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MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY



Michigan Department of
AGRICULTURE
& Rural Development

2020 Michigan Invasive Species Grant Program

MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT

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For information or assistance on this publication, contact:

Michigan Department of Natural Resources
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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 Full Proposals	October 19, 2020
Informational Webinar	November 5, 2020
Electronic Submission of Full Proposals Due	December 11, 2020
Award Announcement	March 2021
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

INTRODUCTION

The Michigan Invasive Species Grant Program (MISGP) is a competitive state grant program started in 2014 and available each year that the state legislature appropriates funding. Over \$21 million in invasive species grant funds have already been awarded. Up to \$3.6 million in state general fund dollars will be available for the 2020 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 (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

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 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 vendor or contractor qualified to do the work at the lowest price (see Payment of Grant Funds section). Project collaborators may make documented donations to the project.

GRANT LIMITS

The minimum grant 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 may include cash; donations of materials, equipment or supplies; direct staff; relevant grant awards; and volunteer labor. Match may not consist of waived indirect costs. Indirect rates in excess of 10% may not be used as match. This is not a federal grant program, and federally negotiated indirect rates do not apply.

TIMEFRAME

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

Project duration for CISMA Core Function and CISMA Treatment and Survey 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 (eradicate or contain) of recently confirmed invasive species.** People who work or play in areas where invasive species are already established can unknowingly aid in their spread to new areas. Arming these audiences with information to identify the invaders they encounter and to take steps to avoid carrying "hitchhikers" to new locations will have important long-term effects in reducing invasive species populations.
- ❖ **Manage and control widespread, established invasive species.** Established or widespread infestations can change the make-up of whole ecosystems. The negative effects on native plant and animal populations include displacement, diminishing food and habitat and species reduction. The recreational value of lakes, dunes and forests is degraded by the presence of invasive species. Invasive species are also taking a toll on Michigan's fisheries, agriculture and timber industries. Both large-scale management efforts and innovative treatment methods are needed to manage invasive species populations in the state.

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 directly contribute to implementing strategic actions in Michigan's [Aquatic](#) and/or [Terrestrial](#) Invasive Species State Management Plans.

1. Prevention and limiting spread

- A. *Increase recreational users' adoption of decontamination practices.* Determine barriers to behavioral change in adopting decontamination or other prevention practices relative to the prevention of movement of invasive species. Provide recommendations to achieve changes in behavior. Recommendations should have statewide applicability and include an engagement strategy.

Technical contacts:

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

- B. *Prevent the spread of invasive species.* Implement prevention strategies to reduce the risk of moving invasive species through pathways and out of infested areas and/or into high value areas (e.g., high biodiversity, rare or vulnerable ecosystems).

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

Purchase of portable boat wash systems, wader wash and boot brush stations and other decontamination equipment (up to a maximum of \$20,000 per system) will be considered in this focus area. Plans for wastewater containment/collection and for obtaining necessary permits or permissions must be included in the application (e.g., EGLE discharge permits, DNR-Parks & Recreation Division permits, or permissions for decontamination systems or stations). Additionally, staffing and sustainability of decontamination stations (boat wash or other) beyond the grant funding period should be addressed.

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

Technical contacts:

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

Example projects include:

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

2. Early detection and response

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

Technical contacts:

- Sarah LeSage, Michigan AIS Coordinator, LeSageS@Michigan.gov, 517-243-4735
- Susie Iott, Invasive Species Specialist, IottS@Michigan.gov, 517-420-0473

Example projects include:

- Conduct European frog-bit surveys and response using standardized protocols in the vicinity of known infestations.
- Conduct strategic survey and response actions on islands with significant ecological, socio-economic, and/or cultural value.
- Develop and/or implement a long-term strategy for the eradication of Japanese stiltgrass, giant hogweed, kudzu, Himalayan balsam and/or Chinese yam populations in Michigan. Proposals should utilize an adaptive management approach and demonstrate awareness and commitment to multiple years of management and monitoring.
- Conduct 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.

