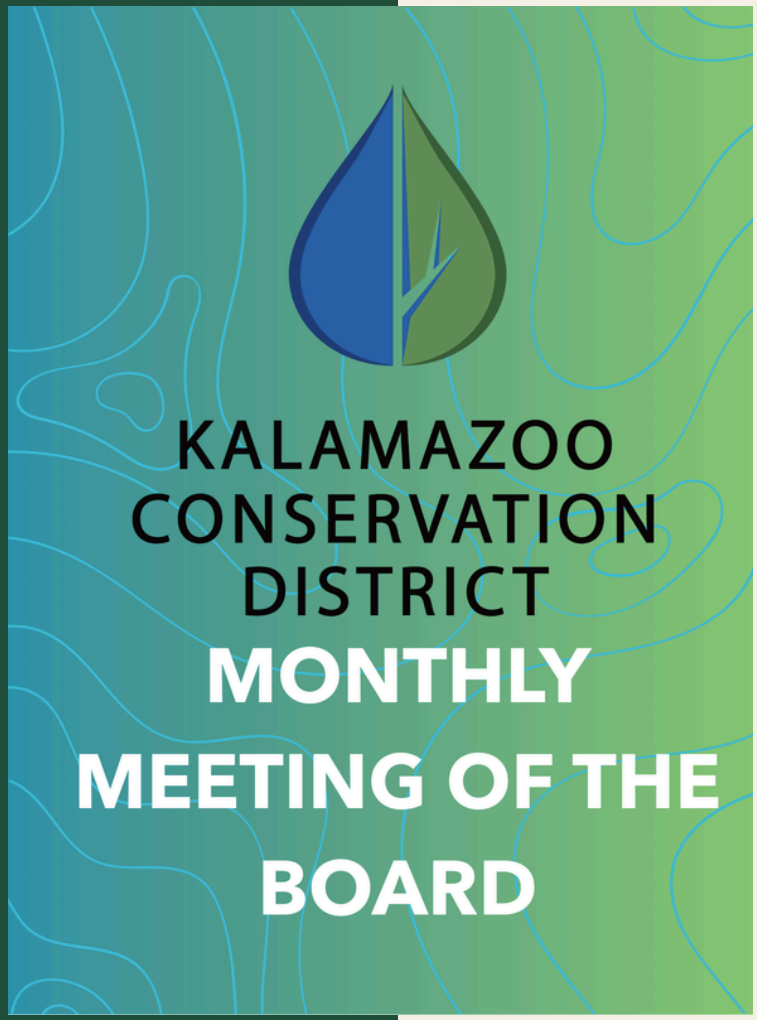


Our Mission: "Working with our community to protect, conserve, and restore the natural resources of Kalamazoo County"

October 16th, 2026



Call To Order!

2. Roll Call! (State Name and Association(s))

3. Consider Approval of October 16th, 2026 KCD Meeting Agenda

4. Consider Approval of September 18th, 2026 KCD Board Meeting Minutes

5. *Public Comments:*

KALAMAZOO CONSERVATION DISTRICT



Technical Reports:

1. Kalamazoo CD DM Report - Chandra Kinney; District Manager
2. MACD Report - Rivka Hodgkinson, Executive Director MACD
3. MDARD Partner Report - Jack Knorek; MDARD Regional Coordinator
4. Natural Resources Conservation Service Programs - Di'Shun Melbert; District Conservationist & Celina Robinson; Soil Conservsationist
5. CTAP Report - James Benjamin; MAEAP & Regenerative Agriculture Technician
6. CTAI Report - Michael Marinez. CTAI Technician (BCD/KCD/NRCS)
7. BCK-CISMA - Sara Hutteman; Invasive Species Coordinator
8. Produce Safety - Patrick Gordon; Produce Safety Technician
9. Forestry Assistance Program - Isabelle Uganski; Regional Forester
10. Regen. Ag. Incubator Farmer - Grant Reinhart; Intern

KALAMAZOO CONSERVATION DISTRICT



Kalamazoo CD DM Report - Chandra Kinney; District Manager *Highlights*

- Heavily focused on developing funding strategies. Including attending webinars like: “Building a Master Grant Toolkit” & “Funding Strategies for your Community Impact Project”, discussing our situation with experts such as Carrie Johnston w/ Transparent Bookkeeping, Jack Knorck w/ MDARD, & Rivka Hodgkinson and Amber Butterfield w/ MACD.
- Worked on the Program outline for the “Incubator Farmer Program” - Completed first DRAFT.
- Submitted final Grant Reports!!!!!
- Conducted James’ Annual Employee Evaluation

- New Grant Proposals Submitted - 1 - Kalamazoo Community Foundation
- Municipality Meetings Attended - 1 Township Supervisor
- Number of Outreach Events Hosted/Co-Hosted - 2 - Local Work Group & Local Food & Regenerative Agriculture Talk & Tour
- Number of Outreach Events Attended - 2 - Township Supervisors Meeting (Presentation) & WMU Fall Sustainability Celebration & Basic Needs Fair



KALAMAZOO CONSERVATION DISTRICT

MACD Report - Rivka Hodgkinson, Executive Director MACD

Highlights

- Even if you can't attend in person, we are opening up the private Annual Assembly Meeting portion to virtual participation so that every single District has the opportunity to vote on resolutions, review important budget information, and contribute their voice to conversations about the future of conservation. Here are some key things to know, and please be watching your email for additional details as we get closer!
- In partnership with MDARD, we will be launching a new well-monitoring program this year that all Districts can participate in. The purpose of the program is to gather distributed data about water quality around the state. If you have a technical staff person (CTAP, CTAI, Forester, Produce Safety, Invasive Species Strike Team, Watershed Technician) who is already visiting with private landowners who have a private well, this is a good fit for you. MACD is handling all the administration, reporting, and payments. You will not have to wait or quarterly reimbursements, or fill out any long reports. Simply have your technical staff bring along test kits (with pre-paid postage and packaging), along to their site visit, get permission from the landowner, gather the samples, and mail them into the lab. Then send an invoice for $58.95 per test completed to MACD to cover your administrative and other District costs. Mark your calendars for October 28 at 10am, as that is when we will be holding an informational webinar about this program. Informational materials will also be available at the conference.
- Featured Member Benefit - Advocacy



