)
- Red swamp crayfish (*Procambarus clarkii*)

MAMMALS

- Nutria (*Myocastor coypus*)

TERRESTRIAL PLANTS

- Calligraphy sedge (*Carex kobomugi*)
- Chaff flower (*Achyranthes japonica*)
- Cinnamon vine (*Dioscorea polystachya*)
- Kudzu (*Pueraria montana* var. lobata)
- Lesser celandine (*Ficaria verna*)
- Mile-a-minute weed (*Persicaria perfoliata*)
- Purple jewelweed (*Impatiens glandulifera*)
- Stiltgrass (*Microstegium vimineum*)

AQUATIC PLANTS

- Brazilian elodea (*Egeria densa*)
- European water-clover (*Marsilea quadrifolia*)
- Hydrilla (*Hydrilla verticillata*)
- Parrot feather (*Myriophyllum aquaticum*)
- Water chestnut (*Trapa natans*)
- Water hyacinth (*Eichhornia crassipes*)
- Water lettuce (*Pistia stratiotes*)
- Water-primrose (*Ludwigia grandifolia*, *Ludwigia peploides* and *Ludwigia hexapetala*)
- Water soldier (*Stratiotes aloides*)
- Yellow floating heart (*Nymphoides peltata*)

APPENDIX D: CISMA ROLES AND RESPONSIBILITIES

It's strongly recommended that the parameters of each role for the CISMA are described in the Strategic Plan. Below are the minimum expectations of CISMAs funded by the MISGP.

Fiduciary responsibilities:

- Meet the terms of the project agreement for the grant.
- Provide fiscal and financial services.
- Provide financial updates to the steering committee.
- Employ the CISMA coordinator.
    - Implement a fair and competitive hiring process that follows the employment policy of the organization or agency.
    - Engage the steering committee in CISMA hiring decisions.
    - Develop a position description, have it reviewed by the MISGP technical contact, and post it publicly.
    - Avoid conflicts of interest related to hiring and employee supervision.
    - Be aware of employment laws: EEOC.gov/Prohibited-Employment-PoliciesPractices.
    - Additional considerations:
        - Develop screening criteria for narrowing the applicant pool.
        - Organize the interview committee with at least three members that represent the fiduciary, steering committee, and a partnering organization.

Steering Committee responsibilities:

- Hold quarterly meetings with the fiduciary and coordinator.
- Provide input on the CISMA's strategic plan, workplan, and deliverables.
- Participate and communicate with the fiduciary regarding hiring of the CISMA coordinator.

Coordinator responsibilities:

- Implement the strategic plan and workplan associated with MISGP annual funding.
- Submit progress and final reports, including status of the grant deliverables.
- Provide regular updates to the fiduciary and steering committee.