- Monitor boundaries around HWA treatment areas to evaluate the delimitation survey protocol.
- Implement HWA treatments in high priority areas in the counties of Allegan, Ottawa, Mason, Muskegon and Oceana, in conjunction with existing efforts using the Michigan HWA Coordinating Committee's treatment protocols.
- In consultation with the Michigan Invasive Species Program, develop a statewide campaign, including multi-media materials, to raise public awareness and involvement in preventing and reporting terrestrial watch list species.
- Conduct trainings on invasive species identification and management with a focus on watchlist species. Examples: Train arborists and foresters in detection and reporting of Asian longhorned beetle and detection and management of hemlock woolly adelgid; train impacted industries (fruit, hops, forests, others) in detection techniques for spotted lanternfly; train market masters in the identification of invasive plant species to discourage sales at farmers' markets.
- Develop new and innovative techniques for species detection. Previous innovations include eDNA and remote sensing for tree of heaven.

D. *Preparedness projects in advance of known invasive species not yet confirmed in Michigan or with otherwise limited statewide distribution.* Improve responses for species not yet confirmed in the wild in Michigan or with otherwise limited statewide distribution. Proposals should be regional or statewide in scope and engage partner networks.

Technical contacts:

- Sarah LeSage, Michigan AIS Coordinator, LeSageS@Michigan.gov, 517-243-4735
- Susie Iott, Invasive Species Specialist, IottS@Michigan.gov, 517-420-0473

Example projects include:

- Mapping tree of heaven in preparation for the arrival of spotted lanternfly.
- Table-top exercises for watch list species.
- Asian long-horned beetle coordinated response.

3. Management and control

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

Technical contacts:

- Sarah LeSage, Michigan AIS Coordinator, LeSageS@Michigan.gov, 517-243-4735
- Susie Iott, Invasive Species Specialist, IottS@Michigan.gov, 517-420-0473

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

Technical contacts:

- Sarah LeSage, Michigan AIS Coordinator, LeSageS@Michigan.gov, 517-243-4735
- Susie Iott, Invasive Species Specialist, IottS@Michigan.gov, 517-420-0473

Example projects:

- Determine the viability and longevity of aquatic invasive plant reproductive structures and sensitivity to herbicides.

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

Technical contacts:

- Sarah LeSage, Michigan AIS Coordinator, LeSageS@Michigan.gov, 517-243-4735
- Susie Iott, Invasive Species Specialist, IottS@Michigan.gov, 517-420-0473

Example projects:

- Use current science to develop a suite of best control practice documents designed for use by the general public. Work with invasive species managers statewide to develop a distribution plan.
- Develop a community invasive species prevention plan model and facilitate meetings to disseminate the model and train key partners and decision-makers.
- Following USDA-APHIS PPQ guidelines, develop weed risk assessment documents for watch list and other terrestrial invasive plants that pose a threat to Michigan.

CISMA CORE FUNDING - STATEWIDE

CISMA Core Funding: Up to \$60,000 is available to a Michigan Cooperative Invasive Species Management Area (CISMA) to implement strategic plan goals and objectives. CISMAs must meet all eligibility requirements outlined in the evaluation criteria section.

Proposals for CISMA activities must support the following priorities:

- Essential staffing and activities to maintain CISMA structure and function.
- Expansion of education, outreach and assistance to broader, more diverse audiences.
- Outreach and education that increases adoption of prevention activities on land and water.
- Leveraging other funding for invasive species prevention, detection and management efforts.

CISMA COMPETITIVE FUNDING - STATEWIDE

CISMA Survey and Treatment: Up to \$40,000 is available to a Michigan Cooperative Invasive Species Management Area (CISMA) to implement strategic plan goals and objectives for surveying and treating invasive species.