MDARD Partner Report - Jack Knorek; MDARD Regional Coordinator *Highlights*

- FY'27 MDARD operating grants will also be sent to board chairs for e-signatures in mid October. These will be funded at the same level of $40,000 per district.
- FY'27 MDARD technical assistance grants will be sent to board chairs for e-signatures in mid-October once FY'26 close out activities have been completed. All grants should have an effective date of October 1st, 2026. Please reach out to your Regional Coordinator for questions. CTAP Annual Budget - $86,540
    - CTAP outputs, strategy, and plan of work are due by November 30th
- MSU is also offering a new monthly series on Local Government Policy and Practices throughout 2026. This series will offer insights, tools, and research to help public sector leaders strengthen their communities
- Beginning November 1st, the MDA-ESD-Grants@michigan.gov will be replaced with an updated grants mailbox name. Please note this new email will be used for CTAP, CTAI, FAP, Conservation Specialist, and Operations grant reporting.





NRCS Programs - Di'Shun Melbert; District Conservationist & Celina Robinson; Soil Conservationist *Highlights*

- Finished final preapprovals. Started to work with clients waiting for assistance for FY2027. There was a backlog of clients who are asking for assistance, we want to ensure at a minimum they have applications on file to give them a shot at funding. The programs are all running concurrently this year, if you know anyone who is seeking assistance, and possibly getting funded for 2027. Our application deadline is 10/31/2026.
- 14 Site Visits for Clients
- 4 Practices certified
- CSP Payment authorization was given 10/14. Primary focus to complete all payments by 11/20 deadline.
- The Mustang has been sold. There is currently no plan, that I am aware of to replace this vehicle.



Conservation Technical Assurance Program Report - James Benjamin; MAEAP & Regen Ag Technician *Highlights*

September saw completion and surpassing of all goals for FY26 CTAP Grant. Significant time was spent on finishing soil health assessments, preparing for & completed outreach event, and preparing for fiscal year-end reporting.

CTAP Monthly Goals vs. Actual

Fiscal Year: 2026

Conservation District: Kalamazoo Conservation District

Technician Name: James W. Benjamin

Service Area: Kalamazoo County

	Q1			Q2			Q3			Q4			Sum	Goal
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Completed Risk Assessments (New & Repeat By System)	8	10	3	2	5	15	9	1	0	0	0	0	53	30
Implemented Risk Reductions	22	34	4	4	9	74	69	3	1	0	0	0	220	100
New Verificcations (by System)	0	2	0	0	0	0	6	3	2	0	0	0	13	10
Reverifications (by System)	5	4	0	0	0	0	2	6	2	0	0	0	19	15
Soil Health Assessments	0	0	0	0	0	0	0	0	0	0	6	12	18	18
Soil Health Tests	0	0	0	0	0	0	0	0	0	0	6	12	18	18
Soil Health Management Plans	0	0	0	0	0	0	0	0	0	3	1	0	4	4
Farm or Site Visits	14	11	0	1	18	13	17	8	11	5	8	8	114	100
Field Days	0	0	0	0	0	0	0	0	0	0	1	2	3	1



BCK-Cooperative Invasive Species Management Area - Sarah Huetteman; Invasive Species Coordinator (Housed in Barry CD) *Highlights*

SUM of Area (acres)		Species											
Project	County		"Woody Mix - Autumn Olive, Honeysuckle Sp., M. Rose, J. Barberry"	"Woody Mix - Autumn Olive, Honeysuckle Sp., M. Rose, J. Barberry", Knotweed	"Woody Mix - Autumn Olive, Honeysuckle Sp., M. Rose, J. Barberry", Mile-a-Minute Weed	Black Swallow Wort	Cinnamon Vine	Knotweed	Lesser Celendine	Mile-a-Minute Weed	Phragmites	Stiltgrass	Grand Total
		0											0
Total		0											0
Contract BUS	Barry							0.7762			0.4121		1.1883
	Calhoun							2.3771					2.3771
	Kalamazoo		3.16	1.05	0.25			0.0012					4.4612
Contract BUS Total			3.16	1.05	0.25			3.1545			0.4121		8.0266
Contract LO	Barry							3.1			0.27		3.37
	Calhoun							0.8684			2.3		3.1684
	Kalamazoo		1.44			0.41		1.7451			0.27		3.8651
Contract LO Total			1.44			0.41		5.7135			2.84		10.4035
Discounted Treatment	Barry							0.022					0.022
	Kalamazoo							0.181					0.181
Discounted Treatment Total								0.203					0.203
EPA MAMW 25-26	Calhoun									41.48161			41.48161
	Jackson									8.77			8.77
EPA MAMW 25-26 Total										50.25161			50.25161
IS24-0007 (Watch List)	Barry								0.01				0.01
	Calhoun											0.0034	0.0034
	Kalamazoo								13.27				13.27
IS24-0007 (Watch List) Total									13.28			0.0034	13.2834
IS24-0008	Calhoun									30.5428			30.5428
IS24-0008 Total										30.5428			30.5428
IS25-0052	Barry											0.047	0.047
	Calhoun						0.04					0.0064	0.0464
	Kalamazoo											0.568	0.568
IS25-0052 Total							0.04					0.6214	0.6614
IS25-0053 (MAMW)	Calhoun									0			0
IS25-0053 (MAMW) Total										0			0
Grand Total		**0**	**4.6**	**1.05**	**0.25**	**0.41**	**0.04**	**9.071**	**13.28**	**80.79441**	**3.2521**	**0.6248**	**113.37231**

