

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.