Proposals for CISMA activities must support the following priorities:

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

Technical contacts for both CISMA categories:

- Ryan Wheeler, TIS Biologist, WheelerR5@Michigan.gov, 517-614-1501
- Christina Baugher, AIS Biologist, BaugherC@michigan.gov, 517-582-3245

METRICS

To ensure greater consistency of data provided by multiple grant projects, the MISGP has developed a table of metrics for applicants to choose from when identifying deliverables. Select the most relevant metrics from this list for your project. If you do not believe an applicable metric has been provided, please communicate with Joanne Foreman, ForemanJ@Michigan.gov, 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. Ineligible costs may not be used as local match.

Only costs directly associated with completing the project and incurred during the project period (after project execution and before project end date) are eligible for reimbursement. **Please see the DNR Review of Reimbursement Requests section for documentation required to receive reimbursement of eligible costs.**

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

ELIGIBLE COSTS

Personnel

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

Supplies, Material and Equipment

- Supplies and materials (purchased or donated)
- Contractual services (subject to State of Michigan purchasing guidelines)
- Purchased equipment may not exceed \$5,000 per item. If equipment is purchased in pieces and assembled, the total of the pieces used in assembly may not exceed \$5,000.
- Boat wash, wader wash stations, boot wash stations, and other decontamination equipment (\$20,000 limit)
- Equipment related to increasing the production and availability of certified firewood may exceed the per item cap and will be considered on a case by case basis

Travel

- Mileage for compensated workers when using personal vehicles for project travel (see current [State Travel Rates](#))
- Lodging for compensated workers (volunteers not eligible)
- Meals for compensated workers in travel status (see current State Travel Rates)
- Onsite group meals for volunteer laborers (see current State Travel Rates)

Other

- Permit application fees for permits required for the project

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

APPLICATION PROCESS

APPLICATIONS FOR PRIORITIES 1-3

The proposal must be completed using the Full Proposal Project Narrative Form and Budget Workbook provided by the DNR at Michigan.gov/MISGP.

The proposal is limited to 10 pages in length and must be submitted electronically to: MISGPapplication@Michigan.gov by December 11, 2020 at 5 p.m. (EST). 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](https://Michigan.gov/MISGP).

APPLICATIONS FOR CISMA CORE FUNDING AND CISMA COMPETITIVE FUNDING

The proposal must be completed using the CISMA Application Workbook and the MISGP Budget Workbook provided by the DNR at Michigan.gov/MISGP.

Core Funding

CISMAs applying for Core Funding must complete the Narrative, Core Objectives, Outside Funding Sources and CISMA Information tabs of the CISMA application workbook. If the CISMA is using any portion of Core Funding for survey or treatment, use the Survey and Treatment Objectives tab to describe each survey and/or treatment activity. Be sure to label the objective title as Core Funding - description (e.g., Core Funding – Stiltgrass Survey). Indicate \$0 as the total cost and integrate the charges into the MISGP budget workbook in the appropriate major budget categories.

Survey and Treatment Funding

CISMAs seeking competitive funding for survey and treatment projects beyond those covered by Core Funding must complete the Survey and Treatment Objectives tab in the same workbook as 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 column for each. The objectives should be listed in order of priority with Objective 1 being the highest priority to the CISMA.

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

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, EGLE, 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 proposals recommended for funding will be reviewed by the QOL Invasive Species Steering Committee and presented to the DNR, EGLE, and DARD directors for review.

APPLICATION ASSISTANCE

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

If assistance is needed with the budget workbook, eligible and ineligible costs, and other administrative or application requirements, please contact: Erin Campbell, CampbellE6@Michigan.gov, 269-300-9698.

EVALUATION CRITERIA

PRIORITIES 1-3

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

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

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

Reviewers will consider whether proposals:

- Clearly identify project goals and objectives and whether those goals and objectives will prevent, limit dispersal, detect, respond to and/or manage and control invasive species in Michigan.
- Contribute to MISGP goals and priorities through proposed outcomes, results or products; and whether milestones and products are clearly identified.
- Enhance partnerships and/or collaborations over a geographic area.
- 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 timeline specified.
- Will secure productive results based on the strengths and/or weaknesses of the technical design.
- Demonstrate knowledge of necessary steps and time frames to meet applicable regulatory requirements (permits, licenses, landowner approvals, certifications).