- Stiltgrass Surveys - Barry County-78 acres, Calhoun-26.5 acres, Kalamazoo-703 acres
- Lesser Celandine - 130 acres in Kalamazoo County
- Purple Jewelweed - not detected in Frays Park in 2026 following 2025 hand pull
- Spotted Lanternfly: no detections in BCK

- Crayfish Update: Sampled for crayfish eDNA in 8 lakes 2 in Barry 6 in Kalamazoo with EGLE Red swamp crayfish has shifted from management to population monitoring which means only trapping in July and September Annually. Funding is now separate from MISGP.



Produce Safety - Patrick Gordon; Produce Safety Technician (Housed in Berrien CD) *Highlights*

- Inspection/ Farm Visit Kalamazoo (9/8)
- Kalamazoo Incubator Farm Steering Committee (9/9)
- Kalamazoo Monthly All Teams Meeting (9/16)
- MIOFPS Huddle (9/18)
- PSA Presenter Practice Session (9/22)
- Tech/ Specialist Check in Meeting (9/23)
- PSR Book Club (9/25)



Forestry Assistance Program - Isabelle Uganski; Regional Forester (Housed in Barry) *Highlights*

It has been a super busy month, and I have been learning a lot! Thanks to Ben Savoie's work this past year it is looking like we've hit our goal for QFP acreage, and I have been doing a lot of verifications because of it. I have been busy learning the reporting processes and have one more onboarding training to complete with MDARD.

- I gave two presentations on silvicultural treatments for Hemlock Woolly Adelgid (HWA). One in Ottawa county and one in Allegan County. This was a great opportunity to learn more about a prominent forest pest impacting my service area and connect with landowners. I had 8 landowners sign up for a site visit from these events. Hopefully, with the help of Ottawa CD and WMCISMA, we can provide landowners impacted by HWA, free tree tubes for forest regeneration with the Landscape Scale Restoration grant.
- I also attended the Kent CD native plant sale and tree pre-order sale. This was a great opportunity to talk with the community about planting trees and was a great initiation into district tree sales!
- What do you need increased support with? : Connecting me to private sector foresters and loggers in the service area. I will be reaching to my list soon to introduce myself and hopefully meet them and learn how the private sector is operating and build a cooperative relationship.



Regenerative Agriculture Incubator Farmer Start Up - Grant Reinhart; Regen. Ag. Incubator Farmer Intern *Highlights*

Worked with James to host the Local Foods & regenerative Agriculture Talk & Tour!

Continuing to work for us as a local constractor to update our website.

Old Business:

- Employee's Annual Performance Review
- Review Annual Plan of Work

KALAMAZOO
CONSERVATION
DISTRICT

KALAMAZOO CONSERVATION DISTRICT

Kalamazoo Conservation District

FY2027	Quarter 1			Quarter 2
	October	November	December	January
PROGRAMS				
NRCS Programs	*Year Round: Conservation planning field visits*			*Finalize previous FY payments*
CTAP	*MACD Conference and Training Sessions*			
BCK-CISMA	*Steering Committee*		*Steering Committee*	
Produce Safety	*End of Season Drop-in hours / Wrapping up Farm Visits (Audit Assistance)*	*Grower Training (2/mo)*	*Grower Training (2/mo)*	*Grower Training (2/mo)*
Wildlife Management			*In season Organized Hunt 2 Farms*	*In Season Organized Hunt 2 Farms*
Forestry Assistance Program				
SERVICES				
Annual Watershed Cleanup		*Monthly planning begins.*		
Annual Native Tree Sale Fundraiser	*Upload inventory - Pre-sale begins*			
Scrap Tire Recycling				*Confirm Dates, Times and Location of events*
OUTREACH & EVENTS				
Annual Meeting				*Candidate Nominations Due - January 3rd / Public Notice Published January 18th, 45 days before event*
Local Work Group				
Volunteer Days	*Partnering with Discover Kalamazoo and the DNR - Trash Pick Up and Brush Management*			
Field Day Events				
Tabling Events			*Desserts & Discussions*	
CNA	*Outreach - working with students to get our CNA infront of more people*	*Presentation -*	*Presentation -*	*Presentation -*
OPERATIONS				
Program Development	*Incubator Farmer Steering Committee*			*Incubator Farmer Steering Committee*
Grant Management	*Quarterly Reporting*			*Quarterly Reporting*
Administrative	*Monthly Reporting*	*Monthly Reporting*	*Monthly Reporting*	*Monthly Reporting*
Fundraising	*Add in Newsletter Campaign*		*Giving Tuesday Campaign*	*Add in Newsletter Campaign*
Communications	*Fall Newsletter*			*Winter Newsletter*
[other]				
BOARD DEVELOPMENT				
Recruitment	*Directors - Invite 1 person to a board meeting*			
Committees	*Funding Committee - Review Q4*			*Funding Committee - Review Q1*
Capacity-Building				

KALAMAZOO CONSERVATION DISTRICT

New Business:

- Annual Meeting Planning
- Review and Approve MACD Annual Dues
- Review and Approve MDARD Grant Agreements
- Review Incubator Farmer Program Outline

KALAMAZOO CONSERVATION DISTRICT DIRECTOR ELECTION DOCUMENTS
CONSERVATION DISTRICT DIRECTOR NOMINATING PETITION
(NON-PARTISAN)

We, the undersigned, residents of the Kalamazoo Conservation District, in the County of Kalamazoo, State of Michigan, hereby nominate _____, whose mailing address is _____, Michigan, as candidate for the office of District Director to be voted for at the Conservation District Annual Meeting to be held on the ____ day of _____, 20___.

