

MDA Contracts and Master Agreements

Training Module 7



What You'll Learn In This Module

- | In what areas may Conservation Districts enter into a contractual agreement with Michigan Department of Agriculture, Environmental Stewardship Division?
- | What are the components of an MDA grant?
- | What are the special terms and conditions of the Operations grant?
- | What is the payment schedule of the Operations grant?



Discussion Questions

- | In what five areas do Conservation Districts have contractual agreements with MDA?
- | What components are in every MDA Grant?
- | Why should District directors read all of the grant language carefully before signing an agreement with MDA?



MDA Grant Overview

In fiscal year 2004 Conservation Districts have five areas in which they may enter into a contractual agreement with Michigan Department of Agriculture, Environmental Stewardship Division:

- | Operations
- | Michigan Groundwater Stewardship Program (MGSP)



MDA Grant Overview Continued

- | Michigan Agriculture Environmental Assurance Program (MAEAP)
- | Forestry Assistance Program (FAP)
- | Conservation Reserve Enhancement Program (CREP)

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 Continued

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



MDA Grant Signature Page

- Title of Grant
- Reference to the Act enabling specific grant
- Maximum funds that can be received by the District under this grant
- Time period of the grant
- Conditions for grant extension
- Conditions of grant funding
- Signature of District chairperson
- Signature of MDA official



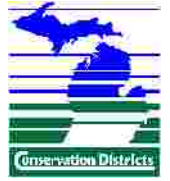
MDA Grant Offer Page

- | Title
- | Grantee/Address
- | Federal Identification #
- | Grant Administrator/Address
- | Total Budget



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 the Operations Grant

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 of the Operations Grant (continued)

- I 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.
- I 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 2005 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, 2004.



Special Terms of the Operations Grant (continued)

- I 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.
- I 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 of the Operations Grant (continued)

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



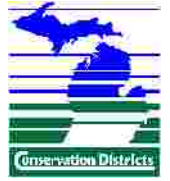
Operations Grant Payment Schedule

First: Upon execution of grant document	\$4,000
Second: January 1, 2004	\$4,000
Third: April 1, 2004	\$4,000
Fourth: July 1, 2004	\$4,000
Final: September 1, 2004	\$4,000
Total	\$20,000



Summary

- In FY 2004 Conservation Districts have five areas in which they may enter into a contractual agreement with MDA:
 - Operations
 - Michigan Groundwater Stewardship Program
 - MAEAP
 - Forestry Assistance Program
 - CREP



Summary Continued

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



Summary Continued

The Special Terms and Conditions of the Operations grant tells the District what they need to do in order to fulfill their contract and receive payments on schedule.



Summary Continued

All District directors, and the lead administrative staff person, should read and understand all of the terms and conditions of each grant before it is signed.



Review Questions

- | In what five areas do Conservation Districts have contractual agreements with MDA?
- | What components are in every MDA Grant?
- | Why should District directors read all of the grant language carefully before signing an agreement with MDA?



Resources Available

Resource Available	Where to Find It
Conservation District <u>Operations</u> Handbook	Located in each District office
Conservation District Law: P.A. 463 of 1998.	Located in the Operations Handbook.