3. Overall Qualification of Applicant (10 Points)

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

Reviewers will consider:

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

4. Project Costs (10 Points)

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

Reviewers will consider whether:

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

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

5. Communication and Outreach (10 Points)

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

Reviewers will consider:

- 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.

CISMA CORE AND COMPETITIVE FUNDING

The following Core objectives have been developed for CISMAs.

1. Establish or maintain CISMA public accessibility.
2. Provide invasive species education, outreach and engagement to target audiences.
3. Maintain and improve CISMA organization and capacity.
4. Establish or maintain technical assistance.
5. Collect and submit contribute relevant invasive species management data.

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

Core Funding:

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

Past Performance:

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

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

Survey and Treatment:

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

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

PROJECTS RECOMMENDED FOR FUNDING

All applicants will be notified via email 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.

CONFERENCE CALL

An entrance conference 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 a conference call has taken place.

PROJECT AGREEMENT

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

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

Project agreements must be signed by the grantee and 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 MISGP manager using the MISGP Project Change/Extension Request Form. MISGP forms can be found at Michigan.gov/MISGP.

PROGRESS REPORTING

Every October 30 and April 30 of the project period, a progress report consisting of a deliverable workbook established at the start of the grant and a narrative template of activities and accomplishments must be submitted to the DNR. The Progress Report template can be found at Michigan.gov/MISGP. In addition, all relevant project data must be reported to the Midwest Invasive Species Information Network (MISIN).

PROJECT COMPLETION AND FINAL REPORT

The DNR withholds 10% of the grant amount until the project has been completed. Once the project is complete, the grantee has 60 days following project completion or 60 days following the end of the grant period to submit a final report 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 Michigan.gov/MISGP
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 manager, the request for final payment will be processed. The DNR has 45 days to make payment on complete final reimbursement requests.

RECORD RETENTION

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

PERMITS

The grantee is solely responsible for obtaining all necessary local, state and federal permits for the completion of the project, including any natural resource and environmental protection permits. Award of a grant does not guarantee all applicable permits will be issued.

Proof of compliance with applicable natural resource and environmental protection laws may be required as part of the final project report submitted to the DNR. Compliance issues noted must be remedied by the grantee before issuance of final grant payment. Any additional costs incurred by the grantee in order to meet permit requirements or bring the project into compliance after a grant is closed are the responsibility of the grantee.

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

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

- Privately Owned Land
 - A deed or most recent property tax statement showing landowner name and legal description or a signed affidavit signifying ownership.
 - A copy of landowner(s) consent letter stating they own the property and authorize the work being done.
- Publicly Owned Land
 - A copy of a consent letter, signed by an authorized representative of the governmental unit, stating the land is owned by them and they authorize the work being done.

MICHIGAN INVASIVE SPECIES GRANT PROGRAM RECOGNITION

Grantees are expected to include recognition of assistance received from the MISGP in any promotional or informational materials produced about or by the project. Examples of these materials include descriptions of the project in newsletters, informational flyers, or press releases regarding the project. In addition, signs giving credit to the MISGP are expected when appropriate. DNR, EGLE or MDARD logos should not be used on printed material to represent MISGP support. The following language is suggested for signs and written materials:

This project was funded by the Michigan Invasive Species Grant Program ([Michigan.gov/Invasives](https://michigan.gov/Invasives)).

PAYMENT OF GRANT FUNDS

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

REIMBURSEMENT REQUESTS

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

The grantee must complete and submit reimbursement requests using the budget and reimbursement workbook provided by the department. All grant expenses and matching funds for the time period specified must be itemized and supporting documentation provided via mail or email. 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. Instructions for completing the budget and reimbursement workbook can be found within the workbook.

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.