This Petition is due to the Conservation District Office by the _____ day of _____, 20___, and the length of the term of office is __ years.

WARNING: **FIVE NOMINATING SIGNATURES REQUIRED. NOMINATIONS MUST BE FROM RESIDENTS OF THE DISTRICT WHO ARE AT LEAST 18 YEARS OF AGE. A PERSON SHALL NOT KNOWINGLY SIGN MORE THAN ONE NOMINATING PETITION PER OPEN SEAT FOR THIS ELECTION. A PERSON SHALL NOT SIGN A NAME OTHER THAN HIS/HER OWN OR SIGN WITH MULTIPLE NAMES.**

Signature	Printed Name	Street Address	Zip Code	Date

CERTIFICATE OF CIRCULATOR

DO NOT SIGN OR DATE THE CERTIFICATE UNTIL AFTER THE CIRCULATING PETITION

The undersigned circulator of the above petition asserts that he/she is 18 years of age and a resident of the county and that each nominating signature is the genuine signature of the person purporting to sign the petition, the person signing was, at the time of signing, a resident of the district listed in the hearing of the petition, and the nominator was at least 18 years of age. Failure to follow these requirements will disqualify the circulator from running in the district election.

WARNING**: A CIRCULATOR SHALL NOT MAKE A FALSE STATEMENT IN THE ABOVE CERTIFICATE OR SIGN A NAME OTHER THAN HIS/HER OWN AS THE CIRCULATOR.**	
Signature of Circulator	Date
Printed Name of Circulator	
Complete Address of Circulator	

Received on:	By:

GG 27*

Grant Agreement

Regarding the

Conservation Technical Assistance Program

Between the

Michigan Department of Agriculture and Rural Development

and

«Grantee»

Michigan Department of Agriculture and Rural Development
Grant Agreement
Conservation Technical Assistance Program

By authority granted under Act No. 21 of the Public Acts of 2026, the Michigan Department of Agriculture and Rural Development, (hereinafter the “Grantor” or “Department”) hereby agrees to provide the «Grantee» (hereinafter, the "Grantee") with grant assistance subject to the terms and conditions, and limitations as set forth herein.

The total amount of grant assistance hereby offered is «Amount».00.

The grant project period is from start date of October 1, 2026 through end date of September 30, 2029.

The GRANTEE is expected to complete the grant project within the project period. If the project is not completed within the initial grant period, the DEPARTMENT may consider an extension. The GRANTEE should notify the Grant Administrator as soon as it becomes clear that additional time is needed, but never less than 60 days before the expiration of the project period. All extension requests must be submitted in writing before the grant's expiration date. Extensions to the project period are at the discretion of the DEPARTMENT and may be made only by an amendment to this Agreement. Approval is not guaranteed.

Funds will be made available for this program in accordance with the attached Terms and Conditions.

This grant is valid contingent upon the availability of funds. If the DEPARTMENT's funds are reduced by the Legislature as part of a budget reduction or reduced for any other reason, this grant may be reduced or canceled.

This grant does not commit the State of Michigan or the Department of Agriculture and Rural Development to approve requests for additional funds not contained in this grant.

GRANTEE accepts the grant and agrees that the funds made available through the grant will be used only as set forth herein. The GRANTEE agrees to be bound by all terms and conditions within this grant agreement and understands that noncompliance may lead to cancellation of the award, and may obligate the GRANTEE to repay all or a portion of the grant funds, regardless of whether such funds have already been expended.

As a precondition to the execution of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT within 60 days of the date the Agreement is issued, or the Agreement may be cancelled by the DEPARTMENT. This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it. The Agreement is considered executed when signed by the DEPARTMENT.

All reports, documents, or actions required of the GRANTEE shall be submitted to the grant administrator contact below.

- **GENERAL TERMS AND CONDITIONS**
    - **Record Retention**

GRANTEE shall retain all financial reports, supporting documents and statistical records for a period of seven years after the close of the grant. GRANTEE shall also require all subcontractors retained for the performance of this grant to retain all financial reports, supporting documents and statistical records for a period of seven years after the close of the grant. The retention period starts from the date of receipt of the Final Report by the Grant Administrator. Examples of documents to be retained

might include but are not limited to: original and/or electronic invoices, billings, packing slips, reports, checking account statements, accounts payable records, contracts and sub-contracts.

- **Procurement**

The GRANTEE agrees that all procurement transactions involving the use of funds from this grant shall be conducted in a manner that provides maximum open and free competition.

- **Grant Changes**

The GRANTEE must obtain prior written approval for program changes from the Grant Administrator. Grant changes include:

1. Changes in substance in the program activities.
2. Additions or deletions in the project work plan or location.
3. Any single or cumulative change in the budget of $1,000 or more.

- **Compliance**

The GRANTEE and GRANTEE's contractors and subcontractors are responsible for compliance with all federal and state laws and municipal ordinances and regulations that in any manner affect the work or performance of this grant and shall at all times carefully observe and comply with all rules, ordinances and regulations.

The GRANTEE agrees to obtain all necessary permits before commencement of the project. This Agreement shall not be construed to obligate the DEPARTMENT or any other agency to issue any permit required for the completion of the project. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits. The GRANTEE will retain a copy of all permits in the file and make them available to the DEPARTMENT upon request.

