

MICHIGAN CONSERVATION DISTRICT GUIDELINES

The Michigan Association of Conservation Districts (MACD) and the Department of Agriculture and Rural Development (MDARD) have collaborated together to develop the following guidelines for Michigan Conservation Districts. These guidelines are intended to assist in maintaining a high level of function and capacity for the Conservation Districts that follow them, assuring that they are well-positioned to take advantage of future funding opportunities from state or federal agencies.

The first section provides a list of requirements which must be met for Conservation Districts to receive a MDARD grant of \$50,000 or more. The second section is a list of guidelines which are aligned with Conservation District law, outlined in the Conservation District Operations Manual and included in MDARD grant agreements.

The following requirements must be met to be eligible to receive a grant of \$50,000 or more from MDARD:

- A GAAS audit must be completed biennially; documentation must be forwarded to MDARD prior to commencement of the grant each fiscal year.
- The District budget, setting forth the purpose and amount of the expenses to be incurred and the source and amount of revenue, must be forwarded to MDARD prior to commencement of grant.
- District must be in compliance with Conservation District Law.

Adherence to the following guidelines are encouraged in order to remain a viable Conservation District:

- A Resource Assessment will be conducted at least once every five years.
- An Annual Plan of Work will be developed or revised every year.
- An Appropriations Act will be passed each fiscal year.
- A regular schedule of board meetings will be posted and adhered to. Minutes of board meetings and special meetings will be sent to MDARD and the Regional Coordinator after approval from the district board.
- Annual meetings and elections will be held. Election results and oaths of office will be submitted to MDARD and the Regional Coordinator.
- Office hours are to be posted at the District's entrance and answering machine messages will accurately reflect the hours of operation.