Reimbursement requests should be emailed to the MISGP manager. The DNR has 45 calendar days to make payment on complete reimbursement requests. Large amounts of documentation related to reimbursement requests may be mailed to the following address:

Michigan Department of Natural Resources
Finance and Operations Division – Grants Management
525 W. Allegan Street
P.O. Box 30425
Lansing, MI 48909

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

ADVANCE REQUESTS

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

Requests for advances must be submitted using the advance tab of the budget and reimbursement workbook provided by the department. A justification for the advance amount requested is required. Requests for advances should be emailed to the MISGP manager. Advances may be approved at a lower amount than requested.

CONTRACTING AND PROCUREMENT REQUIREMENTS

The grantee may not use contractors or vendors that are debarred, suspended, declared ineligible or voluntarily excluded from doing business with the State of Michigan or any federal department or agency. The grantee must consult both the State of Michigan [debarred vendor list](#) as well as the federal list at www.sam.gov 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.
- A minimum of three written quotes must be solicited. It is recommended that a minimum of 6-8 vendors be contacted in order 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 team.
- DNR must review and approve the process and choice of vendor (via the PR1911-1) prior to vendor notification of award. See “Using PR1911-1” below.
- 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 prior to posting.
- The approved RFP must be publicly advertised, this 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 (via the PR1911-1) prior to vendor notification of award. See “Using PR1911-1” below.
- 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: low bid meeting specifications, low bid with minimum passing score, best value.
- You can negotiate with the approved bidder prior to award!

Using PR1911-1

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 \$5,000. For purchases over \$50,000 the Grantee must seek DNR approval prior to posting the RFP and prior to vendor notification. The form can be found at Michigan.gov/MISGP. 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 which 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. 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.

DNR REVIEW OF REIMBURSEMENT REQUESTS

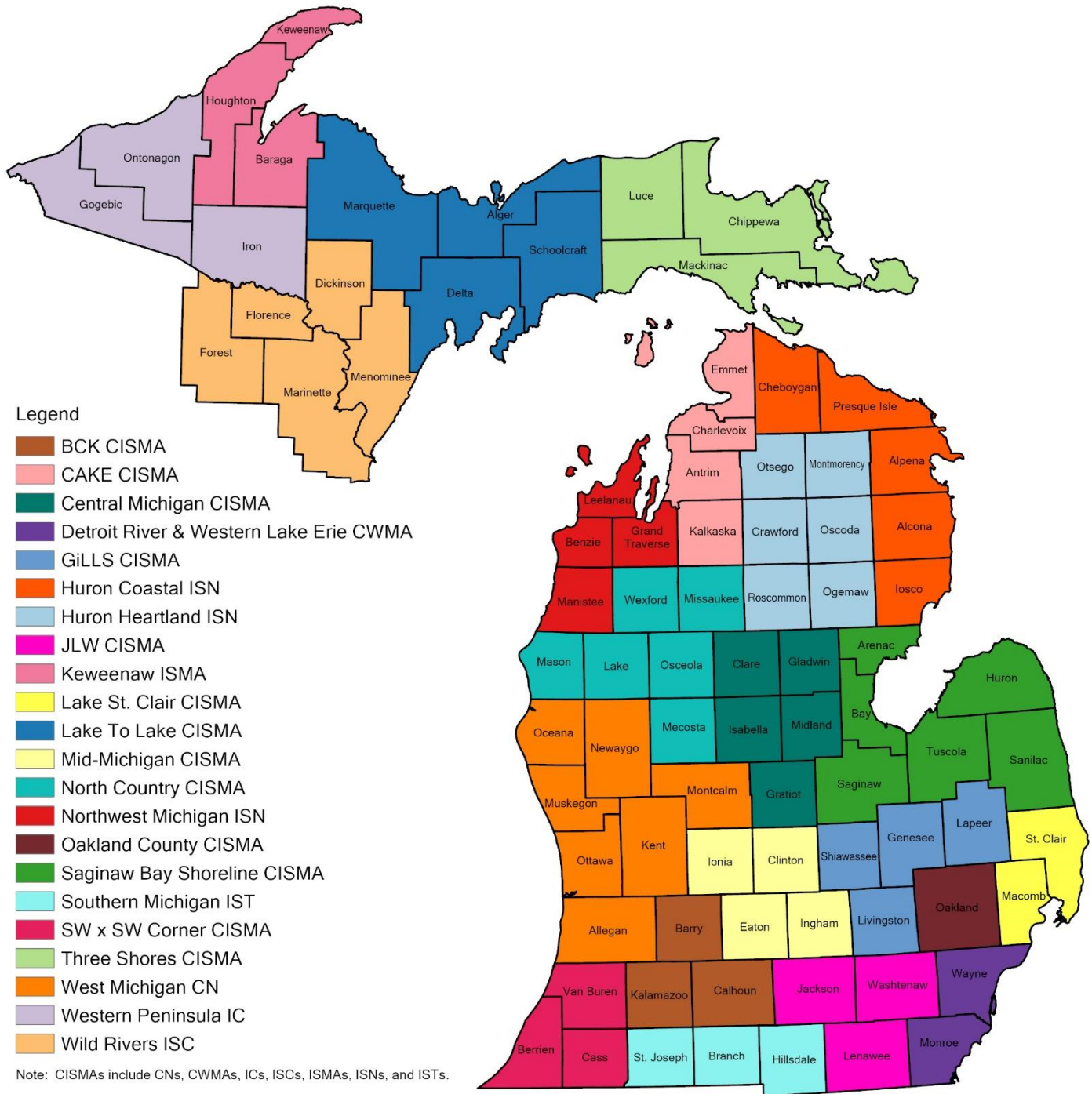
The following documentation is required for each type of purchase under the grant program and must be submitted with the MISGP budget workbook.