The GRANTEE affirms to have control of the project area through fee-simple title, lease or other recorded interest in the project area or written permission from the owner of the project area to complete project activities.

This Agreement shall not be construed to require the DEPARTMENT to operate or maintain or to contribute to the operation or maintenance of the project improvements and associated project activities that are the subject of this Agreement for the course of the expected useful life.

The GRANTEE is solely responsible for the operation and maintenance of the project activities that are the subject of this Agreement and the actions of any employee or agent of the GRANTEE acting within the scope of their employment or agency.

- **Non-Discrimination Clause**

In the performance of this grant, the GRANTEE agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of

employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The GRANTEE further agrees that every subcontract entered into for the performance of this Grant Agreement will contain a provision requiring non-discrimination in employment, as herein specified, that is binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101, *et seq.* Any breach of this covenant constitutes a breach under Section Q and may result in cancellation of the Grant Agreement, along with a requirement to repay the grant award in whole or in part

- **Unfair Labor Practices**

The GRANTEE shall abide by Act No. 278 of the Public Acts of 1980, as amended, MCL 423.321 *et seq*.

- **Liability Insurance**

The GRANTEE shall provide and maintain insurance in an amount sufficient to protect from claims that may arise out of or result from the GRANTEE's operations under this grant, or for anyone whose acts they are legally liable.

- **Indemnification**

Each party to this Grant Agreement must seek its own legal representation and bear its own costs in any litigation that may arise from performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation and that each party shall be responsible for any judgments entered against it.

- **Use of Material**

Unless otherwise specified in this Agreement, the GRANTEE may release information or material developed under this Agreement, provided it is acknowledged that the State funded all or a portion of its development.

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the GRANTEE or another person. The GRANTEE will only submit materials that the State can use in accordance with this paragraph.

J. Assignability

The GRANTEE shall not assign this Agreement or assign or delegate any of its duties or obligations under this Agreement to any other party, entity, agency, group, or individual without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the GRANTEE and any subcontractor.

K. Iran Sanctions Act

By signing this Agreement the GRANTEE is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

L. Subcontracts

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The GRANTEE is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the GRANTEE to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the GRANTEE in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

- **Anti-Lobbying**

If all or a portion of this Agreement is funded with federal funds, then in accordance with 2 CFR 200, as appropriate, the GRANTEE shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the GRANTEE shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

If all or a portion of this Agreement is funded with state funds, then the GRANTEE shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "'Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The GRANTEE shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State. Further, the GRANTEE shall require that language of this assurance be included in the award documents of all subawards at all tiers.

- **Conflict of Interest**

No member of the legislative, judicial, or executive branch of state or federal governments or any local unit of government official shall personally benefit from this Grant Agreement. No member of the GRANTEE's Board of Directors, its employees, partner agencies or their families shall have any personal benefit from this Grant Agreement.

- **Cancellation**

1.This Grant Agreement may be canceled, or reduced, by 30 day written notice by either party. If canceled, GRANTEE must provide a Final Report and invoice within 30 days of cancellation. All disallowed costs and overpayments shall also be returned by the GRANTEE within 30 days of cancellation. Additional repayment may be required as set forth below.

2. Upon 30 days written notice this Agreement may be cancelled or reduced by the DEPARTMENT as follows:

a. If the GRANTEE fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation, or the rules promulgated thereunder, or other applicable law or rules.

b. If the GRANTEE knowingly and willingly presents false information to the DEPARTMENT for the purpose of obtaining this Agreement, for any reporting requirement pursuant to this agreement, or for any payment under this Agreement.

c. If the DEPARTMENT finds that the GRANTEE, or any of the GRANTEE's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.

d. If the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register of persons engaging in unfair labor practices that are compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.

e. If any of the funds issued under this award are used for a purpose other than what has been approved for this program

e. During the 30-day written notice period, the DEPARTMENT shall withhold payment for any findings under subparagraphs a through d, above and the GRANTEE will immediately cease charging to the grant and stop earning match for the project.

f. If the DEPARTMENT chooses to terminate the grant due to department changes, budget changes, changes in laws, rules or regulations, relocation of offices, or no longer has appropriations to fund the grant, all costs incurred by the GRANTEE between the grant cancellation or reduction notice, and the cancellation or reduction date, with the exception of previously budgeted personnel costs and non-cancelable obligations, must be approved by the DEPARTMENT prior to their incurrence. No costs shall be allowed after the grant has been cancelled.

3. Immediately and without further liability to the DEPARTMENT, this Agreement may be cancelled or reduced by the DEPARTMENT if the GRANTEE, or any agent of the GRANTEE, or any agent of any subcontract is:

a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;

b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to

influence a public employee to breach the ethical conduct standards for State of Michigan employees;

c. Convicted under state or federal antitrust statutes;

d. Convicted of any other criminal offense that, in the sole discretion of the DEPARTMENT, reflects on the GRANTEE's business integrity; or

e. Added to the federal or state Suspension and Debarment list.

4. If the grant is cancelled or reduced, the DEPARTMENT reserves the right to require the GRANTEE to repay all or any portion of the funds received under this Agreement, regardless of whether such funds have already been expended. DEPARTMENT further reserves the right to require GRANTEE to dispose of property acquired using grant funds.

- **Breach**

Failure of the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:

Cancel this Agreement; and/or

Withhold and/or cancel future payments to the GRANTEE under this Agreement or any other grant projects administered by DEPARTMENT until the violation is resolved to the satisfaction of the DEPARTMENT; and/or

Withhold action on all pending and future grant applications submitted by the GRANTEE ; and/or

Require repayment of grant funds paid to GRANTEE regardless of whether such funds have already been expended; and/or

Require disposition of any property acquired using grant funds, as outlined further in Special Terms and Conditions; and/or

Require specific performance of the Agreement.

