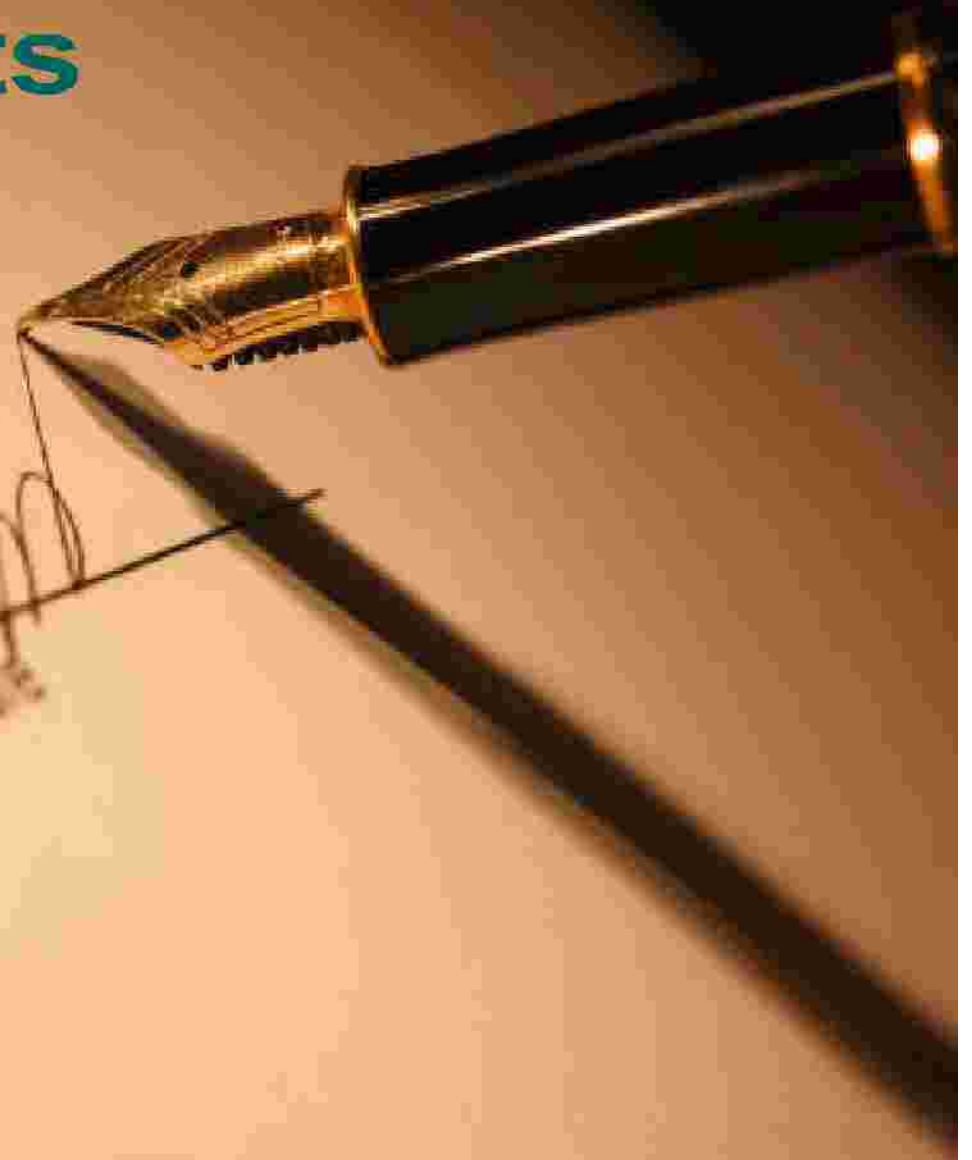
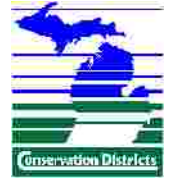


# **MDA Contracts and Master Agreements**

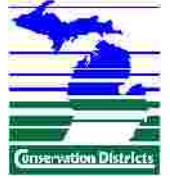


**Training Module 7**



# 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

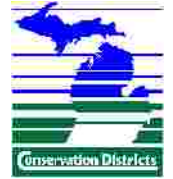
- | In what five areas do Conservation Districts have contractual agreements with MDA?
- | What components are in every MDA Grant?
- | Why should District directors read all of the grant language carefully before signing an agreement with MDA?



# 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:

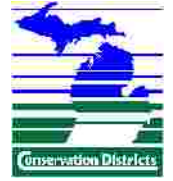
- | Operations
- | Michigan Groundwater Stewardship Program (MGSP)



# 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

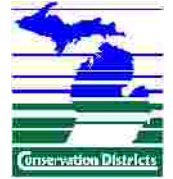
Every MDA grant consists of the following components:

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



# MDA Grant Signature Page

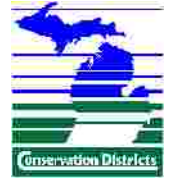
- Title of Grant
- Reference to the Act enabling specific grant
- Maximum funds that can be received by the District under this grant
- Time period of the grant
- Conditions for grant extension
- Conditions of grant funding
- Signature of District chairperson
- Signature of MDA official



# MDA Grant Offer Page

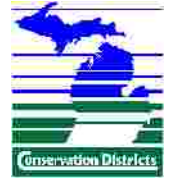
- | Title
- | Grantee/Address
- | Federal Identification #
- | Grant Administrator/Address
- | Total Budget





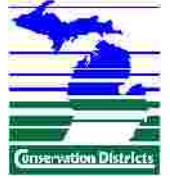
# General Terms and Conditions

- 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)

- | 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 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.



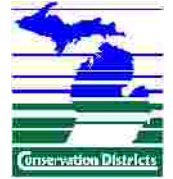
# Special Terms of the Operations Grant (continued)

- | 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 of the Operations Grant (continued)

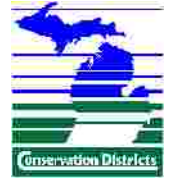
- § Operations grant deliverables must be completed according to the specified schedule before scheduled payments for other MDA grants can be made.



# Operations Grant Payment Schedule

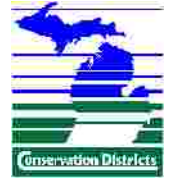
First: Upon execution of grant document	\$4,000
Second: January 1, 2004	\$4,000
Third: April 1, 2004	\$4,000
Fourth: July 1, 2004	\$4,000
Final: September 1, 2004	\$4,000
<b>Total</b>	<b>\$20,000</b>





# Summary

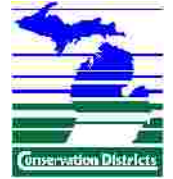
- In FY 2004 Conservation Districts have five areas in which they may enter into a contractual agreement with MDA:
  - Operations
  - Michigan Groundwater Stewardship Program
  - MAEAP
  - Forestry Assistance Program
  - CREP



# 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



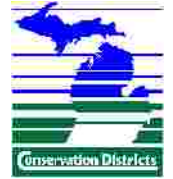
# Summary Continued

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.



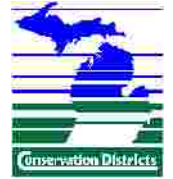
# Summary Continued

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 Handbook</u>	Located in each District office
Conservation District Law: P.A. 463 of 1998.	Located in the Operations Handbook.