Expense Type	Required documentation to claim match and grant expenses	Pre-Approval Necessary?	Additional Forms Required
Staff Time for Direct Activities	1) Fill in Workbook 2) Timesheets or financial report that provides the following information: <ul style="list-style-type: none">- 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;- 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- Paper timesheets must have signature of employee and supervisor	No	Workbook
Fringes	1) Fill in Workbook 2) Financial Report detailing fringe rates: If not broken out in financial report: <ul style="list-style-type: none">- *benefit type (ex. social security, retirement, health, etc.);- *rate used for each benefit type (ex. 7.56% of gross pay) *benefit breakdown only needs to be provided once per employee	No	Workbook

Expense Type	Required documentation to claim match and grant expenses	Pre-Approval Necessary?	Additional Forms Required
Purchases \$5,000 or less (including meals)	1) Fill in Workbook 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	Workbook
Purchases between \$5,000.01 and \$50,000	1) Fill in Workbook 2) Approved PR1911-1 3) Paid Receipt showing date of payment and zero balance OR Invoice AND proof of payment (paid invoice from company, credit card receipt, cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement)	Yes: 1) Approval of specs <u>before soliciting quotes</u> AND 2) Approval of selected quote <u>before award</u> (lowest qualified)	Workbook PR1911-1
Purchases \$50,000.01 and above	1) Fill in Workbook 2) Approved PR1911-1 3) Paid Receipt showing date of payment and zero balance OR Invoice AND proof of payment (paid invoice from company, credit card receipt, cancelled check, EFT/ACH transaction, OR copy of front of check and corresponding bank statement)	Yes: 1) Approval of RFP/ITB <u>before advertisement</u> AND 2) Approval of selected bid <u>before award</u> (lowest qualified)	Workbook PR1911-1
Rented Equipment or Vehicles	1) Fill in Workbook 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	Workbook
Donations – Volunteer Services	<u>Volunteer Labor (minimum wage)</u> 1) Fill in Workbook 2) Sign in sheet containing: <ul style="list-style-type: none"> - Date - Hours - Current minimum wage charged - Total cost charged to project - Signature of Volunteer - Signature of project supervisor <u>Skilled Labor (professional operating in their professional capacity)*</u> 1) Fill in Workbook 2) Cover letter with dates and hours of work, hourly rate, total amount charged and signature of laborer *Must be an integral and necessary part of the project	No	Workbook