In the event the DEPARTMENT no longer needs the service specified in the grant due to department changes, changes in laws, rules or regulations, relocation of offices, or no longer has appropriations to fund the grant, the DEPARTMENT may cancel or reduce the grant by giving the GRANTEE written notice of such cancellation or reduction 30 days prior to the date of cancellation or reduction. All costs incurred by the GRANTEE between the grant cancellation or reduction notice and the cancellation or reduction date, with the exception of previously budgeted personnel costs and non-cancelable obligations, must be approved by the DEPARTMENT prior to their incurrence. No costs shall be allowed after the grant has been cancelled. The State, it's departments, its agents and employees are not liable for any costs to the GRANTEE that result from cancellation of the grant.

- **Closeout**

Upon issuance of final payment from the State, the GRANTEE releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State's claims against the GRANTEE.

The GRANTEE shall immediately refund to the State any payments in excess of the costs allowed by this Agreement.

- **Electronic Funds Transfer**

The GRANTEE must be a registered vendor with the State of Michigan SIGMA Vendor Self Service (VSS) system to receive payments. The grantee must register to receive payments by EFT at the SIGMA Vendor Self Service web site (www.michigan.gov/SIGMAVSS)

- **Freedom of Information**

This is a grant from public funds and records associated with it are subject to disclosure under Michigan's Freedom of Information Act.

- **SPECIAL TERMS AND CONDITIONS**

- **Statement of Purpose**

The purpose of CTAP is to deliver environmental and educational outcomes in partnership with local conservation districts within their designated service area through RAP and MAEAP.

Acronyms
CD: Conservation District
CTAP: Conservation Technical Assistance Program
MAEAP: Michigan Agriculture Environmental Assurance Program
MDARD: Michigan Department of Agriculture and Rural Development
RAP: Regenerative Agriculture Program

Definitions
Grantor: Michigan Department of Agriculture and Rural Development
Grantee: Conservation District receiving the award; more specifically the conservation district board or their authorized designee
Program Staff: Soil and Agriculture Stewardship Unit Field Coordinators
Technician: CTAP Technician

Statement of Work

The Technicians employed under this grant are considered public service employees. Their role is to perform resource management activities that serve the public interest – activities that are needed but cannot be efficiently provided by normal market forces, and that the private sector cannot or will not deliver due to the lack immediate profit.

This program is not intended to create competition with the private sector. The Grantee is encouraged to support the growth of the private providers by offering resource management services.

The Grantee agrees to perform and record all work activities as defined in the Special Terms and Conditions and must adhere to policies and procedures that support the implementation and success of this grant.

The Grantee's primary service area is «ServiceArea». The Grantor reserves the right to amend the service area based on program needs, upon consultation with the Grantee.

Full details of Grantee requirements are outlined in the CTAP Policy and Procedures Packet.

Grantee Role and Responsibilities

1. CD Board or Authorized Designee:

- Submit grant reports as outlined in Section II-F.
- Hire and oversee the management of a Technician.
- Provide administrative support for the Technician.
- Ensure the Technician has necessary equipment, space, and technology (i.e. desktop computer or laptop, internet, office space, etc.).
- Purchase GIS software access required for the Soil Health Dashboard
- Establish annual outputs aligned with statewide programmatic targets, employment status, historical data, and current pipeline of interest in coordination with program staff, the Technician, and any CD partners identified by the Grantee. Outputs must be approved by the Grantor
- Ensure Technician develops a clear strategy to meet training needs and to accomplish stated outputs.
- Ensure the Technician attends required training and achieves program competencies.
- Ensure Technician meets outputs defined during the annual planning meeting.
- District Manager will meet with MDARD staff at least twice per year, and more if necessary, for program grant reviews.

2. Technician:

- Follow approved policies and procedures for both MAEAP and RAP including but not limited to the verification process, soil health assessments, and sampling.
- Participate in annual planning to establish meaningful and realistic outputs aligned with statewide programmatic targets, employment status, historical data and pipeline of interest in coordination with program staff, district manager, and any CD partners identified by the Grantee.
- Lead the development of a clear strategy to meet training needs and to accomplish stated program outputs.
- Complete onboarding and training as outlined.
- Collect and enter program data weekly.
- Meet with MDARD staff at least twice per year, and more if necessary, for program grant reviews.

Employment Requirements

1. The Technician's title should be inclusive of both programs delivered through this grant; Conservation Technician is recommended.

2. Grantee must hire a Technician capable of achieving outputs and managing work plans.

3. Technician must have annual outputs established, attend all required training, and meet program competencies within the grant timeline.
4. Technicians funded through this grant must dedicate their time to CTAP grant outputs. Paid leave as defined by the Grantee's human resource policies is permitted.

5. Any change to Technician staffing requires the outputs, plan of work, and strategy to be reviewed by program staff and updated within 60 days of change.

6. Grantee must follow Grantor onboarding and vacancy policies and procedures.

Minimum Outputs & Tracking

1. Program staff will meet with the Grantee and Technician to review and approve annual outputs, strategy, and annual plan of work.

