

# MDA Grant Overview

In fiscal year 2006 Conservation Districts have six areas in which they may enter into a contractual agreement with Michigan Department of Agriculture, Environmental Stewardship Division:

- Operations
- Michigan Groundwater Stewardship Program (MGSP)
- Forestry Assistance Program (FAP)

# MDA Grant Overview Cont'd

- Michigan Agriculture Environmental Assurance Program (MAEAP)
- Conservation Reserve Enhancement Program (CREP)
- Engineering Contribution Agreement Program (EACP)

Most of these grants are annual and are based on the state's fiscal year. All are subject to modification by the state.

# MDA Grant Overview Cont'd

Every MDA grant consists of the following components:

- Cover Page
- Signature Page
- Grant Offer Page
- General Terms and Conditions Section
- Special Terms and Conditions Section

# General Terms and Conditions

- A. Record Retention
- B. Procurement
- C. Program Changes
- D. Regulation Compliance
- E. Non-Discrimination Clause
- F. Unfair Labor Practices

# General Terms and Conditions

G. Liability Insurance

H. Indemnification

I. Conflict of Interest

J. Cancellation

# Special Terms and Conditions

- Statement of Purpose
- Statement of Work
- Budget
- Payment Schedule
- Audit
- Reporting Requirements

# Summary of Special Terms

The following items are described in the Special Terms and Conditions section of the operations grant.

- The office is to be open regular hours.
- Appropriate signage, using the local district or statewide district logo is to be utilized.
- The office must be staffed and open to the public a minimum of 24 hours per week.
- Staff should have knowledge to access the Internet in order to obtain and share natural resource management information.

# Special Terms cont'd

- Every five (5) years (beginning in 2001) the Conservation District shall conduct an assessment and analysis of local resource problems and concerns and develop a written resource assessment of the county that identifies and summarizes the District board's priority issues.
- The conservation district shall develop an Annual Plan of Work, which identifies activities the District will undertake to address the district board's priorities for the year. The District shall adopt a budget, which corresponds to this annual plan of work. For the 2007 fiscal year, the Annual Plan of Work must be completed and approved by the district board and a copy sent to MDA by September 15, 2006.



# Special Terms cont'd

- The Conservation District shall provide the Grantor with a copy of each month's minutes and financial statements following the meeting at which they were approved.
- All Districts with operating income in excess of \$75,000.00 during the fiscal year from all sources must undergo a Generally Accepted Auditing Standards (GAAS) audit performed by a licensed C.P.A. firm. This type of audit must be completed every other year beginning with the first year this threshold is met.

## Special Terms cont'd

Operations grant deliverables must be completed according to the specified schedule before scheduled payments for other MDA grants can be made.

# Operations Grant Payment Schedule

First: Upon execution of grant document

\$3,840

Second: January 15, 2006

\$3,840

Third: April 15, 2006

\$3,840

Fourth: July 15, 2006

\$3,840

Final: October 15, 2006

\$3,840

**Total**

**\$19,200**

# In Closing...

All District directors, and the administrator/executive director, should read and understand all of the terms and conditions of each grant before it is signed.