Expense Type	Required documentation to claim match and grant expenses	Pre-Approval Necessary?	Additional Forms Required
Donations – Supplies, Materials	1) Fill in Workbook 2) Donation letter or invoice with amount of donated material, rate per unit, and total. Signed and dated by the donating agency. 3) Evidence of fair market value (e.g. internet evidence of local purchase, rental rates, etc.)	No	Workbook
Donations or use of own - Equipment	1) Fill in Workbook 2) Donation letter or invoice with type of donated equipment, date, hours used, rate per hour (or MDOT rental rate and #) and total. Signed and dated by the donating agency. 3) Evidence of fair market value if MDOT rental rates do not apply	No	Workbook
Donations – Space (MISGP Only)	1) Fill in Workbook 2) Donation letter or invoice with address and specifications of donated space, dates of use, rental rate, and total. Signed and dated by the donated agency (if space is not 100% for MISGP use then must be prorated and an explanation and calculations provided). 3) Evidence of the fair market value of similar space in the local area	No	Workbook
Mileage for personal or company vehicles*	1) Fill in Workbook 2) Log that includes name of employee, date, start location, end location, and total mileage for each trip. Total of mileage charged for each employee. Total of all mileage charged *Mileage reimbursement is based on State of Michigan rates for when the expense was incurred.	No	Workbook
Meals for employees in travel status*	1) Fill in Workbook 2) Itemized receipt and proof of payment *limited to State of Michigan meal rates and regulations, universities may use established per diems (must provide per diem policy)	No	Workbook
Hotels, conferences, airfare (MISGP Only)	1) Fill in Workbook 2) Itemized receipt and proof of payment 3) If attending a conference, a copy of the agenda	Yes, an email with technical contact approval must accompany all requests	Workbook

Michigan Cooperative Invasive Species Management Areas



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

Web: www.michiganinvasives.org
 Email: info@michiganinvasives.org

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

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



Don't Move Firewood

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



Clean Boats, Clean Waters

https://www.canr.msu.edu/clean_boats_clean_waters/



Michigan Clean Water Corps

<https://micorps.net/>



RIPPLE

https://www.canr.msu.edu/invasive_species/ripple/



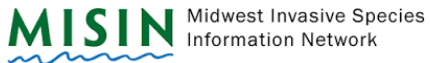
Clean, Drain, Dry Initiative

<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/>

APPENDIX C: MICHIGAN'S WATCH LIST SPECIES

Michigan's watch list species have either never been confirmed in the wild or have a limited distribution. Early detection and monitoring for these species is crucial to prevent establishment and spread and reduce impacts.

Insects and Tree Diseases

- Asian longhorned beetle (*Anoplophora glabripennis*)
- Balsam woolly adelgid (*Adelges piceae*)
- Hemlock woolly adelgid (*Adelges tsugae*)
- Spotted lanternfly (*Lycorma delicatula*)
- Thousand cankers disease (*Geosmithia morbida*)

Terrestrial Animals

- Nutria (*Myocastor coypus*)

Aquatic Animals

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

Terrestrial Plants

- Asiatic sand sedge (*Myriophyllum aquaticum*)
- Chinese yam (*Dioscorea oppositifolia* L.)
- Himalayan balsam (*Impatiens glandulifera*)
- Japanese chaff flower (*Achyranthes japonica*)
- Japanese stiltgrass (*Microstegium vimineum* (Trin.) A. Camus)
- Kudzu (*Pueraria montana* var. *lobata*)
- Mile-a-minute weed (*Persicaria perfoliata*)

Aquatic Plants

- Parrot feather (*Myriophyllum aquaticum*)
- Yellow floating heart (*Nymphoides peltata*)
- European frogbit (*Hydrocharis morsus-ranae*)
- European water clover (*Marsilea quadrifolia*)
- Brazilian elodea (*Egeria densa*)
- Hydrilla (*Hydrilla verticillata*)
- Water chestnut (*Trapa natans*)
- Water hyacinth (*Eichhornia crassipes*)
- Water lettuce (*Pistia stratiotes*)
- Water soldier (*Stratiotes aloides*)