2. Defined outputs, strategy, and annual plan of work must be submitted and signed by November 30 of each year.

Program Outputs	Program	FY27 Planned Outputs
Total New Planned Practice Acres	MAEAP/RAP	
Total Enhanced Planned Practice Acres	MAEAP/RAP	
Completed Total Risk Assessments (New & Repeat by System)	MAEAP	
Implemented Risk Reductions	MAEAP	
New Verifications (by System)	MAEAP	
Reverifications (by System)	MAEAP	
Soil Health Assessments	RAP	
Soil Health Tests	RAP	
Soil Health Management Plans	RAP	
Farm or Site Visits	MAEAP/RAP	

Outreach Activities/Field Days	MAEAP/RAP	
New Farmer Contacts	MAEAP/RAP	

Training & Employee Development

- New Technicians must complete required onboarding training within the first 30 days.
- Program Staff will assist with training development upon request.
- Technicians are encouraged to participate in training opportunities offered by the Grantor or partners to strengthen core competencies.

- **Budget**

This is a cost reimbursement grant funded by state restricted funds from the Freshwater Protection Fund. The Grantor will issue an annual budget amendment prior to October 1, based on the Grantee's original application and contingent upon an approved state budget and spending authority.

The total base award will be $Amount.00. Expenses must be submitted within the following categories only. Total category amounts are up the discretion of the Grantee.

Budget Categories

Technician Salary, Insurance, Benefits and Taxes

Program Administration

Travel

Training

Cost-share

Outreach

Technician Salary, Insurance, Benefits and Taxes

- Compensation must follow Grantee policies

- Benefits may include but are not limited to health, dental, vision insurance premiums, or other eligible related benefits
- If the Grantee is registered as a reimbursing employer under the Michigan Employment Security Act, unemployment costs cannot be charged to this grant

Program Administration
- Administrative staff time
- Required computer purchase for Technician
- Field equipment, including biosecurity supplies
- Postage, printing, and materials
- Prorated software fees for relevant software (e.g., QuickBooks)
- GIS software for Soil Health Dashboard
- Other necessary administrative costs or fees

Travel and Training
- Travel-related costs (e.g., mileage, meals, and lodging)
- Car rental
- Registration fees for training

Cost-share
- Implement a local cost-share assistance program under the direction of the Grantee
- Develop eligibility criteria and a list of eligible cost-share practices
- Cost-share may support any farmer participating in either program but must be addressed in the criteria for eligibility developed by the Grantee
- Promote cost-share availability
- Provide coordination and assistance to landowners for cost-share practice implementation

Outreach
- Printed and digital materials (e.g., brochures, flyers, fact sheets, social media ads, email campaigns, website updates, etc.)
- Event signage and banners
- Marketing and promotion
- Photography and videography
- Venue rental and event supplies
- Speaker fees and honoraria
- Insurance and permits (related to events or outreach activities)
- Outreach-specific staffing support

If the Grantee is a reimbursing employer under the Michigan Employment Security Act, unemployment costs cannot be charged to this grant.

Reimbursement and Payment Schedule

The DEPARTMENT will make payment to the GRANTEE as follows:

The DEPARTMENT will pay the GRANTEE a total amount not to exceed <<award amount>> in accordance with this Grant Agreement and any associated terms and conditions. Any cost overruns incurred to complete the project activities called for by this Agreement shall be the sole responsibility of the GRANTEE.

Payments are based on actual expenses incurred during each reporting period, as defined in Section II-F. Significant progress toward meeting program outputs must be demonstrated to receive payments.

- **Audit and Access to Record**

The DEPARTMENT reserves the right to conduct a programmatic and financial audit of the project and may withhold payment until the audit is satisfactorily completed. The DEPARTMENT may review the adequacy of the financial management/reporting system during or at any time subsequent to the award.

The GRANTEE will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State.

The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The GRANTEE will provide proper facilities for such access and inspection.

Grantee shall also require all subcontractors retained for the performance of this grant to retain all financial reports, supporting documents and statistical records for a period of seven years after the close of the grant. The retention period starts from the date of receipt of the Final Report by the Grant Administrator. Examples of documents to be retained might include but are not limited to: original and/or electronic invoices, billings, packing slips, reports, checking account statements, accounts payable records, contracts and sub-contracts.

As a governmental subdivision of this State, the Grantee agrees to maintain compliance with all requirements of the Conservation District Law as amended.

The project will be subject to audit by the state who may review the adequacy of the financial management/reporting system during, or at any time subsequent to, the award.

- **Reporting**

The Grantor will provide a data tracking system for the Grantee to submit program data. If no program activity occurred during a reporting period, a report must be submitted stating the reason for no activity.

Program Reporting Periods are as follows:

- October 1 to December 31
- January 1 to March 31

- April 1 to June 30
- July 1 to September 30

The quarterly program reports are to be submitted to the Field Coordinator's email with a courtesy copy to the Financial Administrator at MDARD-BES-Grants@michigan.gov by the 15th of each month following the end of the reporting period and must contain:

- A signed copy of annual program outputs, strategy, and plan of work - due once on November 30.

    - Signed quarterly actual outputs vs. planned outputs document. This will be supplied by program staff on a quarterly basis to the Grantee for review and approval and to be submitted with the grant report.

Financial/Reimbursement Reporting Periods are as follows:

- October 1 to December 31
- January 1 to March 31
- April 1 to June 30
- July 1 to September 30

The quarterly financial/reimbursement reports are to be submitted to the Field Coordinator's email with a courtesy copy to the Financial Administrator at MDARD-BES-Grants@michigan.gov by the 15th of each month following the end of the reporting period (**Q4 due October 5)** and must contain:

    - A year-to-date Profit and Loss Statement, for this grant only, with columns separated by reporting period, including a year-to-date total,
    - An Invoice with line items separated by budget categories as listed in this agreement.
- Supporting documentation of all expenditures incurred and reconciled for the reporting period.. At a minimum, documentation must clearly identify:

- Payee
- Date paid
- Payment amount
- Method of payment
- Purpose of expenditure (detailed memo)
- Evidence of payment clearing

If the Grantee uses **QuickBooks**, a complete **Transaction Detail by Account Report** is sufficient, provided the report supports and ties directly to all category totals reported on the **Profit and Loss Statement** for the applicable reporting period.

If the Grantee does not use **QuickBooks** or is unable to provide a complete **Transaction Detail by Account Report** that supports and ties directly to the **Profit and Loss Statement**, additional supporting documentation is required. Acceptable supporting documentation includes, but is not limited to, payroll reports, vendor invoices, and proof of payment (e.g., cancelled checks, bank statements showing cleared payments, electronic payment confirmations, or other documentation sufficient to substantiate the expenditure).

If necessary, by September 15 of each year included in this agreement, the Grantee shall submit an estimated bill for expenditures incurred and not reimbursed for the fiscal year ending each September 30.

- **Real Property, Equipment, Supplies, and Intangible Property.**

1. Equipment, real property, supplies, intangible property, and property of all types (property) acquired by funds issued under the grant award are subject to the following conditions:

a. Must be used for the authorized purposes of the project during the period of performance or until the property is no longer needed for the purposes of the project.

b. While being used for the originally-authorized purpose, the recipient or subrecipient must not dispose of or encumber its title or other interests without the approval of the DEPARTMENT.

c. When acquiring replacement equipment, the recipient or subrecipient may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.

d. Any disposition must be in accordance with disposition instructions from the DEPARTMENT.

2. Management requirements. Regardless of whether property is acquired in part or its entirety under the grant award, the recipient or subrecipient must manage all property (including replacement equipment) utilizing procedures that meet the following requirements:

a. Property records must include a description of the property, a serial number or another identification number, the source of funding for the property, the title holder, the acquisition date, the cost of the property, the percentage of the grant award contribution towards the original purchase, the location, use and condition of the property, and any disposition data including the date of disposal and sale price of the property, if sale or disposition is allowed under this grant. The recipient and subrecipient are responsible for maintaining and updating property records when there is a change in the status of the property.

b. A physical inventory of the property must be conducted, and the results must be reconciled with the property records at least once every two years.

c. A control system must be in place to ensure safeguards for preventing property loss, damage, or theft. Any loss, damage, or theft of equipment must be investigated. The recipient or subrecipient must notify the DEPARTMENT of any loss, damage, or theft of equipment that will have an impact on the program, or that is in excess of $10,000.

d. Regular maintenance procedures must be in place to ensure the property is in proper working condition.

e. If the recipient or subrecipient is authorized by the DEPARTMENT or required to sell the property, proper sales procedures must be in place to ensure the highest possible return.

3. Disposition. When property acquired under this award is no longer needed for the original project, program, or for other activities currently or previously supported by a DEPARTMENT grant award, or if the grant award is cancelled, the recipient or subrecipient must request disposition instructions from the DEPARTMENT. If approved, disposition of the property will be made as follows, in accordance with DEPARTMENT disposition instructions:

a. Property with a current fair market value of $10,000 or less (per unit) may be retained, sold, or otherwise disposed of with no further responsibility to the DEPARTMENT.

b. Property with a current fair market value in excess of $10,000 (per unit) may be retained or sold by the recipient or subrecipient. However, the DEPARTMENT is entitled to an amount calculated by multiplying the percentage of the grant award towards the original purchase by the current market value or proceeds from the sale. If the equipment is sold, DEPARTMENT may permit the recipient or subrecipient to retain, from the DEPARTMENT's share, $[1,000/500/250] of the proceeds to cover expenses associated with the selling and handling of the equipment, if such expenses are demonstrated to the DEPARTMENT satisfactorily.

c. In cases where a recipient or subrecipient fails to take appropriate disposition actions, a recipient or subrecipient will be considered to have retained the property and DEPARTMENT will be entitled to an amount as described above.

- **Other Sources of Funding**

The GRANTEE agrees to notify the DEPARTMENT immediately if funding for the same or a substantially similar project is received from another source and to cease all activity under this Agreement until the difference in scope between projects is identified and agreed upon by all parties.

The GRANTEE guarantees that any claims for reimbursement made to the DEPARTMENT under this Agreement must not be financed by any source other than the DEPARTMENT under the terms of this Agreement. If funding is received through any other source, the GRANTEE agrees to delete from GRANTEE's billings, or to immediately refund to the DEPARTMENT, the total amount representing such duplication of funding.





Treasurer Reports

Review and approve all September 2027 & End of Fiscal Year financial reports:

- Balance Sheet (QBD+QBO)
- Profit & Loss Summary (QBD+QBO)
- Profit & Loss YTD
- Deposits Summary
- Bills Summary
- Payroll Summary
- Reconciliation & Bank Statement
- Budget vs Actual FY26

Any Questions?

KALAMAZOO CONSERVATION DISTRICT

Public Acts & Notices:

- PN: 39-7250 S 40th Street-Climax
- PN: 39-Wolverine, Portage River VI-FD SPAN ML 1-Scotts
- PN: 39-River Caddis Portage Development at 7830 Shaver RoadPortage
- PN: Department of Environment, Great Lakes, and Energy (EGLE) Site-Specific Review Determination Letter

KALAMAZOO CONSERVATION DISTRICT

- Any Comments or Concerns?

KALAMAZOO CONSERVATION DISTRICT

DIRECTORS TIME!

- How do you see us aligning to better growth strategies?
- What connections do you have?
- What's going on in your world - environmental related?
- How can you better contribute to the growth of KCD?

KALAMAZOO CONSERVATION DISTRICT

NEXT MEETING - 8 AM on November 20th, 2026 at the KCD office, Thank you!

MEETING ADJOURNED!